SOUTH TEXAS COLLEGE

December 2014 Division Activity Reports

Board of Trustees
Board Meeting
January 27, 2015

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Student Affairs and Enrollment Management

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **January 27, 2014**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **December 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
  - TSI Planning & Implementation Team meeting
  - David Plummer, Anahid Petrosian and Mary Elizondo
  - SAEM Division Deans Fall Enrollment meeting
  - Larry Barroso, Director of College Connections & Admissions for STC
  - Tony Matamoros, Coordinator of Dual Enrollment
  - Narcisco Garcia, PSJA ISD Deputy Chief
  - Juan Miguel Galvan, Director of Student Financial Services
  - Matt Hebbard, Dean of Enrollment Services & Registrar
  - Nancy Garcia, Director of Comprehensive Advisement & Mentoring Services
  - Daniel Ramirez, Director of Public Relations & Marketins
  - Mike Carranza, Associate Dean of Student Financial Services, Testing & Veterans Affairs
  - Larry Barroso, Director of College Connections & Admissions Traditional Students

Attended the following meetings:

- Pecan campus student services completion punch list meeting
- Academies meetings
- Skills Development Fund Grant Announcement

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

- Enrollment Strategies meeting
- Social Security (Site Visit) in Brownsville, TX
- Review & Feedback on STC's December Commencement Ceremony
- IME BECA Scholarship meeting
- TSI planning and implementation team committee meeting
- President's Administrative Staff Holiday Luncheon at the Cimarron
- Dinner with Dr. Shirley A. Reed and South Texas College Board members
- McAllen EDC Holiday Dinner
- Persistence & Completion Strategic Retreat
- South Texas College & PSJA Dual2Degree Initiative Work Team 2 meeting
- BIT conference
- JagExpress meeting
- MEDA Scholarship Committee meeting
- Dual Fall Enrollment meeting
- SAEM staff to plan future building expansion
- Participated in the Graduation planning meetings for the South Texas College Winter Commencement Ceremony

Matt Hebbard, Dean of Enrollment Services & Registrar

- Planned and worked at the first December *Graduation Ceremony* held on December 14, 2014, 3:00 pm, at the McAllen Convention Center; **829** December 2014 graduates participated.
- Started registration for Spring 2015 semester on October 1; **24,848** students have registered online for Spring 2015 semester, to date, after being cleared by OAR.
- Opened the office and worked at the counter during *Winter Break* (December 18 & 19, 2014) to assist students and the general public.
- 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 & Registrar & Director of Degree & Certificate Completion attended regular meetings, such as President's Administrative Staff, Planning & Development Council & SAEM Division Leaders.
- Compliance Coordinator worked on CBM Reports required by the THECB.
- Residency Specialist personally assisted international students and reviewed the residency status of all new students, including dual enrollment high school students and Senate Bill students submitting an *Affidavit*.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *JagNet Access Letters* to student's personal e-mail accounts, provided on their ApplyTexas application for admissions.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.
- Processed *Reinstatement After Census Date Forms* for **09** students during December 2014.
- Processed *Change of Grades* for **142** students during December 2014.
- Downloaded, reviewed and verified **4,705** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during December 2014.
- Processed **1,262** high school and **359** college/university transcripts during December 2014.
- Evaluated **197** transcripts from other colleges and universities during December 2014.

Matt Hebbard, Dean of Enrollment Services & Registrar cont.

- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **3,171** STC transcripts during December 2014.
- Scanned and indexed **4,887** documents submitted by students during December 2014.
- Processed **74** online *Course Substitution Forms* during December 2014.
- Graduation Analyst identified **1,674** students, who may have met graduation requirements at the end of the Fall 2014 semester, and began certifying graduates/awarding degrees after grades for the Fall 2014 semester were posted on December 16, 2014.

Assessment Center

Student Assessment Center Activity Report					
Campus	**Student Walk-Ins to Get Information**	**Market Place Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD**
Pecan Campus	**309**	**769**	**626 (81% show)**	**TSI EXAM**	**3144**
Mid- Valley Campus	**116**	**328**	**263 (80% show)**	**TSI EXAM**	**1297**
Starr Campus	**54**	**108**	**92 (85% show)**	**TSI EXAM**	**418**
Pecan Plaza	**128**	**94**	**87 (93% show)**	**GED EXAM**	**452**
TOTAL:	**607**	**1299**	**1068**		**5311**

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Dean attended the 2014 National Early College Conference held in Dallas, Texas
- SFS Dean, Director and Coordinators assisted with our Fall Graduation Ceremonies
- SFS Director, Coordinators, FA Outreach Specialist and Administrative Assistant met to continue planning the upcoming Super Saturday and Financial Aid Fairs
- SFS Staff assisted with 20 Financial Aid Events throughout the month of December
- 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 – 8,758 calls
  - JagChats – 210 chats
- Campus Tours
  - Pecan Campus – 162 students
  - Mid-Valley Campus – 30 students
  - Technology Campus – No Tours
  - Nursing Campus – No Tours
  - Starr Campus – No Tours

Outreach/Welcome Centers cont.

- Recruitment Event
  - PSJA ISD Employee Enrollment Meeting
  - McAllen Memorial HS
  - San Isidro HS
  - Ignite Charter School
- College Bound Apply Texas & FAFSA Drive
  - PSJA ISD Employees
  - PSJA CCTA
  - PSJA Sotomayor HS
  - Hidalgo ECHS
  - San Isidro HS
  - Sharyland HS
  - Mid-Valley Academy
- Fast Track Senior Clearance Event – Fall Graduates
  - PSJA Sotomayor HS
  - PSJA CCTA
  - PSJA Ballew
  - PSJA ISD Employees
- College Bound Presentation
  - PSJA Sotomayor HS
  - PSJA CCTA
  - Lamar Academy
  - Premier HS of Palmview
  - PSJA North HS
- College/Career Fair
  - Dr. Saenz Middle School
  - McAllen HS
  - Trevino Middle School
  - Mercedes ECHS
- Priority Registration
- Persistence and Completion Strategies Retreat
- Distinguished Leadership Academy
- Ambassador Leadership Academy
- December Graduation
- Rio Grande City Feast of Sharing
- Enrollment Strategies Meeting
- Diaz-Villarreal Elementary College Awareness Presentation with Jerry the Jaguar
- South Texas College Student/Faculty/Staff Id Redesign Meeting
- Winter Break Letter to Parent Planning
- Winter Break Hours

Dual2Degree

- Dual Enrollment Counselor Meetings
- Dual Enrollment Processing and Registration
- Dual Enrollment Document Pick up

Outreach/Welcome Centers cont.

Dual2Degree

- Dual Enrollment Apply Texas
  - Rio Grande City Preparatory ECHS
  - Mission CATE
  - McAllen Memorial HS
  - Juarez-Lincoln HS
- Dual Enrollment Orientation
  - Weslaco CATE
  - La Grulla HS
  - PSJA North HS
- Dual Enrollment Recruitment
  - Roma HS
- Dual Enrollment Financial Aid SAP Workshop
  - Mercedes ECHS

Upcoming Events

- January – February – Dual Enrollment Processing and Registration
- February – Financial Aid Nights
- March – May – Fast Track Senior Clearance Events

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

DECEMBER MONTHLY- Career & Employer Services Activity	
Total Number	
54	Student Contacts & Outreach
269	Student & Alumni Registered on CCN
43	Student & Alumni Resumes Revised/Uploaded on CCN
48	Employer Contact and New Employer Registered on CCN
47	Jobs posted to CCN
5,422	Total Students Registered to date
3,022	Total Alumni Registered to date
2,483	Total Employers Registered to date

Career Planning & Employer Services

Current & Upcoming Activities/ Events

- Job Development: (Appen, Frost Bank, Magic Valley Fresh Frozen LLC, Mission Plaza Pharmacy, Packback LLC, 5, All Valley Screen Printing, Auntie Anne's Pretzels, Carwash Carwash, Combined Insurance, Freedom Tax & Business Services, JG Customs, Language Success, Lexine, Medical Scribe Systems, Pins & Cues)
- Outreach to 4,523 students; 2,541 Alumni; 1,454 Employers for End of Semester Report Hire Survey
- 1 On Campus Recruitment (OCR)-Casa de Adobo, Starr County Campus
- 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
- 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
- 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

CRC Total Cases for the month of December 2014	
Complaint	5
Grievance	3
Grade Appeal	15
Consultation	20
Mediation	0
Facilitated Dialog	0
Title IX	51
Total	**94**
Year to Date	**454**

Office of Judicial Affairs and Conflict Resolution Center cont.

CRC Total Cases per Campus for the month of December 2014	
Pecan	54
Nursing & Allied Health	11
Technology	14
Mid-Valley	6
Internet	5
Starr	4
Total	**94**
Year to Date	**454**

CRC Total Case Status for the month of December 2014	
Open	73
Closed	21
Total	**94**
Year to Date	**454**

Office of Judicial Affairs and Conflict Resolution Center

- Ms. Erica Hansen and Ms. Olga Moran attended the first part of the Victim Advocate's Training to obtain a Victim Advocate's Certificate
- Ms. Erica Hansen and Ms. Olga Moran attended the ADA Mediation Training
- Ms. Erica Hansen and Ms. Olga Moran attended and completed the Sexual Assault Advocate/Counselor Training
- Mr. Karey Barnes, Mr. Josue De La Cruz and Mrs. Maria Alonso attended the first part of the Victim Advocate's Training to obtain a Victim Advocate's Certificate
- Mr. Josue De La Cruz & Mrs. Maria Alonso attended the Behavioral Intervention Team Meeting
- Mr. Karey Barnes conducted the Behavioral Intervention Team Meeting
- Mr. Josue De La Cruz, Mr. Karey Barnes and Mrs. Maria Alonso attended the ADA Mediation Training
- Mr. Karey Barnes, Josue De La Cruz & Mrs. Maria Alonso attended and completed the Sexual Assault Advocate/Counselor Training

Office of Judicial Affairs and Conflict Resolution Center cont.

Behavioral Intervention Team Status for the month of December 2014	
Reviewed	19
Not Reviewed	14
Total	**33**
Year to Date	**131**

Judicial Affairs Total Cases per Campus for the month of December 2014	
Pecan	22
Nursing & Allied Health	2
Technology	5
Mid-Valley	2
Internet	0
Starr	2
Total	**33**
Year to Date	**131**

Judicial Affairs Total Case Status for the month of December 2014	
Open	13
Closed	20
Total	**33**
Year to Date	**131**

Advisor Student Contacts

Campus	# of Students
Pecan	2188
Weslaco	611
Rio Grande	167
Total	**2966**

Student Success Specialist Contacts

Division	# Student Contacts
Bachelors of Applied Technology (Tech Mgmt.)	186
Bachelors of Applied Technology (CIT)	295
Business, Math, Science & Technology	169
Distance Learning	6157
Liberal Arts & Social Science	120
Total	**6927**

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	**415**	**80**	**71**	**60**	**17**	**313**	**12**	**968**
Weslaco	**4**	**5**	**10**	**20**	**81**	**153**	**0**	**273**
Rio Grande	**55**	**3**	**2**	**1**	**0**	**17**	**0**	**78**
Tech Ctr.	**10**	**38**	**50**	**4**	**1**	**2**	**0**	**105**
NAH	**2**	**1**	**9**	**0**	**0**	**0**	**0**	**12**
Total	**486**	**127**	**142**	**85**	**99**	**485**	**12**	**1436**

Meetings/Consultations

- Academic Advancement Staff meeting – Pecan
- Advising Staff meeting – Pecan
- Comprehensive Advising Department meeting – Pecan
- Student Success Specialist meeting – Pecan
- PSJA/ST D2D Work Team 2 meeting – Pecan
- Staff meeting for BAT Program Review – Pecan
- Student meetings (Mayra Gonzalez & Kayla Rodriguez) – Pecan
- Monthly Counseling meeting – TECH
- One-on-One meetings between Counselors and the Coordinator of Counseling – Pecan
- Meeting at Hope FHC – Pecan
- SureScore Implementation meeting – Pecan
- End of Semester Event for Project HIRE – Pecan
- Staffing of Professional Counseling Cases w/ Pecan Counselors – Pecan
- Persistence and Completion Strategies Retreat – Pecan
- Behavioral Intervention meeting – Pecan
- RGV Human Trafficking Taskforce meeting – Pecan
- Project HIRE PAC meeting – Pecan
- STX Bereavement Group meeting – Pecan
- Mujeres Unidas Open House – Pecan
- PCP meetings for 3 Project HIRE Students – Pecan

Workshops/Presentations

- Test-Taking Strategies Workshop – Starr
- Counseling Presentation at Mercedes ISD for students and parents- MVC
- World AIDS Day Event – MVC/TECH
- Workshop: Suicide: Let's Talk About It

