November 2014 Division Activity Reports

Board of Trustees

Board Meeting

December 16, 2014

South Texas College

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **December 16, 2014**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **November 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:

  - Tom Logan on the JagExpress
  - Mary Elizondo, VP of Finance and Administrative Service
  - Dr. Anahid Petrosian, VP of Academic Affairs
  - David Plummer, Anahid Petrosian and Mary Elizondo
  - Dr. Margaretha Bischoff, Dean for Social & Behavioral Sciences
  - Santa Pena, Director of Counseling & Advising
  - Tony Matamoros, Coordinator of Dual Enrollment
  - Lupe Chavez, Director of College Readiness of PSJA ISD
  - Dr. Estella Garcia, President of TSTC
  - Meeting with Weiwei Yang, Instl Research Analyst & Mayra Avila, Senior Coordinator of Counseling

- Attended the Pecan campus student services modification construction meeting
- Attended the TSI planning and implementation team committee meeting
- Attended the Development of an Action Framework to "Implement an Institutional Engagement
- Attended the Promise Zones Designation meeting
- Attended the Promise Zones Designation Meeting
- Attended the Mexican Consulate/IME Becas/Scholarships Meeting
- Attended the December Graduations Plan Meeting
- Attended the South Texas College Counselors Update Meeting
- Attended the Veteran's Day Commemoration
- Attended the Contract Training for High School Students Meeting
- Attended the Our Lady of the Lakes University "Counselor Luncheon"

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

- Attended the Education Committee Promise Zones Meeting
- Attended the Annual NaBITA Conference in Bonita Springs, Florida
- Attended the NMTC Site Visit- Santana Manufacturing Plant Meeting
- Attended the STC & PSJA Creating a Model for Systematic Change Taskforce Meeting
- Hosted a Thanksgiving Luncheon for the Division of SAEM
- Attended the UTRGV-STC-LRGVDC Meeting, UTB Provost's Conference Room Brownsville, Texas
- Transportation Planning Meeting, Valley Metro (Resch from 11/10) Salon Esperanza
- Meeting with Mayra and Santa
- 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; **10,160** students have registered online for Spring 2015 semester, to date, after being cleared by OAR.
- Continued processing incoming documents and clearing students to register for Spring 2015 semester.
- Worked on various projects, such as ApplyTexas high school events, Degree Works, 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.
- Hired the Director of Degree and Certificate Completion, who started on November 17, 2014.
- Compliance Coordinator worked on CBM Reports required by the THECB.
- Residency Specialist personally assisted international students and reviewed the residency status of all new students, including dual enrollment high school students and Senate Bill students submitting an *Affidavit*.
- Internal auditor reviewed admission applications submitted by international students.
- 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 **3,317** students prior to the last day to withdraw from the Fall 2014 semester on November 21, 2014.
- Processed *Reinstatement After Census Date Forms* for **14** students during November 2014.
- Processed *Change of Grades* for **13** students during November 2014.
- Downloaded, reviewed and verified **9,182** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during November 2014.
- Processed **2,263** high school and **337** college/university transcripts during November 2014.
- Evaluated **334** transcripts from other colleges and universities during November 2014.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **3,448** STC transcripts during November 2014.
- Scanned and indexed **8,634** documents submitted by students during November 2014.
- Processed **74** online *Course Substitution Forms* during November 2014.
- Graduation Analyst continued to review potential December 2014 graduates, identified **1,496** students, who may meet graduation requirements at the end of the Fall 2014 semester, and notified these students via MarchingOrder, web-based software designed to facilitate graduation.
- Began the distribution of caps and gowns to the above students at Pecan, Mid-Valley and Starr County campuses on November 17, 2014; **549** students have picked up their regalia, to date.
- Continued to prepare for the first December Graduation Ceremony scheduled on December 14, 2014, 3:00 pm, at the McAllen Convention Center

Assessment Center

Student Assessment Center Activity Report November 01 through 30, 2014					
Campus	**Student Walk-Ins to Get Information**	**Market Place Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD**
Pecan Campus	**325**	**1213**	**1053 (92% show)**	**TSI EXAM**	**2518**
Mid- Valley Campus	**152**	**464**	**417 (90% show)**	**TSI EXAM**	**1034**
Starr Campus	**71**	**140**	**140 (100% show)**	**TSI EXAM**	**326**
Pecan Plaza	**252**	**86**	**76 (90% show)**	**GED EXAM**	**365**
TOTAL:	**800**	**1903**	**1686**		**4243**

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Coordinator Rebecca Cano & Financial Aid Outreach Specialist Zachary Suarez attended the 2014 RGV Lead held in South Padre Island, Texas
- SFS Director, Coordinators, Specialist & Administrative Assistant met to start planning the 2015 Financial Aid Fairs and Super Saturday event
- SFS Veterans Department held the Annual Veteran Affairs Fair at the Pecan Campus Cooper Center for all current and First Time Veteran students
- SFS Staff assisted with 30 Financial Aid Events throughout the month of November
- SFS staff continue to work on completing and correcting student files, awarding students and student appeals are being reviewed daily.

Outreach/Welcome Centers

College Connections

- Call Center
  - Inbound Calls – 8,478 calls
  - JagChats – 157 chats
- Campus Tours
  - Pecan Campus – 930 students
  - Mid-Valley Campus – 225 students
  - Technology Campus – 85 students
  - Nursing Campus – 85 students
  - Starr Campus – No Tours
- Apply Texas Drives – 1846 applications
  - Juarez Lincoln HS – 95 applications
  - PSJA CCTA – 32 applications
  - Donna HS – 44 applications
  - La Joya HS – 134 applications
  - PSJA North HS – 62 applications
  - Mercedes HS – 112 applications
  - Edinburg HS – 92 applications

Outreach/Welcome Centers cont.

  - Hidalgo HS – 56 applications
  - Weslaco East HS – 66 applications
  - Rio Grande City HS – 145 applications
  - McAllen HS – 221 applications
  - Valley View HS – 112 applications
  - Edcouch-Elsa HS – 27 applications
  - Mercedes ECHS – 62 applications
  - Palmview HS – 61 applications
  - Other – 525 applications
- Recruitment Event
  - Hidalgo ECHS
  - PSJA North HS
- College Bound Presentation
  - Economedes HS
  - Rio Grande City HS
  - Ballew HS
  - Mercedes Academic Academy
  - Mission HS
  - Roma HS
  - McAllen HS
  - Vanguard Academy
  - Mission Options Academy
  - Valley View HS
  - Nikki Rowe HS
- College/Career Fair
  - Monte Alto HS
  - Sharyland North MS
  - Sharyland HS
  - Donna ISD Special Education Department
  - Med High
  - Mercedes HS
  - Edcouch-Elsa HS
  - Alton Memorial MS
  - Escandon Elementary
  - Veterans MS
- Parent Night/Events
  - Roma HS
  - Mission Collegiate ECHS
  - La Joya HS
- RGV Lead Conference
  - Maricruz Hinojosa presented on Senior Clearance Events
- Priority Registration
- Child Development Program Prospective Student Presentation at Workforce Solutions
- Region One Gear Up Financial Literacy Summit
  - Tony Matamoros and Larry Barroso presented on Financial Savings of Dual Enrollment
- Region One Migrant College Readiness Workshop
- Student Affairs and Enrollment Management Counselors' Update
  - 120+ school district counselors, administrators, support staff attended

Outreach/Welcome Centers cont.

- Ambassadors Leadership Academy
- South Texas ISD 50th Anniversary Celebration
- STC and PSJA Transforming High School to College Work Team Meeting
- Development of Action Framework to Implement "Institutional Engagement Initiative"
- STC and PSJA Creating a Model for Systematic Change Taskforce Meeting
- Web Advisory Committee
- Strategic Initiatives - Student On-Boarding Meeting

Dual2Degree

- Financial Aid Application
  - Ballew HS
- Dual Enrollment Apply Texas – 3608 applications
  - PSJA HS – 218 applications
  - Palmview HS – 327 applications
  - Mercedes HS – 174 applications
  - Nikki Rowe HS – 450 applications
  - Weslaco HS – 968 applications
  - Robert Vela HS – 118 applications
  - PSJA Memorial – 90 applications
  - PSJA Southwest ECHS – 458 applications
  - McAllen HS – 423 applications
  - Rio Grande City HS – 142 applications
  - Valley View HS – 118 applications
  - Other – 122 applications
- Dual Enrollment Financial Aid SAP Workshop
  - Economedes HS
  - Palmview HS
  - Mercedes ECHS
- Dual Enrollment Orientation
  - Nikki Rowe HS
  - McAllen HS
  - Jimmy Carter ECHS
  - Palmview HS
  - Thelma Salinas
- Dual Enrollment Memorandum Drop Off/Pick Up
- Region One Gear Up Financial Literacy Summit
  - Tony Matamoros and Larry Barroso presented on Financial Savings of Dual Enrollment
- Jaguar Academy
- Student Affairs and Enrollment Management Counselors' Update
  - 120+ school district counselors, administrators, support staff attended
- Ambassadors Leadership Academy
- Dual Enrollment Counselor Meetings
- Dual Enrollment Exemption Criteria Meeting
- STC and PSJA Creating a Model for Systematic Change Taskforce Meeting
- STC and PSJA Dual Enrollment Planning and Alignment Meeting

Outreach/Welcome Centers cont.

Upcoming Events

- December – District Wide Apply Texas Application Drives
- December – District Wide Dual Enrollment Orientation
- December – Spring Dual Enrollment Planning and Processing

The College Connections and Dual2Degree Departments hosted the 4th Annual Counselors Update on November 11, 2014. Over 120 school representatives, including Directors, Administrators, Counselors and Support Staff, from partner schools in Hidalgo and Starr County attended. The Update provided attendees with resources and tools to help Seniors transition to South Texas College after graduation, and established the foundation for the Summer and Fall recruitment and registration that will kick off in the Spring. Guests unanimously agreed the Fall 2014 South Texas College Student Affairs and Enrollment Management Counselors' Update has been the best yet, and the best all year.

Administrators, Directors, Counselors and Support Staff from partner ISDs attended the 4th Annual SAEM Counselors' Update. Guests register for the event upon arrival and receive their packet to begin the day. Over 120 ISD representatives were in attendance.

Outreach/Welcome Centers cont.

Counselors enjoy a light breakfast and networking before the Update begins. Pictured above are counselors from Weslaco High School and Donna North with a College Connections Specialist, and Counselors from McAllen ISD.

The Counselors were excited to be some of the first to see the new South Texas College logo and rebranding campaign. Enrollment data was also provided to reflect the number of students that do not continue to college after high school.

Our guests were surprised with a nice set up for lunch to thank them for their support and dedication to helping students transition to South Texas College.

Outreach/Welcome Centers cont.

The Division of Student Affairs and Enrollment Management, Academic Affairs, the Office of Public Relations and Marketing and the University of Texas RGV provided updates that will help counselors work with students this year in preparation for summer and fall enrollment.

Counselor's Care Packages were raffled throughout the day.

Outreach/Welcome Centers cont.

Jerry the Jaguar welcomed guests and provided entertainment throughout the afternoon. PSJA ISD Counselors show their Jaguar Pride by "putting their paws up" in support of South Texas College.

The College Connections and Dual2Degree Departments

4th Annual Counselors Update

November 11, 2014.

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

NOVEMBER MONTHLY- Career & Employer Services Activity	
Total Number	
302	Student Contacts & Outreach
259	Student & Alumni Registered on CCN
44	Student & Alumni Resumes Revised/Uploaded on CCN
87	Employer Contact and New Employer Registered on CCN
36	Jobs posted to CCN
5,184	Total Students Registered to date
3,014	Total Alumni Registered to date
2,474	Total Employers Registered to date

Current & Upcoming Activities/ Events

- Hosted Career Meets Fashion Runway Showcase at Mid-Valley Campus and Starr County Campus- Outreached approximately 65 students.
- Job Development: (Perry Ellis, Frost Bank, InGenesis, Macias Law Firm, Moonjumps Etc., Quadrant 4 System Corporation, Texas Impact, U.S. Border Patrol, Weslaco Pharmacy, Dr. Syed K. Hussain, Appen, Entravision Communications, Packback, LLC, Sweetwater Home Services, AT&T, Bolt Security Company, CompuPlanet Technologies LLC, Daniel Martinez Insurance Agency-Farmers, Fort Worth Independent School District, IT Hoppers, R. Chandra, TeleTech, Art Salinas Engineering and Surveying, Entavision Communications, National Software Management, Yellow Pages YP)
- Coordination of Declare A Major Fair- Initiative
- Coordination of 2015 Spring Career Expos; securing locations and dates; developing marketing material; creating Martketplace; developing registration forms
- Manage Social Networking Pages & Online College Central Network
- Continue conducting Public Safety Exhibitor Survey
- Serving on Persistence and Completion Strategies Retreat-Committee
- Coordination of SureScore-Campus2Career Implementation
- Serving on STC & PSJA Dual2Degree Initiative Work Team 2
- Coordination of Women in Technology Spring 2015
- Conducted District-Wide Mock Interview Days, Pecan Campus, Mid-Valley Campus, Starr County Campus, Technology Campus and NAH Campus
- 1 (OCR) On campus recruitment, Leonard's Express, Technology Campus
- 7 (OCR) On campus recruitment, Vector Marketing, Pecan Campus
- 1 (OCR) On campus recruitment, VIDA, Pecan Campus
- Conducted 4 Mock Interviews for BAT-MHMS, Dr. William Santana
- 2 Resume Writing Workshop, Automotive Technology, Juan Chapa
- 2 Career Services Overview Presentation, Automotive Technology, Raul De La Pena
- 6 Career Services Overview Presentations, Dr. Lydia Bean
- 1 On campus interviews, Dallas Police Department, Pecan Campus

Current & Upcoming Activities/ Events cont.

- 1 Resume Writing & Interviewing Skills Workshop, Gateway to College, Rosalinda Villa, Technology Campus
- 2 Resume Writing & Interviewing Skills Presentation, College Success, Daphne Mora, NAH Campus
- 5 Resume Writing & Interviewing Open Workshop, Pecan Campus
- 1 Resume Writing & Interviewing Open Workshop, NAH Campus
- 3 Career Services Overview Presentations, Dr. Lydia Bean
- Conducted Mock Interviews, Gateway to College, Rosalinda Villa, Technology Campus
- 1 Resume Writing & Interviewing Open Workshop, Mid-Valley Campus
- 1 Resume Writing & Interviewing Open Workshop, Starr County Campus
- 1 Resume Writing & Interviewing Open Workshop, Technology Campus
- 2 Resume Writing Workshop, Automotive Technology, Elizabeth Ortega Heilpert
- Participated at Cesar Chavez Middle School Career Day
- Attended "Red, White and You" hosted by Workforce Solutions
- Co-Chairing and participating with T-STEM Challenge Scholarship Program Committee with Miguel Carranza, Assoc. Dean Financial Aid & Veteran Affairs

Office of Judicial Affairs and Conflict Resolution Center

- Mrs. Maria Alonso, Ms. Santa Peña and Ms. Mayra Avila had a phone conference with Ms. Pattie Porter, Conflict Connections, to finalized the upcoming ADA Facilitating Training for staff
- Ms. Olga Moran presented on Conflict Resolution Services for ACTA
- The staff at the Conflict Resolution Center held a department meeting to review and modify office procedures to better serve the STC Community
- Ms. Olga Moran met with Ms. Kim London to present to students, faculty and staff interested in the Kingsville MBA Transfer Program
- The Conflict Resolution Center's staff met with the Technology Support staff to obtain information regarding DFS Share
- Ms. Erica Hansen presented on Conflict Resolution in Leadership for the Advanced Student Leadership Academy Workshop
- Ms. Erica Hansen and Ms. Olga Moran attended the Fall Luncheon

CRC Total Cases for the month of November 2014	
Complaint	10
Grievance	3
Grade Appeal	8
Consultation	9
Mediation	3
Facilitated Dialog	0
Title IX	79
Total	**112**
Year to Date	**360**

CRC Total Cases per Campus for the month of November 2014	
Pecan	56
Nursing & Allied Health	22
Technology	7
Mid-Valley	15
Internet	5
Starr	7
Total	**112**
Year to Date	**360**

CRC Total Case Status for the month of November 2014	
Open	95
Closed	17
Total	**112**
Year to Date	**360**

- Mr. Karey Barnes conducted Behavioral Intervention Team Meeting
- Mr. Josue De La Cruz & Mrs. Maria Alonso attended Behavioral Intervention Team Meeting
- Ms. Erica Hansen met with Dr. Mari Fuentes-Martin, Associate Vice President/Dean of Students at UTPA, regarding an invitation to the Title IX Investigator Training that South Texas College will be hosting on February 2015.
- The staff at the Office of Judicial Affairs held a department meeting to review and modify office procedures to better serve the STC Community
- Ms. Maria Alonso & Mr. Josue De La Cruz reached out to colleges and universities to invite them to join the Title IX Coordinator Training that South Texas College will be hosting on February 2015
- Mr. Josue De La Cruz & Mrs. Maria Alonso conducted the Behavioral Intervention Team Meeting
- Mr. Karey Barnes attended the NaBITA Conference
- Mr. Josue De La Cruz and Mr. Karey Barnes attended the Fall Luncheon

Behavioral Intervention Team Status for the month of November 2014	
Reviewed	29
Not Reviewed	10
Total	**39**
Year to Date	**98**

Judicial Affairs Total Cases per Campus for the month of November 2014	
Pecan	23
Nursing & Allied Health	4
Technology	3
Mid-Valley	6
Internet	0
Starr	3
Total	**39**
Year to Date	**98**

Judicial Affairs Total Case Status for the month of November 2014	
Open	27
Closed	12
Total	**39**
Year to Date	**98**

Student Activities & Wellness

- Student Fitness Academy workshop (PCN & MV)
- 3 on 3 Basketball League (MV)
- Movie Night –Teenage Mutant Ninja Turtles (District Wide)
- 3 on 3 Basketball League (MID)
- Student Fitness Academy Workshops and Workdays (PCN & MID)
- Student Leadership Academy Workshops (District Wide)
- Student Government Association Meetings(District Wide)
- Ping Pong Tournament (PCN)
- Video Game Tournament (MID)
- Early College High School Soccer Tournament (PCN)
- Coed Dodgeball Tournament & Championship (MV)
- Student Fitness Academy Workshops (PCN & MV)
- Student Fitness Academy Workout Days (PCN)
  Student Fitness Academy Healthy Nutrition Lunches (PCN)
- Student Leadership Academy Workshop – "Emotional Intelligence" (PCN, MV, TECH, STRC)
- Student Government Association Meeting (PCN, MV, TECH, STRC)
- Student Government Association Executive Board (reps from PCN, MV, TECH & STRC SGAs) Meeting (PCN)
- Veterans Day Ceremonies (PCN, MV, STRC, TECH, & NAH)
- Movie Night – Dawn of the Planet of the Apes (PCN, MV, STRC, TECH & NAH)
- First Year Connection Planning Meeting for Spring 2015 (PCN)

Student Activities & Wellness cont.

