SOUTH TEXAS COLLEGE

June 2015 Division Activity Reports

Board of Trustees
Board Meeting
July 28, 2015

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Turning Hope Into Reality

Student Affairs and Enrollment Management

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MEMORANDUM

DATE: **July 28, 2015**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **June 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:

  - Keith Patridge, President of McAllen Economic Development Corporation, to discuss Research Park Opportunity & Upcoming visit of Alps CEO at MEDC
  - Brenda Baleraz, Director of Human Resources
  - Mary Elizondo, Vice-President of Finance
  - Dr. Sylvia Hatton, Consultant

Attended:

- Pecan Campus Building K Admissions/Welcome Center Main Entrance remodeling
- Texas Success Initiative (TSI) Update webinar
- Cost Study Dual Enrollment meeting with Frank Gutierrez
- Edinburg ISD's Strategic Plan for Progress Committee
- Blackboard Proposal and Debrief Request Conference Call with Andrew King and Dean Matthew Hebbard
- Texas Association of School Boards Leadership Institute
- Hidalgo and Starr Counties Key Leadership meeting

Participated:

- Presented at the Ambassadors Leadership Academy
- Participated as part of the committee for Director of Facilities Planning and Construction

Matt Hebbard, Dean of Enrollment Services & Registrar

- Opened registration for Summer and Fall 2015 semesters with Priority Registration on March 2; to date, **5,942** students are registered for Summer II 2015 and **10,729** students are registered for Fall 2015.
- Continued processing incoming documents and clearing students to register for Summer II 2015 and Fall 2015 semesters.
- Reported the official census date enrollment for Summer I 2015 on June 4, 2015; after dropping 424 students for non-payment, the final enrollment for Summer I 2015 is **10,608** students.
- Administrative Assistant attended the 16th Annual Business Office "How To" Training held at Pecan Campus, Building J, during the afternoon of June 26, 2015.
- Worked on various projects, such as FY16 budget, enrollment, IE plans, registration appeals, webinars and outsourcing a call center for outbound calls through Blackboard.
- 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 **1,748** *Schedule Change Forms* during June 2015.
- Processed *Reinstatement After Census Date Forms* for **124** students during June 2015.
- Processed *Change of Grades* for **197** students during June 2015.
- Downloaded, reviewed and verified **4,371** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during June 2015.
- Processed **9,275** high school and **1,048** college/university transcripts during June 2015.
- Evaluated **531** transcripts from other colleges and universities during June 2015.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **5,953** STC transcripts during June 2015.
- Scanned and indexed **9,215** documents submitted by students during June 2015.
- Processed **70** online *Course Substitution Forms* during June 2015.
- Graduation Analyst completed certification of May 2015 graduates and awarded **2,738** degrees, including **1,228** Certificates, **1,430** Associate Degrees and **80** Bachelor Degrees.

Assessment Center

Student Assessment Center Activity Report June 01 through June 29, 2015				
Campus	**Student Walk-Ins to Get Information**	**Market Place Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**
Pecan Campus	**575**	**388**	**361(93% show)**	**TSI EXAM**
Mid- Valley Campus	**169**	**236**	**222(94% show)**	**TSI EXAM**
Starr Campus	**261**	**166**	**157(95% show)**	**TSI EXAM**
Pecan Plaza	**213**	**164**	**143(87% show)**	**GED/PEARSON EXAM**
Pecan Plaza	**--**	**---**	**(% show)**	**TSI EXAM**
TOTAL:	**1218**	**954**	**883(92%show)**	**TSI/GED**

- Testing Staff continued working on transferring TSI, GED, and ACT scores into banner; including TSI testing from ISD's
- Testing Staff attended the 2015 Accuplacer/Clep National Conference
- Meeting with IT to finalize TSI Fast Reporting

TSI Compliance ENROLLMENT REPORTS June 1-29, 2015			
Campus	**Number of students on TSI reports**	**Number of students tagged as college ready**	**Number of Compliance letters mailed out**
Pecan	**171**	**30**	**91**
Nursing	**39**	**10**	**21**

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Dean attended the 2015 CBE4CC Conference held in Denver, Colorado on June 3rd through June 6th
- SFS Coordinator Rebecca Cano met with Pecan Financial Aid Technicians to go over new updates and an overview of the FAFSA/Verification process
- Veteran Affairs Department continues to assist current and future VA students with Summer & Fall enrollment
- SFS Staff assisted with 6 Financial Aid events throughout the month of June
- SFS staff are assisting students at all Financial Aid labs in submitting and completing 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 – 14,345 calls
  - JagChats – 347 chats
- Campus Tours
  - Pecan Campus – 930 students
  - Mid-Valley Campus – 191 students
  - Technology Campus – 314 students
  - Nursing Campus – 55 students
  - Starr Campus – No Tours
- Decision Day
  - Hidalgo High School
- Fast Track: New Student Orientation
  - Mission High School
  - Monte Alto High School
  - IDEA Quest
  - IDEA Alamo
  - IDEA San Juan
  - Mercedes Academic Academy
- First Day of Class
- Ambassadors Leadership Academy
- South Texas Area Recruiters Network Meeting
- 2015 RGV STAR Boot Camp
- Digital Signage Meeting
- South Texas Leadership Academy for Staff
- Rio Grande City CISD College Bound @ South Texas College
- RGV LEAD College & Career Expo planning meeting

Dual2Degree

- Dual Enrollment Apply Texas
  - Rio Grande City Preparatory Early College High School
- Summer I Dual Enrollment Registration
- Summer I Dual Enrollment Roster Verification
- South Texas Leadership Academy for Staff
- UTPA Student/Parent Conference

College Connections and Dual2Degree Upcoming Events through the Summer Semester

Upcoming Events

- July – Summer Dual Enrollment Registration and Processing
- July – September – Fall Dual Enrollment Registration and Processing

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

WEEKLY- Career & Employer Services Activity	
Total Number	
8,028	Student Contacts & Outreach
51	Student & Alumni Registered on CCN
121	Student & Alumni Resumes Revised/Uploaded on CCN
287	Employer Contact and New Employer Registered on CCN
79	Jobs posted to CCN
5,914	Total Students Registered to date
3,174	Total Alumni Registered to date
2,641	Total Employers Registered to date

Current/Upcoming Activities & Events:

- Conducted in class work shop for Continuing Education Faculty Elias Hernandez at Mid-Valley Campus attended by 12 students on 06-01-2015.
- Attended Career Expo Evaluation Meeting
- Coordinated interviews for R & D Personnel for various job openings.
- Conducted Mock Interviews at NAH.
- Finalized the LRGV 2015 Occupational Salary Statistics Report.
- Staff meeting 06/09/2015 to discuss upcoming Calendar of events for fall 2015 semester.
- Conducted presentation for Instructors visiting campus from La Joya ISD at the request of Willie Johnson Coordinator of Advising services to give overview of Career services and demonstration of College Central.
- Attended Career Expo Evaluation Meeting.
- Outreach 45students, 61 graduates for OTA position.
- Coordinating Career & Employer Services Video.
- Reserving parking lot for Public Safety & First Responders Expo.
- Room reservations for fall upcoming events, Declare a Major Fair and Public Safety & First Responders Expo.
- Conducted Mock Interviews at Mid Valley Campus.
- 06-17-2015 conducted open workshop for Resume Writing and interviewing skills at Technology Campus
- 06-18-2015 conducted open workshop for resume writing and interviewing skills at STARR county campus
- Attended Faculty Advising Training.
- Meeting with RGV Food Bank to discuss future collaboration.
- Meeting with D & M Cleaners to discuss partnership with the Suited for Success initiative.
- Open Resume and Interviewing Workshop – NAH Campus
- Open Resume and Interviewing Workshop – Pecan Campus
- Development of Distance Education Symposium Workshop
- 06/19/2015 presented overview of services of Career & Employer services to 2 groups consisting of 12 each, of counselors visiting Technology Campus at request of Rosendo Villagran, director of retention for South Texas College.
- 06/22/2015 conducted in class workshop for Resume writing and interviewing skills at request of Gabriel Pena program chair of Respiratory Therapy at NAH campus.

- South Texas Leadership Academy for Staff – Office of Professional & Organizational Development.
- Development of Distance Education Symposium Workshop.

Career Planning & Employer Services

Current/Upcoming Activities & Events:

- Work on Capstone and Internship Updates.
- Meeting with MET & Continuing Education MVC.
- Clothing donations from community.
- Secured dates for district wide upcoming event: Declare a Major Fair.
- Open Resume and Interviewing Workshop – MVC Campus.
- Development of Distance Education Symposium Workshop.
- 06/26/2015 Presented in class workshop for Resume writing and interviewing skills to 18 students of the Continuing education Medical Coding Program at Technology Campus at Request of Olivia De La Rosa.
- 06/29/2015 Conducted in class workshop for Resume writing and interviewing skills to class of 15 students at NAH campus on behalf of instructor Rosa Aleman of Health information Technology Program.
- 06/30/2015 Sure Score Training at Technology Campus as directed by Celinda Palacios Director of Career & Employer Services.
- 07/02/2015 assisting on interview committee at request of John Wilson director of the Gateway to college program.
- Employer Meeting with Cinch
- Distinguished Leadership Academy Graduation – Office of Professional Development
- Development of Distance Education Symposium Workshop
- Resume Writing & Interviewing Workshop MVC for MET participants
- Clothing donations from community
- Continued to work on marketing material for the upcoming fall events: Declare a Major Fair
- Co-Chairing and participating with T-STEM Challenge Scholarship Program Committee with Miguel Carranza, Associate Dean Financial Aid & Veteran Affairs.
- Coordination of SureScore-Campus2Career Implementation.
- Serving on STC & PSJA Dual2Degree Initiative Work Team 2.
- Serving on the Incumbent Worker Campaign committee.
- Serving on RGV FOCUS Dropout Prevention and Recovery action committee.
- Job Development (Appen, El Milagro Clinic, L & G Concrete Construction Inc., South Texas College, Swiss Finance, Ticketmaster, United Irrigation and Law Office of Mando Guerra, Aguirre Family LP, LLC. /AFC Builders, LLC., Appen, C.O.O.L Kidz Therapy Services, Course Hero, Inc., Hillsborough County Public Schools, Morale, Welfare and Recreation, Packback LLC, Retail Solutions, SK Pacific, VIDA, Virtucom, All State Insurance, ACI Health, Allstate Insurance Company, Appen, Armando M Guerra & Associates, CCP Industries, City of Weslaco, Entravision Communications, Legacy Home Health Agency Inc., Lower Rio Grande Valley Development Council, ScribeAmerica, Shrader & Associates LLP, CSM Companies Inc. & Texas Border Business, Pepsi Beverage Company, American Red Cross, APC Home Health Services Inc., CSM Companies Inc., R Communications, and The University of Texas-Pan American).
- Outreach 40 graduates for Medical Assistant position.
- Outreach 236 graduates for Police Dispatcher position.
- Outreach 4,782 students; 2,588 alumni; 222 employers for Report Hire Survey.
- Manage Social Networking pages

Career Planning & Employer Services

Office of Judicial Affairs and Conflict Resolution Center

- Mr. Karey Barnes conducted a BIT Meeting
- Mr. Josue De La Cruz & Mrs. Maria Alonso attended the BIT Meeting
- Mr. Josue De La Cruz, Mr. Karey Barnes & Mrs. Maria Alonso attended a Department meeting
- Mr. Karey Barnes attended a Title IX meeting
- Mr. Karey Barnes attended a President's Administrative Staff Meeting
- Mr. Karey Barnes conducted a Student Conduct presentation for the College Advisor Training Program
- Mr. Karey Barnes conducted a CRC Training Parts I, II & III at the Pecan Campus
- Mr. Karey Barnes conducted a Behavioral Intervention Team meeting
- Ms. Olga Moran and Ms. Erica Hansen a Department meeting
- Mr. Karey Barnes attended a Grade Appeal meeting
- Ms. Erica Hansen conducted a Conflict Resolution Center presentation for the College Advisor Training Program
- Ms. Erica Hansen, Ms. Olga Moran and Ms. Maria Alonso assisted with the CRC Training Parts I, II & III at the Pecan Campus
- Ms. Maria Alonso attended the Behavioral Intervention Team meeting

Office of Judicial Affairs and Conflict Resolution Center cont.

Behavioral Intervention Team Status for the month of June	
Reviewed	17
Not Reviewed	29
Monthly Total	**46**
Year to Date	**367**

Judicial Affairs Total Cases per Campus for the month of June	
Pecan	38
Nursing & Allied Health	0
Technology	1
Mid-Valley	3
Internet	0
Starr	4
Monthly Total	**46**
Year to Date	**367**

Judicial Affairs Total Case Status for the month of June	
Open	12
Closed	34
Monthly Total	**46**
Year to Date	**367**

CRC Total Cases for the month of June	
Complaint	13
Grievance	0
Grade Appeal	61
Consultation	73
Mediation	0
Facilitated Dialog	0
Title IX	111
Monthly Total	**258**
Year to Date	**1563**

CRC Total Cases per Campus for the month of June	
Pecan	137
Nursing & Allied Health	65
Technology	5
Mid-Valley	25
Internet	20
Starr	6
Monthly Total	**258**
Year to Date	**1563**

CRC Total Case Status for the month of June	
Open	186
Closed	72
Monthly Total	**258**
Year to Date	**1563**

Student Activities & Wellness

- Karaoke(Pecan)
- Ping Pong Tournament(Mid-Valley)
- Basketball Skills Contest (NAHC)
- Three on Three Basketball Tournament(Starr)
- Summer Splashdown(Pecan)
- 2015 Summer I Coed Volleyball Finals(Pecan)
- The Starr County Campus Psychology Club – 8th Role Model : Get Inspired Conference
- Participation at the Starr Campus-Rising Senior Camp 2015
- Texas Hold'Em Tournament(Tech)
- Welcome Tents(Pecan)
- Club Advisor Risk Management Training
- Chess Tournament(Tech)
- Presented for the Summer Bridge Program(Pecan)
- Presented for the College Advisor Training (Pecan)
- Registration for First Year Experience (District Wide)
- 2015 Summer I Coed Volleyball League(Pecan)
- Ping Pong Tournament (Pecan)
- Participation with the Summer Bridge Program with 11 workshops(Pecan, Tech & Mid-Valley)
- Participation during Fast Track Orientation with 3 workshops (Mid-Valley)
- Project Male Meeting(Pecan)
- Gamer's Unanimous(Tech)
- Extreme Video Games Tournament(Starr)

Tournament
PING
PONG

Like · Comment
CHAMPIONS

Counseling and Advising

Advisor Student Contacts	
Campus	**# of Students**
Pecan	2885
Weslaco	1128
Rio Grande	543
Total	**4556**

Student Success Specialist Contacts	
Division	**# Student Contacts**
Bachelors of Applied Technology (Tech Mgmt.)	237
Bachelors of Applied Technology (CIT)	0
Business, Math, Science & Technology	220
Distance Learning	1055
Liberal Arts & Social Science	110
Total	**1622**

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	**653**	**118**	**123**	**180**	**39**	**545**	**1**	**1659**
Weslaco	**74**	**7**	**18**	**26**	**116**	**106**	**0**	**347**
Rio Grande	**37**	**6**	**17**	**2**	**27**	**37**	**0**	**126**
Tech Ctr.	**30**	**16**	**27**	**2**	**0**	**37**	**0**	**112**
NAH	**5**	**8**	**3**	**3**	**7**	**3**	**1**	**30**
Total	**799**	**155**	**188**	**213**	**189**	**728**	**2**	**2274**

Meetings/Consultations

- Business Department Meeting – Pecan
- Business Department Meeting with Program Chair – Pecan
- Scholastic Appeals Committee Meeting – Pecan
- Campus2Careers Training at Tech Campus – Pecan
- Welding Department Meeting – Pecan
- Lead Faculty Advisors Meeting – Pecan
- BIT Meeting – Pecan
- Project HIRE PAC Meeting – Pecan/Tech
- Meeting with Community Leaders – Pecan
- Meeting on how to start a food pantry – Pecan
- Individual Supervision Meeting with UTPA Social Work Intern – Pecan
- NASW Texas LRGV Branch Meeting – Pecan
- UNIDAD Meeting – Pecan
- Meeting with STC PR Director – Pecan
- ALA Team Meeting – Starr
- Ambassador Leadership Academy monthly meeting - Starr
- Meeting with Mr. Moreno, PMT Instructor on ADA services/issues – Tech
- Meeting with Sid Ramos, IAM Project Training Specialist on Workshops – Tech
- Staffing of cases at Pecan – Pecan/Starr/NAH/MVC/Tech

Workshops/Presentations

- Workshop: Anger Management – Pecan
- College Advisor Training Program Presentation – Pecan
- Training PSJA Cohort for CATP – Pecan
- Laughter Yoga Presentation at Boys and Girls Club of Pharr – Pecan
- Presentation to LVN Students on Counseling Services & Grieving Process – MVC
- Presentation for Dual Enrollment Academies Students on Counseling Services - MVC
- Workshop: How's Your Self-Esteem? – Pecan
- Presentation on The Importance of Self-Care and Introduction to Laughter Yoga – Pecan
- Workshop: Are You Getting Your ZZZZ's – NAH
- Workshop: Walking Does Wonders - NAH
- Workshop: Benefits of Incorporating Laughter In Your Life – Pecan
- Workshop: Choosing a Career - Pecan
- Workshop: How To Set and Achieve Your Goal - Starr
- Workshop: Manage Your Time Successfully – Starr
- Workshop: How Important is Your GPA - Starr
- Workshop: The Four Basic Emotions – Tech
- Presentation on Career Cruising – Starr

Professional Development

- CATP Training – Pecan
- Circle of Health Workshop/Training – Pecan/MVC/Starr/Tech/NAH
- Campus2Career Implementation Training at Tech Campus – Pecan/MVC/Starr
- Compassion Fatigue Webinar – Pecan

- Training on Education & Politics and Hidalgo Fit Program – Pecan
- STLA training at Region One – Pecan
- Conflict and Mediator Resolution Training – Pecan
- Human Trafficking workshop – Tech

Student Contacts:

Provided services to the following # of students:

Campus	***# of Students***
PASS Program	**1264**
Total	***1264***

A. Meetings/Consultations:

PASS Program Staff Meeting
PASS Program InfoPath Forms - Sergio Corrales
Division Meeting- Technology Campus
Welding Program-Technology Campus

B. Participated in the Following:

- Off-Site visit to Mid-Valley to take Fall 2015 applications
- Off-Site visit to Pecan Campus to take Fall 2015 applications
- Off-Site visit to NAH to take Fall 2015 applications
- Off-Site visit to STARR Campus Fall 2015 applications
- Orientation LVN Program-Pecan Campus
- College Advisor Training Program-Pecan Campus
- People Admin Training-Technology Campus

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Turning Hope Into Reality

Finance and Administrative Services

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Office of the Vice President for Finance & Administrative Services

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

TO: Dr. Shirley A. Reed
President

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

DATE: July 14, 2015

SUBJECT: Activity Report for Finance & Administrative Services
June 01, 2015 through June 30, 2015

The following is a summary of activities from June 01, 2015 through June 30, 2015 for the Division of Finance & Administrative Services.