Professional Development

- ACTA Commissioning Ceremony – Pecan
- BB Collaborate: SAS Advanced Training – Pecan
- BB Collaborate: Essentials Training – Pecan
- BB Collaborate: Beyond the Basics Training – Pecan
- BB Collaborate: Plan/Publish Training – Pecan
- BB Collaborate: Voice Authoring Training – Pecan
- BB Collaborate: Enterprise Instant Messenger Training – Pecan
- Faculty Advisor Shadowing (Instructor - Sylvia L. Flores) – Pecan
- Worked on TEXAAN Proposal with Director Nancy Garcia – Pecan
- 2 day Training/Workshops at Cooper Center on Mediating Effective Resolutions to Disability Disputes – TECH/Pecan
- ADA Facilitator Training – Pecan

Student Activities & Wellness

- 3 on 3 Basketball League (Mid-Valley)
- Student Government Association Executive Board meeting held at Mid-Valley Campus
- Student Leadership Academy Semester wrap up (District-wide)
- Student Fitness Academy Awards luncheon (Pecan/Mid-Valley)
- Finals Week Stress Free Zones (District-Wide)
- Movie "The Maze unner" (District-Wide)
- Starr County Foster Kids Christmas Celebration (Starr)
- Rio Grande City Parade (Starr)
- Registration for First Year Connection orientations
- Support the Graduation Ceremony

PASS Program

Student Contacts:

- Provided services to the following # of students:

Campus	*# of Students*
PCN PASS Program	1078
Total	*1078*

A. Meetings/Consultations:

- PASS Program Staff Meeting
- Departmental Meeting Dean Reyna

B. Participated in the Following:

- Priority Registration Technology Campus
- Grant Manager Training at Pecan Campus

C. **Coordinated the Following:**

- Update students files degree plans/case notes
- Notified students via-email/about workshops for the Fall 2014
- Posted information on Facebook regarding upcoming events/deadlines
- Send out general email regarding PASS application dates and deadlines
- Generated childcare contracts for the month of December for participants
- Notified students via-email/about Spring 2015 Childcare assistance
- Generate Booklist for purchase of Spring 2015 books

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Turning Hope Into Reality

Finance and Administrative Services

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SOUTH TEXAS COLLEGE

Office of the Vice President for Finance & Administrative Services

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

TO: Dr. Shirley A. Reed
President

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

DATE: January 21,2015

SUBJECT: Activity Report for Finance & Administrative Services
December 01, 2014 through December 17,2014

The following is a summary of activities from December 01, 2014 through December 17, 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, Presidents' Administrative Staff Meeting and Finance and Administrative Division Director's 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:
  - GFOA 19th Annual Governmental GAAP Update Webinar
  - Conducted Interviews for Finance and Administrative Services Project Manager position
  - With Business Office staff on FY 14 Comprehensive Annual Financial Report
  - Academic Affairs and Student Services Retreat
  - With Behavioral Intervention Team to discuss outstanding issues
  - With Comptroller and staff to discuss audit finding comments and to finalize audit
  - With Brenda Balderaz, Laura Requena, and legal counsel to discuss outstanding personnel matters
  - With Brenda Balderaz, Laura Requena, Anahid Petrosian, Mario Reyna, and legal counsel to discuss personnel matters

- With Brenda Balderaz and Laura Requena, to discuss exempt and non-exempt status, employee rehireable status and licenses and certification.
- With Gerry Rodriguez on hail damages insurance claim
- With Finance and Administrative Services Directors to discuss goals, outstanding projects and issues, and I.T. projects
- With Ken Lyons on Title IX web page
- With Juan Carlos Aguirre to discuss volunteer forms and procedures
- South Texas College Graduation Ceremony

- Worked on the following matters
  - Review and preparation of FY 2014 Comprehensive Annual Financial Report (CAFR)
  - Hiring recommendation packet for FAS Project Manager position
  - City of McAllen request for use of parking lots to shuttle people to High School Stadium to view parade on Saturday, December 6th
  - Review of Evergreen's recommendation of exempt and nonexempt status for certain positions.
  - Review and preparation of agenda motions for December Finance and Human Resources and Facilities Committee meetings
  - Initial staffing request for FY 16
  - Tuition and Fee revenue scenarios for FY 16
  - Prior year employee Resignation/Termination Rehire Status
  - Discussion with external auditors regarding preliminary potential audit comments
  - Review of exempt staff teaching hours
  - TSI and GED testing fees
  - Responses to Fraud Survey items
  - Potential VCT course fees
  - Tuition charge for armed forces students and associated Board Policy
  - Park and Ride Bus options and contract
  - Employee Tuition Waiver procedures
  - Legal cases representation
  - Employee Licenses and Certifications inventory
  - Auditor's management letter and oral comments responses
  - Comprehensive Plan complesion and review
  - Title IX regulations and policies
  - Water fountain option
  - New Internal Audit Status and options
  - Working on the following Policies for Board approval:
    - 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
    - Policy #4115: Personnel Appointments

Project Manager

- Attended / held meetings / discussions pertaining to the following:
  - Update the Finance and Administrative Services project tracking and follow up with Directors
  - Contracting disaster recovery services
  - Insurance Policies
  - Record Retention audit
  - Texas Association of School Boards Webinar- "Data Breach Prevention, Best Practices and Case Studies"
  - Title IX
  - Economic Study
  - Comprehensive Plan
  - Consultation with Texas Association School of Boards Legal regarding Volunteer Forms. Memo to the Vice President for Finance and Administrative Services regarding same.
- Worked on the following matters:
  - Miscellaneous tasks and requests from VP Mary Elizondo
  - Finance and Administrative Services Organization Chart updates
  - Flowchart – processes/procedures for:
    - Cafeteria Procedures
  - Compiled responses from all Divisions for Licenses & Certifications inventory
  - Comprehensive Plan
  - Economic Study memorandum
  - Institutional Effectiveness Plan Update
  - Registration Report graph – Spring 2015
  - Title IX Website editing & research

Food Services

- Participated in the Holiday Luncheon for the Food Services Department and the Operations and Maintenance Departments. The Operations and Maintenance Departments Director presented awards for his department.
- Attended the Finance and Administrative Services Directors Breakfast Meeting to discuss the 2015 Next Year's Goals for the Finance and Administrative Services Division.
- Attended the Administrators Holiday Luncheon.

Purchasing and General Services

- The Director of Purchasing and Staff:
  - Conducted a pre-qualification meeting for RFQ 14-15-1023 Statement of Qualifications for Geotechnical and Materials Testing
  - Conducted a pre-qualification meeting for RFQ 14-15-1017 State of Qualifications for Facilities Testing and Balancing for HVAC Systems Commissioning
  - Met with Gateway Printing & Office Supplies representative to discuss their new online ordering system
  - Reviewed and negotiated changes to fifteen (15) vendor agreement/contracts
- Worked and prepared the following request for Proposals and public bid openings:
  - RFP's:
    - 14-15-1046 Rebid – Pecan Campus South Academic Building Science Lab Exhaust Fan
  - Public Bid Openings:

- 14-15-1023 Statement of Qualifications for Engineering Services for Geotechnical and Materials Testing
- 14-15-1017 Statement of Qualifications for Facilities Testing and Balancing for HAVAC Systems Commissioning
- 14-15-1044 Nursing & Allied Health Equipment and Supplies

- The Purchasing Department processed in excess of two hundred ninety five (295) purchase orders, approved three hundred forty three (343) requisitions, disapproved one hundred three (103) requisitions, processed change orders for goods and services and completed twenty two (22) travel authorizations. A total of sixty seven (67) new vendor W-9 forms were verified and entered into Banner Finance and three (3) existing vendors were updated.
- The Fixed Assets Department is currently reviewing all assets purchased since December 2014. The asset review process was completed as follows:
  - Fixed Assets approved thirty (30) assets through November 30, 2014
  - Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed five hundred twenty five (525) deliveries (purchase orders and complimentary books) and a total of two thousand one hundred nineteen (2,119) packages/boxes. A total of five hundred twenty five (525) purchase orders were posted received in Banner. A total of four thousand six hundred eighty one (4,681) items were transferred/relocated as per move/set up request forms.
- The Mail Services department processed the following mail and copy requests:
  - Admissions Office - $238.88, Financial Aid Office - $306.60, President's Office - $905.30, Student Information center - $424.24, Business Office - $1,375.33, Cashiers - $417.91 and Developmental Studies - $799.00;
  - A total of one hundred forty four thousand eight hundred thirty nine (144,839) copies were completed at the copy center for the month of December.
  - A total of four hundred thirty eight (438) letters were returned to South Texas College due to invalid addresses.

<u>Human Resources</u>

- Analyst II incorporated the new South Texas College logo and updated the look and feel of the web site for Human Resources.
- Director of Human Resources finalized and submitted Administrative Accountability Report due to Legislative Budget Board.
- Director of Human Resources and Human Resources staff finalized new procedural setup for PSJA-Pharr San Juan Alamo Advisors/non-employees to assist with required access.
- Director of Human Resources and Employee Relations Officer attended a Texas Business Conference Webinar III hosted by the Texas Workforce Commission on Disciplinary Action, Work Separation Issues, & Unemployment Claims & Appeals.
- Systems Analyst II met with Web Coordinator to discuss Human Resources website; it was agreed to move site to Web Coordinator's server for consistent and more efficient updating.
- Director of Human Resources and Employee Relations Officer attended webinar on Investigating & Adjudicating Faculty Sexual Misconduct: Title IX Considerations.
- Benefits staff attended the Employee Retirement System hosted Ready, Set Retire Webinar to obtain current knowledge on retiree benefits available to College employees.
- Benefits Specialist met with Biology Department to present benefits and leave processing training during their scheduled department meeting as department is under the direction of a new department chair.

- Director of Human Resources and Evaluator/Faculty Staffing Specialist attended SACS*COC-Southern Association of Colleges and Schools Commission on Colleges annual meeting/conference to stay current on accreditation standards.
- Human Resources payroll staff and Business Office staff attended the SIG-Strata Information Group Consultant's onsite visit for Salary Planner training on BANNER.
- Director of Human Resources and Benefits Specialist attended the ADA-Accommodations Development Certification training held at Cooper Center.
- Systems Analyst II assisted with updating FY2013-2014 organizational chart for Business Office financial reports and publication.
- Human Resources Assistant met with Texas Staffing Pros LLC representative to discuss South Texas College current Temporary Agency employee needs.
- Director of Human Resources met with Vice President of Finance and Administrative Services and Employee Relations Officer to review personnel matters.
- Legislative Budget Board Administrative Accountability Report prepared by Payroll Specialist, reviewed by Director of Human Resources and submitted to Vice President of Finance and Administrative Services.
- Director of Human Resources and Employee Relations Officer attended the FAS-Finance and Administrative end of year division meeting and to discuss the 2015 Next Year's Goals.
- Human Resources Payroll Specialist prepared Occupational Survey Report – annual report which was submitted to Texas Workforce Commission.
- Vacancy Report for board packet compiled listing all staffing plan vacancies through date prepared.
- Human Resources Assistant processed applications as follows: Staff - 91 online applications processed and 148 hard copy applications processed; Faculty – 97 online faculty applications processed; 15 employment verification forms completed; 2 written employment verifications generated; 10 verbal verifications processed within the month of December.
- Human Resources Staffing Specialist received and processed 14 recommendation packets for position vacancies and posted fourteen new positions to the Human Resources website.
- Human Resources Staffing Specialist continued to finalize the State Employee Charitable Campaign; the total amount of pledged contributions for 2015 was $41,004.

<u>Security & Police Department</u>

- College Funds saved on installation of Surveillance Camera Software - Avigilon Surveillance Camera Company technicians visited South Texas College and installed a major software upgrade on college servers and cameras. The upgrade fee of $56,000 was waived when the Chief of Police/Director of Safety and Security pointed out the substantial funds the college had previously expended on network servers, cameras, and software acquired from the company. The upgraded software will provide enhanced viewing and recording capability for the surveillance camera network.
- Selection of South Texas College Police Sergeants - Upon receipt of reviewed applications from Human Resources, interviews were conducted for two police sergeants. The selected applicants, who are current college employees, were immediately forwarded to Human Resources through the electronic processing system.
- College assistance to the McAllen Christmas and Posada Parade - South Texas College provided support to the City of McAllen for the Christmas and Posada Parade on Saturday (12/6/14) by providing Pecan campus parking lots 10, 12, and 16 for parade viewers to park their vehicles. The McAllen Transit Department provided bus service from South Texas College to various sites along

the parade route. The City of McAllen assigned security officers at college lots and used street cleaners to pick up debris at the conclusion of the parade.