- Ping Pong Tournament (STRC)
- All Clubs Meeting (STRC)
- Student Fitness Academy Workshops (PCN & MV)
- Student Fitness Academy – Workout Days (PCN)
- Student Leadership Academy workshops (District wide)
- Student Government Association Meeting (District Wide)
- Student Government Association – SGA Training (Dallas, TX)
- Men's & Women's Soccer League (PCN)
- NIRSA Regional Flag Football Tournament (Texas A&M University)

Advisor Student Contacts

Campus	# of Students
Pecan	2357
Weslaco	1047
Rio Grande	210
Total	**3614**

Student Success Specialist Contacts

Division	# Student Contacts
Bachelors of Applied Technology (Tech Mgmt.)	196
Bachelors of Applied Technology (CIT)	247
Business, Math, Science & Technology	301
Distance Learning	13,386
Liberal Arts & Social Science	129
Total	**14,259**

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	**382**	**99**	**70**	**301**	**83**	**178**	**6**	**1119**
Weslaco	**0**	**5**	**20**	**30**	**585**	**99**	**0**	**739**
Rio Grande	**71**	**7**	**0**	**7**	**96**	**8**	**0**	**189**
Tech Ctr.	**7**	**31**	**47**	**5**	**0**	**0**	**0**	**90**
NAH	**1**	**10**	**14**	**4**	**18**	**0**	**116**	**163**
Total	**461**	**152**	**151**	**347**	**782**	**285**	**122**	**2300**

Meetings/Consultations

- Business & Technology Department Chair meeting – Pecan
- Project HIRE meetings – Tech/Pecan
- Counselors meeting at Pecan – Tech/Starr/MVC/NAH
- Ambassador Leadership Academy – Starr
- Meeting at Donna High School – MVC
- All Clubs Meeting Presentation on the Holiday Gift Drive – MVC
- Harvest of Health Event – NAH
- Academic Probation & Suspension Meeting for PDC – Pecan
- Puente Meeting – Pecan
- Attended Noche de Familia Event by the Puente Program – Pecan
- GOT Program Wrap Up and Recognition Meeting – Pecan
- UTPA Transfer Track – Pecan
- Distance Education Monthly Meeting – Pecan
- Comprehensive Advising Meeting/Training – Pecan
- Degree Works Collaboration Session – Pecan
- CAMS Department Meeting – Pecan
- EDUC & CS Department meeting – Pecan

Workshops/Presentations

- Test-Taking Strategies Workshop – Starr
- Career Cruising Presentations – Starr
- Self-Assessment Workshop – Starr
- Transition Fair at Donna North HS – MVC
- Stuffing and Turkey and Pie Workshop – NAH
- Career Planning Presentation for Dr. Bean's College Success Classes
- Enhancing Your Social Skills Workshop – Pecan
- ACTA Counseling Presentation – Pecan
- Emotional Intelligence Workshop – Pecan
- "How Important Is Your GPA?" Workshop – Pecan
- "The 5 Stages of Grief & Loss" Workshop – TECH/NAH
- "How to Develop/Improve Your Interpersonal Negotiation Skills" Workshop – Tech
- "Ace Your Interview" Workshop – Pecan
- "Time Management" Workshop – Pecan
- Degree Works Training CADD Department – Pecan

Professional Development

- "The Complexity of Student Conduct Cases" Webinar by Salome Heyward – Tech/NAH/Pecan/Starr/MVC
- JAG Pride Training – Pecan
- Suicide and Self-Mutilation Conference – Pecan
- ACTA Training – Pecan
- Degree Works Training – Pecan
- College Fair, Fort Riley, Kansas – Pecan

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Finance and Administrative Services

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Office of the Vice President for Finance & Administrative Services

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

TO: Dr. Shirley A. Reed
President

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

DATE: December 9, 2014

SUBJECT: Activity Report for Finance & Administrative Services
November 3, 2014 through November 28, 2014

The following is a summary of activities from November 3, 2014 through November 28, 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, Finance & Human Resources Committee Meeting, Finance and Facilities Committee Meeting, Coordinated Operations Council Meeting, Planning and Development Council Meeting, Special Board Meeting and Presidents' Administrative Staff Meeting.

- 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 Dr. Reed, Brenda Balderaz, and Laura Requena to discuss personnel cases and compensation study issues
  - With Becky Cavazos and Maricela Silva for interviews for the Finance and Administrative Support Specialist position
  - With Brenda Balderaz, Laura Requena, Anahid Petrosian, and Ety Bischoff on student issue
  - With Ken Lyons on Records Retention, disaster planning and comprehensive plan
  - With Gerry Rodriguez on hail damage insurance claim amounts
  - With George McCaleb on New Annual Facilities Report

- With Juan Carlos Aguirre on Continuing Education Department items including
- Volunteer Forms and Procedures
- With Brenda Balderaz on compensation plan items and personnel issues
- With Ken Lyons on comprehensive plan and economic impact study
- Weekly Bond Construction Program Meeting with Gerry Rodriguez, Broaddus and Associates, and staff
- Conference call with Gerry Rodriguez and Chuy Ramirez regarding hail damage insurance coverage
- Conference call with Chuy Ramirez regarding the Investment Advisory Services contract
- 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 Balderas, and Laura Requena to discuss student complaint
- 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
  - Preparation of Investment Advisor RFQ (Discussion with Legal Counsel, Business Office, and Purchasing Staff)
  - Review and analysis of Governmental Accounting Standards (GASB) Statement 65, Items Previously Reported as Assets and Liabilities
  - Review of CAFR Transmittal Letter
  - Review of Trial Balance
  - Review of THECB and TACC contact hours report
  - Review and preparation of Finance and Human Resources and Facilities Committee Agenda items
  - Research of Title IX Coordinator duties and responsibilities
  - Review of Economic Impact Study
  - Unrestricted Summary of Expenses as of August 31, 2014 and October 31, 2014
  - Review and preparation of FY 2014 Comprehensive Annual Financial Report (CAFR)
  - Calculation of Net Assets Net of Related Debt including new bond
  - Review and preparation of CAFR Transmittal Letter
  - Budget Summary of Revenue and Expenditures for FY 16 and Comprehensive Plan through FY 2025
  - Licenses and Certification Inventory
  - Volunteer Process and Forms
  - TCCTA Salary Survey
- Review and Preparation of the following Policies:
  - Policy #4154: Documentation of Education for Placement of Classified Staff on the Salary Schedule
  - 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

- 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 the 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 Suggestions from VP's
- UT survey and agreement

Project Manager

- Attended / held meetings / discussions pertaining to the following:
  - Spring 2015 onsite training sessions to be conducted by Texas Association of School Boards (TASB)
  - Title IX research
  - South Texas College Police Department Policies and Procedures
  - Contracting Disaster Recovery services for South Texas College facilities
  - Update Finance and Administrative Services tracking and follow up with Directors
  - Record Retention
  - Comprehensive Plan
  - Jaguar Academy
  - Environmental Peer Audits (EPA)
  - Insurance / Legal matters
  - Business Impact Analysis next steps
  - Policy reviews with Texas Association of School Boards (TASB) Legal
  - Economic Impact Study
  - NACUBO Webinar – "How to build, develop, and support a compliance program at your institution"
- Worked on the following matters:
  - Miscellaneous tasks and requests from VP Mary Elizondo
  - Job Descriptions for Department of Finance and Administrative Services
  - Comprehensive Plan
  - Onsite Environmental Peer Audits (EPA) – all 5 campuses
  - Ebola Preparedness
  - Finance and Administrative Services Website updates
  - Title IX Duties & Responsibilities
  - Texas Association of School Boards (TASB) Policy Services
  - Flowchart – Processes / Procedures for:
    - In-State Travel Authorization
    - In-State Travel Voucher
    - CPM Invoice Review & Payment
    - Banner Travel & Expense
    - Cafeteria Process on Sales Recording
    - Purchasing Process of Goods
    - Out of State Travel Authorization
    - Out of State Travel Voucher
  - Reference checks for Finance and Administrative Services job applicants
  - FY 2014 -2015 Insurance Report
  - Certificate of completion for attendees of Fall 2014 Texas Association of School Boards (TASB) onsite training

- Internal audits memorandum
- Press release regarding Economic Impact Study
- Insurance invoices
- Finance and Administrative Services organization chart updates

Food Services

- Met with Jose Peña from Student Life Department to discuss the Menu for the Fall Festival at the Pecan and Technology Campuses.
- Participated as a Judge for the Culinary Arts Department – Culinary Wars
- Met with representatives from Admiral Linen to discuss the product usage and availability

Purchasing and General Services

- Meetings:
  - Attended a meeting at the Office of Professional Development concerning the HIS grant
  - Attended a meeting concerning the Business Impact Analysis
  - Met with Legal Counsel to go over the draft RFP for soliciting the construction manager at risk firms for the Bond Construction Program
  - Reviewed twenty-one (21) agreement and negotiated changes with the vendors
  - Conducted one (1) staff meeting to review the ongoing financial audit
  - Conducted one (1) Banner Requisition Training for a new employee
  - Conducted a pre-proposal conference for RFP 14-15-1028 Relocation of Pecan Portable Buildings
- Worked and prepared the following request for Proposals and public bid openings:
  - RFP's:
    - 14-15-1028 Pecan Campus Infrastructure for Relocation of Portable Buildings.
    - 14-15-1034 Audio Visual Equipment and Parts
    - 14-15-1017 Facilities Testing and Balancing for HVAC Systems Commissioning
    - 14-15-1023 Engineering Services – Geotechnical and Materials Testing
    - 14-15-1041 Pecan Campus South Academic Building Science Lab Exhaust Fan
    - 14-15-1043 Sign Language Interpreter Services
    - 14-15-1044 Nursing & Allied Health Equipment and Supplies
  - Public Bid Openings:
    - 14-15-1037 Compact Utility Vechile
    - 14-15-1039 Interactive Learning/Training Room
    - 14-15-1038 Rebid-Starr County Campus Carpet Replacement for Building A &B
- The Purchasing Department processed in excess of five hundred ninety two (592) purchase orders, approved five hundred nine (509) requisitions, disapproved one hundred sixty four (164) requisitions, processed change orders for goods and services and completed thirty four (34) travel authorizations. A total of one hundred sixty seven (167) new vendor W-9 forms were verified and entered into Banner Finance and eleven (11) existing vendors were updated.
- The Fixed Assets Department is currently reviewing all assets purchased since October 2014. The asset review process was completed as follows:
  - Fixed Assets approved thirty two (32) assets through October 31, 2014
  - Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed eight hundred fourteen (814) deliveries (purchase orders and complimentary books) and a total of three thousand one hundred fifty five (3,155) packages/boxes. A total of four hundred thirty one (431) purchase orders were posted received in Banner. A total of

four thousand seven hundred twenty three (4,723) items were transferred/relocated as per move/set up request forms.

- The Mail Services department processed the following mail and copy requests:
  - A total of one hundred fifty five thousand seven hundred ten (155,710) copies were completed at the copy center for the month of November.
  - A total of (541) letters were returned to South Texas College due to invalid addresses.

Human Resources

- Director of Human Resources attended the Coordinated Operations Council Meeting
- Benefits Specialist completed the FY2013-2014 Summary of Insurance Premium Report for Business Office/auditors information.
- Director of Human Resources attended the Presidents Administrative Staff Meeting.
- Director of Human Resources, Employee Relations Officer, and Dean of Student Affairs attended a free Violence Against Women Act Webinar presented by the Clery Center For Security On Campus; hosted by Chief of Police at South Texas College Police Department.
- Payroll Assistant reviewed Letter of Resignation template for part-time staff and recommended revision to include information regarding Board Policy 4922.
- Director of Human Resources sent reminder notice via faculty/staff news regarding Timeforce procedures and Do's and Don'ts of clocking in/out.
- Employee Relations Officer attending mediation with divisional dean, department chair, and faculty member.
- Director of Human Resources completed production requests for legal counsel.
- Human Resources Benefits team assisted coordination of Medicare Preparation Seminar/Fair hosted by ERS and held at Pecan Campus.
- Director of Human Resources attended the Fraud Examiners luncheon seminar held at Cimarron Country Club hosted by SHRM-Society of Human Resources Management.
- Employee Relations Officer attended the 6th Annual NaBITA-National Behavioral Intervention Team Association conference – included sessions on campus violence and threat assessments.
- Demonstration of XITRACS credential module software was provided by Associate Dean of Curriculum and Student Learning for review of implementation of credential data for faculty and staff.
- Director of Human Resources attended the President's Administrative Staff Meeting – presented proposal of Volunteers at the College.
- Director of Human Resources attended the STC/PSJA Creating a Model for Systematic Change Taskforce for review of existing and future Dual Enrollment program procedures.
- Director of Human Resources finalized Vacancy Report for December board packet.
- Benefits Specialist assisted four employees with guidance and information regarding retirement.
- Human Resources Assistant processed twenty-one (21) form employee verifications, two (2) letters of employee verifications provided, and four (4) authorized verbal employee verifications.
- Human Resources Assistant processed seven (7) new temporary agency staff and one (1) temporary agency staff was extended.
- Staffing Specialist posted nineteen (19) new positions to Human Resoucres website for advertising; and eleven (11) IT positions to PeopleAdmin.
- Staffing Specialist continued finalizing State Employee Charitable Campaign; total contributions were $33,000 with additional renewal pledges pending.
- Human Resources Assistants processed two hundred fifty one (251) staff hard copy applications, one hundred (100) online staff applications; one hundred fifty two (152) online faculty applications.

Security & Police Department

- STC Job Fair Recruiting - On Saturday (10/25/14) the South Texas College chief of police, police sergeant, security supervisor, and security specialist, participated in a college job fair held at Pecan campus building H. Information was provided to one applicant for police officer, two applicants for police dispatcher, two applicants for administrative assistant, and five applicants for security guard.
- Response to Safety & Security Audit Reporting Questions - On Tuesday (10/28/14) the South Texas College chief of police responded to a request from the Texas School Safety Center to provide feedback concerning safety and security audit reporting questions. The Safety Center confirmed receipt of the required response on (10/29/14).
- Pecan Campus Parking for the City of McAllen Holiday Parade - The Director of McAllen Parks and Recreation Sally Gavlik requested that South Texas College Pecan campus parking lots #10, #12, and #16 be made available for use as park and ride locations for the upcoming holiday parade on December 6, 2014. City shuttle buses will transport viewers to the parade route. The college received a letter from the City stating that security officers will be provided at the parking lots during the parade and that the lots will be cleaned by maintenance personnel at the conclusion of the event.
- Hidalgo County District Attorney Elect – The Hidalgo County District Attorney elect Ricardo Rodriguez visited South Texas College, stating that he looked forward to working with the college police department and other law enforcement agencies in the County and would provide the assistance needed to ensure successful criminal prosecutions of violators. He also made recommendations on courtroom demeanor and trial preparation to law enforcement academy cadets and police officers attending his presentation.
- McAllen Convention Center Graduation Ceremony Security - On 11/17/14 the South Texas College Chief of Police/Director of Safety & Security met with Leigh Woodridge, McAllen Convention Center Event Services Coordinator to plan for security of the South Texas College graduation ceremony on 12/14/14. The entrance and exit routes for graduating students were reviewed and the gathering area for parents and students was defined. Parking for VIPs and the Board of Trustees will be provided in a gated area on the east side of the building.
- Interviews for Police Lieutenant, Sergeants, and Police Dispatchers - Upon receipt of reviewed applications from Human Resources, interviews were conducted for Police Lieutenant, Police Sergeants, and Police Dispatchers. Selected applicants who are current college employees were immediately forwarded to Human Resources through the electronic processing system. Those selected who are not employees are undergoing the required polygraph, medical, drug, and physical testing.
- CPR Training at Technology Campus - On Friday (11/17/14) CPR and First Aid training was provided at the Technology Campus. Employees attending the training will be provided a certificate from the American Heart Association.

Planning & Construction

- Departmental report items
  - Performed the following:
    - 2013 Bond
      - ❖ Worked with Purchasing Department, legal counsel, and Broaddus & Associates on draft RFP and contract for Construction Manager at Risk services.
      - ❖ Worked with Purchasing Department and Broaddus & Associates to prepare recommendations for hiring civil engineers.
      - ❖ Coordinated and met with the City of McAllen Planning Department to review existing drainage easements which could affect Bond projects on the Pecan Campus.

- ❖ Provided space technical requirements to Broaddus & Associates.
- Board items
  - ❖ Finalized agenda, motions and backup information for November Board Facilities Committee Meeting.
  - ❖ Worked on Board motion related to Nursing Allied and Health Traffic Impact Analysis for November meeting.
  - ❖ Finalized Board agenda items.
  - ❖ Prepared draft of agenda items on motions for the December Facilities Committee Meeting.
- District Wide ADA Improvements Building to Building Access Phase II – negotiated Engineer's fee proposal and contract.
- District Wide Parking Lots Lighting Upgrades - negotiating Engineer's fee proposal and contract; executed contract to begin design.
- Pecan Building C111 HSI Grant for Active Learning Classroom – coordinated required improvements for new training lab.
- Pecan Campus Building K Admissions/Welcome Center/Main Entrance- met with the architects to review the scope of the project and request a fee proposal for professional services.
- Pecan Campus Electrical Disconnects - Continued working with ACR Engineering and Metro Electric to coordinate shutdown of power during Holiday break for installation of new disconnects.
- Pecan Campus Grants/Accountability Office Space – negotiating proposed Change Order for HVAC modifications; received proposed Change Order for HVAC unit relocation; Substantial Completion may earlier – end of November.
- Pecan Campus Hail Damage Claim - Worked with legal counsel to prepare summary of Hail Damage insurance claim disputed items, justification and cost summary; this information will be used during mediation for settlement of this claim.
- Pecan Campus Infrastructure for Relocation of Portable Buildings – Engineer finalized plans; began advertising for proposals; conducted a pre-proposal conference.
- Pecan Campus South Academic Building Exhaust Fan – received final A/E drawings; coordinated with Purchasing for solicitation of proposals; proposals due December 11, 2014.
- Pecan Campus Student Services Building Modifications - Partial Substantial Completion of first area complete; working with staff to acquire quotes for the technology equipment; Substantial Completion scheduled for December 2014.
- Pecan Campus tree removal for Bond projects – received two proposal; Board approved contractor in November.
- Pecan Plaza Continuing Education – Substantial completion certified on November 13, 2014, one day past the contracted date; contractor has progressed significantly and back on schedule; punch list items being worked on.
- Pecan Plaza Police Department Emergency Generator - A meeting was held with the engineer to review the scope of the project and request a fee proposal for professional services.
- Pecan Plaza Police Department Renovations – Project is complete and in use, however an unresolved issue remains with the new Carrier main A/C unit; Carrier sent a field technician to modify the controls in the HVAC unit and contractor will continue to monitor its operation; Testing and Balancing of the system is was redone; the contractor will continue to monitor it.

- NAHC 6.63 Acres Subdivision Plat – project engineer began work on Traffic Impact Analysis (TIA) after Board approval of additional services; after TIA is complete, engineer will submit final plat for review by the City of McAllen.
- Nursing & Allied Health Campus Flooring Replacement in West Wing Labs – conducted a Pre-Construction meeting with vendor and staff; installation will occur during the Christmas break.
- NAHC Parking Lot Expansion – Received proposals from five contractors; evaluation of proposal in progress; completed review and evaluation; recommendation to hire contractor will be submitted for Board approval in December 2014.
- Starr County Campus Carpet Replacement for Buildings A & B – Solicitation of proposals in progress. Proposals were received and evaluated; recommendation to hire contractor will be submitted for Board approval in December 2014.
- Starr County Campus Lot 5 and South Drive Lighting –Release of final payment pending receipt of close out documents.
- Technology Campus Cooling Tower Replacement – Owner Contractor agreement has been received and pre-construction meeting to place; contractor has started the demolition of the cooling tower and installed the temporary bypass piping to the existing cooling tower.
- Technology Campus Flooring Replacement – preparing for Pre-Construction meeting with vendor.
- Technology Campus West Academic Re-Roofing – provided additional information requested by architect; working with Purchasing Department on documents for solicitation of proposals; plans and specs are 95% complete.
- Furniture purchases – collected 17 chairs from staff which have been recalled; chairs will be corrected by manufacture and returned to staff; temporary chairs have been provided
- TAMUK grant partnership for monitoring of storm water quality – installed two wooden post in the Pecan Campus Northeast Parking Lot which were used for installation of storm water monitoring equipment.

