SOUTH TEXAS COLLEGE

March 2015 Division Activity Reports

Board of Trustees
Board Meeting
April 28, 2015

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Turning Hope Into Reality

Student Affairs and Enrollment Management

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **April 28, 2015**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **March 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:

  - Tom Logan, Director of the Valley Metro, Resolve Bus Scheduling Issues
  - Dr. Anahid Petrosian, VP of Academic Affairs, Persistence Initiatives
  - David Plummer, Anahid Petrosian and Mary Elizondo, 5 year Comprehensive Operational Plan
  - Matt Hebbard, Dean of Enrollment Services and Registrar, Proposed Call Center Services
  - Gerardo Rodriguez, Director of Facilities, Planning & Construction Bond Projects
  - Dr. Martha Cantu, VP for Student Affairs, UTPA regarding Leadership Alliance meeting to discuss UTRGV Admission Requirements
  - Keith Patridge, CEO of the McAllen Economic Development Corporation Monthly Board Meetings
  - Dr. David Plummer, VP for Information Services & Planning, Enrollment Projections/Planning Workshop

Participated in:

- Spring Commencement Ceremony Planning
- Community Partner Program
- State of STARR County Address
- PSJA ISD Summer/Fall Registration Planning
- Hobson's Radius CRM Product Demo for SAEM team
- Executive overview – Hobson's Customer Relationship Management Software Demo
- Grass Roots Outreach
- South Texas College Finance Committee
- South Texas College 2013 Bond Program – STARR and Mid-Valley Campus
- Marketing Planning meetings for Summer/Fall 2015 "Targeted Marketing Campaigns"

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

Participated in:

- TSI Planning Committee
- Grass Roots Incumbent Worker Campaign Design meetings with MEDC
- Signing Ceremony with University of Houston College of Pharmacy
- Employee Performance Issues and Misconduct Training
- 28th Annual Spring Picnic Hosted by MEDC
- HIS Grant Interviews for Faculty Advising Coordinator

Matt Hebbard, Dean of Enrollment Services & Registrar

- Opened registration for Summer and Fall 2015 semesters with Priority Registration on March 2, 2015; to date, **3,446** students have registered for Summer I 2015, **1,598** students have registered for Summer II 2015 and **2,715** students have registered for Fall 2015.
- Continued processing incoming documents and clearing students to register for Spring 2015 mini-mesters, as well as Summer and Fall 2015 semesters.
- Worked on various projects, such as May 2015 Commencement Exercises to be held at State Farm Arena on May 15 & 16, enrollment, registration appeals, remodeling of Building K first floor at Pecan Campus, and viewed various webinars.
- Submitted a *Personnel Requisition* to Human Resources for a Records Technician position, which was vacated on March 31, 2015.
- Dean of Enrollment Services & Registrar and Director of Degree & Certificate Completion attended regular meetings, such as President's Administrative Staff, Planning & Development Council, SAEM Division Leaders and Board of Trustees meetings.
- Dean, Director and Coordinator of Records worked together for the benefit of faculty, staff and students to plan ahead, provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the THECB.
- Residency Specialist personally assisted international students and reviewed the residency status of all new students, including dual enrollment high school students and Senate Bill students submitting an *Affidavit*.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *JagNet Access Letters* to student's personal e-mail accounts, provided on their ApplyTexas application for admissions.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.
- Processed **1,056** *Schedule Change Forms* during the month of March 2015.
- Processed *Reinstatement After Census Date Forms* for **20** students during March 2015.
- Processed *Change of Grades* for **81** students during March 2015.
- Downloaded, reviewed and verified **4,029** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during March 2015.
- Processed **664** high school and **400** college/university transcripts during March 2015.
- Evaluated **304** transcripts from other colleges and universities during March 2015.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **4,636** STC transcripts during March 2015.
- Scanned and indexed **5,334** documents submitted by students during March 2015.
- Processed **28** online *Course Substitution Forms* during March 2015.

Matt Hebbard, Dean of Enrollment Services & Registrar cont.

- Graduation Analyst identified **4,043** potential May and August 2015 graduates, who received an invitation to participate in the Commencement Exercises to be held on May 15 & 16, via MarchingOrder, web-based software designed to facilitate planning, implementing and receiving data on graduation ceremonies; **2,606** graduates have accepted the invitation to attend via MarchingOrder.

Assessment Center

Student Assessment Center Activity Report March 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	**297**	**193**	**175 (91% show)**	**TSI EXAM**	**3586**
Mid- Valley Campus	**46**	**44**	**41 (96% show)**	**TSI EXAM**	**1519**
Starr Campus	**135**	**28**	**28 (97% show)**	**TSI EXAM**	**522**
Pecan Plaza	**186**	**145**	**126 (93% show)**	**GED/PEARSON EXAM**	**769**
Pecan Plaza	**0**	**19**	**17 (89% show)**	**TSI EXAM**	**17**
TOTAL:	**664**	**429**	**387**		**6413**

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- Veteran Affair Coordinators Javier Arredondo & Jessie Luna traveled to Wichita Falls, Texas to attend the Texas Association of Collegiate Veteran Program Officials Conference which took place March 2nd through March 6th
- SFS State & 3rd Party Coordinator Yesenia Garcia and Specialist Indira Salinas & Aimee Green met for 3rd Party Aid Updates and upcoming changes
- SFS Staff assisted with 44 Financial Aid Events throughout the month of March
- SFS staff are assisting students at all Financial Aid labs in submitting the upcoming 2015-2016 Free Application for Federal Student Aid and referring them to advising for registration

Outreach/Welcome Centers

College Connections

- Call Center
  - Inbound Calls – 8,611 calls
  - JagChats – 287 chats
- Campus Tours
  - Pecan Campus – 260 students
  - Mid-Valley Campus – 30 students
  - Technology Campus – 352 students
  - Nursing Campus – 232 students
  - Starr Campus – No Tours
- Apply Texas College Bound
  - Ignite – Mission
  - Progreso High School
- College Bound Presentation
  - PSJA Southwest Early College High School
  - McAllen Memorial High School
  - Mercedes Academic Academy
  - Donna High School
  - PSJA North High School
- Financial Aid Day/Night
  - Mid-Valley Academy
  - Mercedes Academic Academy
  - Ignite – Mission
  - Mercedes Early College Academy
  - Mercedes High School
- Fast Track: New Student Orientation
  - Rio Grande City High School
  - Roma High School
  - Lamar Academy
  - Nikki Rowe High School
  - Mercedes Academic Academy
  - McAllen High School
  - McAllen Memorial High School
  - La Villa High School
  - Donna North High School
  - BETA
- College/Career Fair
  - Central Middle School
  - Hidalgo Early College High School
  - A.P. Solis Middle School
- Elementary Event
  - Lincoln Elementary – Dr. Seuss Day
- Priority Registration
- Region One Migrant Directors Meeting
- Deep South Texas Financial Literacy Alliance Meeting
- Marketing to High School Seniors Planning Meeting
- PSJA ISD Summer/Fall Registration Planning Meeting
- Hobson's CRM Product Demo
- Health & Human Services Commission Community Partner Meeting

Outreach/Welcome Centers cont.

- ECHS Summer/Fall Planning Meeting
- Junior Jaguar Website Redesign Meeting
- Commencement Ceremony Committee Meeting
- First Year Experience Team Meeting
- STC Bond Construction Planning Meetings
- Communication Meeting
- Ambassadors Leadership Academy
- PSJA ISD Employee Enrollment Planning Meeting
- Region one TIIES Event

Dual2Degree

- STC & PSJA ISD Principals Planning Workshop
- TEXAAN Advising Conference
- Dual Enrollment Orientation
  - Mission Junior High School
- Dual Enrollment Financial Aid SAP Workshop
  - Mercedes High School
  - Jimmy Carter Early College High School
  - PSJA Southwest Early College High School
  - Thelma Salinas Early College High School
  - La Joya High School
  - Juarez Lincoln High School
  - Edinburg North High School
  - Palmview High School
  - Progeso High School
  - Roma High School
  - BETA
  - Robert Vela High School
  - La Grulla High School
  - Rio Grande City High School
  - Economedes High School
  - Valley View High School
  - Weslaco High School
  - PSJA North High School
  - Valley View High School
  - PSJA Memorial High School
  - Weslaco East High School
  - McAllen Memorial
  - PSJA High School
- Dual Enrollment Parent Meeting
  - Mercedes High School
  - La Joya High School
  - Palmview High School
- Dual Enrollment Apply Texas
  - Donna High School
  - Donna North High School
  - Mercedes High School
  - Mission High School
  - McAllen High School

Outreach/Welcome Centers cont.

- Ambassadors Cross Training Academy
- Ambassadors Leadership Academy
- Advisor Shadowing/Cross Training

College Connections and Dual2Degree Upcoming Events through the Spring Semester

Upcoming Events

- April – May – Fast Track Senior Clearance Events
- April – Dual2Degree Month Fast Track Saturdays
- April 8 – Dual2Degree Spring Update
- April 24 – 2nd Annual Junior Jaguar Leadership Conference for Adopted Elementary Schools

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

MARCH MONTHLY- Career & Employer Services Activity	
Total Number	
448	Student Contacts & Outreach
59	Student & Alumni Registered on CCN
64	Student & Alumni Resumes Revised/Uploaded on CCN
145	Employer Contact and New Employer Registered on CCN
78	Jobs posted to CCN
5,800	Total Students Registered to date
3,084	Total Alumni Registered to date
2,575	Total Employers Registered to date

Current & Upcoming Activities/ Events

- Job Development: Appen, Course Hero Inc., Custom Vault Corporation, Frost Bank, GreenTree Health, Inter National Bank, Lone Star Rx Pharmacy/Lifechek Drug, Renaissance Casa de Palmas Hotel, SIRS Electronics Inc., SK Pacific, Texas Department of Agriculture, UniFirst, Briarcliff Nursing Rehab Center, Combined Insurance, CSM Companies Inc., Entravision Communications, Hillsborough County Public Schools, Inter National Bank, Laura and John Arnold Foundation, Packback LLC, RGV Killer Bees, SIRS Electronics Inc., South Texas Repro Graphics, State Auditor's Office, United Irrigation, Univison Radio, Vesta Property Development, U.S. Army, A+ Student Staffing, AISYS Consulting Inc., City of San Juan, Feeding Texas, Houston Independent School District, Intuitive Solutions, Kelly Services Inc., Language Success, Packback LLC, WestWind Homes, HEB, Frost Bank, Inteligus Solutions, iSoftStone, Lower Rio Grande Valley Development Council, Royal Technologies)
- 6 On Campus Recruitment (OCR)-Vector Marketing, Pecan Campus
- 2 On Campus Recruitment (OCR)-TicketMaster, Pecan Campus
- 1 On Campus Recruitment (OCR)-Cheddar's, Pecan Campus

Current & Upcoming Activities/ Events cont.

- 1 On Campus Recruitment (OCR)-Frost Bank, Pecan Campus
- 2 On Campus Interviews Prindav LLC, Technology Campus
- 5 Backpack to Briefcase Open Workshop, Pecan Campus, NAH Campus, Mid-Valley Campus, Starr County Campus, Technology Campus
- 1 Resume Writing & Interview Skills presentation, Phlebotomy Program, Technology Campus
- 1 Resume Writing & Interview Skills Open Workshop, Pecan Campus
- 1 Resume Writing & Interview Skills Open Workshop, NAH Campus
- 1 Career Services Orientation/CCN Registration presentation, Pharmacy Technology Program, Dr. Garza
- Conducted Interviewing Skills & Job Application presentation and conducted mock interviews for PTA Program, NAH Campus
- Conducted "Suit Up! How to Work a Career Expo (like a pro)" open workshop
- Presented at ADA Awareness Day Event, Pecan Campus
- Participated in TMGT Mock Interviews, Pecan Campus
- Participated and assisted at Women in Technology Spring 2015 event
- Coordination of 2015 Spring Career Expos; outreach to 2,000+ employers-registration forms; collecting registration forms; marketing event via email, social networking pages, flyers
- Manage Social Networking Pages & Online College Central Network
- Serving on the Incumbent Worker Campaign committee
- Serving on RGV FOCUS Dropout Prevention and Recovery action 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 Meetings
- Attended IE Planning Meeting with Paul Henley

<u>Student Activities & Wellness</u>

- Spring Break Blitz (District Wide)
- Student Government Association meetings (Starr County, Pecan, Technology and Mid-Valley Campuses)
- Student Leadership Academy workshops (Starr County, Pecan, Technology and Mid-Valley Campuses)
- Student Fitness Academy workshops (Mid-Valley campus)
- Student Leadership Academy workshops (College Success Pecan Campus)
- Student Leadership Academy Service Learning Project w/Texas AgriLife Extension Office (Ft. Ringgold Community Garden, RGC, TX)
- Student Leadership Academy & Student Government Association Volunteer Service Opportunity (Onion Festival, Weslaco, TX)
- Class presentations promoting Voting (District Wide)
- Participation during Ladies Night(Technology campus)
- Blood Drives (Pecan, NAH, TEC)
- Participated in Roma HS Clearance Day
- Conference on Student Government Association (COSGA) @ Texas A&M University - 8 delegates/2 advisors
- Coed Volleyball playoffs/Championship (Mid-Valley campus)
- 2015 NIRSA Regional Basketball Championship - men's and women's intramural teams competing at Texas Christian University March 6-8
- Coed Dodgeball Tournament (Mid-Valley campus)
- Supported the 4th Starr County Mental Health Awareness event (Starr County

Counseling and Advising

Advisor Student Contacts	
Campus	**# of Students**
Pecan	1564
Weslaco	762
Rio Grande	309
Total	**2635**

Student Success Specialist Contacts	
Division	**# Student Contacts**
Bachelors of Applied Technology (Tech Mgmt.)	450
Bachelors of Applied Technology (CIT)	611
Business, Math, Science & Technology	308
Distance Learning	9534
Liberal Arts & Social Science	149
Total	**11,052**

Counselor Student Contacts								
Campus	**Advisement Telephone Contacts**	**Personal Counseling Referrals/ Consult.**	**Stu. Dis. Svcs.**	**Career/ Transfer Services**	**Workshops/ Presentations**	**Probation/ Suspension**	**Other Special Programs**	**Total**
Pecan	**219**	**35**	**136**	**24**	**7**	**147**	**0**	**568**
Weslaco	**3**	**8**	**19**	**43**	**171**	**70**	**103**	**417**
Rio Grande	**75**	**2**	**3**	**11**	**7**	**7**	**0**	**105**
Tech Ctr.	**12**	**25**	**31**	**2**	**23**	**7**	**0**	**100**
NAH	**6**	**9**	**36**	**1**	**17**	**0**	**3**	**72**
Total	**315**	**79**	**225**	**81**	**225**	**231**	**106**	**1262**

Meetings/Consultations

- Tech Advisory/Safety Committee meeting – Tech
- Texas Hunger Initiative meeting – Pecan
- Childcare & Development Advisory Committee meeting – Pecan
- Program Chair meeting at Tech – Pecan
- Faculty Advising Work Group meeting – Pecan
- Faculty Advising Coordinator Interviews – Pecan
- Supervisory Mandatory Training at HR – Pecan
- Distance Education departmental meeting – Pecan
- Attended Career Day at Veterans Middle School in Donna – Pecan
- Title IV Pregnant & Parenting Training – Pecan/Tech
- Project HIRE Cohort #4 Search Committee – Pecan
- Managing Anger and Substance Use group by UTPA Social Work Interns – Pecan
- STC WS Human Trafficking Committee meeting – Pecan
- UTSA Transfer Track Visit – MVC
- STC Women Studies Committee meeting – Pecan
- Project HIRE PCP meetings for students – Pecan
- Title IX meeting at Pecan – NAH

Workshops/Presentations

- NAH Class Presentation on BAT Programs – Pecan
- Women in Technology Event at Tech Campus – Pecan
- Americans with Disabilities – Gaining Rights and Respect Workshop – Pecan
- Workshop for Academy Students: Enhancing Your Social Skills
- ADA Awareness Day Presentation for High Schools – Pecan
- Community Social Service Fair – Pecan
- Choosing a Career Workshop – Pecan
- How Important Is Your GPA? Workshop – Pecan
- Career Planning Class Presentations for Dr. Lydia Bean - College Success – Pecan
- It's More Than the Blues: Depression & Mental Health Workshop – Pecan
- Anger Management Workshop – Pecan
- Workshop on Community Social Services at NAHC – Pecan
- Starr County Mental Health Awareness Conference – Presentation on Laughter Yoga – Pecan
- Community Social Service Fair at Starr Campus – Pecan
- Laughter Yoga Presentation at ProBar Children's Project – Pecan
- Diversity Workshop – MVC
- Goal Setting Workshop – MVC
- Safe Spring Break Blitz – MVC
- Stress Management Tips Workshop – MVC
- Safe Spring Break Awareness Information table – Tech
- Information Table – Skin Safety – NAHC
- Workshop on Muscle=Man=Myth – NAHC
- Workshop – Stranger Danger - NAHC
- Social Service Information table – Tech

Professional Development

- Counseling Department Retreat/SAMA Training-Team Building– Pecan/Tech/NAH/Starr/MVC
- 10th Annual Symposium on Human Trafficking "Desperate Journeys: From forced Migration to Servitude" – Pecan/Tech/
- HOPE Lunch and Learn Lecture Series: Understanding Non Suicidal Self Injury
- National Association of Social Workers LRGV Branch Conference – Pecan

Office of Judicial Affairs and Conflict Resolution Center

- Mr. Karey Barnes, Mrs. Maria Alonso, Ms. Erica Hansen, Ms. Olga Moran and Mr. Josue De La Cruz conducted a Title IX Parent and Pregnancy Transition Process for the Counseling Department.
- Set up Conflict Resolution Center Informational Booth at the Technology Campus
- Set up Conflict Resolution Center Informational Booth at the Starr Campus
- Set up Conflict Resolution Center Informational Booth at the Nursing and Allied Health Campus
- Set up Conflict Resolution Center Informational Booth at the Mid-Valley Campus
- Set up Conflict Resolution Center Informational Booth at the Pecan Campus
- Set up Conflict Resolution Center Informational Booth at the Technology Campus
- Ms. Olga Moran attended the Mandatory training for supervisors at the Pecan Campus
- The Conflict Resolution Center attended a department meeting
- Ms. Erica Hansen attended the Mandatory training for supervisors at the Pecan Campus
- Mr. Karey Barnes attended the SAEM Division Deans & Directors Meeting
- Mr. Karey Barnes attended a Title IX Meeting at the Annex 230.
- Mr. Josue De La Cruz & Mrs. Maria Alonso attended the Behavioral Intervention Team Meeting
- Mr. Karey Barnes conducted the Behavioral Intervention Team Meeting

Office of Judicial Affairs and Conflict Resolution Center cont.

- Set up Sexual Assault Awareness Booths at the Technology Campus
- Set up Sexual Assault Awareness Booths at the Starr Campus
- Set up Sexual Assault Awareness Booths at the Nursing and Allied Health Campus
- Set up Sexual Assault Awareness Booths at the Mid-Valley Campus
- Set up Sexual Assault Awareness Booths at the Pecan Campus
- Set up Sexual Assault Awareness Booths at the Technology Campus
- Mrs. Maria Alonso attended the Mandatory training for supervisors at the Pecan Campus
- Mr. Karey Barnes attended the Mandatory training for supervisors at the Pecan Campus
- Mr. Josue De La Cruz attended the Mandatory training for supervisors at the Pecan Campus
- The Office of Judicial Affairs attended a department meeting
- Mr. Karey Barnes attended a Special Meeting with Mrs. Garza at the Pecan
- Mr. Karey Barnes attended the Mandatory training for supervisors at the Pecan Campus

Behavioral Intervention Team Status for the month of March	
Reviewed	35
Not Reviewed	6
Monthly Total	**41**
Year to Date	**227**

Judicial Affairs Total Cases per Campus for the month of March	
Pecan	32
Nursing & Allied Health	2
Technology	1
Mid-Valley	5
Internet	0
Starr	1
Monthly Total	**41**
Year to Date	**227**

Judicial Affairs Total Case Status for the month of March	
Open	28
Closed	13
Monthly Total	**41**
Year to Date	**227**

CRC Total Cases for the month of March	
Complaint	13
Grievance	2
Grade Appeal	1
Consultation	79
Mediation	3
Facilitated Dialog	1
Title IX	65
Monthly Total	**164**
Year to Date	**921**

CRC Total Cases per Campus for the month of March	
Pecan	104
Nursing & Allied Health	36
Technology	7
Mid-Valley	14
Internet	1
Starr	2
Monthly Total	**164**
Year to Date	**921**

CRC Total Case Status for the month of March	
Open	80
Closed	84
Monthly Total	**164**
Year to Date	**921**

PASS Program

Student Contacts:

- Provided services to the following # of students:

Campus	*# of Students*
PASS Program	**302**
Total	***302***

A. Meetings/Consultations:

- PASS Program Staff Meeting
- Technology Division Meeting
- Sergio Corrales Web Design Specialist

B. Participated in the Following:

- PSJA Presentation at Sotomayor High School
- Priority Registration Pecan Campus
- Ladies in Technology at Technology Campus
- ADA Awareness Day

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SOUTH TEXAS COLLEGE

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: April 15, 2015

SUBJECT: Activity Report for Finance & Administrative Services
March 2, 2015 through March 31, 2015

The following is a summary of activities from March 2, 2015 through March 31, 2015 the Division 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, Facilities Committee Meeting, Finance and Human Resources Committee Meeting, Planning Development Council Meeting, Coordinated Operations Council Meeting, Finance and Administrative Services Director's Meeting and President's Administrative Staff Meeting.

