SOUTH TEXAS COLLEGE

January 2015 Activity Reports

Board of Trustees
Board Meeting
February 24, 2015

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Student Affairs and Enrollment Management

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MEMORANDUM

DATE: **February 27, 2015**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **January 2015 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:

  - Ken Jones, Executive Director, Lower Rio Grande Valley Development Council
  - Veronica Gonzalez, VP of Government and Community Relations
  - Daniel Ramirez, Director of Public Relations
  - Conference Call with Texas Workforce Commission Chair Andres Alcantar
  - Paul Hernandez, Dean of Student Affairs
  - Conference Call with Keith Patridge, President & CEO, McAllen Economic Development Corporation
  - Debra Morcado, South Texas College Project Manager
  - Eli Nguma, Director of Student and Wellness

- Attended the Dean's Enrollment Meeting
- Conference Call with Chegg
- Attended the Signing Ceremony- MOU with Our Lady of the Lake University
- Attended the Rio South Texas Economic Council RGV Partnership Meeting.
- Attended the Meeting For "RGV Day"
- Attended the TeleTech Grand Opening
- Attended the Degree Works Meeting

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

- Attended the Workforce Commission Check Presentation for Nursing and Mentorship Program Grant
- Attended the Marketing Planning Workshop
- Attended the Discussion of U.S/ Mexico Education Institute Relationships
- Attended the Illume Insight (Civitas Meeting)
- Attended the NAAMREI Regional Manufacturing Summit
- Attended the South Texas College Board of Trustees Appreciation Breakfast
- Pre-Planning Meeting for Principal's Organizational Planning Workshop
- Rio South Texas Economic Council Annual Meeting of Board of Directors and Members.

Matt Hebbard, Dean of Enrollment Services & Registrar

- **30,904** students are currently registered for Spring 2015 semester, which began on January 20, 2015; enrollment will be official on Census Date, February 4, 2015, when students who have not paid or made payment arrangements will be dropped for non-payment.
- Continued processing incoming documents and clearing students to register for mini-mesters.
- Opened the counter during *Winter Break* (January 2 – 3, 2015) to assist students and the general public.
- Worked on various projects, such as DegreeWorks, enrollment, registration appeals and THECB webinars.
- Dean of Enrollment Services & Registrar and Director of Degree & Certificate Completion attended regular meetings, such as President's Administrative Staff, Planning & Development Council and SAEM Division Leaders.
- Compliance Coordinator worked on CBM Reports required by the THECB.
- Records and Registration Specialist, who evaluates transcripts, attended the 9th Annual Winter Institute for International Transfer Credit in Washington DC on January 26 – 28, 2015.
- 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 **25** students during January 2015.
- Processed *Change of Grades* for **213** students during January 2015.
- Downloaded, reviewed and verified **4,346** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during January 2015.
- Processed **1,626** high school and **917** college/university transcripts during January 2015.

Matt Hebbard, Dean of Enrollment Services & Registrar Cont.

- Evaluated **676** transcripts from other colleges and universities during January 2015.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **5,921** STC transcripts during January 2015.
- Scanned and indexed **7,719** documents submitted by students during January 2015.
- Processed **81** online *Course Substitution Forms* during January 2015.
- Graduation Analyst completed certification of December 2014 graduates, awarding a total of **1,491** degrees, including **67** Bachelor Degrees, **956** Associate Degrees and **471** Certificate

Assessment Center

Student Assessment Center Activity Report January 01 through 31, 2015					
Campus	**Student Walk-Ins to Get Information**	**Market Place Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD**
Pecan Campus	**446**	**480**	**409 (85% show)**	**TSI EXAM**	**3283**
Mid- Valley Campus	**212**	**157**	**150 (96% show)**	**TSI EXAM**	**1447**
Starr Campus	**101**	**67**	**65 (97% show)**	**TSI EXAM**	**483**
Pecan Plaza	**176**	**98**	**91 (93% show)**	**GED EXAM**	**543**
		19	**17 (89% show)**	**TSI EXAM**	**17**
TOTAL:	**935**	**821**	**732**		**5773**

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- Dean of Student Financial Services, Testing and Veteran Affairs held the interviews for the for the Director of Testing
- SFS Director, Coordinators, FA Outreach Specialist and Administrative Assistant met to go over the planning of the Super Saturday and Financial Aid Fairs
- SFS Staff assisted with labeling 13,500 postcards advertising our upcoming fairs, postcards have been mailed out
- SFS Staff assisted with 29 Financial Aid Events throughout the month of January
- 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 – 19,043 calls
  - JagChats – 404 chats
- Campus Tours
  - Pecan Campus – students
  - Mid-Valley Campus – 25 students
  - Technology Campus – 80 students
  - Nursing Campus – 80 students
  - Starr Campus – No Tours
- Parent Meeting/Event
  - Progreso HS
  - Mid-Valley Academy
- College Bound Presentation
  - Achieve ECHS
- Apply Texas Drive
  - Mid-Valley Academy
  - Progreso HS
- Financial Aid Night
  - Rio Grande City HS
  - La Grulla HS
- College Bound Presentation
  - La Grulla HS
  - PSJA T-STEM
  - Juarez Lincoln HS
  - Rio Grande City HS
  - La Joya HS
- Recruitment Event
  - La Grulla HS
  - Rio Grande City HS
- College/Career Fair
  - Mission HS
  - Rio Grande City Immaculate School
  - Sharyland Pioneer HS
- Registration & Extended Hours
- Support Dual Enrollment Registration and Processing
- Deep South Texas Financial Literacy Alliance Meeting
- KTEX and Wild 104 Radio Spots
- Virtual Campus Outreach and Recruitment Planning
- Digital Signage Committee Meeting
- First Year Connection Table Set Up

Outreach/Welcome Centers Cont.

- NAH Patient Care Assistant Program Orientation
- Ignite Charter School Senior Banquet
- RFP Call Center Outsourcing Meeting
- South Texas Admission and Regional Counselors Meeting
- College Connection Website Redesign Meeting
- 2016 STC Career Connection Expo Planning Meeting
- Ellucian Recruiter Webinar
- Nursing and Allied Health Division Meeting
- Nursing and Allied Health Program Chair Meeting
- Board of Trustees Appreciation Breakfast
- Pre-planning for PSJA Principals Organizational Planning Workshop

Dual2Degree

- Pre-planning for PSJA Principals Organizational Planning Workshop
- Dual Team Meeting
- Dual Enrollment Counselor Meetings
- Dual Enrollment Processing and Registration
- Dual Enrollment Roster Verification
- Dual Enrollment Reconciliation
- Dual Enrollment Document Pick up
- Dual Enrollment Apply Texas
  - Donna HS
- Dual Enrollment Parent Meeting
  - McAllen Memorial HS
  - Sharyland HS
- Dual2Degree Orientation
  - Progreso HS

College Connections and Dual2Degree Upcoming Events through the Spring Semester

Upcoming Events

- February – Financial Aid Nights
- February – Dual Enrollment Reconciliation
- February 19 – 23 NODA Conference – Tony Matamoros and Larry Barroso will be presenting on Dual Enrollment: Best Practices for Orientation, Retention and Transition
- March – May – Fast Track Senior Clearance Events
- April 24 – 2nd Annual Junior Jaguar Leadership Conference for Adopted Elementary Schools

Paul Hernandez, Dean of Student Affairs

Career Planning & Employer Services

Reports:

DECEMBER MONTHLY- Career & Employer Services Activity	
Total Number	
973	Student Contacts & Outreach
226	Student & Alumni Registered on CCN
69	Student & Alumni Resumes Revised/Uploaded on CCN
923	Employer Contact and New Employer Registered on CCN
100	Jobs posted to CCN
5,623	Total Students Registered to date
3,057	Total Alumni Registered to date
2,519	Total Employers Registered to date

Current & Upcoming Activities/ Events

- Job Development: (All Valley Screen Printing, Contempo Fitness Studios LLC, Frost Bank, Inter National Bank, Lifechek Drug, MVM, Inc., Packback, LLC, Rich Products, Rio Grande City Economic Development Coordinator, RJ Enterprise, State Auditor's Office, Texas A&M AgriLife Extension, TEXTAPE, INC., Walgreens #10300, Vector Marketing, Dr. Samuel Etian, Appen, Auntie Anne's Pretzels, AvidBrain, BNSF Railway, CH Robinson, CompuNet Service Center Inc., Course Hero, Inc., EventPro Strategies, Forever 21, Fort Worth Independent School District, Houston Independent School District, Houston Police Department, Language Success, Lower Rio Grande Valley Development Council, Matheson Trigas, NBCUniversal/Telemundo Rio Grande Valley, ScribeAmerica, Talbot & Talbot, P.C., Tamez & Ortegon, PLLC, Virtual Organization Management Institute, T-Mobile, Texas Workforce Commission, Altecor Engineering, Entravision Communications, Frost Bank, Inter National Bank, Lexine, Inc., Valley Development Council, NBC Universal, Packback, LLC, Texas Impact, Texas Regional Bank, theiPhoneclinic.com, U.S. Border Patrol, Valley Land Title Co., PostNet Mission, Hess Air, Equity Staffing Group, Law Office of Gilbert Falcon, Bolt Security Company, Christian E.M.S., Frost Bank, Inter National Bank, Language Success, Mexican Consulate in McAllen, MTC Willacy County Correctional Center, Ontime Bi, SK Pacific, Southern Valley Home Health, TADCO Roofing)

Career Planning & Employer Services Cont.

- Participated and presented at 7 First Year Connection Events-Pecan Campus, Starr County Campus and Mid-Valley Campus
- 2 On Campus Recruitment (OCR)-Vector Marketing, Pecan Campus
- 1 On Campus Recruitment (OCR)-T-Mobile, Pecan Campus
- Career & Employer Orientation-Medical and Health Services Residency Orientation, Dr. William Santana
- Career & Employer Services Orientation-Diesel Technology, Mr. Nino
- Career & Employer Services Orientation-Automotive Technology Program, Robert Gonzalez
- Participated at Welcome Back Week, Pecan Campus
- Participated at Texas Judicial Affairs Division of Texas Job Fair
- Coordination of Declare A Major Fair- Initiative; outreach to 3,000+ students and faculty to promote event; promoted "Declare a Major Fair" on Fox and Univision;
- Coordination of 2015 Spring Career Expos; outreach to 2,000+ employers-registration forms
- Coordinating Career Readiness Seminar for BAT students
- Promoting "NASA OSSI Online Career Expo"
- Coordinating with Human Resources Program, Mr. Ricardo Olivares, on placing Capstone students in internship sites; outreach to 1,432 employers for Human Resources internship opportunities
- 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
- Attended Business & Technology Program Chair Meeting

Melody Portillo (Coordinator of Employer Services) and Arnold Canales (Career & Employer Specialist) promoting "Declare a Major Fair" on Fox and Univision.

Career Planning & Employer Services Cont.

On Campus Recruitment: T-Mobile, Pecan Campus

Office of Judicial Affairs and Conflict Resolution Center

- The Conflict Resolution Center relocated to Pecan Campus building K room 2.1106.
- Ms. Olga Moran presented on Mediation for the Starr Campus for the Center for Student Rights and Responsibility Symposium
- Ms. Erica Hansen presented on Conflict Resolution Services for the Starr Campus for the Center for Student Rights and Responsibility Symposium
- Ms. Olga Moran presented on Mediation for the Mid-Valley & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Ms. Erica Hansen presented on Conflict Resolution Services for the Mid-Valley & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Ms. Olga Moran presented on Mediation for the Nursing and Allied Health & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Ms. Erica Hansen presented on Conflict Resolution Services for the Nursing and Allied Health & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Ms. Olga Moran presented on Mediation for the Technology & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Ms. Erica Hansen presented on Conflict Resolution Services for the Technology & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Ms. Olga Moran presented on Mediation for the Pecan Campus for the Center for Student Rights and Responsibility Symposium

Office of Judicial Affairs and Conflict Resolution Center Cont.

CRC Total Cases Month of January 2015	
Complaint	9
Grievance	12
Grade Appeal	14
Consultation	29
Mediation	2
Facilitated Dialog	0
Title IX	87
Total	**153**
Year to Date	**607**

CRC Total Cases per Campus January 2015	
Pecan	75
Nursing & Allied Health	45
Technology	16
Mid-Valley	12
Internet	3
Starr	2
Total	**153**
Year to Date	**607**

CRC Total Case Status January 2015	
Open	125
Close	28
Total	**153**
Year to Date	**607**

Behavioral Intervention Team Status January 2015	
Reviewed	23
Not Reviewed	4
Total	**27**
Year to Date	**158**

Judicial Affairs Total Cases per Campus January 2015	
Pecan	25
Nursing & Allied Health	2
Technology	0
Mid-Valley	0
Starr	0
Total	**27**
Year to Date	**158**

Judicial Affairs Total Case Status January 2015	
Open	23
Close	4
Total	**27**
Year to Date	**158**

Office of Judicial Affairs and Conflict Resolution Center Cont.

- Ms. Erica Hansen presented on Conflict Resolution Services for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso presented on Conflict Resolution Services for the Spring 2015 - Bachelor Programs New Student Orientation at the Pecan Campus
- Ms. Olga Moran will present on Mediation for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Ms. Erica Hansen will present on Conflict Resolution Services for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- The Office of Student Conduct relocated to Pecan Campus building K room 2.1106.
- Mr. Karey Barnes presented on Certifications & Trainings for the Starr Campus for the Center for Student Rights and Responsibility Symposium
- Mr. Josue De La Cruz presented on the Office of Student Conduct for the Starr Campus for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso presented on Title IX Discrimination & Pregnancy for the Starr Campus for the Center for Student Rights and Responsibility Symposium
- Mr. Karey Barnes & Mrs. Maria Alonso conducted a presentation on the Office of Student Conduct for the Developmental Reading Department at the Pecan Campus
- Mr. Karey Barnes presented on Certifications & Trainings for the Mid-Valley & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mr. Josue De La Cruz presented on the Office of Student Conduct for the Mid-Valley & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso presented on Title IX Discrimination & Pregnancy for the Mid-Valley & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mr. Karey Barnes presented on Certifications & Trainings for the Nursing and Allied Health & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mr. Josue De La Cruz presented on the Office of Student Conduct for the Nursing and Allied Health & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso presented on Title IX Discrimination & Pregnancy for the Nursing and Allied Health & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mr. Karey Barnes presented on Certifications & Trainings for the Technology & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mr. Josue De La Cruz presented on the Office of Student Conduct for the Technology & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso presented on Title IX Discrimination & Pregnancy for Technology & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mr. Karey Barnes presented on Certifications & Trainings for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Mr. Josue De La Cruz presented on the Office of Student Conduct for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso presented on Title IX Discrimination & Pregnancy for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Mr. Karey Barnes attended the SAEM Division Leadership Team Meeting

Office of Judicial Affairs and Conflict Resolution Center Cont.

- Mr. Karey Barnes will attend and present on Student Conduct process for the President's Administrative Staff
- Mr. Karey Barnes will present on Certifications & Trainings for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Mr. Josue De La Cruz will present on the Office of Student Conduct for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso will present on Title IX Discrimination & Pregnancy for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Mr. Josue De La Cruz & Mrs. Maria Alonso attended the Behavioral Intervention Team Meeting
- Mr. Karey Barnes conducted the Behavioral Intervention Team Meeting
- Mr. Karey Barnes attended the ATIXA Title IX Coordinator Training in Nashville, Tennessee

Student Activities & Wellness

- Student Registration Rally for First Year Connection (District Wide)
- First Year Connection sessions (Starr, Pecan & Mid-Valley)
- Welcome Tents/Tables (District Wide)
- Welcome Week Events (District Wide)
- Participation as presenters at Rio Middle School 2nd Annual Leadership Conference
- Coordinated Border Patrol Operation Detour RGV presentations at South Texas College (Starr, Pecan & Mid-Valley)
- Participation at Waitz Elementary Career Day event
- Student Government Association Meetings
- Promotion of Student Activities and Wellness programs –Student Government Association, Student Leadership Academy, Intramural Sports, Clubs & Organizations, Student Fitness Academy
- 10) Intramural Sports Promotion (districtwide)
- Ringgold Middle School Leadership Conference – Student Government/Leadership Academy workshops(Ringgold Middle School)
- US Customs and Border Protection Operation Detour RGV presentations (Pecan, Mid-Valley and Starr Co)
- Student Government Association Executive Board Meeting (Pecan Campus)
- Student Government Association Austin Capitol Visit Delegation Preparation meeting (Pecan)
- 5 on5 Men’s & Women’s Basketball League deadline
- Student Activities & Wellness Classroom presentations

Counseling and Advising

Advisor Student Contacts	
Campus	**Number of Student Contacts**
Pecan	3437
Weslaco	1668
Rio Grande	444
Total	**5549**
Student Success Specialist Contacts	
Division	**Number of Student Contacts**
Bachelors of Applied Technology (Tech Mgmt.)	359
Bachelors of Applied Technology (CIT)	457
Business, Math, Science & Technology	436
Distance Learning	487
Liberal Arts & Social Science	298
Total	**2037**

Counselor Student Contacts								
Campus	**Advisement Telephone Contacts**	**Personal Counseling Referrals/ Consult.**	**Student Division Services**	**Career/ Transfer Services**	**Workshops/ Present**	**Probation/ Suspension**	**Other Special Programs**	**Total**
Pecan	1397	115	240	85	2	1322	0	3161
Weslaco	37	11	49	72	0	472	0	641
Rio Grande	119	2	23	12	0	116	0	272
Technology	25	59	93	2	4	17	0	200
NAH	10	15	40	4	30	7	3	109
Total	**1588**	**202**	**445**	**175**	**36**	**1934**	**0**	**4383**

Workshops/Presentations

- PTCA Orientation presentation for incoming students – NAH
- Parental Involvement event for parents of students with disabilities – Starr
- Counseling Services presentation for AUTO students – Tech
- Counseling/SDS information table for Welcome Week – Tech
- Listening Skills Strategies Workshop – Tech
- Stress Management & Self-Care presentation for PASS Program participants – Pecan
- BAT/BAS New Student Orientation (Introduced Degree Works to students) – Pecan

Professional Development

- UTPA Social Work Field Instructor Orientation – Pecan
- UTPA Spring 2015 Field Placement Intern Orientation – Pecan
- RGV Human Trafficking Training/STC Cooper Center – Pecan
- STC-PSJA JagNet Degree Works Training – Pecan

Meetings/Consultations

- Spring 2015 SDS intake appointments – NAH
- NAH Division meeting – NAH
- Counseling/SDS meeting – NAH/Tech/Starr/MVC
- Project HIRE meetings – Tech
- B&T Division meeting – Tech
- Academic Suspension Appeals Committee meeting – Pecan
- Spring Puente meeting – Pecan
- STC Women Studies Committee meeting – Pecan
- Hidalgo County Family Violence Taskforce monthly meeting – Pecan
- Individual meeting with Starr Campus Counselor – Pecan
- Rio Grande Valley Human Trafficking Coalition meeting – Pecan
- Project HIRE Event-Meet the Coach – Pecan
- NASW LRGV Committee Meeting – Pecan
- TASSA Prevention Gathering at Mujeres Unidas – Pecan
- BIT meeting – Pecan
- Women Studies Human Trafficking Committee meeting – Pecan
- Individual Supervision with UTPA Social Work Intern – Pecan
- Comprehensive Advising department meeting – Pecan
- Meeting with Virtual College Dean, Dr. Eramus Addae – Pecan
- Meeting with Teresa Gonzalez – SSS Grant – Pecan
- CAMS Department meeting – Pecan
- HSI Grant meeting – Pecan
- Academic Advancement Staff Meeting – Pecan
- Academic Suspension Appeals Committee/Spring 2015 – Pecan
- LASS Division meeting – Pecan

PASS Program

Student Contacts:

- Provided services to the following # of students:

Campus	*# of Students*
PASS Program	1843
Total	*1843*

A. Meetings/Consultations:

- PASS Program Staff Meeting
- Sergio Corrales, Web Design Specialist

B. Participated in the Following:

- Student Automotive Orientation-Technology Campus

C. Coordinated the Following:

- Update students files degree plans/case notes
- Called/Emailed qualifying students to come by office to pickup books for Spring 2015
- Called/Emailed qualifying childcare students to come by office to fill out paper work and pick up books
- Lend out books to students as walk-in basis for Spring 2015
- Made book bundles for Spring 2015 participants

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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: February 16, 2015

SUBJECT: Activity Report for Finance & Administrative Services
January 05, 2015 through January 30, 2015

The following is a summary of activities from January 05, 2015 through January 30, 2015 for Finance & Administrative Services.