- Attended the following:
  - 2013 Bond
    - Met with Broaddus to discuss preparations for the Board Meeting presentations.
    - Met with Broaddus and STC Evaluation Committee for the 2013 Bond MEP & Civil Engineers RFQ's.
    - Hosted weekly 2013 Bond Construction Program progress meeting with B&A.
  - Director attended special Board meeting and monthly meeting.
  - Director attended meeting with V.P. Elizondo for update on BIA.
  - Director attended President's Administrative staff meeting.
  - Conducted workshops for review and update on Design Standards and Guidelines.
  - Pecan A, G, H, & X Electrical Disconnects – conducted pre-construction meeting with contractor.
  - Pecan Plaza Emergency Generator and Wiring - Conducted design kick-off meeting with engineer.
  - Pecan Campus Building K improvements for Welcome Center, Admissions and Main Entrance - Conducted design kick-off meeting with architect.
  - Conducted status meeting for HSI Grant pilot lab for Active Learning Classroom project.
  - Met with Juan Carlos Aguirre to discuss need for additional classroom and office space for the Continuing Education program; none currently available.
  - Presentations by various vendors.
  - Planning meeting for additional Nursing program computer testing lab at Mid Valley Campus.

- Director and Senior Project Manager attended the annual Texas Society of Architects Convention.
- Attended the monthly Technology Campus Advisory/Safety Committee Meeting.
- Attended Facilities Operations Council bi-weekly Meeting.
- Meet with Dr. Anahid Petrosian to discuss possibility of creating a new type of space for use as a faculty collaboration and work room; first pilot is requested for Pecan Campus Building T.
- Director Presented at ACTA training session.
- Meeting with TAMUK for status on storm water Low Impact Development partnership project; equipment installation in progress.
- Met with William Collins to begin work on updated Web Site for department.
- Met with Professional Development Staff for update on proposed office space modifications to add three new offices.
- Met with Innerface Architectural Signage to review the scope of the projects for the Pecan Monument Signs, Pecan Digital Marquee Sign, and the Pecan Student Services Building Interior Directional Signage.
- Met with Sheldon representative for science lab case work products.
- Met with the City of McAllen Engineering Department to report on a safety issue with the City's Milagro Clinic parking lot.

<u>Operations & Maintenance</u>

- The Director of Operations & Maintenance attended the following:
  - Meetings
    - Attended the Bus Stop Relocation Meeting at the Mid Valley Campus
    - Attended the Coordinated Operations Council Meeting
    - Attended the Technology Campus – Cooling Tower Replacement Construction Meeting
    - Attended the Nursing and Allied Health Campus Irrigation System Upgrade Meeting
    - Attended the Childcare Playground Meeting
    - Attended the Facilities Operations Council Meeting
    - Attended the Pecan Plaza – Emergency Generator and Wiring Kick Off Meeting
    - Attended the Pecan Campus Student Services Modifications Construction meeting
    - Attended the Facilities & Finance Committee Meetings
    - Attended the TC West Academic Building Re-Roofing Meeting
    - Attended the Pecan Campus Electrical Disconnects for Buildings A, G, H & X Construction Meeting
    - Attended the Pecan Campus Student Services Modifications Construction meeting
    - Attended the Regular Board Meeting
    - Attended the President's Administrative Staff Meeting
    - Met with Public Relations & Marketing to discuss the Facilities Website
    - Met with Human Resources to discuss an employee issue regarding the Employment Plan
    - Met with VP Mary Elizondo, for a BIA discussion
    - Met with Cody Gregg to discuss the CLE Art Exhibit Space
    - Presented at the ACTA Operations & Maintenance Tour
  - Departmental Plans
    - Energy Management Plan
    - 2013-2015 IE Plan
    - EPA Environmental Management System

- Operations Procurement Department
  - Maintenance

HVAC	$6,092.58
Carpentry	$4,433.85
Electrical	$8,552.58
E. Management	$240.33
Locksmith	$239.60
Plumbing	$2,118.26
Painting	$843.27
IDT	$3,225.92
Contract/Special Pr.	$1,608.70

  - Custodial

Pecan Campus	$6,689.25
Mid Valley Campus	$124.20
Starr County	$2,760.10
Nursing Allied Health Campus	$1,537.57
Technology Campus	$1,714.58

- Operations Contract Department
  - Pecan Campus
    - Repair elevator phone lines – In Progress
  - Mid Valley Campus
    - Siemens panel upgrade – Scheduled
    - Replace five a/c blower wheels – Scheduled
    - Repair CCP Board on Chiller #1 – In Progress
  - Scheduled Monthly PM's (District-Wide)
    - Maldonado Landscape: Lawn Care – Complete
    - Bug Works: Pest Control – Complete
    - Joe Fly: A/C Filters - Complete
  - Scheduled Annual PM's for 2014 (District Wide)
    - Fire Extinguisher Inspection - Complete
    - Domestic and Irrigation Inspection – In Progress
    - Hood Cleaning – Scheduled
    - Fire Suppression – Scheduled
    - Chiller Inspection – Scheduled
    - Chiller Chemical Inspection – Scheduled
    - Elevator Inspection – Scheduled
    - Pest Control – Scheduled
    - Generator Inspection – Scheduled
    - Fire Sprinkler Inspection – Scheduled (During Holiday Break)
    - Fire Alarm Panel Inspection – Scheduled (During Holiday Break)
    - Clean Agent Inspection – Scheduled (During Holiday Break)

- Custodial Department

Set-Ups	449
Moves/Relocations	44

- Maintenance Department

Work Orders Created	1,029
Work Orders Completed	1,056
Carpentry	106
Electrical	110
Energy	29
HVAC	60
HVAC/Electrical PM	609
Locksmith	50
Painting	21
Plumbing	69
Plant Services	2
General Maintenance	0

Business Office

- Board Agenda Items
  - Management Reports – The Business Office staff worked on the October 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:
  - Revised motion and activity summary for MEDA.
  - AFR – Staff is preparing the FY14 CAFR as of August 31, 2014.
  - Audit – Information is being gathered and submitted to the external auditors as per their request such as reconciliations and footnotes.
- Meetings:
  - Grant Compliance meeting on November 5 regarding the winning grant update and new gateway grant budget.
  - The Accounts Payable staff met on November 14, 2014.
  - Met with VP IS&P, Director of IEA, and Comptroller on Monday November 17 to discuss joint trainings for the 2016 budget and IE plan.
  - Selected staff attended Organizing & Managing Accounts Payable Workshop on November 17, 2014.
  - Met with Grant Compliance Interview Committee on November 17, 2014.
  - Met with VP FAS on Monday, November 17 to discuss FY 2016 revenue and expense projections.
  - Attended the Employee Fraud & Small Business meeting on November 19, 2014.
  - Briefing for Baylor Geriatric Education Center Grant on November 19, 2014.
  - Attended the Distinguished Leadership Academy on November 20, 2014.
  - Meeting with the Associate Dean Continuing Professional & Workforce Education on November 21, 2014.
  - Attended the COKALA Tax Webinar on November 24, 2014.
  - Meeting with Initiation Briefing for Nonpoint Source Water Grant and Initiation
  - U.S. Bank monthly phone conference.
  - Met with TR to discuss CLM (Campus Loan Manager) upgrade timeline.
  - Attended President Administrative meeting.
  - Met to discuss expenses related to shuttle buses.

- Trainings/Webinars:
  - GFOA Webinar – Select staff viewed the GFOA 19th Annual Governmental GAAP update on November 6, 2014.
  - Select staff attended the TouchNet Conference on Kansas, City on November 10-13, 2014.
  - Attended the Grant Manager Training and Grant Initiation Briefing on November 12, 2014.
- Accounts Payable / Grants and Contracts
  - Checks Processed as of November 30, 2014:

Bank No.	09/14	10/14	11/14
01 E&G	582	769	532
01 Direct Deposit	94	113	71
03 Student	10,906	1447	241
12 I&S Taxes	-	-	-
16 I&S Bond	-	-	-
17 Plant	19	6	8
32 AP Card	379	404	212
38 Unexp-LT Bond Series 2014	2	2	1

  - Travel and Expense presentation for the Administrative staff meeting.
  - Pending outstanding list for AP-credit card transactions to finalize October 2014 bank reconciliation for bank 01.
- Accounts Receivable / Budget & Reporting
  - Submitted August 31, 2014 property taxes reconciliations, statistical tables and footnote for review before they are submitted to external auditor.
  - Fee scenario projections for 2016 were prepared for review by the VP FAS.
  - Reviewed the steps on cafeteria procedures.
  - Requested from the purchasing department the expenditure amount for the funds received from insurance claims for the CAFR.
- Cash Management / Special Projects / Office Support
  - Check Cycles – The following check cycles were processed and the number of checks printed:

Bank No.	# of Check/DD Cycles	# of Checks/Direct Deposit
01 E&G	21	698
01 Direct Deposit	6	81
02 Payroll	17	1,440
02 Direct Deposit	4	1,921
03 Student	4	241 (US Bank)
12 I&S	-	-
16 I&S	-	-
17 Plant	5	93
38 Bond Series 2014	2	2
Total	59	4,476

  - 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	9
Bank Transfers between Bank Accounts	13
Wire Transfers for Benefits	5

- Informed First Southwest that no interest was received from the Interest and Sinking CD that matured November 30, 2013 and transferred to the checking account on December 9, 2013.

- General Accounting & Construction
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 43 monthly reports were completed during the month of September.

Journal entries processed	1,137
Journal entries/documents scanned	490
Hours used for scanning - estimated	40
Hours used to prepare documents for scanning	38
Hours assisting other departments	22
Checks printed	0
Positive Pay submitted	40
Disbursement of returned mailed checks	5
Processed electronic payments	0
Processed book and wire/ach transfers	0
Stop payments processed	22
Journal entries and requisitions prepared	44
Interdepartmental Transactions reviewed	40
Invoices and encumbrances reviewed	23
Set-up FOAP codes	6
Deposits prepared	16
Stale dated letters mailed	0
Copies of booklets/journal entries requested	61
Cafeteria daily sales report	65
Transactions removed from bank reconciliation	0
Inter-office deliveries	29

  - Information received to request board approval on the Tax Roll for Levy 2014 from Hidalgo County Tax Assessor/Collector and Starr County Tax Assessor/Collector.
  - Requested the 2015 Appraisal Fees report from Hidalgo County and Starr County Appraisal Districts.
  - Requested the 2014 Arbitrage Calculation from First Southwest and they would provide an answer by November 19, 2014. Also, the arbitrage department from First Southwest is inquiring about the interest earned on the Interest and Sinking CD that matured November 11, 2014.
  - Worked on tax roll minute order, worksheet, requisitions, and compiled all documents received from the Tax Assess/Collector and Appraisal Districts from Hidalgo County and Starr County.
  - Received the arbitrage calculation for FY2014 where a negative liability was shown.

- Payroll, TimeForce and Position Control Departments
  - Payroll processes for the month ending October 31, 2014:

Payroll Re-issue Processed	8
Payroll Cycles	3
Payroll Checks & DD	2,966
New Employee Setups for TimeForce	16
TimeForce Access Forms Processed	61
Number of Employees with OT reviewed for OT Memos	425
NOE's Approved	313
Salary Budget Transfer Forms Processed	14 with multiple entries

  - TimeForce upgrade – TimeForce II has been installed, waiting on vendor availability to patch application and test timeclocks.
  - TimeForce upgrade – TimeForce II has been installed, waiting on vendor availability to patch application and test timeclocks.
  - Prepared analysis of Time Adjustment Forms (TARFs) for September and October 2014.
- System Analyst
  - TouchNet Mobile –Mobile has been disabled; TouchNet 6.5 should resolve all issues. Deciding go live-date and what's needed to update.
  - The Banner upgrades done last week had affected Extender by not allowing the journal entries scanned to be saved. The problem was addressed and it's being worked on by IT.
  - Banner upgrades were done last week where minor issues were addressed to Technology Resources.
- 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 and scheduled payments for installment plan due date.
  - Completed Tuition and Fee Reasonable tests for fiscal year 2014.

Business Office Performance Indicators

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	140
General Journal Entry (Inter-Fund) (JE 16)	126
Cash Receipts (CR 05)	1,104
Encumbrance Liquidation (E032)	9
Encumbrance Liquidation (E020)	5
General Journal Entry (IConstruction) (JE17)	16

Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	1,536	Salaried	326
Employees on Semi-Monthly Payroll	1,214	Total Net	$ 4,361,242.40
		Waged	733
Timecards Processed		Total Net	$ 344,856.78
(Waged 10/16-10/31) SR21	608		
(Waged 11/01-11/15) SR22	606	**Stop Payment Processed**	
(Salaried: November) MR11	2,685	Salaried	2
		Waged	6
Worksheets Processed			
(additions, deletions, changes)		**Void checks Processed**	
Salaried	223	Salaried	2
Waged	50	Waged	6
Liabilities Processed	36	**Replacement Checks Processed**	
		Salaried	2
Reports Processed		Waged	6
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1	**Direct Deposit Processed**	
		Salaried	1,402
Deposits Processed		Total Net	$ 3,709,066.44
Internal Revenue Service	3	Waged	505
Bank Transfers	3	Total Net	$ 149,245.45

Accounts Payable:

Bank No./Description	**Total Number of Checks/ Vouchers Issued**	**Total Dollar Amount**
01 - E&G	603	$ 1,483,304.33
02 - Payroll	0	-
03 – Student Funds	241	114,545.09
12 - PPFCO Interest & Sinking	0	-
16 - Interest & Sinking	0	-
17 - New Construction	8	130,928.21
32 – Credit Card Payments	212	258,620.13
38 – Unexp-LT Bond Series 2014	1	70,316.00
Grand Total	**1,065**	**$ 2,057,713.76**
Process Travel Checks from Bank 01 (E&G) as follows:		
Travel Authorization	92	$ 85,967.17
Travel Vouchers	58	1,800.09
Travel – In district	38	10,763.11
Grand Total	**188**	**$ 98,530.37**

Cashiers:

Description	Total
Calls over the phone by students	1,963
Calls made to students due to balances owed	3,578
Total Transactions	3,612
Payment Transactions	
Cash	**$ 1,080**
Cash	1,076
NSF Cash	4
Wire Transfer Pmt	**0**
Check	**448**
Paper	344
Money Order	0
NSF Check Wire	0
Electronic	34
Web	70
Credit Card	**2,084**
ATM/Debit	**0**
Visa	850
Master Card	218
Discover	18
Web	998
Total	**$ 3,612**

Third Party Student Scholarships and Grants:

No.	Type	YTD Revenue
22	Federal	$ 27,400,997.98
13	State	2,310,898.99
11	Local	143,243.02
27	Private	306,100.90
73	**Total**	**$ 30,161,240.89**

Grants (Non-Student):

No.	Grant Type	YTD Revenue
16	Federal Grants	$ 1,576,411.18
13	State Grants	1,563,916.83
12	Local/Private Grants	1,374,633.85
41	**Total**	**$ 4,514,961.86**

South Texas College

Changing Lives, Changing Communities

Academic Affairs

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South Texas College

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

Memo

Date: December 10, 2014

To: Dr. Shirley A. Reed, President

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

Subject: **NOVEMBER 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 December 16, 2014 Board meeting.

Division: **Academic Affairs**
Department: **Academic Affairs**
Highlight: **Mexican Consulate and Universidad Autónoma de Tamaulipas at South Texas College**

On **Monday, November 10, 2014,** South Texas College (STC), The Universidad Autónoma de Tamaulipas (UAT), the University of Texas Rio Grande Valley (UTRGV), and McAllen Economic Development Corporation (MEDC) met at the Mexican Counsel in McAllen, TX.

Representatives from each college convened to discuss future partnerships between the three colleges.

The institutions future partnerships may include joint academic, information exchange, expert, instructional materials, and other items deemed necessary to reinforce one respective capabilities schools around other projects, cultural exchanges.

SRE

UNIVERSIDAD AUTÓNOMA de TAMAULIPAS

McAllen, TX, a 30 de octubre de 2014

El Cónsul de México en McAllen,
Erasmo R. Martínez Martínez y
El Rector de la Universidad Autónoma de Tamaulipas,
Enrique C. Etienne Pérez del Río

tienen el honor de invitarlo a la reunión de trabajo sobre la Plataforma Académica de la Universidad Autónoma de Tamaulipas y su vinculación educativa y empresarial con el Sur de Texas

que se llevará a cabo el próximo
lunes 10 de noviembre**, 2014,de las **12:30 pm** a las **2:00 pm

en el primer piso del Consulado de México en McAllen, ubicado en 600 S Broadway St., McAllen, TX 78501.

Favor de confirmar su asistencia al correo jnavarro@sre.gob.mx

Division: **Business & Technology**
Department: **Precision Manufacturing Technology**
Highlight: **3rd STEM Workshop**

On **November 13, 2014,** **Precision Manufacturing Technology** program hosted their **3rd STEM Workshop event**. Participants of the event included:

- Career and Technical Education (CTE) Directors
- Counselors and Instructors from Donna ISD
- Weslaco ISD
- Rio Grande City ISD
- PSJA ISD
- Progresso ISD

Participants fabricated a desk name plate out of aluminum material using Milling Machines, Auto CAD software and the CNC Milling machine with the support of STC certified instructors and Lab assistants.

The event is geared towards STEM counselors and teachers to ***expose them into to the Precision Manufacturing Technology program and experience hands on what students learn, and to assist in the advising of future students***.

It was a successful event, all the participants learned and enjoyed the fabrication process, and they provided very positive feedback and will recommend this event to others.

Agenda	
Time	**Topic**
8:15 AM – 8:30 AM	Welcome and PMT overview
8:30 AM – 8:45 AM	Introductions: Roles and Responsibilities
8:45 AM – 9:00 AM	Project Approach and Directions
9:00 AM – 11:15 AM	Lab Work (Hands-On) Process and Steps
11:15 AM – 11:45 AM	CNC Demonstration (Mill and Lathe)
11:45 AM – 12:00 PM	Questions/Dismissal

Division: **Academic Advancement**
Department: **Distance Education**
Highlight: **National Distance Learning Week at South Texas College**

November 10 – 14th, 2014, is **National Distance Learning Week, (NDLW)** and South Texas College **Distance Education Department** has planned various exciting activities for both students and faculty.