The Vice President

- The Vice President prepared for and attended the following meetings:
  - President's Cabinet Meetings, Regular Board of Trustees Meeting, Facilities Committee Meeting, Finance and Human Resources Committee Meeting, Coordinated Operations Council Meeting, Finance, Finance and Administrative Services Director's Meeting and Planning and Development Council 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 as follows:
  - Human Resources:
    - With Director of HR to discuss Key Results
    - With Director of HR and Staff, VP FAS Project Manager, and Risk Manager to discuss Complains Procedures
    - With HR Staff and Michael Gilbert from People Admin on Performance Management (appraisals) Demonstration
    - With HR Staff and Operations Staff on Employee Issues
    - With Director of HR for interviews for Assistant Director of Human Resources, Associate Comptroller and for Director of Facilities Planning & Construction
    - With Title IX Committee on Title IX policies, procedures and cases

        - With HR Director and Staff and Randy Sweeten, External Auditor, to discuss an audit
    - Facilities Planning and Construction staff:
        - With FPC Staff, and Broaddus & Associates on bond construction projects and budgets
        - Mid Valley Campus and Technology Campus Site Tours with Facilities Planning and Construction Staff and Architects
        - With FPC Staff and Business Office Staff to review construction program and other projects
    - Business Office:
        - With Comptroller and Staff to discuss FY 2015 – 2016 Budget
        - With Comptroller to discuss Open Records Request on Election Results
        - With Legal Counsel, Comptroller, and VP for Student Affairs and Enrollment Management on Shuttle Bus Contract and Timeforce issues
        - With Susan Anderson, Investment Advisor, Comptroller and Staff to discuss investment items on the Finance Committee Agenda
    - Accountability Department:
        - With Director of Accountability, Business Office Staff and IT Staff to discuss Dual Enrollment Review
        - With Director and Staff on the Oz Principle Presentation
    - Risk Manager:
        - With Risk Manager and Raul Cabaza, insurance consultant, on Student Insurances and OCIP insurance for bond program
- Other Meetings:
    - With Legal Counsel on Depository Agreement
    - With FAS Staff on moves
    - Due Diligence Conference Call on Preliminary Official Statement with Underwriters
    - With Rick Longoria from Burton, McCumber & Cortez LLP, to discuss Starr County Truth-in-Taxation Audit
    - Conference calls with rating agencies (Standard & Poor's and Moody's)
    - With President and Director of Operations and Maintenance on operation
    - With President and Director of Police to discuss the Title IX processes
    - On a Search Committee for Vice President for Student Affairs and Enrollment Management
    - American Association for Women in Community College Meeting
    - Title IX Committee Meeting
- Worked on the following items:
    - Board Policies:
        - New Policy #4111: Volunteers
    - Reports and Presentation:
        - Vacancy Listings Report
        - All Hazards Emergency Plan
        - Workplace Answers Compliance
        - Volunteers in Service to America (VISTAs)
        - 2015 Junior College Audit Report
        - Tuition and Fee Reports
        - Economic Impact News Release
        - Cost of Living Wage Adjustment
    - Property Tax Related:
        - Hidalgo County Tax Resale Properties and Resolution Authorizing Tax Resale
    - Budget and Financial:
        - Budget for FY 2015-2016
        - Shuttle Bus Contract and Budget

- Bond:
  - Additional Scope Report by Project
  - Bond Structure, Bond 2015 Issuance Action Item, and Timeline Reports and Presentation
  - Preliminary Bond Issuance Debt Structure
  - Update on Municipal Bond Market and Bond Issuance Debt structure
- Personnel:
  - Vacancy Report
  - Licenses & Certifications
  - Staffing Requests for FY 2015-2016
  - Salary Adjustments for Faculty and Non Faculty Personnel for FY 2015-2016
- Facilities:
  - Portable Moves/Auction
- Other:
  - Comprehensive Plan for FAS Division
  - Disposal of Donated Vehicles
  - Campus Carry Legislation
  - City of McAllen Bike Share Project
  - Mission Economic Development Authority(MEDA) Scholarship Fund Trust with Edward Jones for student Scholarships
  - Disposal/Recycle of Technology Items
  - Resolution Authorizing Investment Brokers, Dealers, Banks and Investment Pools
  - Resolution Electing to Participate in the TexPool Local Government Investment Pools
  - Resolution Authorizing Investment Bank Accounts

Accountability Services Department

- Attended or held meetings as follows:
  - Accountability Services Department to discuss various projects.
  - May 2015 Banner AA/FM Round Up
  - FAS Departmental meeting.
  - With Nick Gonzalez to discuss the Dual Enrollment program and gain further clarity of the types of dual enrollment students.
  - With Santa Pena to discuss department contribution to dual enrollment.
  - With Cynthia Blanco to discuss any costs associated to dual enrollment.
  - With Nancy Garcia to discuss department cost associated to dual enrollment.
  - With Eli Nguma to discuss costs associated with dual enrollment program.
  - With Wanda Garza to discuss dual enrollment program and identify costs associated with program.
  - With Mary Elizondo and staff to go over preliminary Dual Enrollment cost analysis.
  - With department staff to present the Oz Principle
  - Jaguar Academy – On board for Success
  - American Association for Women in Community College to present Oz Principle
  - With Matthew Hebbard to discuss costs relating to dual enrollment program.
  - With Nicole on dual enrollment forecast.
  - Jaguar Academy – College Mission, Philosophy & Points of Pride
  - Cabinet Meeting – discussion on Dual Enrollment Cost Analysis
  - Presented The Oz Principle presentation for Cashier department:
    - Starr County
    - Mid Valley
    - Pecan
  - PAS Meeting – presentation of the Oz Principle.

- With RAS and Library departments to identify costs/revenue associated with dual enrollment program.
- With Dr. Petrosian and Nick Gonzalez to gather info and discuss dual enrollment cost-analysis.
- Accountability Services department held meeting with Mary Elizondo and Brenda Balderaz regarding complaint.

- Worked on the following:
  - Dual Enrollment:
    - Requested Overload NOE forms from Daniel Salazar in Human Resources. Filtered Fall and Spring Overloads for professors teaching "s" sections.
    - Updated project status report.
    - Prepared for meeting with Santa Pena.
    - Prepared for meeting with Wanda Garza.
    - Worked on appendices for cost-study
    - Worked on overloads. Completed Spring 2015 and Fall 2014.
    - Contacted Daytona State College in Florida regarding dual enrollment impact after approved bill to charge a fee was passed.
    - Calculated Certificate & Completion department percentage associated to dual enrollment.
    - Worked on putting preliminary project together.
    - Created three proposals to include in report.
    - Calculated the following expenses: Operations and Maintenance, College Connections, Testing Center, Advising, Certificate and Degree, and May 2015 graduation ceremony costs.
    - Contacted different colleges and inquired about dual enrollment fees.
    - Worked on proposals 4 and 5.
    - Prepared preliminary Dual Enrollment Cost analysis packets for Cabinet meeting.
    - Chart for dual enrollment course agreement for 2010 – 2015.
    - Preparation of preliminary dual enrollment cost-analysis on power point.
    - Revaluated "Independent student" revenue associated with non S sections.
    - Requested data for non S sections dual student to include in Contact Hours table.
    - Researched HB505 and HB2812 regarding number of sections dual students can enroll in each semester.
    - Readjusted line items in financial highlight worksheet: operation and maintenance, technology maintenance and repair, and contact hours.
  - The Oz Principle
    - Adjustments made to power point presentation.
  - Audit Survey Complaint
    - Researched template format.
    - Researched policy and procedures.
    - Completed an Internal Control Questionnaire.
    - Worked on Planning Questionnaire tailored to complaint allegations
  - Other:
    - Economic Impact Proposal: Regional Center for Public Safety Excellence

Risk Manager

- Attended or held meetings as follows:
  - Title IX supervisor training
  - Institutional Effectiveness Plan – Risk Management
  - ACTA Commissioning Ceremony
  - Identity Theft Prevention Program and Guidelines
  - VISTA (Volunteers In Service To America) research
  - Owner Controlled Insurance Program with VP FAS and Raul Cabaza

- Environmental Management Systems Webinar with Director / Asst. Director of Operations & Maintenance – "Campus Changes"
- Insurance
  - Preliminary review of 2015-2016 recommendations
  - Commercial auto policy discussion with Comptroller
  - Management Report 2014-2015
- Disaster Conference – Houston, TX

- Worked on the following matters:
  - Business Impact Analysis:
    - Flowcharting Level 1 critical processes and manual workarounds:
      - ⇒ Business Office – Payroll (Monthly & Semi-Monthly)
      - ⇒ IS&P – Active Directory Account Maintenance
      - ⇒ Business Office – Preparation of Deposits
      - ⇒ Business Office – Budget Development
      - ⇒ Business Office – Cash Management
      - ⇒ Business Office – AP 1099 Misc. & 1042 Reporting
  - Insurance:
    - Questionnaire
    - Business Continuity Coverage
  - Other:
    - Review / edit Board packet
    - Texas House Bills Research
    - All Hazards Emergency Plan
    - Miscellaneous tasks & requests from VP-FAS

Food Services

- Attended or held meetings as follows:
  - STC 2013 Bond:
    - Pecan Campus Tour and Meeting
  - Meet with Representative of La Brisa Ice Cream to discuss menu items for Sale in our Cafeterias and was able to secure Ice Cream Bars until Blue Bell can provide stock.
  - Met with Rick Sunday, Operation's Energy Manager, to discuss ways the cafeterias can assist in lowering energy usage and costs.
  - Met with Sysco Foods Representative to discuss Eggs, Chicken and Turkey shortages.
  - Met with Labatt Food Representative to discuss new menu items for use during FY 2015-2016

Security & Police Department

- Model Policy for the Clery Act Annual Security Report
  - The college Annual Security Report has been re-written to include statements incorporated in the revised model report.
- City of McAllen Request for Assistance
  - The Chief of Police/Director of Safety & Security received a request for assistance from South Texas College to provide personnel and vehicles for the upcoming McAllen holiday parade scheduled for December 5, 2015.
- Crimes on Campus
  - Assault of a South Texas College Student
- South Texas College Shuttle Buses
  - Based upon a proposed revised contract with Valley Metro Transit (VMT), South Texas College will manage the operation of the Park and Ride and the circular shuttle bus routes between the three McAllen campuses.

- Three new buses will be provided by VMT and the college will fill a vacant bus driver position and create 2 additional full time temporary bus driver positions to operate these buses.
- Position requisitions for these positions have been forwarded to the Human Resources Department.

- Valley Metro Transit
  - A meeting was held with Tom Logan, Director of Valley Metro Transit, to discuss the operation by South Texas College of the Pecan campus park and ride shuttle and the yellow line circular route between the McAllen campuses.
  - The team discussed a proposed revised contract with the college and budget considerations for the operation of these services beginning the fall 2015 semester.

Purchasing and General Services

- Attended or held meetings as follows:
  - The Purchasing/Distributional Services Department collaboration meetings:
    - Review and negotiated change to thirteen (13) vendor agreements
    - Staff attended the South Texas College Leadership Academy
    - Staff attended the Business Office Annual "How To" Session
    - Purchasing and Distributional Services meet with OIRE to complete the department IE Plan
    - Staff attended the forum for the Director of Planning and Construction candidate
    - Meet with the FAS Division areas to discuss the Move Set Up process
    - Meet with Library Services to discuss the process of deleting books from Banner Fixed Assets
- The following is a list of the request for proposal worked on and public bid openings:
  - Prepared RFP:
    - 14-15-1083 Pecan Campus – Building B Covered Area for Ceramic Art Kilns
    - 14-15-1084 Portable X-Ray Machine (Cancelled)
    - 15-16-1007 Printing Projects
    - 15-16-1009 Pest Control Services
    - 15-16-1010 Maintenance and Repair Parts, Materials and Supplies
    - 15-16-1011 Chiller Maintenance Services
  - Public Bid Openings:
    - 15-16-1006 Mail Services
    - 15-16-1005 Science Laboratory Supplies
    - 15-16-1001 Property, Casualty, Flood and Workers' Compensation Insurance
    - 14-15-1083 Pecan Campus – Building B Covered Area for Ceramic Art Kilns
  - The Purchasing Department processed in excess of five hundred thirty seven (537) purchase orders, approved three hundred forty (340) requisitions, disapproved one hundred eleven (111) requisitions, processed change orders for goods and services and completed twenty eight (28) travel authorizations. A total of three hundred one (301) new vendor W-9 forms were verified and entered into Banner Finance and thirteen (13) existing vendors were updated.
  - The Fixed Assets Department is currently reviewing all assets purchased since May 2015. The asset review process was completed as follows:
    Fixed Assets approved two hundred thirty one (231) assets through June 15, 2015
    Conducted the monthly inventory spot check for Library Books
  - The Receiving Department completed nine hundred seventy two (972) deliveries (purchase orders and complimentary books) and a total of six thousand one hundred eighty one (6,181) packages/boxes. A total of six hundred fifty nine (659) purchase orders

were posted received in Banner. A total of five thousand nineteen (5,019) items were transferred/relocated as per move/set up request forms.

- The Mail Services department processed the following mail and copy request:
  - Student Financial Services - $7,310.27, Counseling Center - $258.72, Cashiers - $357.29, and Valley Scholars - $87.02;
  - A total of one hundred ninety seven thousand four hundred sixty (197,460) copies were completed at the copy center for the month of June.
  - A total of thirty thousand seven hundred forty eight (30,748) letters were emailed out and one thousand five hundred forty seven (1,547) letters were returned to South Texas College due to bad addresses.

Human Resources

- Human Resources Director attended the follows:
  - Training/Conferences:
    - Attended the Society for Human Resource Management's (SHRM) monthly meeting/training: "*You Can Handle the Truth: Conducting Internal Investigations*" with the Employee Relations Officer and the Human Resources
  - Interviews:
    - Conducted interviews for a Benefits Specialist.
    - Attended the Pecan campus forum interview for the Director of Facilities, Planning & Construction (three staff members attended).
  - Personnel Issues:
    - Assisted a Federal Investigator with review of a personnel file.
    - Investigation of new hotline incident calls/concerns
  - Worked on the following processes and/or programs:
    - PeopleAdmin: Salary Setting/Hiring Proposals
    - Board Report – Classified Salary Adjustment
- Attended or held meeting as follows:
  - Met with Legal counsel and Employee Relations Officer regarding various personnel matters.
  - Met with Del Mar College's Human Resource department to review PeopleAdmin practices, procedures and guidance documentation. Also in attendance was the HR Staffing Specialist, HR Faculty Staffing Specialist/Evaluator and the Systems Analyst II-FAS.
  - Webex hosted by Ellucian regarding Texas Connection Consortium eCommunities
  - Associate Dean of Continuing Education to discuss Continuing Education pay guidelines
  - With Workplace Answers for the new Title IX training unit.
  - Behavioral Intervention Team Meeting
- Departmental Items:
  - Worked on the following projects:
    - Faculty Staffing Plan
    - Xitracs report
    - Processed eighteen (18) New Faculty Hire packets for FY16.
    - Processed approximately ten (10) Adjunct and Dual Enrollment applications.
  - Planned and prepared for upcoming Summer Enrollment Fair presentations and lab visits.
  - Attended the Texas Association of Community Colleges Human Resource Professionals Conference in Dallas TX.
  - Attended an Affordable Care Act presentation hosted by the Internal Revenue Service.

- Attended the Summer Enrollment webinar.
- Attended the TimeClock Plus system webinar.
- Initiated the process of sending out memos to Supervisors of employees who are consistently under hours.
- Reviewed the Benefits Employee Handbook.
- Worked on Affordable Care Act-related patches for Banner.
- Reviewed Affordable Care Act tax form requirements for January 2016.
- Conducted Faculty Audits.
- Completed missing dependent Social Security information for twelve (12) employees.
- Processed two (2) Workers Compensation claims.
- Conducted New Hire Orientation for twenty-two (22) employees.
- Conducted ten (10) Exit Interviews.
- Department has continuously tested Salary Planner to ensure a paperless process.
- Attended the 2015 South Texas Leadership Academy for Staff, "What's a #Hashtag!?" Michael Daggs, Speaker.
- Reviewed/updated STC Employee Manual.
- Worked on obtaining authorization for online Driver's Records.
- Continued work on institutionalizing letters and procedures.
- Continued developing a Title IX Investigation and Non-Title IX Investigation Checklists.
- Assisted Employee Relations Officer with the closure of six (6) personnel cases.
- Processed three (3) Open Records requests.
- Completed three (3) Texas Workforce Commission Unemployment claims (all were not eligible for Unemployment).
- Performed thirty (30) Department of Public Safety background checks.
- Processed
  - Two-hundred sixty-one (261) online Staff applications
  - One hundred seven (107) hard copy applications
  - Sixty-eight (68) online Faculty applications
  - Twenty-five (25) Employment Verification forms
  - Cleared one hundred (100) New Hire (includes Returning and Transferred employees) packets.
- Reviewing and editing Part Time job descriptions.
- Developing a new general Direct Wage job description for use when posting Part Time positions on PeopleAdmin.
- Attended the 2015 South Texas Leadership Academy for Staff, "What's a #Hashtag!?" Michael Daggs, Speaker.
- Attended the Business Office Annual "How To…" training sessions for Timeforce, Budget, Banner and Accounts Payable processes.
- Coordinated with Instructional Technologies Specialist to upgrade Human Resources' two training rooms.
- Received and documented one hundred (100) appraisals.
- Processed four (4) new temporary employee requests.
- Received and processed:
  - Eighteen (18) recommendation packets
  - Four (4) resignation letters
- Attended the 2015 PeopleConnect Conference

Facilities Planning & Construction

- Departmental report items
  - Performed the following:
    - 2013 Bond
      - Reviewed contracts for Architects and Civil engineer services and noted pending documents to Broaddus & Associates; Reviewed and commented on preliminary schematic plans; Worked on budget estimates for projects needing additional scope; Starr County Campus Student Activities Gym - Received preliminary budget estimate and project design
- Departmental Items:
  - Prepared agenda and motions for July Facilities Committee meeting
  - Finalized Comprehensive plan for Department; Performed staff employee evaluations; Assisted Purchasing department as part of an Interview committee; Assisted Operation and Maintenance department as part of an Interview committee for Maintenance Manager
  - District Wide ADA Improvements – coordinated with Purchasing to develop an Amendment for additional services;
  - District Wide HSI Grant Tier 1 Classrooms – A carpet vendor was approved and a notice to proceed was issued; The vendor has ordered the carpet; Existing furniture has been removed from the rooms anticipating the painting and carpet replacement; Carpet replacement in the five H.S.I. Grant Tier 1 classrooms in progress
  - Pecan Campus AECHS Service Drive and Sidewalk – A contractor was approved and the engineer is preparing a contract; A negotiation meeting was scheduled; Contract has been provided to the vendor for review and signature.
  - Pecan Campus Building B Ceramic & Art Renovations – scheduling a contract negotiation meeting with Contractor and Architect; Construction in progress
  - Pecan Campus Building B Covered area for Ceramic Art Kilns – currently advertising to receive bids on June 24th;Received seven proposals and evaluation committee evaluated all proposals
  - Pecan Campus Building K Admissions/Welcome Center Entrance – Received preliminary construction estimate from BSGA
  - Pecan Campus Carpet Replacement for Building A – A vendor has been approved; Preparing to issue the Notice to Proceed to contractor
  - Pecan Campus Health and Wellness/Kinesiology Sports Field Lighting-Construction proposals have been received; Proposals were evaluated and have been presented to the Facilities Committee in June; Facilities Committee recommended for Board approval of contractor at June meeting; The Board approved Zitro Electric to do the work and DBR Engineering is preparing the contract
  - Pecan Campus Infrastructure for the Relocation of Portable Buildings -Worked on revised plan for the relocation process
  - Pecan Campus SAB Science Lab Exhaust Fan – Performed a preliminary substantial completion walk thru; work was completed on time; Prepared the substantial completion and punch list; Facilities Committee recommended Board approval of Substantial Completion at June meeting
  - Pecan Plaza Asphalt Resurfacing Along Alley Side of Building- A Notice to Proceed has been issued and the construction has begun; Construction in progress
  - Nursing and Allied Health Campus Irrigation Improvements - Construction proposals have been received; Proposals were evaluated and Facilities Committee to recommend Board approval of contractor at June meeting
  - Nursing and Allied Health Campus North Parking Lot Expansion – The engineer performed a walk-thru inspection and has issued a Notice of Substantial Completion; Facilities Committee to recommend Board approval of Substantial Completion at June meeting; Contractor is addressing items needed to obtain 'Final Completion'
  - Technology Campus West Academic Building Reroofing – received and provided comments on submittals; contractor began mobilization at the site

- Technology Campus Cooling Tower Replacement – A Substantial Completion punchlist walk thru was performed with staff. Contractor is behind schedule and is facing liquidated damages costs; Facilities Committee to recommend Board approval of Substantial Completion at June meeting; Engineer has provided draft change order for review of liquidated damages

- Attended or held meetings as follows:
  - 2013 Bond:
    - Conducted weekly update meeting with Broaddus & Associates; Design meetings with project architects and Broaddus & Associates
    - Attended site tour of the Technology Campus and library site tours at the Mid Valley, Nursing and Allied Health, and Starr County Campuses
    - Attended the Owner In-Sight Project Management Training sessions
    - Attended meeting to review schematic design construction costs with CMR
    - Met with STC staff to review Starr County Campus Student Activities Expansion for additional space needs and met with Mario Reyna, Juan Carlos Aguirre and Carlos Margo to review plans and space allocations for the Technology Campus Building E Expansion
- General:
    - Conference call with legal counsel and estimator for the hail damage insurance claim with Chubb
    - Director began exit review meetings with staff
    - Attended various meetings to review college wide Employee Move process, monthly board meeting, June Facilities Committee meeting, meeting to review move process using School
    - Dude, STLA training-Space Management Specialist, May Board meeting, and open session for Director of Planning and Construction
    - Met with V.P. Elizondo to review Facilities Committee agenda items and review current and future project budgets and comprehensive plan
    - Attended various meetings with FPC staff to prepare budgets for FY15-16 Capital Improvement Projects
    - District Wide ADA Improvements – conducted a design meeting with Civil Engineer; met with Engineer to review project status
    - Pecan Campus Building B Ceramic Arts Covered Area – conducted a contract negotiation meeting with Contractor
    - Pecan Campus Building K Admissions/ Welcome Center-Attended a schematic design review meeting with architect and staff
    - Pecan Campus Covered Area for Ceramic Art Kilns – discussed possible additional services for design with Architect to be submitted for review next month; Conducted a Pre-proposal conference meeting with four potential General Contractors
    - Pecan Plaza Asphalt Resurfacing Along Alley Side of Building - Attended the Pre-construction meeting
    - Technology Campus Cafeteria Expansion - attended meeting with architect and staff to review locations