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

- Attended or held meetings to discuss the following:
  - With Broaddus & Associates and Gerry Rodriguez on bond construction projects, budgets, and activities
  - With Brenda Balderas and Stefan Stoyanof to prepare swimline flowchart and Powerpoint for People Admin processes
  - With Juan Carlos Aguirre to discuss status of projects and volunteer policy
  - With Dr. Anahid Petrosian and Gerry Rodriguez on HSI grant space and purchases
  - With Brenda Balderaz and Deborah Morgado on Human Resources Title IX Policies
  - Interviews for Director of Accountability position and meeting with search Committee to wrap up and discuss recommendation

- With Dr. Anahid Petrosian and Gerry Rodriguez and team on concerns regarding HSI Grant Active Learning Room Facilities
- With Fernando Lamas, Myriam Lopez, and Cynthia Villarreal to discuss Bank Depository Contract
- With Norma Jimenez on installment plan and emergency loan delinquent reports, uncollectibles and the Oz Principle concepts
- With external auditor on investigation process
- With Brenda Balderaz, Stefan Stoyanof, Rosie Rodrigues, Myriam Lopez, Vanessa Sifuentes, Ana Maria Hodgson, and Nicole Perez to discuss the implementation of Salary Planner and Faculty Load and Compensation (FLAC) computer module
- With Paul Hernandez, Karey Barnes, Brenda Balderaz, and Laura Requena on Title IX policies, procedures, and cases.
- With Gerry Rodriguez and George McCaleb on Comprehensive Plan and Annual Facilities Report
- With Ken Lyons on Comprehensive Plan, BIA and Risk Management
- With Myriam Lopez, Becky Cavazos, Cynthia Villarreal, and Fernando Lamas on Evaluation of Investment Advisor Services
- With Gerry Rodriguez, George McCaleb and staff on RR/Deferred Maintenance Budget Development and Future Facility Needs
- With David Plummer on Executive Overview - Hobson's Customer Relationship Management Software Demo
- With Myriam Lopez and Nicole Perez on FY15 and FY16 Budgets and Property Taxes
- With Myriam Lopez, Alex Cespedes, and Paul Varville on Shuttle Bus options
- With Dr. Reed, Yoli Orozco, Nancy Ozuna for the Administrative Specialist for Board Relations Search Committee and Interviews
- With Instructor and Brenda Balderaz on Title IX information on Quiet Room for Pregnant Women

- Worked on the following matters
  - Emergency Loan and Installment Loan and Uncollectible Student Accounts
  - Tuition and Fee Survey
  - PeopleAdmin Flowchart and Procedures
  - Sale of Starr County Tract
  - Overtime Analysis
  - Internal Auditor and Staff Staffing Plan
  - Annual Facilities Report
  - Comprehensive Operating Plan
  - Future Facility Needs
  - Policy 4306: Vacation Leave Accrual
  - Racial Profile Report
  - BBVA Compass Foundation Contribution
  - Employee Renewal Process
  - Faculty Letter and Employee Contract Letters
  - Biennium FY 16-17 Appropriations Summary
  - Budget Report by Vice President for FY 2015-2016
  - Policy 3800:Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment
  - Investment Advisor Contract
  - Annual Racial Profiling Report
  - Hidalgo County Agreement for Tax Assessment and Collection
  - Starr County Agreement for Tax Assessment and Collection
  - Bond Issuance Schedule
  - Proposals for Call Center Services

Risk Manager

- Attended / held meetings / discussions pertaining to the following:
  - Business Impact Analysis –
    - contracting for Disaster Recovery Services (facilities)
    - Phase 2 / Next steps (level 1 processes, manual workarounds, flowcharting, planning, letter to department heads, etc.)
    - Ambassador's Cross Training Academy
    - Texas Association of School Boards Risk Management Fund Member's Conference – Austin, Texas
- Risk Management Department
  - Develop responsibilities and goals
  - Develop 5 year plan
- Texas Association of School Boards Risk Management Fund Member's Conference – Austin, Texas
- Student Insurance
- Texas Association of School Boards Onsite training – Spring 2015
- Ambassador's Cross Training Academy
- Worked on the following matters:
  - Miscellaneous tasks and requests from VP-FAS
  - Prepared for the Texas Association of School Boards Onsite Training – Spring 2015
  - Texas Association of School Boards invoices and insurance claims
    Applicant Tracking System – Regular Staff Hiring Flowchart
  - Student Insurance
  - Texas Association of School Boards Onsite training – Spring 2015
  - Research Texas community colleges and top universities across the nation

Food Services

- Met with Sysco and Labatt Food Representatives to discuss new contract prices and menu items.
- Attended the Mandatory Training for South Texas College Supervisors presented by Texas Association School of Boards legal counsel on documenting and investigating misconduct and preparing corrective action plans.
- Attended Signing Ceremony with the University of Houston College of Pharmacy.
- Attended South Texas College Bond Program meeting to discuss Mid Valley Student Services Building expansion.

Security & Police Department

- Selection of Police Dispatchers - On March 16, 2015, two additional police dispatchers reported for new hire orientation. They will be scheduled for mandatory dispatcher training with the Texas Commission on Law Enforcement (TCOLE) and Texas Law Enforcement Telecommunications System (TLETS). These new personnel will assist in the maintenance of 24/7 dispatch service as required by law.
- Replacement of Surveillance Camera Servers - Technology Resources has informed the South Texas College Police Department that aging network servers used for surveillance cameras have reached the end of life status and require replacement.
- Valley Metro Transit Bus Service - On March 3, 2015, a meeting was conducted with Valley Metro Transit to improve the scheduling of bus service for the yellow line to ensure that students and employees are able to arrive at their classes and work in a timely manner. Recommendations were made to change

the triangular route for a circular route and schedule bus driver lunches at the same time to avoid the lagging of bus service in the afternoon.

- Parking Permit and Citation Issuance Computer Program – On March 4, 2015, a webinar was conducted by Ridyn Permit Express to demonstrate a parking permit and citation issuance process that would connect directly with Banner and allow the ARMS automated dispatch system to be separated from parking permit and citation processing, enabling the mobility program for police officers to use tablet to prepare reports, rather than return to the office throughout the day to do so. The ARMS Clery Act and Racial Profiling programs would also be updated to meet the legal current requirements.
- Training for Jaguar Academy - On March 19, 2015, emergency response training was provided to new employees attending the Jaguar Academy. The training included responding to fires, bomb threats, active shooters, non-responsive persons, and other emergencies.
- Lost and Found Items - The procedures for Lost and Found Items were revised to include provisions for certified mail notification of an identified owner of found property, the processing of found cash, and the forwarding of property after a 90 day holding period to the Shipping and Receiving Department for disposal or auctioning.

<u>Purchasing and General Services</u>

- The Director of Purchasing and Staff:
  - The Purchasing/Distributional Services Department collaboration meetings:
    - Review and negotiated change to fourteen (14) vendor agreements
    - Met with the Office of Professional Development to review the purchases for the HSI Grant
    - Presented at the Business Office AA Round Up concerning Fixed Assets
    - Meeting with the Business Office and Library concerning the recording of Library Books in Banner Fixed Assets
    - Attended the mandatory TASB Supervisors training
- Participated in the following pre-proposal conference:
  - 14-15-1052 District Wide Lighting Upgrade for Parking Lots
  - 14-15-1056 Pecan Campus Infrastructure for Relocation of Portable Buildings
  - 14-15-1057 Pecan Plaza Asphalt Resurfacing Along the Alley Side of Building B
  - 14-15-1058 Statement of Qualifications for Engineering Services for Geotechnical and Materials Testing
- The following is a list of the request for proposal worked on and public bid openings:
  - Prepared RFP:
    - 14-15-1062 District wide Special event Venue Audiovisual Upgrades
    - 14-15-1059 Student Insurance
    - 14-15-1061 Temporary Personnel Services
    - 14-15-1065 Audiovisual Equipment and Parts III
    - 14-15-1066 Pecan Campus Carpet Replacement for Building A
    - 14-15-1063 Pecan Campus – Achieve Early College High School Service Drive and Sidewalk Project
  - Public Bid Openings:
    - 14-15- 1040 Investment Advisory Services
    - 14-15-1045 Construction Manager-At-Risk Services
    - 14-15-1062 District Wide Special Event Venue Audiovisual Upgrades
- The Purchasing Department processed in excess of five hundred seventy two (572) purchase orders, approved five hundred forty five (545) requisitions, disapproved one hundred forty eight (148) requisitions, processed change orders for goods and services and completed fifty three (53) travel authorizations. A total of one hundred thirty one (131) new vendor W-9 forms were verified and entered into Banner Finance and twenty one (21) existing vendors were updated.

- The Fixed Assets Department is currently reviewing all assets purchased since February 2015. The asset review process was completed as follows:
  - Fixed Assets approved thirty six (36) assets through March 15, 2015
  - Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed four hundred twenty (420) deliveries (purchase orders and complimentary books) and a total of two thousand nine hundred twenty two (2,922) packages/boxes. A total of one hundred eighty seven (187) purchase orders were posted received in Banner. A total of one thousand one hundred sixty six (1,166) items were transferred/relocated as per move/set up request forms.
- The Mail Services department processed the following mail and copy request:
  - Career Center/Pass Program - $368.41, Cashiers - $1,034.17, Valley Scholars - $115.62, Developmental Studies - $241.31, Starr County Campus - $336.85 and Outreach Center - $734.16;
  - A total of one hundred sixty four thousand seven hundred seventy three (164,773) copies were completed at the copy center for the month of March.
  - A total of five hundred sixty seven (567) letters were returned to South Texas College due to invalid addresses.

<u>Human Resources</u>

- Human Resources Director attended the following:
  - Coordinated Operations Council meeting.
  - Participated in a teleconference with Dean of Instructional Technologies.
  - Meetings with the Employee Relations Officer.
  - Worked on Salary settings for recommendation packets in progress.
  - Salary Planner Implementation meeting hosted by the Vice President of Finance and Administrative Services.
  - Title IX Meeting hosted by the Vice President of Finance and Administrative Services.
  - Webinar with the Employee Relations Officer entitled "Complying with the Violence against Women Act (VAWA) While Avoiding Liability During the Investigation and Handling of Reported Sexual Offenses".
  - Human Resources Policy Meeting with the Vice President for Finance and Administrative Services.
  - The Behavioral Intervention Team meeting.
  - Met with the Application Development Manager.
  - President's Administrative Staff Meeting.
  - Title IX Meeting with the Vice President for Finance and Administrative Services and the instructor leading the Quiet Room for expecting or nursing students/staff.
  - Academic Affairs Council meeting.
  - The Finance and Administrative Services Director's Meeting.
  - The Society for Human Resource Management's (SHRM) monthly meeting/training: "Bullying in the Workplace" with the Human Resources Administrative Assistant.
  - Finance Technology Projects meeting, hosted by Ali Kolahdouz.
  - Mandatory training for South Texas College Supervisors presented by Texas Association School of Boards legal counsel on Documenting and investigating misconduct and preparing corrective action plans
  - TWC telephone hearing with the Employee Relations Officer
  - Salary Planner: Pending Items meeting, hosted by the Application Development Manager, Infrastructure.
  - The National Association of College and University Attorney Conference.
  - Met with the Vice President for Finance and Administrative Services to discuss pending items.

- The State Employee Charitable Campaign (SECC) awards event to recognize Human Resources Staffing Specialist Lizette Moreno for her outstanding efforts for the campaign. This effort resulted in South Texas College receiving the following awards:
  - SECC Lone Star Award for the Largest Contributing Agency
  - #1 State Supporter for 2014
  - Highest Contributions for 2014

  Also present at the recognition ceremony was Dr. Shirley Reed, President: Mary Elizondo, Vice President of Finance and Administrative Services; Wayne Williams, Health Care Student Success Instructor and Maricarmen Ramirez, Accounting Group Supervisor

- Human Resources Departments worked on the following:
  - Benefits staff:
    - Reviewed hours of Direct Wage employees for Affordable Care Act.
    - New Hire Orientation for twenty-one (21) employees.
    - Presented "Human Resources Duties/Responsibilities" for the Jaguar Academy.
    - Ellucian teleconference regarding Beta-testing of Employee Retirement Systems software enhancements.
    - Presented "Human Resources Duties/Responsibilities" for the Math Department.
    - Benefits Department coordinated location/logistics for the ERS Annual Enrollment 2015/ 2015 Employee Health Fair.
    - Conducted five (5) Exit Interviews.
    - Processed one (1) Institutional Grant Tuition Dependent Waiver.
    - Processed five (5) Institutional Grant Tuition Employee Waivers
  - Payroll staff :
    - Processed inactive employee files. Approximately one hundred thirty files were tagged for processing.
    - Worked with Business Office/TimeForce on inactivation procedures between Human Resources and the Business Office.
    - Researched other college's Electronic Personnel Action Form procedures.
    - Researched Affordable Care Act and Texas Retirement System rules as applicable to Part-Time employees.
    - Checked approximately seven hundred (700) new assignments from the February payroll.
    - Set up approximately three hundred fifty (350) Dual Enrollment assignments.
    - Processed approximately fifty (50) W-2 forms and address change forms.
  - Systems Analyst II-FAS:
    - Opened eleven (11) support tickets with PeopleAdmin to request changes. All tickets were completed/closed within the month.
    - Improved the Position Request workflow by including Presidential approval.
    - Improved the Faculty Hiring Proposal workflow to allow the Vice President for Academic Affairs to select the recommended candidate from finalists selected by the search committee.
    - Created a flow chart of the hiring process on PeopleAdmin for the Vice President for Finance and Administrative Services.
    - Created search committees for twelve (12) positions.
    - Revised the PeopleAdmin Position and Search Committee Request forms for both Faculty and Staff.
    - Worked with Public Relations & Marketing to update the Human Resources web site.
    - Attended a Salary Planner & FLAC meeting hosted by the Vice President of Finance and Administrative Services.
    - Coordinated Training Room setup with upgraded computer work stations.
    - Updated the college Organizational Chart for Fiscal Year 2015.
    - Presented the PeopleAdmin process to the President's administrative staff.

- HR Specialist:
  - Updated processes related to Department of Motor Vehicle Driver Eligibility applications and Department of Public Safety background checks.
  - Assisted Employee Relations Officer with eight (8) personnel cases.
  - Revised the "Supervisor Training" presentation.
  - Became a Voter Registration and Election Participation Task Force Member.
  - Applied to be a Hidalgo County Volunteer Deputy Registrar, was accepted and is pending requisite training (to be held in May).
  - Reviewed South Texas College Employee Handbook for possible revisions/updates.
  - Researched "Academic Freedom" guidance/language for Faculty to include on their syllabi.
- Employee Relations Officer:
  - Mandatory training for South Texas College Supervisors presented by Texas Association School of Boards legal counsel on Documenting and investigating misconduct and preparing corrective action plans
  - Participated on the Information Technology (IT) Risk and Security Manager Hiring Committee.
  - Represented South Texas College at a Texas Workforce Commission Hearing.
- Human Resources Assistants processed:
  - Two Hundred thirty-one (231) online Staff applications
  - Sixty-four (64) hard copy applications
  - One hundred thirteen (113) online Faculty applications
- HR Administrative Assistant:
  - Updated all Performance Review forms and posted updated forms to the Human Resources website.
  - Assisted with Human Resources webpage updates; specifically the Human Resources Staff pages.
- HR Staffing Specialist received and processed:
  - Thirty-two (32) recommendation packets
  - Four (4) resignation letters
  - Attended the College and University Professional Association for Human Resources 2015 Symposium.

<u>Planning & Construction</u>

- Departmental report items
  - Performed the following:
    - Board items
      - Worked on March 2015 Board Facilities Committee meeting motions and backup information
    - 2013 Bond
      - Coordinated with Broaddus & Associates to get signature on AE contracts
      - Prepared Addendum No. 1 for Construction Manager at Risk services
      - Received 7 proposals form interested Construction Manager at Risk Contractors; assisted purchasing with preparation of bid tabulations and began evaluations
      - Received and evaluated qualifications for Geotechnical Engineering services
      - Reviewed detailed scope of work with MEP engineer for Mid Valley Campus Thermal Plant
      - Worked with architect on space program confirmation for Mid Valley Campus projects
      - Began schematic design work with architects for each project
    - General
      - Reviewed applications for Facilities Planning & Construction Project Manager position; Conducted and completed interviews
      - Completed evaluations of Request for Qualifications responses for Civil engineering on-call services

- Completed departmental budget for FY 2015-16
- Pecan Campus AECHS Service Drive and Sidewalk – Plans were reviewed by South Texas College staff; solicitation of construction proposal began March 30th
- Pecan Campus Building B Ceramic Arts Covered Area – reviewed schematic design drawings with faculty and architect; provided information required by engineer
- Pecan Campus Electrical Disconnects for Buildings A, G, H, & X – Completed during Spring Break when AEP was able to disconnect power to the buildings and Metro Electric replaced the units; The contractor will be finishing some minor punch list items for a substantial completion and final acceptance in April
- Pecan Campus Grants/Accountability Office Improvements – Completed final inspection with architect
- Pecan Campus Infrastructure for the Relocation of Portable Buildings – Advertising for contractors started on March 2nd; Proposals were received and evaluated; recommendation will be presented at the April Facilities Committee Meeting
- Pecan Campus Library Study Rooms- provided design team information for preparation of fee proposal
- Pecan Campus Relocation of Electrical Power Lines – Agreement with engineer was executed; design work began
- Pecan Campus Sports Field Lighting –DBR Engineering is approximately 75% complete with plans and specifications
- Pecan Campus Student Services Carpet Replacement at 2nd Floor – Board approved proposal
- Pecan Plaza Asphalt Resurfacing at Alley Side of Building – Construction drawings are complete; Solicitation of construction proposals in progress; Conducted the Pre-proposal Conference; Received and evaluated construction proposals; recommendation will be presented at the April Board meeting
- Nursing and Allied Health Campus Quiet Room at Library -Installation of walls was complete
- Nursing and Allied Health Campus North Parking Lot Expansion – The contractor, Texas Cordia, completed installation of drainage structures; excavation for road and drive was completed; although some rain delays, construction continues with the filtration basins and the access road; The contractor continues to make progress and is ahead of schedule.
- Technology Campus Cooling Tower Replacement – Concrete was poured for foundation and support columns; Assembly of cooling tower is in progress;
- District Wide Tier 1 Active Learning Classrooms – Rooms have been identified and quotes for furniture have been received and forwarded to Purchasing for processing; Preparing for the end of the spring semester when improvements to begin.

- Attended the following:
  - 2013 Bond
    - Attended monthly Board meeting
      - Conducted weekly update meeting with Broaddus & Associates
      - Director attended fee negotiations meetings for MEP and Civil engineering services
      - Attended space program update meetings and prepared updated set of facility space programs for all Bond projects
      - Conducted pre-proposal conference for Construction Manager at Risk services
      - Conducted program update meeting for La Joya projects

- City of McAllen meeting to discuss possibility of variance for Pecan Campus canal easement set back
- City of McAllen meeting to discuss approval of NAH 4 story building design

➢ General

- Pecan Campus Student Services Admissions/Welcome Center and Main Entrance – met with architects and staff for Kick-Off design meeting
- Pecan Campus Student Services Carpet Replacement at 2nd Floor – attended meeting to evaluate contractor proposals.
- Pecan Plaza Asphalt Resurfacing-attended meeting at site with City of McAllen personnel and engineers to verify existing grease trap.
- Pecan Plaza Continuing Education /Cashier Renovations - met with Registered Accessibility Specialist and architect to perform the TDLR inspection.
- Pecan Plaza Emergency Generator -met with engineers for Kick-Off design meeting.
- NAH Campus - Attended meeting with Maintenance staff on site to review existing HVAC return air conditions
- Starr County Campus Walking Trail Grant - met with Innerface to review proposed final drawings
- District-Wide Parking Lot Lighting Upgrades – Conducted pre-proposal conference and attended the bid opening; received 4 proposals
- Attended update meeting with Library compact shelving vendor to prepare for FY 2015-16 budget
- Attended meeting to discuss options to streamline process for computer replacements for staff and labs
- ACTA presentation
- Director attended Coordinated Operations Council meeting
- Meeting with IT staff to review options for expansion of shared server space
- Budget development meeting for FY 2015-2016 Renewal and Replacement items
- Budget development meeting for future master planned projects
- Director met with AECHS principal to provide update on new driveway and sidewalk project
- Technology Campus Advisory Council meeting
- Mandatory supervisor training
- Meeting with IT staff to review options for expansion of shared server space at the Starr County Campus
- Furniture vendor presentation by Spectrum Furniture
- Director attended FAS Director's meeting
- Director met with Dr. Reed and Mary Elizondo to begin working on transition plan for FPC Director vacancy
- FPC project manager's work distribution update meeting

<u>Operations & Maintenance</u>

- The Director of Operations & Maintenance attended or held meetings to discuss the following:
  - Coordinating Operations Council Meeting
  - Pecan Plaza Emergency Generator and Wiring Project - Design Meeting

- South Texas College 2013 Bond Program – Starr County & Mid Valley Science Buildings - Program Confirmation Meeting
- South Texas College 2013 Bond Program Planning Meeting
- Renewal and Replacement Budget Development Meeting
- Renewal and Replacement Budget and Master Plan Construction Future Facility Needs Meeting
- The District Wide – Lighting Upgrades for Parking Lots Project No. 14-15-1052 Meeting
- Construction Manager at Risk Pre-Qualifications Conference
- The March Facilities Committee and Finance Committee Meetings
- President's Administrative Staff Meeting
- South Texas College 2013 Bond Program Planning Meeting
- Finance and Administrative Services Director's Meeting
- Technology Campus - Cooling Tower Replacement Construction meeting
- Nursing and Allied Health Parking Lot Expansion - Construction Meeting
- Pecan Campus A, G, H, and X Electrical Disconnect Walk through
- Attended the 2013 Bond Program - Mid Valley Thermal Plant
- South Texas College 2013 Bond Program - Mid Valley Student Services Buildings - Program Confirmation
- South Texas College 2013 Bond Construction Program - Starr County Campus - Student Services/Activities - Meeting #2 - Schematic Design
- HSI grant - Classroom Renovation Meeting
- Texas Association of School Boards(TASB) Mandatory training for supervisors
- March Board Meeting
- Met with VP Mary Elizondo to discuss Comprehensive Plan
- Met with Bob from Carrier Corporation
- Held Interviews for Custodial Manager
- Held a personnel meeting on personnel issues

- Departmental Plans
  - Energy Management Plan
  - 2013-2015 IE Plan
  - EPA Environmental Management System
- Operations Contract Department
  - Mid Valley Campus
  - Siemens panel upgrade – Scheduled
  - Replace two A/C blower wheels – Complete
- Preventative Maintenance Scheduled for March (District-Wide)
  - Maldonado Landscape: Lawn Care - Complete
  - Bug Works: Pest Control - Complete
  - Joe Fly: A/C Filters – Complete
- Operations Procurement Department

- Custodial Department

Set-Ups	274
Moves/Relocations	48

- Maintenance Department Work Orders and Expenditures

Work Orders	1252
Work Orders Completed	1132

Classification	Work Orders Completed	Cost
Carpentry	82	$1,647.05
Electrical	103	$6,837.18
Energy	21	$554.37
HVAC	53	$11,061.31
Locksmith	84	$819.24
Painting	36	$4,696.44
Plumbing	65	$686.64
Plant Services	1	-
General Preventative Maintenance	687	-
Total	1132	$25,302.23

Business Office

- Board Agenda Items
  - Management Reports – The Business Office staff worked on the February board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.
- Meetings:
  - Attended the Calendar Committee meeting to discuss the 2016-17 academic calendar.
  - Met with Technology Resources on the electronic W9S project.
  - Met with the Vice President for Finance and Administrative Services to discuss the Fiscal Year 2016 budget
  - Met with VPFAS, Technology Resources, Humans Resources, and Payroll at the Salary Planner meeting.
  - Met with Continuing Education team to continue mapping all the processes that may impact the online registration and payment project.
  - Attended the Mid Valley student service additions committee
  - Attended the President's Administrative Staff meeting.
  - AAWCC meeting.
  - Nursing Shortage Grant Meeting with NAH staff
  - Travel & Expense System Meeting with Technology Resources staff
  - Accounts Payable Work Distribution Meeting.
  - Attended FAS Directors meeting.
  - Supervisors attended the TASB session on "Employee Performance Issues and Misconduct."
  - Attended a one day workshop on "Oz Principle" dealing with building a culture of accountability in our organization.
  - Purchasing and Fixed Assets Department meeting.
- Trainings/Webinars:
  - Attended Supervisor Training.
  - Staff attended "What Employees Need to Know about the New Pension Accounting" Webinar
- Accounts Payable / Grants and Contracts
  - Checks Processed as of March 31, 2015:

Bank No.	09/14	10/14	11/14	12/14	01/15	02/15	03/15
01 E&G	582	769	532	571	472	594	737
01 Direct Deposit	94	113	71	59	59	99	142
03 Student	10,906	1447	241	95	18,234	2,285	617
12 I&S Taxes	-	-	-	-	1	-	0
16 I&S Bond	-	-	-	-	1	-	0
17 Plant	19	6	8	6	18	15	10
32 AP Card	379	404	212	274	364	352	411
38 Unexp-LT Bond Series 2014	2	2	1	-	1	-	2

- Form 1042 - Annual Withholding Tax Return for US Source Income of Foreign Persons was filed.
- TWC Orientation.
- 1099-MISC Reporting completed.