The purpose of National Distance Learning Week is to ***generate greater awareness and appreciation for Distance Learning, including K-12, Higher Education, Corporate and Military.***

The **Distance Education Department** we will host events such as:

- Webinars
- Course showcases
- Daily trivia
- Open House

Additional information can be found in the distance education website: http://vc.southtexascollege.edu/national-distance-learning-week/

Monday, November 10th:

- **eSTC Daily Contest Trivia**
- **Blackboard Collaborate Representative** – Pecan – **F: Rainbow Room** from **8:30am – noon**
- **SoftChalk Webinar** **Create Interactive eBooks with SoftChalk eBook Builder**
  1pm
- **USDLA Webinars Series** **NDLW Webinars**
- **Pecan Campus Course Showcase** Sean Kennedy; History Instructor – 1pm – 2pm, (Bldg. A Rm. 121)
- **Mid-Valley Campus Course Showcase**
  Joseph Perez; Computer Science Instructor – 2:30pm – 3:30am, (Bldg. E Rm. 121)

Tuesday, November 11th:

- **eSTC Daily Contest TriviaUSDLA Webinars Series** **NDLW Webinars**
- **TECH Campus Course Showcase**
  Meliton Hinojosa; Business Computer System Instructor – 10am – 11am, (Bldg A Rm. 121)
- **Pecan Campus: Using Video Everywhere to Enhance Student Engagement**
  Jacob Guerra; Instructional Designer – 3:00pm – 4:00pm (Bldg. A Rm. 121)

Wednesday, November 12th:

- **eSTC Daily Contest Trivia**
- **Atomic Learning Webinar** 11:30am – 1pm **Registration Webinar Link**
  Kelly Houle
- **SoftChalk Webinar** **Create, Manage and Share Content with SoftChalk Cloud**
  3pm – 4pm EST
- **USDLA Webinars Series** **NDLW Webinars**
- **Pecan Campus Course Showcase**
  Laura Nunn; Speech Instructor – 3pm – 4pm, Pecan (Bldg A Rm. 121)
- **Nursing and Allied Health Campus Course Showcase**
  Gabriel Pena; Respiratory Therapy Instructor – 9:30am – 10:30am, NAH (Rm. 407)

Thursday, November 13th:

- **eSTC Daily Contest Trivia**
- **USDLA Webinars Series** **NDLW Webinars**
- **Respondus 4.0 Live Webinar** **Registration Webinar Link**
  Nick Laboda – 1pm – 2pm
- **STARR Campus Course Showcase**
  Alex Garza; Administrative Office Careers – 1:30pm – 2:30pm (E. 1-112)

Friday, November 14th:

- **Distance Learning Open House**
  11:00am – 2:00pm Pecan Campus (Bldg. A Room 140)
  Please stop by our Distance Learning Department at Pecan A-140 to chat with Distance Learning Department.
- **USDLA Webinars Series** **NDLW Webinars**

Division: **Liberal Arts & Social Sciences**
Department: **Center for Mexican American Studies, Ballet Folklórico South Texas College**
Highlight: **Amistades Concert Series- 2014 feat. El Ballet Folklórico del Nuevo Santander del Institutio Tecnológico de Reynosa**

On **November 15, 2014**, ***Ballet Folklórico* South Texas College** shared the stage with *El Ballet Folklórico del Nuevo Santander del Instituto Tecnológico de Reynosa* at the Edinburg City Auditorium.

This marked the second time that *Ballet Folklórico* South Texas College shared the stage with another Ballet from an institution of higher education, but the first one from Mexico.

The **purpose of the *Amistades Concert Series* is to showcase the local talent of performers from neighboring institutions of higher education**. This was an excellent way in which students were rewarded for their hard work and dedication to the fine arts, in particular folkloric dance.

This concert series helped solidify a working relationship with the Ballet Folklórico group at the Instituto Tecnológico de Reynosa, and students gained a positive and rewarding experience to continue their education.

Division: **Business & Technology**
Department: **Computer Aided Drafting and Design**
Highlight: **Fall 2014 Lecture Series**

On **November 20, 2014,** the **Computer Aided Drafting and Design Department** hosted the second presentation as part of their **Fall 2014 Lecture Series**.
The lecture began with an introduction and brief background of the three mechanical engineers from **Halff Associates, Inc.**:

- Hugo Avila
- Brian Burmeister (EIT)
- Robert Tijerina (EIT)

The engineers shared their educational background and briefly discussed how they have used Building Information Modeling (BIM) on several projects, particularly the McAllen Performing Arts Center, which is currently under construction at Palms Crossing in McAllen, Texas.

The lecture led to a demonstration of the model as they walked through the project and discussed the mechanical aspects of the building, including the technologically advanced features that went into the design of this structure.

Guests included about 45 faculty, staff, and students from various STC departments, including CADD, Facilities & Operations, Maintenance, Custodial, IAM Welding, Operations and Management, BAT, and History/Philosophy Departments. The South Texas College community is always invited to attend these lectures. The lectures will continue in the Spring 2015 semester.

Contact Assistant Professor Sara Lozano (smcardoz@southtexascollege.edu, 956.872.6180) or Assistant Professor Margarita Vanguelova (mgvangue@southtexascollege.edu, 956.872.6228) for more information.

Division: **Social & Behavioral Sciences**
Department: **Political Science**
Highlight: **Rio Grande Valley Latino Regional Summit**

On **November 22, 2014**, The **Mid Valley Political Science Club** hosted the **Rio Grande Valley Latino Regional Summit**. The Summit featured members of the Texas Senate Hispanic Caucus, including Representative Armando Martinez and Senators Juan "Chuy" Hinojosa, José Rodriguez and Sylvia Garcia. Other speakers included:

- Dr. Daniel King (PSJA Superintendent)
- Celina Morena (MALDEF)
- Ana De Frates (National Inst. For Latina Reproductive Health)
- Astrid Dominguez (ACLU)
- Rene Lara (AFL-CIO)
- Michael Siefert (Equal Voices Network).

The participants discussed a number of issues of importance in the upcoming 84th legislative session, including education, healthcare, immigration, economic opportunities and civic engagement. Approximately one hundred people were in the audience for this event, including approximately forty STC students.

Senate Hispanic Caucus

South Texas College Political Science Club
Mid-Valley Campus
STC
South Texas College

Division: **Social & Behavioral Sciences**
Department: **Psychology- Starr County Campus Psychology Club**
Highlight: **Starr County's Got Talent 6**

On **November 25, 2014**, the **Starr County Campus Psychology Club** hosted **Starr County's Got Talent 6** from 6-8 pm at STC Starr County Campus Auditorium. The theme of the talent show was "Hollywood."

- ***Over $900 was fundraised*** via participation and attendance fees
- ***15 performances*** (singers, dancers, musicians, models, duets, children to adults)
- ***200 people were in attendance*** **(**including several community leaders)
  - Roma ISD Board President Leticia Garza Galvan
  - City of Rio Grande Public Relations Marlene Mendoza

Mr. Alex Sarabia served as Master of Ceremonies and Dr. Arturo Montiel delivered opening remarks. The *judges* for the event were:

- Grammy-Nominated Composer/Singer **Roy Escobedo**
- La Voz Kids Contestant and Best Mariachi Vocalist in U.S. **Jackelyn Barrera**
- Founding Director of Mariachi Nuevo Santander of Roma ISD **Yamil Yunes**
- Stand-Up Comedian **Sonia Trevino**
- Photographer **Alaa Marzouk**
- Singer **Gabby Tamez**

Several judges had opening performances, whereas RGC Veterans Middle School Mariachi Juvenil de America closed the show. Miss Starr County 2015 Gloria Alejandra Vargas presented judges with certificate of appreciation and also presented 1st, 2nd and 3rd place trophies to the top winners: All contestants received a certificate of appreciation/recognition for competing.

- Victoria Rosa (1st place/singer)
- Christian Salinas (2nd place/pianist)
- Aylani Toscano (3rd place/dancer)

Division: **Social & Behavioral Sciences**
Department: **Psychology- Starr County Campus Psychology Club**
Highlight: **Guest Speaker- Leo Lopez III Motivational/Inspirational Talks**

On **November 26, 2014**, Leo Lopez III, Rio Grande City native and South Texas College alumni (2007, DEMSA) served as guest speaker in several psychology classes at STC Starr County Campus. Classes Leo Lopez was a guest speaker:

- PSYC 2301 General Psychology
- PSYC 2307 Adolescent Psychology
- PSYC 2314 Life Span Growth & Development

Mr. Lopez is a fourth year medical student and soon-to-be doctor. He delivered motivational/inspirational talks where he elaborated on his medical school and mission experiences, film-making, community service, and his recent **Ted Talk** (TedX) in San Antonio.
He also shared some of his achievements, obstacles and how he overcame those, and offered college advice to the students. At the end, there was a Q&A session where students asked Leo questions. Students provided excellent feedback!

Mario Reyna
Dean – Business and Technology

- Attended and presented at the "How To Invest In Edinburg, Texas" Conference on Monday, November 3rd.
- Attended the Coordinated Operations Council Meeting and Deans Meeting at the Pecan Campus on Tuesday, November 4th.
- On Wednesday, November 5th, I attended the Bachelor Degrees Meeting held at the Pecan Campus with Dr. Reed.
- Participated in the Regional Public Safety Meeting with Dr. Reed and attended the Starr County Campus Administrator Search Committee Meeting at Pecan Campus on Monday, October 6th.
- Attended the Exxon Workforce Training Site Visit in Houston, Texas on Thursday, November 6-7, 2014.
- Participated in the December Graduation Plans held by Matthew Hebbard at the Pecan Campus, attended the Follow up Meeting with Dr. Petrosian, attended the Plataforma Academica de la Universidad Autonoma de Tamaulipas, and attended the Blackboard Collaborate Institutional/Program Objectives Meeting held by Dr. Erasmus Addae at the Pecan Campus on Monday, November 10, 2014.
- On Tuesday, November 11th, met with Paul Varville, Director of Safety and Security to discuss police officers on campus.
- Attended the LRGVDC's Police Academy Advisory Committee Meeting in Weslaco and attended the Education and Workforce Development Committee Meeting on Thursday, November 13th.
- Held the Business and Technology Chair Program Chair Meeting at the Technology Campus, and attended the Planning and Development Council Meeting at the Pecan Campus on Friday, November 14th.
- Attended the Academic Affairs Council Meeting held by Dr. Petrosian on Monday, November 17th.
- Attended the ACBSP Team Meeting held by Rosemond Moore, Program Chair, Business Administration on Tuesday, November 18th.
- Met with Sara Lozano, Computer Aided Drafting and Design Instructor, for update on Architecture Program process, met with Daniel Morales, PMT Program Chair for the Technology Learn and Earn Grant photo, and participated in the Tech Campus Flooring Replacement – Pre-Construction Meeting/Coordination Meeting on Wednesday, November 19th.
- Visited Universidad Tecnologica de Gutierrez Zamora in Veracruz, Mexico from Thursday, November 20-23, 2014.
- Held the Kayaking for Scholarships Meeting at the Pecan Campus, attended the Special Academic Affairs Leadership Meeting on Monday, November 24th.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- The Distance Learning Department participated in the Red, White, and You job and educational fair at the McAllen Convention Center. The objective for participation was to create wide awareness of distance learning and online degree programs.
- Participated in on-going 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.
- Met with HSI Grant interim administrators to clarify and formulate objectives for collaborate use by the NAH Division.
- The Distance Learning Department held a Blackboard Collaborate institutional objectives and use-case workshops on November 10 and 11. The goal of the workshop was to develop a number of detailed Use Cases around the specific ways that Blackboard Collaborate will be used and also to outline institutional objectives for the use of the technology.
- eSTC Attended Fort Riley Army Education Fair to promote eSTC and eSTC online programs from November 12-14.
- Participated in the BASOL Gapware development project. The meeting was to discuss progress of the project. The purpose of the Gapware project is to create a solution that will resolve the issues with the inconsistent setup between the two systems and will eliminate manual enrollment of TAB students into course competencies in Blackboard.
- Participated in data validation and review with the application team from Cevitas.
- Met with site coordinator of Mid Valley campus to identify and discuss a multipurpose faculty resource room for Blackboard training. The goal is to set up computers and specialized software for faculty to use in creating course materials for their online courses.
- Met with the director of PR and Marketing to discuss progress on marketing plan for eSTC and online degree programs
- Had a progress meeting with the applications development team on DECDC digitization project.
- 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.
- Distance Learning celebrated National Distance Learning Week with a variety of activities to include webinars, course showcases, and workshops. The goal was to create awareness on campus and in the community, about eSTC and eSTC's online programs.

- As part of the National Distance Learning Week, DL held an open house for faculty and staff on November 14, 2014.
- Requested success rates data from Austin, Lone Star, Houston, Alamo, and Tyler Community Colleges for a comparison study on online student success rates.
- Met with application development team to discuss file formats for data exchange with GoArmyEd portal.
- Participated in web advisory committee meeting to formulate guidelines for STC website.

San Juanita Rios –Student Success Specialist

- Participated in activities designed to create awareness and promote eSTC and degree programs. As part of that, I attended the 2014 Fall Festival as well as the Military Education College Fair in Fort Riley Kansas. I also made contacts with and advised both walk-in and virtual students.
- Below is a break-down of student contacts and advisement activities for the period.

General Advising:	10 students
Carrier Advising:	26 students
Degree Plans:	5
Graduation:	3
Distance Education Walk-Ins:	4
Distance Education Chats:	22
Telephone Contacts:	53
Virtual Campus advising email contacts:	9,155
College Fair email contacts:	74
Fall Festival email contacts:	25
Total:	**9,355**

- Checked the Retention Center in Blackboard and contacted students that were behind in their work.

- Assisted the Dean of Distance Learning to run 450 online faculty report to ensure student persistence and success.

Ana Peña
Coordinator – Distance Education Technologies

- Banner Integration for eLearning (Stephen Crum)
- Banner Integration on the Blackboard side it complete. The integration is already working on both the Blackboard and Banner staging/production servers. Benefits of integration are that student registration and withdrawals will be fully automatic to Blackboard. Also, faculty updates will be automatic to Blackboard, creating new courses or un-assigning shells when a course gets cancelled.
- eLearning has been fully functional for the months of October and November. IS&P was able to identify the problem with eLearning and banner to make it work again with several restarts on the banner side. Even though eLearning is working properly, IS&P still needed to perform a bulk upload for the 201520 term to make sure we had capture all the activity that was lost when the connection was lost. This ensure us that all the enrollments for the spring semester is now in Blackboard and reflects the banner data.
- Blackboard Mobile (Ana R. Peña)
- 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. Blackboard Mobile Web Services Building Block 94.6.1
- Resolved Issues:
- • Fixed an issue causing Learn server instability when accessing Organization roster with 100k+ enrollments in the mobile app
- • Fixed an issue causing high CPU usage on Learn server when loading unread counts in the mobile app
- • Removed the Rubrics B2 dependency from code supporting Bb Grader; Mobile Learn B2 v94.6.1 can now be installed without Rubrics B2 being installed, and users can access Bb Grader without Rubrics B2 being installed on the Learn server
- Kayako (Ana R. Peña)
- Kayako has been stable for the month of November. A new stable application update was applied in all computers that use the Kayako Client desktop application.
- Blackboard Learn (Ana R. Peña)
- Bi-weekly meetings with IS&P (Ali Kolahdouz and Stephen Crum) have been occurring to discuss the projects they are assisting Distance Education. Blackboard Collaborate is one of the main projects that they are assisting the department to make sure the network is compatible with Bb Collaborate. Technical trainings will begin the first week of December.
- Blackboard Weekly call with Tiffany Kisker every Thursday at 11am. Discuss about all the issues we have during the week with Blackboard. Audits on staging server and production server were schedule during November 1 at 2am CT. Will install October 2014 on Test for possible Nov/Dec upgrade.
- Clone of Prod with upgrade to October- Work to start on November 6th. Blackboard has the October 2014 release which the following servers will be upgraded:
- Test: Will be upgraded on November 17th
- Staging: Will be upgraded on December 12th
- Prod: Will be upgraded on January 10th
- Highlights of New Features and Enhancements of the October 2014 release
- New Calendar Type and Formatting Enhancements
- Hijri Calendar – The Hijri calendar is an Islamic lunar calendar. Like the Gregorian (Western) calendar, there are seven days in a week and twelve months in a year. However, it is a lunar calendar based on lunar observations for the start of a month, and the year numbering is based on Islamic

tradition rather than the Gregorian calendar's Christian tradition. The implementation uses the Umm al-Qura algorithm for date calculation.

- Personal Choice for Calendar Week Start Date – In different regions, people tend to organize their calendars differently even if they use the same calendar format. For example, in the United Kingdom, Monday is generally considered the first day of the week and presented as the left-most column in a calendar; in the United States, it is Sunday. Both countries use the same Gregorian calendar. Blackboard Learn already accommodates these differences in supported language packs. This enhancement allows individual users to personalize their experience and choose the way in which the calendar is organized. This is to better accommodate needs in regions in which the first day of the calendar week is not standard even when those users might share a Blackboard Learn language pack.
- Calendar Course List Filter – we have introduced a connection between the “show/hide” capability in the My Courses and My Organizations modules with the calendar course list filter.
- Content Editor Spellcheck – we have changed the spellcheck option’s default state to “on”

Instructional Designers – Distance Education

BAS Degree

- All course cartridges have been uploaded into Blackboard. A list of all competencies was given to the team involved in the TAB project, which will allow the competency courses to be uploaded automatically into Bb.

Common Course Navigation Page

- A meeting was conducted with the Visual Arts/Music Department, where the Common Course Navigation page was set up. 11 faculty members agreed to review the shells that were created, that way they can choose which one best fits their needs. Precision Manufacturing has also expressed an interest in utilizing a common course navigation shell for their hybrids.

Support for Faculty

- Continuous support is being given to those with issues facing Blackboard.

eTeach Trainings

- Both face-to-face and online trainings have ended. Mike Ayala has focused on the online trainings, while Jacob Guerra implements the face-to-face sessions. Jessica Gonzalez conducted the Bb basics online trainings.

Campus visits

- Campus visits are being done on a monthly basis in order to provide faculty with more support. Mike Ayala has visited faculty on all campuses.

National Distance Learning Week

- The Distance Education Department held a variety of activities from November 10-14th in honor of National Distance Learning Week. These included online trivia, webinars for faculty, and an open house which allowed both faculty and students to talk with Distance Education staff. Jacob Guerra appeared on Good Day Valley in order to promote the events, which other marketing efforts were done with the help of the Public Relations team.

TXDLA

- Mike Ayala has continued his ongoing collaboration with TXDLA.

Course Reviews

- The Instructional Design Team continues to review DECDC's for online courses as they come in.

Online DECDC Form

- An online version of the DECDC has been created and is now being reviewed by the Instructional Team.

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 LASBS chairs met to discuss, among other things, a power point by Wally on accreditation in Dual Enrollment programs, some announcements on Graduation in December, whether faculty need to know/sign when students withdraw and whether a list should be composed to communicate best practices, a request for faculty advisors with regards to the new grant, and an update on collaborate and its benefits.
- The Academic Affairs meeting informed us of, among other things, News on upcoming events, updates on what is needed from the faculty for the new HSI grant, the end of the GOT program, Open source developments, a new certificate in Manufacturing, and standards when students can take more than 2 dual enrollment classes. Presentations included an overview of the Valley Scholars Program, Updates on Distance Learning, and how many faculty are needed for the HSI faculty advising component.

- The Dean attended a Science Fair at Roosevelt Elementary School, together with Murad Odeh and Mahmoud Fathelden and Bill Buhidar. Students presented an array of amazing projects that seemed above their age and cognitive functioning. Students stood by to explain their projects and we were amazed how well-spoken and scientifically oriented they were. Experiments were well advanced and results could be applied to everyday life. Compliments to this wonderful Elementary school and its staff, which not only has a proudly waving STC flag on their property, but also keeps making the connection with us to create a college going culture. The right picture shows the proud 4th grader who invented a popcorn bucket attached to a lemonade containing, so you don't have to use both hands in the movie theater.