Facilities Operations & Maintenance

- Attended or held meetings as follows:
  - STC 2013 Bond Program:
    - OIS PM Training - Session 1
    - Planning Meeting
    - OIS PM Training - Session 2
    - Mid Valley Thermal and Civil - Coordination and Kick Off Meeting
    - Starr Thermal and Civil - Coordination and Kick Off Meeting
    - Technology Campus - Schematic Meeting
    - Pecan Campus Thermal Meeting

- Starr County Campus Health & Science Bldg. Schematic Meeting
- Starr Campus Student Services and Student Activities Expansion Projects - SD Cost Meeting
- Pecan Campus - Student Activities and Cafeteria - Schematic Design Meeting
- North Academic Building - Schematic Design Meeting
- South Academic Building - Schematic Design Meeting
- Pecan Campus STEM Building - Schematic Design Meeting
- Pecan Campus Meeting
- Thermal and Parking Site Improvements Meeting
- Technology Campus - Cooling Tower Replacement Walk- thru
- Technology Campus Cooling Tower Replacement-Construction Meeting #11
- Mid Valley Health and Science and Student Services Schematic Design review

- Other:
  - EPA Webinar Training - Campus Changes - How to stay on top of compliance as your campus changes
  - Pecan Plaza Asphalt Resurfacing Along Alley Side of Building B - Construction Meeting
  - Assisted with the Interviews for Director of Facilities Planning & Construction
  - Attended the meeting to discuss FAS Moves on SchoolDude
  - Met with Purchasing to evaluate (9) proposals received for Custodial Supplies
  - Met with Bob from Carrier Corporation
  - Guided Mr. Daniel Garza to the Director of Facilities Planning and Construction Open Forum Interviews in Pecan, Starr and MVC
  - Held Weekly Facilities Operations & Maintenance Managers' Meeting
  - Held Interviews for the Maintenance Manager position

- Departmental Plans
  - Energy Management Plan
  - 2013-2015 IE Plan
  - EPA Environmental Management System
- Operations Contract Department
  - Mid Valley Campus
    - Building G power washing – Complete
    - Fire alarm issues in Portables - EI Fire scheduled
    - Met with Maldonado to discuss additional landscaping
  - Pecan Campus
    - Chiller #3 – PO is in process for York. Work scheduled to start on 6/29/2015
    - Roofs – Problems in B,K, and X identified and repaired
    - Fire Alarm issues resolved.
    - Pepsi Machine in Building G to be moved, Pepsi to advise where.
    - PO in process for bees in Building J.
    - Leak in Building B inspected, appears to be AC issue
  - Tech Campus
    - Valve repair – repair is complete but the compressor went into alarm this morning. Pro Tech scheduled to go out ASAP.
    - Mice/Rats – BugWorks treated area
  - Starr Campus
    - Roof at Building E – Garland will be repairing two roof drains at no cost, we will need to repair the others.
    - McQuay Chiller #2 is down, problem with the starter. Service call placed with ProTech.

- Preventative Maintenance Scheduled for May (District-Wide)
  - Maldonado Landscape: Lawn Care - Complete
  - Bug Works: Pest Control - Complete
  - Joe Fly: A/C Filters – Complete
  - EI Fire (Kitchen Hood Cleanings) - Complete

- Custodial Department

Set-Ups	242
Moves/Relocations	49

- Maintenance Department Work Orders and Expenditures

Work Orders	895
Work Orders Completed	890

Classification	Work Orders Completed	Cost
Carpentry	118	$16,426.72
Electrical	107	$2,931.00
Energy	41	$6.59
HVAC	84	$17,166.80
Locksmith	77	$447.93
Painting	14	$1,542.33
Plumbing	77	$2,796.16
Plant Services	3	$11,015.98
Total Cost		**$52,333.51**
General Preventative Maintenance	369	
Total Work Orders	**890**	

Business Office

- Attended or held meetings as follows:
  - AP Staff Meeting to discuss AP Conference topics, How To Session and work status with staff
  - On June 5, attended the credit rating teleconferences at the Vice President for Finance and Administrative Services' office.
  - With Legal Counsel on updates for Depository Contract.
  - With Touch Net Heartland for a brief introduction on pre-collection of delinquent accounts.
  - Attended BUGs (Banner User Groups) meeting to discuss timeline of upcoming patches to Banner system.
  - With Technology Resources to discuss the W9S Electronic Solicitation project.
  - Close-out meeting for Winning Reading Grant
  - Initiation Briefing for Dollar General Grant
  - Initiation Briefing for TWC Skills for Small Business
  - With Internal Auditor to discuss the issues with the Starr county tax roll calculations.
  - With Accountability to discuss the Dual Enrollment Cost Study Analysis.
  - Participated in the teleconference with the Institute for Advanced Manufacturing and the Grants department to discuss the Robotics conference and invoicing on.

- Participated in the Salary Planner teleconference with the Strata Information Group consultant and Human Resources.
- Accounting/Compliance Retreat
- Texas Workforce Commission Skills 21 Grant Orientation
- Dean's Enrollment Meeting.
- Participated in the teleconference with Ellucian consultant, Human Resources, and Technology Resources to discuss problems encountered with the Salary Planner and Budget Development interface.
- Screening was conducted for the Budget Accountant position.
- Business Office IE Plan Meeting
- With Accountability on Overtime Reports
- With VP-FAS to discuss Non-Bond projected budget.
- DLA Graduation
- Staff met with Valley View Consulting, LLC to discuss the TexPool bank information sheets and pledge agreements.

- Board Agenda Items
  - Management Reports – The Business Office staff worked on the May board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.
- The Business Office worked on the following reports/projects:
  - Staff prepared May Board Management Reports and Regular Managements Reports.
- Trainings/Webinars:
  - Staff attended The Texas School Districts Conference regarding GASB Update, Internal Controls, Pension Reporting, and Circular A-133.
  - Attended DOE webinar on rewriting rules governing Cash Management of Title IV federal student financial aid.
  - Cashiers attended seminar on "How to deal with difficult people".
  - Cashiers attended the "Oz Principle" presented by the Office of Accountability
  - Checks Processed as of June 30, 2015:

Bank No.	10/14	11/14	12/14	01/15	02/15	03/15	04/14	05/15	06/15
01 E&G	769	532	571	472	594	737	637	519	686
01 Direct Deposit	113	71	59	59	99	142	95	116	117
03 Student	1447	241	95	18,234	2,285	617	146	1,184	3,516
12 I&S Taxes	-	-	-	1	-	-	-	-	-
16 I&S Bond	-	-	-	1	-	-	-	-	-
17 Plant	6	8	6	18	15	10	7	11	12
32 AP Card	404	212	274	364	352	411	415	421	425
38 Unexp-LT Bond Series 2014	2	1	-	1	-	2	4	1	5

- Conducted interviews –for (AP) Accounting Specialist.
- Updated organization detail reports and a summary of the changes that were made were forwarded to the Vice President for Finance and Administrative Services.
- Created a fund balance designation history report.
- Produced a new summary of revenues and expenditures for FY 2016 was prepared based on changes to the salary and benefit budgets.
- Revised the motions pertaining to the new summary and the salary adjustments.
- Produced an inventory of licenses and certifications held by staff was provided to the Vice President for Finance and Administrative Services.
- In collaboration with Human Resources, testing of the interface between the Salary Planner module and the Budget Development module were conducted.
- Provided Internal Auditor with requested information in preparation for meeting with Starr County to discuss Truth in Taxation calculations.
- Provided Accountability with requested information needed for the Dual Enrollment Program Analysis.
- Worked on FY 2014 Financial Profile and Indictors for Southern Association of Colleges and Schools Commission on Colleges.
- Staff continue to make updates to the FY 2016 budgeted revenues and expenditures.
- Discussed the FY 2016 budget.
- Reporting support was requested from Technology Resources for merging FY 2016 Budget Development data with salary data from the Salary Planner application or the Banner FY 2016 working budget.
- Conducted a testing interface between the Salary Planner application and the Budget Development Application.
- Provided Revenue information to Accountability for the Dual Enrollment Cost Study Analysis.
- Prepared a Budget Process and Budget Tips presentation for the Vice President for Finance and Administrative Services.
- Contacted Financial managers regarding their itemizations for the proposed FY 2016 capital budgets.
- Revisions to the Fund Balance Designation motion were made.
- Check Cycles – The following check cycles were processed and the number of checks printed:

Bank No.	# of Check/DD Cycles	# of Checks/Direct Deposit
01 E&G	11	719
01 Direct Deposit	2	59
02 Payroll	13	617
02 Direct Deposit	3	1,508
03 Student	7	3,516 (US Bank)
12 I&S		
16 I&S		
17 Plant	3	6
38 Bond Series 2014	5	11
Total	44	6,436

- Comptrollership Policy – Staff updated the Comptrollership Policy to address the new processes related to the new investment transactions that the College is proposing with investment providers and recommendations made by legal counsel. Staff prepared the motion for the June 2015 Finance Committee meeting.

- Investment Motions and Resolutions – Staff prepared three motions and worked with the Investment Advisor, VPFAS and legal counsel on the Resolutions for the June 2015 Finance Committee meeting regarding the new investment transactions that the College proposing.
- Staff reviewed the Depository Contract provided by legal counsel on June 2, 2015 and made further revisions.
- Staff prepared three motions and worked with the Investment Advisor, VPFAS and legal counsel on the Resolutions for the June 2015 Finance Committee meeting regarding the new process related to the new investment transactions that the College is proposing.
- Staff is working on updating the management reports list for responsible person and the accounts each report reconciles to.
- Staff is working on updating the management reports list for responsible person and the accounts each report reconciles to. Staff is obtaining all the accounts in Banner and matching them to the management reports.
- Staff prepared an FY15 interest report on a cash basis, as per the Investment Advisor's request.
- Staff prepared a summary timeline of the major changes made between the bank and STC since September 2014.
- Staff prepared the July Finance Motion and Resolution for the new LT Bonds Series 2015 bank account.
- The 16th Annual "How To" Session was conducted. Approximately 60 faculty/staff attended the session.
- Staff reviewed the ACH BBVA Compass audit and procedures
- Testing link from JagMobile application to pay my bill in TouchNet
- Working on setting up a conference store in Marketplace.
- Banner Finance Audit – applying changes as forms are received.
- Testing continues on TWC wage reports.
- TouchNet Mobile – Mobile version is now online; currently testing link from JagMobile application to pay my bill in TouchNet
- Working with study abroad to set up a new store in Markeplace
- Tested TimeForce I patches – and scheduled to be implemented in production 06/29/2015
- Working with Technology Resources on BBVA Audit.
- Working with Maday to set up script for file deletion automation.
- 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	15
Wire Transfers for Benefits	6

- Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 85 monthly reports were completed during the month of June.

Activity	Numbers
ACH and Book Transferred Initiated and/or Approved	2
Approval Queues	0
Bank Reconciliations	10

Banner Testing-hours	2
Cafeteria daily sales report	36
Cancelled checks provided to AP and/or verification and positive pay	18
Checks printed and/or send	434
Copies of booklets/journal entries requested	179
Deposits prepared	9
Disbursement of returned mailed checks	13
Errands to Inter-office deliveries	37
Financial manager changes	11
FOAP created	32
Hours assisting other departments	46
Hours Filing and organizing of Journal Entries	8.5
Hours used for scanning - estimated	76
Hours used printing, binding and scanning documents (not JE)	1
Hours used to log deleted checks	3
Hours used to prepare documents for scanning	54.5
IDT's - telephone calls received	23
Interdepartmental Transactions reviewed	58
Invoices and encumbrances reviewed	59
Journal entries prepared	41
Journal entries processed including FUPLOAD	1,222
Journal entries processed - transactions including FUPLOAP	3,432
Journal entries/documents scanned - including daily's	1,595
Number of Batches removed from e-vison	240
Positive Pay submitted	29
Requisitions prepared	0
Stale dated letters mailed	26
Stop payments processed	5
Transactions removed from bank reconciliation	198
Hours working on Interest Rate Report	8

- Payroll processes for the month ending June 30, 2015:

Activity	Numbers
Payroll Re-issue Processed	13
Payroll Cycles	5
Payroll Checks & DD	2,311
New Employee Setups for TimeForce	37
TimeForce Access Forms Processed	30
Number of Employees with OT reviewed for OT Memos	20
NOE's Approved	692
Salary Budget Transfer Forms Processed	14 with multiple transactions

- Cashiers generating and calling on the unpaid lists daily A fund balance designation history report was created.
- Extended hours of operation to assist students with Summers 2015 registration needs including SIII census day on June 9, 2015 and the SII Registration after Deadline due date on June 12, 2015.
- Cashiers generating and calling on the unpaid lists daily.
- Extended hours of operation to assist students with Summer/Fall 2015 registration needs
- Cashiers generating and calling on the unpaid lists daily.
- Cashiers working on the Business Office "How To" presentation.

Business Office Performance Indicators

Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	1,377	Salaried	202
Employees on Semi-Monthly Payroll	1,563	Total Net	415,007.95
		Waged	403
Timecards Processed		Total Net	105,028.49
(Waged 5/16-5/31) SR07	307		
(Waged 06/01-06/15) SR08	430	**Stop Payment Processed**	
Regular (Salaried: April) MR04	1,799	Salaried	8
		Waged	5
`Worksheets Processed			
(additions, deletions, changes)		**Void checks Processed**	
Salaried	113	Salaried	8
Waged	377	Waged	5
Liabilities Processed	36	**Replacement Checks Processed**	
		Salaried	8
Reports Processed		Waged	5
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1	**Direct Deposit Processed**	
		Salaried	1,367
Deposits Processed		Total Net	3,248,736.88
Internal Revenue Service	3	Waged	339
Bank Transfers	4	Total Net	89,526.07

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	61
General Journal Entry (Inter-Fund) (JE 16)	53
Cash Receipts (CR 05)	583
Encumbrance Liquidation (E032)	3
Encumbrance Liquidation (E020)	9
General Ledger Beginning Balance (JE05)	1
General Journal Entry (IConstruction) (JE17)	0

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Academic Affairs

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SOUTH TEXAS COLLEGE

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Office of the Vice President for Academic Affairs
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(956) 872-6790
Fax (956) 872-8388

Memo

Date: July 22, 2015

To: Dr. Shirley A. Reed, President

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

Subject: **JUNE 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 July 28, 2015 Board meeting.

Division: **Academic Affairs**
Department: **High School Programs & Services**
Highlight: **External Presentation at West Virginia: South Texas College Dual Enrollment Program**

On **June 3-4, 2015,** South Texas College Administrators Dr. Anahid Petrosian, Interim Vice President for Academic Affairs and Nick Gonzalez, Administrator for High School Programs & Services gave an in-depth presentation of the college's growing South Texas College Dual Enrollment program at **Mountwest Community & Technical College in Huntington, West Virginia**.

Dr. Anahid Petrosian and Nick Gonzalez addressing audience.

The presentation **"Dual Enrollment Program: Creating College-Going Culture as a Successful Proactive Strategy to Combat Poverty"** **showcased the achievements of South Texas College, how the college has created a college-going culture, increased college readiness rates, and impacted unemployment rates and educational levels in the Hidalgo and Starr County area**. Present in the two day presentation were nine community college presidents from the State of West Virginia, high school principals, legislators, board members, and school officials of the area.

Pictured left to right:
Dr. Harry R. Faulk, Executive Vice President for Academic Affairs & Chief Academic Officer for Mountwest Community & Technical College; **Dr. Anahid Petrosian**, Interim Vice President for Academic Affairs & Chief Academic Officer for South Texas College; **Dr. Keith J. Cotroneo**, President of Mountwest Community & Technical College; **Nick Gonzalez**, Administrator for High School Programs & Services for South Texas College.

Agenda:

- ✓ Brief History of South Texas College
- ✓ Overview of Dual Enrollment Initiatives
- ✓ Dual Credit/Dual Enrollment Model at STC
- ✓ Financial Structure, Management, & Administration
- ✓ Program Quality & Student Success
- ✓ Big Picture:
  - National Dual Enrollment Programs
  - Opportunities for West Virginia

Division: **Social and Behavioral Sciences**
Department: **Psychology; Starr County Campus**
Highlight: **Presentation/Workshop at 4th Annual Revival of the Renaissance in RGC**

On **June 9, 2015**, Psychology Instructor Alex Sarabia was invited by Dr. Leo Lopez III (STC and DEMSA alumnus of the 1st cohort in 2006-2007) to **present a workshop on "Time Management and Goal Setting"** at the **Revival of the Renaissance Seminar** hosted at South Texas College Starr County Campus. Mr. Sarabia's workshop was from 9:00-9:50 am and he elaborated on different techniques to manage time and set effective goals. This is the 3rd consecutive year that Sarabia has presented at Revival of the Renaissance Seminar in Rio Grande City sponsored by Dr. Leo Lopez III.

Psychology Instructor Alex Sarabia presents on Time management and Goal Setting on June 09, 2015, at the South Texas College Starr County Campus.

Division: **Social and Behavioral Sciences**
Department: **Psychology; Starr County Campus Psychology Club**
Highlight: **Crossing Disciplines: Into the Medical Field**

On **June 9, 2015**, the **Starr County Campus Psychology Club** hosted the first Crossing Disciplines from 12:30pm-1:30pm at the auditorium. **Crossing Disciplines is a new signature event** of the Starr Psychology Club to add to the already established and well-known:

- Starr County Role Models Get Inspired Conferences
- Starr County Got Talent Shows
- Starr County Mental Health Awareness Conferences

Crossing Disciplines will explore different careers/fields and different guest speakers. Students, psychology and non-psychology members and the community can benefit from learning about the different fields, for a possible second major and/or minor.

In this first edition, Mr. Alex Sarabia (who served as Moderator) introduced the **Guest Speaker--Dr. Leo Lopez III** (STC and DEMSA alumnus of the first cohort in 2006-2007)--who presented on "**The Medical Field**". Dr. Lopez elaborated on his journey through the medical field and what it takes to get there, inspiring the **over 100 students who were in attendance—including some STC Faculty and Staff and community leaders** such as Cynthia Garcia Fuentes (Starr County Public Relations Director) and Joel Villarreal (RGC Mayoral Candidate and former Counselor at STC Starr Co. Campus). At the end, there was a question and answer session by the audience.

Guest speaker:
Dr. Leo Lopez III

Over 100 attendees in the 1st Crossing Disciplines event hosted by the Starr Campus Psychology Club.