- Accounts Receivable / Budget & Reporting
  - Updated the Fiscal Year 2016 budget summary with the new requested budget amounts from the Budget Development Application.
  - Fiscal Year 2016 budget folders for each financial manager were prepared for distribution at the President's Administrative Staff meeting.
  - Motions for the Hidalgo and Starr County tax assessment collection fee were prepared and sent to the office of the Vice President for Finance and Administrative Services.
  - Prepared comparison reports of the Fiscal Year 2015 approved budget and Fiscal Year 2016 proposed budget.
  - Prepared and updated budget summary of the Fiscal Year 2016 projected revenues and expenditures.
  - Report to the Fiscal Year 2016 appropriation figures were prepared and sent to the Vice President for Finance and Administrative Services.
  - The Budget Planning section of the Comprehensive Plan was revised and forwarded to the Vice President for Finance and Administrative Services
- Cash Management / Special Projects / Office Support
  - Check Cycles – The following check cycles were processed and the number of checks printed:

Bank No.	# of Check/DD Cycles	# of Checks/Direct Deposit
01 E&G	13	635
01 Direct Deposit	5	110
02 Payroll	14	955
02 Direct Deposit	3	1,692
03 Student	3	576 (US Bank)
12 I&S		
16 I&S		
17 Plant	2	6
38 Bond Series 2014		
Total	40	3,974

  - Staff reviewed and updated the depository agreement draft for managements review.
  - Staff prepared and submitted to the Bank three CD renewal letters for the Endowment CD's that matured February 28, 2015. The new term will be for three months ending May 31, 2015.

- Staff evaluated the RFQ proposals for the Investment Advisory Services agreement and prepared the finance motion for the March Finance & Human Resources Committee meeting.
- Staff reviewed and updated the Depository Agreement.
- Staff prepared a list of local banks interested in investing the College's public funds in CD's
- Staff met with the Vice President for Finance and Administrative Services to discuss the strengths of the selected investment advisor.
- Electronic Fund Transfers – The following electronic fund transfers were approved:

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	9
Bank Transfers between Bank Accounts	8
Wire Transfers for Benefits	4

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

Board and Management Reports Prepared	89
Journal entries/documents scanned	759
Hours used for scanning - estimated	50
Hours used to prepare documents for scanning	4.5
Hours assisting other departments	64
Hours used printing, binding and scanning documents	9
Checks printed and/or send	56
ACH and Book Transferred Initiated and/or Approved	2
FOAP created	36
Financial manager changes	13
Positive Pay submitted	23
Disbursement of returned mailed checks	2
Stop payments processed	8
Journal entries prepared	23
Requisitions prepared	2
Interdepartmental Transactions reviewed	45
Invoices and encumbrances reviewed	29
Deposits prepared	16
Stale dated letters mailed	28
Copies of booklets/journal entries requested	728
Filing and organizing of Journal Entries	6
Cafeteria daily sales report	86
Bank Reconciliations	13
Transactions removed from bank reconciliation	58
Errands to Inter-office deliveries	31
Hours used for X-tender/banner testing	23.5
Approval Queues	3
Number of Batches removed from e-vision	10
Timeforce – telephone calls received	38

- Provided cost per building for the Annual Facilities Report as of August 31, 2014
- Updated IDT PowerPoint presentation for AA Roundup.

- Payroll, TimeForce and Position Control Departments
  - Payroll processes for the month ending March 31, 2015:

Payroll Re-issue Processed	14
Payroll Cycles	3
Payroll Checks & DD	2,848
New Employee Setups for TimeForce	38
TimeForce Access Forms Processed	65
Number of Employees with OT reviewed for OT Memos	32
NOE's Approved	306
Salary Budget Transfer Forms Processed	6

- System Analyst
  - Cashier website updated
  - Application Analyst II Interview Committee; Technology Resources
  - Kayaking Fundraiser event cancelled; Marketplace store deleted.
- Cashiers
  - Extended hours of operation to assist students with Spring 2015 emergency loan and installment plan due dates.
  - Working on research of five (5) minimesters with census dates of March 24th, 25th, 26th and 27th of 2015.
  - Cashier call agents contacting students on the minimester unpaid list.
  - Set up the Fall 2015 tuition tables
  - Prepared Cashier functions and cash handling PowerPoint presentation for the AA Round March 2015.
  - Worked on a draft on Cashier 5 year goals for the Comprehensive Plan.

Business Office Performance Indicators

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	96
General Journal Entry (Inter-Fund) (JE 16)	89
Cash Receipts (CR 05)	752
Encumbrance Liquidation (E032)	2
Encumbrance Liquidation (E020)	6
General Journal Entry (IConstruction) (JE17)	0

Payroll:

Number of Employees		Checks Processed	
Employees on Monthly Payroll	1,520	Salaried	301
Employees on Semi-Monthly Payroll	1,104	Total Net	579,038.32
		Waged	642
Timecards Processed		Total Net	118,637.01
(Waged 2/16-2/28) SR05	559		
(Waged 03/01-03/15) SR06	547	**Stop Payment Processed**	
Regular (Salaried: March) MR03	2633	Salaried	4
		Waged	7
Worksheets Processed			
(additions, deletions, changes)		**Void checks Processed**	
Salaried	183	Salaried	4
Waged	55	Waged	7
Liabilities Processed	39	**Replacement Checks Processed**	
		Salaried	6
Reports Processed		Waged	8
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1	**Direct Deposit Processed**	
		Salaried	1418
Deposits Processed		Total Net	3,752,229.58
Internal Revenue Service	3	Waged	487
Bank Transfers	3	Total Net	104,867.83

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Academic Affairs

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SOUTH TEXAS COLLEGE

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McAllen, Texas 78502- 9701

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

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

Memo

Date: April 23, 2015

To: Dr. Shirley A. Reed, President

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

Subject: **MARCH 2015 ACTIVITY REPORT**

I respectfully ask that you include the attached **Academic Affairs Highlights and Reports** of activities from the Office of the Vice President for Academic Affairs to our Board of Trustees for review at the April 28, 2015 Board meeting.

Division: **Academic Advancement**
Department: **Curriculum & Student Learning**
Highlight: **TACTE President 2015- South Texas College Administrator**

On **March 02, 2015**, South Texas College is pleased to announce and congratulate Associate Dean of Curriculum and Student Learning ***Laura Talbot***, who has been **elected as President of Texas Association of College Technical Educators (TACTE)** for the next two years. Laura Talbot has been a member of TACTE for 12 years and has served on the Board of Directors for 6 years, including 2 years as Treasurer.

Laura has been part of the South Texas College family for seventeen years currently serving as Associate Dean of Curriculum and Student Learning. She **serves as liaison and provides leadership to the college administration** regarding compliance of the College with the accreditation guidelines set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Texas Higher Education Coordinating Board (THECB).
In addition, Laura leads and advises Division Deans, faculty, and curriculum committees concerning the process, procedures and guidelines for the development and revision of academic and technical programs. Additionally, oversee the learning outcomes assessment process, student evaluations of faculty, course scheduling and classroom management at the college.

Professional affiliations:

- Texas Associate of College Technical Educators (TACTE), Board Member/Treasurer
- Texas Community College Instructional Administrators (TCCIL), Member

Division: **Business & Technology**
Department: **Precision Manufacturing Technology**
Highlight: **5th Annual HTEC Texas Educators Conference**

On **March 06, 2015**, South Texas College Technology Campus hosted the **5th Annual HTEC Texas Educators' Conference (HAAS Technical Education Centers).** The HTEC-TAMU collaborate with community colleges to co-organize regional conferences, and change location each year so more instructors from the region can participate.

Over 120 guests, from Canada, Washington DC, and Minnesota plus other states and community colleges participated in the event. The event was free to instructors and students from high schools, colleges, and universities.

The ***conference provided an opportunity for collaboration, new tooling, machining, and software demonstrations.***

This year, **12 speakers from the industry presented** on the following topics:

- Using online curriculum in a machining program
- Machine tool probing in production environments using Mastercam
- NIMS 101
- Optimizing CNC codes for thread milling program
- SME, STEM, and the future of manufacturing technology
- Sandvik maching demo
- Experimental investigation of micromist for effective machining
- Metrology in precision manufacturing
- Teaching manufacturing in cellular laboratory
- New innovations in machining titanium alloys
- MaterCam X8 and the CAD/CAM environment

Industrial representatives included:

- AutoDesk
- MscDirect
- Tooling U
- ChampionCNC
- NIMS
- Carl Zeiss Industrial Metrology
- Cognisco Technologies
- Teaching Systems
- Mitutoyo

Division: **Liberal Arts & Social Sciences**
Department: **Child Development Department**
Highlight: **Child Care and Early Childhood Conference Series**

On **Saturday, March 7, 2015,** South Texas College **Child Development Department** conducted their first "Conferencia para Educadores**" *(Child Care and Early Childhood Conference)* on "Child Guidance" in Spanish.**
The department has received numerous requests from the community to provide high quality training opportunities in Spanish for early childhood providers in our services' area.

Pictured above (left to right): Veronica Rodriguez, Child Development Department, Program Chair; Leticia Valero, Conference Speaker, Certified Conscious Discipline© Instructor

Hence, the Child Department brought **dynamic speaker Leticia Valero from Mexico City.** Mrs. Valero has been a **Certified Instructor with Conscious Discipline** © for over 12 years and has over 20 years of experience in the field of early childhood education. Mrs. Valero has trained internationally to both English and Spanish speaking audiences.

Conscious Discipline © is an emotional intelligence based child guidance program that has taken the industry by storm. **100 participants** with varying backgrounds such as Child care teachers, managers, directors and private school employees from across the Rio Grande Valley made up the energetic group.

Participants learned practical techniques in the field of Early Childhood Education that they can implement as soon as they return to their classroom.

At the end of the conference, attendees received certificates from the Child Development Department indicating they had earned 6 clock hours of training. These hours fulfill the required yearly training hours set forth by the Texas Department of Family and Protective Services Child Care Licensing Division.

Pictured above participants actively engaged in session.

The conferences have been so well received that ***Workforce Solutions sponsors participants to attend as part of their Quality Improvement Plan for their child care vendors***.

Division: **Academic Advancement**
Department: **Academic Excellence**
Highlight: **Phi Theta Kappa New Member Orientation**

On **March 17, 2015**, the **Beta Epsilon Mu Chapter of Phi Theta Kappa** held a new member orientation to present benefits and information about joining the honor society.

The orientation was open to students and their parents to learn more about membership and benefits.

For the **Spring 2015 semester, over 2,000 students were eligible and sent a formal letter to join the honor society**. Students can accept membership online by April 10, 2015, to participate in the induction ceremony which will be held on April 30, 2015.

Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and over 1,200 chapters located in all 50 of the United States, U.S. territories, British Virgin Islands, Canada, Germany, Marshall Islands, Micronesia, United Arab Emirates and Palau.

It recognizes and encourage the academic achievement of two-year college students and provides opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

PTK officers taking lead during orientation session for incoming members for Spring 2015.

Division: **Social & Behavioral Sciences**
Department: **Psychology- Starr County Campus**
Highlight: **4th Starr County Mental Health Awareness Conference: "Laughter Yoga"**

On **March 17, 2015**, the Starr County Campus Psychology Club hosted its **4th Starr County Mental Health Awareness Conference** at the campus auditorium in Rio Grande City from 2:30-3:50 pm.
Mayra Avila, Coordinator of Counseling Services at South Texas College, presented on **"Laughter Yoga,"** where she **discussed the history and benefits of laughter yoga and proceeded with a demonstration session.**
Avila engaged all audience members to participate with numerous exercises (e.g., different types of laughter, breathing techniques, gibberish conversations, etc.). The conference was open to all STC students and the community, free of charge.

Over 120 people were in attendance, including:

- **Dr. Arturo Montiel** - STC Starr County Campus Administrator (who delivered opening remarks)
- **Rose Benavidez** - STC Board Member (who delivered closing remarks)
- **Frank Valley** - Representative of Star Lite Recovery, addressed the audience and distributed literature about the program
- **Alex Sarabia** - Psychology Faculty, served as the Master of Ceremonies

The event promoted a positive and uplifting environment; hence, students provided excellent feedback, and left in a better mood.

Division: **Nursing & Allied Health**
Department: **Healthcare Student Success: NAH Campus**
Highlight: **College Success for Healthcare Saturday Event**

On **Saturday, March 21, 2015,** twelve different programs and services from the **Nursing and Allied Health division** *conducted over* **forty presentations to over 200 students from Starr County, Mid-Valley and NAH CSFH classes**.

This activity takes place every semester to provide ***students who do not have access to the technological healthcare facilities at their home campuses, the opportunity to experience the amazing resources that STC's NAH division uses in many of our programs.***
The programs participating in the Healthcare Saturday Event included:

- Associate Degree Nursing
- Vocational Nursing
- Healthcare Management and Administrative Services
- Emergency Medical Technology
- Occupational Therapy Assistant
- Physical Therapy Assistant
- Patient Care
- Medical Assisting
- Radiologic Technology
- Simulation Lab Services
- Respiratory Therapy
- Pharmacy Technology

Students from the Respiratory Therapy and EMT programs were also on hand to speak with aspiring NAH students.
The event included eight separate sessions divided by a BBQ Chilidog lunch and refreshment, and concluded by 2:15 pm.

Division: **Academic Advancement**
Department: **Academic Excellence**
Highlight: **Academic Excellence Spring Arts and Crafts Sale**

On **March 24, 2015**, the Academic Excellence Office hosted their **first Academic Excellence Spring Arts and Crafts Sale**.

The event was held to encourage Valley Scholars students to engage with the college community while raising funds for student activities.

Students in the Academic Excellence Programs promote fellowship amongst members, academic excellence, and leadership development.

Division: **Academic Affairs**
Department: **Distance Learning**
Highlight: **Online Education Access Initiatives**

Schedule Upload on GoArmyEd

On **March, 18, 2015, South Texas College received authorization to upload course schedules and tuition rates to the GoArmyEd portal.** GoArmyEd portal is the army's virtual gateway to education. The ability to list schedules, tuition rates, and course planner will **provide South Texas College with visibility and help catalyze our efforts to expand enrollments in the military education community.** The authorization to upload the schedules follows amendment to Board Policy 3201 to provide military friendly tuition, and also award credit for military job and education experiences consistent with American Council of Education Guide.

Military Friendly School

South Texas College has earned a Military Friendly School designation. The list of Military Friendly schools is compiled through an extensive data driven research independently tested by Ernst & Young LLP based upon established weightings and methodology. The Military Friendly School list is a resource used by military and veteran students to compare tuition, military, and veteran services in making decision on which college to attend.

South Texas College # 1 Least Expensive Online College

South Texas College has been **named the number one least expensive online college by onlinecolleges.com (January 6, 2015).** The website compared costs for online versus on-campus programs at 10 schools across the United States and put South Texas College on top as number one.

Online Enrollment Enquiries/Prospective Student Leads

The **distance learning department in collaboration with Public Relations and Marketing launched a lead generation tool for prospective students this spring**. The lead generation tool is an innovative approach in which potential online students actually request to be marketed to. We are quickly building a high volume of targeted leads that have proactively expressed an interest in our programs. In a five week period, the department has generated and followed up with **216 prospective students**. The department receives an average of 10 enquiries a day through the lead generator.

Division: **Business & Technology**
Department: **Business & Technology Program in conjunction with Student Support Services**
Highlight: **Women in Technology Event at Technology Campus**

On **Thursday, March 26, 2015**, South Texas College Technology Programs in conjunction with Student Activities, High School Programs, College & Career Readiness Program, and Public Relations hosted the annual **Women in Technology Event** at the college's Technology Campus.

This event was an initiative to build the education and motivation of women to explore opportunities for careers in the various technology fields offered at STC's Technology Campus.

The event's Keynote Speaker was ***Vanessa Nelson, Ph.D.***, DNA analyst for the Texas Department of Public Safety Crime Lab.

The event was free and open to the public, **bringing over 300 high school female students from the following 6 different school districts**: Mission, Weslaco, La Joya, Valley View, Sharyland, Pharr, San Juan, and Alamo (PSJA).

The event held 20 breakout sessions that involved hands-on activities and community panel for civil and structural engineers mostly lead by South Texas College faculty and students from different departments and organizations such as:

- Information Technology
- Human Resources Program
- Electronic & Computer Maintenance
- Fire Science
- Police Academy
- Design & Building Technologies
- Texas Department of Public Safety Crime Lab
- Welding
- Precision Manufacturing Technology
- Automotive Technology

Event encouraged both women and men alike to meet with different business and technology programs representatives while enjoying music, food and a business attire fashion show.

Division: **Liberal Arts & Social Sciences**
Department: **Mid-Valley Campus Child Development Center**
Highlight: **Artwalk/Open House**

On **Thursday, March 26, 2015,** the **Mid-Valley Campus Child Development Center** hosted faculty, staff, parents and students from across the college district for their **3rd Annual Art Walk/Open House.**

Children's art was prominently displayed throughout the event for all to enjoy. During the event, staff organized tours of the center for parents and guests. Children had the opportunity to spend some time with parents as they spoke about their collection of art work.

The open house and art show highlights children's accomplishments in the center, as well as the teacher's hard work and dedication to the children and center.

The center's staff plan to organize more events similar to the open house so the college community can enjoy the great work accomplished at the Mid-Valley Campus Child Development Center.

Division: **Liberal Arts & Social Sciences**
Department: **Women's Studies**
Highlight: **Human Trafficking Conference: Desperate Journeys from Forced Migration to Servitude**

On **March 25-26, 2015,** the **Women's Studies Committee of South Texas College**, along with the College of Liberal Arts of the University of Texas at Brownsville, Universidad Instituto de Investigaciones Sociales Universidad Autónoma de Nuevo León, and Fuerza del Valle co-organized the **10th Annual Symposium on Human Trafficking**.

The conference's Keynote speaker was Tony Payan, Ph.D, Françoise and Edward Djerejian Fellow for Mexico Studies and director of the Mexico Center at the Baker Institute.

In addition, the **conference included six featured speakers, and twenty-four conference speakers** from varying professional backgrounds who presented and addressed topics related to human trafficking.

The annual conference's "***goal is to raise community awareness about the labor and sex trafficking trades, provide a forum for networking and training opportunities for professional and practitioners within related fields, and take part in the international conversation about to how stop labor and sex trafficking crime.***

Human Trafficking Conference Planning Committee:	
Arun Kumar Acharya, Dr.	Professor – Institute of Social Science Research, Autónoma Universidad de Nuevo León, Monterrey, Mexico
Jenny Bryson Clark	Associate Professor – Political Science and Chair of Women's Studies at South Texas College
Guadalupe Correa-Cabrera, Ph.D.	Associate Professor and Chair of the Government Dept. of the University of Texas at Brownsville
Hector Guzman Lopez	Coordinator – Fuerza del Valle Workers' Center in Rio Grande Valley
Pooja Rishi, Dr.	Faculty – Political Science South Texas College

Division: **Academic Advancement**
Department: **Academic Excellence Office**
Highlight: **Valley Scholars Program 2015 College Tour**

The **Valley Scholars Program** offered its students the opportunity to learn more about life at a four-year University. From **March 25th – March 27th 2015**, Valley Scholars students had the opportunity to gain insight into the transfer process and requirements for universities in Texas.