- The Dean interviewed four candidates for the Wellness Center Coordinator position, which hopefully can be made a Board Approved position for next year, now that the Kinesiology department has opened its doors to the public from 4-6 and keeps supporting all the Student Life activities.
- The first Noche de Familia organized by Esmeralda Macias and Roy Escaname, Puente faculty and mentor coordinator, at the Mid Valley campus. Nothing better than the happy faces of the students and their faculty on the picture to show what a success this program is. Puente advisor Matthew Martinez was of great help as well.

- On November 6, Starr County Campus held its Noche de Familia for the Puente Students. About 30 people showed up.
- The "Collaborate" system by Black Board was introduced to a administrators. The system will allow for increased possibilities when it comes to video-taping

lectures, teleconferencing, long distance lecturing, and expanding visual and auditory support to disciplines.

- The MVCCDC oversight committee met to discuss the various staffing issues, professional development opportunities for the staff, recruitment efforts, and budget progress. The Center Manager is on FMLA and the Assistant Center Manager, Ms. Sylvia Serrano, a very devoted and hard-working staff, will submit overtime forms so that the Center's operations are not interrupted.
- Dr. Maria Chavez visited South Texas College. The visit included class observations in Starr and Pecan, a visit with the VPAA, and our RAS department. Data remain promising and a new initiative with the lower level Reading and Writing students was proposed by Dr. Chavez. Dr. Petrosian felt the success of the Puente system warrants that in Fall 2015, when all upper level reading and writing classes are turning into INRWs, all developmental faculty who teach them should go through a "Puentification" of their classes.

- A LASBS Chair meeting was held to discuss an active learning opportunity by Pearson called "Revel" where electronic texts can be interfaced with active learning excercises. Other initiatives included Dual Enrollment data and solutions, Graduation rates per department, a report from the NACEP conference, and a reminder that Black Board representatives would be there with a presentation on "Collborate". The specific departmental issue was presented by the English chair and was about class sizes and research on its effect on success in English classes.
- The Dean completed several Chair/Faculty evaluations.
- Nedra Kinerk (seen on back) and our Board member Mr.Gurwitz were celebrated as "Man and Woman of the year" by the McAllen Chamber of Commerce. The lively 60s party showed that people have not forgotten this illustrious area with its colorful fashion.

- During the PAS meeting on Friday, the Business Office Travel and Expense system was discussed. I was extremely grateful that Dr. Petrosian brought up that staff are now entering the data that used to be entered by the Business Office staff. This has implications for staff needs and may warrant a redistribution of staffing allotments. Other issues were capital equipment requests, the rollback petition, personnel procedures for volunteers and a presentation of our new campaign. We also looked at possible new tuition and fees.

From the Political Science department:

- The Mid Valley Political Science Club hosted a party to watch the election returns and then participated in the UT Austin Annette Strauss Institute for Civic Life Post-Election Debriefing.

From the English Department:

- Joe Haske Joe Haske travelled to the Noir-Con conference where he presented on—and received an award for—his most recent book
- The Literary Arts Society Page Turners club drove to San Benito to Sunny Glenn Children's Home on Nov.21st at 3:45pm. We donated over $300 dollars of books to the home. The club members also spent time reading to the kids. Finally, we gave out candy bags, cupcakes, brownies and teddy bears. We left the children's home after about two hours and then took the club out to eat as a thank you. It was a great event and we are very proud of the kids involved. (see attached picture)
- Brian Carr received the Wonderland Book Award for best novel!
- WILD put on a children's play, "Up the Hill with Jack and Jill,"

- The New Faculty Mentoring Committee met on Friday to discuss the findings of its first semester. As a result of our discussion, we've decided to focus on promoting more regular contact with new dual enrollment & adjunct faculty, developing a more detailed list of potential questions new faculty might have (to raise awareness of issues they might not otherwise realize until much later), and expanding professional development for DE/Adjunct faculty (certainly online, and possible in-person as well).
- We reviewed upcoming deadlines for Jaguar Pride info, the December graduation, student course evaluations, spring scheduling, final exams, and an upcoming academic classification vote (Liana Andreasen applying for full professor), as well as some other smaller issues.
- We also covered the potential visiting speakers for spring (Mario Alberto Zambrano - Fiction writer and ballerina who used to live in Reynosa. Recent graduate from Iowa Writer's Workshop. His first book, *Loteria*, came out on Harper Collins last year to great acclaim. Sarah Cortez - Poet and police officer whose work deals with her life on the force. Gonzalo Baeza - Chilean raised story writer who currently lives in Virginia.)
- Recent conference attendees (Joe Haske, Daniel Mendoza, Allegra Villareal-Disraeli, & Brian Carr) discussed their trips and the sessions they attended. (Brian won the Wonderland Book Award!)
- We reviewed upcoming departmental professional development/research review discussion topics (peer review – in person and online approaches; how best to structure essay feedback; alternatives/supplements to traditional written essays; new online/multimedia instructional tools)
- The major committees gave updates on projects and discussed upcoming plans.

Events:

- The Literary Arts Society Page Turners Club drove to Scholastic Books and purchased over three hundred and thirty dollars in books today. They will be donating them on the 21st to Sunny Glenn orphanage. (see picture).

From the Psychology Clubs:

- On **November 19, 2014**, the Office of Career Services at STC sponsored the "Career Meets Fashion Runway Showcase" at Starr County Campus auditorium from 12-1pm. Models showcased various dress attires appropriate for job interviews. Pete Luna, organizer of the event, contacted Alex Sarabia to see if the psychology club could volunteer in this event. The Starr
- County Campus Psychology Club members participated as models and others attended and supported the fashion show in the audience, including club advisors Eli and Alex Sarabia.
- On **November 7, 2014**, Mr. Alex Sarabia (STC Psychology Instructor, Starr County Campus Psychology Club Co-Adviser, and Licensed Professional Counselor at DHR Behavioral Center) presented a workshop on "Overcoming Test Anxiety" to Valley Scholars at Starr County Campus.
- The Psychology Club @ Pecan recently hosted a visit and lecture by Cesar A. Matos, M.D., a practicing psychiatrist in the McAllen area. Dr. Matos is currently the medical director at South Texas Behavioral Health Center. His lecture included typical disorders and treatment approaches he sees in his clinical practice as well as his own education and professional development in the field of mental health. He also took questions from the students and faculty who attended his presentation.

From the Criminal Justice club:

- The STC Mid-Valley Criminal Justice Club competed against upper division students in the Quiz Bowl and tied for first place. Sadly, the students lost the championship round and had to settle for second place. Not bad for freshmen and sophomores going up against juniors and seniors.
- The STC Mid-Valley Criminal Justice Club competed against upper division students in the CSI/Forensics competition and, on tie break, finished second. Again, the students were competing against upper division students and did well. James Blair spent several Friday mornings setting up crime scenes and testing/training the thirteen students who tried out for the team. We could only bring six to the competition. Unfortunately, I only got a photo with four of the students standing with the competition judge...but a photo of all six at the beach! Again, the Forensics Team was all Blair.

Music Department:

- Our brand new Mariachi band drove up to San Antonio to receive the 2nd place in the 2014 Mariachi Vargas Extravaganza. The group came out of a collaboration with UTRGV's Music department and Arts and Humanities Dean Dahlia Guerra and our own Bill Buhidar. Please note the STC costumes!!!
- Theater:
  - With a full house almost every performance and under the skillful directorship of Mr. Jason Rodriguez, The South Texas College Drama department pulled off yet another great performance:
  - "Peter Pan".

- The Kinesiology Department organized their 9th Annual Turkey Trot. The event drew a 250 people crowd who ran the 2.2 miles under perfect weather conditions.

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

- Met with Texas Regional STEM Degree Accelerator Initiative to establish a consortium consist of K-12, Higher Education Institutions, Workforce Solutions, and RGV Focus.
- Mr. Serkan Celtek and Mr. Mario Morin represented South Texas College at the New Mathway Project meeting in Austin. In this meeting, the future role of co-development colleges, criteria for NMP model and Support of Scaling will were discussed.

- Melba and I met with Dean of College of Health Profession at UTPA to discuss future transfer collaboration. UTPA has difficulty accepting our AAS in Nursing as 2+2 agreement. We are looking forward to working with UTRGV.
- Participated with Dr. Plummer in a telephone conference with Space X representative. The purpose of this meeting was to determine the workforce needs of Space X Industry. According to the list of workforce needs of Space X, we need to develop several new programs which currently there is no job opportunity for such graduates in our region.
- Participated in Student Travel meeting to review the Travel Policy.
- Traveled with Mario Reyna to Universidad Tecnologica de Gutiérrez Zamora in Veracruz, Mexico. We have signed an agreement with this University on September 2014.
- Mario Morin and Vice President Wanda Garza attended a transfer presentation from Our Lady of the Lake University on Monday, November 17, 2014.
- Texas A&M University Health Science Center Dean of Public visited the University Relations Center on Thursday, November 20th to discuss potential collaborations including an articulation agreement.
- University of Texas-Rio Grande Valley representatives presented to the Mid-Valley campus on Tuesday, November 18th to provide transfer information.
- Texas A&M University-Kingsville representatives were at the Pecan campus to provide information regarding their Masters of Business Administration program on Wednesday, November 19th.
- Mario Morin, Dean Ali Esmaeili, and Dean Melba Trevino hosted a conference call with representatives from Irapuato (City Sister of McAllen) to discuss possible student exchange(s) in the area of Nursing on Tuesday, November 18th.
- Mario Morin met with Eva Magallan, Transfer Counselor from Texas A&M University Health Science Center School of Public Health, to discuss specific transfer issues for our students.
- Mario Morin presented at the college readiness RGV FOCUS meeting on Wednesday, November 19th.
- Plans are currently being organized for a one-day visit from Dr. Uri Treisman on Thursday, December 11th. Dr. Treisman will be meeting with President Reed, Math administrators, and Mathematics faculty to discuss the NMP implementation as well as the current events of mathematics nationwide.

- An articulation agreement with Our Lady of the Lake University is currently being reviewed and a signing ceremony is proposed for early-to-mid December 2014.
- Met with Kristin Croyle UTRGV Interim Vice President for Student Affairs to plan and implement the transition of new articulation agreement with

UTRGV. In addition, University Relation office is planning a historical MOU signing ceremony with UTRGV in the near future.

- Mr. Mario Reyna and I visited Universidad Technologico Gutierrez Zamora in state of Veracruz, Mexico. This visit was in response to their visit to South Texas College during fall 2014 semester.
- I will be attending SACSCOC conference from December 5 to December 9.

Bachelor Programs

- The TMGT & MHSM Program conducted Capstone Mock Interviews for students graduating in the program fall 2014.
- Assistant Professor, Robert S. Ho, spends 7 hours a week preparing for the conversion technology class to be ready for the spring 2015 semester.
- Finding and aiding in ways to improve the DECSA program and student participation at the Mid-Valley campus
- Academic Advsior and faculty attended the Sharyland North Junior High School's Career Day to promote our BAT-CITP and Computer Science degrees in the Sharyland North Junior high school's gymnasium.

University Relations, Transfer and Articulation Center

- Coordinated Joint Chairs meeting between South Texas College's Nursing and Allied Health department chairs and UTPA's Health Sciences and Human Services department chairs on Friday, November 14th at the NAH campus. The meeting was well attended and led to meaningful discussion and action to inform and align programs for transfer students.
- Coordinated a meeting between South Texas College's Vice President for Academic Affairs, Dr. Anahid Petrosian and UTRGV's Vice Provost for Student Services, Dr. Kristin Croyle. Dr. Ali Esmaeili, Laura Talbot and Mario Morin also attended the meeting to discuss various transfer issues as well as to hear updates regarding the new university's transition.
- Met with Texas A&M University – Kingsville Engineering program Dean, Dr. Stephan J. Nix, regarding recruitment for their new Engineering course offerings at the Citrus Center in Weslaco for spring 2015. Assisted TAMUK representatives with classroom visits, information tables and dissemination of information regarding registration for the classes as well as transferability.
- Conducted a Study Abroad in the United Kingdom meeting with Faculty Mentors, Robin and Liana Andreasen, and interested students. Information was provided regarding the fees, lodging, travel arrangements, and class offerings for the program slated for June 2015 in Canterbury, Kent, England.
- Met with Dr. Gilberto Ramirez, Department Chair of Public Health at Texas A&M University Health Science Center, and Geneva Scott to discuss the status of their proposed articulation

agreement as well as to try and convene STC leaders to ascertain the potential for the creation of an Associate degree in Public Health.

- Coordinated visit from Texas A&M University – Commerce graduate school representative, Ms. Courtney Sturgis, at the Pecan campus. Ms. Sturgis provided information to those interested and made classroom presentations at both the Pecan and Mid-Valley campuses.
- A representative from Texas Tech University was welcomed at the Pecan campus and held an information table in the Student Activities Building to provide transfer information to students.
- Participated in National American University College of Nursing recruitment event at the Nursing and Allied Health campus. NAU Dean of Nursing presented to potential students and provided a box lunch for all attendees.
- Texas A&M University-Kingsville College of Business representative, Ms. Cynthia Longoria, held an information table at the Pecan campus for students interested in pursuing their Business Administration program.
- Welcomed University of Phoenix representative, Mr. Jonathan Harris, with a table set-up at the Pecan campus
- University of Texas-Rio Grande Valley representative, Mrs. Rosalina Arevalo, visited the Mid-Valley campus and provided transfer information to interested students
- Attended the Our Lady of the Lake Transfer Luncheon, alongside Vice President Wanda Garza, to garner information regarding transfer and registration dates
- University of Incarnate Word representative, Ms. Vanessa Villalpando, held an information table for students to learn about transfer opportunities
- University of Texas at San Antonio representative, Mr. Jeffery Driskill, visited the Pecan campus and met with interested students to answer questions about transferring to UTSA
- Texas A&M International University Graduate School recruiter, Ms. Monica Gonzalez, visited the Pecan campus and held an information table
- National American University College of Business recruiter, Ms. Sarah Hendrickson, scheduled various classroom visits at the Pecan and Mid-Valley campuses to present transfer opportunities to STC Bachelors Program students
- Met with Delia Magdaleno to discuss Study Abroad protocol and best practices
- Participated in the RGV FOCUS College and Career Readiness meeting in Harlingen, TX to discuss educational initiatives that effect STC students and our partners in education
- Supported weekly visits from National American University, Ms. Valerie Gamez, at the University Relations Center to provide office hours and information sessions to interested students
- Texas A&M International University sent inquiries into articulation in the areas of Biology, Criminal Justice, and Computer Science and requests for review were sent out the respective STC department chairs.
- An articulation agreement with the University of Houston's College of Pharmacy program is near completion and will be presented in the STC administration for review before coordinating a formal signing ceremony in early Spring 2015
- Currently working-on a draft articulation agreement with the University of Texas Health Science Center in San Antonio in the area of Nursing

New Mathways Project

- Mario Morin attended a Charles A. Dana Center Administrative Meeting regarding the New Mathways Project. Mr. Serkan Celtek also attended and discussions revolved around future roles of Co-Development Partners moving forward as well as lessons learned thus far in the NMP implementation.
- Mario Morin attended the American Mathematical Association of Two Year Colleges (AMATYC) conference in Nashville, TN to glean information regarding the New Mathways Project's influence outside of Texas.

- Ms. Celina Esparza has contacted all current NMP students enrolled in the Developmental Math Foundations course to advise them on enrollment into the Academic Statistics course for spring 2015.
- Ms. Celina Esparza has been coordinating efforts to identify and contact all potential NMP students who are currently enrolled in Math 80/Math 100 to inform them of the program and its benefits.
- Ms. Celina Esparza has been conducting classroom visits to NMP students to talk with students as well as advice on-the-spot regarding the program and continued succession of the classes.
- Mario Morin is conducting a potential visit from Dr. Uri Treisman in early December to meet with Mathematics faculty and possibly Dr. Reed.
- Participated on a follow-up conference call with MDRC and the Charles A. Dana Center to discuss how our final recruitment efforts turned-out and to discuss our work thus far in the semester.
- Mario Morin is currently reviewing and editing a PowerPoint presentation to be used for the Education Workforce and Development Committee (EWDC) presentation in early December

Melba Treviño
Division Dean – Nursing & Allied Health

Dean's Activities:

- November 4, 2014 – NAH will be hosted the Dean of National American University to talk to our A.D.N. students about continuing their education. *(Pictured right Dean Trevino- Nursing & Allied Health & Dr. Dodie Serafini Dean - College of Health & Sciences)*
- Dean Trevino had a meeting with Valley Metro Personnel to look at ways to meet requests by students in regards to routes.
- The December Graduation Plans meeting hosted by Matthew Hebbard
- A Deans meeting to finalize faculty needs for Spring and Fall 2015 hosted by VPAA
- Blackboard Collaborate Institute meeting
- **November 11, 2014** –
  - The December Graduation Plans meeting hosted by Matthew Hebbard
  - A Deans meeting to finalize faculty needs for Spring and Fall 2015 hosted by VPAA
  - the Blackboard Collaborate Institute meeting

- **November 11, 2014** –
  - The Dean hosted a Program Chair meeting for NAH. The agenda included the following items: FTR, FTT and Adjunct Faculty information, Instructional and Special Equipment Budget for new facilities, Centralized Oversight for PC Replacements, Harvest Of Health Event, New Title IX Administrator, upcoming meeting with UTPA Health Science Chairs, Graduation plans.
  - The Dean attended the Flag Ceremony at NAH honoring our Veterans.
  - The Dean and Mario Reyna met with Paul Varville and the STC Police Chief regarding concerns on STC Police presence at NAH and Tech Campuses.

Division Activities:

- Our Annual Harvest of Health had another successful year. Although the weather was not cooperating we had over 900 students and their families come to NAH and see the different programs and equipment that the students use while attending Nursing & Allied Health Campus. Prevention awareness activities were showcased during this event.
- Healthcare Student Success Program hosted their Annual "Saturday Event" which consisted of sessions where program faculty showcased their programs to current HCSS students. These presentations helped them better understand the requirements for each particular program and a more in depth look at the curriculum.
- Project to remodel the flooring in the 3rd & 4th floor has commenced. Faculty and staff are working together to make Phase II in this project as successful and smooth as Phase I.

- 11/14/2014 – Collaboration between UTPA & STC program chairs took place to review potential pathways between the two.
- 11/15/2014 Nursing & Allied Health was represented by faculty & staff in the MAT & EMT programs after receiving an invitation to attend a diabetes run this past Saturday. Although the weather was not ideal our faculty and staff were on standby to take blood pressure and glucose screenings if needed.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **Mid Valley Campus Administrator's Office**
  Hosted Annual Thanksgiving Luncheon for Faculty and Staff on Nov. 19, 2014.

- **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 – November 21st
  - Student Fitness Academy – meet every Monday at 3:30pm
  - Movie Night – Nov. 13th
  - Danza Ganguari Lessons – Tuesdays and Fridays 12pm
  - No Shave November – November 5th
  - Basketball Tournament – November 25th
  - Frisbee Golf – Nov. 14th
  - Gamer's Day – Nov. 13th
  - Plate it Safe Workshop – Nov. 5th
  - Veteran's Day Recognition Ceremony – Nov. 11th
  - All Clubs Meeting – Nov. 19th
  - PS3 Tournament – Nov. 25th
  - Thanksgiving Celebration – Nov. 25th
  - SLA Makeup Workshop – Nov. 25th

- **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.
    - Toy Drive
  - Latina Club Meeting – every other Thursday at 5:00 p.m.
    - Latinas Fundraiser – Nov. 20th
  - 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
    - Toy Drive/Warmth Drive
    - Great Condon Giveaway – Nov 18 & 19th
  - 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
    - Special Speaker – Emma Manchaca – Texas Regulatory Children's Services/Volunteer Services/Rainbow Room Regional Coordinator – Nov. 13th
    - Toy Drive
  - Photography Club – Meet every Monday at 3:00pm

- Human Resources Club – November 13th
- Political Science Club
  - National Election Discussion – Nov. 6th
- Puente Club – Noche De Familia – Nov 5th

- **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 so that they may be able 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**
  - The Real History of Thanksgiving – Make Your Own Turkey Movie and Craft – November 20th
  - Food for Fines – Library fees forgiven with donation of non-perishable items. Donations go to Rio Grande Valley Food Bank.
  - Capstone Student Exhibition by Anita Rodriguez
  - Cesar's Last Fast – Documentary Film by Richard Ray Perez – Nov. 3rd.