Mario Reyna
Division Dean - Business & Technology

- Met with Human Resources personnel to discuss staff issue on Monday, June 1st.
- Met with Joe Vera, City of McAllen, Assistant City Manager, at the Technology Campus Building E in reference to the leasing of the building on Tuesday, June 2nd.
- Met with Erasmo Gonzalez and Angelica Barrera, Culinary Arts Faculty Candidates individually on Wednesday, June 3rd.
- Met with Hector Cavazos, Welding Faculty Candidate, held the Business and Technology Program Chair Meeting. The agenda included: enrollment, inventory, advisory committee meetings, and classrooms. I also met with Annette Benavides, Culinary Arts Faculty Candidate and visited with Dr. Reed on Thursday, June 4th.
- Participated in the STC 2013 Bond Program – Technology Campus – Schematic Meeting at the Pecan Campus, met with Dr. Reed and visited International Culinary Institute in Pharr on Friday, June 5th.
- Attended the Academic Affairs Council Meeting on Monday, June 8th.
- Prepared instructional cost projections for Policy Academy, Law Enforcement, Crime Scene Technology, and Homeland Security degrees the week of June 8th.
- Met with Dr. Reed to review instructional costs for new degrees on Thursday, June 11th.
- Met with Sergio Contreras, Interim Executive Director, Economic Development Corporation to discuss the Regional Center for Public Safety Excellence on Friday, June 12th.
- Met with Ruben Villescas, Chief of Police, City of Pharr to discuss the Regional Center for Public Safety Excellence on Friday, June 5th.
- Kids College 2015 is being held at the Technology Campus from June 8th – July 31st
- The Focus Group-Digital Signage was held at the Technology Campus Library to explore student preferences and ideas regarding digital displays on Tuesday, June 9th.
- Met with Facilities, Planning and Construction personnel to discuss location for cafeteria at the Technology Campus and participated in the Interim NAH Dean interviews with Dr. Petrosian on Monday, June 15th.
- Met with Alonzo Zapata, Welding Instructor, to discuss student issue on Tuesday, June 16th.
- Met with Dr. Reed to review instructional costs for new degrees on Wednesday, June 17th.
- Attended the AACT Board Meeting on Wednesday, June 17th.
- Met with Laura Sanchez to estimate data on operating costs and revenue for the establishment of a Regional Center for Public Safety Excellence and attended the STC 2013 Bond Program – Technology Campus – Schematic Meeting on Thursday, June 18th.
- Participated in the VP SA&EM Search Committee and attended the President's Administrative Staff Meeting at the Pecan Campus on Friday, June 19th.
- Met with Ricardo De La Garza and Roberto Cuellar from Facilities Planning and Construction to discuss 2013 Bond Technology Campus Building E on Monday, June 22nd.
- Met with Dr. Reed to discuss instructional cost projections for new programs and attended the Legislators Appreciation Reception held by the Pharr Economic Development Corporation on Tuesday, June 23rd.
- Held the Business and Technology Program Chair Meeting to discuss Advisory Committee meetings, enrollment, handgun policy, block scheduling, construction of new building, re-roofing, changes in the cafeteria and information from administrative staff meetings, interviewed with Telemundo to promote the Police Academy, participated in the Prior Learning Assessment Policy Webinar held by Kristina Wilson, Academic Grants and Projects Officer, and attended the South Texas College Police Academy 7th Completion Ceremony on Thursday, June 25th.

- Participated in the VP Search Committee Candidate Interviews at the Board Room on Friday, June 26th.
- Participated in the Academic Affairs - Comprehensive Plan for the next 5 years on Monday, June 29th.
- The Business Administration Program will hold an event at the McAllen Public Library to promote the program on Saturday, August 22nd.
- The Business Administration Program will start faculty interviews the week of July 6th.
- The Culinary Arts and Welding Programs have completed the interview faculty process for Fall 2015.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- Concluded Blackboard LMS negotiations with Blackboard. With anticipated increase in enrollment in online and traditional face-to-face, the distance learning department negotiated an increase in our storage quota from 2 terabytes to 3.2 terabytes, FTE from 21,000 to 25,000 and active users from 31,000 to 40,000. Also, we negotiated improved service by getting Blackboard to include Analytics and Outcomes, which we previously didn't have. Outcomes allows groups of faculty to sample student work for program assessment and create reports for analysis and curriculum improvement. It is a good tool for SACS reporting.
- Attended the Prior Learning Assessment webinar. The webinar provided useful case studies and policy guidelines for implementing PLA
- Met with RAS to begin working on Distance Learning IE Plan.
- Participated in a meeting to discuss testing schedule for the Bachelor programs. The meeting also discussed alternative tests for the BASOL CAP Test.
- Coordinated technology readiness for Texas A&M Kingsville Engineering video conference classes at Mid-Valley campus. Classes and content delivery via videoconference has been smooth so far.
- Had a video conference with Verificient to begin exploring remote test proctoring.
- Conducted training on the use of SmarterMeasure screening software for the BASOL program office. The goal is to use of SmarterMeasure to improve coaching and ultimately the success of students in the BASOL lower level competencies.
- Participated in the Dean's enrollment meeting.
- Participated in the Academic Affairs comprehensive plan retreat on June 29, 2015
- Provided course administrator access to the BASOL program office to enable them monitor and improve student engagement.
- Participated in reviewing RFP for students call center services.
- Validated course/class schedule data with application development team which has resulted in a more user friendly web interface.
- Participated in the regularly scheduled validation of institutional data for Civitas Analytics. The current validation is focuses on Blackboard data. A new version of building block was installed on Blackboard to facilitate data transfer to Civitas.
- Had regularly scheduled weekly meetings with applications development team from IS&P to discuss on-going technology needs of distance learning.
- Planning for 2016 Distance Learning Symposium has been on-going.
- Tested and approved automation of competency based BASOL course copy process for blackboard production.

CRN	SES	Course	Title	Location	Dates	Instructor
10588	S2	ANTH 2351.V30	Cultural Anthropology	Internet	Jul 08 - Aug 07, 2015	Millan
10028	S2	ARTS 1301.V30	Art Appreciation	Internet	Jul 08 - Aug 07, 2015	Matthews
10029	S2	ARTS 1301.V31	Art Appreciation	Internet	Jul 08 - Aug 07, 2015	Lubben
10030	S2	ARTS 1301.V32	Art Appreciation	Internet	Jul 08 - Aug 07, 2015	Leverich
10031	S2	ARTS 1301.V33	Art Appreciation	Internet	Jul 08 - Aug 07, 2015	Matthews
11199	S2	ARTS 1301.V34	Art Appreciation	Internet	Jul 08 - Aug 07, 2015	Matthews
11025	S2	ARTS 1304.V30	Art Survey II	Internet	Jul 08 - Aug 07, 2015	Ballinger
10275	S2	BIOL 1322.V30	Nutrition and Diet Therapy I	Internet	Jul 08 - Aug 07, 2015	Garza
11234	S2	BIOL 1322.V31	Nutrition and Diet Therapy I	Internet	Jul 08 - Aug 07, 2015	Tamayo

- Clean-up of inactive users in Blackboard in order to bring our disk usage quota to normal has been initiated. The plan is to have the clean-up in two phases: Back-ups of all inactive classes and clean-up of all students that have graduated. Back-ups have been completed.
- Attended the Competency Based Education for Community Colleges conference at Broomfield, CO from June 3-6, 2015

Simon J. Rodriquez – Media Technologies

- Projects
  - Blackboard Collaborate
    - Individual trainings/meetings
      - Elizabeth Dietz – Laptop configuration June 8
      - Ana Valladraez – Training/Course Prep June 9
      - Alda Punsalan – Course preparation June 5
      - Romaldo Dominguez – Training June 11
      - Francisco Diaz - Equipment
      - Alda Punsalan – Course preparation June 12
      - Romaldo Dominguez, Jose Gonzalez – Training and Course preparation June 18
      - Amy Chavarria – Course preparation June 19
      - Alda Punsalan – Course preparation June 19
      - Robert Ballinger – Course preparation June 19
    - Online Training Sessions
      - 10am June 26
      - 2pm June 26th
    - Pilot Study
      - Created Pilot Study survey in conjunction with Institutional Research and Analysis
  - FOCUS Academy Video
    - Met with OPOD staff to review edited version June 8
    - Met with Associate Dean of OPOD to discuss changes to video June 15
    - Editing work on video - ongoing
- Meetings
  - Distance Education Department
    - Web Design June 5
    - Symposium
      - Vendor Discussion – June 11
      - Met with Facilities, Planning and Construction Department to create layout diagram for vendors and registration desk June 11
      - Meeting – Mike Ayala, Presentation Topics June 12
      - Site Survey – June 15
  - Ambassadors Leadership Academy
    - Judge – Group presentations June 5
- Professional Development
  - Webinar – "Best Practices in Digital Media" June 10
  - Webinar – "Video in a Multilingual Context" June 11

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.

Type of Service	Number of Students
General Advising:	315
Academic Advising	114
Career Advising	65
Transfer Advising	0
Degree Plans:	18
Graduation:	26
Distance Education Walk-Ins:	12
Distance Education Chats:	5
Telephone Contacts:	260
Virtual Campus Advising Email	203
Summer/Fall 15 Registration Emails	4,852
Total:	***5,870***

- **Meetings:**
  - June 4, 2015: Scholastic Appeals Committee Meeting
  - June 26, 2015: Advising Appraisal

- **Projects/Assignments:**
  - June 9, 2015
    - Assisted Dean of Distance Learning to email 647 students (Reminder to register for Summer/Fall 2015)
  - June 19, 2015
    - Assisted STLA Workshop in Region One (Professional Development)
  - June 23, 2015
    - Assisted Circle of Health International Workshop in STC Weslaco Campus
  - June 30, 2015
    - Assisted Dean of Distance Learning to email 4,205 students (Reminder to register for Summer/Fall 2015)

Aleida Hernandez- Distance Education Help Desk Specialist

- Completed projects / activities
  - Activity report
  - New workstudy accounts setup process
- In progress projects / activities
  - Managing par timers and work studies' work schedule with their school schedule.
  - Assist instructors with their Blackboard courses
  - 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 April 2015 Report – 245 total tickets
    - Chats April 2015 Report – 410 total chats
- 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

Marisol Chavez – Distance Education Technologies Specialist

- Assisted both faculty and students by phone, email and walk-ins. Troubleshooting with both Technology and Course Design issues.
- Attended SoftChalk Webinar- Using SoftChalk With Blackboard with Jessica Gonzalez.
- Attended Instructor Training for LockDown Browser and Respondus Monitor: Prevent Cheating During Online Exams with Jessica Gonzalez.
- Assisted Simon with Collaborate Training providing Technical support.
- Served as a member for the College Connection Specialist Committee with Student Services.
- Assisted the TxDLA RGV Regional Group Meet & Greet.
- Meetings:
    - Bi-weekly meetings for South Texas College Online Website.

Jessica Gonzalez - Course Development Specialist

- Faculty Support – provide continuous support via phone, email, and walk-ins
- Developmental Shells – creating developmental shells for instructors.
- Attending webinars – gather resources/information to assist faculty (SoftChalk, Respondus)
- Distance Learning Symposium – (May 7 & 22) meeting with team to discuss 2015 Symposium and art work.
- Desire 2 learn (D2L) – attended (May 8) demonstration of platform. Gathered information and requested information on the benefits of this platform.
- Faculty No Logins Report – (May 14) audited faculty that have 4 or more no logins on their online courses.
- Degree Audits – semester audit on Distance Learning 30 online degree programs.
- Course Development – assisting faculty with the course development process (building their course) and the new online approval form.
- 1-year Connection Orientation – (May 21 & 22) presented in-coming students on Distance Learning online degrees and student help desk information. Participated in information booth
- Blackboard teleconference – Wade (rep. for Blackboard) provided an update on the “new” collaborate and the “new” cloud version Bb Learn

Ana Peña
Coordinator – Distance Education Technologies

- **Blackboard Learn**
  Has been stable for the month of June. We have been in close collaboration with IS&P to continue manual updates for Summer 1, 2, 3 and Fall terms, just to make sure we have the courses and enrollments up to date with banner.
- **Blackboard Mobile**
  Blackboard Mobile has been stable for the month of June and updates to the building block have been applied. No issues with the Mobile app for the month of June.
- **Kayako – Helpdesk/Chat**
  Kayako has been stable for the month of June. Kayako server was updated and new patches applied to the production application. In order to test this and future patches, a clone of the production server was made to replace the existing test server. The test server is currently many versions behind and a clone would allow it to be up to date and suitable for testing.
- **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 with. 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. After testing our Clone server on the upgrade October 2014 Release, all the issues with the Collaborate has been resolved; we planned installing the October 2014 Release in our staging server July 1 and August 15 on production.
  - 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 re-install the application in test since the consultant did the installation the first time. We successfully tested the implementation in our new test installation. During the week of June 22, we tested the new installation, and we made the recommendation that it could be moved to production on June 27. Through the integration, all courses and enrollments are now populating automatically through the Competency integration setup inside Blackboard which is being run every 4 hours for new updates.
  - Building Blocks – most of the building blocks have been updated during the month of June which includes assessments, HTML editor, mobile, discussions, rubrics, grade center, retention and Pearson building blocks.
    - Continue to go through 238 usernames in the system that don't match with the username that they have on their email. Cleaning up all users that have changed their username and is still not updated inside Blackboard.
    - Continue to work with Blackboard with the global template which is a standardized left menu which is control by the Distance Education admin only so that it locks the menu for professors.
    - Started a data clean-up on the system since we are over our quota.
- **Distance Education WebPage – ONLINE - Virtual Campus**

Distance Education staff has been working with PR in the revamp of the Virtual Campus website. The rollout date is set for May 29. During the month of June, an estimate of 8,000 unique hits have been made to the website giving our department a successful implementation of the new website.

- **Distance Education Symposium**
  - Met with the staff to discuss planning and schedule dates for August 20.
  - Contacted Wade Fields from Blackboard so that he can be a presenter for the sessions of the event.
  - Michelle Sierra created the following banners (right).
  - Call for presentation form and registration form has been created already so that faculty members or presenters from other universities can start submitting their proposal.
  - Registration link has also been created so that faculty/staff can start signing up for the event.
  - eFaculty of the Year link has been created as well using the above banner to send their submissions.

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

From the World Languages Department:

- The Dean continued interviews for the Art department candidates.
- The Dean attended a TSI update meeting. Apart from a discussion on scores, it was also brought forward that we need to start following the success of students who are placed in academic classes after having completed a high school college success class that makes them college ready.
- The Dean met with Puente student success specialist Matthew Martinez to resolve some course substitution issues.
- There was a Carl Perkins planning meeting where we tweaked some of the activities to make the document less repetitive.
- The Dean visited Weslaco to meet up with a brand new last-minute Adjunct in Sociology and make sure she had everything. She spoke with several of the other Weslaco faculty as well as Coordinator Danny Montez, and realized she should visit there more often.
- There was a meeting at HR on a serious personnel issue with regards to a student which hopefully will be resolved soon.
- The Academic affairs meeting brought highly interesting presentations by the ALA groups. One in particular, the mobile registration system, should be implemented, even without a grant supporting the effort. The Advising presentation provided hope that soon many more faculty will feel comfortable advising after adequate training. A variety of committees presented their progress.
- The Dean attended a TSI Pre-Assessment meeting with Adrian Lozano. We discussed several options so students take the test seriously and know what to do with the results.
- The Dean was part of the Interviews for Director of Facilities Planning & Construction.
- The Dean met with a student who, after an HR investigation of her instructor, needed to be advised how to continue her education.
- The Dean met with six candidates for two Music positions: one Brass and one Woodwind. Promising candidates come from the whole nation and have good credentials.
- The Dean attended the EWDC to explain the new Developmental plan. The power point highlighted several sections with changes and explained newly created flow charts and placement scale.
- A retirement evening was held for Developmental Math icon Ms. Merry Van Loy where she was celebrated for her hard work on Faculty senate and TFA. The highlight of the evening was an email from Juan Mejia, who had worked with her for many years on faculty salary increases. She is well known for her straight forward but pleasant attitude in matters of faculty equality and the spreadsheet she created so future faculty leaders could stay on track with future salary needs.

- The Dean met with the VPAA and Dr. De los Santos to discuss future plans for the Kinesiology department in Starr. In spite of being grateful being offered more funds to expand kinesiology facilities, for a Kinesiology program to grow in Starr county, students would need access to a variety of activities such as bowling, swimming, tennis, badminton, etc. However, a better lay-out of the weight room and perhaps some practice space for basketball would benefit our student and staff population there.
- The Dean completed a first chair evaluation for this year and evaluated the internet class of Dr. Robert Ballinger, who presents to be an example for internet teachers with a self-developed class without the use of e-pack features and fun interactive exercises of a true scientific nature.
- Another schematic design meeting was held for the North Academic Building

- A LASS chair meeting was held where the following discussions took place: an upcoming progress report for Dual Enrollment students, peopleadmin technical needs, travel guidelines, adjunct paperwork, overloads for faculty in the Summer, faculty offices needed for the upcoming year, 5-year plan and proposed Instructional programs.
- Another Role Model conference was organized by the Starr County Psychology club with role models such as Starr County Treasurer and Former Mayor of City of Roma Fernando Pena, Rio Grande City Economic Development Corporation Executive Director Dalinda Guillen (State Representative Ryan Guillen's Wife), Actor and Model from La Grulla J.M. Longoria III, and Roma High School Head Football Coach Max Habecker Jr.

- The Dean participated in the monthly Puente phone call.
- A search team perused the applications for a new VP for Student Services and decided on candidates to interview.
- The PAS was held on Friday. Points of discussion were new Title IX procedures, actions by the Legislature, a proposed Mobile Go Center for outreach, a new technique for creative thinking called the OZ principle, the need for procedures on Skateboards and bicycles on STC campuses and the Salary Adjustments for FY2015-2016.
- The Dean went to UTRGV with a small delegation from South Texas College to meet the UT Chancellor.
- Interviews were held for the position of VP for Student Services.
- The Dean attended a Prior Learning Assessment webinar held by the TCCFA. It looks like we have to work on a revised policy and offer our students a certain number of credits based upon certain criteria.
- A whole day was devoted to the VPAA's departments' 5-year plans. It was great to see everyone's plans and intentions and good to compare notes on the different initiatives.
- The Theater production "Almost Maine" provided a surprisingly "cold" atmosphere in the Cooper Center (because of the snowy set) and a terrific play where, once more, the talent we have was evident.

<u>From the English Department:</u>

- We have set it up so that Dual Enrollment faculty will get 2 CEUs for attending the fall English Department professional development session. Robin Bell will discuss online peer-review as a means of promoting substantive feedback and greater internalization of instruction. Silvia Herrera will present on grading class and group participation as an alternative to the "credit for showing up" approach that is generally practiced by those offering credit for attendance. (Incidentally, I have high hopes about this one, as the credit for attendance issue was a major point of discussion in Dr. Petrosian's dual enrollment task force meetings last semester.) Finally, we will have Robin and Liana Andreasen discussing the use of critical literary theories in literature courses as a means of promoting a higher academic level of reading, discussion, and writing.
- We just received a huge list of dual enrollment candidates from the DE office, so apparently we'll be interviewing those folks soon.
- We've set up interviews with 13 instructor candidates forwarded by the dual enrollment department, to be done over the next two weeks. In addition, we'll likely be interviewing at least two adjuncts as well.
- Darci Cather and I continue to work on setting up an online space for academic and pedagogical discussions by English faculty (including adjuncts and dual enrollment). Two new topic are the use of infographics as a prewriting and/or presenting strategy for understanding and organizing research, and alternatives to lecturing. Links to source material are below.

- Infographics as a prewriting research organization tool, or for presentations:
  - http://writingcommons.org/open-text/genres/stem-technical-writing/1194-creating-viral-impressions-composing-infographics-for-the-classroom-and-work-space
- Supplement or replace lecturing:
  - http://www.teachthought.com/teaching/50-alternatives-to-lecturing/?utm_content=bufferbfb76&utm_medium=social&utm_source=twitter.com&utm_campaign=buffer

- And, of course, we've been handling the usual flood of grade changes, section outline posting, census rosters, and late registration requests that inevitably accompany the beginning and end of semesters.
- Jessica Schnee, Richard Coronado, and I completed 13 dual enrollment interviews, and one adjunct interview over two very long Fridays.
- Completed the IE plan
- Completed the English Department 5-year plan.

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

University Relations, Transfer and Articulation Center

- The following schools and programs were contacted regarding campus visits during the summer: TAMU-Kingsville Education department, TAMU-Kingsville Engineering Department, TAMU-Kingsville Bilingual Education Department, TAMU Health Science Center, National American University, Texas Tech University, and UT-San Antonio.
- The following schools and programs have set their visit schedule for the summer: TAMU-Kingsville Education Department, TAMU-Kingsville Engineering Department, and TAMU Health Science Center.
- Advising sessions for students interested in programs in the education department at TAMU-Kingsville for the months of June, July and August have been set-up as well as times and locations for TAMU-Kingsville to administer the Nelson-Denny Assessment (a prerequisite for enrollment in the program) during these months.
- Coordinated and followed up with Dr. Maria De Los Reyes regarding TAMU-Kingsville's courses that are being held at the Mid-Valley Campus to ensure that the technology was in working order and that the students did not have any problems during the first day of class.
- UTRGV was contacted to finalize plans for their One-Stop Shop on Thursday June 11th from 9 am to 4 pm. Met Mr. Fidencio Tamez from the Office of Student Enrollment on dates for future UTRGV One-Stop Shop Dates and how we can strengthen our partnership.
- Future plans for this week:
  - Establish the summer visitation schedules for UTRGV, Texas Tech University, UT-San Antonio, National American University, TAMU-Kingsville Bilingual Education, as well as other partners that have not yet been contacted.
  - Prepare advertisements for the upcoming visits.
  - Review the agreements from Grand Canyon University and Western International University to determine their strengths and weaknesses and see if entering into these agreements would be in the best interest of South Texas College and its students.
- The following schools and programs have set their visit schedule for the summer: The University of Texas – San Antonio, National American University, Texas State University and Texas Tech University.
- Met with Mr. Fidencio Tamez to coordinate the summer dates for the University of Texas – Rio Grande Valley One Stop Shop.
- Followed up on the first days of classes for the Texas A&M University-Kingsville courses that were taught at Mid-Valley Campus to ensure a smooth start to the semester for those students.
- Met with Dr. Maria Oralia De Los Reyes from Texas A&M University – Kingsville to begin planning for the courses that will be offered this fall at the Mid-Valley Campus.
- Supported visits from Texas A&M University – Kingsville and Texas Tech University.
- Began reviewing agreements from West International University and Grand Canyon University.
- Researched what institutions receive the highest number of transfer students from South Texas College to see which partners need to be contacted to help strengthen the partnerships.
- On Friday I represented South Texas College at the Texas Higher Education Coordinating Board's Academic Course Guide Manual Taskforce for Math the following topics were discussed:
- Learning outcomes were written for MATH 1332 Contemporary Mathematics. The course description was also updated.
- MATH 1333 Contemporary Mathematics II was suggested for deletion.