- South Texas College Police Dispatchers Obtain TLETS Certification - During the week of 12/1/14 through 12/5/14, South Texas College Police Dispatchers attended training and received certifications for the Texas Law Enforcement Telecommunications System (TLETS). The certification allows access to FBI and Texas Department of Public Safety records for police traffic stops and criminal investigations.
- College assistance to the McAllen Marathon - South Texas College provided support to the City of McAllen for the marathon on Sunday (12/14/14) by providing Pecan campus parking lots 10 and 12 for runners and viewers to park their vehicles. The McAllen Transit Department provided bus service from South Texas College to various sites along the marathon route. The City of McAllen assigned security officers at the college lots and used street cleaners to pick up debris at the conclusion of the marathon.
- South Texas College Graduation Ceremony - On Sunday (12/14/14) South Texas College conducted graduation ceremonies at the McAllen convention center. The McAllen bomb squad cleared the building at 12:45pm and South Texas College police and security officers secured the building, inspecting students, employees, and visitors bags. With 759 students receiving certificates, associate's degrees, and bachelor's degrees, the graduation was the largest ceremony in recent years. The exhibition halls where the ceremony was conducted accommodated 5,750 students, faculty, and visitors. The convention center ballroom was used as an overflow to accommodate 800 additional visitors. Unfortunately, since tickets were not issued, approximately 500 family members and friends were not able to attend the Graduation Ceremony.

<u>Planning & Construction</u>

- Departmental report items
  - Performed the following:
    - Board items
      - ❖ Prepared draft and finalized agenda items and motions for the December Facilities Committee meeting; Finalized Board motions for December 16, 2014 meeting; Prepared draft agenda for January Board Facilities Committee meeting
    - 2013 Bond
      - ❖ Worked with legal counsel, Broaddus & Associates, and Purchasing Department on draft RFP and contract for Construction Manager at Risk services; Worked with legal counsel, Broaddus & Associates, and Purchasing to finalize Owner/Architect Agreement; Worked with Broaddus & Associates on items to be presented at the December Board meetings; Received architect's fee proposals for presentation to Board Facilities Committee; Broaddus & Associates staff continued with negotiations of engineers fees; Provided space program information for Library staff review
    - General
      - ❖ Began solicitation of "On Call" engineering services for geotechnical investigation and materials testing and for professional services for HVAC systems testing and balancing; Conducted pre-qualification conferences for solicitation of "On Call" engineering services for geotechnical investigation and materials testing and for professional services for HVAC systems testing and balancing
      - ❖ Issued first request to administrators for submission of Capital Improvement Proposals for FY 2015-16; Proposals are due on February 1, 2015
    - Pecan Campus AECHS Service Drive and Sidewalk – Fee proposal for engineering services was received and reviewed; began negotiations for scope of work and fees

- Pecan Campus Building C111 HSI Grant for Active Learning Classroom –removed existing computers and furniture out of the room to make room for new furniture; proposals for installation of new carpet were received and installation was completed; working with O&M staff to coordinate electrical improvements; coordinating with IT/AV staff for purchase and installation of equipment; purchase orders for furniture have been submitted to vendors; that painting and electrical work in progress
- Pecan Campus Building K Admissions /Welcome Center/Main Entrance – Waiting on fee proposal for professional services from the architect
- Pecan Campus Hail Damage Claim – Work continued with legal counsel to prepare information needed for claim settlement and possible mediation; Legal counsel presented recommendations to the Board Facilities Committee to begin mediation
- Pecan Campus Infrastructure for Relocation of Portable Buildings – The bid date was extended to encourage more contractors to pick up plans; Two proposals were received; proposals were over budget and it will be recommended to the Board that they be rejected in January 2015
- Pecan Campus Covered Area for Ceramic Arts Kilns – reviewed and received architect's fee proposal; negotiation in progress
- Pecan Electrical Disconnects for Buildings A, G, H and X - The project has been be delayed due to the ship date for the disconnects is estimated to be mid-January 2015; The date for installation of disconnects is being rescheduled on MLK holiday weekend and/or spring break due to manufacturing issues and scheduled functions for buildings
- Pecan Campus Grants/Accountability Improvements – received Change Order #2 to revise a sound wall to a fire rated wall per Fire Marshall; work in progress
- Pecan Campus South Academic Building Science Lab Exhaust Fan – issued an Addendum to change the bid date to December 16th in order to encourage more bidders
- Pecan Campus Student Services Building Modifications - Furniture was installed in December, 2014; Conducted substantial completion inspection and developed punch list for contractor; punch list work in progress
- Pecan Campus Tree Removal – Work is in progress and scheduled to be complete in January 2015
- Pecan Plaza Continuing Education and Cashier's Office Renovation – Architect inspected the project and submitted Substantial Completion Certificate; Punch list items completed, pending bullet resistant transaction window
- Pecan Plaza Emergency Generator – Began negotiations with engineer on fee proposal for professional services; A meeting was held with the City of McAllen to verify generator code requirements; engineer is working on final fee proposal
- Pecan Plaza Police Department - PBK has provided a report stating the current status of the HVAC system corrections and noted pending items still incomplete; HVAC corrective work was completed during December 2014; pending final warranty documents for HVAC unit
- Starr County Campus Lot 5 and South Drive Lighting – Release of final payment pending review of close out documents
- Technology Campus-Cooling Tower Replacement – contractor completed demolition work and preparing for installation of new equipment

- Biology Labs storage cabinest at PCN J - Provided a design layout for additional science equipment storage cabinets; Conducted a site visit with Vendor to provide a quote for storage cabinets for the Biology Labs at PCN J.

- Attended the following:
  - 2013 Bond
    - Met with Broaddus to discuss preparations for the Board Meeting presentations.
    - Met with Broaddus and South Texas College Evaluation Committee for the 2013 Bond MEP & Civil Engineers RFQ's.
    - Hosted weekly progress meetings with Broaddus &Associates.
  - Conducted a site visit to review the available space for additional science equipment storage cabinets for the Biology Labs at PCN J; faculty is requesting additional storage due to move from Building G to Building J
  - Pecan Campus AECHS Service Drive and Sidewalk – Met with the engineer to discuss the project scope so he can prepare an engineering services fee proposal;
  - Pecan Campus Covered Area for Ceramic Arts Kilns – conducted a design kick-off meeting with Architect to review scope of work and request a fee proposal; Conducted Space Program review meeting with Architect and Staff.
  - Pecan Campus South Academic Building Science Lab Exhaust Fan – conducted Pre-Proposal conference did not have any vendors present. Proposals are due December 11th.
  - Pecan Campus Tree Removal – A preconstruction meeting was held and work is in progress
  - Pecan Campus C111 modification for HSI Grant – conducted meeting with project team for review of work in progress
  - Pecan Plaza Asphalt Resurfacing Along Alley Side of Building – Met with Halff Associates to review scope and fee proposal for professional services;
  - Pecan Plaza Emergency Generator –Met with the City of McAllen to verify generator related code requirements
  - Attended presentation by ICC Thermal Mapping & Surveying to learn about infrared surveying of roofs to identify moisture infiltration
  - District Wide ADA Building to Building Improvements - met with Dannenbaum Engineering to review first fee proposal and began negotiations
  - Met with Purchasing Department to plan for the role out of the new "Move Workflow" process to begin in January 2015.

- The Director of Operations & Maintenance attended the following:
  - Meetings
    - Barnes and Noble Bookstore Meeting
    - HIS Grant and Professional Development Office Project update Meeting
    - Pecan Campus Electrical Disconnects for Buildings A, G, H, & X- Construction Meeting
    - President's Administrative Staff Meeting
    - South Texas College New Physical Plants Meeting with Planning & Construction Department
    - Technology Campus – Cooling Tower Replacement Construction Meeting
    - Pecan Campus Electrical Disconnects for Buildings A, G, H, & X – Walk Thru with AEP
    - Attended the Finance and Administrative Services End of Year Meeting to discuss the 2015 Goals for the division
    - Attended the December Regular Board Meeting

- Attended the Meeting to discuss BIM for FM proposal
- Attended the President's Administrative Staff Holiday Luncheon
- Held the Operations and Maintenance Department Employee Recognition Luncheon

- Departmental Plans
  - Energy Management Plan
  - 2013-2015 IE Plan
  - EPA Environmental Management System

- Operations Procurement Department
  - Maintenance IDT

District Wide	$6,493.18

  - Custodial December Expenditures Per Campus

Pecan Campus	$5,264.19
Mid Valley Campus	$1,725.52
Starr County	$0.00
Nursing Allied Health Campus	$0.00
Technology Campus	$2.00

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

- Custodial Department

Set-Ups	233
Moves/Relocations	25

- Maintenance Department Work Orders and Expenditures

Classification	Work Orders Completed	Cost
Carpentry	76	$2,375,86
Electrical	48	$1,310.49
Energy	17	$122.75
HVAC	45	$4,322.21
Locksmith	42	$228.00
Painting	21	$170.76
Plumbing	39	$988.18
Plant Services	1	0
General Preventative Maintenance	266	0
Total		$9,518.25

Business Office

- Board Agenda Items
  - Management Reports – The Business Office staff worked on the November 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:
  - Staff prepared the Fiscal Year 2014 Comprehensive Annual Financial Reports as of August 31, 2014.
  - Audit – Information was gathered and submitted to the external auditors as per their request such as reconciliations and footnotes.
- Meetings:
  - Attended "People Admin" training on December 2, 2014
  - Met with Academic Affairs' Vice President and Project Manager and Folklorico Director on December 3, 2014.
  - Met with Professional and Organizational development team to discuss the customizing of a Cashier Customer Service training program.
  - Attended the Persistence and Completion Strategies retreat on December 4th.
  - Met with Business Office staff to discuss Bank 3 balance.
  - Attended the Administrative Staff meeting on December 5th.
  - Met on Marketplace store on December 1st.
  - Met with TimeForce II test upgrade on December 3rd. and Timeclocks update on December 4th.
  - Met with Planning and Construction on walk through of Pecan Plaza cashier office.
  - Met with Human Resources, Technology Resources and other Business Office staff for the SIG Salary Planner Training held December 9th through December 11th.
  - Met with Continuing Ed team on on-line registration and payment project.

- Accounts Payable / Grants and Contracts
  - Checks Processed as of December 31, 2014:

Bank No.	09/14	10/14	11/14	12/14
01 E&G	582	769	532	571
01 Direct Deposit	94	113	71	59
03 Student	10,906	1447	241	95
12 I&S Taxes	-	-	-	-
16 I&S Bond	-	-	-	-
17 Plant	19	6	8	6
32 AP Card	379	404	212	274
38 Unexp-LT Bond Series 2014	2	2	1	-

- Accounts Receivable / Budget & Reporting
  - Journal vouchers (budget transfer) waiting on new clone.
  - Fee scenario projections for 2016 were prepared for review by the Vice President for Finance Administrative Services Revenue.
  - Expense budget projections for the next 10 years were prepared and submitted to the vice President for Finance and Administrative Services for review.
  - Prepared the Integrating Fiscal Reporting System 2014 report.
  - Revisions were made to the 2014 tax roll/levy and county appraisal costs motions for the December Board meeting.
  - Provided budget information for Federal Emergency Management Administration award to Grant Development Office
- Cash Management / Special Projects / Office Support
  - Investment – Staff worked on three CD renewal letters for the CD's that matured November 30, 2014.
- 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 December.
  - TimeForce upgrade – TimeForce II has been installed, Payroll department has been testing TimeForce II and issues identified have been provided to InfiniSource. Technology Resources completed a patch after hours to resolve reporting issues. Waiting on decision to determine if we are sending out the clocks.
- System Analyst
  - TouchNet Mobile – Will start testing 6.5 as a solution

- General Accounting:

General Journal Entry (Intra-Fun (JE 15)	40
General Journal Entry (Inter-Fund) (JE 16)	35
Cash Receipts(CR 05)	593
Encumbrance Liquidation (E032)	2
Encumbrance Liquidation (E020)	3
General Journal Entry (IConstruction) (JE17)	0

- Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	1,860	Salaried	616
Employees on Semi-Monthly Payroll	1,213	Total Net	$ 4,683,119.46
		Waged	716
Timecards Processed		Total Net	$ 309,175.35
(Waged 10/16-10/31) SR21	610		
(Waged 11/01-11/15) SR22	639	**Stop Payment Processed**	
(Salaried: November) MR11	3,029	Salaried	1
		Waged	4
Worksheets Processed			
(additions, deletions, changes)		**Void checks Processed**	
Salaried	392	Salaried	1
Waged	55	Waged	4
Liabilities Processed	38	**Replacement Checks Processed**	
		Salaried	1
Reports Processed		Waged	4
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1	**Direct Deposit Processed**	
		Salaried	1,440
Deposits Processed		Total Net	$ 3,793,181.93
Internal Revenue Service	4	Waged	521
Bank Transfers	5	Total Net	$ 137,130.22

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Academic Affairs

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SOUTH TEXAS COLLEGE

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Memo

Date: January 22, 2015

To: Dr. Shirley A. Reed, President

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

Subject: **DECEMBER 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 January 27, 2015 Board meeting.

Division: **Academic Advancement**
Department: **Academic Excellence: Valley Scholars**
Highlight: **Wells Fargo presents: $5,000 check to the Valley Scholars Program**

On **December 08, 2014**, **Wells Fargo Bank** presented a *$5,000* check to South Texas College **Valley Scholars Program** in support of the college's high-achieving students.