- **STC Departmental Trainings and Workshops**
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - Counseling
    - Veteran's Day Remembrance – Letters to soldiers from students – Nov.11th
    - UTSA Transfer Track Visit
  - University Relations
    - TAMUK College of Business – Recruitment table for students Nov 10th
    - UTRGV – Recruitment table for students Nov. 18th
  - 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.
  - 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 Nov. 25th
  - Child Development Center –
    - Parent Workshop – Nov. 21st
  - Center for Learning Excellence – Tutor Training on Nov. 4th
  - Spanish Department
    - Dia de Los Muertos Displays
  - Student Outreach Department hosts tours for various schools.
    - South Palms Garden High School – Nov. 14th
    - Edcouch-Elsa ECHS – Nov. 14th

    - Donna HS – Nov. 18th
  - Reading Department – Book Swap –Nov. 24 & 25th
  - Electronic Computer Maintenance Technology Dept. – Help Desk table for faculty, staff and students. – every Tuesday and Thursday 10am-2pm
  - History Department – Native American Artifacts Display – Nov. 20th

- **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. – Nov. 21st
  - Texas Medicaid held Beyond the Basics workshop for providers. – Nov. 21st
  - Jackson Hewitt Prep Rally – JH hosted employee rally – Nov. 22nd
  - Senator's Summit held on Nov. 22nd in the G191 Lecture Hall.
  - UTHSC – Medical Education Program held an SAT preparation workshop for local high school students. – Nov. 15th

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Coordinating w Starr County Head Start to process BAT cohort
- Coordinating w RGC Library for events on campus and community events
- Coordinating w RGC Women's Shelter to create awareness of services to community
- Working w faith-based leaders for more events in J building
- Visiting Early College High School to show support
- Visiting High School for monthly visit w principal (Grulla HS)
- Working w Retired Teachers Association for meetings
- Planning Holiday Luncheon w Student Activities
- Working w faith-based leaders for Veterans Day appearance
- Working with area superintendents to coordinate activities between STc & ISD
- Coordinating with Game Warden to offer hunting safety lessons to community
- Working with Texas A&M-Agrilife to coordinate monthly events on campus
- Working with UTPA for new bachelor degree online

Campus Events

- EMT Training 11-3,4,5,6,7
- Recruiting for Math Pathways 11-3,4
- Ping Pong Tournament 11-3
- Starr County Family Violence Taskforce 11-4
- SLA Environmental leadership 11-4
- Financial Literacy Workshop 11-4
- ADA Awareness Meeting 11-4
- PS4 Tournament 11-5
- TMC Head Start Professional Development 11-5
- Test Taking Strategies 11-5
- Puente Noche de Familia 11-5
- Valley Scholars Student Meeting 11-7
- Distance Ed Workshop 11-7
- Power of Attorney Clinic 11-7
- Microsoft Training 11-7
- Mock Interview Day Auditorium 11-10
- Ping Pong Tournament Student Activities 11-10
- Student leadership Association lecture 11-11
- Fall Fashion Show Planning 11-12
- Veterans Day Flag Raising Ceremony 11-11
- Ignite Public School Campus Tour 11-12
- Transfer Track UT San Antonio 11-12
- Puente Program Mentor Night 11-13
- Cafeteria facility Movie Student Activities 11-14
- Town Hall Meeting – online bachelor degree UTPA – 11-24
- Biology Club Meeting – 11-24
- Faculty Senate meeting – 11-25
- TMC-Head Start Luncheon – 11-25

- Starr County Got Talent Show – 11-25
- Alzheimer Disease Awareness Sociology Club – 11-25

Marketing and Promotion Activities

- Enlace ¼ page add request sent for enrollment call to action
- Addressing campus clubs for holiday season events
- Visiting Roma HS for monthly visit
- Town Crier ¼ page add call to action
- Phone calls to students not registered for Spring 2015
- List created for mail outs
- 1000 mail outs to 2013 & 2014 HS graduates

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.
- **GOT Presentation Development** - Assist with presentation development/data compilation for Graduate-On-Time Program upcoming presentations for PDC -November 14, 2014 and GOT Program Wrap-up meeting November 21, 2014.

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 NOE –** Prepare and submit NOEs for Honor Instructors who have submitted the required documents to the Academic Excellence Office (Student Contract, MOU, Honor Syllabus).

Jessica S. Garcia
Coordinator – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - **Fundraising** – Completed online auction for the 9th ANWTS and raised an additional $650 for Valley Scholars Scholarships. Sent invoices to all sponsors pending payment. Sent demographic information to Wells Fargo for possible scholarship donation. Attended meeting with STC departments to discuss a kayaking fundraiser for Valley Scholars scholarships to be held Spring 2015.
  - **Meetings –** Held Valley Scholars meetings at Pecan, MV, and Starr Campuses on 11/14/14 to discuss upcoming events. Students participated in an Overcoming Test Anxiety Workshop at the meeting provided by the CLE. Held Valley Scholars Fall Social on 11/22/14 to wrap up the semester and provide networking opportunities for students.
  - **Marketing –** 9th ANWTS Thank You Ads featured in Texas Border Business and Mega Doctor News. 9th ANWTS event coverage featured in November issue of Socialife Magazine. Valley Scholars students volunteered to assist the Hidalgo County Welfare Board wrap gifts for their upcoming Children's Christmas Party.
  - **Retention –** Continued finalizing VS early alert system with TR. Students met with the Student Success Specialist for advisement and early registration for Spring 2015.
- **Phi Theta Kappa**
  - **Meetings –** Held Officer meeting on Nov. 14, 2014 to discuss the College Project, Honors in Action Project, and Five Star Chapter Development Plan. Coordinator of Advising, Willie Johnson, provided training on DegreeWorks to officers so they can train members for the College Project. Held General meeting for all members on Nov. 17, 2014 to discuss upcoming events, scholarship opportunities, and competitive edge program. Meeting was telecast to all MV and Starr campuses. Students received training on DegreeWorks to help with the chapter's College Project. Collected graduation regalia pre-orders through the Academic Excellence Office for PTK students graduating in December.
  - **Recruitment –** Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa. 160 new members joined by November and additional students are still accepting. The final deadline to join is Dec. 12, 2014.
  - **Conferences –** Attended the Phi Theta Kappa District V Meeting in Laredo, TX with two officers and two advisors representing Beta Epsilon Mu.
- **Honors Program (Yvette Gonzalez)**
  - **Student Communication –** Assist walk-in and current Honors students with program eligibility, Honor course selection (Spring 2015), program status, and eligibility for receiving Honors cords for Fall 2014 graduation.
  - 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 Summary (FY14-15)

Division	Active Grants FY 14-15 *(awarded as of April 2014)*	Applications Recently Submitted / Pending Notification
LASS	5*	0
Math & Science	1	1
Business & Technology	3*	2
NAH	3*	1
Academic Advancement	3*	4
TOTAL**	**12****	**8**

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

Grant Oversight

- **THECB Carl Perkins Grant**
  - STC is undergoing a programmatic desk review, requiring divisions and departments that use Carl Perkins funding to answer several Institutional Self-Review Questions.
    - Kristina to assist in collecting the following information: data review, partnerships with businesses and industries for job placement, program advisory committees, budget priorities, equipment replacement cycle,
    - Internal STC deadline to complete questions – December 15.
  - Additional items for purchase were submitted to the Grants Office for approval. An additional $77,000 in Perkins funding had been recently allocated to STC.
- **HSI Title V Grant (Department of Ed.)**
  - Met with Lucio on Nov. 5 to identify the computers that will be purchased for the Training Room in the CLE.
  - Participated in the CLE Training Room Technology Bid Review meeting on Nov. 17.
  - Attended a meeting on Nov. 24 with the Grant Compliance team to review best practices in accessing budget information

Grant Development

- **Recently Submitted/Pending Notification: 8 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. Submitted Nov. 6
  - 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. Award notification will not take place until June 2015, though we may receive indication of acceptance in March/April 2015.
    - 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.
- **In Preparation for Submission: 1 Grants**
    - Texas Regional STEM Degree Accelerator Initiative (GTF, Kresge, Helmsley)
        - Aims to increase the number of STEM graduates in Texas.
        - Hosted a meeting for regional partners on Nov. 19. Approximately 45 representatives from K-12 institutions, higher ed., and regional organizations were in attendance. Partners will be asked to submit letters of commitment to STC.
        - Participated in a webinar regarding the RFP on Nov. 20.
        - The application is due Dec. 16. The first draft of the application will be completed by Dec. 3 and then will be reviewed by the grant oversight team. A final draft will be submitted to Dr. Reed for her approval by Dec. 10.

<u>Academic Projects</u>

- **Degree Progress Report Assignment – Faculty/Student Engagement**
    - As of Nov. 3, 1,815 Reflection Activities were submitted online through Formstack. Duplications exist as some students submitted their information multiple times.
    - Plans for the spring 2014 implementation are in development. A more extensive training session will be held with faculty members, including a brief Degree Works training.

- **TSI Planning & Implementation Committee**
  - Hosted the TSI Committee meeting on November 3.
  - Participated in the TSI Sub-Committee on Capturing Student Placement Data on Nov. 7.
  - Met with Laura Talbot on Nov. 25 to review the Developmental Education Plan. Additional revisions are needed before the plan can be reviewed by the committee. The plan will need to be approved by the Board before it is put into use during the Fall 2014 semester.
- **Miscellaneous**
  - Participated in the Digital Signage Committee meetings on Nov. 4 and
  - Lead the interview process for the Project Manager – Academic Affairs position.
  - Drafted description of the process used in the development of the STC Faculty Champion activity.
  - Presented information on the institutionalization of GOT practices at the GOT Program Wrap-Up & Recognition Meeting on Nov. 21.
  - Co-Lead the Special Academic Affairs Leadership Meeting on Nov. 24. The meeting was held in preparation for the Persistence and Completion Strategies Retreat on Dec. 4.

Cody Gregg
Interim Director- Centers for Learning Excellence

CLE Campus Highlights:

- Pecan Campus
  - Instilling Critical Thinking Within Tutoring Sessions—November 7
  - Meeting with PSJA Administrators Rowdy Vela, Diana Cuevas, Lupe Chavez, Angela Gutierrez. They requested assistance to create a tutoring center at PSJA ECHS that is similar to the CLE. We have recommended resources for the initial startup and discussed the importance of keeping data. We will also be assisting them with training their tutors.
  - TSI Assessment Preparation Workshops: Algebraic Expressions-November 3; Word Problems and Applications—November 5; Sentence Structure—November 4; Author's Use of Language—November 5; Inferences in a Text—November 10; Quadratic Expressions—November 10; Main Idea and Supporting Details—November 12; Linear Equations, Inequalities and Systems—November 12; Reading TSI Quick Review—November 13; Math Quick Review, Intermediate Algebra and Functions—November 14; Agreement—November 24; Transformations and Symmetry—November 24; Interpreting Data—November 26.
  - Student Success Workshops: Time Management-November 3; Overcoming Test Anxiety—November 5; Overcoming Test Anxiety—November 7; Overcoming Test Anxiety—November 12; Time Management-November 13.
  - Met RAS Department to revise the CLE surveys for tutors and the CLE—November 12.
  - Tutor Staff Meetings—met with all tutors to review policies and procedures—November 12, 14, 15.
  - Student Success Workshops: Time Management Workshop—November 25; Tutor training for PSJA ECHS on November 24. Administrators from PSJA ECHS requested assistance with training staff and setting up a tutoring center similar to the CLE.
  - Pecan CLE staff participated in an online demo for Ask Online--November 24.
  - Worked on preparations for Light Up Study Night to be held on December 3 at Cooper Center.
  - Submitted paperwork to have 6 tutors receive their next CRLA certification level.
- Starr Campus
  - Meeting with employees that are leveling up in the CRLA Rubric Working on the tutor files and CRLA certifications. This semester a total seven employees are leveling up. Six of the seven are moving to level 1 and one to level 2.
  - Attended the ADA meeting on November 4, 2014 from 11:30 to 12:30. The meeting focused on what the faculty role and staff role was for ADA Students on different departments.
  - Meeting with employees to level them up in the CRLA Rubric.
  - Sent new employee to new hire orientation on Friday November 14, 2014. His official first working day will be Monday November 17, 2014.
  - Sending CLE Staff to Building E academic building to give CLE flyers to students.
  - Starting to pick up all availabilities for spring 2015 returning employees. In addition started creating all NOE's for the spring semester.
  - The Starr CLE is promoting the center by distributing flyers at the campus and at the CLE.
- Mid Valley
  - Proctored one whole-class session on 11/4.
  - Faculty hosted two training sessions for Developmental Math tutors on 11/5 and 11/6.
  - Hosted Mock Interview event on 11/6.
  - Staff conducted one student success workshop on 11/7.
  - How to Tutor Writing Professional Development for MVC CLE humanities staff on 11/7.

- Full- and part-time staff attended and participated in the Mid-Valley Counseling Department Veteran's Day initiative.
- Full- and part-time staff attended and participated in the "Veteran's Day at the Flag Pole."
- Provided two whole-class proctoring sessions for nursing faculty.
- Full- and part-time staff presented information to three sessions of Edcouch-Elsa early college students who were visiting the Mid-Valley Campus.
- Manager completed writing all employee performance appraisals for fall semester 2014.
- Part-time staff conducted 4 student success workshops on 11.24.2014.
- Part-time staff conducted 3 student success workshops on 11.25.2014.
- Manager attended online demonstration of Ask Online on 11.24.20
- Manager met with representatives from Student Lingo (online student workshop)
- Manager submitted CRLA Certification requests for 11 student learning assistants.
- Manager submitted certification requests for 5 lab assistants and 2 testing technicians.

➢ Nursing
- NAH CLE participated in the campus' annual Harvest of Health festival by passing out candies with attached promotional material for the CLE.
- New hire paperwork has been submitted for several new tutors in to assist in programs there has rarely been tutoring for such as the PTA and OTA programs; each of the individuals is certified in these respective fields
- Professional development – Staff meeting and training was conducted this past week as well.
- New OTA tutor started last week. The faculty and CLE staff are excited to have him on board because aside from tutoring students from the OTA program, he will be presenting workshops on various new topics.
- NAH CLE held 3 workshops requested by students.
- Attended a meeting with NAH Dean and program chairs where plans were briefly discussed to launch a campaign to advertise for faculty to use their volunteer hours tutoring.

➢ Tech
- CLE HVAC tutors continued the fall 2014 edition of our "Spaghetti Board Review" Workshop Series with the second workshop held on Friday, November 7th. The "Spaghetti Board" is a hands-on simulation trainer that allows students the opportunity to practice the comprehensive wiring of an air-conditioning system. The "Spaghetti Board Review" Workshop Series is hosted by the CLE's HVAC tutors every fall and spring semester to assist first semester HVAC students who are enrolled in the Basic Electricity for HVAC (HART 1401) course. This will be a four-part workshop series.
- CLE HVAC tutors hosted a "Refrigeration Pump Down" review session at the request of HVAC faculty on Friday, November 7th. The "Refrigeration Pump Down" is a hands-on simulation trainer for first semester HVAC students who are enrolled in the Refrigeration Principles (HART 1407) course.
- CLE HVAC tutors continued the fall 2014 edition of our "Spaghetti Board Review" Workshop Series with the third workshop held on Friday, November 14th. The "Spaghetti Board" is a hands-on simulation trainer that allows students the opportunity to practice the comprehensive wiring of an air-conditioning system. The "Spaghetti Board Review" Workshop Series is hosted by the CLE's HVAC tutors every fall and spring semester to assist first semester HVAC students who are enrolled in the Basic Electricity for HVAC (HART 1401) course. This will be a four-part workshop series.
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- Technology Campus CLE tutors completed all requirements to earn College Reading and Learning Association (CRLA) certifications at their respective levels. South Texas College's

Centers for Learning Excellence are sanctioned by the College Reading and Learning Association (an international organization of learning assistance professionals comprised of more than 700 colleges and universities in the United States and Canada) to certify STC tutors at three established levels of certification.

- All tutors participate in the CRLA training program with the goal of achieving the highest levels of completion as a mark of professional and institutional distinction. To progress through each level of CRLA training, a tutor must meet several requirements:
  - Obtain 15 hours of training in six categories of academic assistance (per level)
  - Complete at least 50 hours of direct tutoring experience with students (per level)
  - Submit a formal request for certification

Jagtrax Data (November 2014)

	All Campuses	Pecan	MVC	Starr	NAH	TC
Total Student Hours Delivered	11377:06	2895:29:00	2579:06:00	676:01:00	1745:27:00	3481:01:00
Independent Study (Duplicated)	1986	259	850	33	770	74
Independent Study (Unduplicated)	710	141	249	23	263	34
Lab Visits(D)	30532	19128	4783	1183	4823	615
Lab Visits (U)	5720	3739	865	271	642	203
Proctoring	123	*Note: Proctoring Requests can be placed for multiple campuses				
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)	6638	3471	1269	327	225	1346
Tutoring Visits/Sessions (U)	2137	1151	511	129	139	207
Workshop Attendance	274	33	139	32	53	17
Workshops Hosted	36	18	4	3	9	2

Laura Talbot
Associate Dean - Curriculum and Student Learning

Curriculum

- **Curriculum Revisions**
  The Curriculum staff processed multiple curriculum revisions for Fall 2014. The third meeting of the Curriculum and Program Review Committee was November 18th, and had 23 individual curriculum items on the agenda for approval.
- **Curriculum Updates**
  Curriculum Specialists continue process curriculum revisions for Fall 2014 implementation.
- **THECB Submissions**
  Bachelor course renewals were submitted in November for 5 Technology Management courses. The Diagnostic Medical Sonography Advanced Technical Certificate was also submitted for approval by the Associate Dean.
- **Program Development**
  Program proposals for an Advanced Technical Certificate in Diagnostic Medical Sonography, an AAS in Welding, were reviewed by the Education and Workforce Development committee of the Board in November. The ATC in Diagnostic Medical Sonography was subsequently approved by the Board of Trustees. A Program Development brief for an AAS-Law Enforcement Specialization in Crime Scene Technology was completed in November and will be presented at the next Academic Council meeting. Additional program briefs are being developed by faculty for Gender/Women's studies, and Architecture.
- **Labor Market Reports**
  Labor market reports for the following occupations were produced by the Associate Dean at the request of faculty: HVAC Technicians, Electricians, Architectural and Civil Drafters, and Construction Managers.
- **Online Student Evaluations**
  Evaluations for Fall 2014 are underway and scheduled to close on December 6th. Current response rate is at 32%, with 22.964 individual evaluations submitted.

Student Learning Outcomes and Assessment

- **PRIDE Training**
  Eight JagPRIDE trainings were scheduled in November, including training provided at the Teaching and Learning Academy for new Faculty. Approximately 50 faculty were trained during those sessions.
- **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.