- The title for MATH 1350 Fundamentals of Mathematics I was suggested to be changed to Math for Teachers I, the current course title will also be left as an option.
- Learning outcomes for MATH 1350 were written
- The maximum number of contact hours for MATH 1350 were suggested to be increased to 64, allowing for the addition of a lab.
- The title for MATH 1351 Fundamentals of Mathematics II was suggested to be changed to Math for Teachers II, the current course title will also be left as an option.
- Learning outcomes for MATH 1351 were written
- The maximum number of contact hours for MATH 1351 were suggested to be increased to 64, allowing for the addition of a lab.
- MATH 2342 Elementary Statistics II was suggested for deletion.
- All of these suggested changes will be out for public review and comment most likely in November of 2015 and will be enacted (if accepted) for fall of 2016.
- Met with students to answer questions regarding transfer.
- Future activities for this week:
- Finalize plans for the UT-RGV One Stop Shop on June 25th.
- Work on the plans for the TAMUK courses that will be offered on Mid-Valley Campus in the fall.
- Continue to support the visits from colleges.
- Start planning for the college fair in the fall.
- Look at the University Relations website and see what changes can be made and how to increase its usability.

New Mathways Project (Mario Morin, Celina Esparza)

- Meetings Attended
- Academic Mathematics Dept. Meeting-May 29
- Discussed Summer I issues, objectives, and set goals.
- I was introduced to department faculty.
- Announced new roles and responsibilities as well as office location
- Assisted students (45) referred via web, phone and in person for NMP & Co-Requisite Math 1414 + Lab enrollment.
- Contacted students referred by faculty at risk of not passing due to attendance issues.
- Last of spring 2015 NMP students were contacted for enrollment into the Academic Statistics course for fall 2015.
- Contacts to potential NMP students for Fall continued at all 3 campuses; Specifically those in currently enrolled in Math 80, Math 85, or Math 100 to inform them of the program and its benefits.
- Collaborated with Psychology dept. chair E. Reittinger to promote NMP courses in psychology classes.
- Prepared for NMP webinar regarding Advising techniques.
- Created various flyers & ppt slides to promote current math department initiatives at all 3 campuses.
- Emailed MATH 80 & Starr Co. Campus students to inform them of upcoming deadlines.
- Continued monitoring of Math SSII & Fall 2015 course schedule numbers.
- Assisted students with drops for SSI deadline-6/24/15.
- Contacted students in low enrolled & cancelled sections to re-enroll them in other math sections.
- Continued coordination efforts with Dr. Aparna Ganguli & Mr. Mario Morin as well as involved faculty members for Summer II & Fall 2015 math course schedule.

Bachelor Programs

- Finalized Frequently Asked Questions (FAQs) document and begin distributing among prospective students
- Communicated with faculty and requested lists of students with academic issues or lack of participation
- Contacted prospective BAS-OL students via e-mail and/or telephone as well as those referred by faculty with academic or participation problems

- Assisted 81 students with registration, advisement, degree audits, and general admission requirements information
- Designed an internal course schedule to facilitate registration process for upcoming semesters
- Joined a webinar to learn about the processes in Mapping Military Training and Occupations to Postsecondary Credentials
- Participated on a conference call with Pearson and TAMUC to discuss THECB phase 2 meeting notes from 05/20/15
- Attended and participated in Bachelor Programs meeting. Topics discussed:
  - CAAP exam
  - Spring 2015 course incompletes
  - Student/faculty orientations
  - Advisement process
- Attended and chiefly participated Organizational Leadership program meeting. Topics discussed:
  - Final Summer and Fall Schedule - Faculty's name on course schedule
  - Faculty/staff hiring
  - Centralization of syllabus and all documentation related to BAS-OL
  - Development of preventive measure to reduce incomplete courses for the future
  - Faculty grade book
  - Establish procedure to help students successfully complete "incomplete" courses
  - Advising process
- Met with Transcript/Graduation Analyst, Sara Gomez to discuss program requirements, graduation certification, reporting, marching orders, and course substitution (workflow) process
- Completed and submitted STC Pearson Term 9 Summer I 2015 Matrix
- Attended and participated in BAS-OL faculty meeting
  - Addressed incompletes report, changes of grades, communication issues, and other student concerns
- Joined a competency-based education conference call with Pearson and other colleges and universities across the country
- Attended a Prior Learning Assessment (PLA) webinar on the policy components and development on prior learning credit
- Joined a conference call on Smarter Measure training through Distance Learning
- Discussed Phase II with Pearson staff, Jill and Amie, via conference call

Department Highlights

- Texas Higher Education Coordinating Board Academic Course Guide Manual – Learning Outcomes Project for 2015; June 26, 2015 in Austin, TX (Dr. Meng-Hung Wu).

Molki, Saeed

- Communicating with High School Programs and Services to hire instructors to teach COSC1301 during Fall 2015 at Robert Vela HS and Sharyland Academic Advanced Academy

Oscar Plaza

- 06/05/15 Summer 2015 bachelor courses offering review; TMGT, BAS-OL
- 06/11/15 Testing Center meeting, CAAP test review
- 06/17/15 College Advisor Training Program; Bachelor Programs Presentation
- 06/18/15 TMGT online/traditional accounting course meeting
- 06/19/15 Bond Construction Program – STEM building meeting
  Grade Appeal Committee meeting
- 06/22/15 TMGT 2015-17 IE Plan meeting
- 06/24/15 BAS-OL faculty coordination meeting

Mathematics Department

- 68 Math course sections were created and offered for the Summer I session
- 196.38 contact hours
- 17 full-time faculty teaching
- 4 full-time temporary faculty teaching
- 3 adjunct faculty teaching
- 12 different course offerings
- 17 Dual Enrollment sections taught by 11 Dual/Adjunct faculty
- Summer II course schedule is being finalized. Final notice about cancelled and pro-rated classes will go-out Monday, July 6th
- Multiple departmental committees are being established for the Fall semester:
  - Budget,
  - Scheduling,
  - Travel,
  - Professional Development,
  - Social Media,
  - Student Advising,
  - Transfer and Student Engagement
- Planning for Fall 2015 is underway: Scheduling, Department meeting, trainings, Dual Enrollment, grant initiatives, etc.
- Next Mathematics Department is scheduled for Tuesday, July 7th at 10:00a.m.

Developmental Mathematics

- Worked on Division Curriculum Approval for phasing out the three sequence of developmental math course
  - Worked with CLE Director Dr. Belinda Torres in making a decision about considering a new vendor for online tutoring and attended the Webinar regarding Online tutoring Upswing
  - Attended First in the World (FITW) Grant Meeting
  - Attended and worked on Developmental Education Plan & Procedures Guide
- Worked on the Department IE Plan for the academic year 2015 – 2017

Physical Science, Chemistry, Engineering, Physics

Faculty Development

- Mario Lopez was selected by the American Meteorology Society (AMS) to participate in the AMS Education Program School of Ice Cores and Climate Change professional development workshop (June 14-18, 2015). This workshop, supported through an award from Lockheed Martin, was conducted by the U.S. Ice Drilling Program Office (IDPO) in partnership with AMS. The workshop was held in Denver, Co.
- Dr. Joe Studer attended Technology Venture Conference held at UTPA on June 18, 2015.

Engineering Program Activities

- The Engineering Program made arrangements with Texas A&M Kingsville to take a group of South Texas College Engineering Students to visit the TAMUK campus during their Senior Design Engineering week in May. Mr. Martin Knecht lead the group of students visiting the school.
- Martin Knecht and STC students participating in the TAMUK Watershed project were invited to present their findings at the 17th Annual Lower Rio Grande Valley Quality Management & Planning Conference held on May 19th to 23rd at South Padre Island. Mr. Knecht presented an overview of the STC engineering program and the progress of Low Impact Development (LID) partnership with TAMUK. The students presented on Water quality and flow monitoring of STC LID parking lot (Danielle Gonzales, Matthew Amaro, & Alexis Lazano); Design and cost analysis of STC LID parking lot (Victoria Salinas, Mark Gonzalez, Roy Portillo); Installation and maintenance of monitoring system for the STC LID parking lot (Oswaldo Guerra, Carlos Aguirre, & Joey Then).

Melba Treviño
Division Dean – Nursing and Allied Health

Dean's Activities:

- May 26, 2015 – Dean Melba Trevino & A.D.N Program Chair – Jayson Valerio, met with the Board of Nursing (BON) to discuss the proposal for the new pilot program that will take place between PSJA and STC. We are optimistic that everything will be approved.
- May 27, 2015 – A meeting was held at NAH with the Grant Office and Kristina Wilson to review previous Carl Perkins submissions and to work on a plan for future reports and to efficiently address areas that may need more input from programs.
- May 28, 2015 – Dean Melba Trevino attended a meeting to discuss potential Academic Partnership with universities and colleges to increase access to higher education and grow enrollment.
- June 12, 2015 – Dean Melba Trevino & A.D.N Program Chair – Jayson Valerio, submitted the revised proposal for the new pilot program that will take place between PSJA and STC to the BON (Board of Nursing). Dean Melba Trevino, A.D.N. Program Chair – Jayson Valerio, alongside Superintendent Dr. King, will attend the BON meeting to defend their proposal July 23, 2015. If approved this program will be the first in the Nation!

- June 15, 2015 – Dr. Anahid Petrosian called for all interested candidates, in the position for Interim Dean of Nursing & Allied Health, to submit their applications. Interviews took place and an announcement of the selected applicant will be made soon.
- June 29, 2015 – 8 students from Universidad Autonoma de Monterrey are visiting the Associate Degree Nursing Program at Nursing & Allied Health Campus for 3 weeks. Activities include classroom lectures, simulation, and clinical observation.

OTA Class of 2015

Division Activities

- May 18, 2015 We are extremely proud of all of our NAH Graduates! Our OTA, in particular, had 18 graduates and our of those 18, 6 graduated Cum Laude, 1 graduated Magna Cum Laude, and 1 graduated Summa Cum Laude. When looking at the GPA for just OTA Program required courses, 11 of the 18 graduates had a GPA of 3.5 and above.
- June 1, 2015 - Pharmacy Technology has 50 applications for the fall 2015 cohort. These are the most applications for one admission cycle that the program has had yet! The program will accept all who meet the academic and clinical requirements listed in the board approved admission criteria. Review of applications commences this week and a total acceptance number for fall 2015 will be available in two weeks.
- June 5, 2015 - Sharon Rice will attend the Texas Department of Aging and Disability Services (DADS), NACES and Pearson VUE workshops. These highly recommended workshops are being held PRIOR to the launch of the new online registration system for all nurse aide testing

Pharmacy Program Chair – Theresa Garza and Faculty-Roger Rodriguez prepare to welcome potential students to their Pharmacy Lab.

candidates. The workshops will discuss and demonstrate how all training programs will need to APPROVE their candidates training via the on-line system BEFORE a candidate is able to schedule their exam(s).

- June 13, 2015 - 40 of our EMT students took the National Registry Skills Exam to seek certification as a Paramedic.
- June 13, 2015 - The Vocational Nursing students attended a seminar on Diabetes presented by Dr. Enrique Griego on Friday, June 13 at the Cooper Center. The seminar was very well received by the students. They stated that it was an excellent learning experience.
- June 15, 2015 –Patient care faculty will sit for national board certification exams in July.
- Demonstration of skills to guide students to successful completion of program and capstone exams.
- June 16, 2015 – Pharmacy Technology Program has sent acceptance letters for the Fall 2015 Pharmacy Cohort. Responses from candidates are pending.
- June 17, 2015 – PSJA North students will be touring the Nursing & Allied Health Campus and see the different career opportunities that South Texas College offers to learn about healthcare.

EMT student demonstrating PSJA North student basic skills learned in the program.

Daniel Montez
Site Coordinator – STC Mid-Valley 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.
  - Welcome Day – June 1st
  - ECHS Summer Bridge Activities – June 10th & 11th
  - Ping Pong Tournament/Stress Free Week – June 22nd
  - Beat the Heat Raspas for Students – June 25th
  - Blood Drive Mobile Unit – June 24th

- **Dual Enrollment Academies Program**
  Every Friday, students enrolled in the Dual Enrollment Academies Program participate in a workshop, tutoring sessions and/or presentations set up by Ms. Rebecca De Leon and Mr. Leo Castaneda. Students gain valuable information from the workshops and presentations.
    - Dual Enrollment Academies New Student/Parent Orientation – June 2nd
    - Dual Enrollment Academies New Student Orientation – June 26th

- **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 Cont. Ed. in cooperation with MET Corporation held classes for:
  - Computer Classes
  - Farm Contractor

- **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.
    - Monte Alto Fast Track Event – June 2nd
    - IDEA Alamo Fast Track Event – June 9th

- **STC Departmental Trainings and Workshops**
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - Political Science Dept. – Human Trafficking Meeting – June 18th
  - University Relations Dept. –
    - UTSA Recruiting Visit – June 8th
    - Adams State University Visit – June 24th
    - Transfer Track Event – June 24th
  - Career and Employment Services Dept.
    - Resume Writing & Interviewing Skills – June 24th

- Texas Medicaid Beyond the Basics Workshop – June 12th
- CATP Campus Tours – June 19th
- Pass Program Application Workshop – June 22nd
- Advising Dept. – Circle of Health Workshop – June 23rd
- District 3 Vice President Forum – June 23rd

- **The STC Mid-Valley Campus -** Meeting location for many local organizations to host their events:
  - RGV Quilt Guild meets for quilt exhibitions and classes.
  - VIDA Counseling Sessions for Nursing students – Mondays 1-5pm & Tuesdays 8am-3pm
  - STAR Counselors Meeting – June 3rd, 15th & 29th
  - MET Training/Orientation Class – June 3rd, 12th, , 24th
  - Ignite Science Hands on Health Science Camp – June 29 – July 2nd
  - TAMUK Engineering Initiative Courses – June 1-Aug 8
  - Educate Texas – June 1st

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Working with RGCCISD counselors for update and meeting for Dual Enrollment
- Coordinating with County Hospital to promote Business Administration program
- Coordinating with City officials to promote Business Administration program
- Coordinating with Starr County officials for Freedom Fest event end of month
- Working with City officials for Women's Shelter event promotion
- Coordinating with Enlace News to feature column written by Campus Administrator
- Coordinating with Public Relations to promote college regular basis
- W with Marketing for new signage enrollment Fall 2015
- Working with TMC Head Start to enroll new cohort for bachelor degree
- Working with city employees to promote Business Administration program
- Working with welding and PMT departments to offer new sections
- Developing plan of action for Dual Enrollment school district engagement
- Coordinating with Subway restaurant to serve through school funds
- Attending new city hall ribbon cutting
- Working with Economic Development Center for new programs
- Working with Lone Star College-Houston to visit welding labs in July
- Attended benefit for battered women and domestic violence
- Volunteer for worker at Freedom Fest RGC Fairgrounds Friday June 26
- Meeting with Workforce Solutions discuss campus needs for courses offered
- Meet with Director EDC discuss workforce education
- Meet with welding department chair discuss sections offered
- Attend search committee meeting VP SAEM
- Meet with search committee CLE search

Campus Events

- Revival of the Renaissance Event H1.202 6-8
- Revival of the Renaissance Event H-1202 6-8
- Starr Psychology Crossing Disciplines Event 6-9
- Special Advising Session UTRGV Teacher Education 6-10
- Roma ISD Tech Prep opening ceremonies Auditorium, 6-15
- Red Cross Blood Drive, Student Activities 6-16
- Blood Drive Student Activities 6-17
- Resume Writing & Interview Skills auditorium – 6-18
- Tex Prep career Awareness Day 6-22 auditorium
- Starr County Campus 8th Annual Role Models Conference 6-23
- Basketball Tournament – Courts 6-23
- College Fair – Outreach Specialists Auditorium – 6-24
- Meet & Greet for Director of Facilities & Planning Construction Department D116 6-25
- Tex Prep career Day Auditorium 6-29
- Independence Day celebration Student Activities 6-30
- Starr County Community Coalition Meeting D116

Facilities Related

- Working with Maintenance to inspect roof for leaks building E
- Working with Maintenance to plan drainage repairs building E
- Coordinating with Maintenance to inspect and repair sprinkler system for watering lawn
- Requested new mulch for entry drive was washed away from heavy rain
- Reevaluating office assignments for faculty result of growth in enrollment
- Coordinating with Maintenance Department for cleaning schedule open for Fall 2015
- Coordinating with cafeteria services to offer more items on menu
- Working with Student Activities to volunteer for concert event Rio Grande City
- Continue meeting w Planning & Facilities for bond construction
- Revisit Workforce Building design
- Reassign offices for J building
- Maintenance for sprinkler system for lawn care
- New trimming directions for area outside of bookstore
- Water line repaired through RGC
- Roof repair discussed with VP and director of Maintenance
- Walking Trail sidewalk marked for events
- Police and security gators returned from maintenance check
- Plumbers on campus for repair water fountain
- Painters on campus repaint stripes on parking lot
- Requested new mulching for entrance to campus
- Library water leaks serviced

Yvette Gonzalez
Project Manager - Academic Advancement

Academic Affairs Highlights

- Assist with development of proposed/scheduled presentations and reports for Academic Affairs and Education & Workforce Development Committee June-August meetings:
  - EWDC: Developmental Education & Procedures Guide.
  - Presentation for Mountwest Community & Technical College in West Virginia: South Texas College Dual Enrollment: Creating College-Going Culture as a Successful Proactive Strategy to Combat Poverty
  - Dual Enrollment Toolkit – Compilation of resources pertaining to Dual Enrollment Program
  - Academic Affairs Comprehensive Plan – communicated and compiled Academic Deans, Campus Administrators, and Academic Advancement area leaders regarding their five year plan.
- 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.
- Submit data request to Research and Analytical Services (RAS) in the month of June for Dual Enrollment Taskforce, Bachelor Programs, and Graduate on Time Program.

Course Evaluations

- Assist Associate Dean of Curriculum and Student Learning with email distribution for scheduled course evaluations for Summer 2015 through online service provider. Summer 2015 course evaluations began in June 11, 2015
- Submitted to Public Relations request to update the following items (instructional videos, and course evaluation site URL) in the Course evaluation webpage.
- Communicating with Reporting Team regarding scheduled uploads, and other items related to the online course evaluation process and timeline.

Meetings/Trainings/Communication with programs

- Attended Academic Affairs Council Meeting Monday, June 08, 2015.
- Attended Trainings for MS Outlook 2013 Part III and MS PowerPoint 2013 Part III Wednesday, June 10, 2015.
- Attended Trainings for MS Word 2013 Part III and MS Excel 2013 Part III Wednesday, June 18, 2015.
- Participated in the Comprehensive Plan –Academic Affairs Retreat Monday, June 30, 2015.

Honors Program

- Presented on the Honors Program for the College Advisor Training for PSJA Cohort III at the Rainbow Room Wednesday, June 17, 2015.
- Reviewed four online honors program applicants for the month of June and followed-up with eligibility status and course availability.
- Submitted request to Public Relations to update list of course availability for Fall 2015 on the Honors Program webpage on June 25, 2015.
- Submitted one honor section request on student's behalf (approved) for Summer I, 2015, and registered student in Honors course. Accepting applications for Fall 2015.
- Contacted Distance Learning staff to review existing instructions to cross list course content for Instructors who teach an online Honors course using Blackboard in preparation for Fall 2015.