The Valley Scholars Program recruits South Texas College students who graduated within the top 10% of their high school class and offers support services such as:

- Scholarships
- Individual Advisement
- Employment and leadership opportunities on campus
- Transfer scholarship opportunities
- Community Service
- Annual college tour trip
- Participation in the STC Honors Program & Phi Theta Kappa International Honors Society
- Recognition and graduation banquet

"Supporting education is a top priority for Wells Fargo, and we're pleased to have provided a $5,000 grant to South Texas College's Valley Scholar's Program," said Alma Ortega Johnson, Wells Fargo area president for South Texas.
"Education is everyone's business. Whether you operate a supermarket chain or corner produce stand, a shopping mall or a shoe repair shop, the success of your company depends in large part on the quality of our schools. This is why we're proud to collaborate with STC to help support these talented students," said Ortega Johnson.

Pictured left to right: Mario Reyna, STC Dean for Business & Technology; Alondra Diaz, Valley Scholar; Alma Ortega Johnson, Wells Fargo South Texas Area President, Jose Chapa-Martinez, Valley Scholar; Karely Garcia, Valley Scholar; Dr. Anahid Petrosian, STC Interim Vice President for Academic Affairs; Patty Ramirez, STC Valley Scholars Assistant; Yolanda Gonzalez, Wells Fargo Laredo & Upper RGV District Manager; Andres Bravo, Wells Fargo Senior Business Relationship Manager

Division: **Academic Advancement**
Department: **Academic Excellence: Valley Scholars**
Highlight: **Valley Scholars volunteer for "Christmas for Kids"**

Valley Scholars students volunteered on **Saturday, Dec. 20, 2014** for the City of McAllen and McAllen Police Department's **13th Annual Christmas for Kids Event**.

The event provides a brighter Christmas for children in need in McAllen and surrounding areas. The event began at 8:30am with a parade, music and Santa. Each child received healthy snacks and a toy.

Valley Scholars students volunteer with the community as part of the program's service leadership. It also provides an opportunity for the students to help local businesses and organizations who generously donate to the Valley Scholars Program each year.

Division: **Academic Advancement**
Department: **High School Programs and Services**
Highlight: **DEMSA Graduate on film production**

On **December 2014**, **DEMSA graduate** and medical student *Leo Lopez III* returned to Rio Grande Valley from a 10 day trip to the Middle East. He spent his time living with a Palestinian family and traveling the country of Israel/Palestine filming and directing his first documentary film.

Leo Lopez III and film student Homero Salinas Jr. co-founded El Renovatio Films in 2011. For the last four years, they have produced five short films on social issues that play into our human condition.

Their current film ***aims to depict the idea of Human Security among particular subsets of the populations in Israel and Palestine.*** Leo and Homero worked with medical students from around the world and in the region, and give insights on issues regarding what it means to be human and how we relate/differ to/from one another. The link below provides additional information about the film.

https://www.indiegogo.com/projects/lines-in-the-sand-working-title

Leo Lopez III is a fourth year medical student at the University of Texas School of Medicine San Antonio, who will begin training as a family medicine physician in July of 2015. He is a native of Rio Grande City, in South Texas.

He's led student global health initiatives to Guatemala over the past few years and is hoping to focus on practicing in under-served areas. He's given presentations on medical and premedical student engagement all over the United States.

Last year, he was commissioned as an investigative journalist and published an article in The Lancet on issues revolving around an emerging black market prescription drug trade in south Texas. Most recently, he delivered a TEDx talk on "The New Drug Trade". He hopes to continue his pursuits of social justice and humanism in medicine.

Mario Reyna
Division Dean - Business & Technology

- Attended the Dean's Enrollment Meeting held by Matthew Hebbard, Dean of Enrollment Services and Registrar and attended the Deans Meeting held by Dr. Petrosian on Monday, December 1st.
- Met with Human Resources personnel and held the end of year Business and Technology Program Chair Meeting on Tuesday, December 2nd.
- Precision Manufacturing Technology hosted their NCSL International Event at the Technology Campus, met with Rosendo Martinez from IIES to discuss training in Mexico and attended a meeting with MEDC on Wednesday, December 3rd.
- Attended the Persistence and Completion Strategies Retreat held by Lee Grimes, Director of Professional & Organizational Development on Thursday, December 4th.
- Attended the President's Administrative Staff Meeting on Friday, December 5th.
- Met with McAllen Police Chief Rodriguez and attended the South Texas College Check Presentation with Wells Fargo on Monday, December 8th.
- On Tuesday, December 9th, interviewed with FOX TV to promote two new courses for crime scene investigations and met with Human Resources personnel.
- Met with Mary Elizondo, VP for Finance & Administrative Services on Wednesday, December 10th.
- The Skills Development Fund Grant Announcement was held at the Technology Campus and met with Priscila Hinojosa, Director of McCCTI Program on Thursday, December 11th.
- Met with Alma Johnson from Wells Fargo, Connie Franco from Cinema, Chief Ruben Villescas, Pharr Police Department, and meeting at Human Resources on Friday, December 12th.
- Attended the Academic Council Leadership Meeting on Monday, December 15th.
- On Tuesday, December 16th, I met with Roma Mayor Jose Alfredo Guerra Jr. to promote the Kayaking for scholarships event in April. The young mayor is also a kayaker and wants to participate. He will also find sponsors for us.
- Attended the Administrative Staff Holiday Luncheon and the Police Academy Ceremony at the Pecan Campus on Wednesday, December 17th.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- The Distance Learning Department kicked off Collaborate training for selected core group form December 2-15, 2012. The training was delivered synchronously to the desktops of the core group. The goal of the training was twofold:
    - Train the trainer
    - Train faculty and staff to champion the use of the technology in their departments.

- Met with application development team to discuss file formats for data exchange with GoArmyEd portal. This is in preparation towards the eventual listing of eSTC course schedules on the GoArmyEd portal for prospective military students to find easily.
- Participated in web advisory committee meeting to formulate guidelines for STC website.
- Had a meeting with the Chair of Computer Aided Design & Drafting to discuss and identify courses for hybrid and online delivery
- Met to discuss progress on BASOL Gapware development 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 the regularly scheduled 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.
- Participated in data validation and review with the application team from Cevitas.
- Met with the director of PR and Marketing to discuss progress on marketing plan for eSTC and online degree programs. The first impressions of digital mobile advertisement rolled out.
- Had a progress meeting with the applications development team on DECDC digitization project.
- Participated in drafting a board policy for VCT tuition and tuition waiver for military students.
- Had regularly scheduled weekly meetings 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.
- Participated in ACTA Commissioning Ceremony.

Simon J. Rodriquez / Johnny Gonzalez – Media Technologies
Bb Collaborate Roll Out

- Trainings from December 2 through December 15.

Faculty Training

- Initial meeting and Bb Collaborate introduction for Paul Gaytan, Chair, Paralegal Department

Graduation

- For South Texas College's initial Fall Graduation ceremony, a preparatory meeting was held at the McAllen Convention Center. Simon was asked to serve as a technical consultant for the ceremony held on Sunday, December 14th.

San Juanita Rios – Distance Education Student Success Specialist

- Participated in activities designed to create awareness and promote eSTC and degree programs. 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:	17 students
Degree Plans:	5
Graduation:	15
Distance Education Walk-Ins:	4
Distance Education Chats:	20
Telephone Contacts:	26
Virtual Campus advising email contacts:	6,070
Total:	**6,157**

- Checked the Retention Center in Blackboard and contacted 1,900 students that were behind in their work.
- Assisted the Dean of Distance Learning to run 76 online faculty report to ensure student persistence and success.
- Meetings:
  - Participated in Academic Advancement Staff Meeting – December 11, 2014
  - Participated in Advising Staff Meeting – December 16, 2014
- Professional Development/Growth
  - ACTA Commissioning Ceremony – December 5, 2014
  - BB Collaborate: SAS Advanced Training - December 8, 2014
  - BB Collaborate: Essentials Training – December 9, 2014
  - BB Collaborate: Beyond Basics Training – December 10
  - BB Collaborate: Plan/Publish Training – December 11, 2014
  - BB Collaborate: Voice Authoring Training – December 12, 2014
  - BB Collaborate: Enterprise IM Training – December 15,2014

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 month of December.
- **Blackboard Mobile**
  Blackboard Mobile has been fully functional with no updates for the month of December.
- **Kayako**
  Kayako has been stable for the month of December with no updates on the client desktop application needed.
- **Blackboard Learn**
  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, Distance Education Call Center and BAS program integration with Blackboard have been the main projects IS&P is assisting with the department.
  In preparation for the college wide implementation of Blackboard Collaborate, the department and I took part in a series of online trainings during the month of December. These trainings were essential in creating competency in the program to allow us to serve as trainers and resources for faculty and staff.
  Blackboard Collaborate two hour trainings occur from December 2 through December 15. Topics of Trainings included the following:
  - SAS Essentials
  - SAS for Managers
  - SAS Advanced
  - Essentials
  - Beyond the Basics
  - Plan/Publish
  - Putting It All Together
  - Voice Authoring
  - Enterprise IM

  Blackboard Weekly call with Tiffany Kisker every Thursday at 11am. Discuss about all the issues we have during the week with Blackboard. Due to some known issues with the upgrade (October 2014 Release) on the Blackboard servers with Collaborate, we disregard the updates we had schedule for the staging server and production until there is a fix for the bugs. Audits on staging server and production server were schedule during the month of December at 2am CT.

  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" Outcomes Reporting Improvement – Users of Outcomes Assessment will be able to access report options to create a printable view to save the visualized report as a PDF (portable document format). This is report behavior consistent with report options across Blackboard Learn 9.1

BAS Program integration with Blackboard
Our department has been working with Stephen Crum's department to successfully implement the requirements needed to create all the competencies inside Blackboard. Chris Frost was assigned to the project to develop the automation from banner to Blackboard.

- **Distance Education WebPage - Virtual Campus (Ana R. Peña)**
  Minor modifications on the Virtual Campus have been done throughout the month of December. Fernando Chapa from PR created a Virtual Campus website survey to get input from our users of what they want to see in our new VC website. We will send out the link to faculty and students to get their feedback. Will Collins from PR will work with the data collected to revamp the VC website for a new, clean look.
- **Distance Education Call Center**
  The Distance Education helpdesk was revamp to the following menu with the help of David Cazares from TR. When a client calls our helpdesk line the following menu is prompt:
  1. Student Support
     Agents: Helpdesk 1, Helpdesk 2, Helpdesk 3, and Aleida
  2. Online Advisor
     Agents: San Juanita Rios
  3. Faculty Course Design
     Agents: Jacob, Mike, Jessica, Aleida and Marisol
  4. Blackboard Technical Support for Faculty
     Agents: Ana and Marisol
  5. Blackboard Collaborate and Media Services
     Agents: Johnny and Simon J. Rodriquez

This new setup started on production December 17.

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

- Dr. Beverly Schmalzried, Child Development Department, presented a workshop on "Making Math Magic" to 90 early childhood teachers attending the Southern Most Education for the Young Child Conference held at TSTC on Saturday, December 6th.
  Child Development Program Chair attended Completion by Design Retreat on Thursday, December 4th.
- Child Development Program Chair and Child Care Services Developer participated in a conference call with the CCAMPIS evaluator on Friday December 5th.
- The child Development oversight committee met on Thursday December 4th. The program chair, Child Care Services Developer, Faculty member Cindy Cain, and center managers participated.

- Mid-Valley Psychology club donated over 200 coats to Tim's Coats. The picture shows Time Smith, the weather guy for Channel 5 News, who heads up the regional coats drive, hence the label “Tim’s Coats”.
- The Child Development Program Chair, Child Care Services Developer and Center Manager attended a grants management training put on by the Grants and Accountability office.
- From the English Department: The proposals of both Richard Coronado and Eva Masilamony were accepted by the College English Association, and they will present at the conference in March.
- In December, STC students participated in providing a Christmas Party for children and families from the Texas Department of Family and Protective Services. The party was supported by the Child Welfare Board of Hidalgo County. It was hosted by the Child Development Department. STC students from the Child Development Program, the Physical Science Department, Chemistry club, Pre-pharmacy club, Valley Scholars, and Phi Theta Kappa Association volunteered, from 1 to 4 pm on the Pecan Campus in Building H.

- The Academic Council held an end of the year celebration during which the division deans and other members provided memorable events of 2014 and thanked Anahid for her support. We also said goodbye and thanks to Wally Johnson, who will be leaving STC and serving as the Dean for Social Sciences in his hometown Riverside, CA.
- The Dean interviewed Full Time Faculty candidates for the History and English Departments, which will reduce the number of Full Time Temporary faculty even more.

- A debrief meeting on our December graduation provided kudos to the folks from Admissions and Instruction for graduating so many. Options to streamline following graduations were discussed. A proposal to no longer divide majors per department but to list them alphabetically was met with only moderate enthusiasm.
- In addition: The Dean discussed, facilitated and resolved various student/faculty/personnel issues for the LASS division which manages 22 programs, 13 departments, 230 Faculty 150 Adjunct faculty, 45,000 students per semester and includes a Mid Valley Campus Childhood Development Center,

which has 16 staff and serves 60 clients, a Theater with an active event calendar and a Ballet Folkorico.