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 November and continued to develop a draft plan for implementing Non course-based Developmental interventions and additional placement recommendations. A draft Developmental Plan for Fall 2015 is currently being developed by the TSI Implementation team.
- **Presentations**
  The Associate Dean of Curriculum and Student Learning made the following presentations during the month of November:
  - Presented on the applied bachelor programs at the RGV Lead Regional Conference on November 3rd with the Dean of Math, Science, and Bachelor Programs.
  - Presented the Dual Enrollment Participation Rules and Requirements at the SAEM Counselor's Update on November 11th.
  - Presented the Diagnostic Medical Sonography and Welding programs at the EWD Board Committee on November 13th.

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 continued to process all related financial transactions and registrations for the upcoming Spring 2015 TACTE conference.

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 fourth session in November. 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 third meeting in November. Each individual is meeting with a smaller team of participants within the Academy to plan an institution project as part of the Academy.

Nicolas Gonzalez
High School Programs and Services Administrator

- **Dual Enrollment**
  - MOU signing and ribbon cutting ceremony was held at Edcouch Elsa ECHS this past Thursday. Many people attended and by all indications, a great success.
  - We are planning a similar, although larger event at Sharyland's ECHS opening ceremony scheduled for September 24th.
  - Similarly, we will be approaching Rio Grande City about scheduling a ceremony for their ECHS in the near future.
  - We are almost finished with the enrollment of all ECHS that our Coordinator are completing, and should meet the Census deadline.
  - We have tested and completed revamped our Dual Enrollment Web System. All Web Operators reported the system as much better in producing the correct data, easier to access and navigate. Every high school site has the system available for them to view and print students rosters, review final grades at the end of the term, and submit drop requests. Term data is kept for the last three terms.
  - Providing case management for all students
  - TexPREP plans to take all students to a science competition on October 10th at UTPA. Hidalgo, Roma, and PSJA will be participating.
  - ECHS staff continues to work through fall registration issues successfully and preparing schools for the spring schedule.
  - ECHS staff is currently preparing to conduct degree auditing for purposes of projecting graduation numbers for the spring.
  - Rio Grande City ECHS opening ceremonies are tentatively scheduled for October 10th at the former high school. More info to follow.
  - Kim Crawford, Rebecca De Leon and I are attending the Celebracion de Excelencia Conference in Washington D.C. The Academies program is a finalist and recognized for providing gateways for Hispanic students to higher education.
  - TexPREP plans to take all students to a science competition on October 10th at UTPA. Hidalgo, Roma, and PSJA will be participating.
  - ECHS staff continues to work through fall registration issues successfully and preparing schools for the spring schedule.
  - ECHS staff is currently preparing to conduct degree auditing for purposes of projecting graduation numbers for the spring.
  - Rio Grande City ECHS opening ceremonies are tentatively scheduled for October 10th at the former high school. More info to follow.

- **Meetings/Events/Conference Phone Calls**
  - September 2, 2014 – TSI Planning & Information Committee Meeting
  - September 4, 2014 – Ribbon Cutting Ceremony at Edcouch Elsa ECHS
  - September 5, 2014 – Texas A&M University College Station at NAHCampus
  - September 5, 2014 – President's Administrative Staff
  - September 8, 2014 – Dual Enrollment Web System Meeting
  - September 8, 2014 – Academic Affairs Council Meeting
  - September 12, 2014 – Planning and Development Council
  - September 16, 2014 – TWC Conference Discussion with Webb, Mahalia C.
  - September 18, 2014 – Dual Enrollment Class PSJA Meeting with Melba Treviño

- September 23, 2014 – Meeting on ECHS Graduation Counts for Booklet
- September 24, 2014 – Guest Speaker at Sharyland ECHS Ceremony
- September 26, 2014 – Planning and Development Council
- September 30, 2014 – Excelencia Conference

Dual Enrollment: Alejandra Cantu

- **Workshops/Meetings**
  - Meet with IT Department to discuss DE Web System.
  - Visited Oratory HS to discuss schedule and pick up DECA.
  - Attended ECHS meeting to discuss spring schedule for all new Early College High Schools.
  - Meet with Laura Talbot to review the schedules of new schools offering dual and the schools going over 50%.
  - Meet with Outreach Department to discuss reconciliation process for dual students.
  - Meet with Vanguard Academy and Sotomayor ECHS to prepare prospectus

- **DE Scheduling and Planning**
  - Changed times at Valley View Hs for fall 2014.
  - Deleted a couple of sections from PSJA North due to low enrollment for fall 2014.
  - Changed times and deleted two sections for BETA HS.
  - Added a section of Engl 1301 for Edinburg ECHS.
  - Change instructors for two sections at Rio Grande HS.
  - Cancelled Art appreciations at PSJA Memorial HS
  - Deleted a section of speech at PSJA Memorial
  - Per Assistant Principal at Thomas Jefferson, changed the time for Chem 1412.
  - Worked with Assistant Principal from PSJA HS on the spring schedule.
  - Did degree audits of all the students from PSJA HS and PSJA Memorial on the multimedia and computer applications certificates.
  - Per Dual to Degree specialist, cancelled two math sections at Science Academy due to low enrollment.
  - Cancelled Educ 1301 at Weslaco HS and Weslaco East due to low enrollment.
  - Worked with Asst. Principal at PSJA North on the spring semester.
  - Changed instructors on a couple of S sections requested by program chairs.
  - Worked with CTE counselor at Donna North and instructor to change the sequence on two drafting courses.

Dual Enrollment: Clarissa Torres

- **Dual Enrollment Faculty**
  There was no dual enrollment faculty hired in the month of September, due to classes having already started. I have received inquiries regarding dual enrollment as well as reviewed five transcripts. In the coming month the process will begin for hiring dual enrollment faculty. So far, we have candidates for Criminal Justice, Speech (Communications), and Environmental Physics. I have also received one application for History and one for English. However, for the spring semester I do not plan on forming History or English interviews unless we will be replacing instructors or if the course is already being offered. Adding instructors and courses in these subjects would not allow schools to follow the sequence.
- **Dual Enrollment Faculty Spreadsheet**
  Added four candidates to the dual enrollment faculty spreadsheet and have made initial contact with all candidates informing them that the process would begin mid-October.
- **Approving Rosters and Official Transcripts for Dual Enrollment Faculty**
  Made contact via email and phone to dual enrollment faculty to approve the census roster that was due on the 12th class day. In addition, I have two new dual enrollment faculty whose official

transcripts have still not been received by Human Resources. I phoned and emailed these instructors throughout the month of September.

- **College Wide Professional Development Day**
  Attended the College Wide Professional Development Day and gained information regarding what South Texas College has planned for the coming year. Networked with STC staff and faculty during networking breaks and breakout sessions. Attended two sessions in the afternoon titled, "campus coaches" and "conflict management".
- **Dual Enrollment Web Operating System**
  Worked tentatively 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.
- **Textbooks for New DE Courses**
  Made changes to textbook list as they became available. I met with our partnering district PSJA regarding textbooks and the procedures for updating textbooks. They were informed again of the three years they have from the time of purchase of textbooks. 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. A few faculty have expressed concern that younger students will take offense at the mature topics dealt with in classes. Faculty are worried about repercussions even though they forewarn students about such discussions and have protections according to College policy.
  - 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.
  - Offered to help Council of Chairs President with compilation of "Best Practices" in chairs' supervision of 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. The aim is to form a standing committee to ensure and maintain college level rigor and collegial interaction between the department and dual enrollment faculty at the high schools. Dr.Nelson will present the committees ideas to Dr. Petrosian.
- **High School Programs and Services Webpages**
  - Followed up on requests to HSPS to update webpages with information from Summit and manuals. Followed up on request to OPOD to reformat FAQs for posting on HSPS webpages.

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 which included: UT Health Science Center Presentation and University of Texas at San Antonio
  - Contacted parents of students with failing grades
  - Began scheduling fall recruitment presentations
  - Spring 2015 Booklist sent to Districts
  - Registration completed for Academy Spring 2015 semester
- **Workshops:**
  - UT Health Science Center
  - University of Texas at San Antonio
  - Medical Science Speakers: HEB and STC Program Chair
  - How to Prepare for Finals
  - Apply Texas and Financial Aid
- **TexPREP:**
  - Planning underway for Hidalgo ISD trip in spring to Sea World
  - TexPREP recruitment and application dates set for Spring 2015
- **Academy Programs:**
  - Presentation at PSJA, PSJA Memorial, Mission High School, Mission Collegiate, PSJA North, Palmview, Nikki Rowe and McAllen High School
  - All rosters updated with current students participating in the Academies program
  - Academy application data entry and processing for Weslaco High School, Mercedes Early College High School and Progreso High School
- **McCCTI**
  - Completing the semester credit recovery before leaving for winter break
- **Recovery Program:**
  - Planning of STC Technology Campus tour and presentation by College Connection Department
- **Professional Development/Continued Learning:**
  - Held Staff meeting for Dual Enrollment Academy Staff
  - Attended Grant Managers Training
  - Attended the TexPREP Fall Directors meeting
- **In Progress: Projects and Major Activities**
  - Continue to schedule recruitment presentations
  - Planning underway for spring 2015 college tours
  - Academy Spring Information Sessions on December 12th
  - Case management for all students in the Academy Programs

Sofia M. Peña
Director - Early College High Schools

- Spring Semester early registration in progress for Spring Semester.
- Meeting with Mission and Weslaco CTE administrators to ensure students are ready for college coursework in Spring 2014.
- ECHS Director presented at Texas Workforce Conference in Dallas.
- ECHS Director & Coordinators along with staff from Student Services presented at the Counselor's Annual Update.
- 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 National Early College Conference in Austin.
- ECHS Director and Coordinators met at monthly staff meeting. Next one scheduled for December 11 in the afternoon. 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, November 14th to discuss StrengthsFinder 2.0 presented by Jenny Newcomb. The participants were required to complete their StrengthsFinder 2.0 assessment and learn and participate in group discussions using their individual reports. Throughout the presentation, participants were engaged in activities that helped them to collaborate on learning about the strengths of their peers as well as their own and how understanding them will add value to their role and South Texas College.
- **Focus Academy**
  The Office of Professional and Organizational Development conducted a total of four sessions in the month of November 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 6 – Questioning and Literacy Groups

  FOCUS II
  - Session 4 – Classroom Talks
  - Session 5 – Questioning and Literacy Groups
  - Session 6 – Writing to Learn
- **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 November. There are currently 23 active participants.
  - Session 5 – 100 + Teaching Strategies
  - Session 6 –JagPRIDE
- **Ambassadors Cross-Training Academy (ACTA)**
  The Office of Professional and Organizational Development held a total of three sessions in the month of November. There are currently 30 active participants. Presenters have been confirmed.
  - Session 8 – Judicial Affairs & Conflict Resolution Center, Student Activities & Wellness, and Public Relations & Marketing
  - Session 9 – Facilities Planning and Construction, Continuing Education, and Counseling Services
  - Session 10 – Instructional Technologies and Facilities Operations and Maintenance
- **Jaguar Academy**
  The Office of Professional and Organizational Development held a total of four sessions in the month of November. All 11 participants successfully completed this academy
  - Session 4 – Points of Pride
  - Session 5 – Reflections of the STC Spirit and Graduation
- **Distinguished Leadership Academy (DLA)**
  The DLA was held on Thursday, November 20th for the 13 participants in STC's highest level leadership academy. The participants focused on Strengths Based Leadership utilizing their StrengthsFinder 2.0 report. This session, presented by Jenny Newcomb, helped participants learn how to be a more effective leader by knowing the strengths of their team as well as their own.

Special Projects and Collaborations:

- **Distance Education – Blackboard Collaborate**
  In an effort to develop new teaching strategies and training/course delivery, the OPOD participated in several brainstorming sessions on how Bb Collaborate would be able to increase the capacity of professional development for all faculty and staff as well as support active-learning teaching strategies.

Programs in Development:

- **College Wide Professional & Organizational Development**
  The OPOD is continues on the CWPOD breakout session proposals to be email out to faculty and staff.

Requested Artwork & Design Projects

- **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 in order to meet the goals of the department of highlighting opportunities for military students.
- **Adjunct and Dual Enrollment Faculty PD Day**
  The OPOD has designed and created promotional materials, including web banner, flyers, and postcards for the upcoming Adjunct & Dual Enrollment Faculty Professional Development Day.
- **STC in FOCUS Logo**
  Several drafts have been designed on a logo for the STC in FOCUS grant project. A logo was designed and a template created for a presentation delivered by Faculty Advising.

HSI Grant: STC in FOCUS Implementation

Furniture and equipment for the PD Training room, C-111, has been ordered. Offices for the oncoming grant-funded, personnel have been identified and OPOD is in the process of ordering office furniture and equipment for each office space.

Positions for the grant-funded personnel have been advertised and closed. Applications are waiting for review by the Office of Human Resources. The FOCUS Academy is currently in progress. Potential Tier 1 and Tier 2 Active Learning Classrooms have been identified for Pecan Campus. OPOD is currently collaborating with Deans and Campus Administrators to identify potential Active Learning Classrooms at MVC, NAH, Starr County, and Technology campuses. Project management plans are in place.

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

STC-La Joya Teaching Center

- Monitored ongoing dual enrollment classes and traditional courses.
- Analyzing previous program offerings in efforts to build traditional course offering list.

STC-Pharr Teaching Center

- Tuesday construction update meeting 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. Crucial renovation work has been completed and awaiting arrival of HVAC classroom trainers from Technology Campus. Received PMT replacement equipment from Rex Supply. Coordinating transfer of PMT equipment from Ridge Road storage room to PTC lab.
- Met with Dr. Alisa Fernandez to conduct a walk-through and overview of the Pharr Teaching Center to identify testing and consulting areas to accommodate special needs students.
- 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.
- Met with Ms. Gomez to discuss new initiative to turn CCTA into an ECHS, developing grants, and classroom assignments.
- Conducted a walk-through with Fire Science faculty secretary, Claire Forrester, Space Management Specialist, Priscilla Cuellar, and Facilities Project Assistant Manuel Vasquez, in review of PTC classroom and office space furniture and equipment requests. Priority has been set on providing requested items to accommodate Fire Academy faculty and staff for the start of the spring 2015 semester.
- Coordinated with Rex Supply Company managers in delivery of lathe, grinder, metal cabinets and tools at the PTC facilities. Pending delivery of second lathe to be delivered during the first week of December 2014.

Other Activities

- In attendance for Mr. Reyna, met Dr. Esmaeili and Dr. Plummer in a teleconference session with education outreach coordinator for Space-X. Shared the many recognitions the College has received, our various program offerings, and our genera impact in the Hidalgo and Starr county areas. With no definitive plans in Space-X project site and ability to identify specific occupations, continued communication and collaboration between South Texas College and Space-X was encouraged.
- Attended weekly Business and Technology Program Chair meetings.
- Attended Degree Works training session presented by Ross Villagran at the Technology Campus.
- Attended GOT Program Wrap-up and Recognition meeting,
- Attended DLA session at the Pecan Campus Professional Development training room.
- Continued on development of Technology Campus Booklet project.
- Coordinated meeting for Creating a Model for Systematic Change-Work Team #5, Transforming High School into College in coordination with PSJA ISD.
- Attended and assisted Dr. Petrosian with Work Teams #3 and #4, Scaling Up Academies &ECHS, and Dual Enrollment Planning and Alignment.

South Texas College

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Information Services and Planning

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Dr. David Plummer
Interim VP

Information Services, Planning & Strategic Initiatives

Monthly Activity Report
November, 2014

Alicia Gomez, CIO
Technology Resources

Applications Development

HR Process Redesign and Automation
Development on a fully electronic appointment letter module that will allow faculty, administrators and executive to view and acknowledge appointment letters online will be finalized by December 2014. The new module is expected to be tested in January 2015. The HR and TR staff began preparations to kick off the Salary Planner implementation the first week in December, expected and go live is March 2015.

Degree Works
No issues have been reported after Degree Works and the Graduation Meter were rolled out to production on November 10, 2014. The new application allows students to access Degree audit, Academic advising, and transfer articulation online solutions via JagNet. The implementation team will continue to monitor system performance as the usage of this new application becomes widely spread.

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
The JagNet and ODS database encryption recommendations outlined in the IT assessment have been completed by the Systems team and are now in the production environment. The TR and Security teams continue to make progress towards validating work performed on all other assessment action plans.

Business Impact Analysis and Disaster Preparedness/Recovery Planning
The Technology Resources team met with the BIA implementation team and agreed to proceed with plans to build a replication datacenter in Rio Grande. The Infrastructure team will continue to configure device and software while Facilities and Construction reviews the possibility of acquiring a generator unity for the new datacenter.

Other plans such as the implementation of staff and faculty email Office 365 will be work on in parallel.

Technology Support and Client Services

Internet Explorer 10/ MS Office 2013

Deployment and Installation efforts on Internet Explorer 10 and Micro Soft Office 2013 continued through the month of November. All computers district wide are expected to be upgraded by the end of December 2014.

Infrastructure Improvements

After completing the analysis on bandwidth availability and traffic during peak times, the Technology Resources team met with Insight engineers to go over the assessment report. The results will be used to calculate bandwidth current need and estimate future growth, as well as, fine-tune current configurations for network performance and efficiency.

Computer Replacement

A new annual computer replacement cycle recommendation was presented to South Texas College administrators during COC and PAS meetings. The new plan which consists of replacing old equipment by model and is based on high communication and transparency will be set in motion this year with 300 computers.

Pharr and La Joya Teaching Centers (CCTA)

Computer and Phone equipment was installed at the Pharr site and is ready for the spring term.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 11/3/2014: Analog to Digital Conversion Meeting, Temporary Assignments Meeting
- 11/4/2014: Digital Signage Committee Meeting, Rise Vision Demo
- 11/5//2014: Rise Conference Call
- 11/6/2014: Rise Come Players, Library Services Directors Meeting, Mid Valley Multipurpose Room Meeting
- 11/7/2014: AMX Training
- 11/10/2014: Project Update Conference Call
- 11/12/2014: Digital Signage Meeting
- 11/13//2014: Finance Committee Meeting
- 11//17/2014: Project Update Conference Call, Graduation Meeting, Bid Opening Meeting
- 11/20/2014: ACTA Presentation
- 11/21/2014: Department Team Meeting
- 11/24/2014: Project Update Conference Call

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
August	89
Sept	169
Oct	241
Nov	188
Dec.	

Total Man Hours

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

2014	
Jan	105.5
Feb	373.75
Mar	174.75
April	363.5
May	75.25
June	82.75
July	103
Aug	101.75
Sept	240
Oct	488.5
Nov	348.50
Dec	

Reservations by Campus:

November-14

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	105	20	0	80	6
Data Projector	10	0	5	39	0
Laptop	143	14	3	0	2
PA System	14	5	1	5	2
CD Player	1	0	0	1	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	5	2	0	2	0
TV	1	2	5	0	1
Microphone	79	18	6	10	2
Direct Box	3	2	2	0	0
Digital Camera	20	3	0	0	3
Speakers	105	2	10	105	2
Overhead Projector	0	0	0	0	0
Remote	36	4	0	0	3
Headphones	3	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	15	5	3	1	6
Document Camera	164	29	37	0	0
DVD/VCR Player	2	4	3	0	3
Wireless Lab	0	29	0	0	0
Keyboard/Mouse	7	61	0	0	0
Sympodium	27	16	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	15	0	0	0
CPS	0	0	0	0	4
Mixer	20	4	6	4	0
Tripod	0	2	0	2	1
WebCam	2	6	0	0	0
Computer	0	0	0	0	0
Portable Table	20	2	1	5	3
Microphone Stand	9	6	2	6	0
HD Video Streamer	3	0	0	0	0
Polycom Phone	1	0	0	0	2
Stooges (switcher)	5	0	0	0	0
LANC Controller	2	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	1	0	0	0	0
Comm. Headset	0	0	0	0	0
TOTAL	803	251	84	260	40

_____, CISO
Information Security

- **Action Plans – PCI, IT Assessment, 2012 Assessments**
  Over the past year the Technology Resources and Information Security teams have been working to complete tasks on several important action plans. These include our PCI phase 1 and 2, Whitely Penn Audit, Oracle health checks, and others. Most of these items have been completed with the use of a technical control or procedural change. The InfoSec office is currently pending verification of these items. Both teams are working to complete a proper verification, proving the work performed meets the recommendations.

