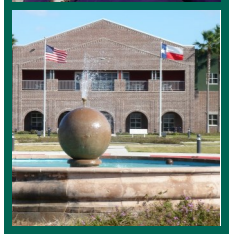

October 2014 Division Activity Reports

Board of Trustees

Board Meeting

November 20, 2014

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Student Affairs and Enrollment Management

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MEMORANDUM

DATE: **November 20, 2014**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **October 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, STC Board of Trustees Public Hearing & Special meeting, STC Board 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 departments workflow activities.
- Conducted the quarterly McAllen Economic Development Corporation (MEDC) Workforce and Education Committee meeting
- My Office participated in the following meetings:

  - Larry Barroso, Director of College Connections & Admissions for STC and Tony Matamoros, Coordinator of Dual Enrollment
  - Edgar Chrnko, Public Relations Specialist
  - Dr. Daniel King, PSJA ISD Superintendent, Dr. Shirley Reed, STC President and Dr. Anahid Petrosian, VP for Academic Affairs
  - Serkan Celtek, Director of Research & Analytical Services
  - Mary Elizondo, VP of Finance and Administrative Service
  - Dr. Anahid Petrosian, VP of Academic Affairs
  - TSI Planning & Implementation Team meeting
  - SAEM Division Deans Fall Enrollment meeting

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

- Attended the Public Relations & Marketing Recognition Ceremony for winning the medallion Awards at this year's District 4 conference
- Attended the RGV Focus Leadership meeting
- Attended the TSI planning and implementation team committee meeting
- Attended the 9th Annual Night of the Stars Event
- Attended the Rio Grande City Collegiate Preparatory for Early College High School Inaugural Celebration
- Attended the Creating a Model for Systemic Change through Scaling Early College High School
- Attended the Student Affairs & Enrollment Management ATD meeting
- Attended the Harassment Training with Ken Lyons
- Attended the STC & Universidad Autonoma de Nuevo Leon of Monterrey, MX signing ceremony
- Attended the UTPA Leadership Alliance conference held at UTPA
- Attended the Rio South Texas Economic 1st Town Hall meeting in Harlingen, TX
- Attended the Weslaco CTE Early College High School Ribbon Cutting Ceremony
- Attended the Texas Reverse transfer initiative survey
- Attended the Future of the Region Conference in Corpus Christi, TX
- Attended the meeting with Narcisco Garcia of PSJA ISD and Dr. Anahid Petrosian
- Attended the PSJA/STC Work Team Planning meeting
- Participated and attended in the ATD coach visit, meeting with Cabinet and having a working lunch
- Participated and conducted interviews as a member of the committee for the search of a Starr Campus Administrator
- Participated and Reviewed the PSJA Exception Report
- Participated in a conference call with Future of the region Agenda Convention Tracker & Future meeting Dates
- Participated in a Dual Enrollment study joint interview with Matt Hebbard
- Met with SAEM staff to plan future building expansion

Matt Hebbard, Dean of Enrollment Services & Registrar

- Opened registration for Spring 2015 semester on October 1; 5,812 students have registered online for Spring 2015 semester, to date, after being cleared by OAR.
- Processed incoming documents and cleared students to register for Spring 2015 semester.
- Worked on various projects, such as ApplyTexas high school events, enrollment, December 2014 Graduation Ceremony, registration appeals and THECB webinars.
- Dean of Enrollment Services and Registrar attended regular meetings, such as President's Administrative Staff, Planning & Development Council and SAEM Division Leaders.
- Dean of Enrollment Services and Registrar chaired the Search Committee for the vacant Director of Degree Completion and Certification position, conducted interviews and made a recommendation, which was accepted.
- Compliance Coordinator worked on CBM Reports required by the THECB.

Matt Hebbard, Dean of Enrollment Services & Registrar cont.

- Compliance Coordinator attended CoHEsion Conference held in Austin, Texas on October 26 – 28, 2014.
- Records and Registration Specialist attended TACRAO 2014 Annual Conference held in Waco, Texas on October 26 – 29, 2014.
- 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 1,437 students during October 2014.
- Processed *Reinstatement After Census Date Forms* for 47 students during October 2014.
- Processed *Change of Grades* for 43 students during October 2014.
- Downloaded, reviewed and verified 8,336 *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during October 2014.
- Processed 4,338 high school and 787 college/university transcripts during October 2014.
- Evaluated 876 transcripts from other colleges and universities during October 2014.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed 4,113 STC transcripts during October 2014.
- Scanned and indexed 11,397 documents submitted by students during October 2014.
- Processed 102 online *Course Substitution Forms* during October 2014.
- Graduation Analyst printed and mailed 1,131 diplomas for August 2014 graduates.
- Graduation Analyst continued to review potential December 2014 graduates and prepare for the first December 2014 Graduation Ceremony.

Assessment Center

Student Assessment Center Activity Report October 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	**199**	**196**	**181 (92% show)**	**TSI EXAM**	**1465**
Mid- Valley Campus	**95**	**46**	**93 (90% show)**	**TSI EXAM**	**617**
Starr Campus	**72**	**17**	**17 (100% show)**	**TSI EXAM**	**186**
Pecan Plaza	**164**	**80**	**72 (90% show)**	**GED EXAM**	**289**
TOTAL:	**530**	**339**	**363**		**2557**

Assessment Center cont.

- 10/13-10/18 - Administered CAAP Exams to 225 students
- Attended Public Safety Expo and Door Church Event – gave GED information to a total of 71 students.
- 10/29-10/30 Assisted Dual 2 Degree in an ApplyTX / Pre-Assessment drive at Rio Grande City HS, a total of 887 students completed an ApplyTX and 126 completed their Pre-Assessment.

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Dean, Specialist Rene Medina, & Specialist Zachary Suarez attended the 2014 TASFAA Conference held in El Paso, Texas
- SFS Dean & Administrative Assistant met to discuss budget and renew Notice of Employment for Judy A. Martinez
- SFS Dean & SFS Director met with auditor
- SFS Staff assisted with 26 Financial Aid Events throughout the month of October

Outreach/Welcome Centers

- Call Center
  - Inbound Calls – 9,027 calls
  - JagChats – 307 chats
- Campus Tours
  - Pecan Campus – 485 students
  - Mid-Valley Campus – 140 students
  - Technology Campus – 140
  - Nursing Campus - 140
  - Starr Campus – 323 students
- Apply Texas Drives – 3,431 applications
  - Region One Migrant ApplyTexas Drive
  - Edinburg North HS
  - Donna HS
  - Edinburg North HS
  - Hidalgo ECHS
  - Lamar Academy
  - Palmview HS
  - McAllen HS
  - Weslaco HS
  - Economedes HS
  - La Grulla HS
  - Juarez-Lincoln HS
  - Weslaco East HS
  - Edinburg HS
  - Rio Grande City HS

Outreach/Welcome Centers cont.

- Edinburg HS

- Dual Enrollment Application Drive – 1,053 applications
  - Edinburg North ECHS
  - Donna 3-D Academy
  - La Joya HS
  - Economedes ECHS
  - La Grulla HS
  - Weslaco HS
  - PSJA Southwest ECHS
- South Texas College CollegeBound Presentation
  - Mission HS
  - Donna North HS
  - Mid-Valley Academy
  - La Feria HS
  - Ignite Charter School
  - Robert Vela HS
  - Valley View HS
- College/Career Fair
  - La Herencia Headstart
  - Wilson Elementary
  - Valley View HS
  - Flores Elementary
  - Progreso HS
  - La Sara HS
- Parent Night/Events
  - Rio Grande City HS
  - Weslaco HS
  - Edinburg North HS
  - Robert Vela HS
  - Economedes HS
- Dual Enrollment Financial Aid SAP Workshop
  - Mercedes Early College
  - McAllen Memorial HS
  - Hidalgo ECHS
  - Roma HS
  - McAllen HS
  - Weslaco HS
  - Mercedes HS
  - Progreso ECHS
  - Donna HS
  - PSJA HS
  - Med High
  - La Villa HS

Outreach/Welcome Centers cont.

- Dual Enrollment Orientation
  - Science Academy
  - Roma HS
  - McAllen Memorial HS
  - Edinburg HS
  - Economedes HS
  - Edinburg North HS
  - Robert Vela HS
  - Sharyland Pioneer HS
  - La Grulla HS
  - Sharyland HS
  - Robert Vela HS
  - Rio Grande City HS
  - PSJA HS
  - Progreso ECHS
  - Sharyland Advanced Academic Academy
  - Rio Grande City ECHS
  - Mercedes Academic Academy
  - Edcouch-Elsa ECHS
- PSJA Conference for All
  - Tony Matamoros, Larry Barroso & VP Garza Presented on "Dual2Degree: From Enrollment to Completion"
- Spring Enrollment Meeting
- Priority Registration
- PSJA Dual Enrollment Follow Up Meeting
- New Faculty Session
- Onsite Sexual Harassment TASB Training
- RGV Focus Dual Credit Study Interviews
- Achieving the Dream Coaches Visit
- PSJA ISD Board Meeting – PSJA HS Counselor Certification
- PSJA North AdvancED Accreditation Visit
- Ambassadors Leadership Academy
- Dual Enrollment Registration and Processing
- Jaguar Academy
- Dual Enrollment Student Id Delivery to Schools
- Teaching and Learning Academy for New Faculty Presentation
- New Faculty and Staff Campus Tours
- McAllen ISD Roosevelt Elementary Breast Cancer Awareness Community Event
- City of McAllen "Walk Like MADD" Community Event
- McAllen ISD Roosevelt Elementary Red Ribbon Week Event
- Weslaco ISD Harvest of Health Community Event

Upcoming Events

- November – December – District Wide Apply Texas Application Drives
- November – December – District Wide Dual Enrollment Orientation
- November 11 – Dual Enrollment Counselors' Update

Paul Hernandez, Dean of STUDENT AFFAIRS

Advisor Student Contacts	
Campus	**# of Students**
Pecan	2796
Weslaco	1083
Rio Grande	385
Total	**4264**

Student Success Specialist Contacts	
Division	**# Student Contacts**
Bachelors of Applied Technology (Tech Mgmt.)	314
Bachelors of Applied Technology (CIT)	281
Business, Math, Science & Technology	416
Distance Learning	203
Liberal Arts & Social Science	241
Total	**1455**

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	**459**	**168**	**131**	**283**	**57**	**223**	**51**	**1372**
Weslaco	**3**	**29**	**34**	**31**	**414**	**95**	**0**	**606**
Rio Grande	**86**	**10**	**6**	**11**	**22**	**4**	**34**	**173**
Tech Ctr.	**12**	**70**	**81**	**3**	**5**	**2**	**0**	**173**
NAH	**9**	**33**	**25**	**2**	**18**	**0**	**39**	**126**
Total	**569**	**310**	**277**	**330**	**516**	**324**	**124**	**2450**

Meetings/Consultations

- Business & Technology Department Chair meeting – Pecan
- TAMUK Counselor Update – Pecan
- Child Development Advisory meeting – Pecan
- New Faculty Advising Session – Pecan
- Campus Coach meeting – Pecan
- Meeting with Denise Reyna and Liz Hernandez of Continuing Education – Pecan
- TMGT Mock Interviews – Pecan
- TMC HeadStart-BASORGL advising and recruitment – Pecan
- Meeting with Nereida Lopez, Faculty-Spanish Majors – Pecan
- PAC Meeting for Project HIRE – Pecan
- Counseling Department meeting – Pecan
- NAH Division Chair meeting – NAH
- Ambassador Leadership Academy – Starr
- Advisory/Safety Committee meeting – Tech
- Monthly Project HIRE Student meetings at Pecan Campus – Tech/Pecan
- ARD Meetings at Nikki Rowe HS – Pecan
- Texas A&M Transfer Track – NAH

Workshops/Presentations

- College Success presentations on Comprehensive Advising Services – Starr
- Beacon Class Presentation - Pecan
- ADA Awareness Day – Pecan
- Stress Management Workshop – Pecan
- Breast Cancer Awareness Health Fair & National Depression Screenings – Pecan
- Dealing with Death and Grief Workshop – Pecan
- College Fair at Student Lounge Bldg H. – Pecan
- Degree Works Training – TECH/NAH
- He Loves Me, She Loves Me Not Workshop – NAH
- Tips for A Successful Transfer Workshop – Pecan/Starr
- Memory Skills Workshop – Pecan
- Becoming A Mom Session: Stress and Things to Avoid During Pregnancy – Pecan
- Becoming A Mom Session 4: The Big Day: Labor and Birth – Pecan
- Becoming A Mom Session 5: Caring for Your Baby and Postpartum Care – Pecan/Starr
- Becoming A Mom Session 6: Baby Shower and Graduation – Pecan/Starr
- Drawing Mandalas for Stress Reduction Workshop – Starr
- How Important is Your GPA? Presentation for DEMSA, DECJA Academies – Starr

- Anger Management Workshop – Pecan
- It's More Than the Blues: Depression and Mental Health Workshop – Pecan/NAH
- "Domestic & Break-Up Violence Awareness" Information Table – TECH/NAH
- Depression Screenings (100 count) – MVC/TECH/STARR
- Donna ISD Student Disability Services presentation – MVC
- Relationship Building Workshop – MVC
- College Success for Healthcare Presentation – MVC
- Fall Festival – MVC
- Improving Our Self-Esteem Workshop – MVC

Professional Development

- NACADA Conference in Minnesota – Pecan
- Diversity Awareness Workshop – Pecan
- CRC Training Workshop – Pecan
- TAMUK Citrus Center in Weslaco Counselor Update Information – Pecan
- Preventing Discrimination and Sexual Violence: Title IX and the SaVE Act for Faculty & Staff – Pecan
- The Clery Act and Campus Security Authorities – Pecan
- Child Abuse Conference – Pecan
- ADA Webinar by Salome Hayward – Pecan
- 12th Annual Multidisciplinary Advocacy Training Conference for Attorneys and Guardians Ad Litem in Child Abuse/Neglect Cases at UTPA Center in Edinburg – Tech
- Lecture on Synthetic Marijuana at UTPA Conference building – Tech

Career & Employer Services

Reports:

OCTOBER MONTHLY- Career & Employer Services Activity	
Total Number	
489	Student & Employer Walk-ins
49	Student & Alumni Registered on CCN
128	Student & Alumni Resumes Revised/Uploaded on CCN
38	Employers Registered on CCN
60	Jobs posted to CCN
5,009	Total Students Registered to date
3,007	Total Alumni Registered to date
2,449	Total Employers Registered to date

Current & Upcoming Activities/ Events

- Hosted **Public Safety & First Responders Expo** at Cooper Center- Approximately **600 students** in attendance- PSJA ISD, Mission ISD, McAllen ISD, Sharyland ISD attended. Registered **30** Exhibitors and hosted 3 Guest Speaker Presentations- Speakers were: ATF - Alcohol Tabaco & Fire Arms, Edinburg South Texas Auto Theft Taskforce, Edinburg K-Nine Unit, STC Police Academy and STC Police Department.
- Hosted Career Meets Fashion Runway Showcase at Pecan and Mid-Valley Campus- Outreached approximately 300 students.

Current & Upcoming Activities/ Events cont.

- Job Development: (Altecor Engineering, AnswerOne, Castrillon Family Clinic, Expeditors International of Washington, Firestone, Freedom Tax & Business Services, Rio Grande Valley Development Council, National Software Management, Newkirk & Newkirk, Inc., Pins & Cues, Richard's Pharmacy, South Texas Educational Technologies, Inc., The Reyna Network, TWIN Inc.,All American Insurance Agency Inc., All American Professional Inspections, Alvarez & Canales Law Firm PLLC, Appen, EmbroidMe, Foremost Paving, Inc., Frost Bank, House.Wine.&Bistro, National Software Management, Tele Tech, United Blood Services, USIS, Temps Plus LLC., Appen, Ecrent Worldwide Company Ltd., Entravision Communications, ERO Architects, iDivine Photography, Leonard's Express Inc., Newkirk & Newkirk Inc., Packback LLC, Padron's Pressure Washy Systems, PostNet-Mission, Texas Citrus Exchange, Texas Impact)
- Hosted BAT Orientations to all Bachelor of Applied Technology Students
- Hosting District Wide Resume Days
- Coordination of Declare A Major Fair- Initiative; in the beginning planning stages working on securing dates; save the date e-vite
- Manage Social Networking Pages & Online College Central Network
- Continue conducting Employer Survey
- Continue promoting "Suited for Success" clothing drive campaign
- Attended Advisory Board Meeting for GM Program-Technology Campus
- 1 (OCR) On campus recruitment, Primerica, Pecan Campus
- 3 (OCR) On campus recruitment, VIDA, Pecan Campus
- 1 Resume Workshop, Latinas Club, Mrs. Sylvia Flores
- 1 (OCR) On Campus Recruitment – Michael Khors- Mid- Valley Campus
- 4 (OCR) On campus recruitment, Vector Marketing, Pecan Campus
- 1 Open Resume & Interviewing Workshop, Pecan Campus
- 1 Career Services Overview Presentation, College Success, Paul Hernandez
- 3 Career Services Overview Presentation, Diesel Technology, Manuel Nino
- 1 Career Services Overview Presentation, Automotive Technology, Mr. Alfaro
- Participated in Sharyland High School Career Fair
- Attended Business & Technology Program Chair Meeting
- Meeting with Beto Padron, Padron's Pressure Wash Systems, Job Development
- Mock Interviews for BAT-Technology Management, Dr. Oscar Plaza

- 2 Career Services Overview Presentation, Lydia Bean
- 1 Resume Writing Workshop for Advanced Student Leadership Academy, Staff Beto Coria
- Manage Social Networking pages
- 1 Open Resume & Interviewing Workshops, Pecan Campus
- 1 Stress Management Workshop for Burn To Earn, Ms. Janice Perez
- 1 Interviewing Workshop, Latinas Club, Mrs. Sylvia Flores
- Planning BAT Mock Interviews
- Meeting with RGV Outlets for sponsorship of Career Meets Fashion: Runway Showcase & 3 Fashion Show Practices

Current & Upcoming Activities/ Events cont.

- Conducted Career & Employer Services Information table for special event for Parolees as requested by Jaime Mora Community Case Manager for Texas Department of Criminal Justice at Convention Center.
- Conducted Resume Writing & CCN Registration for Automotive Program
- Conducted Open Workshop Resume Writing & Interviewing Skills at Technology Campus
- Conducted Resume Writing & Interviewing Skills workshop for Student Leader ship Academy at Mid-Valley Campus
- Coordinated interviews for Cazares Driving School.
- Coordinated interviews for R & D Personnel.
- Coordinated interviews for United Blood Services.
- Coordinated interviews for Lineage Cool Storage
- Nominated students and alumni for Student of the Week (enclosed 2 featured students) to Public Relations & Marketing (Mr. Xavier Salinas).
- Co-Chairing and participating with T-STEM Challenge Scholarship Program Committee with Miguel Carranza, Assoc. Dean Financial Aid & Veteran Affairs

Public Safety & First Responders Expo

<u>Judicial Affairs and Conflict Resolution Center</u>

- The CRC has completed the final steps in organizing an ADA Accommodations Development Training, which will be conducted on December 10-11th, 2014, at South Texas College for staff at the Conflict Resolution Center, Counseling Center and Office of Human Resources
- Ms. Olga Moran and Ms. Erica Hansen completed and emailed general email for CRC Faculty & Staff Contest - Question #1
- Ms. Olga Moran attended Onsite Training at the Pecan Campus
- Mr. Karey Barnes conducted CRC Trainings 1 & 2

Judicial Affairs and Conflict Resolution Center cont.

- Ms. Olga Moran and Ms. Erica Hansen completed and emailed general email for CRC Faculty & Staff Contest - Question #2
- Ms. Erica Hansen attended Onsite Training at the Pecan Campus
- The Conflict Resolution Center set up a Conflict Resolution Booth to raise awareness and educate students about Conflict Resolution Day (official is day: October 16th) and had students, faculty and staff create Love bugs (Starr Campus)
- The Conflict Resolution Center set up a Conflict Resolution Booth to raise awareness and educate students about Conflict Resolution Day (official is day: October 16th) and had students, faculty and staff create Love bugs (Technology Campus)
- The Conflict Resolution Center set up a Conflict Resolution Booth to raise awareness and educate students about Conflict Resolution Day (official is day: October 16th) and had students, faculty and staff create Love bugs (Mid-Valley Campus)
- The Conflict Resolution Center set up a Conflict Resolution Booth to raise awareness and educate students about Conflict Resolution Day (official is day: October 16th) and had students, faculty and staff create Love bugs (Pecan Campus)
- The Conflict Resolution Center set up a Conflict Resolution Booth to raise awareness and educate students about Conflict Resolution Day (official is day: October 16th) and had students, faculty and staff create Love bugs (Nursing & Allied Campus)
- Mr. Karey Barnes presented on Conflict Resolution at McAllen High School to Principles of Human Services courses for National Awareness Day
- Ms. Erica Hansen conducted Diversity Awareness Profile Training for Faculty/Staff at Pecan Campus
- Ms. Maria Alonso conducted Intercultural Conflict Style Inventory Training for Faculty/Staff at Pecan Campus
- Ms. Olga Moran and Ms. Erica Hansen completed and emailed general email for CRC Faculty & Staff Contest - Question #3

Trip/Travel Concern meeting at the Nursing Allied Health Campus

- Mr. Josue De La Cruz attended the first part of the 40 Basic Mediation Training in Austin, TX
- Ms. Olga Moran and Ms. Erica Hansen completed and emailed general email for CRC Faculty & Staff Contest - Question #4
- Mr. Karey Barnes conducted the Conflict Resolution Training Part III for Faculty/Staff at the Pecan Campus
- Mr. Josue De La Cruz attended the first part of the 40 Basic Mediation Training in Austin, TX
- Ms. Olga Moran and Ms. Erica Hansen completed and emailed general email for CRC Faculty & Staff Contest - Question #5

Judicial Affairs and Conflict Resolution Center cont.

CRC Total Cases for the month of August 2014	
Complaint	14
Grievance	5
Grade Appeal	10
Consultation	25
Mediation	2
Facilitated Dialog	0
Title IX	67
Total	**123**
Year to Date	**248**

CRC Total Cases per Campus for the month of August 2014	
Pecan	46
Nursing & Allied Health	34
Technology	5
Mid-Valley	18
Internet	9
Starr	11
Total	**123**
Year to Date	**248**

CRC Total Case Status for the month of August 2014	
Open	94
Closed	29
Total	**123**
Year to Date	**248**

- Mr. Paul Hernandez, Mr. Karey Barnes, Mrs. Maria Alonso & Ms. Erica Hansen attended Title IX meeting with Ms. Brenda Balderaz, Ms. Laura Requena and Mr. Paul Varville
- Mr. Karey Barnes will be attending and presenting on RAINN Day for the President's Administrative Staff meeting
- Ms. Maria Alonso & Mr. Karey Barnes attended Onsite Training at the Pecan 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 & Karey Barnes attended Onsite Training at the Pecan Campus

Judicial Affairs and Conflict Resolution Center cont.