The **students participated in a three-day tour of five universities including:**

- ✓ The University of Texas San Antonio
- ✓ Texas State University
- ✓ The University of Texas at Austin
- ✓ Texas A&M University College Station
- ✓ Texas A&M University-Kingsville

Transfer information and tours of the campuses were a part of each visit. The students had the opportunity to ask questions about their specific areas of interest and learn about transfer requirements.

The ***Annual College Tour*** is one of the many benefits Valley Scholars receive as part of the program. It serves as motivation for students to continue their education and strive to complete advanced degrees after obtaining their associate's degree from South Texas College.

Division: **Liberal Arts & Social Sciences**
Department: **Communication Arts**
Highlight: **Communication Arts Festival: Motivational Speaking through Communication**

On **Friday, March 27, 2015**, the **Communication Arts Department** hosted their annual event ***Communication Arts Festival: Motivational Speaking through Communication!*** designed to encourage, recognize, and celebrate students' works through speech competitions, career panels, and networking.

The ***Communication Arts Festival brought approximately 350 people***. This year's guest speakers included:

- **Sheriff Eddie Guerra** – Hidalgo County
- **Ylianna Guerra** – Miss Texas USA
- **Oscar Adame** – KRGV 5 Anchor
- **Sally Fraustro Guerra** – The Real Estate Source
- **Dr. Raul Peña** – Pena Eye Institute

The Communication Arts Festival provided opportunities for college faculty and student to participate in the exchange of ideas as well as engage the community through panel discussions, presentations, and competitions.

Division: **Academic Affairs**
Department: **University Relations, Transfer & Articulation Center**
Highlight: **Signing Ceremony- South Texas College & University of Houston College of Pharmacy**

On **March 27, 2015,** a signing ceremony was held to commemorate a formal agreement between **South Texas College and the University of Houston – College of Pharmacy**. The agreement will offer South Texas College students an educational pathway to enter the University of Houston – College of Pharmacy doctoral program.

Students have the opportunity to complete an Associate's of Science degree at South Texas College while completing the necessary prerequisites coursework for admission to the University of Houston – College of Pharmacy.

Students will be able to reap additional benefits once accepted to the college of pharmacy such as:

- Enrollment preparation
- Mentoring
- Counseling
- Networking opportunities

SOUTH TEXAS COLLEGE

PHARMACY

Division: **Social & Behavioral Sciences**
Department: **Psychology; Starr County Campus**
Highlight: **2015 Walk for Manuel Benavidez Jr.**

On **Saturday, March 28, 2015**, the **Starr County Campus Psychology Club** participated in **2015 Walk for Manuel Benavidez Jr. in La Grulla, TX**. It started at 9:00 am in La Grulla City Hall and ended at the La Grulla Park.

The ***event, a 3.5 mile walk, was for a good cause—to raise funds for MBJR Scholarship given to students at RGC, Roma, La Grulla, and San Isidro High Schools in Starr County.*** Rose Benavidez, STC Board Member, thanked the audience at the end and awarded some raffle prizes.

Mario Reyna
Division Dean - Business & Technology

- Attended the Development Corporation Meeting held by the City of McAllen on Monday, March 2nd. I was appointed by Mayor Darling to serve on this board that oversees the ½ sales tax for the city.
- Attended the Coordinated Operations Council Meeting held at the Pecan Campus to discuss construction and policy issues on Tuesday, March 3rd.
- On March 3rd, I attended the Course Repeaters Task Force Meeting held at the Pecan Campus to review the current policies and procedures regarding course repeats, assess current practices and their impact on student success and retention, and provide to Academic Council and PDC recommendations regarding Board Approved policies, procedures, and implementation practices.
- Attended the Notice: HB 1887 Filed with Myriam Lopez, Comptroller, to discuss HB 1887 to obtain data to assist in analyzing the potential estimated fiscal impact of House Bill 1887 on Thursday, March 5th.
- Held the Business and Technology Program Chair Meeting to discuss enrollment activities for Fall, Women in Technology Event, Manufacturing Career & Expo for this spring, INNO 2015, IE Plan, faculty from Universidad Tecnológica de Gutierrez Zamora and Instituto Internacional de Estudios Superiores, requisition deadlines, and information from administrative staff meetings on Thursday, March 5th.
- Precision Manufacturing Technology program helped with the organization of the Fifth Annual Texas HTEC Educators' Conference that took place at the Technology Campus on Friday, March 6th. This full day seminar included technical discussions and demonstrations by industry experts.
- Visited with Victor Fonseca, Fire Science Chair and Victor Valdez, Police Academy Chair at the College and Career Teaching Center to see how their programs are doing and attended the Advisory Board Appreciation Luncheon hosted by Mayor Darling and City Commission on Tuesday, March 17th.
- Met with Iris Jasso, Administrative Office Careers Program Chair and Ruben Lemus, Culinary Arts Program Chair for obtain updates from their programs at the Pecan Campus on Wednesday, March 18th.
- On Wednesday, March 18th, I participated in the AACT Meeting to discuss voter registration process and met with Hector Cavazos, Welding Instructor to discuss his new assignment as program chair.
- Held the Business and Technology Program Chair Meeting to discuss, events for the Spring semester, May graduation, budget and AACT voter registration process on Thursday, March 19th.
- Participated in the STC 2013 Bond Program - Review and update on construction program for La Joya Jimmy Carter Campus Improvements at the Pecan Campus on Thursday, March 19th.
- Attended the Education and Workforce Development Committee. The FAST Start Precision Manufacturing Certificate and the CSI proposal were on the agenda for discussion on Thursday, March 19th.
- Attended the President's Administrative Staff Meeting on Friday, March 20th.
- Attended the Academic Affairs Council Meeting on Monday, March 23rd.
- Met with Admission's personnel to discuss graduation applications on Tuesday, March 24th.
- The Division of Business and Technology held the Women in Technology Night Annual Even on Thursday, March 26th. The Women in Technology Night Annual Event is an initiative to build the education and motivation of women to explore opportunities for careers in the various technology fields offered at South Texas College, Technology Campus.

- Attended the NAAMREI Quarterly Leadership Reception and Meeting in Laredo, Texas to receive updated information on RSTEC's Regional Economic Development on Wednesday, March 25th – 26th.
- Met with Dr. Henley and David Flores from Institutional Effectiveness and Assessment to discuss the new 2015-2017 IE Plan on Tuesday, March 31st.
- The Culinary Arts will be holding the Culinary Wars Competition on Monday, April 13th – April 17th. Culinary Arts students compete against one another in a series of competitions to demonstrate their skills and talents. Culinary Wars is a weeklong competition composed of different culinary categories.
- The Diesel Technology will be holding their open house on Wednesday, April 22nd. Students and their family are invited to attend an open house to meet with faculty and see the equipment and facility that is used to train students for this career.
- The Information Technology program will be holding their expo on Thursday, April 23rd. The purpose of the event is to bring awareness of local Information Technology opportunities and allow current students to meet and talk with IT professionals to learn about their education, career, job requirements, and internship and employment opportunities.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- Initiated preliminary discussions with Academic Partnership on possible partnership and strategies to extend the college's Bachelor programs beyond the region. Discussions are on-going to determine an appropriate date for a face-to-face meeting.
- Participated in Blackboard Student Services presentation
- Attended TxDLA annual conference from 6-10 April and met with educational technology partners.
- Participated in Hobson's Radius CRM Product Demo for SAEM team
- Participated in a meeting with representatives from National American University to discuss partnerships
- Met with the web team to evaluate mock-ups for the new distance learning website.
- Data validation for Cevitas analytics is on-going. Weekly meetings have been taking place to complete the validation of data for Illume application.
- Met with application development team to discuss the need for a more user-friendly and dynamic web-based course schedule on the distance learning website.
- Had a meeting with Blackboard representatives to discuss budget for the coming fiscal year and strategies to reduce cost.
- BASOL Gapware development project has been plagued by numerous technical issues for the past month. I met with the technical team to propose an alternative solution which will use adaptive release function in Blackboard.
- Participated in the regularly scheduled validation of institutional data for Cevitas Analytics. Purpose of the validation is 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.

Simon J. Rodriquez – Media Technologies

- Current focus is on providing continued trainings for Blackboard Collaborate. These trainings are essential for creating competency in the program to allow faculty, staff and students to successfully utilize the Bb Collaborate platform
- Bb Collaborate trainings
  - Teaching and Learning Academy 15
  - Center for Learning Excellence 13
  - Individual online trainings 3
  - Total number of attendees 31
- Meetings
  - Individual meetings with faculty members to assist in implementing Bb Collaborate 10
  - Met with the Associate Dean of OPOD to discuss video documentation of TLA participants
  - Met with Interim Vice-President of IS&P to discuss status of special assignment
  - Met with Dean of Enrollment Services and Registrar to discuss upcoming graduation ceremonies
  - Met with Director of Judicial Affairs and Conflict Resolution to schedule Bb Collaborate for that department

- Professional Development
  - Attended training for Distance Education Help Desk support
  - Installed Cisco Agent Desktop to provide Bb Collaborate support through the Distance Education Help Desk
  - Developed Blackboard IM training.

Johnny Gonzalez – Media Technologies

- General Blackboard Troubleshooting: 5 faculty
  Blackboard Collaborate Troubleshooting: 8 faculty
- Blackboard Collaborate Trainings
  - Coordinated with Ramiro Martinez from CLE, to have CLE tutors attend a 1 hour training Collaborate training was conducted by Simon Rodriquez, it was very successful.
  - Coordinating with Instructional Tech. Open Labs to have Collaborate training with their staff, training date is set for May 13.
- Promotional Video for South Texas College ONLINE
  - Worked with PR on doing final edits on our promotional video.
  - Meet with Ray and Miguel on finalizing artwork for the video.
  - Final video has been turned and approved by Erasmus.
  - Minor edits well start early in April but the video is already up on YouTube.
  - YouTube account for South Texas College ONLINE is being created.
- New Website for South Texas College ONLINE
  - Working with PR web team on specific part of the new website: Student & Faculty Support side, we are working on how best to structure existing content and new content.
- Training Video & Web Recourse Faculty & Students
  - Training video are in the process of being created and I have started to work with PR Web team on placement of videos on South Texas College ONLINE new website.
  - Web recourses have begun to be identified, especially for Blackboard and their link are also being place strategically on our new website.
- Mid-Valley (E-121) and Starr Co Campus (J-133) implementation of a Faculty Resource Centers
- Streaming Servers
  - Technology Resources are in the process of virtualizing the servers to making maintenance and downtime very minimal
- Inventory
  - Helped Mary with conducting inventory of Distance Education this took a couple weeks in March. Several items under Distance Ed., were sent off to auction

San Juanita Rios – Distance Education Student Success Specialist

- Participated in activities designed to create awareness and promote eSTC and degree programs. I also made contacts with and advised both walk-in and virtual students.
- Below is a break-down of student contacts and advisement activities for the period.

General Advising:	165 students
Academic Advising	50
Career Advising	15
Transfer Advising	2
Degree Plans:	8
Graduation:	0
Distance Education Walk-Ins:	4
Distance Education Chats:	19
Telephone Contacts:	121
Early Registration Reminder Email	8,978

Virtual Campus Advising Email	172
Virtual Campus advising email contacts:	172
Total:	**9,534**

- Assisted the Dean of Distance Learning to email 105 students for Advisement for summer/fall 2015.
- Assisted the Dean of Distance Learning to email 8,873 students for Early Registration Reminder for summer/fall 2015.
- Assisted with Priority Registration in STC Mid-Valley Campus and Starr County.
- Attended Career Day in Veterans Middle School in Donna, TX on March 6, 2015.
- Meetings:
  - Distance Education Departmental Meeting.– March 5, 2015

Aleida Hernandez- Distance Education Help Desk Specialist

- Managing part time employees and work studies' work schedule with their school schedule.
- Analyzing technical solutions mainly for students, but also for faculty and staff.
  Examined a variety of computer hardware and software related issues, by troubleshooting.
  Interacting via telephone calls, chats, emails and walk-ins with students, faculty and staff.
  Repairing and maintaining applicable and reliable sources in order for students to succeed in their Blackboard experience.
- Assisting in the development of working solutions, carrying out tickets through the kayako system, by keeping the instructor well informed of the student's issue.
- Prepare and provide Blackboard student orientations.
  Scheduling orientations, meetings, appointments, etc.
- Check budget for part timers and work studies at the beginning of each semester.
- Tickets and chats include walk-ins, phone calls, chats, emails, student and faculty forwards, with the following issues:
- Access Codes, Grades, Advising, High School Students, Assessments, Incompletes, Assignments, Issues Resolved, Prior to Contact, Attachments, JagNet / IS&P, Browse / Favorites / Bookmark, Java, Blackboard Orientation, Log In Problems, Discussions, Registration / Admissions / Transcripts, Email, Reset Passwords, Financial Aid, Unaware Minimester, Firewall / Security Software, Unknown Username/Password
- Tickets: Total 487
- Total Number of Chats: 267

Marisol Chavez – Distance Education Technologies Specialist

- Assisted both faculty and students by phone, email. Troubleshooting with both Technology and Course Design issues.
- Processed 6 requests for Crosslist for the mini-mester that started in March 23rd 2015.
- Assisted the Dean of Distance Learning with a List of all upcoming mini-mester online classes only and instructors teaching them.
- Updated the eSTC website for the new BAT program: Medical and Health Services Management (BAT-MHSM) information available for online students.
- Assisted the Dean of Distance Learning with a report for Faculty not Logging in.
- Created a report on kayako to be able to retrieve number of tickets, chats and phone handled by the HelpDesk for the year of 2014.
- Meetings:
  - Weekly Meetings to redesing eSTC Website

Ana Peña
Coordinator – Distance Education Technologies

Banner Integration for eLearning (Stephen Crum)

- Banner Integration on the Blackboard side it complete. The integration is already working on both the Blackboard and Banner staging/production servers. Benefits of integration are that student registration and withdrawals will be fully automatic to Blackboard. Also, faculty updates will be automatic to Blackboard, creating new courses or un-assigning shells when a course gets cancelled.
- eLearning has been stable for the month of March. Blackboard performed 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 has been stable for the month of March and upgrades on the building block have been applied.

Kayako – Helpdesk/Chat

- Kayako went down March 3 for a few hours, due to a possible virus infection to the server. IS&P has been running scans to clean the infection. IS&P is aware that Kayako needs to be upgraded to 4.69 which will fix improvements, security enhancements and including the following highlights:
- Business hours SLA reporting - you can now run reports on your SLA metrics (such as your response times) with respect to your business hours, rather than just the 24 hour clock.
- Improved search-as-you-type results in the support center (Instant Response System).
- The latest security fixes and enhancements.

Blackboard Learn

- Bi-weekly meetings with IS&P (Ali Kolahdouz and Stephen Crum) have been occurring to discuss the projects they are assisting Distance Education. Blackboard Collaborate, Distance Education Call Center and BAS program integration with Blackboard have been the main projects IS&P is assisting with the department.
- 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. In the meantime, Tiffany gave us a temp clone (from production) with the October Release installed. It couldn't be placed in our staging server due to the TAB project in there. I have asked the Distance Learning staff to start testing the functionality especially with Collaborate since they said it was buggy with Collaborate. By the end of this year if we don't upgrade, Blackboard will no longer support Service Pack 14. So I would really want to install the October release before Fall begins. As soon as the TAB project is completed, the Oct. Release will be installed in our staging environment but in the meantime our temp clone will work.

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 February and is finally working. IS&P will still work with Chris to get all the documentation changes. IS&P will also need to re-install the application in test since the consultant did the installation the first time. We will have to do another round of testing after we implement the new test installation. Once the new installation is tested, we can then proceed into production. Production timeline would be until Summer; in the meantime Distance Education will continue to manually populate the courses and enrollments.
- Building Blocks – updated on Assessments and Partner cloud on March 6.

Blackboard Instant Messenger – In order for faculty, staff or students to use the Blackboard Instant Messenger, an email has to be created through the admin side of Blackboard.

- Total of 55,202 emails were sent in the month of March.
- New courses get invited automatically through the integration:
- Blackboard Login Page – Changed the regular login page to a module page to be able to display a lot more information.
- Created a sliding show banner with the help of PR that provided me with the script to make it work. We also have a section for all the Online programs that the department offers in our login page for Blackboard.

Distance Education WebPage – ONLINE - Virtual Campus

- Distance Education staff has been working with PR in the revamp of the Virtual Campus website. Added the new BAT program and created a banner for it.

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

- New cartridges for MATH have been created are ready for uploading. Waiting for final testing of automated enrollments before moving onto production..

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.

New Online Degrees

- Designers Mike Ayala and Jacob Guerra are currently working with BAT/BASOL faculty in order to bring the Bachelor programs fully online by Fall/Spring of next year

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

- The first online DECDC forms are being filled out. Some minor glitches have occurred and were reported to the development team.

TXDLA

- Mike Ayala has continued his ongoing collaboration with TXDLA.

Course Reviews

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

MOOC

- Jacob Guerra and Jessica Gonzalez are currently working on a MOOC (Massive Open Online Course) that will focus on Developmental Math.

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

- Interviews with prospective candidates continued for Political Science and Public Administration.
- A meeting took place with RAND to discuss possible research needs for ABE level initiatives. The representation from South Texas College explained what they have done so far. The LASS developmental departments would very much like the CB to revisit their rule that ABE level students levels 1-4 will not receive financial aid for any remedial help, but rather give the students a one semester chance to take the lowest level developmental class. This comes from data that, especially the levels 3 and 4 have a 30-50% success rate, either succeeding in the class or testing college ready. That way we can at least bring some students into an academic track.
- A meeting took place with our VPAA to discuss divisional reorganization logistics with regards to the budget and other issues.
- The Dean met with the chair of the Kinesiology department to discuss a power point on facility needs.
- A TSI Placement Scale meeting was held to finalize the placement of developmental students. The LASS dean emphasized the need to finalize the new Developmental Plan as well, which will need adjustment and policy changes with all the new rules in place.
- Over Spring break, the Dean presented at the League for Innovation in Boston on Developmental Student Success as measured by those who were accepted into our BAT programs. Apart from the presentation, interesting workshops discussed the best way to present data, a way to incorporate nature in your classes as an engagement tool, what to do with faculty and staff who are resistant to change, future technology needs, and more.
- 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
- The Dean attended a Collaborate webinar, taught by Simon Rodriguez. It was an informative session where the different functions of Collaborate within Blackboard were demonstrated.
- There was a LASS program chair meeting, where Paul Henley presented on the new IE system, news from the "areas" included the almost completion of the Developmental Plan, an articulation with the University of Houston and the enormous success of the use of social media for art/drama events. Further discussions included a re-evauation of the LASS room distribution, the need to come back from Professional Development trips with a report of some sort, scheduling matters and the pros and cons of seniority of scheduling. Chairs were reminded that facilities usage is tied to rules, and that there are limits to much faculty can teach in the Summer. Several LASS events are upcoming.
- The Dean visited another Puente team, in Weslaco this time, and heard their needs to continue to deliver a successful program. Auxiliary funds remain limited and a huge barrier to success initiatives such as transfer visits and club evenings.
- The monthly Puente phone call was held so that Texas Puente colleges could exchange information.
- The EAPA (Early Assessment and Progress Alerts) taskforce met for the first time. Several recommendations need to be made on when early alerts will take place and who will initiate it, whether a progress report is needed, what role a software system could play, what logistics will be established after the early alert, and what interventions can be used. The LASS division is in the

process of perusing all syllabi for a better idea on how many assessments faculty typically administer and when, whether they take attendance into account for grades, etc. A follow up meeting will probably lead to smaller groups formulating the separate recommendations.

- Friday Afternoon it was time for the President's Administrative Staff meeting, which provided discussion opportunity on the following items: The Achieving the Dream survey, People Admin options, Xitracs review, Fire Drills, Legislative update, Policy revisions, Bond Construction Projects, Annual Facilities report, TASB onsite training, and Preliminary budgets.
- The Dean finalized recommendations for the Political Science faculty recommendations through the last interview and a meeting with Dr. Ballinger
- The Puente faculty from six Texas Colleges (Lee, Palo Alto, Austin, Houston, STC, and El Paso) visited McAllen in the Renaissance Hotel, where Maria Martha Chavez (now CEO at Catch the Next after the passing of John Siceloff) had organized Puente's Spring Institute for Puente fellows and first year Puente faculty. The hotel did an excellent job hosting the variety of workshops and meetings with the Puente folks from California and most of our Puente faculty attended most, if not all, workshops. The Dean attended Friday morning for interesting meetings on future plans, among which a "Pre-Puente" program for lower level ENGL and READ classes. A proposal is presently put together by Puente faculty. The reception agenda was filled with poetry, prose, and research, by UTRGV and STC scholars such as Trini Gonzalez and Monica Alaniz.

- The PDC and PAS meeting on Friday afternoon was devoted to Supervisor training in conducting investigations into faculty and staff misconduct.
- A TSI committee meeting on Monday afternoon produced interesting dialogue on the Developmental Plan, the statement in the catalog on the Developmental programs, the Placement Scale, and the best sequence of developmental classes as prescribed by advisors. Kristina Wilson and Laura Talbot were able to put the finishing touches on a comprehensive document, originally created by the LASS developmental faculty and staff.