- Faculty/Staff went on a well-deserved break until January 5.

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

- 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.
- Attended SACSCOC conference from December 5 to December 9.

University Relations, Transfer and Articulation Center

- An academic advisor from Texas A&M Kingsville was welcomed at the Pecan campus and held an information table in the Student Activities Building to provide transfer course information to students.
- Met with Texas A&M University – Kingsville Engineering Department to help with recruitment for their new Engineering course offerings at the Citrus Center in Weslaco for spring 2015. Also assisted TAMUK representatives with information tables and dissemination of information regarding registration for the classes as well as transferability.
- Conducted a Study Abroad in the United Kingdom meeting and two (2) information table session in Building. H with Faculty Mentors, Robin and Liana Andreasen, for 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.
- Supported weekly visits from Texas A&M Kingsville- Education Department, Dr. Gina Garza-Reyna, at the University Relations Center to provide office hours and information sessions to interested students
- Coordinated visit from Texas A&M Kingsville Education Department – Ms. Lydia Landin at the Pecan campus. Ms. Landin provided testing services, advisement, & registration at the University Relations Center for current transfer students.
- A representative from Stephen F. Austin was welcomed at the Pecan campus and held an information table in the Student Activities Building to provide transfer information to students.
- 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
- Began organization for the spring 2015 College Fairs (3) fairs will be held at Starr, Mid-Valley and Pecan campuses. Over 18 Universities were represented.
- Met with Dr. Longoria of OLLU to begin the preparations for a signing ceremony of 2015 between South Texas College and Our Lady of the Lake University for a collaborative agreement that will be signed.

New Mathways Project

- 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.
- 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.
- Celina Esparza has been making classroom visits and meeting one-on-one with NMP students regarding advisement for spring 2015 and continued succession of the classes.
- Continued coordination efforts with Dr. Aparna Ganguli, Dr. Mahmoud Fath El-Den and Rene Zuniga and involved faculty members with the creation of the spring 2015 NMP course schedule and offerings.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **Mid Valley Campus Advisory Committee**
  Meets the fourth Thursday of every month to discuss valuable information about the campus. Faculty and staff discuss issues concerning the campus

- **Office of Student Life at the Mid-Valley Campus**
  Sponsors many events during each month for the benefit of students. Events can range from promotional Student Government events to fun events for the students.
  - Mobile Blood Drive-December 2nd
  - Stress Free Week Yoga – December 2nd
  - Dance Class-December 2nd
  - Movie Night – December 3rd
  - SGA Meeting – Every Thursday at 4pm
  - All Clubs Banquet – December 4th
  - SLA Meeting – Every Wednesday at 4pm
  - SGA Executive Board Meeting – December 5th
  - Frisbee Golf – December 5th
  - Danza Ganguari Meeting – December 5th
  - Basketball – Tuesday and Thursdays at 4:30pm
  - Anti-Bullying/Rape Prevention Workshop for Students – December 4th

- **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.
  - Photography Club – Meet every Monday at 3pm
  - Education Club –Meets every Monday at 2:30pm
  - Jam Session – Meet every Monday at 11am and 1pm
  - Criminal Justice Club – Meet every Tuesday & Thursday at 1pm
  - Baptist Students Ministry – Meet every Tuesday at 2:30pm
  - Psychology Club –
    - Toy Drive – through December 11th
    - Warmth Drive – through February
  - Literary Arts Society – Meets every Tuesday and Thursday at 4pm
  - MVC Spanish Club – Meets every Thursday at 4pm
  - MVC Chemistry Club – Meets every Friday at 1pm
  - Social Work Club – Meets every Tuesday at 12pm
  - Latinas Club
    - Fundraiser – December 2nd

- **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.
  - STC Academy Workshop Information and Stress Reliever – December 12th
  - MVC Library
  - Library Film Series – Miss Representation: You Can't Be What You Can't See- Dec 2nd & 3rd

- Capstone Student Exhibition: In the Moment, Featuring student Anita Rodriguez

- **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.
  - World AIDS Day – December 3rd
  - CLE Tutor Workshop – December 1st

- **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.

- **Student Outreach Department**
  Elementary, Middle and High School Students from different districts come to tour the different areas/departments at our campus. Student Information and Student Life/Wellness assist Outreach dept. in engaging students in activities that show what the campus has to offer. Outreach also assists in complete student registration process.
  - Mercedes Academic Academy tour – December 5th
  - Mercedes Chamber of Commerce Presentation/Tour – December 11th

- **STC Departmental Trainings and Workshops**
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - Counseling – Transfer Track visits from various colleges
    - UTRGV – December 3rd
  - Technology Resources –
    - Blackboard Training – December 3rd & 10th
    - Microsoft Office Training – December 5th
  - Child Development Center held a Parent workshop – December 5th
  - Electronic and Computer Maintenance Department holds a Help desk for students, faculty and staff – Every Tuesday & Thursday at 10am

- **The STC Mid-Valley Campus**
  Meeting location for many local organizations to host their events:
  - RGV Quilt Guild meets for quilt exhibitions and classes.
  - VIDA holds counseling sessions for nursing students on Wednesdays.

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Discussions with Congressman Henry Cuellar office on Obama Care events
- Discussions with city officials on STC participation in holiday events for city
- Discussions with City of Roma for ISD events
- Collaborating with TMC Head Start for holiday events in RGC
- Working with public library to collaborate with STC library on events
- Attending Rio Motors grand opening
- Attending UTPA-Starr Campus Education Graduation Ceremony
- Attending holiday luncheon TMC Head Start
- Planning holiday events w faith-based leaders

Campus Events

- Ping Pong Championship 12-1
- Basketball Tournament 12-1
- Affordable Health Care enrollment 12-2
- Starr County Family Violence Task Force 12-2
- Affordable Health Care enrollment 12-3
- Stress Free Zone-Student Services 12-3
- TMC Head Start Professional Development 12-4
- Phi Theta meeting 12-5
- Duel Enrollment seminar 12-5
- Texas A&M Agrilife "Wellness Coalition" 12-9
- TMC Head Start Training Professional Development 12-9
- Faculty/Staff Holiday Luncheon 12-10
- Texas A&M Agrilife decoration committee 12-11
- Orientation for Immigration Lecture 12-11
- Microsoft Office Workshop 12-12
- Texas A&M Agrilife Child care Conference

Marketing and Promotion Activities

- Mail out to graduating seniors of May 2014 enroll now
- Town Crier Ad run twice in December
- Continue contact with TMC Head Start cohort for BAT
- Work with PR to support Rodeo for RGC
- Discussion with UTPA for General Studies bachelor degree
- Discussions with UTPA campus administrator transfer EDUC majors

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 for a list of cohort graduates and degree, and list of non-graduates who attended in Fall 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. (December 11, 2014)
- Assist with information and booklet compilation for Ballet Folklorico Program.

Course Evaluations

- Assist Associate Dean of Curriculum and Student Learning with e-mail distribution for scheduled Fall 2014 course evaluations through online service provider.
- Communicated with Reporting Team regarding upload registrations and other matters related to online course evaluations.

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 – Follow-up with Honors NOEs signature request with Chairs, Deans, and VP to process respective Honors Stipend.
- Honors Graduates – Verify and provide Honors cords to Honor students completing Honors Program and graduating December 2014. Provided Honor cords to seven students.

Other

- Meeting – Spirit award Nomination Review & Selection Wednesday, December 3, 2014.
- Meeting – Persistence and Completion Strategies Retreat Thursday, December 4, 2014.
- Meeting – Academic Council Leadership December 15, 2014

Jessica S. Garcia
Coordinator – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - Fundraising – Received a $5,000 scholarship donation from Wells Fargo Bank. Sent Holiday Cards to all sponsors and employees who donated to the 9th Annual "A Night with the Stars." Collected outstanding invoices from 9th Annual ANWTS sponsors; only two invoices pending payment. Continued researching and planning kayaking fundraiser for the Valley Scholars Program.
  - Marketing – Check presentation was held at Wells Fargo Bank with bank representatives, STC Administrators, and VS students to receive $5,000 check to the program. Press release for the donation was featured on the STC News, Your Valley Voice, and the Monitor.
  - Retention – Received early alert notices from faculty on VS students' progress and contacted students at risk. Students met with the Student Success Specialist for advisement, early registration for Spring 2015, and to make sure they are on track to graduate. Sent emails to high school counselors to set up presentations with their students to learn more about the Valley Scholars Program. Coordinators attended the Persistence and Completion Strategies Retreat on Dec. 4, 2014 to collaborate with other STC departments to develop new ways to increase student retention, recruitment, and graduation rates
  - Community Service – VS students volunteered at the Hidalgo County Welfare Board's Christmas Party for the children and families of CPS on Friday, Dec. 5, 2014. VS students volunteered at the Hidalgo Festival of Lights on Dec. 1, 2014 to help support the STC Puente Program. VS students volunteered at the City of McAllen and McAllen PD's Christmas for Kids event on Dec. 20, 2014 to help distribute health snacks and toys to children in need.
  - Scholarships awards – Awarded scholarship funds to all VS students who registered full-time by the early registration deadline.
  - Graduation – Attended first ever December graduation for South Texas College to support VS graduates.
- **Phi Theta Kappa**
  - Meetings –Held General meeting for all members on Dec. 5, 2014 to discuss upcoming events, scholarship opportunities, five star chapter development and the competitive edge program. Students received training on DegreeWorks to help with the chapter's College Project. Held Honors in Action Committee Meetings on Dec. 12, Dec. 15, and Dec. 29 to research and organize the HIA project on endangered sea turtles in the Gulf of Mexico.
  - Recruitment – Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa. Completed membership campaign for the Fall 2014 semester on Friday, Dec. 12, 2014. 193 new students accepted membership into Beta Epsilon Mu.
  - Community Service – PTK students volunteered at the Hidalgo County Welfare Board's Christmas Party for the children and families of CPS on Friday, Dec. 5, 2014. PTK students volunteered at the Hidalgo Festival of Lights on Dec. 1, 2014 to help support the STC Puente Program.
  - PTK Scholarships – Three Phi Theta Kappa students were nominated for the All USA/Coca-Cola Community College Academic Team

- **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 December - Fall 2014 graduation.
  - Honors NOE – Follow-up with Honors NOEs signatures request with Chairs, Deans, and VP to process respective Honors stipend.
  - Honors Graduates – Verify and provide Honors cords to Honor students completing Honors Program and graduating December 2014. Provided Honors cords to seven students.

Kristina Wilson
Officer - Academic Grants and Projects

Grant Implementation (FY14-15)

Division	Active Grants FY 14-15 *(awarded as of April 2014)*	Applications Recently Submitted / Pending Notification
LASS	5*	0
Math & Science	1	3
Business & Technology	3*	2
NAH	3*	1
Academic Advancement	4*	3
TOTAL**	**13****	**9**

*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,
    - Information was submitted to the Grants Office on Dec. 5.
  - 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.)**
  - Began recruitment efforts for the Lead Faculty Advisors. One will be designated for each academic division.
  - Continued process of identifying classrooms to be converted to active learning spaces at all 5 campuses

Grant Development

- **Recently Awarded: 1 Grant**
  - 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. Award amount is currently being negotiated.

- **Recently Submitted/Pending Notification: 9 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. Up to $15,000 will be awarded for the Round 1 Planning Grant.
    - Fire Science Program (FEMA)
        - $300,000 in funding requested for new equipment. An institutional match of 15% is required.
        - Submitted on December 5**.**
    - 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
    - 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.
        - RAND is planning to reengage partner institutions in early spring 2015 to flesh out the plan for implementation in preparation to launch during summer 1. The THECB may provide limited funding for the project if grant is not accepted.
    - 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.

Academic Projects

- **Degree Progress Report Assignment** – Faculty/Student Engagement
    - Training meeting for faculty is tentatively scheduled for January 14. Information regarding the assignment, best practices in advising, and Degree Works will be shared.
- **Miscellaneous**
    - Assisted in facilitating the Persistence and Completion Strategies Retreat on Dec. 4.
    - Lead the hiring process for the Administrative Assistant – Academic Affairs position.
    - Participated in the Open Educational Resources Committee meeting on Dec. 10.