- Mr. Karey Barnes will be attending the President's Administrative Staff meeting
- Mr. Karey Barnes will be attending the President's Administrative Staff meeting
- Mr. Karey Barnes attended the Pecan Student Services Building Modification meeting at the Pecan Campus
- Mr. Karey Barnes conducted Behavioral Intervention Team Meeting
- Mr. Karey Barnes attended the Parking Appeal meeting at the Police Department
- Mr. Karey Barnes presented on Title IX for the Biology Department

Behavioral Intervention Team Status for the month of August 2014	
Reviewed	30
Not Reviewed	12
Total	**42**
Year to Date	**67**

Judicial Affairs Total Cases per Campus for the month of August 2014	
Pecan	30
Nursing & Allied Health	5
Technology	0
Mid-Valley	5
Internet	0
Starr	2
Total	**42**
Year to Date	**67**

Judicial Affairs Total Case Status for the month of August 2014	
Open	23
Closed	19
Total	**42**
Year to Date	**67**

Student Activities & Wellness

- Fall Festivals (PCN, STR, MID & TEC)
- Video Game Day(TEC)
- Karaoke Idol (PCN)
- Classroom Presentations to promote Student Activities and Wellness(District Wide)
- Classroom Presentations for Early College High School– Economedes High (PCN)
- Operation Healthy Heroes(PCN)
- Movie Night (District Wide)
- Men and Women Soccer Tournament(PCN)
- Student Leadership Academy Workshops (District Wide)
- Student Government Association and the Criminal justice volunteered at the Weslaco National Night Out
- Student Guitar Performer Adrian Heath – Blackmoon(PCN)
- Student Leadership Academy Workshops – College Success (PCN)
- Jersey Day(PCN)
- Participation at the Hispanic Food Fest (PCN & MID)
- Valley Bowl Flag Football Tournament @ University of Texas at Brownsville
- 3 on 3 Basketball Tournament (TEC)
- Provide student volunteers from Student Leadership Academy to Rio Reforestation at Rio Grande City
- Provide student volunteers from Student Leadership Academy to Kid Fish/5K Run Stampede Family Day at Falcon Dam
- Coed Outdoor Volleyball League playoffs/Championship (PCN)
- Coed Indoor Volleyball League
- Coed & Men's Flag Football League(PCN)
- Breast Cancer Awareness Day Events (PCN, NHAC, STR & MID)
- Walk a Mile in Her Shoes (MID)
- Student Government Association elections (District-wide)
- Student Fitness Academy workshops / workout days (PCN & MID)
- Student Government Association Meetings (District Wide)
- Student Government Association Retreat (PCN)
- Live Action Role Playing (LARPing) by Universal Entertainment Club(PCN)
- Arm Wrestling Competition(PCN)
- Coed Softball Tournament (Mission Parks and Recreation Field)
- Registration To Vote Rallies(District Wide)

PASS Program

Student Contacts:

Provided services to the following # of students:

Campus	*# of Students*
TECH PASS Program	588
Total	*588*

A. Meetings/Consultations:

PASS Program Staff Meeting
Advising Meeting Nancy Garcia-Technology Campus
Advising Meeting at Pecan Campus
Departmental Meeting Dean Reyna
Safety Committee Meeting Dr. Alisa A. Fernandez

B. Participated in the Following:

- Offsite Table information at Mid-Valley
- Offsite Table information at NAH
- Offsite Table information at STARR
- Offsite Table information at Pecan
- Priority Registration at Pecan Campus
- Priority Registration at Mid-Valley Campus
- Degree Works training at Technology Campus

C. Coordinated the Following:

Update students files degree plans/case notes
Notified students via-email/about workshops for the Fall 2014
Posted information on Facebook regarding upcoming events/deadlines
Posted flyers to notified students of Spring 2015 application
Send out general email regarding PASS application dates and deadlines
Notified students via-email/about Spring 2015 application dates
Generated childcare contracts for the month of October for participants
Continue advising for mini-mester and Spring 2015
Assisting student to apply for graduation for December 2014.

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Finance and Administrative Services

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South Texas College

Office of the Vice President for Finance & Administrative Services

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

TO: Dr. Shirley A. Reed
President

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

DATE: November 11, 2014

SUBJECT: Activity Report for Finance & Administrative Services
October 1, 2014 through October 31, 2014

The following is a summary of activities from October 1, 2014 through October 31, 2014 for Finance & Administrative Services.

The Vice President

- The Vice President prepared for and attended the following meetings:
  - ⇒ President's Cabinet Meetings, Regular Board of Trustees Meeting, Special Board Meeting, Finance & Human Resources Committee Meeting, Finance and Administrative Director's Meeting, Facilities Committee Meeting, Coordinated Operations Council Meeting and Presidents' Administrative Staff.

- The Vice President prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees Finance and Human Resources Committee meeting and 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:
  - ⇒ With Ricky Longoria, internal auditor to discuss Instructional Technologies Inventory audit and new audit strategies
  - ⇒ With Gerry Rodriguez, Facilities Planning & Construction staff, and Broaddus & Associates staff on South Texas College 2013 Bond Program Planning
  - ⇒ With Becky Cavazos, Cynthia Villarreal, Myriam Lopez to discuss the College's Thresholds for Purchase of Goods or Services and the Amounts on Check Authorization and Signature to Release Checks

- ⇒ Conference call with Chuy Ramirez, Cynthia Villarreal, and Myriam Lopez on Investment Policy and Bank Contract
- ⇒ With Gerry Rodriguez and Chuy Ramirez on Demand Letter for Chubb Insurance regarding the Hail Damage Claim
- ⇒ Evaluation of MEP Engineering Services Qualifications
- ⇒ With Becky Cavazos, Deyadira Leal, and Dalinda Gamboa to discuss Travel and Expense System
- ⇒ With Achieving the Dream Coaches
- ⇒ With HSI Grant Steering Committee to discuss grant budget and provisions
- ⇒ With Myriam Lopez and Nicole Perez to discuss Bond Information and 5 year financial plan
- ⇒ With Paul Varville and Ken Lyons to discuss police department policies and procedures
- ⇒ With Aaron Rios, external auditor to discuss audit and risks
- ⇒ With Interview Committee for the Starr County Administrator position
- ⇒ FAS Director's to discuss current and pending issues
- ⇒ With Comptroller, Accounting Group Supervisors, and Director of Student Accounts & Bursar, Cashiers Office to discuss Audit and Financial Statement
- ⇒ With Gerry Rodriguez, Alma Church, and Nereida Sanchez to discuss Chubb Insurance Calculations
- ⇒ With Paul Varville, Wanda Garza, Karey Barnes, Paul Hernandez, Brenda Balderaz, and Laura Requena to discuss Title IX items.
- ⇒ With Myriam Lopez and Alex Cespedes to discuss Valley Metro contract and accounting
- ⇒ With Paul Varville, Tom Logan, and Gabriel Zuniga to discuss Valley Metro Transit bus service
- ⇒ Bond Construction Program Meeting with Broaddus and Associates and staff

- Worked on the following matters
  - ⇒ Educational and Financial Comprehensive Plan
  - ⇒ Revenue and Expenditure Projections through 2020
  - ⇒ Tax Rollback Implications
  - ⇒ Vacancy Report for FY 2014-2015
  - ⇒ 2011 IRS 1098T Waiver letter
  - ⇒ 2012 IRS 1098T letter
  - ⇒ Moody's FY 13 Community Colleges Median's
  - ⇒ Park and Ride Bus Service Options
  - ⇒ Internal Audit Options and Summary of Other Community Colleges Practices
  - ⇒ Draft of the Economic Impact
  - ⇒ Title III and V grant funds to support endowments for scholarships report
  - ⇒ TCCTA Salary Survey
  - ⇒ TRS/ORP Survey from THECB was completed
  - ⇒ Job Description for FAS Support Specialist and FAS Project Manager
  - ⇒ Carl Perkins Desk review findings
  - ⇒ Comprehensive Plan Responsibility List
  - ⇒ Ebola Preparedness
  - ⇒ Tuition and Fee Revenue Report
  - ⇒ THECB Community Colleges Formula Funding Model
  - ⇒ Bond Instructional Equipment

- ⇒ Texas School Safety Center Feedback on Safety and Security Audit Reporting Questions to prepare for the Safety and Security Audit that must be completed by August 31, 2015
- ⇒ Mutual Aid Agreement among Texas State Technical College, Texas Southmost College, South Texas College, and University of Texas at Brownsville
- ⇒ Texas Community College Teachers Association (TCCTA) Salary Survey
- ⇒ McAllen Chamber of Commerce Parking Lot Inquiry (TASB and Legal Counsel)
- ⇒ Internal Audit Areas Suggestions from Vice Presidents
- ⇒ UT survey and agreement

- Working on the following Policies for Board approval:
  - ⇒ Policy #4154: Documentation of Education for Placement of Classified Staff on the Salary Schedule
  - ⇒ Policy #5120: Investment Policy and Investment Strategy Statement
  - ⇒ Policy #4214: Violence in the Workplace
  - ⇒ Policy #5110 Comptrollership Function: Collection, Deposit, and Disbursement of College and Grant Funds
  - ⇒ Policy 5600: Authorization to Sign Checks
  - ⇒ Policy 5610: Release of Checks
  - ⇒ Policy 5210: Purchasing
  - ⇒ Policy #6312: Campus Peace Officers

<u>Project Manager</u>

- Attended / held meetings / discussions pertaining to the following:
  - ⇒ Comprehensive Plan
  - ⇒ BIA – meetings to discuss next steps with Aaron Thalman & VP Mary Elizondo.
  - ⇒ BIA - created a presentation to be presented at President's Meeting and presented
  - ⇒ Meeting and discussion regarding contracting disaster recovery services for South Texas College facilities
  - ⇒ Job Descriptions for Department of Finance & Administrative Services
  - ⇒ Institutional Effectiveness Plan updates
  - ⇒ Policy Maintenance Services through Texas Association of School Boards (TASB)
  - ⇒ Jaguar Academy
  - ⇒ Conflict Resolution Training
  - ⇒ Diversity Training
  - ⇒ Spring 2015 Training by TASB
  - ⇒ Fall 2014 Training by TASB evaluation
  - ⇒ Fall 2014 Training by TASB attendance verification
  - ⇒ Title IX research
  - ⇒ Records Retention
  - ⇒ South Texas College Police Department Policies and Procedures
  - ⇒ Finance & Administrative Services to do list
- Worked on the following matters:
  - ⇒ Miscellaneous tasks and requests from VP Mary Elizondo, for the Finance & Administrative Services Department
  - ⇒ Researched University and College Police firearms & off duty policies and recommended proposed changes to existing Policy
  - ⇒ Checks and Purchases Policy revisions

⇒ Continued coordinating TASB onsite training for all supervisors
⇒ Ebola Preparedness (CDC & TASB)
⇒ TASB Insurance Deductible Invoices
⇒ Finance & Administrative Services audits
⇒ Memorandum regarding Clery Act & Title IX
⇒ Institutional Effectiveness Plans
⇒ Finance & Administrative Services Organizational Charts
⇒ TASB Training invoice
⇒ Onsite EPA Audits – all 5 South Texas College Campuses

Food Services

- Met with Pepsi representatives to discuss new beverage options for all Cafeterias. Also, discussed "Give Away" promotion endorsing Brisk Tea.
- Helped the McAllen South Rotary Club on their October Fest Fundraiser Event, by cooking the onions and peppers.
- Met with Jose Peña from Student Life to discuss Menu for the Fall Festival.
- Food Services Department participated in the Annual Fall Festival.
  ⇒ The Pecan Campus, on the night of October 30th by providing Food and Beverages for the event, sales were $886.00, including tax.
  ⇒ The Technology Campus, on Saturday November 1st, by providing Food and Beverages for the event; sales were $262.00 including tax.
- Attended Harassment Training by Amy Magee, Senior Attorney for Community Colleges, Legal Services from Texas Association of School Boards (TASB).
- Met with Paola Garza and Marcus E. Steen to discuss new procedures for updating JagMobil Dinning options and prices.
- Met with Admiral Linen representatives to discuss proper invoice procedures.

Purchasing and General Services

- Meetings:
  ⇒ Attended a presentation on Harassment and Discrimination presented by an attorney from the Texas Association of School Boards
  ⇒ Participated in a pre-proposal conference for RFP 14-15-1036 Rebid- Nursing & Allied Health Campus North Parking Lot Expansion
  ⇒ Participated in a meeting with Broaddus & Associates to go over the draft RFP for the Construction Manager at Risk, which will be used to procure construction services for the 2013 Bond Program
  ⇒ Conducted a staff meeting to review the new HSI grant purchases and the requisition training manual
  ⇒ Conducted two (2) Banner requisition trainings for new South Texas College employees
  ⇒ Reviewed and negotiated changes to thirty- one contracts/agreements
  ⇒ The external auditor has requested to review bids and purchase orders
  ⇒ Attended the Graduation Committee monthly meeting to plan for the December ceremony
  ⇒ Met with VP Mary Elizondo to review the Purchasing tresholds
  ⇒ Met with the Office of Research and Planning to complete the department IE Plan

⇒ Presented on Purchasing, Fixed Assets, Mail Services and Receiving at the ACTA cross training for South Texas College employees
⇒ Met with VP Mary Elizondo to review the Purchasing Travel and Expense processes
⇒ Met with Professional Development to review the audio visual proposal for the HSI grant

- Worked and prepared the following request for Proposals and public bid openings:
  ⇒ RFP's:
    - 14-15-1033 Active Learning Training Room
    - 14-15-1035 Fire Suppression Systems Service and Alarm Monitoring
    - 14-15-1029 Pecan Campus Tree Removal
    - 14-15-1036 Rebid-Nursing & Allied Health Campus North Parking Lot Expansion
    - 14-15-1038 Rebid-Starr County Campus Carpet Replacement for Building A & B
    - 14-15-1039 Interactive Learning/Training Room
    - 14-15-1040 Investment Advisory Services
  ⇒ Public Bid Openings:
    - 14-15-1032 Hydraulic Iron Worker
    - 14-15-1033 Active Learning Training Room
    - 14-15-1035 Fire Suppression Systems Service and Alarm Monitoring
    - 14-15-1029 Pecan Campus Tree Removal
    - 14-15-1036 Rebid-Nursing & Allied Health Campus North Parking Lot Expansion
- The Purchasing Department processed in excess of eight hundred eighty-five (885) purchase orders, approved seven hundred forty-six (746) requisitions, disapproved two hundred sixty-seven (267) requisitions, processed change orders for goods and services and completed sixty-eight (68) travel authorizations. A total of two hundred eighty-four (284) new vendor W-9 forms were verified and entered into Banner Finance and twenty-three (23) existing vendors were updated.
- The Fixed Assets Department is currently reviewing all assets purchased since September 2014. The asset review process was completed as follows:
  ⇒ Fixed Assets approved eighty-three (83) assets through September 30, 2014
  ⇒ Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed eight hundred eighty-four (884) deliveries (purchase orders and complimentary books) and a total of three thousand two hundred fifty-four (3,254) packages/boxes. A total of three hundred twenty-two (322) purchase orders were posted received in Banner. A total of eight thousand eight hundred eighty-two (8,882) items were transferred/relocated as per move/set up request forms.
- The Mail Services department processed the following mail and copy requests:
  ⇒ Admissions Office - $928.23; Financial Aid Office - $1,284.24; Human Resources - $170.21; Cashiers - $269.37; Developmental Studies - $206.54; LASS - $444.60; Adm Office Careers - $222.02; and Academic Excellence - $129.12;
  ⇒ A total of two hundred eight thousand seven hundred thirty five (208,735) copies were completed at the copy center for the month of October.
  ⇒ A total of six hundred two (602) letters were returned to South Texas College due to invalid addresses.

Human Resources

- Flu Vaccine Clinics were held at Mid Valley Campus and Technology Campus on October 7, 2014 as continuing wellness initiatives hosted by Benefits staff; clinics were provided by Preventive Health Solutions.
- Meeting was held by Director of Judicial Affairs, Dean of Student Affairs, Ombudsperson, along with Chief of Police, Employee Relations Officer and Director of HR for review of Title IX investigation process and procedures.
- Director of Human Resources and Systems Analyst II met with Business Office staff and Comptroller to review PeopleAdmin process and hiring proposal documentation for online staff hires.
- Director of Human Resources and Employee Relations Officer met with legal counsel for review and discussion of personnel matters.
- Director of Human Resources attended the Coordinated Operations Council meeting
- Director of Human Resources and Payroll Specialist met with IS&P staff to recap procedures regarding electronic letters of appointment; BANNER fields were reviewed to ensure proper data was captured for testing.
- Benefits staff issued information regarding Higher Education Ready Set Retire Webinar hosted by ERS to be offered online for registrants to participate and review on October 13, 2014.
- Director of Human Resources and Employee Relations Officer attended the onsite training on Discrimination, Harassment, and legal issues provided by TASB.
- Benefits staff presented at the New Faculty session held at the Library Rainbow Room.
- Director of Human Resources attended Part I of the Conflict Resolution Training and Employee Relations Officer attended Part I & II.
- FY2013-2014 Leave Liability Report and Annual Vacation Settlement Log were completed and submitted to Business Office for audit and year-end reporting.
- Director of Human Resources and Employee Relations Officer met with Deans in Student division separately regarding personnel matters.
- TRS/ORP counts report regarding SB1812 Benefits Allocation were due to the Texas Higher Education Coordinating Board. Benefits staff collaborated with Business Office to review data and counts.
- HR Faculty Staffing Specialist and Director of Human Resources met with Associate Dean of Curriculum and Student Learning and Coordinator of Admissions and Records to review possibility of data entry to student owned BANNER tables to directly input data regarding credentials into BANNER; discussion led to review of XITRACHS software currently utilized by student division; demo request made and meeting is pending.
- Director of Human Resources attended the Finance & Administrative Services Directors' meeting.
- Director of Human Resources and Employee Relations Officer attended the President's Administrative Meeting – discussion of revisions to Policy 4212-Sexual Harassment; Policy 4214-Violence in the Workplace; Policy 4154-Documentation of Education for Placement on Salary Schedule were each discussed.
- Human Resources hosted the Adjunct Job Fair at Building H with approximately 24 adjuncts attending.
- Director of Human Resources and Employee Relations Officer met with Chief of Police regarding personnel matters.
- TRS/ORP Counts Report submitted to the Texas Higher Education Coordinating Board.
- Director of Human Resources and Employee Relations Officer met with interim Dean of Nursing Allied Health regarding personnel matters

- Texa$aver 457 Presentation conducted at Cooper Center to provide information regarding the 457 plan and retirement savings.
- Front desk personnel and Human Resources Assistants completed Part III of Conflict Resolution Training "Resolving disputes between team members and being a member of a mediation."
- Approximately 375 dual enrollment assignments were set up by HR payroll staff.
- Director of Human Resources and Systems Analyst met with Dean of Liberal Arts and Social Sciences and Political Science instructor to review faculty advertising and posting procedures on PeopleAdmin; conducted online training review.
- Human Resources coordinated and hosted a Staff Job Fair with approximately 82 attendees and 76 applications submitted.
- Director of Human Resources attended the American Payroll Associations' 28th Annual Educational Institutions Payroll Conference which included sessions on I-9, E-verify, Payroll Pitfalls, Affordable Care Act reporting requirements; 403b compliance, and IRS rules.
- TCCTA Faculty Survey submitted for FY2013-2014.
- Deposition was held at the Office of Human Resources with legal counsel, Director of Human Resources, Employee Relations Officer and parties called.
- Surveys sent to fellow community colleges' Directors' listserv regarding College' credential requirements for staff positions and review of faculty contracts/employment letters.
- Approximately 920 applications were received (405 paper and515 online).

Security & Police Department

- The South Texas College Clery Act Crime Statistics for the years 2011 through 2013 were submitted to the U.S. Department of Education as required by federal law.
- Vice Presidents have been requested to provide nominations for the Parking Citation Appeals Committee that reviews appeals of fines submitted by students and employees. Those nominated will fill vacant positions on the committee.
- South Texas College instructors and advisors were provided mandatory Campus Security Authority training. Those in attendance will be provided a certificate of completion that will also be maintained in personnel folders and made available for Department of Education audits.
- CPR and First Aid training was provided at the Nursing and Allied Heath Campus. The employees attending the training will be provided an American Heart Association CPR certificate.
- Clery Act mandatory Campus Security Authority training was provided to the Center for Learning Excellence employees at the Mid Valley Campus on October 17, 2014. This training included the requirements for Campus Security Authorities to provide guidance to students and employees who present them with information concerning a crime and the instructions to prepare report forms for all crimes brought to their attention.
- CPR and First Aid training was provided at Pecan Plaza on October 17, 2014. The employees attending the training will be provided a certificate from the American Heart Association.
- On October 23, 2014 Emergency Response training was provided to Jaguar Academy participants. The training included procedures for responding to fires, bomb threats, and active shooters on campus, as well as instruction in Hands Only CPR and the use of Automated External Defibrillators (AED).
- Emergency Response training was provided on October 24, 2014 to new instructors participating in the Teaching and Learning Academy. The training included procedures for responding to fires, bomb threats, and active shooters on campus, as well as instruction in Hands Only CPR and the use of Automated External Defibrillators (AED).

Facilities Planning & Construction

- Departmental report items
  - ⇒ Performed the following:
    - ➢ 2013 Bond
      - o Reviewed Additional Services proposals from Broaddus & Associates for Building Information Modeling – Facilities Management component.
      - o Met with RFQ Evaluation Committee for scoring and developing recommendations for Civil Engineers
      - o Library furniture – reviewed furniture information identifying the various types that could support several functions within a library; information will be used in designing future library space
      - o Prepared summary of future Bond Construction building instructional spaces including classrooms, science labs, nursing labs, computer labs, and technology labs
      - o Broaddus & Associates provided draft RFP and contract for Construction Manager at Risk Services; FPC staff began review and editing of these documents
      - o Worked with Purchasing Department to prepare summary of civil engineers RFQ evaluations to be presented to the Board Facilities Committee in November 2014
    - ➢ District Wide ADA Improvements Building to Building Access Phase II – attended a meeting with Engineer to review scope of work in order to receive a fee proposal.
    - ➢ District Wide Parking Lot Lights Upgrade – STC staff reviewed the scope of work with DBR Engineers to start the schematic design phase.
    - ➢ Pecan Campus Buildings A, G, H, & X Electrical Disconnects – The construction contract prepared by ACR Engineering has been reviewed and is being forwarded to Metro Electric for signature.
    - ➢ Pecan Campus Grants/Accountability – Coordinating with Architect, South Texas College staff and Contractor to develop an alternative solution for the mechanical unit for the IDF room.
    - ➢ Hail Damage Claim – assisted legal counsel with preparation of documents needed for future legal mediation with insurance company; Worked with legal counsel on summary information in preparation for mediation.
    - ➢ Pecan Campus Relocation of Portable Buildings – Worked with engineers on sequencing of portable buildings moves and infrastructure requirements; Continued working with the project engineers on the infrastructure plans.
    - ➢ Pecan Campus Student Services Building Modifications - Construction work is in progress by Bullard Construction. Partial Substantial Completion of Phase I areas was approved in October.
    - ➢ Pecan Campus Temporary Parking Lot (located south of Information & Technology Building M) re-grading with asphalt millings by Roth Excavation was completed; recycled asphalt millings were donated by the City of McAllen.
    - ➢ Pecan Campus Tree Removal for Bond Construction - Received and evaluated proposals and will submit recommendation on contractor for Board approval in November
    - ➢ Pecan Plaza Continuing Education/Cashier Renovations – Partial Substantial Completion has been certified for use of classroom space; began using the classrooms for lecture; notified and placed the contractor on notice of potential liquidated damages if project not completed on time.
    - ➢ Pecan Plaza Police Department - Worked on update for the HVAC corrective work; contractor has installed corrective items for HVAC unit and modifications to the controls are in progress; PBK has provided an assessment report for the HVAC system from a third party HVAC Company; efforts continue for resolution to HVAC unit issues; Carrier sent

a field technician to modify the controls in the HVAC roof top unit and 5 Star will continue to monitor it; efforts continue for resolution to HVAC unit issues.