LASS organized events:

- The weekend of the 28th was devoted to a second annual Folklorico and Dance competition, organized by our own Center for Mexican American Studies and open to the public. Twenty four groups participated from our own communities and beyond: La Joya, Edinburg, Mission, La Feria, PSJA, Roma,Corpus Christy, San Antonio, Beeville, and even from Sonora Mexico. Best of the best was won by Ballet Folklorico de Navarro (a non-profit organization out of San Antonio). Best female went to a young lady from Paloma Limas and Co. (a non-profit out of McAllen; selected from 300 participants). Best male went to a young man from Dance Centre from Edinburgh).

- The Mid Valley Campus Child Development Center held an open house and Art Show. In spite of rain and wind, thirty parents braved the elements to visit the center, where Center staff, teachers, and Child Development faculty had gone above the call of duty to make this event a great success.

- It was "Girls Day" at the Mid Valley Campus last week, a day organized by the Latina Club with active sponsors such as Jenny Chamberlain (Sociology) and Laura Gomez (History). Also the instructors that took part included Rachael Brown (Art), Rainlilly Elizondo (History) Carolyn Burks (English), William Greene (Government), James Blair, (Criminal Justice), Ana Valladarez (Business), Juan De La Cruz (Computer Science) and Nicolas Gutierrez (Computer Science), as well as a presentation on Creative Thinking by the Student Life department. There were 8 topical workshops (12 slots) and 4 scheduled campus tours. The history department provided for funds for pizza, and Mr. Montez provided drinks and snacks for our guests, as well as welcoming them to the college. Dr. Debbie Villalon, although not present at the event, donated pink STC drawstring backpacks, which each girl received. The event was the brainchild of the Latin@sClub, and they got the information out to the schools, speaking to principals and counselors to promote the event, as well as volunteered as guides.

- The Annual Human Trafficking Conference was held in the Cooper Center with interesting presentations by scholars, journalists, and law enforcement officials from over the nation and even the world, Texas, California, Oklahoma, El Salvador and Mexico. A full well designed and implemented program on March 25 and March 26 kept us informed and mesmerized by the many aspects involved in human trafficking. Credit for organization and recruiting for this conference should go to the folks from UT Brownsville and our own Jenny Clark.

Upcoming LASS events:

- <u>WILD's International Animation Festival is this Tuesday, April 7, at 8 PM</u>
  in the Building D Auditorium, Administration Building, Pecan Campus, South Texas College, McAllen. In response to an invitation from WILD (Writers In Literary Discussion – the oldest student organization at STC) to world-wide animators, see animation from various parts of the world. Numerous countries are represented for a unique animation festival not found anywhere else. All people are invited. For more information, contact Tom Fuschetto at 872-3487
- <u>WILD's Short Film Contest.</u>
  Rules: 1.Your film may not be any longer than 20 minutes. There is no minimum length requirement. 2. Your film must have a plot. 3. Your film must include a title and credits. A committee will determine if your film can be shown in the contest. Bring your film to Tom Fuschetto at the Pecan Campus of South Texas College. (J-3.1112) (<u>tomf@southtexascollege.edu</u>). 4. Deadline: April 20th. Films will be at the D Auditorium on April 21st at the Pecan Campus of STC.
- <u>WILD Presents The Cristina Show Wednesday 3/25/ from 3-4 PM. EVENT</u>
  Cristina Rios presents her one-woman show in the student lounge this Wednesday from 3-4 PM. Admission: free. For more <u>information, contact Tom Fuschetto at 872-3487 (tomf@southtexascollege.edu).</u>

- WILD's International Animation Festival. Tuesday 4/7 8 PM Building D Auditorium. EVENT – WILD (Writers in Literary Discussion) Pecan Campus Auditorium, STC. All people are invited. For more information, contact Tom Fuschetto at 872-3487 (tomf@southtexascollege.edu).
- WILD Poetry Reading. 8:00 PM to 9 PM. Tuesday 4/14 8:00-9 PM Building D Auditorium. Student Lounge, Building D, Pecan Campus, South Texas College. FREE. A line-up of live expressions. Poets in alternating series of short intervals! FREE. All people are invited. For more information, contact Tom Fuschetto at 872-3487 (tomf@southtexascollege.edu).
- Wednesday 4/22 3-4 PM -- The WILD SHOW (Writers In Literary Discussion) EVENT – Film: FREE. Student Lounge, STC. Original Short films created by WILD for a one-hour presentation. All people are invited. For more information, contact Tom Fuschetto at 872-3487 (tomf@southtexascollege.edu).
- Tuesday 4/21 – 8:00 PM WILD's Film Contest. Building D Pecan Campus Auditorium, STC. FREE. See original films shown for the first time: dramas, comedies, tragedies, romances, satires, parodies, and experimental cinema. The winners will be decided 50% by a jury of film personalities and 50% from audience-participation ballots. All people are invited. For more information, contact Tom Fuschetto at 872-3487 (tomf@southtexascollege.edu).
- Tuesday, 4/28 -- 8:00 PM WILD's Awards. Building D Pecan Campus Auditorium, STC. 8:00 PM. FREE. *The WILD Awards Ceremony*. Building D, Pecan Campus, South Texas College. The only films shown will be those that won awards as determined on Nov. 27th. All people are invited. For more information, contact Tom Fuschetto at 872-3487 (tomf@southtexascollege.edu).
- On **March 5, 2015**, the Faculty Advisors and Student Officers of the Starr County Campus Psychology Club were invited and attended the State of Starr County Address at Ft. Ringgold Multipurpose Center in Rio Grande City, TX from 6-8pm. Starr County Judge Eloy Vera delivers the State of the County Address every two years. Judge Vera elaborated on the latest developments of Starr County in the last two years (i.e., education, economy, businesses, etc.) and what the future looks like. Rose Benavidez served as the Mistress of Ceremonies. There were many community leaders and elected officials present from Roma, Rio Grande City, San Isidro, La Grulla, and Escobares – all cities in Starr County. The members enjoyed learning more about Starr County.

- Community volunteers are invited to attend devising workshops scheduled on Saturday, March 21, from 12:00 p.m. to 5:00 p.m., Sunday, March 22, from 1:00 p.m. to 6:00 p.m. and Monday, March 23, through Wednesday, March 25, from 7:00 p.m. to 10:00 p.m. All workshops will be held at the STC Cooper Center for Communication Arts Black Box Studio, located at 3201 W. Pecan Blvd. in McAllen. The final community sharing will be held Thursday, March 26, at 8:00 p.m. at the STC Cooper Center for Communication Arts Main Stage.

- ATC is a group of peace builders and artists who use applied theatre techniques to establish creative space for dialogue, understanding and relationship building at the grassroots level. ATC believes in participant-centered pedagogy that is heavily influenced by Brazilian writer, activist, and educator Paulo Freire. This approach places participant interests first and puts them at the center of their own quest for change. ATC will use storytelling, devising, improvisation, and Augusto Boal's Theatre of the Oppressed techniques to create ***We're Here Now***
- On **March 17, 2015**, the Starr County Campus Psychology Club hosted its 4th Starr County Mental Health Awareness Conference at the STC Auditorium in RGC from 2:30-3:50 pm. Mayra Avila,

Coordinator of Counseling Services at South Texas College, presented on "Laughter Yoga," where she discussed the history and benefits of laughter yoga and proceeded with a demonstration session.

From the Art Department, March 2015

- Richard Lubben was appointed to the Taskforce on Advocacy for the College Art Association
- Art faculty met on Saturday, March 21 to discuss how to improve the department, program and to divide college/department service up transparently and equitably. The faculty worked together collegially and enjoyed a potluck lunch over the three hour gathering. Meeting minutes have been forwarded to Deans.
- FT Art Faculty voted in the March monthly department meeting to make the Saturday, April 18 professional development workshop mandatory for all FT art faculty in order show a serious effort. The workshop will prepare part-time faculty for significant changes in our summer and fall class syllabi, required common course content changes and the implementation of a common assignments to assess the new core objectives. Part of the purpose of this workshop and meeting with full-time art faculty will be to build a better relationship between part-time and full-time faculty through mentorship, as well as to clarify course expectations and align content. Each dual enrollment faculty member has been assigned a FT faculty mentor who will later visit the dual enrollment classroom to promote the college and Art Department. The HS faculty will receive 3 hours of CPE credit for their attendance.
- A new department promotional brochure with degree plans was designed by Pedro Perez and will be used for recruitment and promotions
- Department faculty sub-committees were formed from volunteers and began work on promotional videos with Dean Buhidar
- The 10th Annual Human Rights Art Exhibit is open from March 22-April 24 at the Cooper Center: http://www.humanrightsartexhibit.com/
- Richard Lubben was invited to present at an international conference at the University of Ottawa in June, 2015
- The Art Department hosted the Laredo Community College Faculty Exhibition and were invited to exhibit at their college next semester.
- Five studio art courses were approved for fall core inclusion by the THECB. As of now, only Amarillo College and STC have successfully revised master syllabi and justifications to meet state requirements for the creative arts core component area.

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

Division Dean

- Presented at the Community College Baccalaureate Association in Boston on March 8, 2015. There was much interest in our institution's leadership in creating Pathway from Certificates, Associates, Dual Enrollment, and Early College High Schools to Baccalaureate Degrees.
- Participated in South Texas College 2013 Bond Program and contributed to the Schematic Design for STEM building at Pecan, Mid-Valley and Starr County Campus'
- Participated in a Webinar conducted by Rand Consulting team. Only minor changes were discussed
- Presented at the Achieving the Dream Conference in Baltimore, Maryland, to discuss "Building a Pathway to the Baccalaureate, From Dual Enrollment, Stackable Credentials, and Competency-Based Learning"
- Met with National American University to discuss dual enrollment between our Bachelor Programs and their Master's Degree program in Business Administration and Healthcare Management
- Participated in the Search committee for the hiring of Associate Dean for Institutional Research and Effectiveness
- Hosted a signing ceremony with University of Houston. The agreement between South Texas College and University of Houston will allow students to seamlessly transfer to the College of Pharmacy at University of Houston upon completion of all required admission criteria
- Attended Mandatory Training for all Supervisors. During this training, participants were informed about Employee Performance Issues and Misconduct
- Attended meeting with UTRGV to discuss Competency Base Biomedical Sciences
- Attended TSI committee meeting to finalize Developmental Plan
- Presented progress report to Advisory Committee for Bachelor of Applied Technology in Medical and Health Services Management

University Relations

- Held weekly visits from The University of Texas Rio Grande Valley (UTRGV), Fidencio Tamez & from Texas A&M Kingsville- Education Department, Dr. Gina Garza-Reyna, at the Pecan University Relations Center, where each provided office hours and information sessions to student interested in transfer
- Held visits from UTRGV at the Starr Co. & Mid-Valley Campuses.
- Welcomed Texas A&M Kingsville-MBA program academic advisor, Ms. Kim London, at Pecan campus and held an information table in the Student Activities Building and visited STC Bachelors program classes, to provide transfer course information to students
- Coordinated visit from Texas A&M Kingsville Education Department – Ms. Lydia Landin at the Pecan campus. Ms. Landin provided testing services, advisement, & registration at the University Relations Center for current transfer students on March 5th & March 26th.
- Hosted Dr. Greg Sawyer from Texas A&M University Health Science Center was on-campus Thursday, March 5th to visit classes in the Bachelors program as well as to meet with department chairs to discuss possible collaborations
- Arranged Signing Ceremony to formalize a 2+2 Co-Operative Agreement with the University Of Houston College Of Pharmacy on Friday, March 27th. Sent invitation to all STC Administrators and University of Houston alumni (faculty)

- Hosted University of Phoenix representatives who held information tables on March 5th at the Mid-Valley campus & March 25th at the Starr Co. campus for students interested in transferring
- Held various Study Abroad in the United Kingdom meetings with Faculty Mentors, Robin and Liana Andreasen and planned Summer 2016 program to England with Ms. Delia Magdaleno.
- Met with Texas A&M University – Kingsville Engineering Department staff, Dr. Nix & Director of Engineering Success Center Austin McCoy, March 18-19th, to help with recruitment for their new Engineering course offerings at the Citrus Center in Weslaco for Fall 2015. Also assisted TAMUK representatives with information tables and dissemination of information regarding registration for the classes as well as transferability. Plans for an evening information session for students are in progress.
- Welcomed representative from University of Texas San Antonio, Mr. Jeff Driskill, March 24th at the Pecan campus and held an information table in the Student Activities Building to provide transfer information to students.
- Welcomed a representative from Texas A&M Health Science Center, Mrs. Cyndi Beltran-Torres, on March 24th at the Pecan campus and held an information table in the Building K to provide transfer information to students.
- Welcomed Dr. Coral Noonan-Terry & Mrs. Vina Brown from National American University (NAU) Monday & Tuesday, March 23-24th, to visit classes in the Bachelors program as well as to meet with department chairs to discuss possible collaborations.
- Welcomed NAU representative, Valerie Gamez, who held a luncheon at the Nursing & Allied Health Campus on March 25th for prospective nursing students.
- Attended UTRGV Transfer Day on March 26th for students interested in transferring. Various departments were in attendance to assist students with admissions, advising, & financial aid help.
- Welcomed Dr. Patricia Longoria, OLLU, in University Relations Center and discussed continued collaborations between both institutions.
- Welcomed representative from Texas A&M Kingsville-College of Business, Ms. Cindy Longoria, on March 31st at the Pecan campus and held an information table in the Student Activities Building to provide transfer information to students.
- Hosted UTRGV Monday, March 30th on the Pecan campus in the Student Activities Building (Building H) to provide transfer information to students
- Hosted Texas A&M University-Kingsville representative, Dr. Gina Garza-Reyna, who held weekly office hours (Tuesdays 3pm – 6pm) in the University Relations Center to provide information on transfer to their Education program
- Planned a study abroad meeting for Tuesday afternoon to discuss current plans and future plans for study abroad opportunities for STC students
- Hosted Texas A&M University – Kingsville Business program representative, Ms. Cindy Longoria, Tuesday, March 31st on the Pecan campus in the Student Activities Building (Building H) to provide transfer information to students

New Mathways Project

- Contacted all current NMP students currently enrolled in the Developmental Math Foundations course to schedule one-on-one meetings in order to begin enrollment into the Academic Statistics course for Fall 2015.
- Conducted classroom visits at all 3 campuses in an effort to identify and contact all potential NMP students who are currently enrolled in Math 80, Math 85, or Math 100 to inform them of the program and its benefits.
- Continued coordination efforts with Dr. Aparna Ganguli, Dr. Mahmoud Fath El-Den, Mr. Mario Morin and Rene Zuniga as well as involved faculty members with the creation of the Fall 2015 NMP course schedule and offerings.

- Initiated Fall 2015 semester recruitment, advising and assistance with registration. Scheduled travel to Starr and Mid-Valley campuses to provide information to Mathematics faculty and college advisors about recruitment efforts for the Mathways classes
- Continue effort to present Mathematics classes at Pecan, Mid-Valley and Starr Co and inform students of the opportunity to fulfill their college mathematics requirements via the New Mathways courses
- Collaborate with Willie Johnson, Nancy Garcia and other advising staff to communicate and answer questions regarding New Mathways advising efforts
- Create and send postcards to prospective NMP students to garner interest and provide information about the program to potential students
- Collaborate with UT Dana Center about on-going communication amongst the STC faculty and staff working-on this program
- Scheduled UT Dana Center researcher, Ms. Jennifer Dorsey, for a visit to STC this semester to gather data from STC faculty currently teaching the NMP courses. This visit will take place sometime in later April or early May

<u>Bachelor Programs</u>

Technology Management TGMT

- Provided Fox News TV highlights pertaining to STC Bachelor programs
- Attended National Honor Society LIVE broadcast on 3/17/2015 titled "Thrive." Adrianna Huffington, who founded The Huffington Post, spoke to STC Bachelor of Applied Technology students. Shared advice and spoke about redefining success and creating a life of well-being, wisdom and wonder. The students also used FACEBOOK and TWEET to direct questions to Ms. Huffington.
- Held Mock Interviews on Saturday, March 21, 2015. A total of 39 Bachelor of Applied Technology students were given the opportunity to participate in an interview format in front of an expert panel consisting of Mr. Arnoldo Canales from the STC Career and Employer Service. Mr. Canales offered feedback on student's cover letter and resume and answered student's questions about success in the workplace.
- Hosted Coral Noonan-Terry, Ph.D. who spoke to Bachelor of Applied Technology Management students regarding National American University during lecture classes on Monday, March 23, and Tuesday, March 25, 2015. She presented the requirements to be admitted to Graduate School at National American University and answered questions from Bachelor of Applied Technology Management students.

Computer & Information Technology CIT

- Participated in South Texas College Mid-Valley campus Annual Girls Day at College on March 27, 2015. Computer Science Instructors: J. L. De La Cruz and Nicolas Gutierrez (pictured far left and far right). The students pictured with their consolers (Melinda Sosa next to Mr. Gutierrez and Brianna Buenrosno not shown) are freshman from Mercedes High School.
- Mr. De La Cruz described how his computer science degree helped him attain his childhood dream of working on the space program. He discussed the importance of giving back to the community having served on the national board of directors of the Society of Hispanic Professional Engineers. He mention factories in the Rio Grande Valley producing products with 3D Printers. He discussed the manufacturing SpaceX rocket engine components through 3D technology and the impending construction of the SpaceX launch site in Brownville. Mr. De La

Cruz conclude the presentation with a review of the 22 Most Powerful Women in Engineer, 20 of them with either degrees or direct links to computer science. The top women engineer is the president of SpaceX. Mr. Gutierrez presented a brief view in the fun activities students were engaged in as Computer Science majors at STC. These high level games showed the enthusiasm of the presenter as he demonstrated his game. Even though the games look high level, students must start from the beginning, so he then showed the type of projects students worked on in earlier courses, along with pictures of code and the console games they worked on. Mr. Gutierrez moved on to the next topic which was Robotics in programming. He starting with a video for block detection, which shows the excitement of the students as their robot must knock down all the blocks in a 3 minute time limit. He also demonstrated a video which was held in a programming tournament the year prior which showed 7 robots dueling each other in a sumo style competition while the students cheered for their robot. In conclusion, Mr. Gutierrez had the students ask questions about the robots, games, and the Computer Science field in general.

- Attended the 2015 Game Developers Conference (GDC) from March 2 – 5. The GDC attracts well over 24,000 attendees, most of which are programmers, artists, producers, game designers, audio professionals, business decision-makers and others which are involved in the development of interactive games. With over 400 lectures, panels, tutorials and round table discussions by top industry experts, Dr. Wu and Mr. Gutierrez had a variety of choices on which sessions to attend.
- They both attended several conferences which provide an immersive learning experience by leaders of top industry companies such as Microsoft, Google, and Unity, and then split up to attend sessions which would best benefit them in their courses. The knowledge gained of the latest game design, programming, and technology will benefit our students in the classroom.

- Dr. Wu focused on the GDC smartphone & tablet games summit which focuses on bringing together the top game developers from around the world to share ideas, discuss best practices and to consider the future of gaming on mobile platforms which would include iOS, Android, and Windows mobile app. This summit provides a view into the game design and successful strategies which are specifically tailored to popular smartphones & tablets. Mr. Gutierrez focused on the GDC Educational summit which focuses on bringing forward the most innovative and exciting ideas in game education today. In this summit, the attendees can discover new experimental and inventive educational approaches which they can bring back to their faculty and classrooms. Educators from established game development programs come together to discuss challenges they'll face in the next few years. This summit provides a great professional development opportunity to explore how new areas of game education will advance the field for the next generation of students.
- Visited Hidalgo and Starr County Dual Enrollment classes taught by South Texas College STEM Instructors, Mr. J. L. De La Cruz, far right top picture.

- Some school districts are large such as PSJA High School and provide a high school teacher, Mr. Michal Ledesma, rear, far left. Other school districts are small like Progresso Early College High School and have instructional facilitators and counselors such as Ms. Leticia Aguilar and Ms. Maria Castaneda, back row with Mr. De La Cruz. The high school teachers, counselors, and facilitators monitor the class room equipment and progress of the students. These students represent the top achievers in their respective class. In Computer Science COSC 1301, students learn about computer hardware, operating systems, networking, and microcomputer application software, including the Internet. Additionally, students produce a group project on Technology for their prospective careers.

<u>Science</u>

Engineering

- Professor Martin Knecht met with Dual Enrollment Program Academy, Kim Crawford, to plan Summer Waterbotics Camp on Starr County Campus. The Texas Workforce grant will be instrumental in the effort to attract 9th and 10th grade students in the Rio Grande City and Roma areas. The camp is scheduled for the first week in August and up to 60 students are expected to participate. The success of the event will help determine the possibility of a Dual Enrollment program in Starr County.

Biology

- Dr. Edwin Tamayo participated as program director and primary lecturer for the preparation and implementation of the 2015 Health and Wellness Seminar-Workshop. The community outreach held every first Sunday of the month January to December 2015 at Edinburg Community Center in Edinburg, TX. Seminar series held throughout the year include the TRUTH ABOUT CANCER March 24 – April 28. Areas of discussion will be Modern Medicine and the Cancer Pandemic; Your First Line of Defense; and Eliminate These “Dirty Dozen” to Prevent Cancer.

Melba Treviño
Division Dean – Nursing and Allied Health

Dean's Activities:

- **March 2, 2015** – Dean Trevino attended the Texas Regional STEM Degree Accelerator Grant Initiative
- **March 3, 2015** – Dean Trevino attended the course repeaters task force
- **March 16, 2015** – Dean Trevino talked with Doctor's Hospital regarding another proposal. Doctor's Hospital has another proposal for us. They want us to participate in the same DOL Apprenticeship grant that was discussed when we first started talking. They have evidently found a loop hole in the grant to allow high school students to be part of the grant. What they want to do is partner with STC and TSTC, so that they cover the entire region, and offer a Pre-apprentice year to students coming from any of the high schools in the region. The idea is to have the colleges commit slots to programs. Below is the list of programs they think fit the grant. They are going for the full amount of the grant, 5 million over 5 years. This would allow us money for faculty. In kind we could list facilities, time spent with students and faculty. They want to employ students themselves or find other employers, while they are pursuing a pathway to a certificate or a degree. Along the way the student may get several certificates, such as CPR, even before they finish the certificate. Their goal is to become recognized as a Certified National Apprentice Program; the only one in the nation in healthcare.
- **March 17, 2015** – Jayson Valerio, Program Chair for A.D.N. received an email from the Board of Nursing asking for some clarification on the Pilot Project, a crosswalk of high school and STC courses and a matrix of how the courses are laid out semester by semester. PSJA will provide the crosswalks and matrix. According to PSJA, seventy percent of the Pilot Students are doing well in anatomy!
- **March 18, 2015** – A meeting was held where updates on the adjacent parking lot to Nursing is being built. Everything seems to be marching as planned.