Cody Gregg
Interim Director- Centers for Learning Excellence

CLE Campus Highlights:

- Pecan Campus
  - TSI Assessment Preparation Workshops: Probability—December 8; College Algebra Final Exam Reviews—December 8, December 9, December 10.
  - Pecan CLE staff participated in an Ask Online Training.
  - Pecan CLE staff participated in the Academic Advancement Staff Meeting.
- Starr Campus
  - Had conference meeting on Friday December 5, 2014, over changes for the incoming spring 2015 semester for the Starr CLE. Discussed the hours of operation, the lab technician position that is currently available for the center.
  - The Starr CLE saw an increase in student traffic during week before finals. The center is expected to remain mainly the same during the first three days of finals week.
  - The Starr CLE is promoting the center by distributing flyers at the campus and at the CLE.
- Mid Valley
  - Part-time staff conducted 1 student success workshops on 12.01.2014.
  - Conducted 1 whole-class proctoring session on 12.2.2014.
  - Part-time staff conducted 1 student success workshops on 12.04.2014.
  - Part-time staff conducted 1 presentation on 12.05.2014.
  - Manager met with Dean of Library on 12.1.2014.
  - Manager participated in StudentLingo 'Go To Meeting" with representatives from Innovative Educators on 12.4.2014.
  - Mid-Valley Advisory Committee meeting on 12.4.2014.
  - Proctored 72 final examination.
  - Proctored three, whole-class sessions on 12.9, 12.11, and 12.12.
  - Ask Online Training, Part II on 12.9.2014.
  - Academic Advancement Meeting on 12.11.2014.
- Nursing
  - New tutor for Physical Therapy Assistant program began working. Will begin collaborating with instructors and Program Chair from this program, and the Occupational Therapy Assistant program, for remediation program/services we will be offering students who need better preparation for Spring semester.
  - The new Occupational Therapy Assistant tutor offered his first workshop on Meditation and Relaxation – a popular workshop topic at NAH, which we were unable to offer throughout the semester since the original presenter transferred to another campus.
  - The NAH CLE received 4 computers from PCN campus that will be placed in 3 different study rooms for student usage.

Jagtrax Data (December 2014)

	All Campuses	Pecan	MVC	Starr	NAH	TC
Total Student Hours Delivered	5347:27:00	2895:29:00	2579:06:00	676:01:00	1745:27:00	3481:01:00
Independent Study (Duplicated)	937	259	850	33	770	74
Independent Study (Unduplicated)	468	141	249	23	263	34
Lab Visits(D)	15118	9906	2024	751	2109	328
Lab Visits (U)	4458	3057	593	240	455	113
Proctoring	264	*Note: Proctoring Requests can be placed for multiple campuses				
Tutoring Contact Hours	1810:54:00	1043:15:00	306:48:00	214:42:00	71:01:00	175:08:00
Tutoring Visits/Sessions (D)	3236	3471	1269	327	225	1346
Tutoring Visits/Sessions (U)	1397	1151	511	129	139	207
Workshop Attendance	88	3	56	4	25	0
Workshops Hosted	8	1	3	1	3	0

Laura Talbot
Associate Dean - Curriculum and Student Learning

Curriculum

- **Curriculum Revisions**
  The Curriculum staff processed multiple curriculum revisions for Fall 2014 in December. The fourth meeting of the Curriculum and Program Review Committee was December 4th, and had 4 individual curriculum items on the agenda for approval.
- **THECB Submissions**
  Bachelor course renewals were submitted in December for 5 Medical and Health Services Management courses.
- **THECB 60 SCH Rule Compliance**
  The THECB notified institutions in December that a meeting has been called for February 2-3rd for all institutions that submitted 60 SCH Rule exemption requests for certain technical program areas. The two program areas impacted by this meeting for which STC submitted exemption requests are Physical Therapist Assistant and Sign Language Interpreter. Laura Talbot, Diana Hernandez (PTA Program Chair), Dr. Bischoff, and a faculty member from Sign Language Interpreter will attend. The purpose of the meeting is to hold modified WECM workshops for these program areas in order to come to agreement on the required SCH for each program.
- **Program Development**
  The Diagnostic Medical Sonography Advanced Technical Certificate was approved by the Texas Higher Education Coordinating Board. Approval is still pending from the Southern Association of Colleges and Schools Commission on Colleges.
- **Online Student Evaluations**
  Evaluations for Fall 2014 closed on December 6th. The final response rate was 42%, with 30,008 individual evaluations submitted.

Student Learning Outcomes and Assessment

- **PRIDE Training**
  One JagPRIDE training was conducted in December, with 10 faculty in attendance.
- **Data Submission**
  JagPRIDE was made available for Fall 2014 data submissions. The deadline for adjuncts was December 15th and January 30th for Full-time faculty. The Learning Outcomes Specialist met with faculty from the BAS in Organizational Leadership to further develop the assessment plan and curriculum map for this program.
- **Learning Outcomes Reporting**
  The Curriculum Staff, including the Associate Dean, are working with the IS&P Reporting Team to customize reports from the JagPRIDE system to satisfy accreditation requirements and to facilitate the use of the data by faculty and departments. The Curriculum Department met with members of the Reporting Team in December to review drafts of the report formats and make additional recommendations.

Course Scheduling

- **Schedule Development**
  The Fall 2015 schedule has been reviewed by the chairs and updated by the Scheduling technicians and is scheduled to be pulled for the tabloid by Public Relations on January 16th.
- **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.

Academic Affairs Activities

- **Faculty Credentials Review Committee**
  A Faculty Credentials Review Committee was convened on December 3rd to review the credentials of one faculty member for the NAH division.
- **Open Educational Resource Committee**
  An initial meeting of the Taskforce for Open Educational Resources in the Classroom was held on December 10th to review resources of 5 faculty who will be piloting OER's in the Spring. The taskforce will continue to meeting in the Spring to develop guidelines for approving OER's. The taskforce is being chaired by the Associate Dean of Curriculum and Student Learning.

Institutional Activities

- **Persistence and Completion Strategies Retreat**
  The Associate Dean worked collaboratively with the Associate Dean of Professional and Organizational Development and the Academic Grants and Project Manager to develop a framework for Academic Affairs to identify strategies for Persistence and Completion to be discussed during the joint retreat with Student Affairs and Enrollment Management. The Associate Dean also assisted with facilitation of this retreat.
- **Degreeworks Implementation**
  The Curriculum Staff continue to develop the scribing for Degree Works and address any discrepancies identified by advisors.
- **TSI Implementation Team**
  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. A draft Developmental Plan for Fall 2015 has been developed by the TSI Implementation team. The Associate Dean met with the Academic Grants and Projects Manager in December to review and update this draft.
- **Presentations**
  The Associate Dean of Curriculum and Student Learning made the following presentations during the month of November:
  - Presented the Dual Enrollment Participation Rules and Requirements at the STC & PSJA Dual2Degree Initiative Work Team 2 meeting on December 4th.

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

- **SACSCOC Annual Meeting**
  Laura Talbot, Associate Dean of Curriculum and Student Learning, Christina Cavazos and Kandee Wickboldt-Curriculum Specialists, and Joanna Saucedo-Learning Outcomes Specialist attend the SACSCOC Annual meeting in December. This meeting provided a wealth of professional development sessions on the Principles of Accreditation. Staff concentrated on sessions relevant to

their areas. The Associate Dean attended sessions related to key accreditation elements for the institution, including policy compliance, the 5th year report, writing like a reviewer, and Core Requirements sessions.

Nicolas Gonzalez
High School Programs and Services Administrator

- **Dual Enrollment**
  - Sofia Pena has been asked to serve on the State ECHS Advisory board, formed in collaboration with Region 13th and TEA to work with statewide ECHS technical assistance, resources, evaluation, and coaching to ensure successful implementation of the ECHS model. The first meeting will took place on December 12th in Austin.
  - The rollover of dual sections has been sent to the programmer. All students who earn at least a "C" on their fall dual credit college class, will be automatically enrolled in the subsequent spring class – these are 1,091 sections. This process has been in place for over 8 years and saves the Outreach team time and effort in registering all students. Their department has received a schedule of all new sections (421) for the spring, where manual enrollment is still necessary – students in 81 Academy sections have already been enrolled. Total dual enrollment sections for the spring is 1,593.
  - The Academy team has completed high school visitations and the promotion of all the Academies to potential new applicants at all Mid-Valley schools. They are following up with other high schools at Rio and the Pecan campus area. In addition, all academies students for this fall have been enrolled in their spring classes.

- **Meetings/Events/Conference Phone Calls**
  - December 1, 2014 – I3 ECEP Grant Introduction – Catherine Pena
  - December 4, 2014 – Persistence and Completion Strategies Retreat
  - December 5, 2014 – McCCTI Program Meeting with Rachel Arcaute
  - December 5, 2014 – Science Academy Meeting
  - December 9, 2014 – Athenaeum Meeting
  - December 11, 2014 – Academic Advancement Staff Meeting
  - December 11, 2014 – EWDC Presentation Review/Presentation
  - December 15, 2014 – Academic Council Leadership Meeting
  - December 16, 2014 – PSJA i3 Leadership Cabinet
  - December 17, 2014 – Juan Diego Academy Meeting

<u>Dual Enrollment: Alejandra Cantu</u>

- **Workshops/Meetings**
  - Met with Laura Talbot to go over the spring schedule and new sites.
  - Attended the Academic Advances Meeting
  - Attended the Early College Conference in Dallas Texas
  - Met with the committee for Women in Technology to discuss upcoming event.
  - Spoke to Asst. Principal at Southwest about final changes on the spring schedule.

- **DE Scheduling and Planning**
  - Created a course for the new Early College High School at Robert Vela.
  - Worked on the Roll over schedule with Mr. Gonzalez and was sent to Mr. Bob Taylor.
  - Made Changes on the PSJA North CTE courses for the spring.
  - Per program chairs, changed a couple of instructors on S sections.
  - Created new computer science sections at Monte Alto ECHS. Checked in
  - Mrs. Trevino from PSJA HS requested new math sections for the spring.

Dual Enrollment: Clarissa Torres

- **Dual Enrollment Faculty**
  Four dual enrollment faculty for academics have been hired for the spring 2015 semester. With one dual instructor pending an intent to hire form.
- **Dual Enrollment Faculty Spreadsheet**
  At this time, there are two dual enrollment faculty candidates for the spring 2015 semester still pending. The schools have been notified of the necessary equipment and requirements to conduct these courses. Once they have agreed to provide the equipment I can move forward with the approval process for the candidates.
- **Academic Advancement Staff Meeting**
  On December 11th the Academic Advancement Area had an annual staff meeting. During this meeting the department of High School Programs and Services collaborated and put forth our goals for the upcoming year. This meeting also allowed us the opportunity to meet with the two new members of our team. As well as network with the other departments.
- **Textbooks for New DE Courses**
  During the Academic Advancement meeting I met with Carol Woods to discuss the process of DE textbooks. Most of our partnering high schools have been contacted in regards to textbooks for new DE courses. When we return back I plan to follow up to ensure that the books are ready for the upcoming spring semester.

Dual Enrollment Faculty Liaison: Carol Woods

- Attended Fall 2014 Academic Advancement Staff Meeting on Thursday, December 11, 2014, with the Academic Advancement Team to network and discuss goals for 2015.
- Continued to help coordinate Dual Enrollment Taskforce subcommittees' activities such as updating action plans, following up with subcommittee chairs, and updating subcommittee membership.
- Updated the 2014-2015 DE Taskforce Charges/Action Plan with input from Dual Enrollment Taskforce Meeting held November 6, 2014, and subsequent input from subcommittee chairs.
- Responding to faculty and chairs as needed on dual enrollment issues such as textbooks and access issues.
- Following up on Textbook Subcommittee issues in keeping with established timeline for updating DE textbook adoption list and in anticipation of meeting textbook needs for spring 2015 dual enrollment classes.
- Spoke Dr. Bill Carter, who is serving on a Faculty Senate subcommittee devising questions for survey of STC faculty and dual enrollment faculty, to ask if he needed input from me on dual enrollment survey questions. The subcommittee will be working with RAS in January 2015 to design survey.
- Attended STC & PSJA Creating a Model for Systematic Change Taskforce Work Team #4: Dual Enrollment Planning & Alignment meeting on November 25, 2014, at PSJA Services Center in Pharr. In December followed up with Debra Pingel, PSJA Advanced Academics/College Readiness Instructional Coach regarding progress on textbook issues discussed at meeting. I asked Ms. Pingel for updates on centralizing textbook access for the district's schools, how PSJA students attending STC on-campus summer classes would be issued textbooks, and how open source materials pilot study in spring 2015 might impact their textbook access. Ms. Pingel has been temporarily assigned to another PSJA campus and referred my email to Mr. Lupe Chavez, Director of College Readiness.
- Followed up with OPOD on Adjunct and DEF professional development day scheduled for January 17, 2015, to ask if they needed input from me.