<u>The Vice President</u>

- The Vice President prepared for and attended the following meetings:
  - ⇒ President's Cabinet Meetings, Regular Board of Trustees Meeting, Finance and Administrative Division Director's Meeting, Finance and Facilities Committee Meeting, Finance and Human Resources Committee Meeting, Presidents' Administrative Staff Meeting. Planning and Development Council (PDC) Meeting.

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

- Attended or held meetings to discuss the following:
  - ⇒ With Norma Jimenez to discuss the military policy and tuition and fees.
  - ⇒ With Ken Lyons on outstanding projects, comprehensive plan, record retention review, BIA, and department's organizational charts.
  - ⇒ With Becky Cavazos and Fernando Lamas to work on the motion for the procurement levels to be presented at the January Finance Meeting.
  - ⇒ With Brenda Balderaz to discuss Licenses and Certifications options and employer rehirable status.
  - ⇒ With Gerry Rodriguez to discuss Bond and New Construction.
  - ⇒ Bond Construction Program Meeting with Broaddus and Associates and staff.

- ⇒ FAS end of calendar year meeting with administrators and immediate staff.
- ⇒ Facilities Operations and Maintenance Report Employer Recognition Meetings.
- ⇒ With Paul Varville and Tom Logan to discuss Valley Metro Transit
- ⇒ With Brenda Balderaz to discuss HR Policies and new Title IX Policy
- ⇒ With Becky Cavazos and Fernando Lamas on Investment Advisor
- ⇒ With Myriam Lopez and Nicole Perez on Budget
- ⇒ With Anahid Petrosian on Ballet Folklorico
- ⇒ With Chuy Ramirez and TASB Insurance representative to discuss insurance coverage for LRGVDC
- ⇒ With Debbie Morgado on Dual Enrollment Cost Analysis
- ⇒ With Broaddus and Associates and Gerry Rodriguez on bond construction projects, budgets, and activities
- ⇒ Post Issuance Continuing Responsibilities of Bond Issuers Seminar
- ⇒ With Becky Cavazos and Fernando Lamas on Ethic Statement for Architect Agreement
- ⇒ With Dalinda Gamboa on setting up construction accounts as project accounts
- ⇒ With Juan Carlos Aguirre on Continuing Education Fund Balance and volunteer policy
- ⇒ With Ken Lyons on volunteer policy
- ⇒ With Brenda Balderaz on exempt/ non-exempt status of employee
- ⇒ With Brenda Balderaz on exempt/ non-exempt status, vacancy report, HR policies, letters of appointments, and Peope Adm processes
- ⇒ With Myriam Lopez, Alma Church, Nicole Perez to discuss budget, taxes, bond expenditures, and bond property issuance schedule
- ⇒ With David Plummer and the CISO Hiring Committee to review applications
- ⇒ With Laura Requena and college staff to review employee issues
- ⇒ With Legal Counsel, Gerry Rodriguez, and Fernando Lamas on approved pool of architects and engineers, bank contract, and investment advisory contract.
- ⇒ With Gerry Rodriguez and Ken Lyons on attaining disaster recovery services.
- ⇒ Behavioral Intervention Team (BIT) Meeting
- ⇒ BIA Meeting
- ⇒ Debbie Morgado and Nick Gonzales on dual enrollment program costs

- Worked on the following matters
  - ⇒ Comprehensive Plan – 2016 through 2020
  - ⇒ Licenses and Certifications inventory
  - ⇒ Past years resignations and rehireable status
  - ⇒ Adjunct Faculty Report
  - ⇒ Staffing Requests for FY 2015-2016
  - ⇒ Final review of the FY 2014 Comprehensive Annual Financial Report (CAFR)
  - ⇒ External Auditor's oral comments and associated responses
  - ⇒ Internal Auditors options
  - ⇒ Tuition and Fees for Board approval
  - ⇒ Review of Title IX policies and procedures
  - ⇒ Review changes on Policy 4313: FMLA
  - ⇒ Procurement presentation
  - ⇒ Exempt teaching classes procedure
  - ⇒ Budget Calendar
  - ⇒ Economic Impact
  - ⇒ Military Residency Policy

⇒ Internal Audit Function
⇒ Review of Board Motions
⇒ Review changes on Policy 3210: Resident Status for Students
⇒ Procedures on Exempt staff teaching classes
⇒ Non Exempt / Exempt Status Employee List
⇒ Projected Budget Summary for FY 2016
⇒ Expenditures Budget Report by Vice President
⇒ Licenses and Certificates Employee allowance
⇒ Procedures for Internal and External References
⇒ Registration Report reflecting number of installments and emergency loans
⇒ Student Unpaid accounts
⇒ Matrix of Bond 2013 A/E Firms
⇒ Construction Timeline and associated cash flow requirement
⇒ ~~General Appropriations Act - HB1~~
⇒ Budget Development Guidelines for Fiscal Year 2016
⇒ New Vendor Ethics Statement
⇒ Staffing Requests for FY 2015-2016
⇒ Policy #4111: Volunteers and Interns
⇒ Community Colleges History of Enrollment Trends
⇒ I & S Fund Balance review
⇒ Finance and Facilities Board packet items preparation and review
⇒ Bond issuance schedule timeline
⇒ News Release for Economic Impact
⇒ Dual Enrollment Program Cost and Processes
⇒ American Association for Women in Community Colleges News Release for South Texas College Chapter 2
⇒ Review of Vacancy Report
⇒ Spring Finance and Administrative Services Professional Development Meeting
⇒ Working on the following Policies for Board approval:
  - Policy 3210: Resident Status for Students
  - Policy 4205: Equal Employment Opportunity/Affirmative Action
  - Policy 4206: Persons with Disabilities
  - Policy 4207: Age Discrimination
  - Policy 4208: Racial Harassment
  - Policy 4209: The Whistle Blower
  - Policy 4212: Sexual Harassment
  - Policy #4214: Violence in the Workplace
  - Policy #4216: Freedom from Discrimination, Harassment, and Retaliation
  - Policy #4313: Family and Medical Leave
  - Policy #5110 Comptrollership Function: Collection, Deposit, and Disbursement of College and Grant Funds
  - New Policy on Title IX

<u>Risk Manager</u>

- Attended / held meetings / discussions pertaining to the following:
  ⇒ Business Impact Analysis - contracting disaster recovery services (facilities)
  ⇒ Insurance RFP processes and procedures

- ⇒ Record Retention audit
- ⇒ Title IX and associated policies
- ⇒ New Volunteer Policy and Board Motion
- ⇒ Economic Impact Study
- ⇒ Comprehensive Plan
- ⇒ Cyber Liability insurance coverage
- ⇒ Auto / General Liability insurance coverage
- ⇒ Spring 2015 FAS Retreat – insurance matters with McAllen Convention Center
- ⇒ Doc-Aid
- ⇒ TASB Risk Management Conference

- Worked on the following matters:
  - ⇒ Miscellaneous tasks and requests from VP-FAS
  - ⇒ FAS Organization Chart updates
  - ⇒ ~~FAS Task List~~
  - ⇒ Insurance Report
  - ⇒ Comprehensive Plan
  - ⇒ Economic Impact Study press release and accompanying infographics
  - ⇒ Licenses and Certifications inventory
  - ⇒ Registration Report (Paid / Unpaid) graph – Spring 2015
  - ⇒ Title IX research
  - ⇒ FAS Website updates
  - ⇒ New Volunteer Policy and Board Motion
  - ⇒ TASB Invoices
  - ⇒ HB483

Food Services

- Met with Forum Systems Group, Mr. Felix Como, out of San Antonio to discuss Point of Sales Options for Cafeterias.
- Attended Professional Development meeting to discuss food options during Professional Development Day. Pecan Cafeteria will be open for Breakfast and Lunch on Professional Development Day.
- Interviewed prospective employees and hired a work study for the Starr County Cafeteria.

Purchasing and General Services

- The Director of Purchasing and Staff:
  - ⇒ Conducted a pre-qualification meeting for RFQ 14-15-1048 Civil Engineering Services
  - ⇒ Review and negotiated changes to fourteen (14) agreements
  - ⇒ Provided Banner Requisition training for two (2) new employees
  - ⇒ Attend a Director Meeting conducting the Vice President for Finance and Administrative Services
  - ⇒ Conducted a department staff meeting to review purchase orders, W-9 forms, Purchasing Cooperatives, Encumbrances and AP prepayment deadlines
  - ⇒ Met with VP Mary Elizondo to review the Purchasing Policy Limits
- Worked and prepared the following request for Proposals and public bid openings:
  - ⇒ RFP's:
    - ➢ 14-15-1042 Technology Campus West Academic Building Re-Roofing

- 14-15-1048 Statement of Qualifications for Civil Engineering Services
- 14-15-1051 Fiber Optic Transceivers

- The Purchasing Department processed in excess of five hundred fifty two (552) purchase orders, approved four hundred seventy seven (477) requisitions, disapproved one hundred forty four (144) requisitions, processed change orders for goods and services and completed forty six (46) travel authorizations. A total of two hundred fifty six (256) new vendor W-9 forms were verified and entered into Banner Finance and twenty seven (27) 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 one hundred fifty one (151) assets through December 31, 2014
  - ⇒ Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed nine hundred seventy two (972) deliveries (purchase orders and complimentary books) and a total of four thousand eight hundred ten (4,810) packages/boxes. A total of four hundred seventy four (474) purchase orders were posted received in Banner. A total of four thousand two hundred one (4,201) items were transferred/relocated as per move/set up request forms.
- The Mail Services department processed the following mail and copy requests:
  - ⇒ Financial Aid Office - $1,885.61, Cashiers - $2,074.01 and Starr County Campus - $180.68;
  - ⇒ A total of five hundred fifteen thousand one hundred ninety three (515,193) copies were completed at the copy center for the month of December.
  - ⇒ A total of seven hundred fifty three (753) letters were returned to South Texas College due to invalid addresses.

Human Resources

- Director of Human Resources reviewed and revised the FMLA Policy in order to clarify the method used for defining a 12-month period.
- Director of Human Resources met with Vice President for Finance and Administrative Services to discuss Licenses and Certifications inventory and agenda items for cabinet meeting.
- Human Resources sent Faculty Renewal Recommendation notices to interim Vice President for Academic Affairs and all division deans for review of faculty renewals due by Feb 15th.
- Systems Analyst II created a Terminated Employee Report for Fiscal Years 13, 14 and 15 for the Human Resources Records Technician.
- Director of Human Resources and Benefits Specialist attended a meeting with IS&P and Comptroller at Business Office to discuss Timeforce II testing and status/issues.
- Systems Analyst II demonstrated the use of Microsoft Excel filtering applications to Human Resources front desk staff.
- Director of Human Resources reviewed Human Resources policies for preparation of revisions applicable to Title IX.
- Systems Analyst II conducted PeopleAdmin training for the Research and Analytical Services search committee.
- Benefits Staff hosted an Annuity/Retirement Fair with 403b vendor representation.
- Human Resources sent Faculty Renewal Recommendation notices to interim Vice President for Academic Affairs and all division deans for review of faculty renewals due by Feb 15th.
- Director of Human Resources met with Business Office and IS&P staff to review Timeforce II demo and testing status.
- Systems Analyst II conducted PeopleAdmin training for the Public Administration, Political Science, Education, Criminal Justice and Sociology departments.

- Director of Human Resources and Employee Relations Officer attended President's Administrative Staff meeting – Director presented on Reference Checks procedures/guidelines.
- Systems Analyst II updated the document "STC Quick Steps for Search Committee Members (Faculty or Staff)".
- Benefits Specialist chaired interviews for Benefits Specialist position.
- Director of Human Resources chaired search for Benefits & Payroll Manager vacancy.
- Employee Relations Officer chaired Human Research Specialist search.
- Director of Human Resources met with Vice President for Finance and Administrative Services to discuss procedures/guidelines.
- Director of Human Resources chaired search for Administrative Assistant vacancy.
- Director of Human Resources, Deputy Title IX Coordinator and Employee Relations Officer attended the ATIXA-Association of Title IX Administrators certification training: Title IX Coordinator and Administrator Advanced Training and Certification Course held in Nashville, TN.
- Systems Analyst II created a list of Finance and Administrative Services employees for the Business Office.
- Systems Analyst II created a list of all Faculty vacancies for Human Resources Faculty Staffing.
- Systems Analyst II met with Strata Information Group regarding Salary Planner.
- Human Resources Staffing Specialist and Human Resources Assistant attended the SHRM RGV Meeting "The Objectives and Goals of the IMAGE Program" (regarding the federal I9 compliance program), held at the Cimarron Country Club.
- Benefits Department hosted a Retirement Question and Answer Session for the Diesel/Automotive Department.
- Benefits and Payroll Manager completed annual Occupational Safety and Health Act (OSHA) 300 Log (compliance report of all reportable injuries and illnesses incurred in 2014).
- Benefits and Payroll Manager reviewed Military Leave (monthly drills) Requests from January (4 active duty employees).
- Benefits and Payroll Manager completed the Texas Retirement System (TRS) Documentation Report.
- Benefits and Payroll Manager assisted Benefits Specialist with the updating the new pension plan limits for 457 and 403b.
- Benefits and Payroll Manager processed/filed four (4) Workers Compensation claims.
- Benefits and Payroll Manager conducted interviews for the Benefits Specialist position and the HR Administrative Assistant position.
- Benefits Specialist completed Legislative Appropriation Request (LAR) Report.
- Benefits Specialist updated the new pension plan limits for 457 and 403b.Benefits Specialist processed fifteen (15) Tuition Reimbursement applications.
- Benefits Specialist completed Medical Support Notice for an Employee.
  Benefits Specialist conducted interviews for the Benefits Specialist position and the Benefits/Payroll Manager position.
- Human Resources Assistant worked to identify I9 documentation with 30-60 day expiration dates and contacted department chairs/supervisors regarding employment status for affected employees.
- Human Resources Assistant processed one hundred eighty-seven (187) online Staff applications, one hundred eight (108) online Faculty applications, and processed four hundred fifty-three (453) hard-copy applications.
- Human Resources Assistant processed employment verifications: Forty-seven (47) forms were completed, Nine (9) letters were written, and two (2) verbal verifications were conducted.
- Human Resources Staffing Assistant posted ten (10) new positions to the Human Resources website, received and processed eleven (11) recommendation packets, and received and processed six (6) resignation letters.

Security & Police Department

- Installation of the Texas DPS TLETS System - The Texas Department of Public Safety (DPS) Texas Law Enforcement Telecommunications System (TLETS) has been installed in the South Texas College Police Department Dispatch Office. This undertaking that began in 2013, now provides college police officers with up to date criminal history and motor vehicle information during traffic stops for additional safety of the officers and the college community.
- College Winter Break Security - For the first time in the history of South Texas College, security of the 5 college campuses was provided by college employees, rather than contracted security guards during the winter break. Throughout the 2014 fall semester, hiring of college security guards allowed the replacement of contracted guards and currently all security personnel are college employees.
- Recommendation for Police Dispatcher - Subsequent to interviews, polygraph examination, psychological and medical examinations, a recommendation was submitted for the selection of a police dispatcher. This position would fill the vacancy created by a former dispatcher who was selected as a Customs and Border Protection Agent with the Department of Homeland Security.
- CPR Training Provided to Child Development Center Employees CPR training was provided to Mid Valley Campus Child Development Center employees with an emphasis on using the techniques required for resuscitation of babies and small individuals. An American Red Cross certification for a two year period will be provided to each employee who successfully completed the training.
- Emergency Response Training Provided to Computer Science Instructors - Prior to the start of the 2015 Spring semester, emergency response training was provided to computer science instructors to prepare them for crisis situations. The training included providing "Hands Only CPR" as authorized by the American Heart Association. Training in the use of Automated External Defibrillators (AEDs), and fire extinguishers was also presented.
- Traffic Control for the 1st week of the 2015 Spring semester - Traffic at South Texas College campuses was moderate during the first week of the spring semester. Barricades, parking cones, and signs were placed at the entrances of the south side of the Pecan campus to provide an orderly flow of vehicles during the peak traffic periods. College police officers assisted in directing traffic on 29th street to prevent gridlock and maintain safety.
- Meeting with Valley Metro Transit to ensure proper maintenance of buses - A meeting with Valley Metro Transit (VMT) was held to review the maintenance of college owned buses.

Planning & Construction

- Departmental report items
  - ⇒ Performed the following:
    - ➢ Board items
      - o Prepared draft and finalized Board Facilities Committee meeting agenda and recommendations for January 2015 and February 2015.
      - o Responded to Board member questions regarding Facilities Committee agenda.
    - ➢ 2013 Bond
      - o Worked with Broaddus & Associates and legal counsel to finalize Owner/Architect Agreement.
      - o Worked with Broaddus & Associates to prepare a recommended fee schedule for engineering services.
      - o Coordinated with Broaddus & Associates staff to continue negotiations of engineer's fees.

- Worked with legal counsel and Broaddus & Associate to finalize contract and request for proposals in preparation of Board approval to begin solicitation of Construction Manager at Risk services.
- Worked with Broaddus & Associates to update program schedule and budget.

➢ General

- Prepared PowerPoint presentation on 2013 Bond program for meeting with the City of McAllen.
- Finalized Request for Proposals for civil engineering services on call; solicitation to begin on Monday January 12, 2015.
- Received RFQ response and evaluated for Geotechnical Engineering and HVAC Testing and Balancing services on call and began evaluations.