Division Activities

- **March 4 – 5, 2015 -** a total of 6 tours were conducted to 240 potential students. Many showed interest in the different programs that Nursing & Allied Health Campus has to offer and left in awe of the advanced technology that is waiting for them to guide them in their prospective careers!
- **March 6, 2015 –** Texas Medicaid & Healthcare Partnership came to visit our OTA Program to offer an overview of the Texas Medicaid Program to graduate level students. Our Faculty and Students were thrilled with her visit and showed an intense interest in all the changes taking place in the Medicaid environment.
- **March 23, 2015 –** Dr. Roberto M. Gonzalez and Dr. Robert Gonzalez Jr. was Medical Director for EMT. This is proved valuable as Department of State Health Services and Bureau of Emergency Services is going to request Medical Directors to be certified by the state and STC- NAH is ahead of the game!
- **March 25, 2015 –** Conflict Resolution was at the Nursing & Allied Health Campus providing students with information regarding Title IX and department services.
- **March 26, 2015 -** A meeting with Doctors Hospital at Renaissance and STC NAH Program Chairs was held to discuss a grant which will provide an opportunity for the community to acquire a certification while also working at the different locations that have joined under this grant.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **Mid Valley Campus Advisory Committee**
  Meets the fourth Thursday of every month to discuss valuable information about the campus. Faculty and staff discuss issues concerning the campus
- **Office of Student Life at the Mid-Valley Campus**
  Sponsors many events during each month for the benefit of students. Events can range from promotional Student Government events to fun events for the students.
  - SGA Kick Off Meeting – every Thursday at 4pm
  - Student Leadership Academy – Every Wednesday at 4pm
  - SGA Meeting – Every Tuesday at 4pm
  - Hoop It Up – Every Thursday at 10am
  - Gamer's Day – Every Monday at 10am
  - Fitness Academy – March 4th & 18th
  - Spring Break Blitz – March 5th
  - Student Needs Survey – March 18th & 19th
  - Dodgeball – March 18th & 19th
  - Volleyball – March 4th
  - Cesar Chavez Day – March 31st
  - Mobile Blood Drive – March 24th
  - Ping Pong Tournament – March 25th
  - Voter Registration Week – March 23rd through 26th
  - Arm Wrestling/Flexing Competition – March 4th
  - Rio South Texas Economic Council Focus Groups – March 27th
- **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 Wednesday at 1pm
  - Baptist Students Ministry – Meet Tuesdays and Thursdays at 1pm
  - Literary Arts Society – Meets every Thursday at 4pm
    - Read for a Raspa Event – March 18th
  - Latinas Club Meeting – Meet every Thursday at 4pm 26th
  - Girl's Day at College – March 27th
  - Brazilian Jiu Jitsu Club – every Monday, Wednesday and Friday at 3pm
  - Political Science Club – March 31st
  - Social Work Club – Every other Tuesday at 1:00pm
    - Donation Boxes Fundraiser – all month
    - Spring Break Awareness Presentation – March 3rd
  - Puente Club Meeting – March 19th
  - Pop Culture Club Meeting – March 5th and 24th
    - Card Tournament Fundraiser – March 27th
  - Human Resources Club Meeting – March 18th
  - Psychology Department Active Student Meeting – Every other Tuesday at 4:15pm
- **Dual Enrollment Academies Program**
  Every Friday, students enrolled in the Dual Enrollment Academies Program participate in a workshop and/or presentations. 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 and Welding.
- **Library Services**
  - Celebrates Womens's History Month
    - Guest Speaker Karen Abbot-"Liar, Temptress, Soldier, Spy" – March 4th
    - Guest Speaker Maria Agui Carter – "Q&A Rebel" – March 16th
    - Film Series "20 Feet from Stardom" – March 25th & 26th
    - Mohegan Tribal Linguist – March 30th
- **Student Outreach Department**
  Elementary, Middle and High School Students from different districts come to tour the different areas/departments at our campus. Student Information and Student Life/Wellness assist Outreach dept. in engaging students in activities that show what the campus has to offer. Outreach also assists in complete student registration process.
    - Mercedes Academic Academy Clearance Event – March 26th
    - New Hire Academy Tour – March 26th
    - La Villa ECHS Tour – March 27th
    - Donna North Clearance Event – March 30th
    - Santa Maria Tour – March 31st
- **STC Departmental Trainings and Workshops**
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - Retention and Transfer Services Dept. – Priority Registration for Business, Education and Kinesiology Departments – March 2nd – 5th
  - Psychology Department – Dr. Blake Armstrong
    - Holocaust Lecture, Presentation and Video – March 16th
  - Sociology Department – Jenny Chamberlain & Sylvia Flores
    - Transgender 101 Presentation –March 2nd & 3rd
    - Sex Trafficking Conference Live Stream – March 25 & 26th
  - History Dept. – Rainlilly Elizondo & Laura Gomez
    - Round Table Discussion for Capstone Students – March 2nd, 23rd & 30th.
    - Reader's Theatre Night – March 19th
  - Valley Scholars Student Meeting – March 20th
  - Phi Theta Kappa
    - Orientation – March 17th
    - Teleconference – March 24th
  - Distance Learning – Blackboard Training – March 4th, 24th
  - Career & Employer Services Dept. –
    - Resume and Interviewing Workshop – March 17th
    - Backpack to Briefcase Workshop – March 17th
  - University Relations Dept. –
    - University of Phoenix Visit – March 4th
    - Lamar University Visit – March 17th
    - UTRGV Transfer Visit – March 24th
    - UTSA Transfer Track Visit – March 24th
    - Texas A&M Health Science Center Transfer Visit – March 31st
  - Biology Dept. –
    - Biotechnology Workshop – March 20th

- Arts Dept. – Creative Wellness Workshop – March 25th
- Office of Judicial Affairs – Title IX Information Table – March 25th
- MVC Child Development Center – Parent Workshop – March 20th
- Counseling Department Meetings – March 16th, 24th

- **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 Regional Spelling Bee – March 7th
  - Texas Dept. of Child Protective Services hold "Visitation Matters" Training – March 6th
  - Educate Texas holds meeting for various ISDs – March 23rd
  - VIDA Counseling Sessions for Nursing students– Every Monday 10am-5pm, Wednesday at 12pm, Tuesdays at 12pm
  - Mid Valley Gideon's distributed bibles to students – March 24th
  - Jackson Hewitt Office Staff Training – March 27th
  - PEO International Training Session – March 28th
  - Rio Grande Valley Engineering Initiative Information Session – March 26th

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Working w Outreach to coordinate campus visits
- Coordinating w TMC Head Start to continue cohort
- Continuing to contact RGCCISD Superintendent for partnership
- Partnering w UTRGV for facilities use for annual conference
- Working w ISD to promote banner placement on campus
- Coordinating speaking engagement w gear-up Dual 2 Degree
- Making contact w San Ysidro ISD to promote scholarship drive
- Contacting RGCCISD for support w scholarship drive
- Contacting Roma ISD for Support scholarship drive
- Working w Starr County Sherriff Department for more activities on campus
- Contacting area principals for recruiting events for Summer/Fall enrollment
- Coordinating w Roma HS principal to recruit graduating seniors for Fall 2015
- Coordinating w RGC HS principal to recruit graduating seniors for Fall 2015
- Coordinating w Grulla & San Isidro HS to recruit graduating seniors for Fall 2015
- Seek out Agrilife to discuss annual early childhood event
- Work w faith-based community to plan events
- Scheduled to speak to 350 Roma HS seniors on Wednesday April 1
- Coordinating w Roma HS counselor to discuss scholarship for 2016
- Working w RGV Hospital to promote Business Administration program

Campus Events

- RGC Police Department training Auditorium 3-2
- Student Needs Assessment-Counseling Department 3-3
- Criminal Justice Pizza sale Building E 3-3
- Student Government Association 3-4
- Live Streaming Event from Capitol 3-4
- SLA Kick-off meeting 3-5
- Positive Attitude presentation – Counseling 3-5
- Campus Tour RGCCISD 3-6
- Building Resilience in Difficult Times as theme for event 3-17
- 4th Starr County Mental Health Awareness Conference 3-17
- Phi Theta Kapa event 3-17
- Resume Writing & Interviewing Skills 3-17
- St. Patrick day event auditorium 3-17
- Fast Track RGC 3-19
- Valley Scholar Meeting 3-20
- UT-San Antonio recruiting in E building 3-23
- Faculty Senate Meeting 3-24
- Back pack to briefcase event auditorium 3-24
- Cesar Chavez Blood Drive event 3-24
- 3rd Annual Transgender Conference 3-24
- Title IX training building E Lobby 3-24

- Overcoming Test Anxiety 3-25
- University of Phoenix recruiting 3-25
- Texas Agrilife Conference 3-26
- Sex Trafficking Conference 3-26
- Cultivating youe Vision Event 3-27
- Priority Registration 7 sections Political Science Program all week
- Priority Registration Blue Print Reading Program all week
- Priority Registration Education Program all week
- Priority Registration English Composition class one day

Facilities Related

- Contact w Border Organization planning annual event on campus
- Visit from Planning & Construction review needs of campus for furniture
- Meet w Planning & Construction kick-off event for NAH Building Bond
- Meet w Planning & Construction kick-off event Library Building Bond
- Coordinating w Security to reposition cameras on Building J for better visibility
- Work order to tint auditorium windows in networking area
- Phone lines out on 3-16 morning hours-Service restored
- Printers out on 3-16 morning hours – service restored
- Coordinating for more cafeteria menu items
- Begin Fall 2015 enrollment campaign
- Gathering recruiting items from departments to distribute at high school events
- Work Order to install flag poles represent high schools
- Installation complete plasma Campus Administrator office
- Monitoring roof leak faculty office E building
- Monitoring progress new furniture for campus

Yvette Gonzalez
Project Manager - Academic Advancement

GOT Program

- Post messages in GOT program Facebook page to inform and encourage GOT students to participate in campus events, workshops, and other academic opportunities.
- Mailed 279 certificates of achievement to GOT students who completed their degree during last academic year.

Academic Affairs Highlights

- Assist with presentation development for the following proposed presentations in Academic Affairs, conferences, and Education & Workforce Development Committee meetings:
  - EWDC: Center for Mexican American Studies; Pathway to Baccalaureate Degree; Women In Technology
- Academic/Campus Booklet Development - Assist with booklet development for following areas:
  - Nursing and Allied Health; STARR county Campus Recruitment Brochure; Valley Scholars Starr County Student Profile
- NAH Booklet Update Meeting – March 27, 2015, met with program chairs to review requested program data and information to compile booklet accordingly.
- TASB Onsite Training – March 26, 2015, Employee Performance issues and misconduct training
- Assist with development of Academic Affairs related highlights for current and upcoming month. Highlights recognize academic division/program/campus events and accomplishments which are presented to Cabinet &included in the Academic Affairs website.

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

- Emailed and met with current Honors students regarding Graduation and visiting office to review honors program completion credits to receive honors cords in April.
- Processing NOE stipends to participating Honors program Instructors for Spring 2015 who submitted required documentation. Documentation sent to instructors who haven't submitted after the deadline to facilitate documentation submission.

Jessica S. Garcia
Coordinator – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - Fundraising – Created master list of all contacts for the 10th Annual ANWTS to share with the President's office. Continued to gather new contacts for ANWTS. Requested updated Vendor List from Business Office. Updated Chamber of Commerce lists for 2015. Met with PR to discuss updates to the ANWTS website. Donations received in March: Cash - $1,250.00; In-Kind - $297.00; Pledged - $2,750.00. Held a Spring Arts and Craft Sale to raise money for the student club account.
  - Recruitment – Continued receiving student lists from school districts and sent letters to top 10% students from Hidalgo ISD, Mercedes ISD, Mission ISD, PSJA ISD, Weslaco ISD, and Rio Grande City ISD.
  - Retention – Held Valley Scholars meeting at each campus on Mar. 20, 2015 to update students on upcoming events and opportunities. Students met with the Student Success Specialist for advisement, early registration for Spring 2015, and to make sure they are on track to graduate. Worked with admissions to verify all VS students on track to graduate were included in the list of Spring 2015 graduates and confirmed participation on Marching Orders. Sent emails to VS encouraging them to apply for the STARS Scholarship. Continued contacting students flagged as "in need of academic assistance" from the Early Alerts sent to faculty and discussed support services available at South Texas College. Sent student nominations to Who's Who Among Students.
  - College Tour –Valley Scholars Program students participated in a College Tour from March 25th - 27th to learn about transfer opportunities at Texas public universities. The students visited five universities including: UTSA, Texas State University, The University of Texas at Austin, Texas A&M College Station, and TAMUK.
- **Phi Theta Kappa**
  - Meetings – Held February General Meeting on Wed. March 25, 2015 to discuss upcoming events and scholarship deadlines. Held Officer meeting on Tuesday March 17, 2015.
  - Recruitment – Held a new member orientation on Tuesday, March 17th to present benefits and information about joining the honor society. Students who received invitations to join were able to ask questions regarding membership. Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa.
  - Retention – Students met with the Student Success Specialist for advisement, early registration for Spring 2015, and to make sure they are on track to graduate. Sent student nominations to Who's Who Among Students.
- **Honors Program (Yvette Gonzalez)**
  - Emailed and met with current Honors students regarding Graduation and visiting office to review honors program completion credits to receive honors cords in April.
  - Processing NOE stipends to participating Honors program Instructors for Spring 2015 who submitted required documentation. Documentation packet already sent to instructors who haven't submitted after the deadline to facilitate documentation submission.

Kristina Wilson
Officer - Academic Grants and Projects

Grant Oversight

- **THECB Carl Perkins Grant**
  - Participated in a meeting on the Promotion of CTE programs using Perkins funding on February 24.
  - Submitted the Academic Affairs' portion of the 2015 bi-annual report to the Grants Compliance Office.
  - Continued working on plan for use of Perkins Promotional Funds.
  - Received requests for additional information for the Perkins Bi-Annual Report. Followed up with area leaders as needed.
- **HSI Title V Grant (Department of Ed.)**
  - Co-lead the Faculty Advising (FA) Steering Committee meeting on March 20. The committee reviewed the list of skills and competencies needed by FAs and grouped them into subject areas/themes. Began discussion of ideal training model for faculty based on subject areas.
  - Met with Lead Faculty Advisors to assign tasks: researching faculty advising models at other community colleges in Texas; researching current FA practices within their academic divisions.
  - Participated in the hiring committee for the Faculty Advising Coordinator.
  - Met with Lee Grimes regarding pending grant activities in preparation for her 6-week absence.
  - Participated in an active learning classroom planning meeting on March 27 with representatives from Planning & Construction and IT. Pending issues were identified and timeless for action were established. A follow-up meeting will take place on April 10.
  - Met with IT regarding technology for the Tier One ALCs on March 30.
- **Texas Regional STEM Degree Accelerator – Phase 1**
  - Facilitated the Regional March 2 in partnership with RAND, Educate Texas, and regional partners. Approximately 50 people attended. Strategies in the following areas were discussed: STEM recruitment/career exposure, student supports, professional development, & regional collaborations.
  - Maricela Silva and Fernando Chapa participated in training on the Burning Glass tool.
  - Created list of next steps in the pursuit of Phase 2 of the grant.
  - Participated in the grant RFP webinar on March 16. An updated RFP was distributed before the start of the meeting. The application deadline was extended to May 11.
  - The proposal now requires a focus on faculty engagement. Professional development for faculty on active learning methods is recommended.
  - STC has the opportunity to submit a draft of the application for feedback by the Advisory Board. Draft is due by April 2.
  - A meeting with a small group of partners is scheduled to take place on March 24.

- Met with Dr. Esmaeili and Maricela Silva on March 27 and 28 regarding the Advisory Board Feedback from that is due on April 2. Prepared information on Professional development that can be included.

- **Academic Grants – Compliance**
  - Met with the Grant Compliance team on March 19 to review current grant tracking process in place. The Grants department will submit Board documents on new grants to Academic Affairs will distribute a grant manager check-in document in the upcoming weeks.

<u>Grant Development</u>

- **Recently Awarded: 1 Grants**
  - Jobs and Education for Texans (JET)
    - $133,189 awarded, will fund equipment for the Emergency Medical Technology Program, including a fully equipped ambulance to be used in the training of students.
- **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)
    - 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
        - STC hosted a regional meeting on March 2 in partnership with Educate Texas and other grant partners. Regional workforce data was reviewed and the participants identified ideas for student success strategies.
        - The Advisory Board Feedback form is due April 2.
        - The application is due May 11.

<u>Academic Projects</u>

- **Persistence Strategies**
    - Participated in the Taskforce meeting on Course Repeaters on March 3.
    - Requested updates from Persistence Strategy Owners, to be shared during Academic Council on March 23.
    - Participated in a demonstration of Hobsons/Starfish CRM and early alert systems on March 17. Invited faculty groups to participate.
    - Participated in the Early Assessment and Progress Alert task force meeting on March 20.
- **Degree Progress Report Assignment**
    - As of March 16, 1,216 online Reflection Activities have been submitted.
    - An additional 159 students had requested additional advising assistance through the assignment. The list of students will begin to be contacted.
- **TSI Committee**
    - Reviewed Dev. Ed. Plan with Laura Sanchez in March 18. Edits were made to the plan and to the flowcharts. Updated drafts were distributed to the leadership team on March 18 for review and feedback. The draft will be reviewed by the Curriculum committee on March 26.
    - Led the meeting of the TSI Planning and Implementation Committee on March 30. Mandatory advising for the TSI-liable students was discussed. The Dev. Ed. Plan was reviewed and additional edits were recommended. There was a question over whether THECB will allow colleges to continue to serve all levels of ABE students with their developmental course offerings. Laura will seek clarification.
- **Miscellaneous**
    - Participated in the Mandatory Training for Supervisors on March 27.

Cody Gregg
Interim Director- Centers for Learning Excellence

CLE Campus Highlights:

- Mid-Valley
  - Testing technicians conducted whole class proctoring session.
  - Tutors provided in-class tutoring for Chemistry Students.
  - Conducted 6 workshops on March 17 and 18.
  - Testing technicians conducted whole-class proctoring on March 19.
  - CLE manager submitted progress report to academies director on March 16.
  - SLAs conducted 8 student success workshops.
  - SLAs conducted 5 CLE Presentations.
  - Hosted 'Creative Wellness' workshop.
  - Testing technicians proctored 105 exams.
  - Staff attended tutor trainings on March 23, March 25, and March 26, 2015.
  - Manager attended Advisory Committee Meeting on March 26, 2015
  - Manager attended mandatory supervisor's training at Pecan Campus on March 27, 2015
  - Manager provided Academies MVC CLE usage update to Academies Director on 3/30/15.
- Nursing
  - We've had a lot of requests from different College Success for Healthcare (CSFH) instructors to present on the CLE and on various topics such as Time Management, Test-taking Skills/Anxiety, Note-taking Skills, etc.
  - Worked on developing a workshop on Emotional Intelligence in the healthcare profession.
  - Met with faculty in the Math Ad Hoc Committee to provide feedback on efforts to better assist students with dosage calculations.
- Pecan Campus
  - Staff presented to 2 College Success classes about CLE Services.
  - Held an Essay Calibration Tutor Training for English Tutors with Professor Sharmila Nambiar over MLA Citations.
  - Held an Essay Revision Workshop on March 2.
  - Held a Writing TSI Quick Review Workshop March 3.
  - Held a Math Workshop Reviewing Powers and Radicals March 3.
  - Held a Writing Workshop Reviewing Agreement March 5.
  - Held a Math Workshop Reviewing Rational and Exponential Expressions March 5.
  - Held a Math TSI Quick Review Workshop Reviewing Geometry and Measurement March 6.
  - Presented to 3 College Success classes about CLE Services.
  - Held an Essay Calibration Tutor Training for English Tutors with Instructor Sylvia Herrera over Higher Order Concerns versus Lower Order Concerns.
  - Math Workshop—Transformations and Symmetry on March 17.
  - Math Workshop—Interpreting Data on March 19.
  - Math TSI Quick Review—Data Analysis on March 20.
  - Held tutor training for Blackboard Collaborate on March 27.
  - Provided a CLE tour for ACTA group.
  - CLE Supervisors attended a mandatory training.
  - Math Workshop—Statistical Measures on March 23.
  - Math Workshop—Measurements on March 25.
  - Staff held a meeting to discuss preparations for SLAMS.
  - Staff held two CLE tours for students visiting the campus.

- Welcomed two additional Humanities Student Learning Assistants and began their tutor orientation.
- Held a Math Workshop covering Probability and Statistics Techniques.