- Followed up with HSPS on updates needed to their webpages (September 12, December 17). Thanks go to HSPS for their attention to keeping the webpages looking current because it is an important part of the image the College wants to project. Updates are needed for the following:
- Asked OPOD for an updated door sign that would have the new STC logo and font, so it could be posted at the HSPS website. Dual enrollment faculty often ask for printed/laminated copies at their

professional development day. Usually we have a few available, but OPOD takes requests for them when copies run out and also refers faculty to the HSPS webpages to print replacement copies for their classroom doors. http://academicaffairs.southtexascollege.edu/highschool/guides.html

- The old 2012-2013 reference guide for adjunct & dual enrollment faculty is still posted. Request current version and post it. (September 2014, December 2014) http://academicaffairs.southtexascollege.edu/highschool/guides.html
- OPOD would also have the current version of the reference guide for STC faculty teaching dual enrollment courses. The ISD calendars were left out of the printed version this past August, but an online version could include them if needed. An STC faculty sent an email to Mr. Gonzalez complaining that he wasn't provided copies of the ISD calendars in the fall, so it seems that some faculty still want them provided. Not sure if many faculty actually need the calendars from us because calendars are so easily found at the ISDs webpages and from the high school counselors. I provided OPOD with PDFs of the calendars last summer, so they have them already.
- The Principals' Summit info at the webpages is from August 2013. Again, OPOD probably has the August 2014 material or does HSPS want to consider not posting the Summit material at the website?
- Provided a PDF for the current "MOU - Principals Agreement - Signed by Principals" to replace the prior version (September 2014, December 2014). http://academicaffairs.southtexascollege.edu/highschool/guides.html
- Asked if there was a way to keep link to Placement Scale current without changing link every year. The current link is for the scale that was effective with Fall 2013. http://academicaffairs.southtexascollege.edu/highschool/academies/index.html

Kimberly P. Crawford
Director - High School Programs

- **Completed: Projects/Activities**
  - Requested final progress reports from faculty members
  - Picked up Academy applications from Edcouch Elsa, Donna HS, and Donna North
  - Continued fall recruitment presentations
  - Registration completed for Academy Spring 2015 semester
  - Interest form data entry from recruitment presentations at Weslaco, Weslaco East, Rio Grande City, Roma and Grulla High School
  - Applications received from Weslaco, Mercedes Early College, Progreso, and Edcouch Elsa high Schools
  - Paperwork completed for DEEA/DECSA college tour
- **Workshops:**
  - College Tour info
  - Senior checklist
  - Environmental and Social and Emotional Intelligence
- **TexPREP:**
  - TexPREP applications are being prepared to mail to students
  - Spring Speaker series event for TexPREP students scheduled for February 20th and 21st.
- **Academy Programs:**
  - Presentation at Roma High School
  - Visited with principals and counselors at South Texas Science Academy and the Pharr Oratory of St. Philip Neri School, and Juan Diego Academy to discuss their participation in the Academy Programs
  - All rosters updated with current students participating in the Academies program
  - Verified all Academy students had the correct major in Banner
- **McCCTI Program:**
  - 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:**
  - Attended a session on undocumented students
  - Staff Meeting
- **In Progress: Projects and Major Activities**
  - Continue to follow up with seniors about providing acceptance letters and scholarship information
  - Paperwork is being prepared for the Spring college tours
  - Academy Spring Information Sessions were held at Pecan, Starr, and Mid-Valley campuses
  - Case management for all students in the Academy Programs scheduled to be held upon return
  - Determine logistics of Hidalgo ISD TexPREP trip
  - Schedule TexPREP recruitment presentations
  - Schedule parent meetings at all high schools

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 National Early College Conference in Dallas, Texas.
- ECHS Director & Coordinators attended the National Early College Conference in Dallas, Texas.
- ECHS Director attended President's Administrative Staff meetings and Academic Council meetings.
- ECHS staff worked on graduation degree audits to ensure students are on track to complete coursework.
- ECHS Director convened a committee, interviewed and hired a new ECHS.
- ECHS Director and Coordinators in conjunction with scheduling worked with several schools to assist in the preparation of ECHS application renewals and new applications.
- ECHS Director and Coordinators met at monthly staff meetings. Next one scheduled for January 19 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 Cross-Training Academy (ACTA) Fall 2014**
  The 15th ACTA Commissioning Ceremony was held on Friday, December 5th. Supervisors, previous Ambassadors and ALA participant were invited to support this graduating class. 31 candidates were declared "STC Ambassadors Extraordinary and Plenipotentiary" by Dr. Reed. They now join the 475 certified STC Ambassadors who are committed to creating greater transparency, and promoting communication among departments to eliminate roadblocks that frustrate students & employees alike.
- **Focus Academy (Cohort 1 & 2)**
  The Office of Professional and Organizational Development conducted a combined session in the month of December for staff and faculty participating in the FOCUS Academy. The FOCUS Academy participants engaged in interactive presentations given by their peers. There are currently 29 active participants in Focus I group and 15 active participants in Focus II group.

Special Projects and Collaborations:

- **Academic affairs & Student Affairs Enrollment Management Enrollment Strategy Retreat**
  The Division of Academic Affairs & Division of Student Affairs Enrollment Management came together on December 4th for the leadership team, faculty, and staff to discuss current and new enrollment strategies. In an effort to develop and refine current and new enrollment strategies, all participated in several brainstorming sessions.
- **Academic Advancement Area Staff Meeting**
  The OPOD hosted the Annual Academic Advancement Area Staff Meeting. OPOD facilitated a showcase of highlights from each department under the Academic Advancement Area. It also coordinated group activities and the Annual Spirit Award recognition of 3 outstanding staff members.

Programs in Development

- **College Wide Professional & Organizational Development**
  The OPOD continues to market the CWPOD breakout session proposals to be email out to faculty and staff.
- **Ambassadors Cross-Training Academy**
  The OPOD is currently marketing ACTA commitment forms by emailing all faculty and staff.
- **Adjunct/Dual Enrollment Professional Development Day**
  The OPOD is currently marketing the Adjunct/Dual Enrollment PD Day to be held on Saturday, January 17th. An email was sent out to all adjuncts and dual enrollment faculty to save the date.

Requested Artwork & Design Projects

- **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

- Continued to monitor ongoing dual enrollment classes and traditional course offerings for the Spring 2015 semester.

STC-Pharr Teaching Center

- Coordinated classroom furniture set up for spring 2015 course offerings.
- Coordinated with Rex Supply Company managers new delivery date for remaining lathe to be delivered to the PTC facilities during the first week of January 2015. (1/07)
- Coordinated classroom and building access for Fire Academy instructor Rick Stubbs to hold Community Emergency Response Team (CERT) training held on December 20, 22 & 23 at the Pharr Teaching Center facilities.
- Coordinated preparation of PTC facilities and equipment to transition existing power source to newly installed system by assuring all vital electrical components were properly disconnected. (12/24)

Other Activities

- Attended Business & Technology Division recognition luncheon. (12/2)
- Attended and took notes for Dual2Degree Initiative Work Team #2 meeting. (12/4)
- Attended Academic Advancement staff meeting held in Rainbow Room. (12/11)
- Attended Academic Council Leadership meeting held in Pecan Campus cafeteria. (12/15)
- Attended La Joya Memorial Middle School Career Fair. (12/16)
- Attended PSJA Academies Planning Meeting held at PSJA ISD Central Office. (12/17)
- Attended PSJA CCTA, Sotomayor and Ballew High School winter graduation ceremony. (12/18)
- Continued working on Technical programs information booklet.
- Developed meeting summaries for Creating a Model for Systematic Change Work Teams #2-5.

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Information Services and Planning

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Dr. David Plummer
Interim VP

Information Services, Planning & Strategic Initiatives

Monthly Activity Report
December 2014

Alicia Gomez, CIO
Technology Resources

Applications Development

HR Process Redesign and Automation

The Applications team began the testing phase for the Electronic Appointment letter module with updated salary and benefits data and will continue testing and resolving any encountered issues through January 2015.
After kicking off the Salary Planner implementation project, the module will be tested by the HR team through the month of January 2015. Expected go live is March 2015 pending test results.

College Scheduler

The TR team installed and configured the College Scheduler application in a test environment. College Scheduler is a student web-based schedule planner that uses Banner information to present students with every possible schedule option that is open and able to be registered for. The project is expected to be complete by February 2015.

JagMobile 3.0

The Applications team continues to work on the TouchNet mobile application upgrade which allows students 24/7 mobile access to bills and online bill payments. The new TouchNet mobile application release was tested by Cashiers staff and go-live timeline will be establish the week of January 5, 2015.

IT Risk and Security

PCI/DIR/IT Assessment Action Plan Updates

The TR and Security teams worked on the PCI compliance plan which will be finalized and submitted to BBVA Compass the week of January, 5 2015. The teams will continue finalizing other IT Assessment action plans in January 2015.

Business Impact Analysis and Disaster Preparedness/Recovery Planning

Plans to build a replication datacenter in Rio Grande continue as the TR Infrastructure team configures the Colossus replication device and software while Facilities and Construction reviews the possibility of acquiring a generator unity for the new datacenter. In addition and as part of the BIA recommendations, TR has reached out to Microsoft Premiere Support to perform an Exchange system health-check. The Exchange system analysis will become the first step in the faculty and staff Office 365 e-mail system migration project.

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 December. Due to time constraints the deadline for both projects was pushed from December to January 2015.

Infrastructure Improvements

After receiving and reviewing the Network analysis report which addressed network current performance and future growth, the Technology Resources team has been working on some of the recommendations which include re-configuration settings. The team also began preparations to replace and install network switches and new fiber optic equipment.

Computer Replacement

A total of 300 computers were purchased in order to kick off the new computer replacement cycle which consists of replacing old equipment by model and is based on high communication and transparency among the STC community. The Applications team began working on a new web site that will contain information regarding the models to be replaced and implementation timelines.

Pharr and La Joya Teaching Centers (CCTA)

The Pharr site is ready with phone a computer equipment for the spring term. After the winter break, TR will reach out to La Joya staff to resume work at La Joya Teaching center.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 12/1/2014: Project Update Conference Call
- 12/2/2014: NAH Visit, Digital Signage Committee Meeting
- 12/3/2014: Graduation Convention Center Meeting
- 12/5/2014: ACTA Graduation
- 12/8/2014: Director's Meeting
- 12/9/2014: Administration Team Meeting
- 12/12/2014: Instructional Technologies Team Meeting
- 12/14/2014: STC Graduation at Convention Center
- 12/15//2014: Campus Site Surveys
- 12/17/2014: Graduation Review and Feedback Meeting, President's Staff Luncheon

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.	84

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	319.65

SOUTH TEXAS COLLEGE

Reservations by Campus: **December-14**

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	38	15	0	15	2
Data Projector	4	2	6	5	0
Laptop	20	5	3	5	0
PA System	7	2	0	1	3
CD Player	1	1	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	6	1	0	0	1
TV	2	0	2	0	1
Microphone	45	6	1	3	2
Direct Box	4	1	1	0	0
Digital Camera	0	3	0	0	0
Speakers	36	0	8	17	0
Overhead Projector	0	0	0	0	0
Remote	11	48	0	0	0
Headphones	2	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	6	5	5	1	0
Document Camera	42	24	16	0	0
DVD/VCR Player	4	5	3	0	1
Wireless Lab	0	12	0	0	0
Keyboard/Mouse	6	0	1	0	0
Sympodium	7	11	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	13	0	0	0
CPS	0	0	0	0	0
Mixer	10	1	1	1	0
Tripod	5	1	0	0	0
WebCam	5	3	0	0	0
Computer	0	0	0	0	0
Portable Table	17	2	2	2	2
Microphone Stand	24	7	0	0	0
HD Video Streamer	4	0	0	0	0
Polycom Phone	0	3	0	0	0
Stooges (switcher)	1	0	0	0	0
LANC Controller	5	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	2	0	0	0	0
TOTAL	314	171	49	50	12

_____, 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, the completion rate is approximately 90%. 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**
  An in-depth review of the security incident response plan was performed by members of the IR team. A few informational forms and contact information will need to be included in the 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. Once 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**
  A budgeting issue has put a hold on this project. The Technology Resources team is currently using the CTA to push logs and data to Dell SecureWorks, but the last portion of the project has not begun. This is a key part of web application security, which is the configuration of policies and knowledge transfer. The goal is to have all web applications behind the F5 by the end of 2015.

- **Qualys SaaS Implementation**
  The purchase change order has been processed and we can continue with the Qualys implementation. We currently use 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 proof of concept for all next generation firewalls is complete. The Technology Resources and InfoSec teams have made a recommendation and will be submitting the proposal to the board in January. Pending board approval, the team will purchase the firewalls in early February with installation and configuration in March. The purchase consists of hardware, installation, licensing, training, deployment and one year of support. The new firewall will provide additional capacity in preparation to the bandwidth increase project scheduled for this fiscal year. In addition it will assist the Information Security and Technology Resource teams by enhancing administrative and technical controls to maintain and improve overall operational efficiency and increase the security posture of the college.