Jessica S. Garcia
Coordinator – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - **Fundraising** – Mailed over 600 Sponsorship Request Brochures to businesses to solicit new sponsorships. Sent out Silent Auction Brochures to local businesses. Met with PR to finalize publications schedule. ANWTS Donations received in May: Cash - $3,600.00; In-Kind - $450.00; Pledged - $4,500.00. Continued planning details for K-12 Chess Tournament for VS club account fundraiser.
  - **Recruitment –** Reviewed submitted Valley Scholars applications and sent notification letters to all applicants regarding acceptance status and/or missing documents needed. Presented program information for the College Advisor Training for PSJA Cohort III on Wednesday, June 17, 2015.
  - **Retention –** Students met with the Student Success Specialist for advisement and registration. Sent probation and termination letters to continuing Valley Scholars students concerning academic performance.
  - **Trainings –** Academic Excellence staff attend STLA for staff on June 19, 2015. Completed Distinguished Leadership Academy and attended graduation ceremony on June 26, 2015. Attended IT trainings on Microsoft Office updates. Attended Business Office How-to training sessions on June 26, 2015. Participated in Academic Affairs Comprehensive Plan retreat.
- **Phi Theta Kappa**
  - **Meetings –** Held June General Meeting on June 25, 2015 and New Officer Orientation on June 16, 2015.
  - **Recruitment–** Presented program information for the College Advisor Training for PSJA Cohort III on Wednesday, June 17, 2015. Continued answering emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa.
  - **Retention** – Sent probation and termination letters to members about Spring 2015 academic performance.
- **Honors Program (Yvette Gonzalez)**
  - Presented on the Honors Program for the College Advisor Training for PSJA Cohort III at the Rainbow Room Wednesday, June 17, 2015.
  - Reviewed four online honors program applicants for the month of June and followed-up with eligibility status and course availability.
  - Submitted request to Public Relations to update list of course availability for Fall 2015 on the Honors Program webpage on June 25, 2015.
  - Submitted one honor section request on student's behalf (approved) for Summer I, 2015, and registered student in Honors course. Accepting applications for Fall 2015.
  - Contacted Distance Learning staff to review existing instructions to cross list course content for Instructors who teach an online Honors course using Blackboard in preparation for Fall 2015.

Kristina Wilson
Officer - Academic Grants and Projects

Grant Oversight

- **Carl Perkins Grant**
  - Hosted Perkins planning meetings for 2015-2016 with the following divisions: NAH, High School Programs & Services, Business & Technology, and LASS. Updated Action Plans and Targets. A draft of updates action plan was sent to the Grant Compliance team on June 4.
  - Reviewed and revised the initial Perkins plan draft for 15-16, including the Local Plan, the Performance Improvement Plan, and the Evaluation Plan.
  - The Deans were asked to prepare a preliminary list of budget requests for the upcoming year.
  - Reviewed Budget requests for the upcoming year that were submitted by the Deans.
  - Reviewed, edited, and compiled budget request for the upcoming year that were submitted by the Deans. Submitted a preliminary draft of the budget to the Grants Compliance Office.
- **HSI Title V Grant (Department of Ed.)**
  - STC's Program Officer, Jeffrey Hartman, reviewed and approved for the HSI Interim Report, submitted May 30.
  - STC requested approval to hire a full-time individual to conduct the Rounds Process portion of the FOCUS Academy during Year 2 of the grant. We also requested approval for the transfer of funds from Salaries and Wages to Operating in order to fund equipment needed for the Active Learning Classrooms. Both requests were approved by Jeffrey Hartman.
  - Requisitions have been created to purchase data drops for J 1.404 and to purchase the technology equipment needed for the five Tier 1 Active Learning Classrooms.
  - Hosted a meeting with the Lead Faculty Advisors on May 27. Developed a presentation detailing the work of the Faculty Advising Steering Committee during the Spring 2015 semester, The Presentation was given by Nancy Garcia and the Lead Faculty Advisors at the Academic Council meeting on June 8.
  - Followed-up on the progress of the Tier One Active Learning Classrooms, scheduled for deployment in August 2015.
  - Requested assistance from the Deans to recruit FOCUS Academy Participant for Fall 2015.
  - Reviewed CIP proposals that were submitted in early Spring 2015. Edits will have to be made to the original proposals.
  - Co-Lead the Lead Faculty Advisors Meeting on June 26. LFAs reviewed progress from last semester and detailed next steps that will take place during the start of the fall 2015 semester.
- **Texas Regional STEM Degree Accelerator – Phase 1**
  - Educate Texas will allow institutions to submit a request for an extension through July 31 in order to use all unspent funds. South Texas College has submitted this request.
  - Attended the UBTech Conference in Orlando, Florida on June 15-17 to learn of best practices in active learning classroom design and implementation.
  - STC received an extension to use the remainder of grant funds through July 31. The final budget and program reports are due on August 14, 2015.
- **IPAS 2 Grant**
  - Participated in a work session to draft narrative responses on May 29.
  - Provided feedback on narrative drafts and added information to sections.
  - Reviewed and revised Narrative 1 of the grant.

Grant Development

- **Recently Submitted: 1 Grant**
  Integrated Planning & Advising Services (IPAS) 2 – (EDUCSUSE)

- A continuation of IPAS 1 Grant, goal is to strengthen current initiatives. STC had previously purchased and implemented DegreeWorks under IPAS1.
- $225,000 to be awarded over three years. STC will purse purchase of the Hobsons CRM & Starfish.
- Submitted on June 17.

- **In Review for Submission: 1 Grant**

  Low Impact Development (LID) EPA Grant
  - Partnership with TAMUK, STC will provide a letter of commitment regarding the installation of LID projects such as a bio retention system permeable pavements, and water gardens. STC currently has an LID system installed in the parking lot north of Pecan and 29th street in McAllen.
  - Grant is due July 2.
- **Not Submitted: 1 Grant**

  First in the World Grant
  - Dr. Reed elected not to pursue the grant at this time.

<u>Academic Projects</u>

- **TSI Committee**
  - Hosted a meeting on June 2 to discuss the update to the TSI Standards (cut scores). Through the Standards have been updated, it appears that the changes have already been enforced through the TSI Placement scale does not need to be updated.
  - Updated the presentation on the TSI Developmental Plan and Procedures Guide for the Education & Workforce Development Committee meeting.
  - Presented the Developmental Education Plan & Procedures Guide at the Education & Workforce Development Committee Meeting on June 11.
  - Made preparations for the upcoming TSI Planning & Committee meeting on June 22.
  - Participated in a conference call with RAND on June 22. Reviewed the ABE logic model created by RAND and Identified areas for improvement.
  - Hosted the TSI Planning & Committee meeting on June 22. The updated TSI College Readiness Standards were discussed as well as the RANF ABE Study. Sub-committee updates were also provided.
- **Persistence Activities**
  - Reviewed submissions for the Degree Progress Report Assignment for Fall 2015 and Spring 2015. Removed duplications from the submissions and prepared summaries of the data.
- **Miscellaneous**
  - Lead search committee for the Project Manager – Academic Affairs position.
  - Attend the Digital Signage Committee Meeting on June 2.
  - Attended the CBE4CC Conference on Competency Based Education in Denver, CO on June 3-5.
  - Reviewed and revised proposal for the NAH Dual Enrollment partnership with PSJA and DHR.
  - Reviewed and revised proposal for the ADN to BSN Program.
  - Attend the UBTech Conference in Orlando, Florida on June 15-17.
  - Participated in a planning meeting on June 23 for the STC Faculty Teaching DE Courses PD Day.
  - Began developing the 2015-2017 IE Plan for academic Affairs.
  - Participated in the ALA/DLA Graduation Ceremonies on June 26.
  - Prepared for the participated in the Comprehensive Planning Retreat for Academic Affairs on June 29.

Cody Gregg
Interim Director- Centers for Learning Excellence

CLE Campus Highlights:

- Mid-Valley
  - Part-time staff conducted seven in-class presentations.
  - Part-time staff marketed CLE services via campus visits.
  - Testing Technicians proctored one exam.
  - Conducted CLE presentation/tour for area junior and high school counselors and administrators.
  - Student Learning Assistants presented CLE information during Mid-Valley Academies New Student Orientation.
- Nursing
  - All NAH CLE employees recently became members of the campus's Community Health Outreach Committee (CHOC) so that they can begin selling scantrons to the NAH students. This will also open the door to having CLE staff participate in the planning and organization of various events on campus that are put on by CHOC, which will serve to strengthen relationships with faculty and staff and bring more awareness of the CLE and its services to faculty, staff, and students.
  - The PTA program has asked us to develop and present a "Pre-Matriculation Success Workshops" series during the last week of July for the new cohort of students beginning the program in the fall. Topics will include Professionalism, Time Management, Becoming a Self-Directed Learner, etc. If the series is a success, we will extend an invitation to all NAH programs who would like to participate in such a program.
- Pecan Campus
  - Met with English and History Department chairs to discuss a CLE study that will begin in fall 2015.
  - Met with Jagtrax programmer, Adrian Izaguirre, to discuss various Jagtrax reporting functions.
  - Hosted an Upswing online tutoring demonstration for Dr. Aparna Ganguli, Developmental Math Department chair, and Howard Price, Developmental English Department chair.
  - Participated in a TSI Pre-Assessment activity meeting.
  - CLE Tutors prepared for TSI workshops for the summer semester.
  - Interviewed candidates for Student Learning Assistant positions.
  - Participated in an ISP Training for Outlook.
  - Participated in various meetings/conference calls regarding online tutoring
  - CLE Update meeting on June 11.
  - Interviewed 6 SLA candidates.
  - Four SLA interviews were conducted for English, Math and Science.
  - Two employees attended the STLA "What's a Hashtag!?" with Michael Digs at Region One in Edinburg
  - Presented CLE Mission and Services to the College Advisor Training Program for PSJA ISD
  - PCN staff met to discuss plans for the end of the fiscal year regarding coverage of MVC staff and vacant and soon to be vacant positions.
  - CLE provided tours and CLE orientation presentations to dual enrollment students attending STC in the second summer session and/or fall.
  - PCN staff participated in coordinated tests of the latest Jagtrax update.
  - Met to discuss plans for end of the fiscal year transitions and MVC tutor training day coordination.

Workshops:

- TSI Review-Quadratic Expressions on June 8.
- TSI Review-Sentence Structure on June 9.
- TSI Review-Algebraic Expressions on June 10.
- TSI Review-Literary Analysis on June 11.
- TSI Math Quick Review-Elementary Algebra and Functions on June 12.
- TSI Review Word Problems and Applications hosted 6/15.
- TSI Workshop Linear Equations Inequalities and Systems hosted 6/17.
- TSI Review Reading for Understanding hosted 6/18.
- TSI Workshop Plane Geometry hosted 6/19.
- TSI Workshop Main Ideas and Supporting Details 6/22.
- TSI Workshop Powers and Radicals 6/23.
- TSI Quick Review Writing Workshop 6/23.
- TSI Workshop Inferences within a text 6/24.
- TSI Workshop Rational and Exponential Expressions 6/25.
- TSI Quick Review Intermediate Algebra and Functions 6/26.

➢ Starr
- The Starr CLE presented on the CLE services to classes offered at the campus and offered CLE tours as the semester progresses.
- The Starr CLE went around campus distributing brochures and bookmark info flyers for students and instructors to have notice of the services offered at the campus CLE.
- The Starr Center for Learning Excellence added two new Humanities Staff Members; one of the staff members is a former employee from the Starr CLE. It brings the total employee count to 17 employees. They both attended orientation the week of June 8-12, 2015.
- Started training former employee on changes in the department on Friday June 12, 2015.
- Started training new hire Humanities SLA employee at the Starr County Campus CLE.
- The Starr County Campus CLE got invited to present at the college fair June 24, 2015. The CLE SLA's will be presenting in "How to Write a Scholarship Essay".
- Distributed flyers promoting Student Lingo for STC students, faculty and staff. Spoke to several staff and faculty regarding the workshops and spreading available resources.
- Presented to the Early College High School students on the Services from the Starr CLE.

➢ Tech
- Manual J Workshop Series: The Technology CLE began the summer 2015 edition of the Manual J Workshop Series with the first workshop on Thursday, June 30th. 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 residential load calculation process. This will be a five-part workshop series.

Jagtrax Data (June 2015)						
	All Campuses	**Pecan**	**MVC**	**Starr**	**NAH**	**TC**
Total Student Hours Delivered	8442:56:00	3419:52:00	1312:51:00	517:00:00	902:36:00	2290:34:00
Independent Study (**D**uplicated)	937	129	382	16	392	18
Independent Study (**U**nduplicated)	318	59	100	11	138	10
Lab Visits(**D**)	12607	7677	1758	659	2317	196
Lab Visits (**U**)	2215	1394	261	119	363	78

Proctoring	87	*Note: Proctoring Requests can be placed for multiple campuses				
Tutoring Contact Hours	2528:19:00	1424:50:00	451:36:00	378:10:00	49:05:00	224:38:00
Tutoring Visits/Sessions (**D**)	4653	2619	845	302	123	764
Tutoring Visits/Sessions (**U**)	1002	575	160	86	84	97
Workshop Attendance	204	64	140	0	0	0
Workshops Hosted	15	5	10	0	0	0

- Director's Meetings:
  - 6/1/15: CLE English/History Study Meeting; ISP&SI Leadership Team Update Meeting.
  - 6/2/15: Meeting to go over Library Consultant Questions; Perkins Planning Meeting.
  - 6/3/15: Bond Program Meeting and Library Tours at Mid-Valley and NAH.
  - 6/4/15: Bond Program Meeting and Library Tour at Starr; Library Consultant Meetings Debriefing.
  - 6/5/15: Vacation.
  - 6/8/15: Vacation.
  - 6/9/15: Perkins Planning Meeting; Interviews for Director of Facilities, Planning and Construction.
  - 6/10/15: Meeting with Professional Development; Perkins Planning Meeting.
  - 6/11/15: Meeting to Review Revised Program for Starr County Library; CLE Update Meeting.

Laura Talbot
Associate Dean - Curriculum and Student Learning

Curriculum

- **Faculty Handbook**
  The Curriculum Specialist completed a first draft of the 2015-2016 for review by the Associate Dean and the Vice President for Academic Affairs. The handbook is scheduled to be completed in July.
- **THECB Submissions**
  No curriculum items were submitted during the month of June.
- **Program Development**
  Approval is still pending from SACSCOC for the Voice and Data Technician and the Fast Start Manufacturing Certificate.
- **Online Student Evaluations**
  The Evaluation period for Summer I was completed June 30th. The response rate for Summer I session was 40%.

Student Learning Outcomes and Assessment

- **Users Guides**
  The first draft of the Department Chair User Guide was finalized and reviewed by the Associate Dean. Additional edits were completed by the Learning Outcomes Specialist. The user guide will be provided to the Department Chairs during the summer professional development academy for Chairs scheduled in August.
- **Curriculum Maps**
  Curriculum maps (documents that show associations between courses learning outcomes and program learning outcomes) were sent to all departments for review for Fall 2015. The Learning Outcomes Specialist has been reviewing the updated maps and held individual meetings with 4 department chairs during June to provide individualized assistance.
- **JagPride Enhancements**
  The Learning Outcomes Specialist continued in June to communicate with the IS&P programmers assigned to the JagPride system to implement and execute fixes and additional enhancements to the system. Some items were published to the system in June and additional items are scheduled to be published in July.

Course Scheduling

- **Schedule Development**
  The Spring 2016 schedule was created in Banner and send to the Department Chairs for their first review, due back on May 11th. The schedules were entered and sent back out for second review. The majority of second reviews have been completed and entered.
- **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. They are also producing ad hoc room utilization reports for Planning and Construction and the Maintenance Departments as requested.

Academic Affairs Activities

- **Meetings/Presentations**

The Associate Dean of Curriculum and Student Learning made the following presentations during the month of June:

- Presented the Open Educational Resources Taskforce recommendations for approving OER resources to Academic Council in June.
- Presented the Student Attendance Taskforce recommended attendance guidelines for Faculty to Academic Council in June.

Institutional Activities

- **Accreditation Activities**
  The Associate Dean completed a Substantive Change Prospectus for McAllen Memorial High School and Mission Collegiate Early College High School and submitted to SACSCOC in June.
- **Attendance Rosters**
  The Associate Dean communicated the deadlines for Summer Census Date Rosters to the department chairs to facilitate the communication of the due dates to all faculty.
- **CBM Reporting**
  The Associate Dean, along with a Curriculum Specialist and the Scheduling Technicians met with the CBM reporting official from the Registrar's Office to review changes to CBM reporting for Developmental Education Courses. Based upon this meeting, changes to reporting codes for Developmental Mathematics courses were process by the Scheduling Technicians in order to finalize the Spring 2015 CBM reports.

Statewide Activities

- **Texas Association of College Technical Educators (TACTE)**
  The Associate Dean presided over the Summer Board meeting of the TACTE in June where she presented her goals and objectives for the association for the year and finalized the association budget.

Professional Development

- **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 seventh meeting in April. Each individual graduated from ALA in June having successfully completing all of the requirements.
- **Distinguished Leaders Academy**
  The Associate Dean graduated from the Distinguished Leaders Academy in June having successfully completing the requirements of the academy.

Nicolas Gonzalez
High School Programs and Services Administrator

- **High School Programs:**
  - Anahid and I are traveled to West Virginia a week ago on Tuesday through Thursday, and presented on our dual enrollment program to a group of high school principals, superintendents and three legislators, and then again the following day to the presidents of all their community colleges.
  - Dual summer classes had a fairly smooth start. PSJA grouped all their students at the high school on Ridge Rd. and I Rd., and seems, with the exception of some textbook delays, to be going well for all.
  - My office is already working hard on the fall schedule, especially, sine we have several new ECHS that are requesting dual sections that require our instructors. Government is in high demand.
  - The summer two dual schedule has been finalized and students enrolled in most of the sections.
  - We are busy with the fall schedule, especially where STC faculty are requested, and are pretty much finished. It looks like another record number of students will be enrolling this fall.
  - All Dual Enrollment Course Agreements (DECA) used to charge the school districts for the use of an STC faculty for this summer, have been distributed and are being collected.
  -
- **Academies:**
  - Dual Enrollment Academy Program held New Student/Parent orientations for the 155 newly selected participants on June 2-4, 2015 in MidValley, Pecan and Starr County Campus.
  - TexPREP Program hosted Student/Parent Orientations on June 9-11, 2015 in Pecan and Starr County Campuses.
  - TexPREP Program Opening Day Ceremonies were held on June 15, 2015 for PSJA, Hidalgo and Starr County Campus. At our Pecan Campus, 160 students were in attendance to hear Keynote speaker, Mr. Eli Ochoa, President and CEO of ERO Architects. 70 students were in attendance at Starr County Campus for Keynote Speaker, Dr. Arturo Montiel, Campus Administrator.
  - The summer two dual schedule has been finalized and students enrolled in most of the sections.
  - We are busy with the fall schedule, especially where STC faculty are requested, and are pretty much finished. It looks like another record number of students will be enrolling this fall.
  - All Dual Enrollment Course Agreements (DECA) used to charge the school districts for the use of an STC faculty for this summer, have been distributed and are being collected.

- **Early College High Schools:**
  - ECHS team has successfully completed one week of Summer Bridge activities and is now on to the second week of Summer Bridge. 16 ECHS are participating with the rest to be done during the fall and year.
  - THECB Star award nomination was accepted for the ECHS Program and now, the actual application will be prepared.
  - Summer registration was completed and has started successfully with most all ECHS.
  - ECHS Team will travel to San Antonio tomorrow to a one day conference on ECHS put on by Educate Texas.
  - Summer Bridge continues this week with three more schools attending on our campus. ECHS team is supporting the visits.
  - ECHS is a finalist for the STAR Award. Final written report is due July 15th.
  - ECHS team is working closely with SAEM staff to ensure that Fall Registration is a success.