- Starr
  - Interviewed two potential English Student Learning Assistants. One of the candidates was selected from the Graduate on Time (GOT) 2013 cohort and agreed to come in and learn more on the position. The other candidate learned about the position at the financial aid office and both were interviewed on February 5, 2015.
  - Spoke to Student Activities Specialist at the Starr campus, regarding a trio departmental event (Library, Open Labs and CLE).
  - Spoke to Starr Campus Coordinator to get with instructors to make tutoring mandatory for several classes during the semester.
  - On March 24, 2015 a total of 140 Roma ISD students arrived at the campus for early registration. Along with the registration they also had the privilege of having a campus tour. The Starr CLE staff working at the time did a phenomenal job in providing the tours for such a big group.
  - The Starr CLE is continuing to spread brochures around campus to students and instructors.
- Tech
  - The Technology Campus CLE, working in conjunction with Electronics and Computer Maintenance Instructor Jorge Saenz, hosted the fourth workshop of the spring 2015 Mechatronics Workshop Series, entitled "Programming a Seven Segment Display on an Arduino". Arduinos create a platform for users to develop devices that interact with the environment using sensors and actuators, such as motion detectors and thermostats.
  - The purpose of the workshop series is to raise awareness of the Mechatronics Program in the Electronics and Computer Maintenance Department and to show students in all disciplines how mechatronics is relevant to their respective industries.
  - The Technology CLE began the spring 2015 edition of our Manual J Workshop Series with the first workshop on Thursday, March 19th. The Manual J Workshop Series is hosted by the CLE's HVAC tutors every fall and spring semester to assist HVAC students with the residential load calculation process. This will be a five-part workshop series.
  - The Technology Campus CLE, working in conjunction with Electronics and Computer Maintenance Instructor Jorge Saenz, hosted the fifth workshop of the spring 2015 Mechatronics Workshop Series, entitled "Programming a Servo Motor with an Arduino". The Technology Campus CLE, working in conjunction with Electronics and Computer Maintenance Instructor Jorge Saenz, hosted the sixth workshop of the spring 2015 Mechatronics Workshop Series, entitled "Programming Passive Infrared (PIR) Sensors with an Arduino".
  - The Technology CLE continued the spring 2015 edition of our Manual J Workshop Series with the second workshop held on Tuesday, March 31st. The Manual J Workshop Series is hosted by the CLE's HVAC tutors every fall, spring, and summer semester to assist HVAC students with the comprehensive residential load calculation process. This will be a six-part workshop series.

Jagtrax Data (March 2015)						
	All Campuses	**Pecan**	**MVC**	**Starr**	**NAH**	**TC**
Total Student Hours Delivered	9930:29:00	2309:08:00	2547:37:00	512:45:00	1869:10:00	2691:46:00
Independent Study (Duplicated)	1740	167	685	11	805	72
Independent Study (Unduplicated)	668	89	257	1	268	47
Lab Visits(D)	22840	13571	2452	767	5600	450
Lab Visits (U)	4695	2991	532	210	799	163
Proctoring	304	*Note: Proctoring Requests can be placed for multiple campuses				
Tutoring Contact Hours	2746:16:00	1398:14:00	472:54:00	318:21:00	148:01:00	408:46:00
Tutoring Visits/Sessions (D)	5644	2522	1157	301	440	1224
Tutoring Visits/Sessions (U)	2143	1021	473	122	251	276
Workshop Attendance	777	144	309	201	63	60
Workshops Hosted	54	19	20	5	4	6

- Director's Meetings:
  - 3/2/16: ISP&SI Leadership Team Update Meeting.
  - 3/3/15: Meeting regarding HSI Grant - Active Learning Room Facilities; Course Repeaters Task Force Meeting.
  - 3/4/15: Hiring Committee Application Reviews; Meeting with HR; Coordinator of Learning Support Interviews.
  - 3/5/15: SI Courses for Repeaters Meeting.
  - 3/16/15: Search Committee for LAG Associate.
  - 3/17/15: Bond Program Planning Meeting; JagTrax Meeting.
  - 3/18/15: CLE Data Request Meeting.
  - 3/19/15: Bond Program Meeting; Board Committee Meeting.
  - 3/20/15: Open Educational Resource Taskforce Meeting; Meeting with Directors; Search Committee Meeting.
  - 3/23/15: Meeting with Interim VP-ISP & SI.
  - 3/24/15: Bond Program Planning Meeting; Textbook Webinar.
  - 3/25 – 3/27/15: CCUMC Board Meeting in Indiana.

Laura Talbot
Associate Dean - Curriculum and Student Learning

Curriculum

- **Curriculum Revisions**
  The Curriculum staff completed all curriculum revisions for Fall 2015 in March. All necessary information was updated in Banner in time for registration. IN addition, the staff submitted all workforce certificate revisions to the THECB.

  College-Wide Curriculum Committee meeting was held on March 26th.

- **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 were submitted on February 23rd. SPAN 1300 was denied for inclusion on the Core. SPAN 2313 and 2315 were subsequently submitted and approved.
- **THECB 60 SCH Rule Compliance**
  The 60 SCH rule exemption requests for Physical Therapist Assistant and Sign Language Interpreter were approved with a 66 hour maximum for PTA and a 65 hour maximum for Sign Language. The exemption requests for Engineering and Music were denied. Both program have reduced their hours. The Engineering 60 SCH curriculum was approved at the College-Wide Curriculum meeting on March 26th. Music will be taken to the Committee in April, if required.
- **Program Development**
  Program Briefs for Fast Start Precision Manufacturing and Crime Scene technology were approved by the EWD Committee in March. The Fast Start Certificate was also approve by the Board of Trustees in March.
- **Online Student Evaluations**
  The evaluation schedule for the Spring 2015 semester has been created and posted to the Website. Minimester evaluations have begun. The Evaluation period for the long Spring Term will begin April 10th.

Student Learning Outcomes and Assessment

- **Data Submission**
  JagPRIDE was made available for Spring 2015 reporting. The deadline for adjuncts is May 18th and is June 30th for Full-time faculty.
- **Learning Outcomes Resource Website**
  The Learning Outcomes Specialist continues to update and add resources to the Learning Outcomes Website. In addition a training schedule of 21 JagPRIDE training sessions has been publicized to faculty. These sessions will take place in April and May.

Course Scheduling

- **Schedule Development**
  Spring 2016 session dates were created in March and submitted to The Registrar's Office for creation in Banner.
- **Schedule Maintenance**
  The Scheduling Technicians continued to process changes to Spring, Summer and Fall 2015 schedules, process classroom reservation requests, and update flyers for minimesters and Hybrid courses. They also continued to run necessary reports and check data in the schedule to ensure

accuracy for CBM reporting, and worked with the Supplemental Instruction Coordinator to schedule rooms for SI courses for the Fall semester.

Academic Affairs Activities

- **Presentations**
  The Associate Dean of Curriculum and Student Learning made the following presentations during the month of March:
  - Presented the Crime Scene Technology and Fast Start Precision Manufacturing proposals to the EWD committee on March 19th.
  - Presented on behalf of Academic Affairs to the ACTA on March 26th.
- **Taskforces**
  The Associate dean convened the 2nd meeting of the Student Attendance Taskforce, which is reviewing the current attendance policy and developing recommendations for Academic Council to review.

  The Associate dean convened the 3rd meeting of the Open Educational Resources (OER) Taskforce, which is monitoring the current pilot of Open Educational resources in Spring 2015 courses, and developing procedures for approval of OER's. The group finalized a draft survey to be given to student in the pilot classes.

Institutional Activities

- **Accreditation Activities**
  The Associate Dean prepared a response requested by SACS regarding the Substantive Change policies and procedures for review by the Vice President and President.

  The Associate Dean and Dual Enrollment Scheduler conducted a complete review of the

  The Associate Dean met with representatives from Mission Collegiate ECHS on March 31st to review necessary information for a Substantive Change prospectus that must be submitted for the site by June 1.
- **TSI Planning and Information Committee**
  The Associate Dean of Curriculum and Student Learning participated in the TSI Planning an Information Committee on March 30th. At this meeting updates to the Fall 2015 Developmental Plan and Placement Scale were reviewed and finalized.
- **Degreeworks Implementation**
  The Curriculum Staff continue to develop the Student Educational Planner templates for 2015-2016.

Statewide Activities

- **Texas Association of College Technical Educators (TACTE)**
  Laura Talbot, Associate Dean of Curriculum and Student Learning, serves 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 has been elected to serve as President of the Association for 2015-2017.

Professional Development

- **Distinguished Leader Academy**
  Laura Talbot, Associate Dean of Curriculum and Student Learning, Participated in an individual coaching session with the Distinguished Leader's Academy facilitator.
- **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 sixth meeting in March. 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 Academies program hosted a college and career TexPREP session for participating schools that centered on engineering careers.
  - The Academies DEMSA program visited several universities this past Thursday and Friday.
  - All the staff of the ECHS and Alejandra Cantu took part in the annual meeting of the South Texas Early College Consortium (STECC), which was held in La Joya Thelma Salinas TSTEM ECHS. ECHS principals from as far as Laredo and Corpus Christi attended.
  - All Dual Enrollment Course Agreements have been distributed to the schools that hire STC Faculty to teach dual enrollment sections. We are anticipating that a total of $1,281,621.66 will be collected this spring. This is an increase from the fall of $274,660.12 and mainly due to the increase of the new ECHS.
- **High School Programs:**
  - The spring analysis of dual enrollment is attached. The information is disaggregated to show total revenue by STC faculty and school district, total stipend to be paid in May to all DEF, and total contact hours and projected reimbursement by DEF and STC faculty.
  - All schools have been notified that the college will be closed this Thursday and Friday. Dual students taking cohort dual sections on our campus or as Independents, are expected to attend classes on Monday.
- **Academies:**
  - McAllen ISD Parent Night information session on Dual Enrollment Academies to be held at the Cooper Center
  - Interviews will be taking place this week for TexPREP instructor and Program Assistant positions.
  - TexPREP recruitment Presentations have begun for incoming students to attend Summer 2015. These include students from PSJA, Hidalgo and Roma.
  - Dual Enrollment Academies to be recognized before the House of Representatives in Austin, Texas next Monday for the Excelencia in Education Finalist nomination.
- **Early College High Schools:**
  - 4 New ECHS campuses (Weslaco East, Weslaco High, PSJA Elvis Ballew and PSJA CCTA) have received preliminary approval to start recruitment of students to start operating in Fall 2015.
  - The ECHS CTE Team will be presenting at the TACTE (Texas Association of Career and Technical Education) Annual Conference in Austin, Texas on April 8-9-10, 2015 by special invitation.
- **Meetings/Events/Conference Phone Calls**
  - 3/17/2015 – PSJA i3 Leadership cabinet Meeting
  - 3/20/2015 – President's Administrative Staff Meeting
  - 3/23/2015 – Academic Affairs Council Meeting
  - 3/26/2015 – DOL Partnership Grant
  - 3/27/2015 – Signing Ceremony with University of Houston College of Pharmacy
  - 3/27/2015 – Mandatory Training Supervisors with Ken Lyons
  - 3/30/2015 – TSI Planning committee

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

- **Workshops/Meetings**
  - Visited Mercedes Advance Academy to talk to students in the Recovery program.
  - Meet with Mission Collegiate to discuss the prospectus for the new site.

- Meet with principal and counselor from Vision Academy to discuss registration for Recovery Program.
- Meet with students from Vision Academy taking the automotive class to sign S forms for registration.
- Visited ITSC 1409 class at vision Academy to discuss registration with students.
- Attended Women in Technology meeting at the tech campus
- Help with Women in Technology event.
- Spoke with principal from Economedes ECHS to discuss summer schedule.
- Meet with Laura T. to discuss new prospectus and went over the dual schedule and all the sites.

➢ **DE Scheduling and Planning**
- Registered all the students that signed the S form from Mercedes Academy.
- Worked with PSJA North on summer I and II schedule. Requested Sociology, History and speech section.
- Worked with Southwest on summer I and II schedule. Requested new psychology, biology and chemistry sections.
- Worked with the scheduling department in finding rooms for PSJA ISD summer schedule.
- Spoke with principal at Thomas Jefferson ECHS to discuss summer I schedule. Requested new math section and cancelled chemistry for summer I and II.
- Created new psychology sections for Southwest, PSJA North and Economedes ECHS approved by program chair.
- Spoke with principal at CCT in creating a new math sections as a mini mester. Registered 5 students in MATH 1414 SR2.
- Created new ITSW 1410 sections for McAllen HS, Memorial and Nikki Rowe and changed and registered all the students that needed the class to complete certificate. Added the students to the graduation list.
- Changed the times for E. Ballew HS for summer I.
- Requested an ART class for Weslaco HS for summer I. Still pending approval from chair.

<u>Dual Enrollment: Clarissa Torres</u>

➢ **Dual Enrollment Faculty**
Dual Enrollment Faculty applications are now being accepted. I have received a total of 22 interested candidates who have the qualifications to teach dual enrollment courses. These 22 candidates have been contacted and plan on moving to the next step in our approval process.

➢ **Dual Enrollment Faculty Interviews**
Two interviews for dual enrollment faculty were conducted in March. Ms. Rosa Chavez for math was interviewed and approved for a minimester course at PSJA CCTA. Mr. Ruben Zamora interviewed and was approved to teach Biology for dual credit at Edinburg High School. In April, I am making arrangements to have interviews for history.

➢ **Dual Enrollment Academies**
During February, I assisted the dual enrollment academies with workshops and presentations for their students. I presented to our DEMSA, DEEA, DECSA, and DECJA seniors information on resumes and interviewing skills. As well as assisted other presenters. Workshops are held every other Friday from 2-3 pm.

➢ **Dual Enrollment Textbook List**
Textbooks for dual enrollment courses have been updated. High schools have requested information for the upcoming school year and have received textbook information regarding new courses. Updates to the textbook list are made as soon as I am informed of changes.

<u>Dual Enrollment: Minna Montalvo</u>

➢ Conferences/Workshops/Meetings
- Staff Meeting with Dual Enrollment Academies Team

- Attended Women in Technology Event
- Visited Recovery Program Classes at Edinburg Vision
- Visited Recovery Program Classes at Mercedes AA
- Visited Recovery Program Classes at NAH
- Visited Recovery Program Classes at Tech Campus
- Attended Jaguar Academy

- Reviewing prospective DE High School Graduates list.
- Screening Dual Enrollment Instructors for Fall '15.
- On-going communication with the Department Chairs: Business, Welding, Administrative office Careers, Automotive Technology, Business Computer Systems, Computer Aided Drafting, Construction Supervision, Culinary Arts, Diesel Technology, Electrician Technology, Electronic Computer Maintenance Technology, HVAC, Human Resources, Precision Manufacturing, Paralegal, EMT, Electronic Health Records, Medical Office Specialist, Patient Care and Nursing Chairs.
- On-going communication with Outreach, Admissions, Academies, Early College High School and The Institute for Advance Manufacturing.
- On-going communication with ISD's in regards to CTE courses.

Carol Woods – Dual Enrollment Faculty Liaison

- Attended Faculty Senate meeting held on Tuesday, March 24, 2015. No dual enrollment issues were discussed at meeting. The Faculty Senate subcommittee reported on the development of a faculty climate survey with Academic Affairs for a possible joint survey. This survey is referred to on the Action Plan for the Dual Enrollment Taskforce.
- Checked with the Faculty Senate President, Dr. Eric Reittinger, inquiring about any dual enrollment issues. No issues to report.
- Help coordinate Dual Enrollment Taskforce subcommittee activities such as updating action plans, following up with subcommittee chairs, and updating subcommittee membership as subcommittees hold meetings.
- Updating the 2014-2015 DE Taskforce Charges/Action Plan with input from Dual Enrollment Taskforce subcommittee chairs in preparation for an April Taskforce meeting.
- Attended Taskforce subcommittee for Instructional Technology meeting held on February 11, 2015, with another meeting anticipated soon to follow up on issues; but as yet has not been scheduled.
- Responding to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, 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, summer 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. Main contact for textbook issues at PSJA is Debra Pingel, PSJA Advanced Academics/College Readiness Instructional Coach. PSJA plans include 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.
- Continued follow up with HSPS on updates needed to webpages:
- Requested updated door sign from OPOD with new STC logo and font, so it could be posted at the HSPS website. When faculty request printed/laminated copies, they can be referred to the HSPS webpages if they want to print copies on their own for their classroom doors. http://academicaffairs.southtexascollege.edu/highschool/guides.html
- As of March 2015, the 2012-2013 version of the Reference Guide for Adjunct & Dual Enrollment Faculty is still posted at the High School Programs website. It should be kept current. http://academicaffairs.southtexascollege.edu/highschool/guides.html

- Current version of the Reference Guide for STC Faculty Teaching Dual Enrollment courses needs to be posted. Beginning in August 2014 the ISD calendars are left out of the hard copy version printed by OPOD, but an online version could include these. These calendars are easily found at ISD webpages and from the high school counselors, but these calendars are provided for faculty convenience.
- Provided a PDF for the current "MOU - Principals Agreement - Signed by Principals" to replace old version (requested September 2014, December 2014). Old version is still posted on HSPS webpages. http://academicaffairs.southtexascollege.edu/highschool/guides.html
- Link to Placement Scale needs to be kept current as scale changes every year. http://academicaffairs.southtexascollege.edu/highschool/academies/index.html
- Maintain a link to current Dual 2 Degree Manual to "Manuals/Reference Guides Page". http://academicaffairs.southtexascollege.edu/highschool/guides.html
- Requested FAQs be moved from "Resources" area on "Dual Enrollment" page http://academicaffairs.southtexascollege.edu/highschool/dual_enrollment.html to an "FAQs" button under "Quick links" at HSPS Homepage (September 2014). http://academicaffairs.southtexascollege.edu/highschool/index.html
- The Principals' Summit information at the webpages is from August 2013. It should be kept updated or removed. Contact Information and other items posted through link for Principals Summit is out of date. It appears that there is too much information to keep updated, so if the information is located at another HSPS link, then it should probably be removed from Principals Summit page to simplify webpage maintenance. http://academicaffairs.southtexascollege.edu/highschool/pdf/summit/Web_Form_Contact%20information%20%20High%20School%20Programs.pdf

Kimberly P. Crawford
Director - High School Programs

- **Completed: Projects/Activities**
  - Recruitment Presentations held at Veterans Memorial High School, South Texas ISD-BETA campus, and PSJA T-STEM high school
  - Recruitment follow-up sessions held at Nikki Rowe High School, McAllen High School, McAllen Memorial High School and Juarez-Lincoln High School
  - Attended McAllen ISD parent night session at Cooper Center
  - Career Awareness speaker for TexPREP February 20th and 21st-Justa Trevino
  - Academy follow-up application drives at Mission high school, Weslaco East, and Mercedes Early College
- **Workshops:**
  - UTSA admissions/program offerings
  - Campus Housing 101
  - Cultivate your Vision
  - Case management sessions
- **TexPREP:**
  - TexPREP Parent/Student Recruitment Presentations for Roma, Hidalgo, and PSJA were held
  - TexPREP Year 1 applications have been submitted for review
  - TexPREP instructor, program assistant, and lead program assistant positions are posed on HR website
- **Academy Programs:**
  - Scheduled follow up meetings with districts to ensure students submitted completed applications
  - Held case management sessions with students making below 80% in any class from first progress report
  - Requested progress reports
  - Student tutoring was held on Fridays at 1 pm for computer science and chemistry
- **McCCTI Program:**
  - Credit Recovery for students underway
- **Recovery Program:**
  - Two schools will be taking campus tours
  - Students were registered and began classes
- **Grants:**
  - Awarded Governor's Summer Merit Program Grant
  - Application for program designed
  - Project plan and timeline completed
- **In Progress: Projects and Major Activities**
  - TexPREP instructor and Program Assistant interviews underway
  - Year 1 Applicants selected for program
  - Senior trip planned for April 9-10 for DEEA/DECSA/DECJA
  - Senior trip planned for April 30-May 1 for DEMSA
  - Academy Program Application Deadline April 17th
  - Governor's Summer Merit Program Grant planning underway

Sofia M. Peña
Director - Early College High Schools

- ECHS Director and Coordinators worked with Student Services to ensure that all potential graduates were identified and successfully RSVP'd for commencement ceremonies.
- Coordinators are currently working on Summer and Fall registration.
- Coordinators are conducting degree audits for rising Juniors to ensure they are on track to complete coursework on their degree plan.
- ECHS Director and CTE Coordinator prepared for presentation in Austin at TACTE National Conference.
- ECHS Director and Coordinators attended meetings with TEA Coaches and their respective schools to ensure compliance with TEA Blueprint.
- ECHS Director attended President's Administrative Staff and Academic Council meetings.
- ECHS Director attended State ECHS Advisory Board Meeting in Austin.
- ECHS Director read and scored several applications for ECHS from around the State for ECHS Designation.
- ECHS Director and Coordinators met at monthly staff meeting. Next one scheduled for April 22nd 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:

- **Ambassadors Cross-Training Academy (ACTA)**
  The OPOD kicked off its 16th Cohort of ACTA on February 5th. A total of 3 sessions were held with 31 active participants. Presenters have been confirmed.
  - Session 1– March 5, 2015
    Student Assessment Center – Denise Maldonado
    Library Services - Jesus Campos
  - Session 2 – March 19, 2015
    Purchasing & General Services – Becky Cavazos
    Business Office – Myriam Lopez
    Technology Resources – Luis Gonzalez
  - Session 3 – March 26, 2015
    Comprehensive Advising & Mentoring Services – Nancy Garcia
    Academic Affairs – Laura Talbot Sanchez
    Centers for Learning Excellence - Johnny Resendez
- **Jaguar Academy**
  The OPOD kicked off its Spring 2015, 3rd Cohort Jaguar Academy: Onboard for Success on February 26, 2015. There are currently 18 active participants and a total of 7 sessions. Presenters have been confirmed.
  - Session 2 – March 5, 2015
    Human Resources – Karina Garza & Sandra Garcia
  - Session 3 – March 19, 2015
    Safety & Security – Paul Varville
  - Session 4 – March 26, 2015
  - Service Area Tour – Campus Administrators
- **Distinguished Leadership Academy (DLA)**
  The DLA was held on March 26th for their third face to face coaching session with Academy facilitator.
- **Ambassadors Leadership Academy (ALA)**
  The ALA was held on March 6th for 20 participants in STC's second level of leadership academy. The participants focused on "Why collecting data is important" presented by Serkan Celtek.
- **FOCUS Academy**
  The OPOD held its FOCUS Academy Cohorts 1 & 2. There are currently a total of 45 active participants and a total of 1 session held in March, while the Rounds Process was being implemented throughout the whole month
  - Session 1 – March 20, 2015
    Making the Most of Active Learning Classrooms – Sandra Ledesma
- **Teaching and Learning Academy (TLA)**
  The OPOD held the TLA Academy. There are currently 18 active participants and a total of 2 sessions were held. Presenters have been confirmed.