➢ Ongoing Projects

- Pecan Campus AECHS Service Drive and Sidewalk Relocation – Fees were negotiated with R. Gutierrez Engineering and a contract initiated for design services.
- Pecan Campus Building J Additional Millwork for Biology Labs - received final quote for millwork and forwarded to department for purchasing.
- Pecan Campus Carpet Replacement for Building A – quotes to re-carpet the Professional Development Department offices were solicited.
- Pecan Campus Digital Marquee Sign - received preliminary drawings and quote for review.
- Pecan Campus Electrical Disconnects for Buildings A, G, H and X –engineer prepared a change order to extend working days for South Texas College's convenience in order to complete work during Spring Break when the campus will be closed and power to the buildings can be cut off.
- Pecan Campus Hail Damage Claim – continued work with Legal counsel to prepare for mediation.
- Pecan Campus Infrastructure for Relocation of Portable Buildings –Due to proposals received in December being over budget, it was recommended that Board approve rejection of proposals and the project be "value engineered".
- Pecan Campus Removal of Existing Trees – Work was completed
- Pecan Campus South Academic Building Science Lab Exhaust Fan – construction proposals were received and a recommendation to contract construction services will be presented at the February 2015 Board meeting.
- Pecan Campus Sports Field Lighting – Contract with DBR Engineering was executed and design kick-off meeting took place.
- Pecan Campus Student Services Building Modifications – Contractor accomplished final completion; Furniture installation is complete; Relocation of staff is complete; Recommended for approval of final completion will be requested at the February 2015 Board meeting.
- Pecan Plaza Asphalt Resurfacing at Alley Side of Building – Contract negotiations was completed and contract executed; Engineer has completed surveying work and prepared a preliminary design.
- Pecan Plaza Continuing Education and Cashier's Office Renovation – Contractor accomplished final completion; Furniture installation is complete; Relocation of staff is

complete; Recommended for approval of final completion will be requested at the February 2015 Board meeting.

- Pecan Plaza Police Department – Project is complete and will be recommended for approval of final completion at the February 2015 Board meeting.
- NAH Campus Flooring West Wing – Medical Labs – installation complete.
- NAH Campus Subdivision Plat – Received a favorable Traffic Impact Analysis addressing all items requested by the City of McAllen for platting. No modifications or improvements to existing adjacent roads will be required.
- Starr County Campus Parking Lot 5 and South Drive Lighting - Close out documents were received and final payment issued to contractor.
- Technology Campus Cooling Tower Replacement – Reviewed and approved request for additional engineering fees from Halff Associates for additional design services; Contractor was instructed to remove and re-compacted the foundation fill dirt due to the recent rains.
- Technology Campus Flooring Replacement – installation complete.
- Technology Campus West Academic Building Re-roofing – Issued request for proposals and received three responses. Recommendation to contract construction services will be presented at the March 2015 Board meeting.

- Attended the following:

⇒ 2013 Bond

- Met with Broaddus & Associates to review information on Building Information Modeling services for Bond program.
- Conducted weekly status meeting with Broaddus & Associates staff.

⇒ Other

- Director attended various meetings: end of year meeting for FAS Division; monthly Board meeting; Valley Metro to begin planning for ADA and other related improvements at STC bus stops; update on status of FAS IT projects; FAS director's meeting; President's Administrative Staff meeting.
- District Wide ADA Building to Building Improvements - met with Dannenbaum Engineering to review fee proposal; fee proposal is high due to unique design requirements and therefore submitted for Board review and approval.
- Pecan Campus Building B Covered Area for Ceramics Lab Kilns – meeting with Architect and Faculty to review design; site visit with Architect and Faculty to review program requirements.
- Pecan Campus Hail Damage Claim - Met with legal counsel to review documents in preparation for case mediation; Assisted legal counsel in organizing documents in preparation for case mediation.
- Pecan Campus Sports Field Lighting – Met with DBR Engineering and Student Activities staff to review the project scope and request a fee proposal; received and reviewed DBR Engineering's Fee Proposal; executed contract for engineering services.
- Pecan Campus Student Services Building Modifications - attended final punchlist walk through, all work was completed by contractor.

- NAH Campus Parking Lot Expansion – A negotiation meeting was held with the contractor, Texas Cordia, and a contract was issued by Perez Consulting Engineers; A pre-construction meeting was held and a notice to proceed issued to start work in February 2015.
- Met with Valley Metro to discuss management of parking and ride services grant for construction of bus stop shelters and ADA access; it was agreed that an MOU will be developed for use of grant funds and bus stop improvements.
- Met with Dr. Bischoff to discuss space modifications and needs for faculty offices and academic space at Pecan Plaza for Kinesiology and Music.
- Conducted Project Managers meeting to update project assignments.
- Attended various presentations: Mechanical Reps Inc. for update on HVAC variable air volume units; McAllen Valley Roofing on roofing services; presentation on proposed compact shelving for libraries; meeting for planning of disaster recovery services.

- The Director of Operations & Maintenance attended the following:

⇒ Meetings

- Discussion of A/C Warranty & Final Completion Meeting
- Pecan Campus Student Services Building K Renovation –punch list
- Finance and Administrative Services Director's Meeting
- Cooling Tower Replacement Construction Meeting
- Pecan Campus Sports Field Lighting
- Met with Debbie Townsend from Mannington
- January Finance Meeting
- South Texas College 2013 Bond Program - Pecan Campus - Thermal Plant Meeting
- President's Administrative Staff Meeting
- Met with Planning & Construction Department and Ken Graham from Mechanical Reps Inc.
- Met with Planning & Construction Department and Pat Roth with McAllen Valley Roofing
- District Wide Lighting Upgrade - Progress Meeting
- Met with Planning & Construction to discuss the Pecan Plaza Asphalt Resurfacing Along Alley Side of Building B
- Board of Trustees' January Meeting
- Met with Siemens on Building Automation System
- Met with lawn maintenance vendor on landscaping and property issues
- Met with Mid Valley Campus Administrator on issues and concerns.
- Met with Custodial Department on District Wide cleaning procedures
- Met with Purchasing Department on Bookstore contract
- Met with Facilities Operations and Maintenance Managers on various projects
- Held the Operations & Maintenance Supervisors' Meeting
- Inspected the Nursing & Allied Health and Pecan Campus power/pressure washing of buildings
- Inspected Pecan Campus PBs ramp and decks

⇒ Departmental Plans

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

- Operations Contract Department
  - ⇒ Pecan Campus
    - ➢ Repair elevator phone lines – In Progress
  - ⇒ Mid Valley Campus
    - ➢ Siemens panel upgrade – Scheduled
    - ➢ Replace two A/C blower wheels - Scheduled
  - ⇒ Preventative Maintenance Scheduled for January (District-Wide)
    - ➢ Maldonado Landscape: Lawn Care - Complete
    - ➢ Bug Works: Pest Control - Complete
    - ➢ Joe Fly: A/C Filters – Complete
    - ➢ Domestic and Irrigation inspection
- Operations Procurement Department
  - ⇒ Maintenance January IDT

District Wide	$1,296.07

  - ⇒ Custodial January Expenditures Per Campus

Pecan Campus	$13,567.12
Mid Valley Campus	$2,534.05
Starr County	$1,294.90
Nursing Allied Health Campus	$854.47
Technology Campus	$2,845.57

- Custodial Department

Set-Ups	194
Moves/Relocations	92

- Maintenance Department Work Orders and Expenditures

Work Orders	987
Work Orders Completed	933

Classification	Work Orders Completed	Cost
Carpentry	95	$2,966.15
Electrical	83	$3,339.99
Energy	32	$892.02
HVAC	83	$12,581.22
Locksmith	97	$1,527.32
Painting	14	$1,280.24
Plumbing	68	$9,622.40
Plant Services	1	0
General Preventative Maintenance	460	0
Total	933	$32,209.34

Business Office

- Board Agenda Items
  - ⇒ Management Reports – The Business Office staff worked on the December 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:
  - ⇒ Community College Annual Reporting and Analysis Tool (CARAT)
  - ⇒ Report of Fundable Operation Expenses (RFOE)
- Meetings:
  - ⇒ U.S Bank meeting- marketing coordination held on January 7, 2015
  - ⇒ Attended the Dean's Enrollment meeting to discuss strategies for the final payment deadline of January 8, 2015
  - ⇒ Attended meeting with Security Department to discuss the deposit procedures on cash submitted to the Lost and Found Department.
  - ⇒ Attended the 1st week attendance roster meeting to develop the timeline to submit rosters, place holds and dropping students reported as non- attending
  - ⇒ TimeForce II upgrade- meeting held with IS&P and Human Resources to discuss issues encountered during testing and upgrade status.
  - ⇒ Met with Continuing Education team on mapping all the processes that may impact the on-line registration and payment project
  - ⇒ Attended the President's Administrative Staff meeting
  - ⇒ Accounts Payable Staff meeting on Voyager fuel card procedures
  - ⇒ Fiscal Year 2014 Audit Management Letter Meeting- IAM staff and Grant Compliance Wagner Peyser Closeout Meeting.
  - ⇒ TimeForce II meeting held on January 15, 2015
  - ⇒ Valley Scholars Fundraiser, Marketplace meeting on January 12, 2015.
  - ⇒ Distinguished Leadership Academy (DLA) meeting
  - ⇒ Division meeting with Technology Resources on pending items held on January 23, 2015
  - ⇒ Attended CLM upgrade meeting and began discussions on timeline and cost upgrading to 3.1
  - ⇒ Salary Planner meeting held on January 28, 2015
  - ⇒ Attended CLM upgrade meeting to view demo and discuss upgrade timeline
  - ⇒ Met with the Continuing Education team to review flow chart and continue mapping processes that impact on-line registration and payment project
  - ⇒ Met with planning and construction on final walkthrough of Pecan Plaza cashier office
  - ⇒ Met with Accounts Receivable staff to review and develop an efficient process on student direct payments paid at STC for a collection agency.
  - ⇒ Attended Nursing Shortage Reduction Program Meeting
  - ⇒ Met with Director of Institutional Effectiveness and Assessment and the Vice President for Information Services and Planning on January 26, 2015 to discuss joint training sessions
  - ⇒ Met on January 26, 2015 to discuss budget, tax, and bond expenditures
  - ⇒ Met with Human Resources, the Strata Information Group Consultant, and Payroll on January 29, 2015 to discuss salary planner application
- Training/Webinars:
  - ⇒ IAM training on sustainability accounts
  - ⇒ Attended seminar on Treasury Regulation governing Tax – Exempt Bonds
- Accounts Payable / Grants and Contracts
  - ⇒ Checks Processed as of January 31, 2015:

Bank No.	09/14	10/14	11/14	12/14	01/15
01 E&G	582	769	532	571	472
01 Direct Deposit	94	113	71	59	59
03 Student	10,906	1447	241	95	18,234
12 I&S Taxes	-	-	-	-	1
16 I&S Bond	-	-	-	-	1
17 Plant	19	6	8	6	18
32 AP Card	379	404	212	274	364
38 Unexp-LT Bond Series 2014	2	2	1	-	1

⇒ Accounts Payable Staff worked and completed 2014 Form 1099-MISC mail out.

⇒ ~~Data Collection Form was completed and submitted to the Federal Audit Clearinghouse.~~

- Accounts Receivable / Budget & Reporting
  - ⇒ Prepared Budget 2016 projections for proposed tuition rates
  - ⇒ Fiscal Year 2016 tuition scenarios were provided to the VP FAS and preparations are being made for the FY 2016 budget development cycle
  - ⇒ Staff worked on completing the Report of Fundable Operating Expenses and the Community College Annual Reporting and Analysis Tool for Fiscal Year 2014.
  - ⇒ The motions for the Delinquent Tax Collection and 15% Penalty and the Delinquent Tax Resolution were reviewed and updated for inclusion in the February 2015 board meeting.
  - ⇒ Delinquent Collection History report was created and submitted for inclusion in the Board packet
  - ⇒ Fiscal Year 2016 budget alert notices and instructions were updated in preparation for the budget development process
  - ⇒ Fiscal Year 2016 records were created in the Budget Development Application in preparation for the database opening on February 5, 2015
- Cash Management / Special Projects / Office Support
  - ⇒ Check Cycles – The following check cycles were processed and the number of checks printed:

Bank No.	# of Check/DD Cycles	# of Checks/Direct Deposit
01 E&G	11	485
01 Direct Deposit	4	59
02 Payroll	13	576
02 Direct Deposit	3	1,381
03 Student	7	18,234 (US Bank)
12 I&S	1	1
16 I&S	1	1
17 Plant	4	18
38 Bond Series 2014	1	1
Total	32	12,052

  - ⇒ IDEA Webinar – Select staff viewed the Getting Started with IDEA – Importing and Analyzing Data webinar on January 16, 2015.
  - ⇒ IDEA Webinar- Select Staff viewed the IDEA- Expense Controls webinar on January 21, 2015
  - ⇒ IDEA Webinar- Select Staff viewed the IDEA Journal Entries webinar on January 28, 2015

⇒ CARAT Investment – Staff worked on preparing the Fiscal Year 2014 Community College Annual Reporting and Analysis Tool (CARAT) Investment information, which is due February 2, 2015.

⇒ 2014 W-2's – Special Projects staff assisted the Payroll department with testing 2014 W-2's.

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

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	5
Bank Transfers between Bank Accounts	10
Wire Transfers for Benefits	6

- General Accounting:

⇒ Monthly Reports – Prepared board management reports and staff continues to work monthly reconciliations and monthly reports. 43 monthly reports were completed during the month of January.

Board and Management Reports Prepared	95
Journal entries processed	941
Journal entries/documents scanned	330
Checks printed and/or send	1815
ACH and Book Transferred Initiated and/or Approved	0
FOAP created	6
Financial manager changes	5
Positive Pay submitted	33
Disbursement of returned mailed checks	20
Stop payments processed	24
Journal entries prepared	50
Requisitions prepared	4
Interdepartmental Transactions reviewed	45
Invoices and encumbrances reviewed	26
Deposits prepared	15
Stale dated letters mailed	21
Cancelled checks provided to AP and/or verification and positive pay	47
Copies of booklets/journal entries requested	26
Filing and organizing of Journal Entries	0
Cafeteria daily sales report	4
Bank Reconciliations	10
Transactions removed from bank reconciliation	0
Errands to Inter-office deliveries	31
Hours used for X-tender/banner testing	8.5

Number of Batches removed from e-vision	494
Hours used on login checks removed from e-vision	44

⇒ Inquire on the 15,000.00 donation received back in 2011 from BBVA Compass Bank Foundation was provided to Grants Department and Comptroller.

⇒ Prepared procedures on steps to be follow after cash is submitted to the Lost and Found department and cash is unclaimed. An account code was created to deposit the funds received from the Lost and Found department.

⇒ Contacted the Accounting Specialist references and the letter of recommendation is pending to be finalize because one of the references is not available

⇒ Continuing Disclosure data was requested from the Appraisal Districts and Tax Assessor/Collector for Hidalgo and Starr County and from the Research and Analytical Services Department

⇒ Contacted Macy's for a $500 check received for entertainment donation for the ballet folklorico performance. Business Office submitted a donation documentation to the donor.

⇒ Worked with BBVA Compass to ensure that student bank (03) account would not be closed out before the current balance was transferred to the E&G bank (01) account

- Payroll, TimeForce and Position Control Departments

⇒ Payroll processes for the month ending January 31, 2015:

Payroll Re-issue Processed	5
Payroll Cycles	5
Payroll Checks & DD	2,141
New Employee Setups for TimeForce	9
TimeForce Access Forms Processed	18
Number of Employees with OT reviewed for OT Memos	390
NOE's Approved	219
Salary Budget Transfer Forms Processed	6 with multiple entries

⇒ Issued W2's for calendar year 2014

⇒ Updated tax tables for calendar year 2015

- System Analyst

⇒ Kayaking Fundraiser – Collecting information to set up the Marketplace store.

- Cashiers

⇒ The Cashiers worked extended hours of operation including January 19, 2015, Martin Luther King holiday to assist students with payment options for the Spring 2015 and census due date of February 4, 2015.

⇒ Working on daily compilation and research of academic unpaid list for Spring 2015 and mini-mesters.

⇒ Cashier call agents contacting students on the Spring 2015 unpaid list.

⇒ Cashiers began the 1098T reviewing of reports and testing. 1098T's, Tuition Statements, will be provided to students prior to the January 31, 2015 deadline.

⇒ Cashiers working on final approval of 1098T's. 1098Ts were available via JagNet to students on Friday, January 30, 2015

Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	1,385	Salaried	247
Employees on Semi-Monthly Payroll	550	Total Net	$543,209.43
		Waged	320
Timecards Processed		Total Net	$49,444.04
(Waged 12/16-12/31) SR01	260		
(Waged 01/01-01/15) SR02	639	**Stop Payment Processed**	
(Salaried: January) MR01	1,824	Salaried	5
		Waged	3
Worksheets Processed			
(additions, deletions, changes)		**Void checks Processed**	
Salaried	120	Salaried	5
Waged	258	Waged	3
Liabilities Processed	39	**Replacement Checks Processed**	
		Salaried	5
Reports Processed		Waged	3
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1	**Direct Deposit Processed**	
		Salaried	1,332
Deposits Processed		Total Net	$3,252,723.54
Internal Revenue Service	3	Waged	242
Bank Transfers	4	Total Net	$41,699.85

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	144
General Journal Entry (Inter-Fund) (JE 16)	132
Cash Receipts (CR 05)	860
Encumbrance Liquidation (E032)	2
Encumbrance Liquidation (E020)	3
General Journal Entry (IConstruction) (JE17)	4

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Academic Affairs

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SOUTH TEXAS COLLEGE

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

Memo

Date: February 19, 2015

To: Dr. Shirley A. Reed, President

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

Subject: **JANUARY 2015 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 February 24, 2015 Board meeting.

Division: **Math, Science, & Bachelor Programs**
Department: **University Relations, Transfer and Articulation Center**
Highlight: **Signing Ceremony- South Texas College signs partnership with Our Lady of the Lake University**

On **January 9, 2015,** an articulation agreement signing ceremony was held at South Texas College (STC) McAllen campus between **South Texas College** and **Our Lady of the Lake University in San Antonio (OLLU)** which will expand higher education opportunities for students of the Rio Grande Valley.

Present were representatives of both higher institutions, including STC President Shirley Reed and OLLU President Jane Ann Slater whom signed an agreement that will allow students to transfer college credit hours seamlessly. The agreement encourages students to complete an associate's degree at STC before transferring to complete a bachelor's program at OLLU. STC students don't will have the opportunity to transfer a maximum of 72 college credit hours.

SOUTH TEXAS COLLEGE

OLLU
OUR LADY OF THE LAKE UNIVERSITY

Mario Reyna
Division Dean - Business & Technology

- Attended the Dean's Enrollment Meeting held by Matthew Hebbard, Dean of Enrollment Services and Registrar, and a meeting with Dr. Petrosian on Monday, January 5th.
- Held the Kayaking for Scholarships Meeting on Thursday, January 8th.
- Attended the Signing Ceremony – MOU with Our Lady of the Lake University and met with McAllen Police Chief Rodriguez on Friday, January 9th.
- Held the Business and Technology Division Meeting on Monday, January 12th.
- The Paralegal Program hosted a Wills Clinic at the Mid-Valley Campus on Monday, January 12th.
- Met with City of Roma's Mayor on Tuesday, January 13th to promote the Kayaking for Scholarships event to be held on April.
- Attended the South Texas College Associate Degree in Nursing Dual Enrollment Piolet Program Event on Thursday, January 15th.
- Attended the President's Administrative Staff Meeting on Friday, January 16th.
- Visited the College and Career Teaching Center in Pharr on Tuesday, January 20th.
- Met with Joel Trigo, Jr., Interim Superintended from Rio Grande City on Wednesday, January 21st.
- Attended the Discuss US/MEX Edu. Instr. Relationships Meeting with McAllen Economics Development Corporation on Thursday, January 22nd
- Participated in the CISO Hiring Committee held by David Plummer and attended Planning and Development Council Meeting at the Pecan Campus on Friday, January 23rd.
- The Business Administration Program hosted the Kappa Beta Recognition Ceremony at the Technology Campus on Friday, January 23rd.
- Met with Rose Benavidez, Board of Trustees Member, to discuss the Valley Scholars fundraiser on Monday, January 26th.
- Attended the AACC Workforce Remix Conference in New Port Beach, CA on Tuesday, January 27 – 31, 2015.
- The Business Administration Department will be supervising students who are providing free tax preparation and filing assistance through the Volunteer Income Tax Assistance (VITA) Program from February 2 until March 5 at the Technology Campus Library. VITA is a free and professional service to file tax returns for residents of Hidalgo and Starr counties. The service is not available for small businesses, farmers, or taxpayers who choose to itemize deductions.
- Planning for the Women in Technology Night Event to be help in March.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- The Distance Learning Department in conjunction with VIDA convened a meeting at the Texas Army National Guard Battalion in Weslaco. The goal of the training was twofold:
- Create awareness about the services VIDA provides to service members
- Promote South Texas College online programs.
- Had a meeting at the Border Patrol Headquarters in Edinburg to promote South Texas College online programs.
- Worked with Technology Resources to deploy Blackboard Collaborate launcher to the desktops of 1,100 faculty and staff. The deployment is on-going.
- Met with application development team for a final demonstration of the digitized Distance Education Course Development Criteria form.