- **Meetings**
  - 6/1/2015 – Dual Enrollment Principal's Summit Meeting
  - 6/8/2015 – Academic Affairs Council Meeting
  - 6/17/2015 – Admission and Registration Task Force Sub-Committee Meeting
  - 6/19/2015 – President's Administrative Staff Meeting
  - 6/22/2015 – TSI Committee Meeting
  - 6/23/2015 – STC Faculty Teaching DE Courses Taskforce Meeting
  - 6/23/2015 – Board Meeting
  - 6/29/2015 – Comprehensive Plan-Academic Affairs
  - 6/30/2015 – Conference call with TAMUK
  - 6/30/2015 – Discuss DE Principal Summit Meeting
  - 6/30/2015 – Dual Enrollment Cost Study Meeting

Dual Enrollment: Alejandra Cantu

- **Workshops/Meetings**
  - Meet with Cesar Garcia and Stella Sanchez to discuss fall schedule.
  - Presented to Counselors from PSJA ISD on Scheduling, (Rainbow Room)
  - Meet with Dual to Degree planning meeting.
  - Attended a meeting with Professional Development to discuss agenda for the Dual enrollment Faculty Orientation.
  - Meet with Administrator from Vanguard to pick up DECA.

- **DE Scheduling and Planning**
  - Registered students from Edcouch Elsa to a new Nursing class for summer I.
  - Per program chair, cancel the nursing class at Edcouch Elsa
  - Cancel ITSW 2434 and Engl 1302 at PSJA for summer I due to no enrollment.
  - Cancelled Spanish sections for summer I at PSJA HS with Ms. A Pena.
  - Worked on CTE fall schedule for Southwest ECHS.
  - Made changes to Sharyland Pioneer fall schedule.
  - Created Criminal justice classes for the CCTC for fall 2015.
  - Requested biology sections for Hidalgo, Monte Alto, and Mission Collegiate.
  - Received the new Fall schedule for Monte Alto ECHS. Requested music, biology and History for them.
  - Requested COSC and Sociology for Edcouch Elsa ECHS. Only COSC got approved by chair.
  - Created a new Spanish sections for Progreso ECHS and changed time for math section.
  - Worked with Asst. Principal from Thelma Salinas on courses for fall. Requested A&P and Psychology.
  - Worked with Mr. Trevino on fall schedule for PSJA HS. Requested new COSC, Biology and re arrange the English sections.
  - Deleted two economic and four marketing courses for PSJA HS for Fall.
  - Changed times for two sections at PSJA ISD for summer II.
  - Created Biol 1407 for PSJA HS fall 2015.
  - Created seven new Def in BANNER.
  - Requested and created new sections of Psychology and education for La Joya ECHS for this coming fall.
  - Worked with Sharyland HS on changes for the fall schedule. Changing instructor's names for fall schedule.

Dual Enrollment: Clarissa Torres

- **Dual Enrollment Faculty Candidates**

Our department currently has 21 candidates pending approval for the upcoming Fall 2015 semester.

- **Dual Enrollment Faculty Interviews**
  Candidates for Dual Enrollment Faculty met with Department/Program chairs for interviews and teaching demonstrations. I met with each of the candidates before their interview to review the guidelines and expectations of a Dual Enrollment Faculty Member. In the month of June, nineteen candidates were interviewed for Dual Enrollment Faculty. Of those nineteen, thirteen were approved. As of the end of June nine candidates are scheduled to interview in the month of July.
- **TexPREP**
  On June 15th the Department of High School Programs began TexPREP for upcoming high school students. Prior to the program starting I assisted the department with parent meetings in Rio Grande City and our Pecan Campus.
- **ECHS Summer Bridge**
  Our Early College High Schools have invited upcoming ECHS freshman to our campus throughout the month of June. I have assisted with tours and helped the students navigate the campus.
- **Textbooks for Dual Enrollment Courses**
  A mass email was sent to all of our department chairs who will be offering courses at PSJA ISD for the upcoming fall semester. They were asked to submit any textbook changes for the fall semester. Changes were then made to our textbook list specific to PSJA ISD and the list was sent to the College Readiness Department.

Minna Montalvo

- **Conference/Workshops/Meetings**
  - Visited SCADE Program for Mission Welding
  - Conducted a tour for the SCADE Program Mission Welding students
  - Presented at the 2015 Mini-Conference for CTE at Region One
- **Screening Dual Enrollment Istructors 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

- Reviewing and updating the dual enrollment reference guides for faculty in preparation for the August professional development events.

- Attended meetings held on June 1 and on June 30, 2015, for the subcommittee planning the Principals' Summit scheduled for August 4, 2015.
- Attended Dual Enrollment Taskforce Admission and Registration Subcommittee meeting held on June 17, 2015.
- Attended Dual Enrollment Taskforce subcommittee meeting to plan professional development event for faculty teaching Dual Enrollment courses that was held on June 23, 2015.
- 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.
- Responded to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues.

- With the start of Summer classes on June 1, there were room assignment problems at Edcouch for a GOVT class because the high school classes were still in session when the STC class began on June 1. A temporary classroom assignment was given, so the STC class experienced problems with the portable classroom technology assigned for its use. These were first time STC students who were unaware of how to logon to Blackboard, so there were delays caused by that also. A GOVT course at Edinburg ECHS had delays getting the required textbooks.
- 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 fall 2015 dual enrollment classes.
- Serving on STC & PSJA Creating a Model for Systematic Change Taskforce Work Team #4: Dual Enrollment Planning & Alignment. Attend meetings as required.
- Continued follow up with HSPS on updates needed to webpages:
- Requested that OPOD update door sign and STC "Partnership Sign" with new STC logo and font. HSPS will then post updated signs on webpages. http://academicaffairs.southtexascollege.edu/highschool/guides.html
- The current 2014-2015 version of the Reference Guide for Adjunct & Dual Enrollment Faculty is posted at the High School Programs website. http://academicaffairs.southtexascollege.edu/highschool/guides.html
- The current 2014-2015 Reference Guide for STC Faculty Teaching Dual Enrollment courses is posted at the HSPS website. In the future the online version of the guide will include the ISD calendars for faculty convenience.
- HSPS has posted the current 2014-2015 Dual 2 Degree manuals on the "Manuals/Reference Guides Page" at http://academicaffairs.southtexascollege.edu/highschool/guides.html
- Principals' Summit 2015 date of August 4, 2015, is posted at HSPS website. Updated summit information will be posted when available. http://academicaffairs.southtexascollege.edu/highschool/pdf/summit/Web_Form_Contact%20information%20%20High%20School%20Programs.pdf
- All programs under HSPS will be reviewing and updating their webpages again this summer with new partner schools added, updated activities and information.

Kimberly P. Crawford
Director - High School Programs

- **Completed: Projects/Activities**
  - Parent/Student DE Academy Orientation for the 155 newly selected participants was held the evenings of June 2-4, 2015 in Mid-Valley, Pecan and Starr County Campus.
  - Dual Enrollment Academy Program hosted New Student Orientations the afternoons of Tuesday, June 23rd and Friday, June 26th.
  - TexPREP Parent/Student Evening Orientations were held the week of June 8-15, 2015
  - Staff Orientation was held on June 8-15, 2015.
  - Requested Progress Reports from Faculty members.
  - Registration completed for Academy Summer II semester.
- **TexPREP:**
  - TexPREP Opening Ceremony was held on June 15, 2015 with 230 students in attendance.
  - Opening Day Ceremony Speaker, Mr. Eli Ochoa, President and CEO of ERO Architects for Pecan and Dr. Arturo Montiel, Campus Administrator presented at the Starr County Sites on June 15, 2015
  - Hidalgo ISD students attended a field Trip on Friday, June 26th to visit the Valley Nature Center and Peter Piper Pizza.
  - Career Awareness Speakers at Pecan Campus: Dr. Louie Alamia, Physical Therapist; TxDOT Engineers
  - Career Awareness Speakers at Starr County Campus: Tomas Gonzalez, UT Health Science Center- MD Candidate; AgriLife Extentsion
- **Academy Programs:**
  - Audits of new student Degree Plans completed.
  - Case Management with Summer I students.
  - Required tutoring for students earning below 80 in classes.
  - Fall Booklist sent to districts.
- **Governor's Merit Program:**
  - Committee Selection reviewed submitted applications and selected participants.
  - Finalizing Food Service Provider for Camp.
  - Acceptance and Denial Letters were sent to students with a deadline to accept slot by July 2, 2015.
  - Contacted UTPA, STC Technology Campus and Manufacturing Plant for fieldtrips during camp.
- **Professional Development/Continued Learning:**
  - Staff attended the South Texas Leadership Academy on Friday, June 19, 2015 at Region One Education Service Center.
- **In Progress: Projects and Major Activities**
  - Fall Registration for Academy students
  - Planning Fall 2015 Academy Workshop Schedule
  - TexPREP Staff Orientation
  - Governor's Merit Program selection of participants and hiring of staff.
  - Finalize Governor's Merit Program camp schedule with Lead Faculty Member.

Sofia M. Peña
Director - Early College High Schools

- ECHS Director and Coordinators completed all summer registration.
- Summer Bridge has been planned and is scheduled for the entire month of June.
- ECHS Director has been invited to sit on the Texas ACT Council which deals with matters regarding the ACT test as well as college and career readiness.
- ECHS Director and Coordinators attended a one day conference on ECHS matters in San Antonio.
- Fall Registration is underway.
- Coordinators are conducting degree audits for rising Juniors to ensure they are on track to complete coursework on their degree plan.
- ECHS Specialists are assisting with Summer Academies activities and TexPREP.
- 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 read and scored several applications for ECHS from around the State for ECHS Designation.
- 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:

- **Jaguar Academy (New Employee Onboarding)**
  The OPOD kicked off its brand new Onboarding Academy on June 11th with 22 registered participants. Feedback from each session has been extremely positive. Three sessions were held in the month of June:
  - Session 1 – Building Our Networks
  - Session 2 – College Mission, Philosophy, and Points of Pride
  - Session 3 – Campus Safety

  Session number two was presented by, Dr. Reed, who delivered a wonderful presentation on the history, mission, points of pride, and future plans of South Texas College. At the conclusion of session 2, participants completed and signed a Commitment and Contribution Form that was submitted to Dr. Reed. Session three was presented by the Director of Safety and Security, Paul Varville, who discussed campus safety procedures and active shooter scenarios.
- **Distinguished Leadership Academy (DLA) Graduation**
  On June 27th, STC graduated its first cohort of 12 participants from the Distinguished Leadership Academy (DLA). DLA is a year-long academy designed to provide individualized leadership training at the highest level at South Texas College. The participants receive personalized, strengths-based, guidance for continued development of coherent leadership styles. The Academy approaches this work in two ways: through regular group meetings and one-on-one coaching sessions. The group meetings incorporate facilitated discussion and engagement opportunities with noted leaders from both the College and the community to help participants gain insight into the real world application of leadership techniques. In addition, the participants will receive individualized coaching that will help them create a professional development plan designed to accelerate their own path to leadership excellence.
- **Ambassadors Leadership Academy (ALA) and Distinguished Leadership Academy (DLA)**
  On June 27th, STC graduated its second cohort of 20 participants from the Ambassadors Leadership Academy (ALA). ALA is a year-long academy designed to cultivate leadership at every level at South Texas College. The Academy provides current leaders, and those who aspire to leadership positions, the structure and guidance to develop and refine their leadership skills. The Academy prepares participants to create strong teams, promote powerful communication strategies, support a culture of evidence and accountability, understand the state and national context for the community college, and design and manage a team project that reflects and advances the goals of the institution. Academy participants also engage in one-on-one coaching sessions with the Academy Facilitator to help them articulate a leadership vision and create an individualized professional development plan.

Special Events:

- **STLA for Staff: June 19th**
  The event featured a full day, with about 100 participants from around the STC district and ranging from all types of classifications. The day featured a powerful and interactive keynote session presented by Michael Daggs on "What's a #Hashtag: Connecting with Millennials". Michael has been a leading voice in the area of maximizing individual and workplace impact. He presents all over the country, including Canada and Mexico. His undeniable energy and quest for excellence gives him a unique ability to quickly engage audiences and deliver presentations that are applicable and life changing. STLA for Staff is designed to enhance the participants skill set, help their work soar to new heights, and prepare them to rejuvenate their STC spirit.

- **Team Activity**
  OPOD Team Members, April Castaneda and Michelle Rodriguez, presented a "Goal Orientated" icebreaker for the College Connections Department. The icebreaker provided the staff with a visual on setting goals and helping them reach their goals.

Programs in Development:

- **Online Modules for Dual Enrollment Faculty**
  The OPOD is partnering with Distance Education and Assistant Dean of LASS (Dr. Chris Nelson) to create online modules for dual enrollment faculty.
- **Academies for Academic Year 2015-2016**
  Marketing material is currently being updated to promote all OPOD academies.
- **Major Events in August**
  The OPOD is currently working on reserving and updating marketing material for all major events held in August.
- **Academic Affairs Employee Recognition**
  The OPOD is in process of coordinating the Distinguished Teaching and Learning (DTLA) Awards for Faculty, the new Faculty of the Year Award and the Distinguished Staff Awards (DSA). All awards will be presented at Academic Convocation on Monday, August 17th.
- **Virtual Campus Symposium**
  OPOD is assisting the Distance Education Department by coordinating the logistics, creating the artwork for promotion of the symposium and developing the program.

Design & Publications

The OPOD Designer worked on the following design projects during the month of June:

- Child Development Conference Marketing Materials
- Reconstructing department photo catalog
- Re-designing website banners for web pages
- Updated all reference guides for August events
- Distance Education Symposium banner, e-vite, program cover

Reference Guides in Development

- New Faculty Reference Guide
- Dual Enrollment Principals' Summit
- STC Faculty Teaching Dual Enrollment Courses Reference Guide
- Adjunct/Dual Enrollment Reference Guide
- Department Chair Handbook

The OPOD is preparing for the following Upcoming Events:

- STLA for Chairs – August 7th
- Dual Enrollment Principals Summit – August 4th
- Distinguished Leadership Academy Kickoff – August 10-11th
- New Faculty Orientation and Service Area Tour – August 13 -14th
- Academic Affairs Convocation – August 17th
- FOCUS Academy Kickoff – August 19th
- Providing Support for the Virtual Campus Symposium – August 20th
- STC Faculty Teaching Dual Enrollment PD Day – August 20th
- Making the Most of the First Class Day: Embedding Student Success Skills – August 21st
- Adjunct and Dual Enrollment Faculty PD Day – August 22nd

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

STC-La Joya Teaching Center

- Met with Mission Regional Medical Center Foundation Director, Cynthia Guerra to discuss staff training opportunities offered by the College to include: Wills Clinic, Financial Literacy, Continuing Education Pathway program offerings, BAT program offerings, student services, and career expo. Follow-up planning meeting to schedule these events will be held on Thursday, June 25 at 12:00pm MRMC boardroom.
- Coordinated classroom set up, technology equipment usage, and Wi-Fi access for dual enrollment classes at the Pharr Teaching Center and Ballew Science Building. Also visited La Joya Teaching Center review class offerings. Spoke with current history DE instructor who advised on upcoming course offering needs.
- Met with Lucio Gonzalez, Technology Resources Assistant CIO for Infrastructure, on Thursday, June 11, to review move request and equipment setup of current STC faculty member at the La Joya Teaching Center, to do a brief walk-through and discussion on the relocation of faculty into an area with ready STC internet and phone data drops. Upon meeting with LJJC ISD computer lab assistant, he informed us that he would be willing to trace a line into the current faculty work area to determine viability of have an STC connection in place. This meeting was to followed up with joint meeting between STC lab resource assistants and LJJC ISD lab assistant on Monday, June 15, 2015.
- Held follow-up meeting with Mission Regional Medical Center Foundation Director, Cynthia Guerra, Foundation President, Deborah Cordova, and Continuing Education Project Coordinator's Elizabeth Hernandez and Denise Reyna to present pathways and funding sources The Wills Clinic will be the first priority and will coordinate with PC Paul Gaytan for a possible fall 2015 clinic. Lunch time meetings to introduce pathways to MRMC staff will be set to survey interests in specific pathways. The possibility of holding a larger career expo to be held at the medical center was discussed and will be coordinated to take place in the fall 2015 semester. Targeted attendees will be MRMC staff, family, and community.

STC-Pharr Teaching Center

- Met with Marie Evans, Director of Instructional Technologies and Chris Woods, Coordinator of Instructional Technologies Projects, to discuss Pharr Teaching Center instructional needs for the fall 2015 semester.
- Have relocated permanent office space from Technology Campus to Pharr Teaching Center:
  Pharr College and Career Teaching Center
  1100 E. Business Highway 83
  Pharr, Texas 78577
  (956) 872-5673
- The STC & PSJA Dual2Degree Initiative Creating Model for Systematic Change follow-up meetings have been set for July 28 & 29, 2015:
  - Taskforce #3-Scaling Up, July 28, 2015, 10:00am-11:30am
  - Taskforce #4-Dual Enrollment Planning & Alignment, July 28, 2015, 1:00pm-2:30pm
  - Taskforce #5-Transforming High School into College, July 29, 2015, 1:00pm-2:30pm

Other Activities

- Continued to assist Kids College faculty and staff with curriculum delivery to participating elementary students ranging from second grade to 5th grade. With attendance varying on a daily

basis, approximately 60 elementary school children from the Sharyland and McAllen school districts attended the first week of the Kids College. Kids College will continue June 15-19, 22-26, and June 27-30.

- Attended Business & Technology Program Chair meetings for the month of June 2015.
- Attended ALA group project presentations and viewed several promising projects that have potential to meet the growing challenges of providing student services and recruitment at the Teaching Centers.
- Met with RGV Focus-Dropout Prevention & Recovery group at the Harlingen ISD Administration building on Monday, June 8, 2015, to discuss retention strategies and share ideas on best practices. Provided guidance and strategies to assist partner educational institutions with strategies in assisting high school counselors through the establishment of College Advisor Training Program. Next Dropout & Recovery group meeting is scheduled for next month to be held in Mercedes, Texas.
- Attended Academic Affairs Council meeting on Tuesday, June 9, 2015.
- Attended Digital Signage Focus Group to discuss electronic board effectiveness, usage, and perceived effectiveness.
- Attended ALA/DLA graduation ceremony to pin next group of potential DLA participants. DLA was an excellent opportunity for both personal and professional growth and encourage continued support of this initiative. Lee Grimes and her staff have done a great job in organizing and leading the DLA sessions and should be proud of the great group projects presented by this year's ALA group.
- Attended Business Office How-To Sessions at Pecan Campus, Building J.
- Attended Academic Affairs – 5 year Comprehensive Planning meeting.

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Information Services and Planning

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Information Services, Planning & Strategic Initiatives

Dr. David Plummer
Interim VP

Monthly Activity Report for June 2015

Alicia Gomez, CIO
Technology Resources

Applications Development

HR Process Redesign and Automation

The Technology Resources team is currently working on a project plan to implement the second phase of the Electronic appointment letter project. The second phase consists of creating a module to allow Executive and Administrative staff approved annual appointment letters via JagNet. The module is expected to be ready by August.

College Scheduler

The College Scheduler application will be rolled to the production environment late July; however, access will not be open until the DegreeWorks dependencies are resolved. The DegreeWorks Student Education Plans (SEP) must be completed by students/advisors in order for the data to be available for the College Scheduler to populate course availability for registration.

JagMobile 3.0

The Applications team finished the TouchNet emergency loans and mobile application implementations; students can now make payments via mobile devices.

Business Impact Analysis and Disaster Preparedness/Recovery Planning

Technology Resources met with STC designers/engineers and Facilities and Construction staff to go over the proposals for providing alternative gas generator power to building D in the Rio Grande campus. The new gas generator will provide power to the proposed Data center (building D) and Incident Response command center (building J) in Rio Grande for Disaster Recovery purposes. The proposed acquisition and statement of work will be included in the August board agenda.

The Technology Resources team continues to work on the Office 365 email migration for faculty and staff as part of the Disaster Recovery plan. The Office 365 project plan has been tested and 100 preselected staff and faculty email accounts will be migrated during the summer. The rest of the accounts will be migrated in several phases throughout next year.

Technology Support and Client Services

Infrastructure Improvements

The TR team continues working on wireless enhancements throughout the district; the different campuses have been surveyed for additional access points. Additionally the team continues to work on configuration settings as recommended by the Network assessment performed by Insight consultants. Network switches at the Technology, NAH and Starr campuses will be replaced and reconfigured through the summer as a result of the same assessment.

Computer Replacement

The last batch of 150 computers has been ordered and will be imaged and deployed before the end of the Fiscal Year. A total of 650 computers will be deployed as part of the 2015 computer replacement cycle.

Victor M. Gonzalez, CISO
Information Security

Action Plans – PCI, IT Assessment, 2012 Assessments
We have completed around 99% of the questionnaire. There are 4 items that are still pending. These are new requirements on the SAQ C v3 that were not part of the original scope of work. We are going to evaluate two solutions that should help us meet those requirements.

Incident Response Plan
A hard copy of the finalized Incident Response Plan was distributed individually to the different members.