- Nursing & Allied Health Campus Irrigation System Upgrade – Received a proposal from SSP Designs and a startup meeting was held.
- Nursing & Allied Health Campus Parking Lot Expansion – Re-solicitation of proposals was completed; conducted pre-proposal conference for interested contractors;
- Nursing & Allied Health Campus Subdivision Plat – Received copies of the recorded Special Warranty Deeds from the City of McAllen; reviewed and prepared documents requested by engineer and City of McAllen; City of McAllen requested that South Texas College include a Traffic Impact Analysis prior to approval of subdivision plat.
- Nursing Allied Health Campus Flooring Replacement – Board approved contractor for installation.
- Starr County Campus Carpet Replacement for Buildings A & B – Board rejected proposals due to local newspaper not publishing the solicitation notice for the second week.
- Starr County Campus Lot 5 and South Drive Lighting – Board approved Final Completion and release of final payment.
- Technology Campus Cooling Tower Replacement – Contract with Pro Tech Mechanical has been executed and construction phase is in progress.
- Technology Campus Flooring Replacement - Board approved contractor for installation.
- General items - Prepared items for monthly COC Meeting; Worked on PSJA Lease agreement; Worked on Facilities Committee Agenda & motions; Finalized motions for monthly Board meeting; Prepared draft of inter-local agreement for land transfer from City of Pharr to South Texas College. Fire Academy Facility Proposal – assisted Mario Reyna with preparation of a draft facility proposal for potential partnership with the City of McAllen.

⇒ Attended the following:

- 2013 Bond
  - Met with Broaddus and Associates to discuss preparations for the Board Meeting presentations.
  - Met with Broaddus and Associates and South Texas College Evaluation Committee for the 2013 Bond MEP & Civil Engineers RFQ's.
  - Hosted weekly 2013 Bond Construction Program progress meeting with Broaddus & Associates.
- Participated in interviews to assist Purchasing Department with new hire.
- Met with South Texas College Facilities Operations & Maintenance staff to review scope of modifications requested for Professional Development office space.
- Met with Mario Reyna & City of Pharr to discuss future site of Regional Public Safety Center.
- Met with Chuy Ramirez, legal counsel, and Clayton Frady from Spawglass to prepare for hail damage claim mediation.
- Met with the City of McAllen Planning Department to discuss Pecan Campus future development as part of Bond construction.
- Met with Dr. Reed, Chuy Ramirez, and Mary Elizondo regarding the demand letter of 2012 Hail Damage Repairs
- Attended President's Administrative Staff meeting, Coordinated Operations Council meeting, planning meeting for HSI Grant for Active Learning Classrooms, TASB On-site training, and Board Facilities Committee meeting.
- Attended the Finance & Administrative Services Directors meeting
- Special Board meeting

- Attended various vendor presentations.
- Hosted Bi-Weekly Facilities Operations Council meeting.
- Met with Innerface Architectural Signage representative to review design requirements for new interior directional signage.
- Pecan Campus Relocation of Portable Buildings design update meeting on infrastructure.
- Pecan Campus Student Services Building Modifications - met with the South Texas College staff to review the technology, media, and security equipment requirements; Quotes will be requested as needed.
- Nursing & Allied Health Campus Parking Lot Expansion - Met with the City of McAllen Planning Department for update on design.
- Technology Campus Building B Reroofing - Attended analysis presentation by architect.

Operations & Maintenance

- The Director of Operations & Maintenance attended the following:
  - ⇒ Meetings
    - Attended the Mid Valley Campus Childcare Playground Improvements Meeting
    - Attended the Evaluation of 2013 Bond MEP Engineer Qualifications Meeting
    - Attended the President's Administrative Staff Meeting
    - Attended the Coordinated Operations Council Meeting
    - Attended the Technology Campus Bldg. B Reroofing - Roof Analysis Presentation
    - Attended the Pecan Campus Student Services Modifications Construction meeting
    - Attended the CLE Renovation for Active Learning Training Lab Meeting
    - Attended the Harassment Training Session
    - Attended the Nursing & Allied Health Irrigation System Upgrades Meeting
    - Attended the Weslaco CTE ECHS Ribbon Cutting Ceremony
    - Attended the Pecan Campus Student Services Modifications Construction Meeting
    - Attended the Technology Campus - Cooling Tower Replacement Pre-Construction Meeting
    - Attended the Fire Suppression Evaluation with the Purchasing Department
    - Attended the Update on Modifications for HSI Grant Lab in C111 Meeting
    - Attended the 14-15-1029 RFP Pecan Campus Tree Removal Meeting
    - Attended the Special Board Meeting
    - Attended the RFP 14-15-1036 NAHC N Parking Lot Expansion Rebid Meeting
    - Met with Carrier Corporation on HVAC needs and improvements
    - Met with Siemens Building Automation System on NAH Retrofit Meeting
    - Met with the South Texas Katz Club
    - Met with William Collins to discuss Energy Webpage
    - Held the EPA Committee Meeting
    - Held the Facilities Operations and Maintenance Supervisors' Meeting
    - Conducted the EPA Peer Audit Walk Thru in All Campuses
  - ⇒ Inspections
    - Festo Lab Dust Contamination Issue and Corrective Action
    - Mid Valley Campus Restroom/Plumbing Inspection of Buildings A & B
  - ⇒ Departmental Plans
    - Energy Management Plan
    - 2013-2015 IE Plan
    - EPA Environmental Management System

- Operations Procurement Department
  - ⇒ Maintenance

HVAC	$19,528.57
Carpentry	$3,218.82
Electrical	$25,012.01
E. Management	$854.93
Locksmith	$2,044.50
Plumbing	$3,036.55
Painting	$2,278.84
IDT	$6,089.26
Contract/Special Pr.	$1,622.94

  - ⇒ Custodial

Pecan Campus	$9,921.78
Mid Valley Campus	$6,320.54
Starr County	0
Nursing Allied Health Campus	$2,787.36
Technology Campus	$3,287.06

- Operations Contract Department
  - ⇒ Pecan Campus
    - ➢ Repair five domestic and irrigation backflows – In Progress
  - ⇒ Mid Valley Campus
    - ➢ Replace five A/C blower wheels - Complete
    - ➢ Repair CCP Board on Chiller #1 – In Progress
    - ➢ Mid Valley Campus Building F Siemens Panel Upgrade – Scheduled
  - ⇒ Nursing & Allied +HC Campus
    - ➢ Convert A/C controls to Siemens - Complete
  - ⇒ District-Wide Scheduled PM's for October 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

- Maintenance Department

Work Orders Created	1,191
Work Orders Completed	1,388
Carpentry	148
Electrical	119
Energy	78
HVAC	100
HVAC/Electrical PM	716
Locksmith	107
Painting	28
Plumbing	91
Plant Services	1
General Maintenance	0

- Custodial Department

Set-Ups	559
Moves/Relocations	90

Business Office

- Board Agenda Items
  - ⇒ Management Reports – The Business Office staff worked on the September Board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state , and grants reports.
- The Business Office worked on the following reports/projects:
  - ⇒ Completed and submitted the TACC Local Revenue Survey report.
  - ⇒ Submitted response to Hispanic Association of Colleges and Universities.
- Meetings:
  - ⇒ Met with the Business Office departments to discuss the timeline of the audit and audit issues.
  - ⇒ TimeForce II meeting with T.R.
  - ⇒ Accounting Group Managers attended the Harassment, Discrimination, and Retaliation training
  - ⇒ Met with VP Mary Elizondo and Comptroller regarding the Comprehensive Plan.
  - ⇒ Training session for TouchNet Mobile scheduled for October 15, 2014.
  - ⇒ TimeForce II implementation meeting with T.R.
  - ⇒ Met with VP Mary Elizondo and Comptroller on the Bond 2014 tax scenarios.
  - ⇒ TimeForce II follow up and installation meetings
  - ⇒ Attended Dashboards meeting with Technology Resources
  - ⇒ Attended Distinguished Leadership Academy
  - ⇒ Memorandum of Understanding meeting with Continuing Professional Workforce Education and Accounts Receivable staff
  - ⇒ Met with VP Mary Elizondo to discuss the Bond 2014 Tax Scenarios
  - ⇒ The Administrative Assistant and Financial Manager Roundup was held on September 30, 2014 with 26 attendees. Topics included: purchase requisitions, budget transfers, banner finance and TimeForce updates.
  - ⇒ Spring Enrollment meeting to discuss early and final payment deadline dates.
  - ⇒ Meeting with CPWE and Accounts Receivable to review the proposal on a new on-line requisition process to simplify current manual processes.

⇒ Met with VP Mary Elizondo to discuss scenarios for Comprehensive Plan.
⇒ Met with Director of Safety and Security to review surveillance and panic buttons in Cashier areas and new additions.
⇒ Met with Facility Planning and Construction Project Manager on the status of the Cashier new additions.
⇒ "Bite size" training for cashier staff to present the Spring 2015 payment, installment plan, and emergency loan due dates.
⇒ Meeting on the response to IRS letter with Grants and Contracts' staff.
⇒ Met to discuss responses on external auditor's questions regarding the Starr County and Mid Valley Campuses' cafeteria end of day total receipts.
⇒ Met with Accounting Group Manger and Accountant to discuss possible solutions to the Accounts Payable credit card reconciliation.
⇒ Met with VP Dr. David Plummer from IS&P, Director of IEA and the Comptroller to discuss the FY 2016 IEA/Budgeting trainings.
⇒ Attended Achieving the Dream Coaches Visit.
⇒ Attended Pecan Building K modification meeting to discuss the technology and media needs of departments.
⇒ Meeting to discuss possible solutions to the A/P credit card reconciliation.
⇒ Meeting to discuss Safety and Security Department's budget availability and expenses.
⇒ Meet to review Travel and Expense module.
⇒ Presented at ACTA
⇒ Met with VP Mary Elizondo to discuss Hail Damage expenditures.
⇒ Met with the VP Mary Elizondo regarding the audit timeline.
⇒ Met to discuss Safety and Security Department's budget availability and expenses.
⇒ Met with legal counsel to discuss the Investment Policy.

- Trainings/Webinars:
  ⇒ Attended the Best Practices in Budgeting, GFOA Conference in New Orleans
  ⇒ Attended IOFM's Accounts Payable Conference & Expo
  ⇒ Attended American Payroll Association Conference for Higher Education Institutions
- Accounts Payable / Grants and Contracts
  ⇒ Checks Processed as of October 31, 2014:

Bank No.	09/14	10/14
01 E&G	582	769
01 Direct Deposit	94	113
03 Student	10,906	1,447
12 I&S Taxes	-	-
16 I&S Bond	-	-
17 Plant	19	6
32 AP Card	379	404
38 Unexp-LT Bond Series 2014	2	2

- Accounts Receivable / Budget & Reporting
  ⇒ Assisted and completed the Non-Tax Collected Revenue Survey on October 15.
- Cash Management / Special Projects / Office Support
  ⇒ Check Cycles – The following check cycles were processed and the number of checks printed is as follows:

01 E&G	11	621
01 Direct Deposit	4	76
02 Payroll	12	709
02 Direct Deposit	2	1,423
03 Student	4	1,362 (US Bank)
12 I&S	-	-
16 I&S	-	-
17 Plant	2	6
38 Bond Series 2014	1	1
Total	36	4,198

⇒ 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	10
Bank Transfers between Bank Accounts	10
Wire Transfers for Benefits	5

⇒ Staff worked on three renewal letters for the Certificate of Deposits that matured.

⇒ Changes were made to the Investment Policy as per the auditor's recommendations.

⇒ A finance motion was prepared to review the changes on Policy 5600 Authorization to Sign Checks and Policy 5610 Release of Checks and the benefits.

⇒ Worked on narrative for proposed increased limits to Board Lists.

⇒ Submitted "Cardholder Statement of Disputed Visa/MasterCard Charges" to BBVA Compass.

⇒ Staff continued working on the Fee Defray project and completing FY 2014 audit items.

⇒ Audit – Information is being gathered and submitted to the external auditors as per their request such as reconciliations and footnotes.

⇒ Staff updated the MEDA Endowment Scholarship Fund motion as of September 2014 for the November Board meeting.

⇒ Staff provided to management for their review the RFQ for Investment Advisory Services.

- General Accounting & Construction

⇒ Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 67 monthly reports were completed during the month of September.

Journal entries processed	1,940
Journal entries/documents scanned	1,290
Hours used for scanning - estimated	79
Hours used to prepare documents for scanning	89
Hours assisting other departments	18
Checks printed	3
Positive Pay submitted	38
Disbursement of returned mailed checks	14
Processed electronic payments	0
Processed book and wire/ach transfers	5

Stop payments processed	25
Journal entries and requisitions prepared	105
Interdepartmental Transactions reviewed	78
Invoices and encumbrances reviewed	49
Set-up FOAP codes	20
Deposits prepared	18
Stale dated letters mailed	32
Copies of booklets/journal entries requested	140
Cafeteria daily sales report	122
Transactions removed from bank reconciliation	0
Inter-office deliveries	33

⇒ Prepared revenue and expense scenarios on the proposed rollback tax rates for the Comprehensive Plan.

⇒ Prepared rollback tax projections for FY2015-FY2020 and submitted a copy to Hidalgo County Tax Office.

⇒ Submitted 8/31/14 property taxes reconciliations, statistical tables, and footnotes for review before they are submitted to external auditor.

⇒ Requested the Annual Rollback Report from Hidalgo County Appraisal District; will be available after 10/31/14.

⇒ Requested the Tax Roll for Levy 2014 from Hidalgo County Tax Assessor/Collector and Starr County Tax Assessor/Collector.

⇒ Requested the Tax Rollback documentation for Levy 2013 from Hidalgo County Appraisal District and they will be submitting it after 10/31/14.

⇒ Requested the 2015 Appraisal Fees report from Hidalgo County and Starr County Appraisal Districts.

⇒ Requested the 2014 Arbitrage Calculation from First Southwest and they will provide an answer by November 19, 2014.

- Payroll, TimeForce and Position Control Departments

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

Payroll Re-issue Processed	9
Payroll Cycles	4
Payroll Checks & DD	1,106
New Employee Setups for TimeForce	72
TimeForce Access Forms Processed	103
Number of Employees with OT reviewed for OT Memos	330
NOE's Approved	313
Salary Budget Transfer Forms Processed	14 with multiple entries

  ⇒ TimeForce upgrade – TimeForce II has been installed. The testing and data validation phase are on-going. Working with TR to plan server restart.

- System Analyst

  ⇒ TouchNet Mobile – Working on issues discovered when students are planning to pay partial amounts.

- Cashiers

⇒ Extended hours of operation to assist students with their Fall 2014 and Spring 2015 registration needs.
⇒ Working on daily compilation of unpaid list for Fall 2014 mini-semesters.
⇒ Cashier call agents continue calling students on the mini-mester unpaid lists.
⇒ Cashiers started planning the Bite Size training sessions to discuss Spring 2015 due dates and payment arrangements.

Business Office Performance Indicators

Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	1,585	Salaried	389
Employees on Semi-Monthly Payroll	1,130	Total Net	$ 4,362,479.86
		Waged	707
Timecards Processed		Total Net	$ 249,701.61
(Waged 09/16-09/30) SR19	545		
(Waged 10/01-10/15) SR20	588	**Stop Payment Processed**	
(Salaried: October) MR10	1,379	Salaried	4
(Waged 09/16-09/30) SR19ADJ01	1	Waged	5
Worksheets Processed			
(additions, deletions, changes)		**Void checks Processed**	
Salaried	268	Salaried	4
Waged	101	Waged	4
(Salaried: September) MR09ADJ03	22		
Liabilities Processed	37	**Replacement Checks Processed**	
		Salaried	5
Reports Processed		Waged	4
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1	**Direct Deposit Processed**	
		Salaried	1,396
Deposits Processed		Total Net	$ 3,679,779.50
Internal Revenue Service	5	Waged	448
Bank Transfers	5	Total Net	$ 133,952.41

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	231
General Journal Entry (Inter-Fund) (JE 16)	109
Cash Receipts (CR 05)	1,203
Encumbrance Liquidation (E032)	12
Encumbrance Liquidation (E020)	8
General Journal Entry (IConstruction) (JE17)	15

Cashiers:

Description	Total
Calls over the phone by students	2,748
Calls made to students due to balances owed	1,773
Total Transactions	6,663
Payment Transactions	
Cash	**2,017**
Cash	2,013
NSF Cash	4
Wire Transfer Pmt	**0**
Check	**797**
Paper	481
Money Order	-
NSF Check Wire	-
Electronic	106
Web	210
Credit Card	**3,849**
ATM/Debit	**0**
Visa	1,453
Master Card	345
Discover	24
Web	2,027
Total	**6,663**

Accounts Payable:

Bank No./Description	Total Number of Checks/ Vouchers Issued	Total Dollar Amount
01 - E&G	882	$ 3,137,787.60
02 - Payroll	0	-
03 – Student Funds	1,447	863,348.86
12 - PPFCO Interest & Sinking	0	-
16 - Interest & Sinking	0	-
17 - New Construction	6	129,471.94
32 – Credit Card Payments	404	260,337.18
38 – Unexp-LT Bond Series 2014	2	118,535.18
Grand Total	**2,741**	**$ 4,509,480.76**
Process Travel Checks from Bank 01 (E&G) as follows:		
Travel Authorization	86	$ 99,156.53
Travel Vouchers	63	2,832.41
Travel – In district	37	12,832.66
Grand Total	**186**	**$ 114,821.60**

Grants (Non-Student):

No.	Grant Type	YTD Revenue
19	Federal Grants	3,776,740.76
13	State Grants	1,509,040.40
13	Local/Private Grants	1,777,143.32
45	**Total**	**7,062,924.48**

Third Party Student Scholarships and Grants:

No.	Type	YTD Revenue
21	Federal	27,248,171.17
11	State	143,243.02
20	Local	292,178.47
11	Private	221,244.99
63	**Total**	**27,904,837.65**

South Texas College

Changing Lives, Changing Communities

Academic Affairs

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South Texas College

PO Box 9701
McAllen, Texas 78502- 9701

Office of the Interim Vice President for Academic Affairs
3201 W. Pecan Blvd. • McAllen, Texas 78501

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

Memo

Date: November 14, 2014

To: Dr. Shirley A. Reed, President

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

Subject: **OCTOBER 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 November 20, 2014 Board meeting.

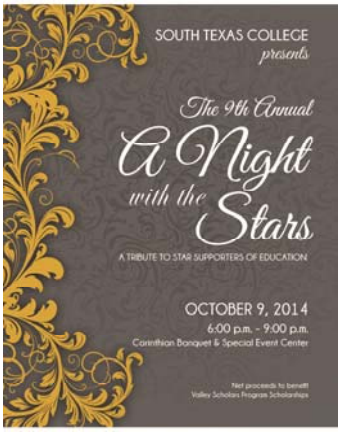
Division: **Business & Technology**
Department: **Business Administration**
Highlight: **Kappa Beta Delta Community Service Day**

On **October 4, 2014**, **Kappa Beta Delta Business Honor Society** spent the day helping the community at the *Rio Grande Valley Food Bank*.

The organization led by President, Sandra Charles spent the day organizing and packaging food goods to be delivered and handed out to those in need.

The volunteer efforts on this day **provided food to 5,040 People in RGV**. The organization co-advisors are Business Administration Instructor s Cynthia Sanchez and Assistant Professor Elizabeth Dietz.

Division: **Academic Advancement**
Department: **Academic Excellence- Valley Scholars**
Highlight: **9th Annual "A Night with the Stars" A Tribute to Star Supporters of Education**



Two distinguished supporters of higher education were honored during the **9th Annual "A Night with the Stars" on Oct. 9, 2014,** at the *Corinthian Banquet & Special Events Center in Mission, Tx.*

Attendees enjoyed a night of dining and entertainment as the College saluted **Doctor's Hospital at Renaissance and H-E-B as *Star Supporters of Education.***

Entertainment was provided by students in the **STC Jazz Band and adjunct music faculty, Esperanza Medina** was the featured soloist. The **South Texas College Culinary Department** provided a dessert station for guests with an assortment of sweet confections prepared by Culinary Arts students. During the annual event, **Valley Scholars alumna, Dominique Hassanpour, was honored for her success and service to the community.**

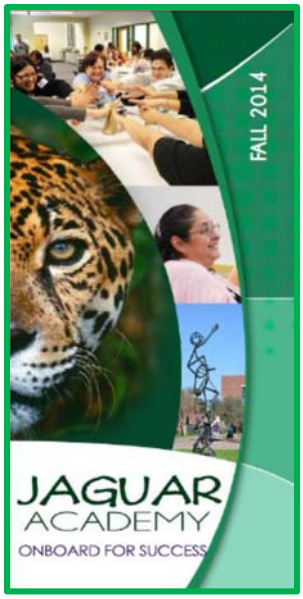
Throughout the evening, guests bid on their favorite items in the **Silent Auction** and generated additional funds **towards student scholarships.** All together with cash and in kind sponsorships, donations and tickets sales, the **9th Annual "A Night with the Stars" raised over $100,000.**

The Valley Scholars Program extends its appreciation to all the sponsors and STC faculty and staff for supporting the event.

DOCTORS HOSPITAL at RENAISSANCE

H-E-B
Helping Here.

Division: **Academic Advancement Area**
Department: **Professional & Organizational Development**
Highlight: **Jaguar Academy Kick-Off**



On **October 9, 2014**, the **Office of Professional & Organizational Development (O.P.O.D.)** kicked-off its 2nd cohort of **Fall Jaguar Academy: Onboard for Success** in the O.P.O.D. training room.

The total **length of the Jaguar Academy is six weeks** and is facilitated by **Professional Development Trainers**, *April Castaneda and Richard Torres.*

During the first session, participants had the opportunity to:

- ✓ Introduce themselves
- ✓ Conduct a get-to-know-you icebreaker activity
- ✓ Learn about the many resources available through a Pecan Campus tour provided by College Connections and Admissions

Participants received an introduction of the academy plus materials and were explained the hopes and expectations of the new employee academy.

Participants also received an overview of the Office of Professional and Organizational Development where they were able to learn its mission and all of the professional development opportunities and major events it has to offer staff and faculty.

Sessions are held every Thursday from 8:30 a.m. to 10:30 a.m. in the Office of Professional Development Training Room.