- Met with Dean of Admissions, Director of Outreach, and personnel from Business Office to develop a scope of work for the proposed call center outsourcing RFP
- Participated in the Illume Insight workshop by Civitas
- Met with Outreach Department to discuss plans for promoting online programs to incumbent workers in the area
- BASOL Gapware development project is finally concluded and working as expected. 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.
- Finalized marketing proposal and plan for eSTC and online degree programs.
- Met with application development team for a final demonstration of the digitized Distance Education Course Development Criteria form. Application is ready to be deployed
- 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.
- Had weekly scheduled meetings with the web team on the redesign of virtual campus website

Simon J. Rodriquez – Media Technologies

- **Bb Collaborate Roll Out**
  Bb Collaborate Roll Out continued during the Month of January. Online training was delivered to several faculty and staff from different departments, including a designated group of faculty that are participants in a pilot study for Blackboard Collaborate. These trainings were essential in creating competency in the program to allow faculty and staff to successfully utilize the Bb Collaborate platform.
- **Training Materials**
  Developed materials and manuals for Blackboard Collaborate Training
- **Staff Trainings**
  - Center for Learning Excellence
  - Met with CLE department members to discuss the use of Bb Collaborate for tutoring purposes

- Provided training for a full-time tutor to demonstrate the platform and provide him the means to record tutor sessions for students

- **Office of Professional and Organizational Development**
  - Met with the Associate Dean of OPOD to discuss providing Bb Collaborate trainings for the February CWPOD Day. Decision was made to provide two morning and two afternoon sessions.
- **Faculty Training**
  - Pilot Study
    - In order to provide sufficient opportunities for faculty to attend an online training, numerous sessions were scheduled over various dates.
    - For those who did not register for a session, additional training opportunities will be provided. Follow up calls are being made to encourage those faculty to attend.
    - Collaborate Training was delivered to faculty members from January 15 – 29. Training is on-going.
- **NAH**
  - Met with Dean Trevino to begin scheduling trainings for 19 of her faculty.

Johnny Gonzalez – Media Technologies

- **Training material and prepping for Blackboard Collaborate**
  - Completed several days of online training with Blackboard on Blackboard Collaborate
  - Finalize our Bbc form for our online workshops, they will be available at selected dates
  - Reviewed all licensed BbC material
  - Updated webpage with all helpful links to Blackboard Collaborate: PDF's & video snippets
  - Conducted our first online training on Blackboard Collaborate
- **Promotional Video for eSTC**
  - Working with the PR Media Team, working directly with Ray Pedraza on developing an eSTC commercial video,
  - Meet with Ray and his team on and came up with a plan on recording the video, discussed location shots and talent that we will be recording.
  - Finalized our talent for the commercial and selected dates,
  - Shooting of students part is complete and editing has started.
  - Shooting of faculty member, has been determine, Sean Kennedy will be on
  - Recording and editing first screencast of Dist. Ed first timer's video series.
  - Working with Simon Rodriguez to finalize a work flow for creating video tutorials.
- **Mid-Valley (E-121) and Starr Co Campus(J-133) implementation of a Faculty Resource Centers**
  - Starr: I am working with Instructional Technologies on requesting equipment to be installed in J.122. IT is working on creating parts list of equipment.
- **Streaming Servers**
  - Confirmation of on-demand videos to play on mobile devices has been accomplish
- **Walk-ins & Calls**
  - Helping 10 instructors on video converting of videos for their individual courses and video related issues.

San Juanita Rios – Distance Education Student Success Specialist

- Participated in activities designed to create awareness and promote eSTC and degree programs.
- Made contacts with and advised both walk-in and virtual students.
- In an effort to improve success and persistence rates in online classes, performed daily checks in Blackboard retention center to identify students that are behind in their work and made contact with them to get back on track. Contacted 115 students in the second week of the semester.
- Below is a break-down of student contacts and advisement activities for the period.

- General Advising: 35 students
- Degree Plans: 12
- Graduation: 0
- Distance Education Walk-Ins: 3
- Distance Education Chats: 2
- Telephone Contacts: 167
- Blackboard Retention/Performance contact 115 Ongoing
- Virtual Campus advising email contacts: 153
- Total: 487

- **Meetings**
  - Participated in Spring 2015 Work Schedule Meeting with Dr. Addae, Rosendo Villagran and Ana Pena 4-5pm - January 8, 2015
  - Academic Advancement Staff Meeting 8:30am-11am - January 23, 2015
- **Projects/Assignments**
  - Worked 9am-4pm (College remained open for Student Services) - January 2, 2015
  - Spring 2015 Academic Suspension Appeals Committee 10-11:30am - January 7, 2015
  - Spring 2015 Academic Suspension Appeals Committee 10-11:30am - January 14, 2015
  - Worked 9am-4pm (College remained open for Student Services) - January 19, 2015
  - Emailed students, First Year Connection - January 20, 2015
  - Worked 10am-2pm (College opened for Student Services) - January 24, 2015
  - Emailed 115 students, Blackboard Retention/Performance - January 28-30

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 hasn't been working properly for the month of January. Merge courses inside of Blackboard have been causing problems with the integration causing the enrollment not to get picked up in a merge course only. Worked with IS&P and Blackboard to get this resolved. Blackboard perform a patch and workaround in the system in order for the integration to work properly with the enrollments in a merge course.
- **Blackboard Mobile (Ana R. Peña)**
  Blackboard Mobile building block was updated to version 94.6.3. The Mobile Web Services Building Block has been updated to support Blackboard's newest release — Bb Student. Released through Blackboard Labs, Bb Student is the next generation mobile solution that helps students react quickly to their changing course needs, while learning to plan for the future. This new Labs release has a rich and fun experience that is easy to use and simple to learn, and was designed specifically for students. Bb Student represents an in-progress product and its initial functionality is meant at this time to compliment and not replace Blackboard Mobile Learn.
- **Kayako (Ana R. Peña)**
  Kayako has been stable for the month of January with no updates on the client desktop application or server needed.
- **Blackboard Learn (Ana R. Peña)**
  Bi-weekly meetings with IS&P (Ali Kolahdouz and Stephen Crum) have been occurring to discuss the projects they are assisting Distance Education. Blackboard Collaborate, Distance Education Call Center and BAS program integration with Blackboard have been the main projects IS&P is assisting with the department.

  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 possibly by Spring Break 2015. Audits on staging server and production server were schedule during the month of January at 2am CT.

  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. IS&P and I have been testing the whole month of January to get the integration working but still needs to be resolved with the issues. It should be working by February.

- **Distance Education WebPage - Virtual Campus (Ana R. Peña)**
  Minor modifications on the Virtual Campus have been done throughout the month of January. 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. We will get the feedback in February to start analyzing the data collected. Distance

Education had meetings with Will Collins from PR to start rebuilding the VC website. We have printed every single page on the site to go over the information of what needs to be modified, deleted or added. We have also schedule weekly meetings with Will Collins to see the progress on the revamp of the website.

- **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 has been a success with the department allowing the users to have different options depending on their needs.

Instructional Designers – Distance Education

CIT and Office Careers

- Designers worked with faculty in both departments to ensure that their courses were up by for the current semester.

BAS and TM

- Designers have begun working with the Technology Management, Health and Human Management Services, and Organizational Leadership to get their programs completely online for Fall 2016.

Common Course Navigation

- The Common Course Page was deployed to several departments who have begun giving feedback with their thoughts. Feedback will continue in the next few weeks.

BAS Degree

- All course cartridges have been uploaded into Blackboard. Progress has been made on finalizing the automated process, with final testing being conducted.

Support for Faculty

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

eTeach Trainings

- Both face-to-face and online trainings have begun for the semester. Bb Basics was changed to a self-enrolled courses, while eTeach I and II are now completely online.

Campus visits

- Campus visits have begun, with Mike Ayala already visiting the MV, Tech and Nursing Campuses.

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 ready for deployment.

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.

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

- Another meeting took place with Texas A & M on the Public Health program. The discussion revolved around desirable curriculum, the need to create more public health awareness, and the need to coordinate curriculum with the local workforce administrations. We re-iterated that we are bound to the ACGM as far as classes are concerned and that workforce programs (AAS) are not transferable.

- A general signing ceremony with Lady of the Lake University took place in the Rainbow room. Many representatives from the University were present and during lunch there was an opportunity to discuss upcoming department to department articulations.
- Interviews took place for the Director of Testing position on Friday morning.
- On Monday, the LASS division held its bi-annual meeting. A record amount of faculty and staff showed up (over 250) and the presentations reflected a huge number of faculty/student engagement initiatives.

- The Dean attended a meeting to schedule upcoming events in the Cooper Center. Assistant Dean Bill Buhidar, Sharon O'Leary, Jason Rodriguez and Alfredo collaborated well to create the 15/16 theater and music calendar.
- The LASS chairs met and discussed, among other things: News from the Assistant Deans, Teaching loads for chairs, the division/area meeting schedule, the need to record faculty evaluations, the upcoming chair evaluation link, the right way to do course substitutions, updates on faculty searches, the discrepancy in Spring Break dates for STC and the High Schools, a spreadsheet indicating how many faculty ever department would have to recommend for Focus Academy and Advising training, Adjunct walk-out day, a request for lead advisor from the Social and Behavioral Science area, deadlines for vitae and section outlines, assistant chair duty job description, request for activity reports and office hours, the STC declare a major fair, and BASOL classes questions.
- The Dean attended a Dean meeting where Spring activities were discussed for faculty to increase faculty/student engagement. Handing out a change contact information sheet in all sections would result in a lot of copy cost and we are wondering whether Admissions will be able to process so much information.
- The Dean attended the Dual Enrollment Academy for NAH programs event in the Edinburg Conference center.
- The Dean attended Title IX/Conflict Resolution training with helpful information on students' rights and responsibilities.
- The Dean attended the Check signing event at NAH to provide tuition for at least 17 students for free.

- The Dean attended the PAS meeting. Items of discussion included enrollment management initiatives for dual enrollment, workflow review for moves and setups, registration holds and BIT team actions, reference checking for potential hires, resident status for students, family and medical leave act, priorities of the 84th legislative session, Community College Day at the State Capital, RGV Legislative day in Austin, and the College and Career Readiness Summit in February.
- A Puente meeting was held to discuss the upcoming semester and possible Puente needs.

- The Dean met with the Developmental chairs to discuss the lower level Puente INRW class Mr. Schiefelbein is going to develop for Catch the Next.
- The Dean attended a Board Meeting that took place on Tuesday Evening
- The LASS Program Chairs met to discuss, among other things, the chair survey, a Border Patrol video that deserves to be seen by our students, budgetary needs for upcoming year, and the changes we can expect when we create our next IE plan. Many activities were mentioned, such as the Faculty Art show in our building B, a Friday music performance in the Cooper Center, and the fact that the Wellness Center opened it doors to the public and already had 27 people attending the first day.
- The Dean held team meetings with the Puente faculty, who are all enthusiastic and positive about their experience with students and who expect a great number of graduates for this May. Student success specialist Matthew Martinez will get a count soon.
- The Dean completed the faculty evaluations with her signature and a list of dates and type of evaluation was sent to the office of Curriculum and Program Development.
- A celebratory breakfast was held on Friday morning to thank the Board and to acknowledge our Public School officials who collaborate with us on the many student success initiatives.
- 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.

From the English Department:

- Our big event this past week was certainly our department meetings. At both meetings (full-time & dual/adjunct) we reviewed research on the underlying theories of student peer-reviews of essays, common problems and complaints from both faculty and students, and discussed ways to enhance its effectiveness, which included greater instruction and alternative formats such as moving the whole process online. We also discussed how specific instructors had applied the theory, covering obstacles and the methods by which they were overcome.
- At the adjunct/dual enrollment instructor meeting we also reviewed the technology available to instructors, and discussed specific elements (such as *SafeAssign* and *Smarthinking*) they might integrate into their courses.

- At the adjunct/dual meeting we discussed the possibility for a Friday professional development session this semester. The instructors indicated they'd be quite excited to attend this.
- At both meetings we discussed the development of some online professional development and research sharing space, where all English Department faculty (ft/dual/adjunct) could share ideas, review research-based presentations (developed by the department Best Practices committee), and post their own research ideas and projects. The goal is to have this developed and running by the end of summer. Currently, we are discussing potential web platforms.
- At the full-time meeting, Dr. Marcia Mitchell and Dr. Rebecca Millan proposed the creation of an English Department scholarship fund, and offered generous initial contributions. The proposal was enthusiastically received, and both instructors agreed to head the fund committee.
- I (and Lanesa Poulton) attended the Pecan campus session of the Center for Student Rights and Responsibilities' Symposium on Student Rights and Responsibilities. It was concise and informative, and I have pages of notes.

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

- On January 12, 2015, Math, Science, and Bachelor Programs conducted convocation for more than 170 faculty and staff. During the event, the latest information from THECB, Blackboard Collaborate, and Degree Works were shared with faculty and staff.
- On January 15, 2015, I participated in the Nursing Academy Signing Ceremony at DHR Conference Building.
- On January 15, 2015, I welcomed BAT & BAS students during orientation. Due to our establish program specific orientation, our enrollment and graduation has been increasing.
- On January 16, 2015, I participated in the Texas Workforce Commission check presentation for Nursing Mentorship Program grant.
- On January 28, 2015, I joined Virginal Tech University and participate in Kick-Off NSF Transfer Student Pathways to Engineering Degree. Our institution has been selected by VT to join them in the NSF grant proposal.
- On January 20, 2015, I welcome Nursing Academy Students at PSJA Science Lab. We offered two Biology sections for approximately 50 students.
- On January 27, 2015, Representative from Civitas Predictive Analytic visited South Texas College and conduct training for all stakeholders at our institution.
- On January 28, 2015, I participated in Kick-off NSF project grant with Virginia Tech University. Our college has been selected to participate in "Transfer Student Pathways to Engineering Degrees" initiative.
- On January 29, 2015, I participated in the interview committee for Irma Rangel College of Pharmacy in Kingsville. Approximately 300 students, some our own Pre-Pharmacy student, had been invited to the selection interview event. South Texas College has articulation and collaboration agreement with Irma Rangel College of Pharmacy.
- On January 30, 2015, I attended the Board Appreciation Day. South Texas College hosted the appreciation even for the Board members from all the ISDs in Hidalgo and Starr County. South Texas College Board of Trustees members and President expressed their appreciation and thanked ISDs board members for their support of great collaboration between South Texas College and their School District.

University Relations, Transfer and Articulation Center

- Coordinated a Signing Ceremony for an articulation agreement with Our Lady of the Lake University on January 9. Over 40 STC Administrators and Board Members along OLLU administration were present for the media covered ceremony.
- The University Relations Center has been coordinating and marketing all aspects of an upcoming Spring College Fair that the University Relations, Transfer and Articulation Center initiated. Over 20 universities will be visiting the Starr, Mid-Valley and Pecan campuses from February 9-11.
- Currently coordinating a Signing Ceremony for an articulation agreement between STC and the University of Houston Pre-Pharmacy program. Invitations to key STC administrators and Valley leaders will be sent out.
- Visits as well as office hours have been scheduled with the following institutions: University of Texas-Rio Grande Valley, Texas A&M Kingsville-College of Engineering & College of Education, National American University & University of Phoenix.
- Organizing a student meeting for the UK Study Abroad program to provide more in-depth information about the proposed trip and what the expectations are along with faculty mentors
- Conducted a Study Abroad in the United Kingdom meeting and information table sessions in bldg. 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
- Met with Dr. Longoria of OLLU to begin the preparations for a meeting with key administrators and department chairs to discuss future course offerings.
- Met with Mr. Fidencio Tamez of UTPA to discuss UTRGV presences at the University Relations Center on a regular weekly basis as well as possible transfer events.

New Mathways Project

- Contacted Developmental Math (0080) faculty to request permission to present in-class information during the spring 2015 semester. In class information sessions were scheduled for continued recruitment Developmental Math pre-statistics course for the fall 2015 semester at all three major campuses.
- Attended a workshop at the Charles A. Dana Center in Austin. Learned about current implementation procedures and discussed our current and future participation with NMP.
- Provided a brief presentation about the New Mathways Project (NMP) to the advising/counseling staff on 1/23/15. Continued support and efforts for program was given by staff.
- Contacted all current NMP students enrolled in the Developmental Math Foundations course or Statistics course for beginning of the semester check-in.
- Continuing coordinating efforts with multiple departments 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 for fall 2015 enrollment.
- Will be making classroom visits and meeting one-on-one with NMP students regarding advisement for fall 2015 and continued succession of the classes.
- Continued coordination efforts with Dr. Aparna Ganguli, Dr. Mahmoud Fath El-Den, Fidel Rodriguez, Esteban Salinas, and Rene Zuniga and other involved faculty members with the support of the spring 2015 classes and the creation of the fall 2015 NMP course schedule and offerings.

Melba Treviño
Division Dean – Nursing and Allied Health

Dean's Activities:

- **January 21, 2015** Dean Trevino received notification that SACS approved the Diagnostic Medical Sonography Program and attended the first ever Sonography program orientation where students were shown happy and eager to begin their classes in hopes of graduating with this advanced certificate.
- **January 22, 2015** Program Chair and staff support meeting will be held to discuss updates in NAH and upcoming events.

Division Activities

- **January 7, 2015** In preparation for the A.D.N. dual enrollment press release, Dr. Reed filmed a video, at NAH, where she commented in regards to this innovative program.
- **January 20, 2015** Nursing & Allied Health Campus was buzzing with excitement as we kicked off another semester.
- **January 15, 2015** Doctor's Hospital at Renaissance announced an A.D.N. Pilot Program where high school students will have the opportunity to complete their Associate while still attending high school.
- **January 16, 2015** Nursing Mentorship Program Grant Announcement. A.D.N program was presented by Texas Workforce Commissioner Esperanza Andrade with a check to fund mentorship for A.D.N. students.

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.
  - First Year Connection – January 15th
  - Welcome Tents – January 20 & 21
  - Welcome Week Activities – Jan 28 & 29
  - SGA Kick Off Meeting – every Thursday at 4pm
  - US Customs and Border Protection-Operation Detour RGV Presentation – January 26th
  - Mobile Blood Drive – January 28th
  - SGA Meeting – Every Tuesday at 4pm

- **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.