Programs in Development:

- **Child Development Conference**
  The OPOD is currently working on the program for the Child Development Conference to be held on March 7th.
- **Customer Service Training**

The OPOD is currently working on a customized Customer Service Training for the Cashiers Department.

Design & Publications

- Great Teachers Retreat
- OPOD Banner for the hallway wall
- Updating and revising OPOD website

HSI Grant: STC in FOCUS Implementation

- Staffing
  - Hiring of Assistant Director for Innovative Instruction has been placed on hold
  - Faculty Advising Coordinator Position in progress
  - Faculty Development Trainer has been re-posted and closes on May 1st.
- Tier 1, Year 1 Active Learning Classrooms have been identified at all 5 campuses and are currently being designed
- Tier 1, Year 1 Active Learning Classrooms furniture requisitions have been submitted to the Purchasing Department for Board approval
- First Faculty Advising Steering Committee is on track for the development of a revised and updated program.

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

STC-La Joya Teaching Center

- Continued working on finding a viable solutions to the ongoing printer toner replacement dilemma. Requests for assistance from Technology Resources department with the La Joya Teaching Center computer labs as computers and printers is still pending completion until toners are replaced.

STC-Pharr Teaching Center

- Mini-mester session began for the Dual Enrollment Information Security-Digital Forensics cohort on March 16, 2015 with 29 enrolled students. A request has been submitted to Mr. Gonzalez for approval of the next two classes to be offered during the summer 2015 session.
- HVAC&R DE class continues to progress as students began to apply their classroom skills on the HVAC training equipment.
- Coordinated with United Blood Services representative, Assalia Belmares, to hold blood drive on April 8, 2015, from 9:00am-1:00pm.
- Welding lab was completed on March 13, 2015. Welding classes scheduled to return to Pharr Teaching Center on March 16, 2015 with completion of electrical panel hookups and welding equipment installation.

Other Activities

- Coordinated Creating Model for Systematic Change meetings for Taskforce groups 3, 4 & 5.
- Continued working on Technical programs information booklet.
- Held phone conference with Distinguished Leadership Academy coach Pam Bergeron.

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Information Services, Planning and Strategic Initiatives

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Dr. David Plummer
Interim VP

Information Services, Planning & Strategic Initiatives

Monthly Activity Report for March 2015

Alicia Gomez, CIO
Technology Resources

Applications Development

HR Process Redesign and Automation

The Applications team is now working on the final phase of the Electronic appointment letters project which consists of posting and approving annual appointment letters for faculty and staff on JagNet. The teams will continue to verify/test the new module with current staffing plan information until the new salary plan is approved. Electronic Appointment letters acceptance on JagNet is expected to be complete and production ready for the next fiscal year. The Salary Planner module continues to be tested by HR staff led by SIG consultants and is expected to go live before the end of April.

College Scheduler

After finalizing the Degree Works data to be included in the College Scheduler application for determination on Student Education Plans not being completed by students/advisors, the Student Scheduler implementation team decided to postpone the go live date. Appropriate parties were made aware of the Degree Works data dependency that results in no data available for College Scheduler to use to populate course availability for registration.

JagMobile 3.0

The Applications team continues to work on the TouchNet upgrade and other AR in-house processes that require modifications before completing the TouchNet mobile application implementation. The new TouchNet mobile application will allow students 24/7 mobile access to bills and online bill payments.

IT Risk and Security

PCI/DIR/IT Assessment Action Plan Updates

The TR team completed the Degree Works database encryption during the Easter holiday. As part of the most recent IT assessment all enterprise databases have to be encrypted for added security.

Business Impact Analysis (BIA) and Disaster Preparedness/Recovery Planning

The Technology Resources team continues researching the possibility of creating a data center in Rio Grande for Disaster Recovery purposes. TR, and Facilities, and Construction staff visited the Rio Grande campus to take a look at the existing space and discussed the possible acquisition of a gas generator, AC unit, and fire suppression system. Other Disaster Recovery alternative options such as cloud services are also being researched. After performing an Exchange system health check, the Systems team continues

to work on preparing a plan for migrating faculty and staff email to MS Office 365. The faculty and staff email migration to the cloud was another of the recommendations addressed in the BIA assessment.

Technology Support and Client Services

Infrastructure Improvements

The TR team continues working on re-configuration settings as recommended by the Network assessment performed by Insight consultants. The acquisition process for network switches has been completed and the team will proceed to plan installation. New fiber optic equipment will also be installed as a result of the same assessment.

Computer Replacement

The second set of 100 computers were imaged and deployed by the end of March as planned. A total of 250 computers are left in order to complete the 2015 computer replacement cycle. The process of configuring and deploying 100 computers per month will continue throughout the rest of the year.

Pharr and La Joya Teaching Centers (CCTA)

The TR team has completed the installation of network switches and access points at the La Joya teaching site.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 3/2/2015: Project Update Conference Call
- 3/4/2015: Innovative Collaborate Meeting, Campus Leads Meeting
- 3/5/15: Technician Interviews, Digital Signage Committee Meeting
- 3/6/2015: Department Team Meeting
- 3/9/2015 – 3/13/2015: Spring Break
- 3/16/2015: Project Update Conference Call
- 3/17/2015: Starr Campus Visit,
- 3/23/2015: Project Update Conference call
- 3/25/2015: McAllen ISD meeting
- 3/26/2015: Project Manager Meeting
- 3/26/2015: Interviews for Art Gallery Associate, Mandatory training for Supervisors

Monthly Special Events by Comparison:

2014	
Jan	70
Feb	142
March	112
April	162
May	120
June	154
July	87
Aug	89
Sept	169
Oct	241
Nov	188
Dec	84

2015	
Jan	99
Feb	156
March	141
April	
May	
June	
July	
August	
Sept	
Oct	
Nov	
Dec.	

Total Man Hours

2014	
Jan	105.5
Feb	373.75
Mar	174.75
Apr	363.5
May	75.25
June	82.75
July	103
Aug	101.75
Sept	240
Oct	488.5
Nov	348.5
Dec	319.65

2015	
Jan	186.5
Feb	239.25
Mar	307
Apr	
May	
June	
July	
Aug	
Sept	
Oct	
Nov	
Dec	

SOUTH TEXAS COLLEGE

Reservations by Campus:					
	March-15				
	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	12	20	0	66	10
Data Projector	1	0	7	7	0
Laptop	17	2	24	2	0
PA System	4	5	7	11	4
CD Player	0	2	5	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	2	0	0	0
Video Camera	1	3	1	3	0
TV	0	0	6	0	0
Microphone	82	5	14	0	8
Direct Box	3	0	0	0	0
Digital Camera	0	5	0	0	6
Speakers	3	20	4	65	0
Overhead Projector	0	0	0	0	0
Remote	14	0	4	1	2
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	5	10	8	1	0
Document Camera	154	20	54	0	12
DVD/VCR Player	6	2	2	0	0
Wireless Lab	0	30	0	0	0
Keyboard/Mouse	8	0	9	0	0
Sympodium	58	20	21	0	0
Hard Drive	0	0	0	0	4
USB Hub	0	25	0	0	2
CPS	0	0	0	0	15
Mixer	3	3	2	2	2
Tripod	0	3	0	3	0
WebCam	2	1	1	0	6
Computer	0	0	0	1	0
Portable Table	6	0	1	3	10
Microphone Stand	6	3	2	1	0
HD Video Streamer	0	0	1	0	0
Polycom Phone	2	0	0	1	4
Stooges (switcher)	0	0	0	0	0
LANC Controller	6	0	1	0	0
Exposure Meter	0	0	0	0	20
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
TOTAL	*393*	*181*	*174*	*167*	*105*

Dr. Paul T. Henley, Director

IE Related Activities:

- Redesigned budget to meet IE Plan and VP expectations
- Verified current budget status
- Assisted with History & Philosophy budgets
- Helped developed IE Plans with Christopher Nelson and David Plummer
- Assigned data requests as per DRIP
- Researched Guest Speaker options
- 2015-2017 IE Plans:
  - Health & Medical Administrative Services
  - Respiratory Therapy
  - Healthcare Student Success
- Updated Xitracs user base with Human Resources staff
- Meetings to develop IE plan for the following:
  - TR
  - CES
  - ISP VP
  - SAEM Leadership Team
  - Psychology Department
- Xitracs Presentation to LASS Chairs and PAS
- Updated 2015-2017 IE Plan writer list for LASS division
- 2015-2017 IE Plan with Howard Price (Developmental English)
- Development of Plan Writer's Guide for IE Planning & Xitracs use
- Meeting with Center for Student Rights and Responsibilities (formerly Office of Student Conduct) to update IE Plan structure and additional IE Plan writers
- Created Xitracs user guide
- Xitracs login adjustments
- Budget Calendar meeting

IEA Reporting Analyst's Activities:

- Updated the IEA website
- Updated the IEA Data Needs Calendar
- Provided research results of the Community College Research Center: State Performance Funding and Institutional Success for IEA director
- Tested the IBM Watson Analytics system
- Data to Kristina Wilson for DPRA Assessment
- Oversaw Student Achievement Goals web page development for SACSCOC
- Worked on the CTN-Puente Project report
- Worked on the DPRA Assessment data analysis
- Worked on and answered data request (/Service Ticket)

Factbook Related Activities:

- Coordinated with RAS for STC Factbook update
- Worked on the New version of STC Fact Book preparation
- Coordinated with RAS for the Student Achievement Goals and STC Factbook update
- Created and posted the Student Achievement Goals webpage for external STC Fact book
- Updated the Enrollment: Headcount and Course Section Count by Instructional Mode for internal STC Factbook
- Updated the Comprehensive Annual Financial Report 2014 for both internal and external STC Factbooks
- Updated the Access, Completion, Employment, Finance, and Facilities page for external STC Factbook
- Created and posted the Student Achievement Goals webpage for external STC Fact book
- Retrieved and posted the Community Colleges Performance - Texas Higher Education Accountability System, the Texas Higher Education Coordinating Board 6-year Graduation Rates, the Community and Technical Colleges 6-year Graduation Rates of First-Time Entering Undergraduates, and the Academic Performance of South Texas College Transfer Students at Texas Public Universities for external STC Factbook
- Updated the Factbook Data Release Timeline

Meetings and Conferences:

- IEA Staff Meetings
- SSG
- Texas Regional STEM Meeting
- ISP & SI Leadership Team Meeting
- Texas Association for Institutional Research Conference
- Webinar on free community college
- Puente conference call with White House staff
- Appeals Meeting
- Attended the Website for Student Achievement Goals for SACS meeting
- Observed the WEBINAR on Latinas - White House Initiative on Educational Excellence for Hispanics (WHIEEH)
- Administrative Training
- Calendar, Budget, Planning discussion with VP Plummer and IE staff
- College-Wide Curriculum Meeting
- CTN Annual Meeting
- Attended the Budget Calendar meeting

Miscellaneous:

- Observed the Texas Higher Education Strategic Planning Committee Me
- Technology upgrade work
- Rewrote RAS/IEA entry for STC catalog
- Interview/Survey with Association for Institutional Research
- Retooled office technology and software (partial)
- Coordinated with TR for desktop computer software update
- Worked with IS&P helpdesk and the network team for the ODBC connection for IEA Director's computer

Cody Gregg, Dean
Library Services and Information Commons

Meetings:

- 3/2/16: ISP&SI Leadership Team Update Meeting.
- 3/3/15: Meeting regarding HSI Grant - Active Learning Room Facilities; Course Repeaters Task Force Meeting.
- 3/4/15: Hiring Committee Application Reviews; Meeting with HR; Coordinator of Learning Support Interviews.
- 3/5/15: SI Courses for Repeaters Meeting.
- 3/16/15: Search Committee for LAG Associate.
- 3/17/15: Bond Program Planning Meeting; JagTrax Meeting.
- 3/18/15: CLE Data Request Meeting.
- 3/19/15: Bond Program Meeting; Board Committee Meeting.
- 3/20/15: Open Educational Resource Taskforce Meeting; Meeting with Directors; Search Committee Meeting.
- 3/23/15: Meeting with Interim VP-ISP & SI.
- 3/24/15: Bond Program Planning Meeting; Textbook Webinar.
- 3/25 – 3/27/15: CCUMC Board Meeting in Indiana.

Library Services Data:

Library Services Data: 3/1/2015 -3/31/2015								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	6	0	66	n/a	4	0	76
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	795	9821	12441	36834	641	3674	2199	66405
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	561	214	953	n/a	17	22	1767
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1013	511	2143	n/a	90	149	3906
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	15	2	30	n/a	8	0	55
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	491	51	883	n/a	316	48	1789

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Corresponded regarding functionality of Amigos eShelf e-book download feature.
- Continued working with Technology Resources to make preparations for the upcoming Symphony server migration.
- Continued working with Technology Resources to obtain approval and quotes for mobile devices.
- Continued investigating issues with Symphony holds that cause certain holds to be delayed or duplicated.
- Continued researching customization options and how to generate EBSCO Curriculum Builder reports for faculty.
- Continued working on an e-learning lesson in the articulate software called "Your Research Team".
- Continued working on the storyline, which includes timing for audio and visual aspects, of the library promotional video and began to edit the script portion of the timeline.
- Continued working on the annual fixed asset inventory.
- Began preparations for Serial Usage Survey.
- Continued working on the annual report 2014.
- Continued working on the poster session brochure for TLA SYNC UP poster session.

Collection Development Balances:

- Library Acquisition…… $ 55,923
- BAT & BAS/TMGT Materials- …… $ 2,767
- BAT & BAS/CIT Materials- …… $ 3,602
- BAT & BAS/MHSM Materials- …… $ 5,603
- BAT & BAS/OL Materials- …… $ 3,000

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

- 03/03/15: Held a Library PR & Marketing Committee meeting; met to discuss student complaints and how to approach a complaint from a student.
- 03/06/15: Attended a 2016-2017 Academic Calendar Committee meeting.
- 03/16/15: Met with a hiring committee to discuss applicants and schedule interviews.
- 03/18/15: Met to discuss work schedules.
- 03/19/15: Met with Dean of Library Services for a bi-monthly meeting.
- 03/20/15: Attended a Library Services Directors' meeting; attended the President's Administrative Staff meeting.
- 03/23 – 03/24/15: Held interviews with the hiring committee for the vacant Project Manager position.
- 03/24/15: Met to discuss student concerns regarding noise level.
- 03/26/15: The Information Commons and Open Labs' Leadership team attended the mandatory Supervisors Training Session; held an Information Commons and Open Labs Leadership meeting.

Library Services Public Services

Meetings: Attended all regularly scheduled meetings as well as the following:

- 3/5/15: Instructional Technologies Interviews.
- 3/6/15: Festiba Conference.
- 3/15/15: Facility Board Meeting.
- 3/16/15: Hiring Committee Meeting; Director's Meeting.
- 3/26/15 Supervisory Training.

Library Art Gallery January Exhibits:

Current Exhibits:

Pecan Campus Library Art Gallery brings Ricardo Benavides Carrasco
The exhibit opens, Thursday, February 5, 2015 and will be on view through May 15, 2015.

Starr Library Art Gallery brings Victor Alvarez's artwork
Lecture on Monday, February 16th at 1:00 pm. The exhibit opens Thursday, Feb. 5th and will be on view through Monday, May 4th, 2015 at STC's Starr County Campus Library Art Gallery.

Conceptualization, Expression and Feelings
When: Feb 12 - May 15, 2015
Where: Mid-Valley Campus Library Art Gallery

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- ATD data submission
- ATD leader college certification
- IPAS program final report
- IPEDS (Fall Enrollment)
- Licensure Report
- Repeat Course Policy Data Analysis

Surveys

- CCSSE Survey
- Campus Climate Survey
- Chair Evaluations Survey
- Child Development Survey Report
- eSTC Website Survey
- Faculty Climate Survey
- Gender Studies Program Interest Survey
- IAM Survey
- PTA Graduate Follow-Up Survey
- SOSE pilot (Online Student Survey from CCSSE)
- Student Needs Assessment Survey
- Textbook Survey
- 5th Grade Leadership Camp Survey

Qualitative Studies

- AAWCC focus Group
- Digital Signage
- LibQual focus groups
- MVC-CDC CCAMPIS grant focus group study
- Orientation focus groups

Data Request

- BAT and Associate's to BAT data
- College Success for Healthcare Student Performance
- Credit and Non-credit Enrollment Historic & FTE
- ECHS dual students
- FTIC's Pell vs. No Pell
- FY13&FY14 students detailed list
- Gatekeeper Course Completers' List for SI Candidates
- Hidalgo Student Enrollment (Pecan & MVC
- HIST pass rates, online sections, dual vs. traditional
- HRPO major list
- Kinesiology Historic Cont. Hrs, Enrollment, and Majors
- National Student Loan Data System Submission Analysis

- Persistence by major 13-14
- Sign language program data
- Spring 2015 Faculty Teaching Mostly Dual

Data Analysis

- BAT - CAAP data analysis
- CLE JagTrax data, Fall 2014
- First Year Connection
- National Student Loan Data System (NSLDS) Data Sources

Meetings

- ABE Study Meeting with RAND
- ACTA Meeting
- ALA presentation
- Burning Glass Webinar (STEM Acceleration Grant)
- Civitas (Blackboard data verification)
- CLE Data Request
- Faculty Climate Survey
- OER Taskforce
- Open Educational Resource Taskforce
- PAS Meeting
- Phone call with Ben Miller
- RAS Weekly Meeting
- Regional Workshop - TX STEM Acceleration Grant
- Reporting Analyst Hiring Committee
- SACS Student Achievement Goals
- TAIR Conference
- Texas Completes Data Leads call
- Training for Supervisors

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

- Meeting with William Collins, Web Coordinator
- IS,P&SI Leadership Team Update Meeting
- Attended Bond Meetings
- Technology Resources Planning Meeting
- Meeting with HR Benefits Coordinator
- Texas Completes Team Lead Call
- Hobson's Meeting (Telephone)
- Achieving the Dream: Annual College Progress Webinar
- Hobson's Radius CRM Product Demo for SAEM Team
- Voter Registration Committee Meeting
- EAPA Taskforce Meeting
- President's Administrative Staff Meeting
- FYE Team Meeting
- Fidelis Meeting
- FYE Team Meeting
- Meeting with Fernando Lamas, Associate Director of Purchasing
- ATD 2015 Implementation Plan Webinar

ACTIVITIES

- Approval granted for SharePoint Folder
- Assisted with Electronic Edits of Year One Booklet
- Opened account for Strategic Initiatives in the Xitracs program
- Taskforce IS & P Representative: Voter Registration and Election Participation
- Member of SCUP
- Prep work for Achieving the Dream Annual Reflection
- Reviewed survey results for the Achieving the Dream Annual Reflection Application
- Prep work for Achieving the Dream Re-Certification Application
- Visited Tech Campus, Nursing and Allied Health Campus, Mid-Valley Campus and Star County Campus
- Complete PM IS&P Assignment
- Completed Global Knowledge IT Project Management Training Assignment

JAG ACADEMY

- Attended and participated in second, third and fourth class sessions.

TRAININGS

- Project Management PDU's: Completed PDU's. Have completed 47.75 of 60 hours required for PMP-PMI Re-Certification. Current certification Expires 12/10/2016

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

North American Advanced Manufacturing Research & Education Initiative (NAAMREI)

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MEMO

To: Dr. Shirley A. Reed
President

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

Date: April 22, 2015

Subject: March 2015 Activity Report

The major activities of my office this month were: 1) Met with South Texas Manufacturers Association Executive Director 2) Attended and conducted NAAMREI Core Leadership Team Meeting 3) Participated in conference call with Texas Workforce Commission 4) Met with IAM Summer Camp Committee 5) met with TSTC corporate training personnel in Harlingen 6) Conducted Festo certification planning workshop 7) Met with multiple community stakeholders to discuss economic and workforce development issues. 8) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 9) Worked with STC PR department to produce TV commercial for department. 10) Attended STC employee conduct training 11) Met with prospective instructors for proposed tooling academy

Summary of Activities for March 2015:

- Attended and conducted the quarterly NAAMREI Leadership meeting in Laredo, TX.
- Attended conference call with Texas Workforce Commission regarding proposed regional SDF position.
- Created internal budgets and accounts for Wagner Peyser grants.
- Created working committee to plan first-annual IAM Summer Robotics and Automation Camp.

- Participated in a video production conducted by STC's PR department. Video is for the purposes of promoting training services offered by NAAMREI and IAM.
- Attended the mandatory STC Employee Conduct training session.
- Met with Mike Willis, STMA Executive Director, to discuss trends in manufacturing, ongoing STMA surveys and related STC projects.
- Met with staff to advance progress for Maquiladora training projects. My office is promoting customized training to Reynosa maquiladora employees.
- Met with Dr. Miguel Gonzalez to discuss manufacturing initiatives and grant opportunities.
- Met with Leticia Flores, The Governor's Regional Representative, to discuss economic development trends, workforce topics, NAAMREI initiatives, and other business and industry initiatives.
- Met with personnel from TSTC-Harlingen Corporate Training Office to discuss Tool and Die curriculum and the possibility of STC utilizing unused TSTC tools and equipment
- Continued working with IAM staff and FESTO company executives to further develop the proposal to have STC become a FESTO Authorized Training Facility.
- Assisted the IAM Department in implementing Texas Workforce Commission Skills Development Fund grant projects.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives
- Worked with IAM staff in the development of curricula and implementation plan for the Cell Manufacturing and Automation Technology Lab and Festo Certification.
- Monitored and reconciled NAAMREI and IAM revenue and expense accounts
- Reviewed and monitored NAAMREI and IAM budgets, financial and programmatic reports.