TOPICS & SCHEDULE

Oct.9	Building Our Networks: Connecting to College Resources Presenters: OPOD Staff
Oct.16	Service Area Tour *FULL DAY* Presenters: Campus Administrators
Oct.23	Campus Safety Presenter: Paul Varville, STC Police Chief
Oct.30	Customer Service & Business Etiquette Presenters: OPOD Staff
Nov.6	College Mission, Philosophy, & Points of Pride Presenter: Dr. Shirley A. Reed, STC President
Nov.13	Reflections of STC Spirit Presenters: OPOD Staff

Division: **Math, Science, & Bachelor Programs**
Department: **University Relations, Transfer and Articulation Center**
Highlight: **Signing Ceremony- South Texas College + Universidad Autónoma de Nuevo Leon**

On **October 16, 2014,** a signing ceremony was held to commemorate a formal agreement between **South Texas College** and **the Universidad Autónoma de Nuevo León (UANL)**.

The event was attended by several UANL representatives, including an emissary on behalf of the Rector, Jesús Áncer Rodríguez.

Media coverage was provided by:

- STC Public Relations Office
- Televisa
- *The Monitor*
- Telemundo
- Estrella TV
- *El Mañana*
- *El Nuevo Heraldo*
- *El Periódico USA*

Also in attendance were Mexican institutions of higher education: the Universidad Autónoma de Tamaulipas and the Instituto Tecnológico de Reynosa as well as representatives from the Mexican Consulate. Several STC Administrators were able to join the ceremonial festivities and stayed for lunch provided by the STC Catering Services.

The **collaborative agreement** included support for:

- Shared cultural activities
- The exploration of a symposium on bilingual education
- The creation of a standing committee to continue further considerationon of collaborative ventures.

Division: **Academic Affairs**
Department: **High School Program & Services**
Highlight: **Weslaco ISD CTE Early College High School Ribbon Cutting**

On **Tuesday, October 21, 2014,** South Texas College joined Weslaco Independent School district for its **Weslaco ISD Career and Technology (CTE) Early College High School Ribbon Cutting** event.

Weslaco ISD is calling its new school **21st Century CTE-ECHS,** which stands for **Career and Technical Education-Early College High School**.

Guest speakers at the Ribbon-cutting ceremony included:

- **Mario Reyna** - Dean of Business and Technology at STC
- **Robert Sepulveda** - Weslaco ISD Board President
- **Dr. Anahid Petrosian** - Interim Vice President for Academic Affairs at STC

The CTE Early College High Schools align dual enrollment with the career pathway requirements of HB 5 and provide a pathway to high-wage, meaningful careers.

Students will learn the regular high school curriculum at the high school, and attend classes at STC's Weslaco and McAllen campuses. In addition, students will have the opportunity to earn an associate's degree from South Texas College in the following CTE fields:

- **Welding**
- **Diesel mechanics**
- **Precision manufacturing**

Students will be well positioned to secure high paying professions associated with energy production and distribution such as in the Gulf of Mexico and the Port of Brownsville and with SpaceX's space exploration program.

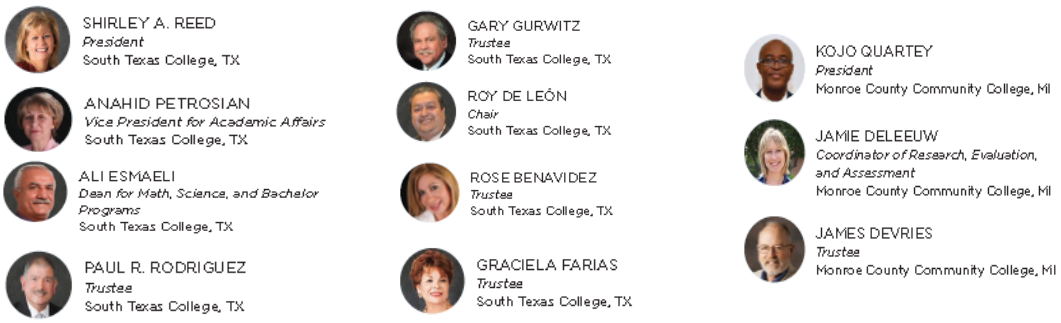
South Texas College presently has 2 partnerships, one with **Mission Consolidated Independent School District and Weslaco Independent School District** to will develop two Career and Technical Education (CTE) Early College High Schools (ECHS).

Division: **South Texas College**
Department: **Academic Affairs Leadership**
Highlight: **2014 ACCT Leadership Congress**

The **Association of Community College Trustee 45th Annual Leadership Congress** was held in Chicago, Illinois, from **October 22 - 25, 2014**.

South Texas College participated in the Congress by presenting in the following presentations:

Presentation	**Speakers**
Effective Board Governance: From Policy Governance™ to Traditional Models	▪ Roy De León - Chair ▪ Gary Gurwitz - Trustee ▪ Rose Benavidez - Trustee ▪ Graciela Farias - Trustee ▪ Shirley Reed - President
Building Toward the Future: Effective Strategies for Successfully Passing a Bond and Maintenance Tax Ballot Measure during Challenging Economic Times	▪ Rose Benavidez - Trustee ▪ Gary Gurwitz – Trustee ▪ Roy De León - Chair ▪ Shirley Reed – President ▪ Paul R. Rodriguez - Trustee
Pathway to College Completion through Dual Enrollment at South Texas College and Monroe County Community College	▪ Jamie Deleeuw - Coordinator of Research, Evaluation, and Assessment Monroe County Community College, MI ▪ James Devries – Trustee Monroe County Community College, MI ▪ Kojo Quartey - President Monroe County Community College, MI ▪ Graciela Farias – Trustee ▪ Anahid Petrosian - Vice President for Academic Affairs ▪ Shirley Reed – President ▪ Paul R. Rodriguez - Trustee
Increasing the Educational Attainment Level in Your Region Through Applied Baccalaureates Offered through your Community College	▪ Roy De León - Chair ▪ Graciela Farias - Trustee ▪ Ali Esmaeili - Dean for Math, Science, and Bachelor Programs ▪ Anahid Petrosian - Vice President for Academic Affairs ▪ Shirley Reed – President
Creating a College-Going Culture as a Successful, Proactive Strategy to Combat Poverty	▪ Rose Benavidez - Trustee ▪ Anahid Petrosian - Vice President for Academic Affairs ▪ Graciela Farias - Trustee ▪ Shirley Reed – President



2014 ACCT Leadership Congress Presenters

Mario Reyna
Division Dean - Business & Technology

- On Tuesday, September 2nd I held interviews for the new Paralegal Program Chair, met with Human Resources twice for faculty issue and met with Fernando Ortiz, Executive Director at Instituto Internacional de Estudios Superiores for updates on INNO 2014.
- Attended meeting with Dr. Anahid Petrosian, held the Business and Technology Program Chair Meeting on Wednesday, September 3rd.
- Met with Rosendo Martinez, Dean, Instituto Internacional de Estudios Superiores and attended the Ribbon Cutting Ceremony at Edcouch-Elsa ECHS on Thursday, September 4th.
- Attended the Exposicion Internacional de Publicidad in Monterrey, Tamaulipas, Mexico on Thursday, September 4 – 8th.
- Visited Universidad of Tamaulipas, met with personnel at Human Resources, had an interview with STC Radio to promote INNO 2014 Conference, and attended the DOL Grant Opportunity at the Pecan Campus on Tuesday, September 9th.
- Interview with KURV radio to promote INNO 2014 Conference and visited Pharr Police Academy on Wednesday, September 10th.
- Interviewed with Fox news to promote INNO 2014 Conference, attended the Education & Workforce Development Committee, Board Meeting and presented at the Valley Scholars Class 18 Welcome Banquet at the Pecan Campus on Thursday, September 11th.
- Attended a meeting at the Anzaldua Bridge, held the Business and Technology Chair Program Chair Meeting, attended the NAAMREI Quarterly Leadership Team Meeting at UTRGV, and attended the Planning and Development Council Meeting at the Pecan Campus on Friday, September 12th.
- Met with Rosendo Martinez, Dean, Instituto Internacional de Estudios Superiores, met with Maria Esther Carargo of UT Reynosa and was interviewed by Telemundo to promote INNO 2014 on Tuesday, September 16th.
- Interviewed with McAllen Cable Network to promote INNO 2014 on Wednesday, September 17th.
- Attended the Pathways to Progress 2014 Conference in Dallas, Texas on Sunday, September 21-23, 2014.
- Met with personnel from Human Resources on Wednesday, September 24th.
- Attended INNO 2014 at the Instituto Internacional de Estudios Superiores in Reynosa and interview with KURV Spanish to promote INNO 2014 on Thursday, September 25th.
- Hosted the INNO 2014 Conference at the Technology Campus, attended Planning and Development Council Meeting, and met with personnel at Human Resources on Friday, September 26st.
- Attended the Academic Affairs Council Meeting held at the Pecan Campus on Monday, September 29th.
- Will be attending the National Institute for Metalworking Skills (NIMS) Board of Directors Meeting in Alexandria, Virginia on Wednesday, October 8-10, 2014.
- Will be attending the National Council for Workforce Education (NCWE) 2014 Annual Conference in Pittsburg, Pennsylvania on Wednesday, October 29-31, 2014.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- Participated in validation of institutional data for Cevitas Analytics. Purpose of the validation was to continuing the collaboration with Civitas to produce an application that will provide predictive analytics for STC administrators to make key business decisions based on historical trends and statistical analysis.
- The Distance Learning Department participated in Pecan Campus Fall Festival. The objective for participation was to create campus and community wide awareness of distance learning and online degree programs.
- Met with HSI Grant interim administrators to clarify and formulate objectives for collaborate use by the NAH Division.
- Met with the director of PR and Marketing to formulate and finalize the budget for eSTC marketing campaign.
- Met with applications development team from IS&P to discuss to discuss technology needs of distance learning
- Met with the dean of NAH and faculty to develop a solution plan for the use of collaborate in teaching and learning.
- Participated in the discussion on the college's four strategic focus areas on 10/20/2014.
- Participated in the HSI Grant Steering Committee Meeting
- Met with the director of PR and Marketing to discuss progress on marketing plan for eSTC and online degree programs
- Met with applications development team from IS&P to discuss and find resolution to Blackboard integration malfunctions and also to discuss technology needs of distance learning.
- Met Instructional Technology Department to discuss instructional multimedia
- Had a meeting with IT Department to discuss integration solutions
- Met with the Dean and faculty of NAH to discuss solutions for collaborate use.
- Met with Public Relations department to outline concrete timelines to market online programs for spring 2015
- Attended a workshop on Cevitas learning analytics
- Met with applications development team from IS&P to discuss and find resolution to Blackboard integration malfunctions.
- Met with the Chair of Communication Studies to have further discussions on online courses and programs.
- Met with the director of PR and Marketing to discuss progress on marketing plan for eSTC and online degree programs
- As part of our awareness creation and recruitment drive, Distance Learning was on Fox News Channel to create awareness about our 26 online certificate, associate, and bachelor programs.

Ana Peña
Coordinator – Distance Education Technologies

- **Banner Integration for eLearning (Stephen Crum)**
  We continue to have malfunctions in Blackboard integration. Manual feed files need to be created in order to process all enrollments of students however, all the student drops have not been processed since the file does not recognize it. Faculty and Distance Education staff have been manually disabling students in courses they are no longer enrolled in. IS&P has been working hard to get eLearning back up and running by consulting with SIG and Ellucian to make sure they get the application stable.
  Dr. Erasmus Addae and myself have created bi-weekly meetings with IS&P (Ali Kolahdouz and Stephen Crum) since August to discuss any issues and status on all Distance Ed related projects. The main discussion has been the banner integration, a lot of changes have been made in order to get the application stable. On October 30, they recreated all streams and rules to start receiving them again inside Blackboard. I have been working with Rolando Rangel to get future terms working making sure all the data source keys are matching for both Blackboard and banner.
- **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. The building block has been updated to version 94.6.0. It provides support for the Bb Grader mobile application. By installing this version, users will be able to find their school and login to Bb Grader using the same credentials they use for Web Learn and Mobile Learn.

- **Kayako**
  Kayako has been stable for the month of September and August. New stable application update was applied in all computers that use 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.

  Updated the following building blocks in October: Basic LTI Tools, Goal building block, Assessments, Grading building block, Discussions building block, Blogs and Journals building block, Content editor building block, Date management building block. The Basic LTI tools got corrupted that caused all courses using Pearson and McGraw Hill not see the link on the tool bar. Blackboard was able to fix the issue by reinstalling the Partner Cloud building block and performing a rolling restart. Also, the assessment building block was having issues and Blackboard was able to patch it up with the following by performing another rolling restart to the servers:

  Assessment Building Block resolves the following issues:
  Test Availability Exceptions does not allow more exceptions to be added - Article # 38876
  Matching Question throws ArrayIndexOutOfBoundsException As Student - Article # 35672

  A clone was done from production to our staging server in order to install the Civitas building block. Civitas created a new building block for STC Bas program to facilitate the process in the Blackboard environment. STC is the first to have this new building block so we will be testing for a good amount before we install it to our production environment. Meeting with Civitas technical staff, Stephen Crum and myself to discuss how the building block needs to be installed and how it is supposed to

function. The new Civitas building block will be installed in our staging environment on October 3 for testing the whole month of October as much is needed to feel confident that it can be placed on production server.

Blackboard performed maintenance/updates on September 3, 12, 18, 24 and 26; 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.

- **Distance Education Webpage - Virtual Campus**
  Modifications on the Virtual Campus have been done throughout the month. Added new online programs for a total of 24 programs to the website.
  Meeting with PR (Daniel Ramirez and Will Collins) to discuss about the revamp of the VC website. A refocus and redesign discussion has taken placed for the eSTC website. The purpose of this will be to increase awareness of South Texas College's online programs. This will involve redefining the goal of eSTC website and increasing visibility across STC website. Targeting the prospective students and current students & faculty/staff so that we can consolidate information and deliver it in efficient manner. Also, to identify resources that Current Students and Faculty will find useful. We will need to evaluate each item to determine which are currently being used, and which can be removed. Currently, the eSTC website resides at vc.southtexascollege.edu. For the sake of consistent marketing, I recommend that we build the new site in parallel in a subdomain of eSTC.southtexascollege.edu. This will ensure we minimize confusion among new users. While we can easily identify the key audiences and what we want to communicate to them, we need to develop a survey and determine what they are looking for. This might require an incentive like movie passes. Identifying first time distance-ed students and email survey to students. In October, we will have a meeting with Fernando Chapa to start the survey. The eSTC website needs to be as visible as possible across the STC Website. While it currently has homepage placement, it is recommended that ONLINE designations be integrated on program/degree pages. This will make it understood that the program has an online degree available. Also, eSTC will become a global link at the top of the website.

Instructional Designers – Distance Education

Special Projects:

Instructional Designer: Assistance with BASOL Degree
Meetings to find in-house solutions in regards to how courses are being populated are on-going

- **Instructional Designer: Development of New Online Programs**
  Instructional Designers are working with the Administrative Office Careers Department to develop online courses for their degrees and certificates. IDs are also working to complete BAT Technology Management courses for online delivery.

- **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.

- **National Distance Learning Week**
  Meetings have been help to organize student activities and webinars for 2014 National Distance Learning Week. In honor of National Distance Learning Week (NDLW) eSTC Virtual Campus will be holding a number of events to celebrate distance learning and to educate the general public on the future of learning online. Each year, National Distance Learning Week, sponsored by the United States Distance Learning Association, is held in the second week of November across the country as a way to increase "awareness and appreciation for distance learning" in arenas ranging from education to business and government sectors.

Ongoing:

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

Course Reviews:

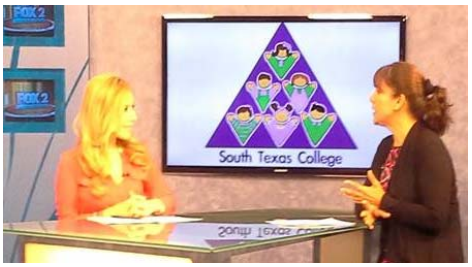
- Course Reviews continue for new Online Courses as DECDC's are submitted.

Future Projects:

- Drama Department- Ideas on how to get their courses online/hybrid
- Nursing –Raquel Esquera Ideas on how to get their courses online/hybrid
- Zelda Colegado Ideas on how to get their courses online/hybrid

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

The Division Dean of Liberal Arts and Social Sciences has undertaken the following initiatives for the month of October, 2014:



- Veronica Rodriguez and Cecilia Villagran appeared on Fox 2's "Good Day Valley" to promote the Child Development Center. Ms. Rodriguez covered the live English version and Ms. Villagran taped the Spanish version.
- The Dean and Assistant Dean Chris Nelson met with Dr. Marlynn May to discuss an articulation with the School for Public Health at TAMUK. The Interdisciplinary degree with required MATH and CHEM classes seemed to be the best option.

- The Dean visited the Puente classes at Pecan for a short address.
- A Spring Enrollment meeting was held to discuss deadlines for Spring 2015 registration.
- The Presidential Staff meeting was held to di8succ the New Logo and Branding strategies, the Title IX Sexual Assault Awareness and Prevention training, Business Impact Analysis, Timelines and procedures for posting vacant position, and the Tax Rollback petition.

- Palmfest was held on a beautiful Saturday with a number of STC departments participating (see attached photos). Among the participants were the Chemistry Club, the Social and Behavioral Science club (with the famous finger printing exercise), and the Art students. The Ballet Folklorico also performed.
- The Child Development Program held its Advisory Meeting where important things such as the Curriculum and the future of the program was discussed. Enrollment is up and the degree seems to be thriving.

- Thursday evening was Night of the Stars, organized by the Valley Scholar Students. The evening was spectacular, with real valuable silent auction items, well dressed guests, a stellar performance by the South Texas Jazz ensemble, and good food and deserts.
- The Dean traveled to Rio Grande City for the newest ECHS inauguration. A most impressing ceremony took place in the "old" high school's auditorium with inspiring speeches from the Super Intendant of schools and Rose Benavides, our Board member. Then the guests were transported in a trolley bus to the actual ECHS for the ribbon cutting ceremony, to be followed by a generous reception with refreshments and sandwiches.

- Friday afternoon we all attended Harassment, discrimination, and retaliation training. Even though many topics were covered, questions

still remain. I think we should all get together, supervisors, HR, CRC, and Security to come up with a solid policy on who is responsible for what and when.

- A LASS chair meeting was held to discuss a series of items such as a new Gender Studies program, Learning Outcomes and the ACGM, Preparing for new faculty, Active class room instruction volunteers, HB483, an Articulation with the School for Public Health, and the need to nominate NISOD award staff and faculty.
- The EPA committee met with George McCaleb. A new internal audit is coming up for next week, where George will do a walk through for critical areas. For the LASS division this is the Art lab area.
- The Puente faculty organized a presentation by Pulitzer Prize winning Sonia Nazario who wrote a novel on her amazing journeys to South America where she followed the path of many refugees. She actually rode the infamous train and interviewed hundreds of people along the way.

- The Dean completed chair evaluations, meeting with chairs individually to discuss performance.
- The Dean attended the HSI Grant Steering committee meeting to discuss action plans to implement the Active Learning Classroom initiative.
- The Dean met with representatives from A & M's School of Public Health to further discuss the marketing of an Interdisciplinary Degree especially for articulation with their Bachelor degree.
- The Sign Language Interpreter program's key players created an appeal to keep their degrees over 60 credits, which will be submitted by Laura Talbot.
- The LASS chairs met a second time to discuss challenges in their specific areas. Dr. Rebecca de los Santos emphasized the need for an South Texas College Health Center, that would allow for her faculty and majors to operate without concerns for their safety and to be able to grow the Kinesiology programs. She will submit a power point for decision makers. Other points of discussions were the Memos to Professional Development, the status of Evaluation, AtD updates and satisfaction surveys.
- The Dean visited the Art department meeting to announce new rules she wishes to implement on the hiring of Art models.
- The Dean attended the NACEP conference where she learned an enormous amount of valuable ways and best practices to perform in Dual Enrollment situations. This was a national conference organized by the Accreditation organization. It was great to hear what other states and institutions are doing.

From the Departments:

<u>Education/College Success</u>

- College Success Scholarship recipients and family members were honor guests during our September 19, 2014.
- Training was provided on Blackboard and Remind101 during our Department meeting on September 19, 2014.
- The department invited Lori Treviño from Continuing Professional and Workforce Education to discuss the initiatives that relate to education majors: Substitute Teaching, Teacher Aide, and Alternative Teacher Certification Program.
- Several College Success Courses are involved in the College's Degree Works Pilot Program.
- Several College Success Courses are involved in the Student Leadership Academy Pilot Program.
- The Education clubs at Pecan and Mid-Valley campuses elected officers and are actively participating in leadership activities.
- The Education Club at Mid-Valley has been officially recognized as a student organization.
- The department is participating in priority registration.

- Texas A & M University-Kingsville representative is visiting education classes to discuss the options for education majors.
- Education scholarship application for 2014-15 has been revised.
- Education flyer is being developed.
- The department submitted comments to the Texas Higher Education Coordinating Board related to the Learning Outcomes in EDUC (Teacher Education Courses).
- Dr. Lydia Bean and Ana Riojas will be presenting for the Student Fitness Academy on Intellectual Wellness.
- Terry Miller and Jorge Botello are working on presenting for the EI Conference in Waco, Texas.
- The department created a Blackboard shell to promote discussion, upload forms and share documents (see screen shot below).
- Terry Miller and Jorge Botello were keynote speakers during The South Texas College Child Development Department Conference. They presented to about 50-60 attendees from area church schools, daycare centers and Head start centers.
- The Education clubs at Pecan and Mid-Valley campuses actively participated in the Fall Festival.
- Mr. Terrence Miller submitted his application for Associate Professor Academic Classification.
- Dr. Liza Gonzalez and Ms. Ana Riojas attended the On Course Workshop.
- The department is participating in priority registration. This is also the first time that online students were offered the opportunity to participate on a Saturday.
- Dr. Lydia Bean and Mr. Rick Rodriguez completed reporting on the Degree Works Progress Report Pilot Project.
- The department submitted a request to change the name and description of the College Success course.
- Evaluations are being conducted for faculty.
- Representatives of Our Lady of the Lake University met with Rene Zuniga to discuss a possibility of an articulation agreement.
- The Education club at Pecan volunteered during the TABE (Texas Association of Bilingual Education) Conference held in McAllen.
- The Education club at Pecan volunteered during the RGVSA (Rio Grande Valley Science Association) Conference held in PSJA high school.
- Dr. John Jauregui is involved with the Rio Grande City Boys and Girls Club to encourage education majors to volunteer.
- Several education students have applied and interviewed with the Boys' and Girls' Club for intern positions.
- Guest speaker and current middle school ELA teacher at La Joya ISD, Maggie Jauregui, presented to the evening education class. She is also a former STC EDUC student and STC staff employee.
- Dr. Irizarry and staff from the UTPA Starr County campus presented on the EC-6 bilingual program to all EDUC classes at STC Starr County campus.
- Education Club at Starr County actively participated in the Fall Festival.
- Education Club at Starr County volunteered and actively participated in the Roma Jamaica.