  - Criminal Justice Club – Meet every Monday & Wednesday at 1pm
  - Baptist Students Ministry – Meet every Tuesday at 2:30pm
  - Literary Arts Society – Meets every Thursday at 4pm
  - Latinas Club Meeting – January 29th
    - Fundraiser – January 27th
  - Human Resources Club – January 26th
  - Brazilian Jiu Jitsu Club – every Wednesday and Friday at 3pm

- **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.

- **Counseling and Center For Learning Excellence Departments**
  Throughout the month, both departments organize a variety of workshops and tutorial sessions for students in different areas of disciplines.

- **Continuing Education at Mid Valley Campus**
  Coordinate with MET Corporation to offers classes for students in various fields so that they may be able to enhance their skills and find employment. This month they are conducting classes in Customer Service.
    - MET Staff Meeting – January 22nd
    - MET New Cohort Orientation for Welding classes – January 29th

- **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.

  - South Palm Gardens High School Tour – January 29th

- **STC Departmental Trainings and Workshops**
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - Counseling Meeting – January 26th
  - Child Development Center
    - CPR Session – January 14th
    - STC MVC CDC Parent Orientation – January 14th
  - Office of Judicial Affairs – Student Rights & Responsibility Symposium – January 13th
  - Instructional Technologies – Promoting IT Workshop – January 29th
  - Psychology Dept. Active Student Meeting – January 27th
  - Faculty Senate Meeting – January 27th
  - Valley Scholars Student Meeting – January 30th

- **The STC Mid-Valley Campus -** Meeting location for many local organizations to host their events:
  - RGV Quilt Guild meets for quilt exhibitions and classes.
  - Rio Grande Valley Interpreters for the Death – Trainings for interpreters on January 10th & 17th
  - Wills Clinic hosted at MVC by Paul Gaytan, Paralegal Instructor – provided free drafting wills to community – January 12th
  - South Texas Area Regional Counselors Meeting – January 23rd
  - Educate Texas holds meeting for various ISDs – January 26th

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Coordinate w PR and Starr County Youth Fair to provide booth and presence at event February
- Met with Roma ISD Superintendent to discuss May 2015 scholarship recipient
- Met with Grulla HS Principal to discuss May 2015 scholarship recipient
- Met with RGC HS principal to discuss May 2015 scholarship recipient
- Coordinate w Financial Aid to begin scholarship account process
- Schedule meeting with San Isidro Superintendent to discuss May 2015 scholarship recipient
- Met with owner local radio station to discuss advertising for the campus in future
- Work with Campus Ministry Club to expand student activities
- Develop MOU for scholarship High Schools in Starr County
- Continue mentoring TMC-Head Start cohort in BAS
- Planning holiday events with faith-based leaders

Campus Events

- First day of class TR information tables set up in E building
- First day of class MW information table set up in E building
- Practice Effective Study Habits, E.1.102, 2-5
- DEASL Personality Styles, H1.202, 2-6
- Campus Ministries free snacks and coffee J building

Marketing and Promotion Activities

- Multiple screen monitors set up in E building auditorium
- Carpet in A & B building scheduled to be replaced early February
- Welding lab facility and equipment inspected for new semester
- Carpet replacement complete A & B buildings
- Reorganization of office space distribution J building
- Maintenance of chillers south side campus
- Contact HR begin search for Faculty Secretary position
- Prepare for Priority Registration events
- Staff meeting planned to discuss SAEM results after census date

Yvette Gonzalez
Project Manager - Academic Advancement

GOT Program

- Update GOT program Facebook page with college related events to inform GOT students about available resources, contact information to office for assistance.
- Will begin to prepare certificates of appreciation to GOT students who have graduated from college to be mailed out next month.

Academic Affairs Highlights

- Assist with presentation development for proposed presentations in Academic Affairs and Education and Workforce Development Committee meetings. Upcoming proposed EWDC presentations for March 2015 include - Ballet Folklorico and Valley Scholars. Academic Affairs related presentations include Achieving the Dream (ATD) conference in February.
- Assist and finalize information and booklet compilation for Ballet Folklorico Program. Will begin assisting with booklet compilation for NAH and BT programs next month.
- 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 updating pertinent tables/graphs for High School Programs and Services website through PR request next month.

Course Evaluations

- Assist Associate Dean of Curriculum and Student Learning with preparing schedule for course evaluations period for Spring 2015 course evaluations through online service provider.
- Communicate with Reporting Team regarding Spring 2015 course evaluation period schedule 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), and program status.
- Registered students for honors courses, submitted requests to assigned instructors and program chairs on student's behalf. All split section requests submitted for Spring 2015 were approved.
- Emailed current Honors students reminding them to communicate with instructor regarding Honors assignments and signing the required Student Honor Contract.
- Emailed Honors instructors for Spring 2015 regarding course components and required documentation on second week of class.

Jessica S. Garcia
Coordinator – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - **Fundraising –** Continued planning kayaking fundraiser for the Valley Scholars Program. Held planning meeting with various departments on Jan. 8, 2015 to discuss event. Met with the Mayor of Roma on Jan. 13, 2015 to coordinate logistics for the kayaking events. Met with Rose Benavidez on Jan. 26, 2015 to discuss benefit dinner and contact list. Coordinated with Public Relations to create the webpage and flyer for the event. Opened new org code to collect funds from the kayaking fundraiser. Created the registration and waiver form for kayaking participants. We are pending approval of the waiver form to open registration online. Working on creating a booklet to highlight Starr County students at the benefit dinner for the event.
  - **Recruitment –** Presented information about the Valley Scholars Program at Mercedes Early College High School on Jan. 9, 2015. Distributed updated brochures to counselor.
  - **Retention –** Held Valley Scholars meeting at each campus on Jan. 30, 2015 to update students on upcoming events and opportunities. Valley Scholars students are signing up to participate in the 2015 College Tour which will be from March 25th – 27th and tour UTSA, Texas State University, UT Austin, Texas A&M, and TAMUK.
  - **Scholarships awards –**Awarded scholarship funds to all VS students based on enrollment hrs.
- **Phi Theta Kappa**
  - **Meetings –** Held Honors in Action meetings weekly to finalize project for the Chapter. Students received training from librarian, Esther Garcia, on ways to research academic sources at the Jan. 6, 2015 meeting.
  - **Presentations –** The Honors in Action Committee hosted an information session titled: Endangered Turtles: How you can help! on Jan. 22, 2015 at the Pecan Student Lounge featuring guest speaker, Jean Pettit, from Sea Turtle Inc. on South Padre Island. The presentation was part of the service component for the Honors in Action project the chapter completed to achieve five star status.
  - **Recruitment –** Provided information about the Honor Society at the Honors in Action presentation on Jan. 22, 2015.
  - **Hallmark Awards –** Beta Epsilon Mu submitted entries for the College Project, Honors in Action, and Distinguished Officer Team to help the Chapter achieve five star status.
- **Honors Program (Yvette Gonzalez)**
  - Student Communication – Assist walk-in and current Honor students with program eligibility, Honor course selection (Spring 2015), and program status.
  - Registered students for honors courses, submitted requests to assigned instructors and program chairs on student's behalf. All split section requests submitted for Spring 2015 were approved.
  - Emailed current Honors students reminding them to communicate with instructor regarding Honors assignments and signing the required Student Honor Contract.
  - Emailed Honors instructors for Spring 2015 regarding course components and required documentation on second week of class.

Kristina Wilson
Officer - Academic Grants and Projects

Grant Summary (FY14-15)

Division	Active Grants FY 14-15 *(awarded as of April 2014)*	Applications Recently Submitted / Pending Notification
LASS	5*	0
Math & Science	2	2
Business & Technology	3*	1
NAH	3*	1
Academic Advancement	4*	3
TOTAL**	**14****	**7**

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

Grant Oversight

- **THECB Carl Perkins Grant**
  - Participated in a meeting with PR and Marketing on Jan. 28 regarding the development of a campaign to promote STC's CTE programs using Perkins funding. A digital media campaign will be pursued. Videos will be produced to promote the NAH programs. PR will request quotes and develop content.
- **HSI Title V Grant (Department of Ed.)**
  - Continued process of identifying classrooms to be converted to active learning spaces at all 5 campuses.
  - Applications were reviewed for the grant-funded positions (Assistant Director of Innovative Instruction, Faculty Advising Coordinator, and Faculty Development Trainer). Interviews for the Assistant Director took place on January 13. The job description for the FA Coordinator has been reposted because only two applications were received.
  - Continued recruitment efforts for the Lead Faculty Advisors. One will be designated for each academic division.
  - Met with Nancy Garcia on January 8 to discuss plans to convene the Faculty Advising committee.
  - Identified members of the Faculty Advising Steering Committee. Identified a date for the first meeting (Feb. 6) and developed an agenda.

Grant Development

- **Recently Awarded: 1 Grants**
  - Texas Regional STEM Degree Accelerator Initiative (GTF, Kresge, Helmsley)
    - Aims to increase the number of STEM graduates in Texas.
    - $15,000 was awarded for the Round 1 Planning Grant.
    - A Kick-Off meeting took place in Dallas on January 27.
    - The Regional meeting will take place on March 2. Representatives from all K-12, higher education, and workforce partners will be invited to assist in the creation of a new regional STEM pathway plan. The plan will form the basis of the Round 2 grant application.
- **Not Funded: 1 Grant**
  - 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 led the project. Submitted June 19.

- **Recently Submitted/Pending Notification: 7 Grants**
    - 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)RAND & THECB TSI Study (US DOE – Institute of Education Sciences)
        - 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.

- **In Preparation for Submission: 1 Grants**
    - Texas Regional STEM Degree Accelerator – Phase 2

        - Attended the Kick-Off meeting in Dallas on January 27 and received guidance on the next steps of the grant development process.
        - STC will host a regional meeting on March 2 in partnership with Educate Texas and other grant partners. During the meeting regional workforce data will be reviewed and the participants will develop a plan for implementation.
        - Participated in a conference call with RAND on Feb. 2 to discuss plans for the March 2 meeting.
- **In Review for Submission: 1 Grant**
    - Performance Partnership Pilot (P3)
        - PSJA has asked STC to partner with them in pursuit of this grant.
        - The grant aims to test innovative, outcome-focused strategies to achieve significant improvements in educational, employment, and other key outcomes for disconnected youth using new flexibility to blend existing Federal funds and to seek waivers of associated program requirements.

<u>Academic Projects</u>

- **Persistence Strategies**
    - The materials from the Academic Affairs-Student Affairs Enrollment Management Retreat were reviewed and edited. Activities scheduled to begin during the Spring 2015 semester were identified.
    -
    - Plans for In-Class Persistence Activities were collected and prepared for the meeting with the Deans on January 14. Targets and details were added.
    - The Student Information forms have been distributed to the Deans, chairs, and faculty members. They will be completed by the students within the first two weeks of class and then collected by the department secretaries. The forms will then we transferred to the Admissions department so that students' contact information can be updated in Banner.
    - The Preliminary Plan in Support of Student Enrollment and Persistence was shared during PDC on Jan. 23.
    - Met with IEA on Jan. 29 to discuss the need for persistence rates and targets for each academic program.
    - Communicated with Technology Resources about requiring students to update their contact information on JagNet before they can register for classes. Communicated with Admissions leaders to identify any potential issues with requiring students to update info before registering.
    - Updated Task Force Charges for the five new groups scheduled to begin this Spring.
- **Degree Progress Report Assignment – Faculty/Student Engagement**
    - Met with Nancy Garcia and Willie Johnson from the Advising department to finalize changes to the assignment.
    - A training meeting for faculty took place on January 14. The following topics were covered: results of the Fall 2014 pilot, changes to the assignment for Spring 2015, best practices in faculty advising, and Degree Works Training (Audit and What-If Analysis).
    - Approximately 20 faculty members will participate in the activity this semester.

- Shared information on the assignment with the Education Department in order to recruit additional faculty to participate.
- Updated materials were distributed to faculty on January 20.
- It was identified that students were not receiving email confirmations after submitting their Reflection Activity. The issue has been fixed.
- As of Feb. 2, 405 online Reflection Activities have been submitted.
- Met with IEA on Jan. 29 to discuss the evaluation of the Fall 2014 pilot.
- A faculty member has identified that the link to students' audits on the Degree Progress Meter are not working properly. Technology Resources is looking into the matter.

➢ **TSI Committee**

- Reviewed the latest draft of the Dev. Ed. Plan with Laura Talbot. Edits will be made in preparation for review by the full committee.
- Met with the sub-committee on Capturing Student Data on Jan. 21. Initial plans were made for capturing TSI placement and holistic placement data for students registering for Summer & Fall classes. The idea of mandatory advising for TSI-liable students was discussed.
- Met with the sub-committee on Capturing Student Data on Jan. 28. An online form to capture student TSI placement information and holistic criteria will be developed. Mandatory advising for TSI-liable students may be pursued.

➢ **Miscellaneous**

- One conference proposal from Academic Affairs was accepted for the ATD Conference in Baltimore (Feb. 17-20)
  - Building a Pathway to the Baccalaureate: Dual Enrollment, Stackable Credentials, and Competency-Based Learning (to be presented by Anahid Petrosian, Laura Talbot, & Ali Esmaeili)
- Four conference proposals from Academic Affairs were accepted for the AACC Conference in San Antonio (April 18-21)
  - Building a Pathway to the Baccalaureate: Dual Enrollment, Stackable Credentials, and Competency-Based Learning (to be presented by Anahid Petrosian, Laura Talbot, & Ali Esmaeili)
  - A Pathway to College Readiness & Completion: Dual Enrollment Programs at South Texas College (to be presented by Anahid Petrosian, Nick Gonzalez, Sofia Pena, and Kim Crawford)
  - The Leadership Pipeline: Cultivating Leadership at Every Level (to be presented by Lee Grimes)
  - The FOCUS Academy: Powerful Teaching. Powerful Learning. (to be presented by Lee Grimes)
- Presented information on Faculty-Student Engagement at the Convocation for the Division of Math, Science and Bachelors Programs on Jan. 12.
- Participated in the Distinguished Leadership Academy (DLA) Retreat on January 15.
- Participated in the Digital Signage Committee meeting on January 20.

Cody Gregg
Interim Director- Centers for Learning Excellence

CLE Campus Highlights:

- Mid-Valley
  - Gave "First Year Connections" presentations on January 15, 2015.
  - Conducted seven tours on January 20, 2015.
  - Gave two classroom presentations on CLE services on January 22, 2015.
  - Gave one classroom presentation on CLE services on January 26, 2015.
  - Part-time staff conducted 11 workshops/presentations and served 189 students during the week of Jan. 20 through Jan. 25.
  - Conducted multiple tours for nursing students.
  - Tutors provided 15 hours of in-class tutoring to academies students (computer programming and engineering courses).
  - Five classroom presentations were conducted on Jan 26 through Jan 31.
  - Part-time staff provided tutor training to Pecan Campus staff on Jan 28.
  - Participated in the Mid-Valley Campus Welcome Week activities on Jan 28 and 29.
- Nursing
  - Presented briefly on CLE services to NAH faculty and staff at the division meeting on 1/12/15.
  - Conducted 1 workshop by student request on Dosage Calculations for level 4 and for level 2.
  - Conducted in-class presentations for the Radiology (RADT) and Occupational Therapy Assistant (OTA) programs. The topics covered were note-taking, study tips and time management.
  - Conducted one presentation to 37 students on the CLE and our services, and conducted a note-taking workshop for another RADT class.
  - Spoke with a level 1 nursing (ADN) instructor about what support we could offer to a group of students that did poorly on their first dosage test.
- Pecan Campus
  - Made presentations at the following department meetings: College Success., English, Speech, Developmental Reading, Kinesiology, History and Philosophy, Biology, Math, Developmental Math.
  - CLE Staff made presentations at the First Year College Connection orientations for new students.
  - Currently corresponding with instructors to schedule CLE tours and presentations about CLE services for their classes.
  - Worked on schedule for Faculty Volunteers at the CLE.
  - Met with Distance Education staff to add TSI and Student Success Workshops to Blackboard.
  - Met with Technology Resources staff regarding updates and possible changes to Jagtrax.
  - Pecan CLE Staff made presentations about CLE services to 167 students in 8 classes during the week of January 20-24. During department meetings, CLE staff encouraged instructors to sign up for CLE presentations and tours. Presentations will continue for the next few weeks.
  - Met with 5 instructors who will be volunteering their services at the Pecan CLE during the spring, 2015, semester.
  - The Pecan CLE is partnering with the Dual Enrollment Academy Dept. to provide 2 in-class tutors for Engineering and Computer Programming classes.
  - Provided Smarthinking training to English tutors so that we may offer online tutoring to STC students.
  - Conducted a tutor training on Learning Styles Inventory on January 28.
- Starr
  - New College Orientation on January 14, 2014 on both the CLE services and the Jag Mobile app.

- Prepared for the spring, 2015, semester: cleaning, cable management of the computers, and making sure everything is up and running for the semester.
- The Starr County CLE presented on the CLE Services for students to have knowledge of what is being offered. In addition we have had six CLE tours and been leaving flyers around the campus.
- The Starr county campus CLE plans to coordinate events with Student Activities Center and encourage students to use the services offered by the campus.
- Sent out an invitation to all faculty and staff and invited them to come and visit the Starr CLE, and attached the Student Learning Assistance schedule for their students' reference.

- Tech
  - Reviewed and evaluated all applications for tutor level advancement through our department's College Reading and Learning Association approved tutor training program. In total, 26 tutors department-wide will be awarded new CRLA certifications effective spring, 2015.
  - Reviewed and evaluated all applications for SI Leader, Lab Assistant, and Testing Technician level advancement through our department's independent training program. In total, 16 SI Leaders, Lab Assistants, and Testing Technicians department-wide will be awarded new certifications effective spring, 2015.
  - The Technology CLE will continue our In-Class Tutoring Partnership with the CADD, HVAC, and ELPT departments for the Spring 2015 semester with in-class tutors providing support in the following courses:
    - HART 2445 (Air Conditioning Systems Design) – 3 Sections
    - HART 2438 (HVAC Capstone) – 1 Section
    - DFTG 1309 (Basic Computer Aided Drafting) – 1 Section
    - DFTG 2319 (Intermediate Computer Aided Drafting) – 1 Section
    - DFTG 2321 (Topographical Drafting) – 1 Section
    - ARTC 1302 (Digital Imaging I) – 1 Section
    - ELPT 1420 (Fundamentals of Electricity II) – 1 Section
    - ELPT 2325 (National Electrical Code II) – 1 Section
  - Technology CLE Electrician Technology tutor resigned from her position on Friday, January 16th to accept a full-time faculty position for the spring, 2015, semester. This marks the third time in three years that a Technology CLE tutor has resigned to accept a faculty position with our college. In the same time span, the Technology CLE has also had three separate employees resign from their tutoring positions to accept full-time staff positions with South Texas College.
  - The Technology CLE hosted a booth to advertise our tutoring and academic support services during the Technology Campus "Welcome Week" festivities.
  - Automotive tutor participated in the department's student orientation to help raise awareness about our new automotive tutoring offerings.
  - Worked with Precision Manufacturing Technology faculty to identify potential tutor candidates for the PMT program. A Precision Manufacturing tutor will likely be added to the staff by the end of February.