- **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:

- Discussion with Dr. Esmaeili regarding outstanding Mid-Biennium Report and completed report
- Editing Mid-Bi Findings to remove Mid-Bi prompt questions from responses
- Creating CQI Reports for all departments to bridge between the 2011-2013 and the 2013-2015 IE Cycles
- Attended IEA Retreat to make progress on the Office of the President 2014 Mid-Biennium Report
- Arranged for a meeting between Xitracs trainers and Laura Talbot/myself
- Reviewed AIR Forum Proposals
- Instituted final deadline for Mid-Biennium Reports (and communicated this to writers with outstanding reports
- Updated the IEA Data Needs Calendar
- "Big Ed's Cradle to Career" research project
- "Employment of Foreign Nationals" research project
- Completed Mid-Biennium Report for Career & Employer Services
- Cleaning departmental Mid-Biennium IE Reports to be posted to IEA website
- IEA/RAS Holiday luncheon

Assessment Related Activities:

- Civitas Veritas Data Meeting
- Apprised VP of immigration issue

IEA Reporting Analyst's Activities:

- Worked on and finished the Puente Rotation and Success Rates report for Dr. Bischoff's data request
- Worked on and finished the Puente Project report for Dr. Chavez's data request
- Worked on the President's Mid-Bi Report
- Worked on search of the IE related certifications
- Worked on and provided the results to IEA director for the DPRA Assessment
- Worked on the Puente Project data analyzing
- Worked on the President's Mid-Bi Report
- Worked on the IEA Data Needs Calendar
- Investigated the National Student Clearinghouse Signature Report

Factbook Related Activities:

- Coordinated with RAS for the new placement report for STC Factbook
- Received, formatted, and posted the Job Placement Rates / Graduate Placement Rates (*Updated:* 'AY 2012-13') report for internal STC Factbook
- Updated the Gainful Employment - Placement Rate for Public Community, State and Technical Colleges link internal STC Factbook
- Added a hidden link for the STC 2013 Placement (per Special Request) report for internal STC Factbook
- Coordinated with RAS for updating the IPEDS reports for STC Factbook
- Updated the South Texas College Placement Rate for external STC Factbook
- Coordinated with RAS for the STC Factbook update
- Received, formatted and posted the new Developmental Education Accountability Measures Data report for STC Factbook
- Updated the IPEDS related reports for STC Factbook
- Updated the College Readiness report for STC Factbooks

Meetings and Conferences:

- SSG (2)
- Capital Improvement/Staffing Meeting (ISP)
- SACS-COC Conference
- Civitas Veritas check-in
- PAS
- CW Curriculum Committee.
- Planning Retreat for AA/SAEM
- Attended Data for Puente Project Meeting
- Observed the THECB - Committee on Affordability, Accountability and Planning (CAAP) Meeting
- Observed the THECB - Committee on Academic and Workforce Success (CAWS) Meeting
- Observed the THECB - Financial Aid Advisory Committee Meeting (FAAC) Meeting
- IS&P Strategic Services meeting
- IS&P Administrative Assistants meeting

Miscellaneous:

- HR Meeting
- Cleared TR issues with laptop to gain access to Banner
- Dealt with HR Issues
- Sent Analyses to others
- Compiled media research summaries to post to @IEA_STC Twitter feed
- Scheduled Twitter posts for @IEA_STC account
- Attended Data Request process mapping intake meeting
- Attended Hispanics in Philanthropy webinar
- Attended the Appeals Committee Meeting

Cody Gregg, Dean
Library Services and Information Commons

Meetings:

- 12/1/14: CLE Campus meetings at NAH and Mid-Valley.
- 12/2/14: Dynasign Web Meeting; Bond Program Meeting.
- 12/3/14: Art Galleries Coordination Meeting: Project Update Meeting for H.S.I.; CLE Pecan Campus Meeting.
- 12/4/14: Persistence and Competion Strategies Retreat; CLE Campus Meeting at Tech; CLE Meeting at Pecan.
- 12/5/14: CLE Starr Campus Meeting; President's Administrative Staff Meeting.
- 12/8/14: Bi-monthly meetings with directors; Directors' Meeting.
- 12/9/14: Bond Program Planning Meeting; AskOnline Training; Administrative Staff Meeting.
- 12/10/14: Open Educational Resource Committee Meeting; Directors' Meeting: Library Services Group Meeting.
- 12/11/14: Academic Advancement Staff Meeting; Board Committee Meetings.
- 12/12/14: Instructional Technologies Team Meeting; Graduation Walk Through.
- 12/15/14: Site surveys at various campuses; CCUMC Board Meeting.
- 12/16/14: STC 2013 Bond Program Planning Meeting; Meeting with Dr. Petrosian; CCUMC RFP Meeting; Board Meeting.
- 12/17/14: Employee Meeting; Review and Feedback on December Commencement Meeting; President's Administrative Staff Holiday Luncheon.

Library Services Data:

Library Services Data: 12/1/2014 -12/31/2014								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	48	0	180	n/a	12	0	240
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	870	7125	6917	26975	458	2694	1427	46466
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	494	135	944	n/a	30	0	1603
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	743	232	1794	n/a	102	128	2999
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	10	2	21	n/a	3	0	36
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	479	47	882	n/a	266	57	1731

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Met with TR to coordinate plans for the migration of SirsiDynix Symphony to a supported server environment.
- Corresponded regarding the agreement for the AskAmigos / AskAcademic virtual chat service.
- Worked to develop an updated flyer for student orientation events.
- Began identifying errors, correcting, and removing Reserve records in Symphony.
- Continued working with SirsiDynix and Technology Resources in preparation for the Symphony platform migration.
- Continued modifying the circulation policies and billing structure in Symphony.
- Continued standardizing catalog field descriptions in Symphony.
- Began coordinating the collection inventory at NAH.
- Continued developing a spreadsheet for the eBooks (86 titles) from the EBSCO-PDA selection list.
- Worked on updating the spreadsheet for the eBooks purchased from Gale. These are the literary criticisms that are purchased each year for the reference collection that supports the academic disciplines.

Collection Development Balances:

- Library Acquisition…… $ 101,758.00
- BAT & BAS/TMGT Materials- …… $ 4,982.00
- BAT & BAS/CIT Materials- …… $ 3,602.00
- BAT & BAS/MHSM Materials- …… $ 5,603.00
- BAT & BAS/OL Materials- …… $ 3,620.00

Information Commons and Open Labs:

Highlights:

- Traveled to Technology Campus to do a software inventory in the Library.
- Webcams were installed in the Starr County Campus Open Lab. These webcams will be used specifically for a Distance Education program.
- Work orders were submitted for the custodial department to shampoo carpets/wax floors for all locations.

December 2014 Attendance Statistics:
Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	2,855	7,048	7,902	16,076
Pecan Internet Café	684	1,343	1,801	6,377
Pecan T. Info. Commons	483	846	486	3,311
Mid-Valley Open Lab	1,357	3,504	4,478	
Mid-Valley Open Area	526	823	586	
Starr County Open Lab	367	1,074	1,203	
NAH Open Lab	945	2,517	1,782	
Technology Open Lab	475	1,153	832	
Technology Internet Café	138	251	117	

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	2,817	5,992	5,768
Pecan Testing Room F-228	31	57	95
Mid-Valley Info. Commons	923	1,842	1,748
Starr County Library	442	1,178	1,081
Technology Library	230	608	694
District Total:	**4,443**	**9,677**	**9,386**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	552	716	733
Pecan F-130 Group Stations	148	184	218
Mid-Valley Library Group Stations	140	181	190
Mid-Valley Open Lab Group Stations	28	34	33
NAH Group Stations	370	696	1,082
District Total:	**1,238**	**1,811**	**2,256**

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

- 12/04/14: Held an Open Labs Leadership meeting.
- 12/05/14: Met with SI Coordinator and one of the SI Leaders.
- 12/05/14: Held interviews for the Open Lab Technician position at the Mid-Valley Campus; attended the President's Administrative Staff meeting.
- 12/08/14: Met with Dean of Library Services for a bi-monthly meeting; attended the Library Services Directors' meeting.
- 12/09/14: Met to discuss staffing plan and scheduling.
- 12/15/14: Held an Information Commons and Open Labs department meeting and training. Staff were trained in "What's New in Microsoft Office" and Lynda.com.

Library Services Public Services

Meetings: Attended all regularly scheduled meetings including Directors' Meeting an IS&P staff meeting.

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

- In the Moment
  Nov 18 - Dec 9, 2014
  Mid-Valley Campus Library Art Gallery

Serkan Celtek, Director
Research & Analytical Services

Research Studies:

- **CCSSE**
  - Verification form completed
  - Custom question module completed and submitted
- **Chair Evaluation survey report access**
- **IPEDS**
  - Winter and Spring collections open: Email sent to involved areas
- **Orientation survey**
  - Assistance with edits to questions
- **Persistence and Completion Strategies Retreat presentation**
- **Physical Therapist Assistant Surveys**
  - Graduate Follow up survey created
  - Employer satisfaction survey created
- **Repeater Analysis**
  - # of repeated courses
  - Profile of repeaters
  - Prepared presentation for PAS
- **Spring 2014 Enrollment Capacity**
  - Received Deans Report from Reporting Team
  - Reviewed, analyzed and sent my findings to Academic Deans
- **Success Points Targets**
  - Setting initial targets based on historical data
- **SureScore**
  - 4TellX Predictive Analytics Project form draft description
- **Texas Completes**
  - KPIs formatted and submitted

Data Quality Process:

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

Data Requests

- **AACC Survey – (Completed)**
- **Bi-weekly Campus Enrollment and Contact Hours Script Update – (Ongoing)**
- **CAFR Data – Continuing Education Certified Contact Hours and Enrollment – (Completed)**
- **Chemistry, Physics, Engineering, Pre-pharmacy declared majors, Fall 2014 census**
- **College Success for Healthcare Allied Majors Registered Spring ORIN Contact List (Weekly)**
- **Enrollment Capacity**
  - Dean's Report (comparison of Spring 2014 classes that made to Spring 2015 capacity) – via Reporting Team

- **First Repeat Logic Review – (Completed)**
- **Graduates and enrollment trends by major in the past five years - (Completed)**
- **Historic data file that is needed for the repeaters analysis report - (Completed)**
- **Learning how to manipulate curriculum based measures report and learning their components. List of GOT graduates with majors and addresses**
- **List of GOT students who did not graduate and who did not enroll to Fall 2014 - 2014**
- **Online classes sections that has been offered in STC for the past five years- (Completed)**
- **Out of district students Fall 2011 - 2014**
- **Texas Completes - Number of College Credits Earned by Dual Enrollment Students Prior to High School Graduation (Completed)**
- **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Institutional Profile 2014 – (ECD 010815)**
- **Working on a report that include all graduates that graduated with and without taking development classes (Ongoing)**

Meetings Attended:

- 20Civitas: South Texas Validation meeting
- ALA Meeting
- BAT meeting to review CAAP data
- Data Request Intake Form Process Mapping
- ISP Admin Team Meeting
- La Joya and PSJA data requests meeting
- Open Educational Resource Committee meeting
- PAS Meeting
- Persistence and Completion Strategies Retreat
- RAS weekly meeting
- South Texas College/PSJA Data Team - working meeting SSG Meeting
- Texas Completes data leads call

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

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: January 10, 2015

Subject: December 2014 Activity Report

The major activities of my office this month were: 1) Met with South Texas Manufacturers Association Executive Director 2) Met with Dean Mario Reyna and educational representative from Reynosa to discuss education partnership 3) Met with Congressman Ruben Hinojosa's staff and Dr. Reed to discuss forthcoming DOL grant. 4) Hosted managers from Emerson Climate Control 5) Met with Olivia Benford from PSJA to discuss contract training 6) Organized and presented at NAAMREI/IAM Grant Ceremony 7) Met with multiple community stakeholders to discuss economic and workforce development issues. 8) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 9) Met with STMA and Harlingen leaders to plan the NAAMREI Manufacturing Summit.

Summary of Activities for December 2014:

- Met with Mike Willis, STMA Executive Director, to discuss trends in manufacturing, ongoing STMA surveys and related STC projects.

- Met with Dean Mario Reyna from STC and Rosendo Avila from Reynosa who represents institutes of higher education and training. Dean Reyna is advancing STC educational opportunities for residents of Reynosa. My office is promoting customized training to Reynosa maquiladora employees.

- Met with Olivia Benford from PSJA ISD to initiate a program that would provide customized manufacturing training to high school students and to the parents group recently established by superintendent Dr. King.

- Met with Congressman Ruben Hinojosa's staff and Dr. Reed to discuss forthcoming DOL grant.

- Hosted and provided a tour to managers from Emerson Climate Control, a maquiladora from Reynosa. NAAMREI and Emerson are partnering to develop and deliver customized training to their current and future workforce.

- Hosted TWC Commissioner Hope Andrade at NAAMREI's TWC Skill Development fund grant check ceremony. NAAMEREI/IAM received a grant in the amount of $214,000 to train new and incumbent manufacturing workers.

- Hosted and presented at the quarterly NAAMREI Core Leadership meeting.

- Attended the STC President's Administrative Staff meeting.

- Met with Dr. Miguel Gonzalez to discuss manufacturing initiatives and grant opportunities.

- 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 Harlingen Leaders to plan the NAAMREI Manufacturing Summit. In attendance were representatives from STMA, Governor's Office, Harlingen Manufacturers Association, Harlingen Economic Development Corporation.

- 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 named Project Juicy Fruit.

- Continued working with IAM staff and 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

- Reviewed and monitored NAAMREI and IAM