From the English Department:

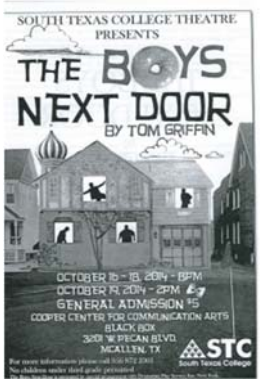
- On Sept. 30 in the Pecan Campus Library Rainbow Room, two of the English Department faculty, Erika Garza and Isaac Chavarria, read at STC Pecan Campus library's poetry event, "Voices of the Border."
- "The Page Turners" English club in Weslaco met and discussed plans for Reading Week and the Fall Festival.
- Two faculty, Carissa Hayden and Silvia Herrera, began attending the FOCUS Academy.
- Darci Cather began attending the Ambassadors Leadership Academy
- The Retention and Advising committee finished designing a flyer to promote the English booth at the Fall Festival
- Sharmila Nambiar, Carissa Hayden, and Lanesa Poulton completed the Degree Works training.
- I attended a Council of Chairs meeting, a division meeting, and a training in the legal issues underlying potential student and faculty workplace problems (and sent the assistant chairs the key points of the meetings)
- Tom Fuschetto began collecting entries for the WILD club's short film contest
- The Literary Arts Society Page Turners club met and began preparations for Reader's Theater night (the reading will be T.S. Eliot's "McCavity"), set up a Six Word Story contest, and discussed the poem "Autumnal" by Ruben Daris.
- Assistant Chair Richard Coronado and I attended the Adjunct Job Fair on Saturday, and spoke with several prospective adjuncts.
- The English Honor Society, Sigma Kappa Delta, held its induction on Friday, with over 60 students in attendance. Pictures are forthcoming.
- Mid Valley began gearing up for Reading Week, which kicks off at 10:30 today (in fact, I'll be there for the opening ceremony in just a couple hours).

Child Development Department:

- The Mid Valley Campus Child Development Center will have its Fall Festival on Tuesday, October 28, 2014 from 6:00 pm to 7:30 pm

Drama Production:

- The drama production "the Boys Next Door", directed by one of our own drama majors, was a huge success. The cast performed a powerful and insightful "day in the life" of four mentally challenged individuals. The audience took it all in with a laugh and a tear. We are truly blessed with talent at South Texas College.
- Wild hosted the viewing of the Haunted Castle in the spirit of Halloween:



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

- Attended Achieving the Dream Coaches meeting on October 20th. During this meeting, each department and division shared their student success initiatives in regard to Four Strategic Focus Areas to increase Retention and Persistence for 2015 Academic year.
- Participated in College-Wide Curriculum Committee on October 21. Due to state mandated changes in the Core Curriculum; Biology, Chemistry, and Engineering submitted several new changes in their degree plan.
- Attended the Ribbon Cutting Ceremony for the New CTE Early College High School at Weslaco ISD. CTE Early College High School will offer Technical Programs such as Welding, Automotive Technology, and Precision Manufacturing. Students may receive Certificate and Associate of Applied Science in above programs upon completion of their Higher School Program.
- Participated in the HIS Grant Steering Committee to design implementation plan for Active Learning initiative and Faculty FOCUS training.
- Attended American Community College Trustees on October 22nd to October 25th. I joined Dr. Reed, and Dr. Petrosian and presented a session on Increasing the Educational Attainment Level in your Region Through Applied Baccalaureates Offered Through your Community College.

- Attended the Academic Council meeting at Starr County Campus on October 27th. During the meeting, several promising presentations were shared by the audience. Strategy to increase enrollment at Starr County Campus was presented by Dr. Montiel and State of Distance Education was presented by Dr. Addae.
- Organized a signing ceremony between South Texas College and the Universidad Autonoma de Nuevo Leon for a collaborative agreement that was signed. Over 50 attendees participated and more than six news outlets covered the event.

<u>University Relations, Transfer and Articulation Center</u>

- Organized three College Fair events at Starr, Mid-Valley and Pecan campuses. Over 16 Universities were represented and more than 300 students partook in the events.
- Held a Study Abroad information session for students and Faculty Mentors interested in the Study Abroad in the United Kingdom. Information was disseminated and applications were distributed.

- Organized and created three (3) College Fair events at Starr, Mid-Valley and Pecan campuses. Over 16 Universities were represented and more than 300 students partook in the events.
- Organized a signing ceremony between South Texas College and the Universidad Autonoma de Nuevo Leon for a collaborative agreement that was signed. Over 50 attendees participated and more than six news outlets covered the event.
- Organized a Study Abroad information session for students and Faculty Mentors interested in the Study Abroad in the United Kingdom. Information was disseminated and applications were distributed.
- Identified Robin and Liana Andreasen as the Faculty Mentors for the United Kingdom Study Abroad program after reviewing all applications from faculty.
- Welcomed representatives from Our Lady of the Lake University Education department as they met with Rene Zuniga to discuss possible articulation

- Welcomed representatives from Texas A&M University-Kingsville Graduate Business program as they visited the University Relations Center and discussed continued possible visits and recruitment efforts.
- Met with Texas A&M University Health Science Center's Executive Dean for Public Health as he visited with Dr. Marilynn May from the McAllen campus to discuss future articulation and the potential recruitment efforts for the Public Health program.
- Met with Dr. Stephen J. Nix, Dean of the College of Engineering, from Texas A&M University-Kingsville to discuss their offering of engineering courses at the TAMUK Citrus Center in Weslaco. They are asking for assistance to promote and market these courses for spring 2015.
- Supported university representative visits from: Texas A&M University-Kingsville Education department, National American University, University of Texas-RioGrandeValley, Texas A&M University-Kingsville Engineering, Our Lady of the Lake University, University of Houston Downtown
- Current articulation agreements under review include: University of Texas Health Science Center (Nursing), University of Houston (Co-Op Pre Pharmacy), Our Lady of the Lake University (General – possibly a 2+2 in Interdisciplinary Studies), Texas A&M University Health Science Center (Public Health), Texas Tech University (Nursing), Concordia University (Child Development), North Central University (General), Texas A&M University at Corpus Christi (Mechanical Engineering)

New Mathways Project

- Welcomed Tina Jackson from the Charles A. Dana Center as she visited to check-in on our current implementation and met with various administrators and team members who are working closely with the New Mathways Project.
- Participated on a telephone conference call with MDRC to discuss current NMP status and implementation. This was a follow-up call to the Random Control Trial study that did not happen.
- Ms. Celina Esparza contacted all NMP students to begin early registration efforts for current students in NMP courses
- Ms. Esparza has also started researching all potential NMP students currently enrolled in the Math 80 and Math 100 classes for possible marketing and advising.
- Ms. Celina Esparza created flyers, postcards and email advertisements to send to all students currently in NMP as well as potential NMP students.
- Ms. Esparza attended and presented to the Developmental Math department meeting regarding all things NMP
- Coordinated with Dr. Aparna Ganguli, Dr. Mahmoud Fath El-Den and Rene Zuniga to create the Spring 2015 NMP course schedule and offering.

Melba Treviño
Division Dean – Nursing & Allied Health

Dean's Activities:

- Congratulations to the Pharmacy Technology Program for getting accredited until 2017. (Pictured left: Dr. Theresa Garza Dept. Program Chair, Roger Rodriguez – Instructor, not pictured: David Castro – Instructor)
- Great News! The OTA Class of 2014 has a 100% pass rate on their national exam.
- October - Christie Candelaria, ADN Faculty and Ruben Torres, Simulation Specialist, hosted a group of healthcare faculty from PSJA for a simulation presentation with hands on experience at participating in a simulation scenario.
- October 7– Christie Candelaria, ADN Faculty, and Ruben Torres, Simulation Specialist, hosted a group of healthcare faculty from PSJA in the simulation lab. PSJA Faculty were given a class on simulation before participating in a hands on experience as they worked through a scenario to demonstrate how students experience the simulation.
- Congratulations to Christie Candelaria, ADN faculty, on successfully completing the first step of her oral defense of her proposed doctoral research. The title is "Voices of ADN RN's about the Pursuit of the BSN degree."
- October 10, 2014 Nursing & Allied Health Campus hosted a CPR Training performed by The Office of Security.

- The first cohort of the Computerized Tomography Program (CT Program) under the Radiology Technology Department completed their Continuing Education Units and are ready to take their national exam to be credentialed in this specialty. This program came out of a collaboration between the Continuing Education Department and the Radiology Technology Department. This program will begin to meet the needs for more technicians in this specialized area.
- The Dean has been collaborating with the Interim Associate Dean for Academic and Student Affairs of the School of Health Professions of the UT Health Science Center in San Antonio to forge an MOU for our Respiratory Therapy Program. A draft of the MOU is under consideration by our Transfer Office.
- October 21, 2014 – In celebration of National PT Month, Level I PTA students organized a Wheelchair Obstacle Course. Students used cones & medicine balls to design a small course to test participant's skills and offer insight regarding the challenges associated with maneuvering a wheelchair. We had 77 participants whose names were placed in a drawing for a wonderful basket which included a variety of fitness related items & products. Adjacent to the obstacle course, PTA Students also provided training for faculty, staff, and other students on the subject of office ergonomics and postural training. A simulated computer station was used to demonstrate how to set-up a work station in order to minimize or avoid injuries related to posture & computer use.
- October 11, 2014: PTA students served as volunteers in the Rio Grande Valley Down Syndrome Association's 2nd Annual Down Syndrome Awareness Walk, which was held at the Edinburg Municipal Park. Sharlene Polvado, a 2002 graduate and current Lab Assistant for the PTA Program was also named Outstanding Therapist of the Year at this event.
- October 17-19, 2014: Level 2 PTA Program students, along with PTA instructors Diana Hernandez & Arlene Garcia, attended the Texas Physical Therapy Association's Annual Conference and Student

Conclave held at the Galveston Island Convention Center. The students had a wonderful time, attended educational courses, and participated in variety of activities. They earned 2nd place in both the School Banner Contest and the 2014 Student Games.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **Mid Valley Campus Advisory Committee**
  Meets the fourth Thursday of every month to discuss valuable information about the campus. Faculty and staff discuss issues concerning the campus.
- **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.
  - SGA Meeting – Every Thursday @ 4pm
  - Student Leadership Academy – meets every Wednesday @ 4pm
  - Outdoor Volleyball – October 3, 17, & 24th
  - Hoop It Up 3 on 3 Basket – Thursdays at 9:30am
  - Game Evolution – Thursdays at 10:30am
  - Mobile Blood Drive – October 30th
  - Student Fitness Academy – meet every Monday at 3:30pm
  - SGA Elections – October 7th
  - Ping Pong Tournament – October 7th
  - Breast Cancer Awareness Fair – October 8th
  - Movie Night – October 14th & 28th
  - FIFA Tournament – October 22nd
  - Walk a Mile in Her Shoes – October 21st
  - Danza Ganguari Lessons – Tuesdays and Fridays 12pm
- **Active student organizations at Mid-Valley Campus**
  Student clubs meet weekly or bi-monthly to discuss upcoming club events. The student clubs also host other events which are listed below.
  - Wellness Club Meeting – meets every Tuesday @ 2:30pm
  - Literary Arts Society Meeting – every Tuesday & Thursday at 4:00 p.m.
    - LAS Essay & 6 Word Story Contest Oct. 20-24th
  - Latina Club Meeting – every other Thursday at 5:00 p.m.
    - Latina's Walk A Mile In Her Shoes – October 11th, 9:00am
  - Criminal Justice Club Meeting – every Tuesday and Thursday at 1:00pm
  - Spanish Club Meeting – every Thursday @ 4pm
  - Psychology Club Meeting – every other Tuesday @ 4:15
  - Jam Session Club – Mondays @ 11am & 1pm and Wednesdays @ 1pm
  - Baptist Student Ministry Club – meets every Tuesday at 2:30
  - Mid Valley Education Club – meets Mondays at 2:30pm
  - Chemistry Club – Meets on Fridays at 1pm
  - Social Work Club – Meets every other Tuesday at 12pm
  - Pop Culture Club – Meeting October 1st
  - Photography Club – Meet every Monday at 3:00pm
- **Dual Enrollment Academies Program**
  Every Friday, students enrolled in the Dual Enrollment Academies Program participate in a workshop and/or presentations set up by Mr. Rickey Banda. Students gain valuable information from the workshops and presentations. Several tutoring session are held throughout the week for students.
- **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 to enhance their skills and find employment. This month, Cont. Ed. held classes in Shipping and Receiving Logistics and Truck Driving.
- **Mid Valley Campus Library – Hispanic Heritage Month (Sept. 16-Oct 16)**
  - Hispanic Heritage Month Film Series - Cesar Chavez

STC Departmental Trainings and Workshops

- **Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.**
  - Counseling
    - Depression Screening – October 9th
  - University Relations
    - College Fair – October 15th
  - Academic Excellence – Hosts meeting for students of PTK and Valley Scholars
  - Career, Planning and Emp. Serv. – Holds resume writing workshops. Recruitment and Information tables for students from local companies looking for employees.
    - Guess Factory Recruitment
    - Michael Kors Recruitment
  - Technology Resources – Holds IT and Blackboard training for Faculty and Staff
  - Dept. of Curriculum & Student Learning – Jaguar Pride Training workshop
  - Conflict Resolution Center - Conflict Awareness Table
  - Faculty Senate – Teleconference Meeting on October 28th
  - Psychology Department
    - Mental Awareness Week – Oct. 6-9th
    - Psych Talks – October 27 & 28
  - English/Political Science/Philosophy Dept. – Reading Week Events – Oct. 20-24th
  - Child Development Center –
    - Parent Workshop – Oct. 24th
    - Training for Lead Teachers – October 8 & 9th
  - Center for Learning Excellence – Staff Meeting & Potluck – October 24th
  - Spanish Department
    - Hispanic Heritage Food Festival
    - Dia de Los Muertos Displays
  - Student Outreach Department hosts tours for various schools.
    - Rico Elementary Tours
  - Pass Program – Collected student applications on October 15th
  - BAT Program – Recruitment/Informational Table October 28th
  - Retention & Transfer Services Department held priority registration for Education, Business Administration, etc.
- **The STC Mid-Valley Campus**
  Meeting location for many local organizations to host their events:
  - VIDA is a local organization that provides financial support to STC students. Twice a day every Tuesday they host a work session for STC students receiving services from them.
  - 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.
  - Vector Marketing sets up information tables for student recruitment several times this month.
  - Educate Texas – Project manager meets monthly with instructional coaches that serve PSJA & BISD. – October 13th
  - General Election early voting was held on October 28th.
  - Omniphasic Institute – Dr. Linda Tussay provides vocational assessments to prospective STC students.

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

Community Engagement

- Coordinating Roma ISD to meet Superintendent about STC scholarships
- Coordinating RGC ISD to meet Superintendent about STC scholarships
- Meet with ECHS Principal to support students
- Meet with ECHS Counselor to support students
- Work with BAT chair and faculty to coordinate cohort from TMC-Head Start
- Work with TMC Head Start to begin enrollment process STC Starr Campus
- Coordinate with Political Science faculty for Priority Registration
- Coordinate with Campus Ministries to provide more events for J building.
- Coordinate with Dual Enrollment to plan ribbon cutting ceremony
- More traffic in J building due to Campus Ministries Club and other leaders using technology.
- Pink Football game with Roma Superintendent and School Board members
- Collaborating with Roma ISD for more events and media coverage
- Attended Ribbon Cutting Ceremony for RGCCISD Early College HS
- Working with RGC mayor to introduce business courses for staff
- Working with Starr County hospital for courses in NAH & Business
- Working with RGCCISD to offer EDUC courses for teacher aides & staff
- Attending UT-RGV Inaugural Event new president
- Working with RGC to participate in holiday events
- Visiting ECHS weekly with Principal & Counselor
- Coordinating with Grulla HS to attend Applytexas.org events
- Coordinate State Rep. Ryan Guillen office visiting TMC Head Start Center
- Coordinating TMC Head Start Priority Registration event
- Working with faith leaders in community for fund raisers
- Working with Region 1 to meet State Chair Board of Education
- Coordinating with Roma ISD to plan holiday events
- Coordinating with mayor office to visit TMC Head Start Centers

Campus Events

- Student Government Association Starr County Campus Elections 10-6
- Student leadership Association personality types presentation – 10-7
- Admissions Information session – 10-7
- Student Government Association Elections 10-7
- College Response Depression Screening 10-8
- Psychology Club Meeting 10-8
- College Response Depression Screening 10-9
- Campus Tour ECHS 10-10
- Phi Theta Kappa Event 10-13
- SLA Strategic Thinking lecture 10-14
- College Fair 10-14
- Student Services movie showing 10-14
- Open resume & Writing Skills 10-15
- Breast Cancer Awareness Event 10-15
- Campus Ministries – Mass 10-15

- Texas Retired Teachers Association meeting 10-16
- New Employee Campus Tour 10-17
- Valley Scholars Student meeting 10-17
- Industrial Foundation meeting 10-17
- RGC Lions Club 10-18
- Student Leadership Association Servant Leadership event 10-21
- Student Leadership Workshop 10-22
- PS4 Tournament 10-22
- Psychology Club Meeting 10-22
- Campus Tour for ISD ECHS 10-23
- Starr Campus Fall Festival 10-23
- Health Plan Provider Orientation 10-24
- Dual Enrollment Student Leadership event 10-24
- Welcome back Friday event 10-24

Facilities Related

- AC building E repaired
- Building J slated for more events this semester
- Welding lab procedures for cleanup & maintenance in effect
- Distance Ed. & Media Services arranging for monitors in Auditorium
- Distance Ed. & Media Services arranging multipurpose room in J Building
- Music and pastries for J building lobby for students from Campus Ministries
- Increase use of Open lab for J building
- Lights on South Side Campus fixed
- Scheduled painting for welding booths
- Review security camera relocation w Paul Varville
- Requesting golf cart for Industrial Foundation meeting
- Campus Perimeter mowing for UTRGV event
- Custodian getting E Building open for early faculty 6:30am
- Coordinate with TR to update cyber lounge J building
- Facilities & Maintenance providing signs for faculty parking for E building
- New technology for H-Building Student Activities
- New technology for J building Cyber lounge
- Campus Perimeter mowing repeat service
- Security cameras J building In review with Head of Security
- Welding shop maintenance working well.

Yvette Gonzalez
Project Manager - Academic Advancement

GOT Program

- **Communication Portals** (JagNet –GOT Channel, GOT Facebook page) periodically updated to inform GOT students about available resources, contact information to office for assistance.
- **Data Request –** Submitted request to update Student contact information and cohort data for returning participants and for upcoming presentations in November.

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 data compilation for High School Programs and Services Department annual booklet development, Bachelor Programs, Graduate on Time, Ballet Folklorico Programs.
- Assist assigned Faculty for NAH and BT with process to gather information for division booklet.

Course Evaluations

- Assist Associate Dean of Curriculum and Student Learning with e-mail distribution for scheduled Fall 2014 course evaluations through online service provider.
- Assist with setup along with Reporting Team and email distribution for Distance Education Department Online Course Survey
- Communication with Reporting Team regarding upload registrations and other matters related to online course evaluations is ongoing.

Honors Program

- **Student Communication –** Assist walk-in and current Honor students with program eligibility, Honor course selection (Spring 2015), program status, and eligibility for receiving Honors cords for Fall 2014 graduation.
- **Honors Instructors Communication** – Sent Honors Instructors packet with required document to process stipend.
- **Honors NOE –** Prepare NOE for Honor Instructors who have submitted the required documents to the Academic Excellence Office (Student Contract, MOU, Honor Syllabus).

Other Items

- Assist Academic Excellence staff for ANWTS Thursday, October 9, 2014 and PTK Induction Ceremony October 24, 2014.

Jessica S. Garcia
Coordinator – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - **Fundraising** – The 9th Annual "A Night with the Stars" was held on Thursday October 9, 2014. DHR and HEB honored as distinguished supporters of education. The STC Jazz Ensemble provided entertainment and dessert was provided by the STC Culinary Arts Program. Seventeen Valley Scholars students volunteered to participate in the event. Created an online auction to sell remaining items from the 9th ANWTS. Sent invoices to all sponsors pending payment. The Valley Scholars program raised over $110,000 through cash, in-kind, and ticket sales from the 9th ANWTS. The total breakdown of funds raised is below:

Incoming funds:	
Cash Sponsorships	$76,600.00
In-kind Sponsorships	$32,472.00
Silent Auction	$ 2,180.00
After Event Online Auction	$ 610.00
STC One-time Donations	$ 525.00
Ticket Sales	$ 1,500.00
Total Funds:	**$113,887.00**

  - **Meetings –** Held Valley Scholars meetings at Pecan, MV, and Starr Campuses on 10/17/14 to discuss upcoming events. Students toured the CLE at the end of each meeting to learn about tutoring and services available to them. Students wrote thank you cards to all sponsors who donated to the 9th ANWTS.
  - **Marketing –** Participated in several television and print interviews at the 9th ANWTS to discuss the Valley Scholars Program and the fundraising event. Presented a summary of the program's successful 9th Annual ANWTS event to the STC Board of Trustees on October 28, 2014. Valley Scholars students participated in the Pecan Fall Festival on October 30, 2014 to engage with the local community. Submitted Thank You ads for the 9th ANWTS to Texas Border Business and Mega Doctor News.
  - **Scholarships –** Met with TR to discuss creating an early alert tracking system for the Valley Scholars Program to monitor student success. Students met with the Student Success Specialist for advisement and early registration for Spring 2015.
- **Phi Theta Kappa**
  - **Meetings –** Held Officer meeting on October 6, 2014 to discuss the College Project, Honors in Action Project, and Five Star Chapter Development Plan. Held general meetings for all members on October 13, 2014 to discuss upcoming events, scholarship opportunities, and competitive edge program. Emailed members information on graduation regalia pre-orders through the Academic Excellence Office.
  - **Events –** Held two Fall 2014 Induction Ceremonies for new Phi Theta Kappa members on October 24, 2014. 122 students were inducted. Ms. Virginia Allegra Villarreal-Disraeli was the guest speaker for the ceremonies.
  - **Recruitment –** 122 members joined by the first deadline of October 10 and additional students are still eligible to join by the final deadline of December 12, 2014. Answered emails, phone

calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa.

- **Scholarships** – Ten PTK students submitted transfer scholarship applications to UTPA for Spring 2015. Completed recommendation forms for students applying for the Oberndorf Scholarship.

- **Honors Program (Yvette Gonzalez)**
  - **Student Communication –** Assist walk-in and current students with program eligibility, Honor course selection (Spring 2015), program status, and eligibility for receiving Honors cords for Fall 2014 graduation.
  - **Honors Instructors Communication** – Sent Honors Instructors packet with required document to process stipend
  - **Honors NOE –** Prepare NOE for Honor Instructors who have submitted the required documents to the Academic Excellence Office (Student Contract, MOU, Honor Syllabus).