- Director's Meetings:
  - January 6, 2015 – STC 2013 Bond Program Planning Meeting
  - January 8, 2015 – Architect Library Proposal Review and Discussion; Mediation Meeting; CCUMC EOMC
  - January 9, 2015 – IS&P Leadership Team Update Meeting
  - January 12, 2015 – Library Services Group Meeting
  - January 13, 2015 – Bond Program Planning Meeting: Assistant Director for Innovative Instruction Interviews
  - January 14, 2015 – Spring 2015 Activities Meeting; NAH Campus Visit
  - January 15, 2015 – Library Services Directors' Meeting

Jagtrax Data (January 2015)

	All Campuses	Pecan	MVC	Starr	NAH	TC
Total Student Hours Delivered	4035:59:00	522:34:00	1085:16:00	56:52:00	1390:38:00	980:38:00
Independent Study (Duplicated)	1268	80	628	1	534	25
Independent Study (Unduplicated)	516	57	214	1	227	17
Lab Visits(D)	12702	6700	1337	536	3829	300
Lab Visits (U)	3837	2262	336	206	891	142
Proctoring	24	*Note: Proctoring Requests can be placed for multiple campuses				
Tutoring Contact Hours	804:50:00	404:46:00	125:30:00	42:45:00	111:25:00	120:24:00
Tutoring Visits/Sessions (D)	1830	627	297	42	481	383
Tutoring Visits/Sessions (U)	955	319	149	32	285	170
Workshop Attendance	1726	1048	285	157	236	0
Workshops Hosted	76	44	16	8	8	0

Laura Talbot
Associate Dean - Curriculum and Student Learning

Curriculum

- **Curriculum Revisions**
  The Curriculum staff continued to process curriculum revisions for Fall 2015 in January, with goal of having all catalog and prerequisite information updated for registration by February 15th.
- **THECB Submissions**
  The Learning Outcomes Specialist and the Associate Dean worked with program chairs in January to update syllabi and prepare the documents necessary to submit additional courses for the Core Curriculum for Fall 2015. The courses will be submitted in February.
- **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 was received from the Southern Association of Colleges and Schools Commission on Colleges in January. The appropriate approval documentation was submitted to the Associate Dean of Financial Services for submission to the Department of Education to gain approval for financial aid funding.
  - The Associate Dean participated in a meeting with the Dean of LASS, MS and a representative from Texas A&M to discuss the possibility of partnership for a Public Health degree.
  - The Associate Dean met with faculty from the Biology department in January to discuss the process and potential for developing a Biotechnology AS or AAS degree.
- **Online Student Evaluations**
  The evaluation schedule for the Spring 2015 semester has been created and posted to the Website. A survey was administered to all Distance Educations Student during the Fall 2014 semester. A report of the results was provided to the Dean of Distance Education in January.

Student Learning Outcomes and Assessment

- **Data Submission**
  JagPRIDE was made available for Fall 2014 data submissions. The deadline for adjuncts was December 15th and was January 30th for Full-time faculty. Learning Outcomes staff were supporting faculty at the end of January as they were complying with the submission deadline. Learning Outcomes staff also met personally with numerous faculty to assist them with entering data.
- **Learning Outcomes Resource Website**
  The Learning Outcomes Specialist has been working to develop resources on best practices for assessment for the Learning Outcomes Website and has contacted several conference presenters and subject matter experts to gain permission to include their resources on the STC resource page for faculty.
- **Learning Outcomes Reporting**
  - The Learning Outcomes Specialist meet with the Business Department in January to assist them with preparing necessary documents for the ACBSP accreditation. The Specialist also met with

the Chair of Construction Supervision to finalize the learning outcomes and maps for that degree program.

- The Associate Dean of Curriculum and Student Learning attended the Physical Sciences department meeting in January to discuss learning outcomes assessment and reporting with the faculty.

Course Scheduling

- **Schedule Development**
  The Fall 2015 schedule has been reviewed by the chairs and updated by the Scheduling technicians and was scheduled to be pulled for the tabloid by Public Relations on January 16th. Curriculum Specialists and schedulers continue to follow-up with program chairs to ensure course corrections are made in the fall schedule in accordance with curriculum revisions that were submitted for Fall 2015.
- **Schedule Maintenance**
  The Scheduling Technicians continued to process changes to Spring, Summer and Fall 2015 schedules, process classroom reservation requests, and update flyers for mini-semesters and Hybrid courses. They also continued to run necessary reports and check data in the schedule to ensure accuracy for CBM reporting, and worked with the Supplemental Instruction Coordinator to schedule rooms for SI courses for the Spring semester.

Academic Affairs Activities

- **Presentations**
  The Associate Dean of Curriculum and Student Learning made the following presentations during the month of November:
  - Presented Attendance/Census date roster requirements, and THECB updates at the Math/Science & Bachelor's Programs Division meeting.
  - Presented Attendance/Census date roster requirements at the Adjunct Professional Development Day.

Institutional Activities

- **Our Lady of the Lake Articulation**
  The Associate Dean of Curriculum and Student Learning participated in the articulation signing ceremony with Our Lady of the Lake University on January 9th.
- **Degreeworks Implementation**
  The Curriculum Staff continue to develop the scribing for Degree Works and participated in a consulting call in January to address unique curriculum scribing requirements including split course credits and course equivalencies.

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. In addition, the Associate Dean attended the January Board meeting in Dallas and presented the quarterly financial report for the Association.

Professional Development

- **Distinguished Leader Academy**
  Laura Talbot, Associate Dean of Curriculum and Student Learning, was selected to participate in the Distinguished Leader Academic and attend the fifth session in January. This is a year-long professional development commitment that focuses on personal leadership mentoring and

development. The Associate Dean is developing a Strategic Planning activity for the Department as the project required for the DLA.

- **Ambassadors Leadership Academy**
  Three staff from the Curriculum and Student Learning Department (Christina Cavazos, Kandee Wickboldt, and Joanna Saucedo) were selected to participate in the Ambassadors Leadership Academy and attended the fourth meeting in January. Each individual is meeting with a smaller team of participants within the Academy to plan an institution project as part of the Academy.

Nicolas Gonzalez
High School Programs and Services Administrator

- **Dual Enrollment**
  - The dual rollover was done successfully with over 10,000 automatically registered in their spring dual classes. 427 sections will have new students who will be registered manually. Enrollment for the spring could exceed 12,000.
  - The dual schedule is still undergoing some last minute cancellations and new section requests. It should be final by the end of this week.
  - Applications for 4 new ECHS (two at Weslaco and two with PSJA) were submitted to TEA. All existing 28 ECHS had to resubmitted intent forms for continuance as well.
  - Highlights on students (one former and one current) from the Academy program have already been submitted.

- **Meetings/Events/Conference Phone Calls**
  - 1/7/2015 – Dual Team Meeting VP Garza
  - 1/9/2015 – Committee Meeting Review ECHS Specialist applications
  - 1/12/2015 – i3 Grant Evaluator Interview with STC Representative
  - 1/15/2015 – Signing of DE Nursing Program with PSJA at Edinburg Conference Center.
  - 1/16/2015 – Texas WF Check at Allied Health Center
  - 1/20/2015 – PSJA i3 Leadership Cabinet Meeting
  - 1/23/2015 – Planning and Development Council
  - 1/27/2015 – Illume Insight (Civitas) Meeting

Dual Enrollment: Alejandra Cantu

- **Workshops/Meetings**
  - Meet with Mat Hebbard on the rollover rosters and spring registration.
  - Meet with new Director of Admission on Degree works and Dual Enrollment CTE graduates for spring 2015.
  - Meet with Hiring committee for the new ECHS Specialist.
  - Parent Presentation at Sharyland HS om Academies
  - Interviews for the ECHS Specialist. Committee came to the agreement not to recommend any candidates.
  - Meet with HSPS team to discuss the changing of majors to all DE students with certificates.
  - Part of a hiring committee for College Connection Specialist. Committee recommended a candidate.
  - Attended the appreciation breakfast for School Board members at the cooper center.

- **DE Scheduling and Planning**
  - Opened a new math section at Thelma Salinas.
  - Switched two courses of English at Mission Collegiate.
  - Dropped all the students from ITSE 1411 at Robert Vela and enrolled them in a new ITSW 1410.
  - Deleted the art section at Edinburg North ECHS.
  - Switched all the AUMT 1416 to AUMT 1410 at Weslaco CTE center.
  - Created two new sections of Hist 1301 and Engl 1302 for Achieve ECHS.
  - Per program chair, changed instructors for the CTE courses at Tech Campus of Hidalgo ECHS.

- Created two math 1442 section at La Joya HS
- Cancelled two sections of Criminal justice at La Villa ECHS. Students were moved to one section.
- Created a new Math 1414 at Thomas Jefferson ECHS
- Per Assistant Principal at PSJA HS. Opened a new section of Medical Term.
- Opened two new sections of ITSW 1410 and POFI 2431 at PSJA North.
- Added a new section of Medical Term for Sotomayor HS
- Switched all the students from McAllen HS from ITSE 1411 to ITSE 2434.
- Cancelled three section of Math 1414 and Span 1312 at PSJA North
- Added an addition Educ 1301 at PSJA HS.
- Changed all the Majors for dual students graduating with a certificate.

Dual Enrollment: Clarissa Torres

- **Dual Enrollment Faculty**
  Two dual enrollment faculty for academics have been hired in January. A total of six dual enrollment faculty members were hired for the spring 2015 semester
- **Dual Enrollment Professional Development Meeting**
  On January 17th the Office of Professional Development hosted a professional development day for all dual enrollment and adjunct faculty. I attended as a representative of High School Programs and Services in order to answer any questions or concerns from our dual enrollment faculty. I was able to network and reach out to dual enrollment faculty as well as follow up with our new spring semester hires.
- **Dual Enrollment Faculty Meeting at Southwest ECHS**
  I attended a meeting with dual enrollment faculty from PSJA Southwest ECHS. During this time I reminded and further explained the requirements of a dual enrollment faculty. They were all informed of the course outline, department meeting, and census roster requirements. I am hoping that more meetings with our partnering high schools can take place in the coming semester.
- **Dual Enrollment Academies**
  During January, I assisted the dual enrollment academies with workshops and presentations for their students as well as attended department meetings regarding the workshop schedule.
- **Dual Enrollment CTE Certificates**
  The Department of Highs School Programs and Services was informed that dual enrollment students graduating with a CTE certificate in May 2015 must have declared majors in order to be placed on the graduation list. During the last week of the month I changed majors for all CTE students from six high schools. As we go into February I anticipate we will need to continue entering majors and checking that the students who have declared majors have selected the correct one for their certificate.

Carol Woods – Dual Enrollment Faculty Liaison

- Helped coordinate Dual Enrollment Taskforce subcommittees' activities such as updating action plans, following up with subcommittee chairs, and updating subcommittee membership.
- Updating the 2014-2015 DE Taskforce Charges/Action Plan with input from Dual Enrollment Taskforce 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 and fall 2015 dual enrollment classes.
- Serving on STC & PSJA Creating a Model for Systematic Change Taskforce Work Team #4: Dual Enrollment Planning & Alignment. Will continue to follow up with Debra Pingel, PSJA Advanced Academics/College Readiness Instructional Coach regarding progress on textbook issues such as 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 textbook access.

- Followed up with OPOD on Adjunct and DEF professional development day scheduled for January 17, 2015, to ask if they needed input from me.
- Attending Dual Enrollment Taskforce subcommittee meetings as scheduled.
- Will continue to follow up with HSPS on updates to their webpages:
- Requested from OPOD an updated door sign that would have the new STC logo and font, so it could be posted at the HSPS website. Faculty often ask for printed/laminated copies are referred to the HSPS webpages to print copies for their classroom doors. http://academicaffairs.southtexascollege.edu/highschool/guides.html
- Check what version of reference guide for adjunct & dual enrollment faculty is posted. Maintain a current version on webpages. http://academicaffairs.southtexascollege.edu/highschool/guides.html

Kimberly P. Crawford
Director - High School Programs

- **Completed: Projects/Activities**
  - Sent final grades to school districts
  - Informed professors about students missing class for college tour
  - Submitted dual enrollment course agreements
  - Ensured students have textbooks and correct schedules
  - Hosted parent meetings to go over logistics of the college tours with Mid-Valley and Pecan campus parents and students
- **Workshops:**
  - College Tour info workshop
  - Time Management & Goal setting
  - Team building workshop
  - Financial Aid/FAFSA workshop
- **TexPREP:**
  - TexPREP invitations for Engineering speaker sent to all students
  - TexPREP applications were sent to students to return: deadline is February 27th
  - Spring Speaker series event for TexPREP students scheduled for February 20th and 21st.
- **Academy Programs:**
  - Roma High School Recruitment Presentation for Engineering Academy
  - Campus Tour logistics finalized
  - Visited with counselors from Roma and La Grulla High Schools
  - Sharyland High School and Juarez Lincoln High School presentations
- **McCCTI**
  - NOE submitted for Priscilla Hinojosa to take over other duties
  - Completed paperwork for workstudy to help with the program
- **Recovery Program:**
  - Planning underway for spring schedule and participating schools
- **Professional Development/Continued Learning:**
  - UTRGV Financial Aid update
- **In Progress: Projects and Major Activities**
  - TexPREP recruitment presentations at participating school districts to be scheduled
  - Career Awareness speaker for TexPREP February 20th and 21st.
  - Academy Presentation for Veterans Memorial High School and PSJA Southwest scheduled
  - Academy follow-up application drives at Mission high school, Weslaco East, and Mercedes Early College
  - Academies Specialist Mid-Valley position posted on HR website and screening to begin next month
  - Recruitment presentation for La Grulla for the Engineering Academy/plans to possibly start an engineering academy at the Starr County Campus are underway

Sofia M. Peña
Director - Early College High Schools

- Spring Semester early registration in progress for Spring Semester, all available staff continue to work on this effort.

- Meeting with Mission and Weslaco CTE administrators to ensure students are registered for college coursework in Spring 2015 – registration is complete.

- Conducted interviews for Starr County based ECHS Specialist with no candidate selected. Position will re-advertise and new interviews to be conducted.

- ECHS Director & continues to work on graduation processes while the staff registers students.

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

- ECHS Director continues conversations with TEA on new designations and new Coaching contracts for regional ECHS support to ECHS campuses.

- ECHS Director and Coordinators met at monthly staff meeting. Next one scheduled for February 5th in the morning. 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:

- **Distinguished Leadership Academy (DLA)**
  The DLA participants had a full-day session on January 15th with Coach and Facilitator, Pam Bergeron. Pam led them through a discussion of strengths-based leadership (StrengthFinder 2.0), and continued the discussion of The Leadership Challenge and helped them apply it to their own experiences. She held hour-long, individual, appreciative coaching sessions with each of the academy's participants on the 14th and 16th of January in support of project and leadership development.
- **Ambassadors Leadership Academy (ALA)**
  ALA met on Friday, January 16th. The topic was Process Mapping/Management presented by Arely Benavides. The basis for this discussion was how to fully understand the workflow of a process and how each participant can refine their own departmental processes.

  Academy Facilitator, Lee Etheridge, will began to hold individual coaching sessions with each ALA participant. These sessions will be held throughout the months of February and March. The focus is strengths/appreciative reflection on leadership practices.
- **FOCUS Academy**
  Cohorts 1 & 2 of the FOCUS Academy met on Friday, January 16th. They reviewed first day of class strategies and the Common Instructional Framework. An overview was given for the upcoming semester. An Instructional Coach from the Education Department has been identified who will work with participants on a one-on-one basis.

Special Events:

Adjunct and Dual Enrollment Faculty Professional Development Day
The OPOD hosted the Spring PD Day for all part-time faculty members. More than 230 attended the event in the Pecan Cafeteria. The General Session featured presentations on the Enrollment and Verification process for Dual Enrollment sections. Several breakout sessions were also offered on topics ranging from Blackboard Collaborate, Dual Enrollment Processes, Library Services, and JagPride. Department Meetings followed the morning session at the Pecan Campus.

Programs in Development:

- **College Wide Professional & Organizational Development**
  The OPOD continues on with the CWPOD breakout session proposals to be emailed out to faculty and staff.
- **Upcoming Academies**
  Preparation is underway for the 16th ACTA Cohort and the 3rd Jaguar Academy beginning in February.
- **Customer Service Training**
  The OPOD is currently working on a customized Customer Service Training for the Cashiers Department..
  staff.

HSI Grant: STC in FOCUS Implementation

- Staffing
  - Hiring of Assistant Director for Innovative Instruction in progress

- Faculty Advising Coordinator Position posing closes on February 6th.
- Lead Faculty Advisors have been identified and special assignments are being processed
- Instructional Coach for FOCUS Academy has been identified and hiring is in process

- Training Room has been painted and carpeted. Furniture has been delivered and technology is being installed by contractors. Expected completion date is February 16th.
- Capital Improvement Plan for FY 2016 has been submitted to FPC.
- First Faculty Advising Steering Committee meeting has been rescheduled for Friday, February 6th.

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

STC-La Joya Teaching Center

- Visited LJTC to monitor evening dual enrollment classes and library facilities. Met with STC-LJTC librarian, Laura Martinez, to discuss library hardware equipment issues causing students to be directed to use the STC computer lab resources. Other items of concern were the inability to secure supplies provided for student use and the unsupervised use of the library prior to the arrival of the La Joya ISD librarian in the early part of the day. These issues are to be addressed with LJJC ISD administrator, Mrs. Sepulveda.
- Met with Joel Flores to review media cart distribution in DE assigned rooms.
- Returned reassigned media carts from Pharr Teaching Center to La Joya Teaching Center.
- Visited La Joya Teaching Center in the evenings at least once a week and met with LJJC ISD evening administrators.

STC-Pharr Teaching Center

- Coordinated relocation of classroom, equipment, and faculty offices for Fire Science program.
- Coordinated HVAC program utilization of PTC lab space to house two second semester classes.
- Assigned classroom and office space for PTC HVAC instructors.
- Coordinated PSJA ISD custodial team to have floors stripped and waxed.
- Assigned keys to HVAC faculty and staff.
- Assigned media carts to DE Criminal Justice faculty and Fire Science faculty.
- Coordinated classroom setup in preparation of first day of class for all PTC programs to include welding, electrician, HVAC programs, and Fire Science academy classes.
- Attended Tuesday construction progress meetings with contractor and PSJA ISD design team members.

Other Activities

- Attended Business & Technology Division meeting.
- Attended and hosted an activity at the Educational Talent Search held at UTPA CESS building.
- Attended Dual2Degree Initiative Work Team #1 meeting.
- Joined D&BT students in attending the Branding Yourself workshop held in the Rainbow Room.
- Continued working on Technical programs information booklet.

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Information Services and Planning

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IS&P Report

Dr. David Plummer
Interim VP-ISP&SI

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I. Technology Resources:

Applications Development Services

Project: Electronic Data Warehouse (EDW) (**ON HOLD**)	**Progress:** 10%	**End Date:** 3/1/2015

Electronic data warehouse implementation temporarily on hold while data team works to develop data dictionary, report repository, reporting methodology, and data request intake mechanism. Team will revisit EDW implementation pending completion of items listed above. End date has been updated accordingly.

Project: FootPrints Data Request Intake	**Progress:** 99%	**End Date:** 1/19/2015 1/31/2015 2/2/2015

Team implemented all requested functionality (help system, group/individual assignments) the week of 1/19 but is pending completion of file attachments for requests. System generated e-mails will be reviewed and finalized and a hyperlink to the portal will be requested for the IS&P website.

Project: Safety and Security Parking and Citation Application Re-Evaluation (formerly JagParking)	**Progress:** 20%	**End Date:** 1/9/2015 3/30/2015

Team conducted demos of Rydin Decal and PermitExpress products the week of 1/26 and pending receipt of quotes from each vendor, will follow-up with Safety and Security to provide a recommendation.