Dell SecureWorks – Web Application Firewall Improvement Project
We have scheduled an on-site visit during the week of August 3rd, 2015. TR is finalizing the SOW for the engagement.

Replacement Firewall
The firewall rules have been created in the new hardware. The router that was required to continue with the deployment was received and is already in production. We will continue improving the configuration of the device. The expected date to have the new firewall online is August 15, 2015.

Virtual Private Network (VPN) / Secure Remote Access (SRA)
The purchase order was completed and we should be receiving the hardware in the coming days.

InfoSec Scorecard
The information for the scorecard was received at the end of the month. We are going to review and prepare the results. We should have a finalized scorecard by mid-July 2015.

Security Awareness Training / Campaign
We received a data feed with all employees and the list has been uploaded to the system. We will begin advertising the portal next month.

Incident Response Table Top Exercise
We are scheduled to have the event on July 23-24, 2015, with assistance from Dell SecureWorks. The exercise should help us learn what improvements we need to make in order to be ready for an actual incident.

Information Security Program Metrics
The database request has been completed. We now have a database that we can begin using for this initiative.

Third-party Vulnerability Assessment (Q1)
We received the results from the assessment. There was nothing alarming in the report. TR created an action plan to remediate the significant findings.

In-house vulnerability management program
We are currently scanning our perimeter for vulnerabilities on a weekly basis. We have already identified a few high risk vulnerabilities and are working with TR to create a plan to make sure we address findings in a timely manner.

Pre-Authentication Disclaimer Standard (Login Banner)
We renamed the standard to User Login Disclaimer Standard and should have a finalized version in the next month.

Incident Response Lessons Learned: Phishing using spoofed email addresses
We met with other incident response team members to discuss some security measures that we could leverage to better protect ourselves from phishing emails. The feature is called SPF (Sender Policy Framework). We are going to research the SPF settings that we could leverage within Proofpoint and define a SPF record for the College that can help other organizations protect themselves against spoofed emails from the southtexascollege.edu domain. We are still waiting for this recommendation to be addressed by TR.

ACH Audit
We are currently conducting our annual ACH audit with TR and Business Office. We met with the different teams to review the responses and are waiting for updated documents to support the responses.

Created Information Security Advisory 15-02: Mailer Security Risk
This advisory was submitted on June 4, 2015 to TR. It communicates an insecure configuration in our email routing. Some of the devices that route inbound and outbound email for the College are not encrypting the communication, which is current best practice. In the meantime, we should discontinue using the encryption feature within our email system to send sensitive information, since the data is not transmitted securely. We are still pending a response from TR.

SharePoint site development
The Information Security Office will leverage SharePoint as a medium to communicate with staff and faculty. We are currently developing enough material to begin advertising this resource.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 6/1/2015: Project Update Conference Call, Digital Signage Cost Comparison Meeting
- 6/2/2015: Digital Signage Survey Meeting,
- 6/3/2015: Evaluations for NAH, Tech, and Mid Valley Campus
- 6/4/2015: Evaluations for Pecan Campus
- 6/8/2015- Project Update Conference Call, Focus Group Starr Campus
- 6/9/2015 – Pharr Teaching Center visit
- 6/10/2015: Dr. Montiel meeting
- 6/15/2015 – Project Update Conference Call
- 6/16/2015- Mid Valley Campus visit
- 6/18/2015- Meeting at HR
- 6/22/2015- Specialist Meeting, Lynda.Com Conference Call
- 6/25/2015- Samsung Demo
- 6/29/2015 – 6/30/2015 – ISTE Conference Philadelphia, PA.

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	219
May	125
June	126
July	
August	
Sept	
Oct	
Nov	
Dec.	

SOUTH TEXAS COLLEGE

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	306.25
May	156.75
June	197
July	
Aug	
Sept	
Oct	
Nov	
Dec	

SOUTH TEXAS COLLEGE

Reservations by Campus:	Jun-2015				
	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	15	22	0	17	2
Data Projector	0	1	4	0	0
Laptop	191	9	5	1	24
PA System	1	2	2	2	0
CD Player	0	0	2	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	4	2	1	0	2
TV	0	0	1	2	0
Microphone	80	13	4	1	1
Direct Box	1	0	0	0	0
Digital Camera	0	3	0	0	0
Speakers	1	22	4	0	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	3	1	0	0	2
Document Camera	70	22	15	0	2
DVD/VCR Player	0	0	0	0	12
Wireless Lab	0	3	0	0	0
Keyboard/Mouse	11	0	4	0	0
Sympodium	0	22	0	0	0
Hard Drive	0	0	0	0	2
USB Hub	10	22	0	0	2
CPS	0	0	0	0	12
Mixer	13	4	2	0	0
Tripod	4	2	1	0	0
WebCam	10	0	0	0	12
Computer	0	0	0	0	0
Portable Table	3	2	2	0	0
Microphone Stand	1	2	0	0	1
HD Video Streamer	0	0	0	0	0
Polycom Phone	3	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
Remote Mouse/Clickers	20	78	0	0	0
TOTAL	**456**	**232**	**47**	**23**	**83**

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

IE Related Activities:

- 2013-2015 IE Report data needs audit – complete
- Scheduling meetings with IE Plan writers
- 2015-2017 IE Plans completed:
  - Risk Management
  - Purchasing & General Services
  - Fire Science
  - Information Commons & Open Labs
  - Pharmacy Technology
  - Precision Manufacturing Technology
  - World Languages 2015-2017
  - Student Financial Services
  - Veteran Affairs

- 2015-2017 IE Plans in progress:
  - Business Computer Systems (Information Technology)
  - Grant Development
  - Distance Education
  - Academic Affairs
  - BAT: Technology Management

IEA Reporting Analyst's Activities:

- Updated IEA website and posted the IE Calendar event according to the IE plan writer's request
- Continued work on the Data Requests:
  - Facilities Inventory by Campus by FTE Student
  - Fall to Fall Graduation, Retention, or Transfer by Total Enrollment (Multiple Views)
- Updated the IEA Data Release Calendar
- Coordinated with RAS for the "chair survey reports" access for Dr. Bischoff
- Closed Data Requests
- Worked on the CTN-Puente data colleting
- Worked with RAS on the Data Request: Assessment Plan – DPRA Assessment

Factbook Related Activities:

- Updated and posted the Subsequent Fall Team Transfer report and the Non-Traditional Enrollment by Workforce Programs reports for internal STC Factbook
- Updated the Data Release Timeline
- Worked with department AA for the Facility Inventory by Campus & by FTE Student report updating
- Coordinated with RAS for the Factbook updating
- Continued work on the new version of STC Factbook data collecting
- Updated the Fall to Fall Graduation, Retention, or Transfer by Total Enrollment (Multiple Views) and the Fall to Fall Graduation, Retention, or Transfer by Total Enrollment (Single View) reports for both internal and external STC Factbooks
- Coordinated with the RAS for the STC Factbook updating
- Continued work on the new version of STC Factbook data collecting
- Updated reports for internal STC Factbook listed below:
  - Enrollment: Headcount and Course Section Count by Instructional Mode
  - Enrollment: Headcount and Number of Sections by Division, by Department, by Course

And by Time Frame
Enrollment: Headcount and Number of Sections by Division, by Department, and by Course
Repeater Rate for Developmental Courses

- Updated the Pass Rates and Grade Distribution by Course, Course Type, Program and Division, the Academic Success after Developmental Studies (With Dual-Enrollment), and the Retention by Major: Fall to Spring reports for internal STC Factbook
- Worked on the Academic Success after Developmental Studies (Without Dual) report
- Worked on the Developmental Education Accountability Measures Data report
- Updated and posted the Academic Success after Developmental Studies (With Dual-Enrollment, AY 2015) and the Academic Success after Developmental Studies (Without Dual-Enrollment, AY 2015) reports for external STC Factbook
- Updated and posted the Academic Success after Developmental Studies (Without Dual-Enrollment) and the Developmental Education Accountability Measures Data reports for internal STC Factbook
- Updated the Facilities Inventory By Campus By FTE Student - 2015 report for both internal and external STC Factbooks

Meetings and Trainings:

- Observed the following THECB meetings:
  - 60X30TX Strategic Plan webinar
  - Community and Technical College Leadership Council Meeting
  - Learning Technology Advisory Committee (LTAC)
  - Engineering Field of Study Advisory Committee Meeting
  - The Committee on Affordability, Accountability and Planning (CAAP) Meeting
  - The Committee on Academic and Workforce Success (CAWS) Meeting
  - The Special Called Board Meeting
  - The Financial Aid Advisory Committee Meeting
- Attended the White House Initiative on Educational Excellence for Hispanics (WHIEEH) monthly webinar
- Strategic Services Group
- Attended the IS&P Client Services IT Training: MS Outlook 2013
- Attended the PUENTE Conference Call

Miscellaneous:

- Communication with WEAVEonline Director of Business Services
- IEA shared drive backup

Cody Gregg, Dean

Library Services and Information Commons

Meetings:

- 6/1/15: CLE English/History Study Meeting; ISP&SI Leadership Team Update Meeting.
- 6/2/15: Meeting to go over Library Consultant Questions; Perkins Planning Meeting.
- 6/3/15: Bond Program Meeting and Library Tours at Mid-Valley and NAH.
- 6/4/15: Bond Program Meeting and Library Tour at Starr; Library Consultant Meetings Debriefing.
- 6/5/15: Vacation.
- 6/8/15: Vacation.
- 6/9/15: Perkins Planning Meeting; Interviews for Director of Facilities, Planning and Construction.
- 6/10/15: Meeting with Professional Development; Perkins Planning Meeting.
- 6/11/15: Meeting to Review Revised Program for Starr County Library; CLE Update Meeting.
- 6/12/15: Interviews for Project Director of HSI Grant; Meeting to Review Draft of NAH Construction Program.
- 6/15-19/15: InfoComm and UBTech Conferences.
- 6/22/15: CLE Meeting; CCUMC Board Meeting.
- 6/23/15: Bond Program Planning Meeting; Conference Call.
- 6/24/15: Employee Performance Appraisals; Meeting at H.R.
- 6/25/15: Employee Performance Appraisals.
- 6/26/15: Meeting to Review MV Library Renovation Program Draft.
- 6/29/15: CLE/Upswing Meeting.
- 6/30/15: Bond Program Planning Meeting; Meeting to Review Applications for CLE Director.

Library Services Data:

Library Services Data: 6/1/2015 -6/30/2015								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1	0	51	n/a	1	0	53
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	2219	7468	7348	24427	639	3934	1792	47827
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	334	172	960	n/a	12	5	1483
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	712	335	1953	n/a	113	103	3216
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	49	4	54	n/a	17	4	128
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	501	55	881	n/a	329	47	1813

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Corresponded with Graciela Sanchez regarding the demographics of the student population with disabilities and invited her office to participate in library planning focus groups later in the month.
- Worked on an interdisciplinary collection development book cart.
- Tested various settings in the Discovery system staging environment.
- Began modifying EBSCO A-to-Z to provide the correct information for Credo titles.
- Continued evaluating several irregular Symphony records to determine if they need to be modified or removed.
- Began modifying Symphony for the new CLE users, items, and locations.
- Continued working with SirsiDynix to schedule the authority processing project.
- Began working with EBSCO to customize the EBSCO databases landing page.
- Continued to work on the design of a bookmark and flyer to market the Library Discovery List tool in Blackboard to faculty.
- Continued working on a mobile device tutorial in Articulate Storyline 2.
- Continued working on original cataloging and modifying imported records from e-books to physical copies of the book.
- Continued removing magazines and journals that no longer fit on current shelves and continued going through them re-alphabetizing and printing labels reflecting new date range labels on bins.
- Continued going through the bestsellers that will be returned to the B&T Leasing Program.
- Continued updating the renewal list for FSY 2016.
- Continued working on the Library logo redesign.
- Continued working on the second part of asset recording in Workflows inputting the I-number, P-tag, and price for November 2014 and December 2014.
- Searched and imported records for newly received items using WorkFlows, LC, and OCLC and assigned item barcodes to MARC records in WorkFlows.
- Continued worked through a list of cataloging corrections

Collection Development Balances:

- Library Acquisition…… $ 6,270.00
- BAT & BAS/ Materials- …… $ 1,304.00

Information Commons and Open Labs:

Highlights:

- Lynda.com trainings are being completed by several employees.
- JAWS has been upgraded from Version 10 to Version 14.
- On 06/26/15, three employees reported for their first day as new Open Lab employees.

SOUTH TEXAS COLLEGE

June 2015 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	1,653	6,648	7,917	17,340
Pecan Internet Café	577	2,124	3,429	7,917
Pecan T. Info. Commons	352	1,158	870	4,690
Mid-Valley Open Lab	730	2,888	3,014	
Mid-Valley Open Area	431	1,141	1,104	
Mid-Valley G-144	191	469	274	
Starr County Open Lab	230	1,442	1,325	
NAH Open Lab	625	3,064	2,659	
Technology Open Lab	292	1,214	949	
Technology Internet Café	123	385	299	
District Total:	**5,204**	**20,533**	**21,840**	**29,947**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	2,170	7,783	8,431
Pecan Testing Room F-228	6	30	57
Mid-Valley Info. Commons	644	2,217	3,186
Starr County Library	308	1,662	2,051
Technology Library	89	216	269
District Total:	**3,217**	**11,908**	**13,994**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	283	428	648
Pecan F-130 Group Stations	37	70	71
Mid-Valley Library Group Stations	55	70	104
Mid-Valley Open Lab Group Stations	5	7	4
NAH Group Stations	379	978	487
District Total:	**759**	**1,553**	**1,314**

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

- 06/01/15 – 06/05/15: Two employees attended the LabMan 2015 Conference in Denton, TX.
- 06/02/15: Met to discuss the library consultation questions.

- 06/03/15: Traveled to the Mid-Valley and NAH Campuses with the library consultant; Two employees attended the "How to Excel at Managing and Supervising People" conference in McAllen, TX.
- 06/04/15: Traveled to the Starr and Technology Campuses with the library consultant; met with a hiring committee for the Physical Science department that held interviews.
- 06/08/15: Traveled to Starr County to hold part time interviews; the Library Services directors met with Dr. David Plummer.
- 06/09/15: Met to discuss LabTrax.
- 06/11/15: Met with a hiring committee for the Physical Science department that held interviews.
- 06/12/15: Met with a hiring committee that held interviews; met to review the NAH construction program draft; held a Learning Commons & Open Labs Leadership meeting.
- 06/13/15: Met with a hiring committee that held 3 interviews.
- 06/15/15: Met to discuss how our areas serve the dual enrollment students.
- 06/16/15: Met with a hiring committee to discuss applicants and interviews.
- 06/17/15: Traveled to the Mid-Valley Campus to hold performance assessments for the full time staff and to oversee setup of testing area for the CLE.
- 06/18/15: Met to review NAH Library construction assignable area.
- 06/19/15: Met to discuss the Learning Commons and Open Labs' IE plan; attended the President's Administrative Staff meeting.
- 06/25/15: Attended the Open Forum for the candidate for the Director of Facilities Planning and Construction position.
- 06/26/15: Held an employee evaluation.

Library Services Public Services

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

- 6/2/15: Directors' Meeting.
- 6/3/15: Trip to NAH & Mid Valley – Discussion Library Expansions/Buildings.
- 6/4/15: Trip to Starr Library – Discussion: Library Expansion/Building.
- 6/10/2015: Meeting regarding furniture for new library areas.
- 6/11/2015: Director's Meeting regarding Starr Library Bond.
- 6/18/15 Past Word Perfect software demonstration for Art Collection.
- 6/26/15 Mid-Valley renovation meeting.
- 6/29/15: Meeting regarding the IE Plan.

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- ATD Data Submission
- CBM2, E, and S Edit*
- CBM00N Submission
- IPAS system grant narrative
- Texas Completes survey

Surveys

- BAT Graduate Follow-Up Survey
- Blackboard Collaborate Faculty Survey
- Faculty Climate Survey
- Focus Academy Survey
- Gender Studies Program Interest Survey
- IAM Survey
- Payroll Card Survey
- SOSE pilot (Online Student Survey from CCSSE)
- Survey Isaac Garza Survey
- 5th Grade Leadership Camp Survey

Qualitative Studies

- Digital Signage
- Orientation focus groups

Data Request

- Affordable Healthcare Act - Faculty Actual Scheduled Hours Summer 1 and 2*
- BAT, BAS graduates list *
- BAT graduates (historical) and contact info
- Dual matriculation rates (previously generated)
- Dual Students by Type *
- Fall to Fall Success
- Fall 2014 and Spring 2015 Emergency Loan or Installment Student Success
- Independent Duals and their contact hours
- Identifying benchmarks for dual high school seniors and the earned semester credit hours at STC
- MATH census enrollment counts (Summer I)
- May 29th Traditional -TR (less Dual) Enrollment Profile Summers & Fall
- Percent of 2014 high school graduates that subsequently enroll in higher education
- Reporting Business Office
- SI A Students Contact List
- Spring 2014 READ0100 Success in Fall 2014 READ0200
- Total Contact Hours, past three semesters *
- Valley Scholars Cohort Retention
- 3-Year Enrollment Trends Summer and Fall

Data Analysis

- Dual Enrollment Data Analysis

Meetings

- Ambassador's Leadership Academy
- ALA-Graduation
- AAWCC Meeting
- CLE Study Meeting
- Digital Signage Committee Meeting
- Dual Enrollment Study data needs meeting
- IPAS2 Meetings
- IS&P & SI Leadership Team Meeting
- Monthly ABE call
- PASS Meeting
- RAS Weekly Meeting
- Review US News & World Report Survey Request and KPI
- RGV Focus phone call (Daniel Tesfay)
- SSG Meeting
- Texas Completes survey review (with Dr. Reed)
- TSI Committee

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

- McAllen Economic Development Corporation
- Mississippi Gulf Coast Community College
- Early College Meeting
- IPAS-2 Grant Committee Meeting
- Dr. Reed- Enrollment Forecast Planning Assumptions
- Texas Completes
- Pegaus
- Meeting with Purchasing to discuss RFP's.

ACTIVITIES

- Completed Job Description for Project Management Analyst position.
- Continued work on the 2015-2016 RFP for series of professional staff development trainings.
- Continued work on RFP for professional services for fiscal year 2015-2016.
- Review Potential Economic Impact of New Medical Complex (10/2012)
- IPAS (2) Grant
- Pre SCUP required reading: Walnut College Case Study
- ATD Annual Reflection Officially Submitted
- ATD Leader College Application Officially Submitted
- Enrollment Forecast Planning Assumptions (Edits)

TRAININGS

- Participated in and successfully completed *IT Project Management* training that was held 06/15/2015 through 06/18/2015. A total of 24 PDU's were earned.

- PMP Certification status: A total of 75.75 of 60 hours required for PMP-PMI Re-Certification have been completed. Current certification will expire on 12/10/2016 and will be renewed.

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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: July 17, 2015

Subject: June 2015 Activity Report

The major activities of my office this month were: 1) Met with South Texas Manufacturers Association Executive Director 2) Interviewed with KURV talk radio 3) Met with Texas Workforce Commission 4) Met with IAM Summer Camp Committee 5) Met with multiple community stakeholders to discuss economic and workforce development issues. 8) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 9) Met with STC Facilities and Planning Department regarding Technology Campus expansion. 10) Conducted Summer Robotics Camps 11) Met with MEDC regarding STC ED Strategic Planning project.

Summary of Activities for June 2015:

- Met with Mike Willis, South Texas Manufacturers Association Executive Director, to discuss trends in manufacturing, ongoing STMA surveys and related STC projects. We meet every first Monday of the month to discuss topics relevant to regional manufacturing.
- Met with Texas Workforce Commission regarding my TWC Workforce Commission SDF Regional Representative position.
- Interviewed with KURV talk radio to discuss Engineering Tooling Academy.
- Conducted first-annual IAM Summer Robotics and Automation Camp.

- Met with STC Planning and Facilities department to discuss design of Technology Campus expansion to West Building.
- 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, Dean of College of Engineering, UTPA, to discuss manufacturing initiatives, NAAMREI plans 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.
- Assisted the IAM Department in implementing Texas Workforce Commission Skills Development Fund grant projects.
- Met with MEDC regarding STC ED Strategic Planning project.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives
- Monitored and reconciled NAAMREI and IAM revenue and expense accounts
- Reviewed and monitored NAAMREI and IAM budgets, financial and programmatic reports.
- Reviewed and monitors IAM enrollment and contact hour reports.
- Requested for conference account to be created for summer camps.
- Met with IAM staff to develop strategies for expansion of IAM training services and to increase enrollment.