Kristina Wilson
Officer - Academic Grants and Projects

Grant Implementation (FY14-15)

Division	Active Grants FY 14-15 *(awarded as of April 2014)*	Applications Recently Submitted / Pending Notification
LASS	5*	1
Math & Science	1	1
Business & Technology	3*	2
NAH	3*	1
Academic Advancement	3*	3
TOTAL**	**12****	**8**

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

Grant Oversight

- **HSI Title V Grant (Department of Ed.)**
  - Project Tracking
    - Completed work on a project plan for the Faculty Advising component of the grant for Years 1 & 2.
  - Grant Budget
    - Reviewed grant budget with the Grant Compliance department to plan for projected salary savings during year 1. Savings will be reallocated to support fringe benefits.
    - Confirmed that the ATD funds awarded for the Leah Meyer Austin Award will be used to support the HSI grant activities.
  - Staffing
    - Participated in a meeting with HR regarding the grant-funded positions to ensure that the job descriptions and projected salaries are aligned with the current salary structure.
    - Participated in People Admin training in order to create job postings for new grant positions (October 13 & 14).
  - Evaluation Plan
    - Participated in a meeting with IEA regarding the grant evaluation plan. Submitted a draft for Dr. Petrosian's review. Subsequently re-worked the plan to include more specific, operational steps. Will begin compiling baseline data to ensure that targets set are reasonable.
    - Participated in meetings to discuss and revise the HSI evaluation plan. The plan was submitted to the DoE on 10/13.
  - Steering Committee & College-Wide Communication
    - Prepared for and co-lead the HSI Steering Committee meeting on Oct. 21. Progress made to date and next steps were discussed.
    - Met with Dr. Petrosian to discuss current status of HSI projects on Oct. 28.
  - Active Learning Classrooms & Training Room
    - Participated in a meeting with Instructional Technologies staff where the RFP process for the classroom technologies were discussed. The goal was to complete the RFP process so that the items are included in the November Board packet.

        - Attended a presentation by SteelCase on active learning classroom furniture on 10/8.
        - Participated in a meeting regarding the renovation of the CLE to create the first ALC Training Room on 10/9. Gerry Rodriguez and George McCaleb helped us to identify what would be possible.
        - Participated in a presentation on active learning furniture hosted by the KI Company on October 22.
        - Participated in a presentation on active learning furniture hosted by Herman-Miller on October 24.
        - Met with the Instructional Technologies team to review the technology bids for the CLE training room. None of the bids were selected. A new RFP process will be held using a technology design created by Eddie Diaz on Oct. 28.
        - Met with Gerry Rodriguez, Becky Cavazos, and Cody Gregg to discuss the renovations needed and the layout of the CLE training room on Oct. 28.
    - <u>BlackBoard Collaborate</u>
        - Participated in a meeting with the Dean of NAH and her department chairs on 10/9 regarding the use of Bb Collaborate to increase access to students who do not live near McAllen or Weslaco.
        - Met with Erasmus Addae regarding the plans for Blackboard Collaborate on Oct. 31. Meetings will be held on Nov. 20 & 21 with key stakeholders to determine STC's roll-out plan.
    - <u>Faculty Advising</u>
        - Met with Nancy Garcia to develop a communication plan regarding the new Faculty Advising program. A presentation will be made at the next Academic Council Meeting.
- **TAMUK Step-Up Grant**
    - The grant is entering its 5th and final year. Student participant list still needs to be finalized. Assisted Grant Compliance department with reviewing student candidates and discussing grant requirements with grant manager, Dr. Debra Villalon.

<u>Grant Development</u>

- **Recently Awarded: 1 Grants** (as of October 1, 2014)
    - Nursing Mentorship Program (TWC)
        - Funding sought to train nurse practitioners to serve as preceptors (mentors) for nursing students through clinicals to strengthen experience and learning.
        - $146,487 in funding awarded.
- **Recently Submitted/Pending Notification: 8 Grants**
    - Governor's Summer Merit Program - STC's WaterBotics Summer Camp (TWC)
        - STC's WaterBotics Summer Camp targets high school students between the ages of 14 and 21 and encourages students to pursue STEM related disciplines of study. The program will serve up to sixty (60) students, currently enrolled in high school in STC's Starr County service area.
        - $117,729 in funding requested. Submitted October 17.
    - Bridge to Baccalaureate (B2B) Alliances Program – Louis Stokes Alliances for Minority Participation (NSF)
        - STC was asked by Laredo CC to participate in an Alliance to strengthen pathway to bachelors degrees for STEM students. Laredo CC will serve as the lead; UTB may also participate.
        - $157,444 in funding for each college over three years. Funding will be used for student scholarships to conduct research, lab equipment, mentors, etc.
        - Submitted October 17. .
    - Advancing Technological Education (ATE) Project (NSF)

        - Proposal will focus on developing a project within the Manufacturing fields with the goal of eventually developing the Project into an ATE Center.
        - Submitted October 9.
    - 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.
        - Grant would award STC $20K per year for 4 years ($80K total) for coordination and administration costs, including: travel, on-site meetings and focus groups, data collection & analysis.
        - Submitted by RAND on August 7.
    - 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.
    - 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.
    - Jerry's Read a Book Club - Early Reading Development (Build-a-Bear Foundation)
        - Submitted on May, Cecilia Villagran to serve as the lead
- **In Preparation for Submission: 1 Grants**
    - Girls in Engineering, Mathematics, and Science (GEMS) Project (NSF)
        - Partnership with PSJA, will target 100-150 girls at PSJA's Southwest ECHS currently enrolled in STEM or other pathways in 10th grade. Identify at risk, low income, Hispanic, first in college to increase female enrollment in STEM careers, persistence, interest, and graduation rates in STEM fields. Due Nov. 6
- **Currently In-Review for Application: 2 Grant**
    - Lee and Ramona Bass Foundation
        - The foundation funds grants to schools, colleges, and universities in Texas (with an emphasis on faculty development and liberal arts programs), and community programs and projects.
        - A meeting took place on 8/8 to discuss projects for funding. Ideas include: a child care center at the Pecan Campus, expansion of the Mexican American studies program, active learning classrooms and faculty development.
        - Follow-up meeting will be scheduled soon. Active learning classrooms and faculty development will be pursued only if HSI and First in the World Grants are not awarded.
        - There is no application deadline; organizations must submit a letter of intent before they are invited to submit a formal application.
    - TRIO Student Support Services (DOE)
        - RFP projected to be released in December

        - Key areas of focus: tutoring, financial literacy for students, transfer to 4 year institutions, retention. Plan will be developed ahead of RFP release.

Academic Projects

- **Degree Progress Report Assignment – Faculty/Student Engagement**
    - The assignment submission period was closed on 10/9. At the time, 1,769 completed reflection assignments had been submitted online. Duplications exist as some students submitted their information multiple times. Approximately 11% of students have identified that their major is incorrectly listed in Banner. Over 500 students have identified that they are enrolled in classes that are outside of their degree plan. Approximately 45% of students have requested that they be contacted by an advisor for additional help.
    - The online form was reopened on October 21 to allow for late submissions. These additional submissions have not yet been reviewed.
    - Students who have requested assistance from an advisor or success specialist are current being contacted. As of 10/9, 675 students have requested help, though this number may contain duplicate requests.
    - Technical issues have caused some faculty members to express frustration with the assignment. Others are supportive of the assignment's goals and believe that it is a beneficial tool for students.
    - As of Nov. 3, 1,815 Reflection Activities were submitted online through Formstack. Duplications exist as some students submitted their information multiple times.
    - Information is pending from 9 faculty members regarding student referrals for advising assistance and the number of students who completed the alternate activity.
    - Plans for the Spring 2014 implementation are in development. A more extensive training session will be held with faculty members, including a brief DegreeWorks training.
- **TSI Planning & Implementation Committee**
    - Participated in the TSI Committee meeting on 10/6. The following topics were discussed: Pathways to Progress Institute, Developmental Ed. Plan Procedures Guide, CASP conference updates, and Sub-Group Action Plan report out.
    - The TSI Sub-Committee on Capturing Student Placement data met on 10/15. The existing complications with collecting and reporting on TSI data were discussed. Frequent TSI data reports requested were discussed. Technology Resources will create an intake system via JagNet where student placement information can be tracked.
    - The TSI Sub-Committee on Capturing Student Placement data met again on 10/24. Consistency in the reporting of TSI data was discussed. Adrian Lozano shared that ABE levels will now be captured in Banner. The components of the advising intake system was discussed. A mock-up will be shared at the next meeting in two weeks.
- **Miscellaneous**
    - Submitted 4 proposals for the AACC conference in April 2015:
        - Dual2Degree: From Enrollment to Completion
        - Building a Pathway to the Baccalaureate: Dual Enrollment, Stackable Credentials, and Competency-Based Learning
        - A Pathway to College Readiness & Completion: Dual Enrollment Programs at South Texas College
        - Are Dual Students Ready for College?
    - Participated in a meeting regarding the Civitas implementation with the BAS-OL students on 10/10. The possibility of using the advisor app or the faculty app with the general STC population was also discussed.
    - Participated in the Achieving the Dream Coaches Visit with Dr. Ellis & Dr. Manning on Oct. 20.
    - Participated in the Distinguished Leadership Academy on Oct. 23.
    - Created a draft of the "Essential Qualities of South Texas College Faculty" document.

- Reviewed applications for the Project Manager – Academic Affairs position and lead the interview process.

Drafted description of the process used in the development of the STC Faculty Champion activity.

Cody Gregg
Interim Director- Centers for Learning Excellence

CLE Campus Highlights:

- Pecan Campus
  - Presented to the new faculty. Additionally, the Pecan Campus gave three presentations and tours to college success.
  - Conducted TSI Assessment Preparation Workshops as follows: Statistical Measures; Linear Area & 3-D Measurements; Essay Revision; Data Analysis, Statistics and Probability.
  - Conducted "Basic Sign Language" tutor training.
  - Assisted with monthly meeting for Supplemental Instruction (SI) Leaders.
  - Provided presentation and CLE tour for Valley Scholars.
- Starr Campus
  - Hired a new Lab Assistant.
  - Promoted the department with flyers and brochures in other departments.
  - Interviewed two potential new hires for Math Student Learning Assistant positions.
  - Gave out promotional brochures to students at the fall festival.
- Mid Valley
  - Celebrated "Tutor Appreciation Week".
  - Conducted "Time Management Student Success Workshop" for Student Life.
  - Conducted "Learning Theory" Professional Development for SLAs.
  - Conducted "Dosage Calculations" Professional Development for SLAs.
  - Attended Mid-Valley Reading Week 'Kick Off' event.
  - Conducted "Creative Wellness Workshop" with Professor Rachel Brown.
  - Conducted "Small Study Group Success Workshop".
  - Full- and part-time staff participated in 'Walk a Mile in Her Shoes' event.
  - Met with Campus Administrator to discuss MVC CLE data.
  - Attended Mid-Valley Advisory Committee Meeting.
  - Conducted MVC CLE Monthly Staff meeting.
- Nursing
  - The new OTA tutor began seeing students.
  - Conducted a "Time Management Workshop".
  - Interviewed a RSPT student for a Lab Assistant position.
  - Began talks with the ADN faculty about collaborating with a newly formed committee to address issues with the dosage calculations.
  - Made contact with instructors about what resources could be purchased for students from all programs.
  - Conducted a note-taking workshop in a CSFH class at the request of the instructor.
  - Attended a meeting with several ADN instructors to discuss problems and collaborate on solutions for students who are having trouble passing Dosage Calculations quizzes.
  - Attended a meeting with Dean Trevino, program chairs, and Dr. Addae to see if there might be a way for the NAH CLE to utilize Blackboard Collaborate.
  - Interviewed 2 students for SLA and Lab Assistant positions.
  - Conducted workshops as follows: two were requested by ADN faculty, 1 by OTA faculty, 1 by students, and the fifth one was a regularly scheduled workshop.
  - Continued collaboration with instructors.
  - Radiology tutor conducted an in-class tutoring session at the request of the instructor, and students are now beginning to come see him in the CLE more frequently.

- Participated in a webinar on how to market/brand/advertise tutoring centers to students, faculty and staff.

- Tech:
  - Continued with the Pneumatics Workshop Series.
  - Launched the Manual J Workshop Series, a five-part workshop series.
  - Received textbook donations from the Electrician Technology and CADD departments.
  - Represented the ELPT and CLE departments at the "Family Reading Night" event.
  - Technology CLE Design and Technical Graphics tutor assisted in the presentation of "Business Marketing with Facebook", the first of three part workshop series hosted at the Technology Campus by the Rio Grande Valley Women's Business Center and South Texas College's Design and Technical Graphics Department. Technology CLE CADD tutors will provide support to this collaborative effort throughout the weekly workshop series.

Jagtrax Data (October 2014)

	All Campuses	**Pecan**	**MVC**	**Starr**	**NAH**	**TC**
Total Student Hours Delivered	14423:15:00	3721:20:00	2367:37:00	913:07:00	2954:16:00	4466:51:00
Independent Study (**D**uplicated)	2453	430	694	46	1224	59
Independent Study (**U**nduplicated)	850	234	206	31	347	32
Lab Visits(**D**)	37096	23445	6021	1587	5351	692
Lab Visits (**U**)	12985	4130	871	310	7494	180
Proctoring	301	142	138	20	1	0
Tutoring Contact Hours	4330:56:00	2407:41:00	792:07:00	521:02:00	186:27:00	423:39:00
Tutoring Visits/Sessions (**D**)	8706	4501	1475	503	515	1712
Tutoring Visits/Sessions (**U**)	2693	1497	474	180	300	242
Workshop Attendance	1208		325	506	316	61
Workshops Hosted	88		21	23	35	9

*Note: Pecan Workshop data has yet to be compiled and entered into Jagtrax

Laura Talbot
Associate Dean - Curriculum and Student Learning

Curriculum

- **Curriculum Revisions**
  The Curriculum staff processed multiple curriculum revisions for Fall 2014. The second meeting of the Curriculum and Program Review Committee was October 21st, and had 29 individual curriculum items on the agenda for approval.
- **Curriculum Updates**
  Curriculum Specialists continue to finalize the Scribing of all degree requirements and work with SIG Consulting on the development of the Student Educational Planner templates.
- **THECB Submissions**
  The Curriculum Specialist submitted AAS degrees through the THECB online portal for compliance with the 60 SCH Rule deadline of October 31st. This represented over 50 individual submissions. The Associate Dean compiled and submitted final proposals for exemption requests to the 60 SCH limitation for the following programs: Music, Physical Therapist Assistant, Sign Language Interpreter, and Engineering. Responses to our requests will be received no later than February 2015.
- **Program Development**
  Program proposals for an Advanced Technical Certificate in Diagnostic Medical Sonography, an AAS in Welding, were approved by Academic Council and Planning and Development Council. They will be reviewed by the Education and Workforce Development committee of the Board in November. Program briefs are being developed by faculty for Forensics, Gender/Women's studies, and Architecture.
- **Labor Market Reports**
  No labor market reports were requested in October.
- **Online Student Evaluations**
  Evaluations for Fall 2014 are underway for selected minimester sessions. A survey of all online courses is scheduled for late October and will close in early November. The regular fall session evaluation period will open up on November 10th.

Student Learning Outcomes and Assessment

- **PRIDE Training**
  Three PRIDE training sessions were conducted by Learning Outcomes staff for a total of 8 registered faculty.
- **Data Submission**
  JagPRIDE was made available for Fall 2014 data submissions. The deadline for adjuncts is December 15th and January 30th for Full-time faculty.

Course Scheduling

- **Schedule Development**
  The Fall 2014 schedule was rolled from the previous year and sent to the Program chairs to review and update for Fall 2015. This is the first of two reviews the Departments will have to develop the Fall 2015 schedule.
- **Schedule Maintenance**
  The Scheduling Technicians continued to process changes to Spring, Summer and Fall 2015 schedules, process classroom reservation requests, and update flyers for minimesters and Hybrid courses. They also continued to run necessary reports and check data in the schedule to ensure accuracy for CBM reporting.

Accreditation

- **SACS Accreditation**
  The Associate Dean developed a Substantive Change Prospectus for the following five sites for Spring 2015 approval: Vanguard Academy, Donna North High School, La Villa High School, and Sonia Sotomayor High School. A notification letter for Spring 2015 implementation of an advanced technical Certificate was submitted to SACS in early October. A response is pending.

Institutional Activities

- **Degreeworks Implementation**
  The Degree works Implementation team, including the Associate Dean Curriculum and Student Learning and the Curriculum Specialists, met to coordinate the activities of the Degree Works roll-out. The Curriculum Staff coordinated validation of the Degree Works scribing for all of the catalogs (5 years) and participated in conference calls with the SIG consultants to address all scribing errors identified during the validation testing. Curriculum Specialist also participated in testing of the Degree Progress Meter and its connection to Degree Works.
- **TSI Implementation**
  The Associate Dean 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. The TSI Team met in October and continued to develop a draft plan for implementing Non course-based Developmental interventions and additional placement recommendations.
- **Presentations**
  The Associate Dean of Curriculum and Student Learning made the following presentations during the month of August:
  - Presented on the Academic Affairs Division at the Ambassador's Cross-Training Academy on October 23rd.

Statewide Activities

- **Texas Association of College Technical Educators (TACTE)**
  Laura Talbot, Associate Dean 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 Associate Dean coordinated the registration process at the October TCCIL conference and processed all related financial transactions.

Professional Development

- **Distinguished Leader Academy**
  Laura Talbot, Associate Dean of Curriculum and Student Learning, was selected to participate in the Distinguished Leader Academic and attend the third session in October. This is a year-long professional development commitment that focuses on personal leadership mentoring and development. The Associate Dean is developing a Strategic Planning activity for the Department as the project required for the DLA.
- **Ambassadors Leadership Academy**
  Three staff from the Curriculum and Student Learning Department (Christina Cavazos, Kandee Wickboldt, and Joanna Saucedo) were selected to participate in the Ambassadors Leadership Academy and attended the second meeting in October. Each individual is meeting with a smaller team of participants within the Academy to plan an institution project as part of the Academy.

- **CoHesion Conference**

Staff from Curriculum and Student Learning attended CoHesion Conference in Austin October 26-28, for additional Degree Works Scribe training and updates.

- **Texas Community College Instructional Leaders Conference**
  The Curriculum Specialists and the Associate Dean attended the TCCIL Leadership Conference in Austin October 8-10, for additional training and updates on State issues related to Curriculum.

Nicolas Gonzalez
High School Programs and Services Administrator

- **Dual Enrollment**
  - Sofia Pena has been invited to take part in a SACS preparation review of PSJA North. This is scheduled for Oct. 29th and 30th. See attached info.
  - Kim Crawford received an email from the TexPREP director at Hidalgo, Mr. Ruiz, thanking her and Ms. Rebecca De Leon on behave of all the students from Hidalgo on the experience they recently had at HESTEC. Ms. Crawford and Rebecca De Leon, arranged the trip with the Hidalgo, Roma and PSJA TexPREP students. Please see attached.
  - Because of the anticipated growth in the number of sections and students and, therefore, needs for STC faculty in several subject areas, we are busy working with the new ECHS and all the schools on their spring schedule of classes ahead of our normal time this fall to do this. Most all new ECHS have already scheduled one or two courses for the spring.
  - The Recovery schedule started on October 27th, and is running smoothly. Census was November 3rd, we have a total of 80 students participating. This is a downward trend that I believe will continue especially with the new HB5 taking effect.
  - The Spring ’15 schedule is almost finalized. A rollover of sections from the fall to the spring, is being developed for implementation after grades have been posted at the end of this term.
  - All new ECHS, including the CTE ECHS, have scheduled classes for the spring. The total of dual enrollment students should increase.
  - An ECHS interview committee has finalized their selection for one of the Specialist position and should be submitting a recommendation soon.
  - We are in the process of interviewing for the second position and also for the DE Workforce Specialist position under Carl Perkins.
  - The Academy department is making presentations at all the high schools for student applications. There is a heavy number of applicants for all our existing Academies.

- **Meetings/Events/Conference Phone Calls**
  - October 3, 2014 – President’s Administrative Meeting
  - October 6, 2014 – TSI Planning & Information Committee Meeting
  - October 9, 2014 – DE Web System Phase II Meeting
  - October 10, 2014 – Onsite Training – Ken Lyons
  - October 10, 2014 – Rio ECHS Opening Ceremony
  - October 14, 2014 – Pharr Teaching Center Planning Meeting
  - October 14, 2014 – ATD Coaches Visit – Information Preview
  - October 15, 2014 – Dual Credit Study Interview
  - October 15, 2014 – Meeting at Mission about Conference.
  - October 16, 2014 – Signing Ceremony – STC+UANL
  - October 17, 2014 – UTPA Alliance Meeting
  - October 20, 2014 – PSJA Board Meeting, ATD Coaches – Focus on Retention and Persistence, Working Lunch, and Discussion on Four Strategic Focus Areas.
  - October 21, 2014 – Weslaco CTE ECHS
  - October 21, 2014 – Mission Collegiate ECHS Presentation Meeting
  - October 23, 2014 – McCCTI Meeting
  - October 24, 2014 – PSJA College for All Master Scheduling
  - October 27, 2014 – Academic Council Meeting/STARR Campus Visit.
  - October 28, 2014 – College Board Forum Presented with Mission CISD.

Dual Enrollment: Alejandra Cantu

- **Workshops/Meetings**
  - Meet with La Villa and Donna North on submitting a prospectus for spring.
  - Meet with IT on the DE web system.
  - Meet with Valley View counselors about the spring schedule.
  - Attended the PSJA Conference. College for All
  - Part of the Women and Technology planning committee. Meet with member to discuss the logistics of the event and formed sub-committees.
  - Attended the ribbon cutting ceremony at the new Rio Grande ECHS.

- **DE Scheduling and Planning**
  - Created section at PSJA HS. Art, Sociology and Math.
  - Coordinator of CTE at PSJA ISD sent me changes for the CATE classes at PSJA north for the spring semester.
  - Worked with Asst. Principal at Southwest ECHS on adding new sections for the spring schedule.
  - Switched students from Mercedes ECHS to online art courses. Set up training with distance ED and the new STC instructor.
  - Communicated with Marisela Zepeda, T-STEM principal, about the requirements to offer Organic Chemistry at her HS. Arranged a meeting with the program chair to go over the material needed for class.
  - Deleted a couple of sections for Valley View ECHS for spring. Requested new sections for Government and Sociology. Pending approval from chairs.
  - Received request from Principal from Ballew HS to switched accounting courses.
  - Changed all the CTE courses from Edinburg ISD.
  - Per principal, created new sections at Sotomayor ECHS. Biology and medical term
  - Per program chair, COSC at La Grulla Hs was deleted from the spring semester.
  - Changed instructors for the COSC sections at Edcouch ECHS and Mission Collegiate.
  - Worked on comparing the fall schedule to the spring schedule to fix any discrepancies on times and number of sections.

Dual Enrollment: Clarissa Torres

- **Dual Enrollment Faculty**
  There was no dual enrollment faculty hired in the month of October. Two interviews have been scheduled for the coming month. Our partnering high schools have been informed that they will need to have the applicants submit applications by Monday, November 3rd.
- **Dual Enrollment Faculty Spreadsheet**
  Throughout the month I have been updating the DEF spreadsheet with updates from our partnering high schools. Twelve candidates are seeking approval to teach dual enrollment courses. Three candidates have been denied approval due to lacking the relevant coursework to teach DE courses. Two are scheduled for interviews while the rest are pending transcripts and applications.
- **Conflict Resolution Training**
  Attended a day long training regarding conflict resolution in order to gain knowledge and insight into dealing with conflicts in the workplace. In addition I was able to attain knowledge about the Conflict Resolution Center. As I am still fairly new to the college I hope to attend more trainings and workshops in order to expand my knowledge.