Project: ARMS Mobile (Mobile Report Writing for Police Dept.)	**Progress:** 15%	**End Date:** 1/31/2015 3/1/2015

ARMS Mobile development temporarily on hold. See above.

Project: TimeForce 2	**Progress:** 80%	**End Date:** 3/15/2015

No change the week of 1/26. Team is pending decision from Business Office to proceed with or abandon TimeForce 2 upgrade.

Project: WebCheckout (platform migration)	**Progress:** 60%	**End Date:** 1/30/2015

Clients continued testing single-instance hosting of Instructional Technologies, PASS program, and NAH data the week of 1/26. Team will continue testing the week of 2/2.

Project: Sirsi Library Catalogue Software Upgrade	**Progress:** 35%	**End Date:** 3/31/2015

No change the week of 1/26. Client testing will continue through March 2015 pending confirmation of cutover timeline. Client reports no issues with testing.

Project: Cascade PR Web Content Publishing Server	**Progress:** 35%	**End Date:** 1/15/2015 2/28/2015

No change the week of 1/26. Team submitted firewall modification requests the week of 1/19 to enable communication between College servers and the hosted Cascade server environment. Pending completion of request, PR will be notified they can begin migrating web content.

Project: Illume/Inspire for Advisor Application/Civitas	**Progress:** 95%	**End Date:** 1/26/2015 2/27/2015

Civitas was on-site the week of 1/26 and provided a demo of the Illume application. Dean of Bachelor Programs will assemble a team of faculty to review/validate data pending the onsite Civitas visit the week of 1/26.

Project: Course and Instructor Information Application (HB2504 Website Redesign)	**Progress:** 97%	**End Date:** 1/31/2015 2/6/2015

Team completed requested modifications the week of 1/19 and met with client for final review. Team will work the week of 2/2 to upload previous semester syllabi and provide access to a share drive to allow mass uploads of syllabi and other files for future semesters. A link to the application will be added to the College website the week of 2/2.

Project: Staff Directory v2	**Progress:** 0%	**End Date:** 4/30/2015

Team met the week of 1/26 to identify data sources for the faculty/staff directory and plan for data synchronization and updates. Team will meet again the week of 2/2 to review plans and begin creating a project implementation plan.

Project: College Scheduler	**Progress:** 45%	**End Date:** 1/31/2015 2/14/2015

Team worked with vendor the week of 1/26 to continue troubleshooting DegreeWorks and has scheduled a Web-Ex with vendor to finalize configuration of tie-in between College Scheduler and DegreeWorks for the week of 2/2.

Project: Ellucian eTranscript Implementation (**ON HOLD**)	**Progress:** 5%	**End Date:** 4/30/2015

Project has been temporarily put on hold pending release of Banner Student 8.7 (dependency). Project will resume in March 2015 after release of Banner Student 8.7.

Project: HR Automation – Electronic Letters of Appointment	**Progress:** 90%	**End Date:** 2/1/2015

Team received update verbiage from HR for notice of renewal portion of electronic letters application the week of 1/26. Renewal notices will be distributed to faculty the week of 2/2.

Project: HR Automation – EPAFs (**ON HOLD**)	**Progress:** 70%	**End Date:**

No change the week 1/5. EPAF and EPAF workflow development temporarily on hold as resources are assigned to development of electronic appointment letters.

Project: HR Automation – Faculty Load and Compensation (FLAC) (**ON HOLD**)	**Progress:** 0%	**End Date:**

No change the week of 2/2. Team will revisit this project with HR to determine if Ellucian Services or another vendor/consultant would be more appropriate for this implementation.

Project: HR Automation – Salary Planner	**Progress:** 80%	**End Date:** 2/1/2015 2/20/2015

Team worked with HR the week of 1/26 to finalize testing of Salary Planner setup in a Banner test environment. Testing was successful and SIG consultants will be on-site in mid-February to assist with production launch of Salary Planner. Team will work with HR to prepare the production environment for launch the week of 2/2.

Project: Blackboard and Pearson automated shell creation (TAB)	**Progress:** 90%	**End Date:** 2/28/2015

Team resolved issues with TAB application the week of 1/26 and will conduct a final round of testing with client the week of 2/2 to ensure application is functioning properly. Pending successful testing, the TAB application will be setup in production to synchronize Blackboard course shell creation to Pearson course content modules.

Project: Touchnet Mobile Implementation	**Progress:** 70%	**End Date:** 2/27/2015

No change the week of 1/26. Team submitted an upgrade request to Touchnet customer care the week of 1/19 to schedule the upgrade of the hosted Touchnet environment from the current version to version 6.5.

Project: Jagnet Web Portal Upgrade (**FUTURE PROJECT CANDIDATE**)	**Progress:** 3%	**End Date:**

No change the week of 1/26. Team has requested a demo of the LifeRay portal from vendor and is pending a scheduled date.

Project: Dashboards for Finance and Administrative Services (**ON HOLD**)	**Progress:** 0%	**End Date:**

No change the week of 1/19. Team is pending purchase of Argos BI dashboards module and will begin development after purchase has been completed.

Project: Jagnet W-2 Enhancements	**Progress:** 100%	**End Date:** Completed

Team completed installation and configuration of 2014 W2 template in production the week of 1/26. This project is considered complete and will be removed from weekly status reporting after this cycle.

Project: Campus Loan Manager (CLM)	**Progress:** 11%	**End Date:** 3/31/2015

No change the week of 1/26. Team is pending identification of budget (~$15,000) to upgrade the CLM application.

Reporting Team

Academic Affairs

- Developmental Reading – Provide report for students who are concurrently enrolled in Read 200 and English 200, who is TSI complete. This is to provide insight for creating courses for integrated Reading and Writing Sections for Fall 2015—In Progress
- Potential Valley Scholars-- Provide an Argos Report on potential high school students that are seniors with a 3.25 GPA and TSI complete and will be used every Spring semester for recruitment—In Progress

Admissions

- DegreeWorks Completion Report
    - Updated completion report to include previous semesters. Need to add column for multiple awarded degrees for each student—In Progress
    - Updating script to include multiple awarded degrees for each student and unduplicated.

Applications

- Updated Degree Works Completion Report for ERP Presentation and provided pprd8 connection. Tested data to reflect dual enrollment and a 98% graduate completion rate.
- Updated DE Faculty Course Load and Home base report to remove duplicates.

Business Office

- Pending confirmation for Free Trial/Evaluation license.
- Need to add TBRACDT_TEXT field to several reports in Accounts Receivable folder in Argos – in progress.
- Provide assistance in scripting and joins for various prod tables to Jose Salinas.

Curriculum and Accreditation

- SLO JagPride Reports
    - Provided SLO Signature Report for Fall 2014 Faculty and added course type to the categories to distinguish Dual, Online and Traditional.
    - Updated script and provided reports Monday, Tuesday and Wednesday.
    - Update PLO, CLO, EEO report with totals and course type—in progress
    - Updating scripts for Census Reporting and Rosters
- Smart Evaluations - uploads begin Friday 6.

RAS

- ATD Data Submission was extended.
    - Uploaded Fall 2011 to Spring 2014 and awaiting approval.
    - Uploaded the term files but receive errors for students not being in original file that contains data since 2002.
  - Contacted JBL Associates for support on data, Ms. Elif Bor from JBL Associates of ATD advised to keep working on data submission and approved to pass deadline, since progress was shown on data submission.—in progress

Print and Sealing Letters

- Business office – 4487
- Financial Aid Office – 624

Miscellaneous

- Scheduling Course List Reports– Convert the report to Argos still reviewing code in existing Web Focus report. Will use Web Focus report for January reports – in progress (Next report needed is in January)
- Report of Vacant Positions for Rosisela – 50% Completed
- Degree Works – Recreate PSJA's Academic History Report in Argos using Degree Works data tables. – in progress
- Enrollment Comparison Matt Hebbard – modify report to automate – report is complete,
    - Report was submitted to Mr. Hebbard for approval – revisions were requested in reference to alignment
    - Completed revisions per Mr. Hebbard' s request and submitted for approval Waiting for final approval

- Enrollment Progress Reports- Generate and assemble various reports for Spring 2015 to determine availability and enrollment status. It is distributed Monday, Wednesday and Friday to directors and program chairs.

IT Risk and Security

Project: Next Generation Firewall Project	**Progress:** 50%	**End Date:** 4/1/2015

Purchase of the next-gen firewall was approved by the Board the week of 1/26 and the team provided vendor (Dell) a P.O. Team has scheduled a meeting with Dell rep the week of 2/2 to discuss implementation and planning an on-site engagement for firewall installation and configuration.

Project: PCI/DIR/IT Assessment Action Plan Updates	**Progress:** 75%	**End Date:** 2/1/2015 2/15/2015

No change the week of 1/26. Team is pending resolution to issues with POS systems in the Food Services area. Team will meet internally the week of 2/2 to determine how to proceed and follow-up with client with a recommendation.

Project: F5 Web Application Firewall (ASM/APM)	**Progress:** 20%	**End Date:** 1/30/2015 2/27/2015

Team submitted a requisition for an on-site engagement with Dell SecureWorks technical team the week of 1/26. Team will submit PO and payment (provided by Information Security office) the week of 2/2.

Project: TR Process Design/Drafting	**Progress:** 17%	**End Date:** 5/30/2015

Team continued working on service definition documentation the week of 1/26 and will meet the week of 2/2 to review and progress and finalize completed service documents. Process maps will be drafted for each completed service document and each service will be added to a service library that will as the basis for an ITIL-compliant service catalog in FootPrints. Team worked on refining technology intake web form and creating notification e-mail templates for client to provide request status tracking. Team will review updated intake process with Leadership the week of 2/2.

Project: ProofPoint Targeted Attack Protection (TAP)	**Progress:** 30%	**End Date:** 12/31/2014 2/28/2015

No change the week of 1/26. Team has volunteered to offer a TAP overview session for College-wide professional development day and worked to develop a presentation the week of 1/19. TR staff continued piloting Targeted Attack Protection (TAP) for e-mail the week of 1/19 with no issues.

Project: Computer Science Department Online Course Support	**Progress:** 80%	**End Date:** 5/1/2015

Team worked with Computer Science department the week of 1/26 to resolve an intermittent issue in which connectivity to the lab environment is sometimes lost when connecting from outside the College network. Team has submitted a trouble ticket with vendor for assistance in resolving the issue.

Technology Support and Client Services

Project: La Joya Teaching Center	**Progress:** 83%	**End Date:** 1/31/2015 2/27/2015

Team scheduled an on-site visit with La Joya for the week of 2/2 to connect and configure network equipment.

Project: Cisco ISE Upgrade	**Progress:** 90%	**End Date:** 1/31/2015 2/5/2015

Team began migrating licenses to the new Cisco ISE environment the week of 1/26. License migration will be finalized the week of 2/2.

Project: CISCO Jabber implementation	**Progress:** 55%	**End Date:** 3/31/2015

No change the week of 1/26. Team will begin account synchronization process between Cisco and Active Directory databases after College census day.

Project: Internet Explorer 10 Web Browser Deployment	**Progress:** 99%	**End Date:** 1/30/2015 2/15/2015

Team continued deploying IE10 to podium computers district-wide the week of 1/26. Fifty-five computers remain across the College district pending installation of IE10 browser.

Project: MS Office 2013 Deployment	**Progress:** 99%	**End Date:** 1/30/2015 2/15/2015

Team continued deployment and installation of Office 2013 to computers pending the upgrade district-wide the week of 1/26. Thirty installations remain and deployments will continue through February until all computers have been upgraded.

Project: AirWatch Mobile Device Management	**Progress:** 78%	**End Date:** 1/31/2015 2/27/2015

Team worked to troubleshoot authentication issues with AirWatch enterprise authentication the week of 1/26. Team will continue working on correction authentication issues the week of 2/2 and continue upgrading College-owned devices from Instructional Technologies and all newly purchased devices.

Project: System Center Configuration Manager 2012 (SCCM) Upgrade	**Progress:** 40%	**End Date:** 3/31/2015

Team submitted requests for Access Control List (ACL) entries the week of 1/19 to allow new SSCM servers to communicate with database servers. ACL entries will be processed after College census the week of 2/2.

Project: Blackboard Collaborate	**Progress:** 60%	**End Date:** 12/31/2014 3/30/2015

Team continued deploying Blackboard Collaborate launcher software to faculty and staff computers district-wide the week of 1/26.

Call Center Metrics

Client services tickets logged: 661
TR total tickets closed: 613
Inbound calls: 1002
Outbound calls: 394
Abandoned Calls: 20

Database and Systems

Project: Windows Server 2003-2008 Migration (**SHARED WITH APPLICATIONS TEAM**)	**Progress:** 42%	**End Date:** 7/30/2015

No change the week of 1/26. Team will continue the migration and decommissioning process through July 2015.

Project: Colossus Replication for DR	**Progress:** 90%	**End Date:** 1/31/2015 2/5/2015

No change the week of 1/26. Team has received keys for switching devices associated with the Colossus and will implement them the week of 2/2. Pending implementation, licenses will be installed for the switches and the switches will be connected to the College infrastructure after College census. Team will begin planning the relocation of the Colossus device to the Starr County campus as part of disaster recovery planning.

Project: Office 365 E-mail Migration	**Progress:** 15%	**End Date:** 3/30/2015

Team has scheduled an Exchange environment health-check with Microsoft Support for the week of 2/9. Team will continue planning the pre-migration checklist before establishing the migration timeline.

Project: SQL Server Migration	**Progress:** 69%	**End Date:** 6/30/2015

Team worked to patch SQL server environment to accommodate SCCM server requirements the week of 1/26. Team has identified date for production migration and will proceed after College census.

Project: DegreeWorks Database Encryption	**Progress:** 50%	**End Date:** 3/30/2015

Team has finalized encryption configuration of the DegreeWorks database environment the week of 1/26 and will schedule migration of DegreeWorks data and objects to the encrypted database the week of 2/2.

Project: Rubik Fileshare to DFS (Distributed File Share) Migration	**Progress:** 10%	**End Date:** 8/31/2015

Team identified all client shares and files and began testing migration tool the week of 1/26. Team will test migration tool for two weeks and pending successful testing, will begin scheduling data migration with clients.

II. Instructional Technologies:

Weekly Report Jan. 24, 2015 – Jan. 30, 2015

Campus	Deliveries	Late Request	Tickets Opened	Tickets Closed
Pecan	41	3	15	15
Mid-Valley	28	0	1	1
NAH	9	3	4	4
Starr	12	0	0	0
Tech	39	0	0	0

Staffing Vacancies:

Position	Status
Managed Services Specialist	Recommendation submitted to HR.
Instructional Technologies Technician (2)	Waiting for applications from HR.

Project updates:

Campus	Project Lead	Project	Description (Client Need)	Project Completion	Funding	Update
District-wide	**Marie/ Cody**	**Digital signage**	Committee has been formed to examine digital signage equipment and practices.	**Summer 2015**	**Institution Wide**	**2 of the 11 Proof of Concept Players have been received. Meeting to determine possible demo with Creating Margin scheduled for 02/05/15 at 3pm. Determining location for Digital Signage testing with Tech Committee.**

Campus	Project Lead	Project	Description (Client Need)	Project Completion	Funding	Update
Pecan	**Marie/ Eddie**	**Boardroom Video Capture/ Stream (Room Upgrade)**	Installation of equipment to provide: ● Video streaming ● Recording ● Monitoring & control, for Board Committee and Board Meetings.	**Fall 2014**	**IT**	**No change due to HIS grant training room install. Winnov appliance was installed in its temporary form and worked very well for the Board committee meetings. Pending Cloud Storage solution.**
Mid-Valley	**Eddie**	**Aurora House Design of Distance Learning Classroom**	Media equipment design and installation for distance learning training room.	**Upon building being finished.**	**Palliative Care**	**No change due to HIS grant training room install. A site visit was completed at the location. The construction of the room has been completed. We will need to meet with client to get a scope of work being requested and funding available. It is not recommended that we perform the install. We may need to forward project to outside vendor for liability concerns.**
Pecan	**Eddie**	**Active learning spaces - HSI grant**	Multi-year grant that focuses on active learning spaces. Year 1: - 1 training room Due Feb. 1st 2015 - 5 tier one classrooms Due August 1st 2015 Remove podium and replace with rack Will interact with system via clicker.	**Install in progress. Will not be completed tentatively until early March due to a back-ordered item from Extron.**	**HSI Grant**	**Installers have installed all available items and run cable to the AV rack. We expect to have the rack as complete as possible by end of day. Finalization of rack will occur when a backordered item arrives from Extron.**
Pecan	**Eddie**	**Cooper Theater AV upgrade**	Upgrade of the Cooper Theater AV equipment to correct recurring functionality issues and incorporate digital signals.	**Spring 2015**	**IS&P/ Academics**	**Met with Jason and we are working on the design stage.**

Campus	Project Lead	Project	Description (Client Need)	Project Completion	Funding	Update
Pecan / Starr / Tech / MV	**Eddie**	**Advising signage/ waiting queue displays w/audio**	Order signage displays for Pecan (2), Starr, Tech, and MVC. All with audio. Ordering 10 displays with wall mounts and rotation accessories.	**Late Fall 2014 to early Spring 2015.**	**Advising**	**Locations have been discussed and confirmed for all campuses. We will be working on the rest of the parts list. Meeting was postponed for Monday Feb, 2nd due to Ms. Santa Peña absence.**
Starr	**David/ Eddie**	**C-312**	Installation of Instructional Equipment in Computer Lab Parts list pending	**Spring 2015**	**IT**	**No change. Still pending approval from February board meeting on recommendation.**
Starr	**David/ Eddie**	**E2.410**	Installation of Instructional Equipment in Classroom Parts list pending	**Spring 2015**	**IT**	**No change. Still pending approval from February board meeting on recommendation.**
Starr	**David**	**A-114 Dr. Montiel Office/ Conference Room**	Installation of LCD Display with PC	**Fall 2014**	**IT**	**List breakdown was submitted to Purchasing for processing. Pending arrival of equipment.**
Pecan	**Frank/ Eddie**	**PB 14B Training Room**	Installation of multimedia equipment for training purposes	**Spring 2015**	**IT**	**Received podium. Waiting on the rest of the equipment. Asset Breakdown completed and being process by purchasing**
Starr	**David/ Eddie**	**J122 Cyber Lounge**	Installation of Equipment for Multipurpose & Teleconferencing Room.	**Spring 2015**	**IT**	**No change. HSI and install projects have delayed this project.**

Campus	Project Lead	Project	Description (Client Need)	Project Completion	Funding	Update
Pecan	**Frank D.**	**K-2.802 Conference & Classroom**	Installation of Instructional Technologies for classroom/conference room.	**Spring 2015**	**Planning and Const.**	**Parts are expected to arrive mid to late Feb.**
Pecan	**Frank D.**	**K-2.1128 Conflict Resolution Conference room**	Installation of one Display and A/V control integration to the conference room.	**Spring 2015**	**Planning and Const.**	**Approved by Board. Asset breakdown completed and submitted to purchasing for processing.**
Pecan	**Frank D.**	**K-2.1124 Conflict Resolution Conference Room**	Installation of one Display and A/V control integration to the conference room	**Spring 2015**	**Planning and Const.**	**Approved by oard. Asset breakdown completed and submitted to purchasing for processing.**
Pecan	**Jorge/ Frank/ Eddie**	**M-2.253 PM and IT Security office space**	Installation of quad displays and projector with some existing control system.	**Spring 2015**	**PM and IT Security Dept.**	**Asset breakdown completed and submitted to purchasing for processing.**
Pecan	**Frank/ Jorge/ Omar**	**H-216 Conference Room**	Installation of Multimedia Upgrade	**Summer 2015**	**IT**	**Design complete, AV parts complete, waiting on quotes from vendors.**
Pecan	**Frank/ Jorge/ Omar**	**Student Services H Building (Student Lounge)**	Extension of Media from Cafeteria.	**Fall 2015**	**IT**	**Working on Parts list.**
Pecan	**Frank/ Jorge/ Omar**	**F Building Patio/Game Room**	Installation of External Audio System for Student Services Building	**Fall 2015**	**IT**	**Working on Parts list.**