- **Incident Response Plan**
  A proper incident response plan is a crucial part to an information security program. Having the correct parties involved beyond the technology teams is a key element. 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 firewall proof of concept is coming to a close. All of the vendors provided large amounts of time and expertise during this evaluation process. The teams scored each vendor following the set criteria and gave recommendations based on technical requirements and functionality for the college. A final decision will be made before the winter break, based on approval from the TR leadership team and VP.

- **Computer Science Online Labs**
  This project is based on a college wide initiative to increase the number of online classes available to distance education students. The computer science program is participating in this goal by creating several courses and lab portion of the class available to students while off campus, allowing the class and lab to be taught completely online. The technology resources and InfoSec teams are working on a secure method of access and to provide a reliable virtual environment for students to use.

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

IE Related Activities:

- Submission/Monitoring of Hiring Packet for open analyst position
- Reworked portions of hiring packet for analyst.
- Developed Financial Manager List
- First draft for the IEA 2015-2017 IE Plan sent to Paul (100%) complete
- Conducted research on Texas community colleges who partner with hospitals
- Implemented the Task feature of Outlook to drive office activity
- Completed IEA Mid-Bi Experiment
- Factbook investigation and cursory analysis
- Follow-up on Business Office-IEA partnership and calendar
- Work on BO/IEA integration, developed Agenda, updated IE Budget IE training calendar
- Meeting with Business Office to determine common approaches
- Meeting with HR Director to include HR with BO/IEA trainings
- ACTA Presentation and Requisite Preparation
- Failed attempts to meet with Reporting Team, RAS
- Initial Attempt at OSIR Template Completion
- Research. Developed and updated new Associate Dean Position Description
- Work on Presidential Mid-Biennium Report
- Reassigned President's Mid-Bi Report
- Emails Regarding Outstanding Mid-Bi Reports
- Met with Physical Therapy Assistant, Applied Technology, Technology Management, and BAT IE Plan writers to discuss Mid-Biennium IE Report
- BAT: Technology Management 2013-2015 IE Plan
- First draft for the BAT: Technology Management 2015-2017 IE Plan completed
- Completed the Dean of Enrollment Services and Registrar & Director of Degree Completion Mid-Biennium IE Report
- Documented the process by which IEA staff assisted IE Planners with completing the Mid-Biennium Reports
- Announced (!) candidacy for office in AERA
- List of majors sent to Music Department
- Volunteered as Forum Panel Reviewer for AIR
- Monitored new IE reporting platform (Xitracs)
- Developed initial list of Desired Options from Xitracs
- Reworked portions of hiring packet for analyst.
- Phone Conference with Terri Manning (re: ATD)
- Mid-Biennium Experiment: Garnering Results
- Initially developed IEA reporting tool for SSG meetings
- Development of new Weekly Report format
- Puente Project conference call.
- Redirection of priority-setting among staff
- Forum Proposal reviews for Association for Institutional Research
- Announced (!) candidacy for office in AERA

Evaluation and Assessment of Interventions:

- Touch-up and Posting of DegreeWorks Assessment Plan
- Posted DegreeWorks Assessment
- Finalization of Texas Completes Data Report, Success Stories
- Meeting with William Santana to discuss initiative idea
- Metrics added to Texas Completes Top 5 Successes submission
- Data for DPRA assessment
- Handled data request from Biology Department
- Discussed TX Completes KPI Report with IEA Staff, Serkan Celtek
- Researched Data Extraction procedures in ODS
- Studied methods of cleaning data in SPSS
- HR Meeting to begin determining dates for Assessment
- Oversaw calendar development for Assessment data
- More work learning STC data structure and accessibility for director

IEA Reporting Analyst's Activities:

- Worked on the President's Mid-Bi Report
- Attended Conference Moving the Needle, Clearwater, FL
- Provided the Puente Cohorts Persistence Rates report and the Puente Cohorts Course Success report for Puente Project Site Visit Meeting
- Worked on the IEA Data Needs Calendar (2)
- Worked on the President's Mid-Bi Report (2)
- Worked on the External STC Factbook Reorganize Project (2)
- Worked on the Puente Training for Director (2)
- Worked on the Puente Project data request
- Provided the Music Major Student report for Music department
- Worked on and fixed the MS-Outlook 2013 Task Status Transparency issue

Factbook Related Activities:

- Updated and posted the Graduate Awards Summary by Academic Year and by Program Report for internal STC Factbook
- Coordinated with RAS for Factbook updates (2)

IEA Website Related Activities:

- Recorded, edited, and uploaded the IEA presentation for ACTA training video for IEA shared folder
- Updated the IEA website (2)

Meetings and Conferences:

- SSG (4)
- Meeting with David Plummer
- IPAS Phone Conference
- IEA Staff Meeting (4)
- Civitas "Verification of Data" Meeting
- Puente Data Team Meeting
- PDC
- One to One with VP Plummer
- PAS

Miscellaneous:

- HR Issue Data Collection (2)
- FCOM Loses Final Game of the Season
- Compiled media research summaries to post to @IEA_STC Twitter feed
- Scheduled Twitter posts for @IEA_STC account
- Attended the Tracking Student Progress – the "Maryland Model" Webinar
- Observed THECB - Community, State & Technical College Liaison Meeting, THECB - Certification Advisory Committee (CAC) Meeting
- Observed the THECB - Apply Texas Advisory Committee Meeting and the THECB - Strategic Planning Committee to discuss influencing student debt meeting
- Attended ACTA training
- Updated "A Brief History of STC" document for external Factbook on RAS website
- Attended the Appeals Committee Meeting
- Observed the White House Initiative on Educational Excellence for Hispanics webinar

Cody Gregg, Dean
Library Services and Information Commons

Meetings:

- 11/3/14: Analog to Digital Conversion Meeting: TSI Planning and Information Committee Meeting.
- 11/4/14: Meeting with new SI Coordinator; Coordinated Operations Council Meeting; 2013 Bond Program Planning Meeting.
- 11/5/14: Meeting for Compensation of Part-time Employees.
- 11/6/14: CCUMC EOMC Meeting.
- 11/7/14: President's Administrative Staff Meeting.
- 11/10 – 11/14/14: On vacation.
- 11/17/14: Perkins Grant Meeting; Academic Affairs Council Meeting; CCUMC Board Meeting Conference Call; HSI Bid Review.
- 11/18/14: Bond Program Planning Meeting; One-on-One Meeting; National lunch meeting; CLE Art Exhibit Space Meeting; Designing Next Generation Learning Spaces webinar.
- 11/19/2014 – 11/21/2014: Learning Space 2019 Conference.
- 11/24/14: FY 2015-2016 Capital Improvement Projects and Staffing Plans Meeting; CCUMC Online Meeting; Ask Online Training.
- 11/25/14: STC 2013 Bond Program Meeting.
- 11/26 – 11/28/14: Vacation/Holiday.

Library Services Data:

Library Services Data: 11/1/2014 -11/30/2014								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	112	0	270	n/a	29	0	411
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	684	12535	13074	46389	590	4576	2086	79934
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	896	246	1806	n/a	59	0	3007
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1435	408	3547	n/a	248	328	5966
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	9	2	23	n/a	24	1	59
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	479	45	866	n/a	267	60	1717

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Continued working with SirsiDynix and IT staff to plan and prepare for an upcoming upgrade and platform migration.
- Began working with IT staff to troubleshoot issues with Swank videos for on-campus users.
- Continued selecting Computer Science resources for purchase.
- Continued investigating several issues with catalog records that do not display correctly in XML reports.
- Began working with a vendor to allow database access for the MidValley campus.
- Continued recording and editing videos on how to use the eBook databases.
- Continued to work on the Infographic flyer for library.
- Continued to work on the Infographic design for book usage.
- Searched for and imported records for newly received items using WorkFlows, LC, and OCLC and assigned item barcodes to MARC records in WorkFlows.

Collection Development Balances:

- Library Acquisition..... $ 156,512.00
- BAT & BAS/TMGT Materials- ..... $ 6,162.00
- BAT & BAS/CIT Materials- ..... $ 6,000.00
- BAT & BAS/MHSM Materials- ..... $ 5,603.00
- BAT & BAS/OL Materials- ..... $ 6,446.00

Information Commons and Open Labs:

Highlights:

- The Visual Studio 2012 software install was completed district wide.
- 11/18/14: New Open Lab Supervisor her assignment.

November 2014 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	3,421	11,844	13,758	24,039
Pecan Internet Café	920	2,536	4,395	11,554
Pecan T. Info. Commons	542	1,299	1,081	3,723
Mid-Valley Open Lab	1,663	6,627	8,044	
Mid-Valley Open Area	697	1,450	2,086	
Starr County Open Lab	470	1,913	2,292	
NAH Open Lab	1,177	5,156	3,026	
Technology Open Lab	625	2,459	2,885	
Technology Internet Café	214	614	277	
District Total:	**9,729**	**33,898**	**37,844**	**39,316**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	3,530	10,403	15,131
Pecan Testing Room F-228	36	57	154
Mid-Valley Info. Commons	1,340	3,725	5,983
Starr County Library	551	2,182	2,069
Technology Library	301	988	1,123
District Total:	**5,758**	**17,355**	**24,460**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	874	1,373	1,622
Pecan F-130 Group Stations	158	223	330
Mid-Valley Library Group Stations	241	357	389
Mid-Valley Open Lab Group Stations	36	45	172
NAH Group Stations	446	1,039	947
District Total:	**1,755**	**3,037**	**3,460**

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

- 11/04/14: Met with the new Coordinator for the Supplemental Instruction program.
- 11/06/14: Held an Open Lab Leadership meeting.
- 11/06/14: Met with the Dean of Library Services for their bi-monthly meeting; met to discuss the different furniture options for the Library.
- 11/07/14: Traveled to the Mid-Valley Campus to introduce SI Coordinator to the staff; attended the President's Administrative Staff meeting.
- 11/10/14: Attended Blackboard Training at eh Pecan Campus Rainbow Room.
- 11/12/14: Traveled to the Mid-Valley Campus to attend an SI evaluation and to oversee the lab operations and holiday preparations.
- 11/13/14: Traveled to the Nursing and Technology Campuses to oversee the lab operations and holiday preparations.
- 11/14/14: Traveled to the Starr County Campus to interview for a work-study position and to oversee the lab operations and holiday preparations.
- 11/17/14: Met with the new Coordinator of SI; Met with RAS.
- 11/18/20: Attended a meeting with a Library consultant to discuss 720 Design Inc.; attended a webinar at the NAH Campus; attended an Accutrack demo; attended a meeting to discuss designing next generation gathering and learning spaces for Libraries of every type.
- 11/19/14: Traveled to the Technology Campus to oversee lab operations and holiday preparations.
- 11/21/14: Coordinated and held and Info. Commons and Open Labs Department meeting; attended the President's Administrative Staff meeting.

Library Services Public Services

Meetings:

- 11/6/14 & 11/7/14: District IV Conference, Victoria, Texas
- 11/19/14: Staff meetings at Mid-Valley and Starr campuses.

Library Art Gallery September Exhibits:

- Gesticulaciones de la Vida
  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:

- **Banking Major Survey**
  - Survey created in Checkbox
  - Student list and contact information sent
- **Biology Enrollment**
  - # of students enrolled in 2401 and 2402 by major
- **Business Administration Survey**
  - Online survey created (to gauge interest in finance program)
- **BUSA online surveys (3) – Sent response counts**
- **CB116 – Follow Up**
  - Entered follow-up Data to THECB
  - Sent reminder to program chairs and dean
  - Collecting and entering data
  - Sent reminder to program chairs and dean
- **CCSSE**
  - Registration completed
  - Looking for a date to attend workshop
  - CCSSE Custom Special Focus Module questions
- **Checkbox**
  - Checkbox clone this weekend, will test the week of November 10th to the 14th.
- **CLE surveys, redesign**
- **College of Business and Technology Graduates**
  - # of Graduates for AY 2014
- **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)
- **Enrollment Projection Scenarios**
- **eSTC Website Satisfaction Survey**
  - Developed checkbox survey
- **GOT**
  - Profile of first cohort's graduates
- **NAH Tutoring**
  - Profile of NAH students who stopped out
- **National and Texas enrollment trends**
- **Open Labs**
  - Sent reports regarding the Information Commons and Open Labs
- **Reports**
  - Processed next week once all the data has been sent to the P drive
- **Success Points Targets**
  - Calculating trends

- **Surveys**
  - Created and Scanned Puente Pre Survey
- **Texas Completes KPI data**
  - Developmental Education data
  - Persistence rates
  - Successful course completion rates
  - Persistence Data for Fall 2012 – Fall 2013 Cohorts, Fall and Spring retention
  - Review of KPIs
  - Data on selected KPIs
  - 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
- **Valley Scholars Cohort**
  - Ethnicity Breakdown
  - Persistence Rates for 2008-2013 Fall Cohorts

- **Welding program survey creation**

Data Requests:

- Academic Year 2012 and Fall 2013Course Success Rates by Ethnicity – (Complete)
- BAS-OL duplicated enrollment for first six terms – (Complete)
- Business Office Annual Progress Publication Data – (Complete)
- CAFR Update of Supplemental Statistic Tables – (Complete)
- Campus Enrollment Fall 2014 – (CLE)
- CLE surveys - implement them with validity and randomness- (Ongoing)
- College Board Survey Data Submission – (Complete)
- Developmental Math Success Rates – Grade distribution for developmental math spring 2013 and fall 2014 (Complete)
- DOE Application Data Fall 2012 – (Complete)
- Dual Contact Hour Projection Data – (Complete)
- Early college high school students which included both summer 1&2- (Completed)
- ECHS Course Load and Success – (EDC 11112014)
- GOT cohort report which included 972 students with all their major and financial aid information for the past 3 years- (Completed)
- GPA of Dual Students taking more than two courses
- Graduate Award Projections – (Complete)
- Graduates by program, past 5 years – (Complete)
- Math and Science AY 2014 graduate counts
- MATL 0020 Pass rates – (Complete)
- Mid-Valley Campus Enrollment, Fall 2013 – (Complete)
- Mission Economic Development Authority Scholarship Students' Subsequent Enrollment
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Institutional Profile 2014 – (Ongoing)
- Students taking SPCH classes and are enrolled in specific majors- (Completed)
- Success Rate by Ethnicity – (Complete)
- Success Rates of Online vs. Traditional courses (two separate reports, with and without dual sections)
- Three different pivot tables to cover all students taking online classes from Fall 2011 through Summer 2014-Dr. Erasmus (Complete)
- TSI Complete and College Ready FTIC Fall – (Complete)
- Welding program survey- (Ongoing)
- 2013 Placement Factbook Report (Complete)

- # of ECHS students attending non-S sections by high School – (Complete)

Data Quality Process:

- Achieving the Dream File Submission (Ongoing)
- Lack of Overall TSI Status on SZRTXSI Table and Dysfunction of SZATXSI Form in Banner - (Ongoing)
- TSI Status Updates Process - (Ongoing)

Meetings:

- Ambassadors Leadership Academy Group Meeting
- ATD Data Submission Meeting
- BUSA Data Request Meeting
- Civitas Verification of Data Meeting
- Dr. Chavez Site Visit for the Puente Program
- ECHS Research Needs Meeting
- IPAS Update Meeting
- Jaguar Academy Meeting
- NMP State Implementation Meeting in Austin
- PDC Meeting
- RAS Weekly Meeting
- RAS-IEA Weekly Meeting
- Review Enrollment Projections Meeting
- Review PSJA ISD dual graduates data Meeting
- Review/Validate Civitas Data Meeting
- Review of Veritas data (call with Civitas)
- SSG meeting
- Texas Completes Phone Call
- TSI Planning & Information Committee Meeting
- TSI Subcommittee Meeting
- Webinar: Tracking Student Progress – the “Maryland Model”

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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: December 10, 2014

Subject: November 2014 Activity Report

The major activities of my office this month were: 1) Presented in the How to Invest in Edinburg Seminar. 2) Met with South Texas Manufacturers Association Executive Director 3) Attended the Lead Texas Regional Event in Edinburg 4) Traveled to Lee College in Houston for a site visit with Congressman Ruben Hinojosa 5) Attended the Border Economic Development Symposium in Edinburg 6)Met with Dr. Daniel King from PSJA to discuss contract training 7) Attended the graduation ceremony for Lineage Logistics 8) Attended and presented at the Manufacturing College Alliance Meeting in Brownsville 9) Attended the RSTEC meeting in Brownsville 10)Met with multiple community stakeholders to discuss economic and workforce development issues. 11) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 12) Met with STMA and MEDC to plan the NAAMREI Manufacturing Summit.

Summary of Activities for November 2014:

- Presented in the *How to Invest in Edinburg* Seminar. Together with Dean Mario Reyna, I presented the attendees information on customized training and grant opportunities available for private industry partners.

- I was invited by Mission EDC to attend the inaugural Lead Texas Regional Event at the Renaissance conference center in Edinburg. The panelists presented information on emerging industries in the Rio Grande Valley, with an emphasis on medical and biomedical sectors.

- Traveled to Lee College in Houston for a site visit with Congressman Ruben Hinojosa. I along with a delegation from South Texas met with multiple Lee college faculty and administrators to learn about their on-going partnership with Exxon Mobile and how they have integrated industry based credentials into their academic programs.

- Met with Dr. Daniel King, PSJA Superintendent and Ms. Wanda Garza to initiate a program that would provide customized manufacturing training to high school students and to the parents group recently established by Dr. King.

- Attended the graduation ceremony for Lineage Logistics, a long standing training partner of STC IAM. The company recently completed a long term training project that was delivered by STC IAM in partnership with UTPA TMAC.

- Attended and presented at the Manufacturing College Alliance Meeting in Brownsville

- Attended the RSTEC meeting in Brownsville. I currently serve on the RSTEC Board and represent South Texas College.

- Attended the STC President's Administrative Staff meeting.

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

- Attended the monthly STMA Meeting.

- Assisted Priority Tooling Solutions in their STC training/production lab.

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

- Met with STMA and MEDC to plan the NAAMREI Manufacturing Summit

- Collaborated with McAllen Economic Development Corporation regarding meetings with business prospects and existing manufacturing companies. Specifically, I joined them with a visit with a project name of Project Hat.

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

- Assisted the IAM Department in implementing Texas Workforce Commission Skills Development Fund grant projects.

- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives

- Continued writing/developing the proposal for the next Skills Development Fund (21) project. Met with Dale Robertson from TWC to discuss forthcoming proposal and revised TWC SDF guidelines.

- Worked with IAM staff in the development of curricula and implementation plan for the Cell Manufacturing and Automation Technology Lab.

- Worked with STC PMT Department on collaborative training activities.

- Monitored and reconciled NAAMREI and IAM revenue and expense accounts