- **Campus Coaches**

Participated in Welcome Back Fridays at the Student Services building. Three other Campus Coaches and I assisted students in locating offices and buildings. Our target was to reach students who were interested in re enrolling for the upcoming spring semester.

- **Dual Enrollment Web Operating System**
  Continued working with Mr. Gonzalez and IT in assisting high school administrators in accessing the web operating system to approve rosters, drop, and add students. Many called for information such as the temporary password and username. Ones who experienced technical issues were directed to the IT Help Desk. All five high school administrators who contacted me this month with issues regarding temporary passwords were all able to access the web system shortly after. With the drop deadline approaching in the coming month I anticipate more administrators will be calling for assistance.
- **Textbooks for New DE Courses**
  Made changes to textbook list as they became available. In the coming month, I will begin to find new spring courses that are being offered at the high schools and send out the textbook information accordingly.

<u>Dual Enrollment Faculty Liaison: Carol Woods</u>

- **Dual Enrollment Taskforce**
  - Continued to help coordinate Dual Enrollment Taskforce subcommittees' activities. Updating 2013-2014 DE Taskforce Charges/Action Plan.
  - Transferring charges from last year's DE Taskforce plan to new 2014-2015 DE Taskforce Charges/Action Plan and revising membership list.
  - Completing one-page summaries of actions accomplished by DE Taskforce for the past couple years.
  - Helping faculty as needed with dual enrollment issues.
  - Followed up on Textbook Subcommittee issues. Will schedule additional meetings for November 2014 and in mid-April 2015 to check textbook preparations for spring 2015 and fall 2015.
  - Working with Faculty Senate representative from subcommittee devising questions for survey of STC faculty and dual enrollment faculty.
  - Served on History & Philosophy Department special committee that researched, discussed, and proposed ideas on how to increase collaboration between STC History faculty and dual enrollment history faculty at the high schools.
- **High School Programs and Services Webpages**
  - Following up on requests to update HSPS webpages as needed.

Kimberly P. Crawford
Director - High School Programs

- **Completed: Projects/Activities**
  - Requested progress reports from faculty members
  - Required tutoring for students earning below 80 in classes
  - Conducted workshops on Friday
  - Contacted parents of students with failing grades
  - Updated degree plans for students
  - Sent Spring 2015 booklist to all school districts
  - Picked up Dual Enrollment Course Agreements at area high schools
  - Submitted RFP for the Governor's Summer Merit Program
  - Meeting held with A&M Representatives to discuss future opportunities for students
  - Reserved labs and classrooms in order to hold additional tutoring sessions for students who are struggling
- **Workshops:**
  - Scholarship and University application day
  - Servant leadership and Volunteerism
  - Speakers from Sheriff's office and physical therapist office to speak to students at Starr County campus
  - Apply Texas and Financial Aid
  - Creative thinking workshop
  - Coping with Stress
- **TexPREP:**
  - Planning underway for Hidalgo ISD trip in spring to Sea World
  - TexPREP students from Hidalgo, PSJA, and Roma attended a field trip to the University of Texas Pan American for HESTEC
  - Director and Coordinator scheduled to attend fall TexPREP director's meeting in November
- **Academy Programs:**
  - Presentations have taken place at McAllen Memorial, Weslaco East, Mercedes ECHS, Valley View, Monte Alto, Progreso, La Villa, Rio Grande City, Mission, La Grulla, La Joya, Mercedes and Weslaco High Schools.
  - Applications have been received from Monte Alto High School and Mercedes Early College High School
  - Seniors have begun to apply for scholarships and complete apply Texas application
- **McCCTI**
  - Planning meeting held with training manager to discuss future opportunities and the continuation of the program
- **Recovery Program:**
  - Students began classes on October 27
- **Professional Development/Continued Learning:**
  - Specialists attended Texas Tech University and Texas A&M Kingsville counselor's update
  - Attended a training titled: "What's new in MS-Office 2013"
  - One staff member attended training to be a campus coach and has assisted in welcome back Fridays on campus

- **In Progress: Projects and Major Activities**
  - Continue to schedule recruitment presentations and parent presentations

- Planning spring 2015 college tours
- In contact with IT to try and open the application online for academy participants
- Follow up on opportunities for McCCTI program
- Planning end of semester event for all Academy students

Sofia M. Peña
Director - Early College High Schools

- Spring Semester Degree audits in progress for graduation purposes
- Meeting with Mission and Weslaco CTE administrators to ensure students are ready for college coursework in Spring 2014.
- ECHS Director presented at the PSJA College for All Conference
- ECHS Director working on presentations for TWC National Conference
- ECHS Director & Coordinators along with Sharyland and Rio Grande City and Weslaco CTE ECHS successfully coordinated a Ribbon Cutting and MOU signing.
- 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.
- ECHS Director participated in SACS audit of PSJA North campus.
- ECHS Director prepared for presentation at RGV LEAD Conference.
- ECHS Director and Coordinators met at monthly staff meeting. Next one scheduled for November 5. Weekly one on one meetings are held.
- 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
Associate Dean - Office of Professional and Organizational Development

Academies:

- **Ambassadors Leadership Academy (ALA)**
  ALA met on Friday, October 3rd to discuss Global Leadership: Creating Great Leaders at South Texas College. The participants were introduced to understanding the 10 key behaviors in global leadership, developing cultural awareness and understanding the importance. Throughout the presentation, participants were engaged in activities that helped them to collaborate on building relationships and new ideas, as well as, appreciate the value of reflective practices.
- **Focus Academy**
  The Office of Professional and Organizational Development conducted a total of five sessions in the month of October for staff and faculty participating in the FOCUS Academy. The FOCUS Academy is currently separated into two cohorts (I&II), however, both are reviewing the same points of instruction delivered by Dr. Sandra Ledesma. There are currently 29 active participants in Focus I group and 15 active participants in Focus II group.
  FOCUS I
  - Session 4 – Scaffolding
  - Session 5 – Classroom Talks

  FOCUS II
  - Session 1 – Kickoff
  - Session 2 – Collaborative Group Work
  - Session 3 – Scaffolding
- **Teaching and Learning Academy (TLA)**
  The Office of Professional and Organizational Development conducted a total of two sessions for new faculty participating in the Teaching and Learning Academy in the month of October. For session three, a variety of different departments throughout STC presented to participants in a round table discussion to each participant. Session four covered campus safety by our guest speaker, Paul Varville, Director of Safety and Security. There are currently 23 active participants.
- **Ambassadors Cross-Training Academy (ACTA)**
  The Office of Professional and Organizational Development held a total of five sessions in the month of October. There are currently 31 active participants. Presenters have been confirmed.
  - Session 3 – Board of Trustees, Student Assessment Center, & Client Services
  - Session 4 – Student Financial Services, Distance Education, & Library Services
  - Session 5 – Business Office, Purchasing & General Services, & Technology Resources
  - Session 6 – Academic Affairs, Centers for Learning Excellence, Comprehensive Advising & Mentoring Services
  - Session 7 – Research & Analytical Services, Institutional Effectiveness and Assessment, & Campus Coach Initiative
- **Jaguar Academy**
  The Office of Professional and Organizational Development kicked off its Fall 2014 Jaguar Academy: Onboard for Success on October 9, 2014. A total of four sessions were held in the month of October. There are currently 11 active participants. Presenters have been confirmed.
  - Session 1 – Welcome & Exploring OPOD & Pecan Campus Tour
  - Session 2 – Service Area Tour
  - Session 3 – Campus Safety
  - Session 4 – Customer Service & Business Etiquette

- **Distinguished Leadership Academy (DLA)**
  The DLA was held on October 23rd for the 13 participants in STC's highest level leadership academy. The participants focused on Appreciative Coaching and their individual projects.

Special Projects and Collaborations:

- **Child Development Conference**
  The OPOD collaborated, created, and designed the program for the Child Development Conference held on Oct. 18th.

Programs in Development:

- **Academic Advancement Staff Meeting**
  The OPOD is coordinating the Academic Advancement Staff meeting for the support staff under Academic Affairs.
- **College-Wide Professional & Organizational Development**
  The OPOD is currently working on the CWPOD breakout session proposals to be email out to faculty and staff.

Requested Artwork & Design Projects

- **A Night with the Stars**
  Completed banners for website regarding "After Event Auction" as well as thank you postcard for email.
- **High School Programs & Services Booklet**
  The project was a collaboration with the OPOD and Academic Affairs Project Manager. Reports were collected from departments and combined into one document. Artwork was then designed to highlight information.
- **Distance Learning Brochure**
  The Distance Education Department requested artwork from previous projects for brochure design; however, after reviewing the initial brochure it was concluded new artwork would be needed to meet the needs of the request.

HSI Grant: STC in FOCUS Implementation

A presentation was made to the EWD Committee of the Board of Trustees giving an overview of the grant. The Grant Steering Committee met on October 21st to learn more about what plans are in progress and how they can help facilitate success.

Currently the PD Training room is being designed and equipment and furniture is being ordered. Positions have been created and posted. The FOCUS Academy is in progress and Active Learning Classrooms are being identified and designed. The technology infrastructure is being upgraded and the faculty advising project is being created. Project management plans are in place.

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

STC-La Joya Teaching Center

- Continued discussions with Maggie Morato of Texas Riogrande Legal Aid to reconsider space usage in offering a Wills on Wheels clinic at the Pharr Teaching Center instead of the La Joya Teaching Center. The date has been tentatively set for some time in March.
- Met with Gateway to College Director, Michael Wilson and Dropout Prevention Coordinator, LeAnn Herrera to discuss possibility of offering classes at the La Joya Teaching Center for Gateway students. Possibility of beginning with a new cohort in spring 2015 was discussed if funding is available. Specifics of program deliver to be developed by Mrs. Herrera and a follow-up visit to the Pharr Teaching Center and CCTA facility.
- Reallocated unused media carts at La Joya Teaching Center to Pharr Teaching Center in preparation for spring 2015 semester.

STC-Pharr Teaching Center

- Meeting every Tuesday with PSJA ISD Project Manager, James Rodriguez, and General Contractor Roy Rodriguez, sub-contractors, and ISD design team to discuss progress of Pharr Teaching Center. Coordination of transporting and setting up HVAC equipment has begun with delivery of four training air-handler and condensing units. These systems are to be wired and connected to existing duct by sub-contractors at Pharr Teaching Center site.
- Met briefly with Dr. Petrosian, VP Wanda Garza, and PSJA ISD Deputy Superintendent, Narciso Garcia to quick walk-through and overview of plans for Pharr Teaching Center.
- Held STC-PSJA ISD Planning meeting on Tuesday, October 14, 2014 at 10:00am at the Pharr Teaching Center STARR Conference room o to discuss short and long term plans for the PTC.
- Coordinated delivery of information regarding electrical requirements for HVAC and PMT classroom trainers and equipment.
- Reviewed and monitored floor finishing of PTC.
- Held Meeting with PSJA ISD and STC IT personnel to review internet connectivity and instructional media requirements. STC IT will finalize installation of equipment to allow STC faculty and students wireless web access. Instructional Technology will coordinate move of media carts from La Joya Teaching Center to PTC.
- Coordinated walk-through of PTC classrooms with assistant PSJA-ISD project manager, Gerry Lopez. List created identified all required final preparations varying form outlet cover, white board mounting or replacement, paint touchups, and furniture placement.
- Walk-through conducted with Fire Science PC Victor Fonseca, and faculty secretary, Claire Forrester in review of classroom and office space to move fire science from Technology Campus to Pharr Teaching Center.
- Met with Rex Supply Company managers to review PTC facilities in coordinating delivery of PMT equipment set for November 18, 2014. Alternatives to Kumquat street entry will be the front entry way of the HVAC/PMT lab area with entry through main front entry doorways.

Ballew High School Science Classrooms

- Received keys for Ballew Science Building classrooms from PSJA ISD personnel.
- Met with Dr. Odeh, Dr. Cortez, and lab assistants in preparation and setup of chemistry and biology lab equipment and supplies.
- Continued to monitor AC performance at the Ballew Science Building on weekly basis.

Other Activities

- Met with Carlos Margo, Building Professional Institute Coordinator, Charles Clawson, HVAC Instructor George Martinez, and City of McAllen Inspections Director, Luis Vasquez to discuss the 2014 McAllen Building Professional Institute Training to be held at the STC Technology Campus on November 21 & 22, 2014. The Tech campus atrium, auditorium, and various classrooms will be utilized for this training. Interested faculty, students and staff are encouraged to sign up. STC Food Service Director, Patrick Woodin will be providing morning and afternoon break service and a lunch buffet on both days. It is anticipated that there will be approximately 100 attendees on both days.
- Attended weekly Business and Technology Program Chair meetings.
- Attended PSJA ISD – CTE Advisory Committee Meeting
- Continued to advise students for spring 2015 semester.
- Attended and participated in STC Mid-Valley Campus, Family Reading Night in support of D&BT programs.
- Attended DLA session at the Pecan Campus Professional Development training room.
- Accepted Technology Campus Booklet project.

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South Texas College

Changing Lives, Changing Communities

Information Services and Planning

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Dr. David Plummer
Interim VP

Information Services, Planning & Strategic Initiatives

Monthly Activity Report
October 2014

Alicia Gomez, CIO
Technology Resources

Applications Development
HR Process Redesign and Automation
The Applications team continues to work on the second phase of the HR automation project which consists of creating a fully electronic appointment letter module that will allow faculty, administrators and executive to view and acknowledge appointment letters online. The new module is expected to be complete for FY 2015. Salary Planner implementation has been schedule to commence early December and go live by March 2015.

Degree Works
The implementation rollout for the Degree Works and South Texas College Graduation Meter was rescheduled for November 10, 2014. South Texas College students will be able to access the new online academic advising, transfer articulation and degree audit online solutions via JagNet. The implementation team continues to test in preparation for go live date

JagMobile 3.0
No issues have been reported after releasing the new Jagmobile application; Jagmobile 3.0 was redesigned for all mobile devices including windows phones, tablets and desktop browsers. It integrates data and content using a shopping cart style and provides access to essential information on the go including My JagNet, CLE tutoring, Campus Directory, Emergency Contacts, Course Catalog, Student Handbook as well as Student Feedback.

IT Risk and Security
PCI/DIR/IT Assessment Action Plan Updates
After delaying the JagNet and ODS encryption due to unforeseen circumstances and other project priorities, the JagNet database encryption was completed at the end of October and the ODS encryption will be completed the first week in November. The TR and Security teams continue to make progress towards validating work performed on other assessment action plans.

Business Impact Analysis and Disaster Preparedness/Recovery Planning
After receiving the analysis and recommendations for a College-wide disaster recovery plan from Dell consultants, the Technology Resources team continues analyzing possible solutions to replicate datacenter away from hurricane zones and the implementation of staff and faculty email Office 365.

Technology Support and Client Services

Infrastructure Improvements

The Technology Resources team with the support of Insight consultants completed the analysis on bandwidth availability and traffic during peak times. The results of this assessment will be shared with the team on a meeting scheduled for the second week in November and will be used to calculate how much bandwidth is needed to meet current needs and estimate future growth.

Computer Replacement

Technology Resources is in the process of ordering 300 computers to replace old equipment models throughout the district and continues to work on developing a new annual computer replacement cycle for 2015 - 2016. The recommendation will be presented to administrators during COC and PAS meetings.

Pharr and La Joya Teaching Centers (CCTA)

The TR team met with the Pharr Coordinator and PSJA representatives to ensure new deadline and deliverables are set for the spring term academic plans.

Marie Evans, Director
Instructional Technologies Department

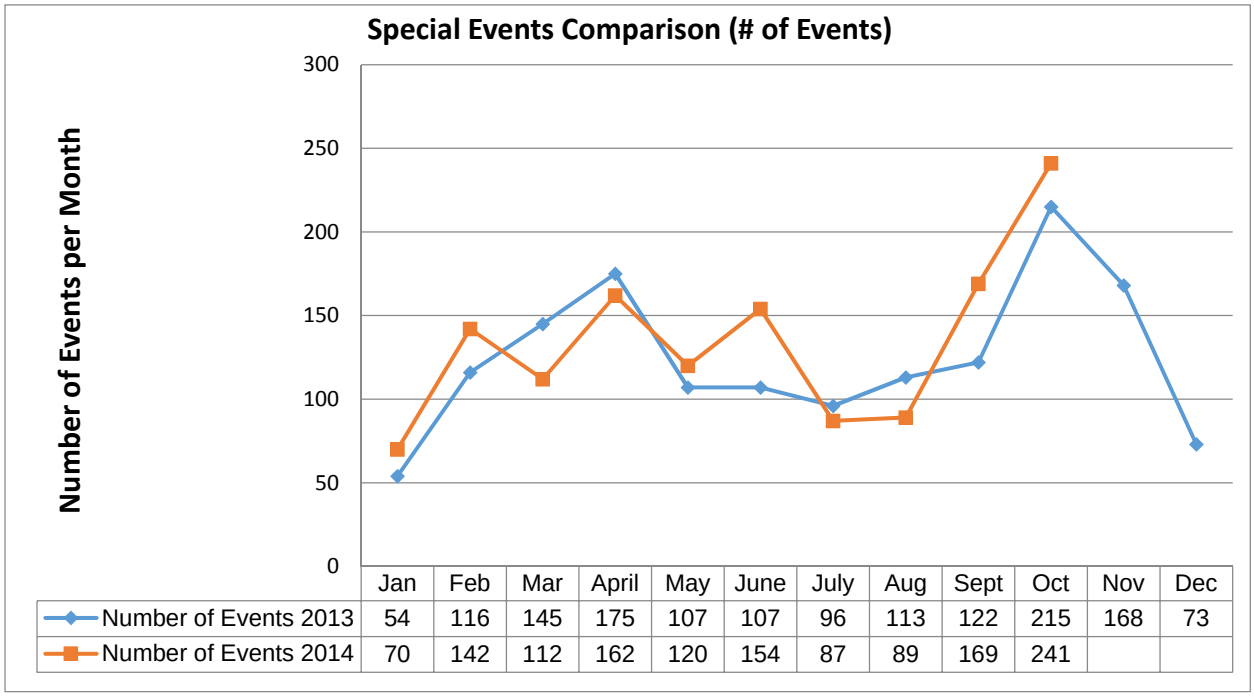
Meetings:

- 10/1/2014: IT Website meeting, HR meeting
- 10/2/2014: SMART Technologies Meeting, Graduation Ceremony Meeting, Library Services Directors Meeting
- 10/3//2014: Starr Campus Meeting, Instructional Technologies Dept. Meeting
- 10/6/2014: Project Update Conference Call, Employee Meeting
- 10/7/2014: Pharr Teaching Center Meeting, UTB Dept. of Education Meeting
- 10/8/2014: Multimedia Discussion Meeting,
- 10/10/2014: Onsite Training
- 10/13/2014: Project Update Conference Call, Temporary Assignment Meeting
- 10/15/14-10/17/2014: CCUMC in Portland
- 10/22/2014: Pecan Student Services Modification Meeting
- 10/26/2014: Project Update Conference Call
- 10/29/2014: Evaluations of Proposals,
- 10/30/2014: Digital Signage for Advising Center Meeting
- 10/31/2014: Library Footage Video Meeting

Monthly Special Events by Comparison:

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

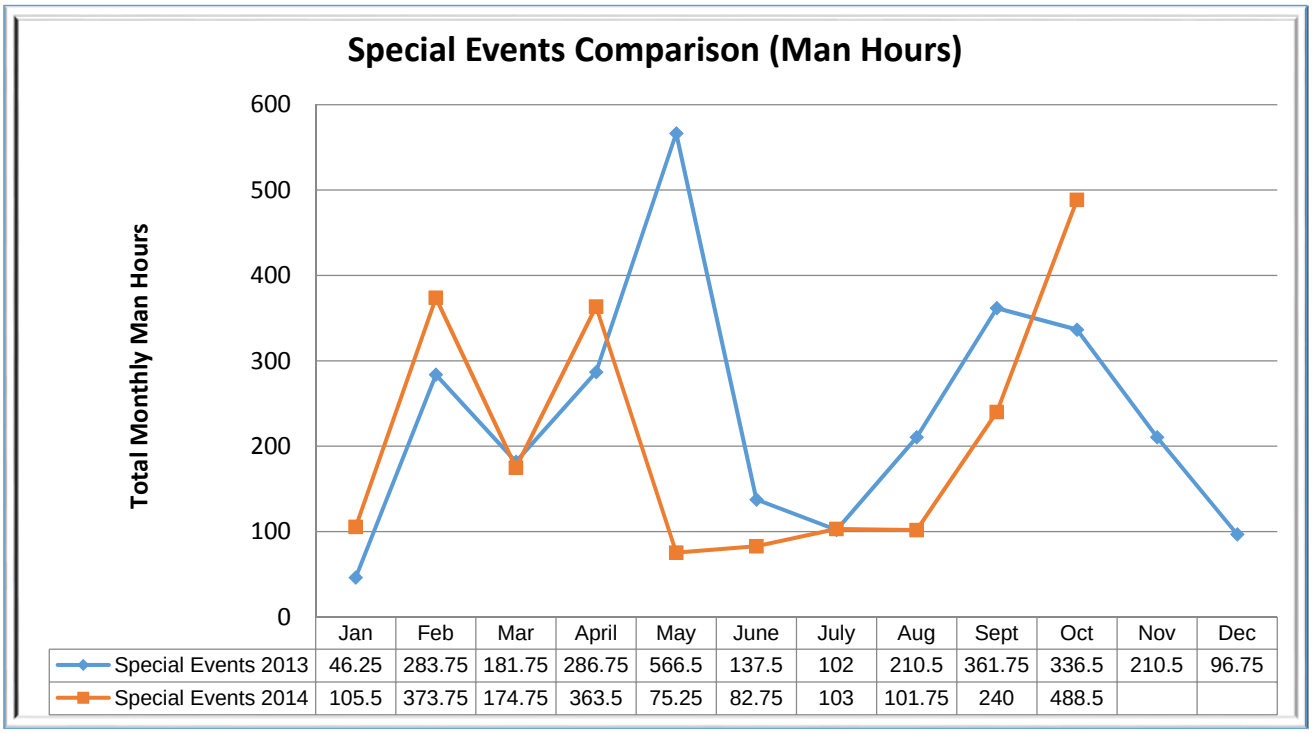
2014	
Jan	70
Feb	142
Mar	112
April	162
May	120
June	154
July	87
Aug	89
Sept	169
Oct	241
Nov	
Dec.	