Special Events:

Mid-Valley Special Events				
01/24/2015-01/30/2015	**Date**	**Event Title**	**Location**	**# of Hours**
1	1/26/2015	US Customs & Border Patrol Operation Duty	G-191	0.75
1	1/27/2015	Faculty Senate Meeting	E-121	0.5
1	1/28/2015	Welcome Week	F-Lobby	2.5
1	1/29/2015	Welcome Week	F-Lobby	1.5
Total: 4			**Total:**	**5.25**

Pecan Special Events				
1/24/2015-1/30/2015	**Date**	**Event Title**	**Location**	**# of Hours**
1	1/26/2015	US Border Patrol Training	L Theater	9.75
1	1/26/2015	Logistics for Texas Roadshow	L Conference (North & South)	0.75
1	1/26/2015	Border Patrol Presentation	H Student Lounge	1.75
1	1/27/2015	Civitas Meeting	F102	0.5
1	1/27/2015	Faculty Senate Meeting	F102	1.25
1	1/27/2015	AECHS Student Recruitment	L Theater	1
1	1/27/2015	Branding Yourself in Todays' market	F Rainbow Room	0.75
1	1/27/2015	Pickup 30 Laptops	K Welcome Center	0.5
1	1/27/2015	Board Meeting	X242 Board Room	5
1	1/28/2015	SGA Meeting	H216	0.75
1	1/28/2015	College Tour Workshop	L Conference (North & South)	0.75
1	1/29/2015	Technology Resources Monthly Meeting	L North Conference	1
1	1/29/2015	Council of Chairs Meeting	F102	2
1	1/29/2015	Financial Aid Parent Training	L Theater	1
1	1/29/2015	Financial Aid Parent Training	L Conference (North & South)	0.5
1	1/29/2015	Budget Meeting	F210	0.75
1	1/30/2015	School Board & Super's Meeting	L Conference (North & South)	0.75
1	1/30/2015	SGA Executive Board Meeting	H216	0.75
1	1/30/2015	Project Hire Coach Meeting	F Rainbow Room	0.5
1	1/30/2015	Interviews	D106	1.75
1	1/30/2015	Vamos Scholarship Presentation	L Theater	1
1	1/30/2015	STC PSJA Data Team	F102	0.5
1	1/31/2015	National Society of Leadership & Success	H216	1.25
Total: 23			**Total:**	**34.5**

NAH Special Events				
1/24/2015-1/31/2015	**Date**	**Event Title**	**Location**	**# of Hours**
1	1/27/2015	Dean Meeting	104	4
2	1/29/2015	Council of chairs meeting	104	1
Total: 3			**Total:**	**5**

Tech Special Events				
1/17/2015-1/23/2015	**Date**	**Event Title**	**Location**	**# of Hours**
1	1/20/2015	Student Activities	Atrium	0.75
1	1/21/2015	Student Activities	Atrium	0.75
1	1/22/2015	Student Activities	Atrium	0.75
1	1/23/2015	Student Activities	Atrium	0.75
1	1/23/2015	Capa Beta Delta	B 193	1.25
Total: 5			**Total:**	**4.25**

Starr Special Events				
1/24/2015-1/30/2015	**Date**	**Event Title**	**Location**	**# of Hours**
1	1/26/2015	US Customs & Border Protection -Operation Detour	Auditorium	1
1	1/27/2015	Welcome Week	Building H Courtyard	1
1	1/27/2015	Faculty Senate Meeting	J-133	2
1	1/28/2015	Welcome Week	Building H Courtyard	1
1	1/29/2015	Welcome Week	Building H Courtyard	1
Total: 5			**Total:**	**6**

III. Information Security:

- **Action Plans – PCI, IT Assessment, 2012 Assessments**
  No change. Completion of SAQ C is in progress; a few of the requirements have changed in version 3.0. The team is looking at them to make sure we have met the requirements in a secure manner. Aaron received login information for the Control Scan portal. The SAQ C should be completely submitted by next week. Aaron has sent an update to Tami Chambers at BBVA Compass on the current activities for our PCI action plan. Aaron requested a login account for Control Scan, the web portal that our questionnaire must be completed in. Aaron and Luis will continue to verify remaining items. Several items are lacking proper documentation of process and review and methods of reviews need to be written. Most of the technical controls that were implemented are done so correctly and have been verified. Aaron and Luis will continue to work on the verifications and completion of the PCI action plan.

- **Incident Response Plan**
  No Change. The contact sheets are almost completed and the team will gather together this next week to talk about the lessons learned portion of the exercise. The incident response team met several times during the week prior to the break to review process and procedures on how to handle a security incident. Although it was short notice, the teams were very cooperative in providing feedback and thoughts on how the process can be improved and what roles they can play in each area. Aaron will present the plan as a whole then review each department's roles and responsibilities so that in case of an incident the process will be streamlined.

- **Dell Secure Works- Web Application Firewall Project**
  Purchase in process, no change. The last part of the F5 management project is for Dell SecureWorks to come on site and help with creating policies that will allow us to have externally accessed web applications protected. Also they will provide knowledge transfer, due to budget the TR department cannot purchase this piece; InfoSec is looking into the purchase.

- **Firewall Purchase**
  Firewall purchase was approved by the board. The PO was issued on January 30th and the kickoff meeting is being held this week. The training class has been scheduled for Feb. 16th for the Network and InfoSec teams. The hardware order is being processed by Dell at this time. We still have a target date of March 14th for installation.

- **Computer Science Online Labs**
  We currently have a ticket with F5 opened; they said the current configuration needs to be the routing tables to be modified so that the traffic flow is correct. JC is working on resolving the issues with the LTM portion of the configuration. Issues have come up with external connectivity. The team currently has support tickets in with F5 and VMware. Aaron has been working with the CS department on the issue. Communication from the ASM to LTM has been configured. Communication from the LTM to the VMView connection server is also established. Only thing missing now is the ASM policy and the external DNS entry for cslabs.southtexascollege.edu. Marcus and JC will install F5 iApp that will allow the current computer science virtual environment to be accessed by students from outside the network, making the information security class 100% online.

IV. Institutional Effectiveness & Assessment:

IE Related Activities:

- Created multiple operational field set options in Xitracs for use by STC reporting entities
- Input IEA IE plan into Xitracs
- Development of IE plan for Computer Science department (David)
- Developed Fictitious IE Plan for Instruction/Demonstration Purposes
- Developed Checklist for Remaining Tasks of Xitracs Implementation
- Made preparations for launch of online data request form

Assessment Related Activities:

- Developed evaluation protocol for DoE SSS grant
- Re-worked Assessment Plan for DPR Assignment

IEA Reporting Analyst's Activities:

- Worked on the Xitrcas system launch preparation
- Coordinated with HR for the HR-Applicant Tracking System Assessment
- Worked on the IEA Wednesday Research Summaries
- Updated the IEA Data Needs Calendar and the IEA Monthly Data Calendar

Factbook Related Activities:

- Coordinated with RAS for the STC Factbook update
- Worked on the Census Day data related reports updating preparation
- Updated the Data Release Timeline

Meetings and Conferences:

- SSG
- Cabinet
- Lunch meeting with David Plummer
- IE/BO Presentation Strategy Session
- Civitas Marathon Meeting
- Pre-Civitas Marathon Meeting meeting
- Persistence Target Setting for Academic Affairs with Kristina Wilson
- IEA Staff Meeting

Miscellaneous:

- Submitted research proposal to World Education Research Association
- Weekly Research Summaries (David)
- Ordered Microsoft Visio
- Interviewed Work Study Candidates (David)
- Attended the Persistence Target Setting Meeting
- Attended the Illume Insight (Civitas) Meeting
- Observed the THECB - The ApplyTexas Advisory Committee Meeting
- Observed the Cabinet meeting

V. Library Services:

Dean of Library Services and Instructional Technologies

Meetings:

- 1/26/15: CCUMC Board Meeting.
- 1/27/15: Bond Program Planning Meeting; employee meeting.
- 1/30/15: Coordinator of Learning Support Search Committee meeting.

Library Services Data:

Library Services Data: 1/26/15 -2/01/15								
Information Commons laptops used this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	9	0	32	n/a	4	0	45
Library visitors this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	249	3195	3640	10419	202	1391	843	19939
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	157	62	278	n/a	7	18	522
Library checkouts this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	300	220	607	n/a	72	190	1389
Community Users new/renewed this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	2	1	9	n/a	9	1	22
Community Users total this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	468	50	852	n/a	296	49	1715

Technical Services:

Director of Technical Services

Activity Highlights of Technical Services Personnel:

- Convened a tactical meeting of the Library Technical Services section.
- Coordinated to provide survey data for the Association of College & Research Libraries (ACRL) Statistics 2013-2014.
- Prepared and sent guidance to Technical Services staff members enrolled in A to Z Diverse and In-Depth Training for Library Support Staff on how to access course material.
- Attended a meeting of the Mobile Device Readiness Taskforce.
- Travelled to McAllen High School and provided library instruction to two English 1302 dual enrollment classes.

- Updated the Choosing a Research Topic video tutorial.
- Worked with SirsiDynix to correct an issue with BLUEcloud user fields that prohibited new users from being created during the Banner user loads.
- Created numerous device usage reports in preparation and as follow-up to the Mobile Device Readiness Taskforce meeting.
- Identified and corrected catalog formats for equipment records in Symphony.
- Worked with IT staff to correct additional errors on the library tab in JagNet.
- Researched additional user load errors in Symphony following Sirsi Dynix's correction of the BLUEcloud ID error.
- Completed standardizing catalog field descriptions in Symphony.
- Contacted the librarians at Mid-Valley, Starr, Tech, and NAH to have their staff remove all remaining audio cassette tapes from their shelves, and send them to Technical Services to be discarded.
- Contacted the librarians at Mid-Valley, Starr, Tech, and NAH to have their staff remove the old World Book encyclopedias from their shelves and send them to Technical Services.
- Held a session with catalogers to go over cataloging records.
- Viewed and completed assignment for webinar entitled "The Big Picture: Crucial Roles of Support Staff in Libraries."
- Delivered and pick up boxes of encyclopedias and other discards from Tech, NAHC, Mid-Valley and Starr libraries.

Key Ongoing Projects of Technical Services Personnel:

- Reviewed a proposal from Datum for Pecan Library compact shelving.
- Continued identifying errors with record formats, in preparation for an upcoming authority processing project.
- Continued working to remove incorrect circulation policies, such as circulation rules, loan periods, and billing policies, from Symphony.
- Continued selecting Computer Science materials for purchase.
- Began identifying old circulation rules that are tied to charge and bill records, to help determine which rules can be modified and which rules can be removed.
- Continued correcting website layout inconsistencies in different browsers.
- Corresponded with speakers in preparation for the Texas Library Association 2015 Conference.

Collection Development Balances:

- Library Acquisition…… $ 86,838
- BAT & BAS/TMGT Materials- …… $ 4,982
- BAT & BAS/CIT Materials- …… $ 3,602
- BAT & BAS/MHSM Materials- …… $ 5,603
- BAT & BAS/OL Materials- …… $ 3,000

Information Commons and Open Labs:

Meetings:

- 01/27/15: Attended a meeting to meet with Delilah Hernandez-Espinoza from Cronan & Associates Interior Solutions.

Lab Attendance:

Open Labs Attendance Statistics:

Campus	Number of Students	Number of Logins	Time	Gate Counts
Pecan	1,558	2,928	2,260	5,700
Pecan Internet Café	418	723	736	2,531
Pecan T Info. Commons	251	394	223	1,442
NAH	741	1,628	722	
Technology	352	685	294	
Tech Internet Café	119	205	82	
Mid-Valley	820	1,645	1,142	
Mid-Valley Open Area	311	422	227	
Starr	278	543	474	
District Total:	**4,848**	**9,173**	**6,160**	**9,673**

Library and Information Commons Attendance Statistics:

Campus	Number of Students	Number of Logins	Time	Laptop Checkouts
Pecan Info. Commons	1,640	2,704	1,887	30
Pecan Testing Room F228	6	6	11	0
Technology	128	233	215	0
Mid-Valley Info. Commons	633	1,045	780	9
Starr	374	740	565	5
District Total:	**2,781**	**4,728**	**3,458**	**44**

Group Stations:

Campus	Unduplicated Count	Duplicated Count	Time
Pecan Library Group Stations	135	168	114
Pecan Open Lab Group Stations	22	29	5
NAH Group Stations	242	389	200
Mid-Valley Library Group Stations	50	61	55
Mid-Valley Open Lab Group Stations	5	5	2
District Total:	**454**	**652**	**376**

Wireless Configurations:

Pecan Open Lab	28
Mid-Valley Open Lab	24
Starr County Open Lab	13
Technology Open Lab	26
NAH Open Lab	34
District Total:	**125**

Pecan Info. Commons	147
Mid-Valley Info. Commons	32
Starr County Library	0
Technology Library	0
District Total:	**179**

Projects and Events: Blackboard IM was deployed to all the computers in the Info Commons and Open Labs district wide.

Public Services:

Director of Public Services

Meetings:

- 1/27/15: Furniture meeting with representative and directors.
- 1/29/15: PSJA Staff Meeting.

Campus Reports of Activities of Public Services Personnel:

Starr Campus--normal daily activities plus the following:

- Viewed the webinar "The Big Picture: Crucial Roles of Support Staff in Libraries."
- Worked on auxiliary forms for Black History.

Pecan Campus--normal daily activities plus the following:

- Worked on BAT Laptop check-out guidelines, forms and roster.
- Worked on Sirsi Inventory report (missed items).
- Went over Guidelines for the Acceptable Use of Information Resources with direct wage staff.
- Viewed webinar "The Big Picture: Crucial Roles of Support Staff in Libraries."
- Worked on Collection Development February carts (World Languages),
- Communicated with CJ Education Resources about web resources.
- Conducted a Library Instruction.
- Participated in Mobile Taskforce Meeting.
- Met with a student for some one on one instruction on how to use the English Literature databases.

Programming--normal daily activities plus the following:

- Conducted three library orientations for the art department and corresponded with Chris Leonard about his art classes attending in the future.
- Corresponded with potential speakers and library partners.
- Corresponded with campuses about schedule of events.
- Worked on flyers, forms and contracts.

La Joya Campus—normal daily activities.

Pharr Campus—normal daily activities plus gave an introduction to the library for the Fire Safety Class.

NAH Campus--normal daily activities plus the following:

- Attended and presented at the NAH Divisional Meeting.
- Attended Library Tracking System Training at Pecan Campus.

Tech Campus--normal daily activities plus the following:

- Completed the first week Webinar online.
- Completed the artist paperwork.
- Attended the Mobile Device Readiness Taskforce Meeting at Pecan Campus.

Mid-Valley Campus—normal daily activities plus the following:

- Participated in Welcome Week by having a table to promote the library.
- Staff Webinar Training online.
- Participated in the MVC Advisory Committee Meeting.
- Conducted two Library Instructions.

Library Art Gallery—normal daily activities.

Current Exhibits:

Rostros (Faces) by Ricardo Benavidez
February 5 – May 15, 2015

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VI. Research & Analytical Services:

Institutional Projects	Requestor	Assigned to	Progress	End	Notes
ATD data submission	ATD	Reporting Team, Wesley	**75%**	2/6/2015	Validating ID matches among files
ATD leader college certification					
IPAS program final report					
CATEF (IPEDS) *	DoE	Serkan	**10%**	2/25/2015	Sent cost sections to Business Office
Success Point Targets	Dr. David Plummer	Serkan	**95%**	2/3/2015	
IPEDS (Graduation Rates & Financial Aid)	DoE	Wesley, Fernando	**50%**	2/11/2015	
Surveys	**Requestor**	**Assigned to**	**Progress**	**End**	**Notes**
CCSSE	STC	Ismael	**5%**		We will send the course roster on Feb 3 to CCSSE
SOSE pilot (Online student survey from CCSSE)	Dr. Petrosian, Dr. Addae	Serkan	**10%**		Dr. Reed signed the agreement form
Gender Studies Program Interest Survey	Dr. Patricia Blaine	Monica	**10%**		Drafting the questions
Textbook Survey	Cody Gregg	Fernando			Waiting for the committee meeting
Campus Climate Survey	Faculty Senate, Dr. Petrosian	Serkan	**15%**		Sent the edits to clients
PTA Graduate Follow-Up Survey	Diana Hernandez	Fernando	**50%**		Survey is running
Chair Evaluations	Dr. Petrosian	Serkan, Ismael	**5%**	4/23/2015	We are waiting for list of chairs.
Student Needs Assessment *	Student Govt Association	Fernando, Ismael	**25%**		Drafted survey questions
Qualitative Studies	**Requestor**	**Assigned to**	**Progress**	**End**	**Notes**
MVC-CDC CCAMPIS grant focus group study	Cecilia Villagran	Monica	**25%**		
LibQual focus groups	Cody Gregg	Monica	**10%**		
Orientation focus groups	Larry Barroso	Monica	**10%**		
Data Requests	**Requestor**	**Assigned to**	**Progress**	**End**	**Notes**
Enrollment by Campus Report	STC	Wesley, Fernando	**100%**		Weekly, Tuesdays and Fridays until Census
BUSA data, reaffirmation by ACBSP	Rey Jasso	Serkan, Fernando	**15%**	2/6/2015	
DoE Grant Data	Teresa Gonzales	Wesley, Anas	**100%**	COMPLETED	

Fall to Spring Persistence *	Dr. Reed			2/6/2015	Waiting for Census day
Valley Scholars 3-Year Grad Rate *	Jessica Sandoval	Fernando	**100%**	COMPLETED	
Data Analysis	**Requestor**	**Assigned to**	**Progress**	**End**	**Notes**
BAT - CAAP data analysis	Dr. Esmaeili, Dr. Plaza	Fernando	**5%**		Waiting on BAT's purchase of electronic data
Summit presentation (with SJ from UTPA) *	Dr. Reed	Serkan	**5%**		Updating/editing last year's presentation
QEP*	Pablo Cortez	Fernando	**5%**		
Dual Cost Analysis *	Deborah Morgado	Fernando, Anas	**5%**		
IRB					
Under review from prior week	1				
Received new this week *	0				
Processed this week	1				
Under review as of end of week	0				
Meetings	**Participants**				
RAS weekly	RAS Team				
Illume Civitas	Serkan				
TSI subcommittee meeting	Serkan				
STC/PSJA Data Team	Serkan				
Needs Assessment w/ SGA	Fernando, Ismael				
CLE Survey Planning	Anas				
Miscellaneous	Requestor	Assigned to			
IRB forms updated		Monica			
UT-WAHS Workshops*	Kristine L. Hopkins, UT Austin	Monica			

* New requests this week