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	101.75
Sept	240
Oct	488.5
Nov	
Dec	



October-14

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	120	24	0	94	0
Data Projector	13	0	8	37	0
Laptop	151	14	40	10	6
PA System	28	7	9	4	1
CD Player	0	0	2	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	8	2	0	0	0
TV	4	2	8	0	0
Microphone	144	2	26	12	5
Direct Box	8	0	1	1	0
Digital Camera	5	3	0	0	0
Speakers	121	24	30	107	2
Overhead Projector	0	0	0	0	0
Remote	24	72	0	1	1
Headphones	2	0	0	0	0
HH Voice Recorder	0	0	0	0	1
Screen	12	9	6	1	0
Document Camera	169	36	43	0	10
DVD/VCR Player	9	6	2	0	0
Wireless Lab	0	15	0	0	0
Keyboard/Mouse	16	0	2	0	0
Sympodium	33	18	0	0	0
Hard Drive	1	0	0	0	0
USB Hub	1	18	0	0	0
CPS	1	0	0	1	6
Mixer	20	3	12	1	0
Tripod	5	2	0	0	0
WebCam	0	6	0	0	0
Computer	0	0	0	0	0
Portable Table	26	3	2	3	1
Microphone Stand	16	6	9	0	0
HD Video Streamer	4	0	0	0	0
Polycom Phone	3	6	0	1	2
Stooges (switcher)	0	0	0	0	0
LANC Controller	5	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
TOTAL	*949*	*278*	*200*	*273*	*35*

_____, CISO
Information Security

- **Action Plans – PCI, IT Assessment, 2012 Assessments**
  At this time BBVA Compass has been updated on the current verification review process, and requested for the Self-Assessment Questionnaire (SAQ C) to be completed once the process is concluded. A total of 17 items are being reviewed to ensure the implemented controls meet the PCI requirements. The security team will complete the questionnaire online at the Control Scan portal.

- **Incident Response Plan**
  The incident response plan is finalized and will be disseminated to the Technology Resources team as well as other areas that have roles and responsibilities in the plan. Once all the teams have a clear understanding of the IR plan and how it affects the college, a table top exercise will be developed and performed.

- **Dell SecureWorks- Web Application Firewall Project**
  The co-managed Web Application Firewall with Dell SecureWorks is underway. A few technical issues have prevented completion of the Counter Threat Appliance connectivity. The benefit of having a co-managed service to monitor and maintain our application firewall is utilize the expertise of Dell and provide knowledge transfer to our teams while increasing our current security posture.

- **Qualys SaaS Implementation**
  We are currently using the Qualys Guard service for our internal vulnerability scanning specifically for specialized areas. Qualys contains pre-built templates for specific regulatory areas such as PCI and FERPA. This allows scheduled scans and vulnerability checks on not only regular machines but those that have special controls in place. We are currently working on modifying our service agreement to include external scanning.

- **Firewall Purchase**
  The college is currently looking at upgrading our current firewall appliances. Several vendors were reviewed and only three have been asked to perform proof of concepts. The POC is currently underway and is being evaluated based on a set criterion. The process of evaluation will end in late November and purchasing decisions will be made by the end of the fall semester for implementation during the spring 2015.

- **McAfee On-Site Services**
  A McAfee engineer for our Web gateway product was onsite this week. He assisted the systems and security teams configure a High Availability cluster of MWG appliances to support the college's growing internet traffic. Several other policies were modified to enhance malware detection and the flow of traffic outbound. Knowledge transfer was provided throughout the week as well as best practices for maintaining and troubleshooting the devices.

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

IE Related Activities:

- R&D on Associate Dean job description
- Work toward purchasing Xitracs access
- Work to migrate reporting platform to Xitracs
- Mid-Bi Report Requests (to all outstanding reporting personnel)
- Work to change Reporting Analyst status to Exempt
- Recruited for open position
- Creation & convening of IEA Analyst hiring committee, questions/format chosen
- Named hiring committee for open analyst position
- Interviews for IEA Analyst Position
- Completion of HR Packet for IE Analyst
- Planning for IEA/Budgeting Cycle
- Mid-Biennium Report advocacy
- Partial migration to Office 2013
- Travel plans for Peng Lu
- Data management webinar from Stephen F. Austin
- Developed and disseminated new data intake plans
- Prepared Presentation for CoChairs
- Updated the IE Plan Writer list on Google Drive
- Conducted an audit of incomplete Mid-Biennium Reports
- Developed experiment for mid-biennium report collection
- Mid-Biennium Report request push/experiment
- Mid-Biennium 2014 notification letters sent to the following:
    - Purchasing & General Services
    - PASS
    - Dean of Enrollment Services
    - Patient Therapy Assistant
    - Student Activities & Wellness
    - Finance & Administrative Services
    - Bachelor Programs & University Relations
    - Emergency Medical Technology
    - Instructional Technologies
    - Early College High Schools
    - History & Philosophy

- Assisted The following IE Plan Writers to complete their Mid-Biennium Report:
    - History & Philosophy
    - Emergency Medical Technology
    - Purchasing & General Services
    - PASS
    - Criminal Justice & Social Sciences
    - Projects Administration
    - Student Activities & Wellness
    - Office of Human Resources

- Diligent work on President's Mid-Biennium Report
- Progress made on the Office of the President Mid-Biennium Report **(2)**

- Deleted the "Risk Management" entity from WEAVEonline as per request
- Approved Measures for all departments in WEAVEonline
- Webinar on JackFacts: "Boring Data to Dynamic Presentations"
- Discussion/Work on new weekly reporting mechanism

Evaluation and Assessment of Interventions:

- Preparation for Dr. Santana's Assessment
- Research on appropriate initiative assessments
- Developed Evaluation for NSF grant'
- NSF Assessment (and narrative…)
- Completed HSI Grant Evaluation
- Attended HIS grant meeting
- HSI Assessment Revisions (multiple)
- Attended Achieving the Dream Leader College webinar
- Attended Achieving the Dream data management meeting
- Development of GUI for Jag Lunch (data requests)
- DPRA Assessment preliminary report data
- Discussions of recent increase in retention rate
- Presentation to Council of Chairs on Assessment

IEA Reporting Analyst's Activities:

- Worked on the following:
  - Texas Register Research
  - Reports on high school-to-college progression research
  - NSF Grant 'evaluation plan'
  - HSI Assessment Evaluation plan update
  - research of the "Cultural Diversity and Ethnic Minority Psychology"
  - IEA team calendar set up
  - new activities report solution finding project
  - Fall to Fall Persistence Rate research project (2)
  - data request for the Academic Grants and Projects
  - Worked on the President's Mid-Bi Report
  - Retrieved data and provided the reports for Academic Grants and Projects
  - Worked on the IEA Analyst Hiring files

IEA Website Related Activities:

Updated IEA website

Factbook Related Activities:

- Updated and posted the List of Baccalaureate Programs and the List of Associate of Arts Degree Fields of Study for external STC Factbook
- Updated the STC Factbook Data Release Timeline
- Updated and posted the Pass Rates and Grade Distribution by Course, Course Type, Program and Division, the Repeater Rate for Developmental Courses, the Academic Success after Developmental Studies (With Dual-Enrollment), and the Academic Success after Developmental Studies (Without Dual-Enrollment) reports for internal STC Factbook

IEA Website Related Activities:

- Updated IEA website

Meetings and Trainings:

- St. Petersburg BI Webinar
- PAS (2)
- HR Issue Support Conferences
- ISP Administrative Team Meeting
- SSG
- IEA staff meeting (4)
- IEA – RAS – Reporting Team meeting
- One-to-One Meeting with David Plummer
- Jag Lunch non-lunch meeting ("Laundry List")
- Reporting Team weekly meeting
- TASB Harassment training
- HSI Assessment meeting
- IEA Analyst Hiring Committee meeting
- THECB - Board Meeting

Miscellaneous:

- Compiled media research summaries to post to @IEA_STC Twitter feed (David) (4)
- Scheduled Twitter posts for @IEA_STC account (David) (4)
- Attended HUD/USDA Promise Zones webinar
- Edited PowerPoint presentation to be presented to Council of Chairs (Paul)
- Attended Tea Time with RAS and Reporting Team to discuss data requests (Paul, Patrick, David)
- Attended ACTA training (Patrick)(4)
- Supported the Development of Measures for grant funded initiatives meeting (Paul)
- Multiple meetings with HR (Paul)
- FC Old Main kickoff (Paul – Patrick)
- Completed online training for Preventing Discrimination and Sexual Violence (Patrick, Dora, David)
- Attended ATD Coaches Visit - Data & Information Management Meeting
- Attended the St. Petersburg BI presentation
- Attended the Civitas Learning Webinar and the White House Initiative on Educational Excellence for Hispanics Webinar (Paul, Patrick)
- Attended IEA-TR the Intake Form and Xitracs Meeting
- Attended STC Parking Ticket Appeals Committee Meeting

Cody Gregg, Dean
Library Services and Information Commons

Meetings:

- 10/1/14: SCUP Submission Meeting.
- 10/2/14: Meeting at HR; IS&P Admin Team Meeting.
- 10/3/14: CLE/Library Concerns Meeting; President's Administrative Staff Meeting.
- 10/6/14: Meeting with VP; Employee Meeting; TSI Planning and Information Committee Meeting; Ask Online Meeting.
- 10/7/14: Library Furniture Pilot Meeting; Coordinated Operations Council; CLE/Library Integration Meeting.
- 10/8/14: Multimedia Meeting; Meeting with Steelcase Education; CLE Departmental Meeting.
- 10/9/14: CLE Renovation for Active Learning Training Lab; ACTA Presentation.
- 10/10/14: Harassment Training.
- 10/13/14: Personnel Meeting.
- 10/14 – 10/17/14: CCUMC Conference.
- 10/20/14: CCUMC Conference.
- 10/21/14: 2013 Bond Program Planning Meeting: HSI Grant Steering Committee Meeting.
- 10/22/14: KI Furniture Presentation; National Office Furniture Presentation; MDI Furniture Presentation.
- 10/23/14: Meeting with Dr. Razzaghi, UTPA; Meeting to Review Technology Bids; Palmieri Furniture Presentation; Worden Furniture Presentation.
- 10/24/14: Herman-Miller Update Meeting; Smartthinking Call.
- 10/26/14: Meeting at H.R.
- 10/27/14: Bond Program Planning Meeting; HSI Grant Technololgy Bid Review; Update on modifications for HIS Grant Lab.
- 10/29/14: Proposal Evaluation Meeting.
- 10/30/14: Digital Signage Meeting.
- 10/31/14: CLE Staffing Meeting; COTF Meeting.

Library Services Data:

Library Services Data: 10/1/2014 -10/31/2014								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	65	0	262	n/a	30	0	357
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	1268	17080	18613	54133	677	6592	3045	101408
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1023	378	2015	n/a	111	0	3527
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1655	664	3769	n/a	274	382	6744
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	18	3	22	n/a	43	0	86
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	479	45	875	n/a	250	60	1709

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Worked on a compilation of calculator inventory status.
- Corresponded with database vendor Lexicomp regarding their product.
- Continued working out a plan for re-designing the Softchalk library skills and information literacy modules using knowledge about adult learning theories and incorporating active learning activities.
- Researched the functions and technical aspects of Guide on the Side, an open source tutorial software.
- Processed the following requisitions: Amigos – e-Shelf (pending Board approval), EBSCO-ECM – Various disciplines (3 orders), Screenscope – DVD for Science, Miss Representation – DVD for programs, Unique Books – Various disciplines (7 orders).
- Submitted the following purchase orders electronically: Baker & Taylor – various disciplines (12 purchase orders) and Ingram – various disciplines (22 purchase orders).
- Notified Purchasing about the requisitions pending Board approval which include orders for Elsevier and Amigos.
- Continued testing databases in the catalog search stations, to identify domains that need included on the gateway whitelist.
- Continued to prepare for testing a new EZproxy SSL certificate.
- Assisted Public Services staff with the Jabber pilot.
- Continued updating the Library Events page to show the correct arrangement of posts.
- Continued investigating an issue with one of the OPAC search forms.
- Worked on “Cataloging for Non-catalogers” ALA webinar course.
- Worked on library infographic flyer.

Collection Development Balances:

- Library Acquisition..... $ 172,468.00
- BAT & BAS/TMGT Materials- ..... $ 7,231.00
- BAT & BAS/CIT Materials- ..... $ 6,000.00
- BAT & BAS/MHSM Materials- ..... $ 8,304.00
- BAT & BAS/OL Materials- ..... $ 6,616.00

Information Commons and Open Labs:

Highlights:

- 10/06/14: Jorge Escobedo accepted the Open Lab Specialist II position and began his new assignment starting October 6th.
- 10/10/14: Presented information on the Open Labs to new faculty at the Teacher Leadership Academy; One employee attended the CPR training at the NAH Campus.
- 10/13/14: The Open Labs' Student Survey will be given out from 10/13/14 through 10/17/14.
- 10/16/14: The Information Commons and Open Labs employees are registering on Lynda.com in order to complete trainings for Professional Development (IE Goal).
- 10-/17/14: Four employees attended the CPR certification class at the NAH Campus; the Information Commons and Open Labs' Student Survey was closed. Results are currently being reviewed.
- 10/24/14: One employee attended the CPR training at the Starr County Campus.

October 2014 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	3,587	14,450	18,900	29,002
Pecan Internet Café	963	3,066	4,387	13,979
Pecan T. Info. Commons	537	1,345	822	5,381
Mid-Valley Open Lab	1,767	8,296	8,285	
Mid-Valley Open Area	838	1,938	1,555	
Starr County Open Lab	489	2,488	2,585	
NAH Open Lab	1,363	7,524	4,077	
Technology Open Lab	664	2,655	2,127	
Technology Internet Café	258	829	675	
District Total:	**10,466**	**42,591**	**43,413**	**48,362**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	3,884	12,819	15,242
Pecan Testing Room F-228	57	106	221
Mid-Valley Info. Commons	1,478	4,937	5,085
Starr County Library	594	3,121	2,743
Technology Library	313	1,313	1,641
District Total:	**6,326**	**22,296**	**24,932**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	853	1,413	1,501
Pecan F-130 Group Stations	123	168	407
Mid-Valley Library Group Stations	220	421	1,159
Mid-Valley Open Lab Group Stations	24	31	28
NAH Group Stations	527	1,230	872
District Total:	**1,747**	**3,263**	**3,967**

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

- 10/02/14: Met with the Dean for their bi-monthly meeting; attended an IS&P Administrative Team meeting.
- 10/03/14: Met with Melba Trevino to discuss extended hours for the CLE and Library Services at the Nursing and Allied Health Campus; Attended the President's Administrative Staff meeting.
- 10/07/14: Met with Laura Requena.
- 10/08/14: Held an Information Commons and Open Labs Leadership meeting; the Open Labs Leadership team attended a Harassment Training presented by Human Resources.
- 10/10/14: Attended an Onsite Training provided by Human Resources.
- 10/15/14: Met to discuss the Lynda.com trainings.
- 10/17/14: Held a meeting for the SI Leaders in the Center for Learning Excellence.
- 10/22/14: Attended a KI Furniture presentation at the Pecan Campus; traveled to the Nursing and Allied Health Campus to attend furniture presentations; one employee attended Family Reading Night at the Mid-Valley Campus Library.
- 10/23/14: Attended furniture presentations in the Pecan Campus Library.
- 10/24/14: Attended an STC Herman Miller Education Update meeting.
- 10/25/14: Attended the STC Job Fair to promote the Open Lab Supervisor and Technician positions.
- 10/27/14: The Library Directors met with Dr. David Plummer.
- 10/30/14: Traveled to Starr County to create a new flyer for the SI Leaders and to oversee the operations of the Lab.
- 10/31/14: Held interviews for the Open Lab Supervisor position. After careful consideration by the committee, an applicant was selected. The hiring packet has been submitted for approval.

Library Services Public Services

Meetings:

- 10/17/14 Staff meeting at Mid-Valley.
- 10/22/14: Meeting with NAH Furniture and KI Furniture and MDI Furniture.
- 10/23/14: Meeting with Worden Furniture and Palmerie Furniture.
- 10/24/14: Meeting with Herman Miller (Furniture).

Library Art Gallery September Exhibits:

- <u>Gesticulaciones de la Vida</u>
  Sept. 18 – Dec. 4, 2014
  Pecan Campus Library Art Gallery

- Evolution of the Soul
  Sept. 18 – Dec. 4, 2014
  Mid-Valley Campus Library Art Gallery

- Rostros de mi niñez
  Sept. 18 – Dec. 4, 2014
  Technology Campus Library Art Gallery

- Birds & Flowers
  Sept.5 – Dec. 4, 2014
  Starr County Campus Library Art Gallery

Serkan Celtek, Director
Research & Analytical Services

Research Studies:

- **Biology Enrollment**
  - # of students enrolled in 2401 and 2402 by major
- **BUSA BAT Transfers Survey**
  - Created contact list for target survey population
  - Survey to gauge interest in BAT programs for BUSA AA students
- **BUSA Online Course Satisfaction Survey**
  - Created online survey and contact list for target population
- **CB116 – Follow Up**
  - Sent reminder to program chairs and dean
  - Collecting and entering data
  - Created list of students and contact information
  - Created online and paper survey
  - Sent memo to deans and chairs
- **CCSSE**
  - Went over all packets, there is a total of 65 packets
- **Checkbox**
  - Worked on a testing environment, for checkbox 4.7
- **Dual Enrollment Fall 2014 Course Load**
  - # of courses students take, and # withdrawals, by high school
- **EMSI Economic Impact Study**
  - Reviewed and provided feedback
- **Enrollment and Graduates Targets**
  - Last three falls enrollment by major (dual/traditional)
  - Last three AY graduates by program
- **eSTC Website Satisfaction Survey**
  - Developed checkbox survey
  - Draft of survey items to be reviewed by PR, and eSTC team
  - Met with Web designer for survey on satisfaction with eSTC website
- **GOT**
  - Profile of first cohort's graduates
- **IPEDS**
  - Reviewed Fall survey components and locked the data
  - 12-month enrollment – done
  - Institutional Characteristics – done
  - Completions – in progress
- **NAH Tutoring**
  - Profile of NAH students who stopped out
- **Online BUSA Student Survey**
  - Created online survey for review
  - Draft of survey for BUSA online students' perception of online courses

- **Open Labs**
  - contacted me to open the Open Labs online survey
- **Spring 2014 ABE level READ and ENGL students' performance**
  - READ 0100 students, course grades and Fall 2014 persistence by ABE level
  - ENGL 0100 students, course grades and Fall 2014 persistence by ABE level
- **STEM enrollment**
- **Surveys**
  - Scanned all Library Events, Library Evaluations, Puente survey
  - Data is currently being verified
- **Texas Completes**
  - Key metrics data for CEO report sent to Chris Tkach from Lone Star College (THECB Accountability System Data)
  - Initial success data on Top 5 Wins sent to Chris Tkach from Lone Star College
- **UT-WAHS Study**
  - Attached contact information to list of 1500 randomly selected students

- **Valley Scholars Cohort Ethnicity breakdown**
- **% in Developmental Education**
  - Fall 2014, out of total Census enrollment

Data Quality Process:

- **Lack of Overall TSI Status on SZRTXSI Table and Dysfunction of SZATXSI Form in Banner - (Complete)**

Data Requests

- **Academic Year 2012 and Fall 2013Course Success Rates by Ethnicity**
- Average FTE and Credit Hour Load Early College High Schools
- **Average Student Course Load – B. Milan (Completed)**
- **BAS-OL Program - Course success and persistence data**
- **BAT - Graduates' salary data from THECB, CITP program Fall 2013 to 2014 persistence, BAS-OL enrollment, AY 2014 enrollment, AY 2014 graduates, AY 2013 placement, Time to graduation, and Fall 2014 student demographics**
- **Board of Nursing - Nursing Program Admitted and Graduate Demographics**
- **Business Office Annual Progress Publication Data**
- **CAFR Update of Supplemental Statistic Tables**
- **Developmental Sequence Completion Update**
- **Dual Academy Graduates 2014**
- Employees' Supervisor Identifier 2015 AY Table
- **Enrollment projections update**
- **Fall to Fall Retention percentages from 2006 to2013 report which included a graph for the trend**
- **Leadership Alliance Reports which included all HS students enrolled at STC and I organized them by ISD and high school name**
- **Grant Data - Immigrant Identification Fall 2013 and 2014**
- **IPEDS Survey Entry – Institutional Characteristics, Enrollment Data, and Completions**
- **ISIS-VIDA Data - Next Steps Cohort Data Collection**
- **Jaguar Academy and watched a presentation about STC customer services and business etiquette**
- **Math and Science AY 2014 graduate counts**
- **Read part one of the Foundation of Data Management**
- **Report for all students taking online classes from Fall 2011 through Summer 2014**
- **Report for all students taking SPCH classes and are enrolled in specific majors**

- **Report of all students who are in Paralegal and Human Resources majors and all courses taken in Fall 2014**
- **Report for all unprepared students for the past 5 years**
- **Report of all student enrolled in Administrative Office Careers, Precision Manufacturing Technology, and Computer Aided Drafting and Design Majors with all the classes they have taken for Fall 2014**
- **Starr County Campus Historic Spring Enrollment**
- **THECB Success Points Data**
- **Total STC graduates and awards (historical)**
- **TSI Complete and College Ready FTIC Fall**
- **TSI Report - figured out the age for each student and sorted them from oldest to youngest**
- **VIDA data requested by matching grads-**

Meetings Attended:

- **ALA Session**
- **Ambassadors Leadership Academy Group Meeting**
- **ATD Coaches Visit**
- **ATD Data Submission Meeting**
- **CAFR Update of Supplemental Statistic Tables – BUSO (Waiting for Registrar's CBM Certification)**
- **Civitas Verification of Data Meeting**
- **Data Sharing Workshop – i3 Partners**
- **Data Team Meeting**
- **eSTC Survey Meeting**
- **HR Harassment Training**
- **IPAS Update Meeting**
- **JagLunch**
- **Jaguar Academy all campuses tour**
- **Leadership Alliance Meeting**
- **Immigrant Data Review Meeting**
- **RAS – Quantitative Project Review Meeting**
- **RAS Team Meeting**
- **Report team Meeting**
- **Reviewed Foundation of Data Management**
- **RGV Focus Data Support Council Meeting**
- **SSG Meeting**
- **St. Petersburg BI Presentation**
- **Strategic Services Group Meeting**
- **Texas Completes Cadre Update Call**
- **Texas Completes Data Leads Call**
- **THECB Success Points Data Meeting**
- **TSI Subcommittee Meeting**
- **VIDA Abt Associates Data Process Phone Call**
- **Webinar: Higher Education Virtual - Changing Boring Data Into Dynamic Information**
- **Webinar - IR, Assessment & the IRB: The Use and Abuse of IRBs**
- **Webinar: Tracking Student Progress – the "Maryland Model"**

South Texas College

Changing Lives, Changing Communities

North American Advanced Manufacturing Research & Education Initiative (NAAMREI)

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MEMO

To: Dr. Shirley A. Reed
President

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

Date: November 15, 2014

Subject: October 2014 Activity Report

The major activities of my office this month were: 1) Met with internal and external media representatives to discuss manufacturing initiatives. 2) Met with South Texas Manufacturers Association Executive Director 3) Attended grant announcement ceremony for the City of Pharr 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 Festo representatives to continue planning STC Festo partnership and accreditation. 7) Met with Governor's offices representative and MEDC to plan the NAAMREI Manufacturing Summit. 8) Met with UTPA TMAC to plan Lineage training graduation. 9) Attended the bi annual Future of the Region Conference in Corpus Christi. 10) Met with Customs and Border Protection director to plan for contract maquila training and logistics.

Summary of Activities for October 2014:

- Attended the bi annual Future of the Region Conference in Corpus Christi.
- Attended the National Association of Manufacturers Education Council Meeting in Virginia. I currently serve as a member of the Education Council.
- Visited Emerson Climate Control Plan in Reynosa as part of my office's efforts to expand our training services to maquiladoras. STC staff was transported to the plan by McAllen Economic Development Corporation. STC and MEDC met with the Emerson plant manager and various other managers.