SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

February 2016

Board Meeting

March 29, 2016

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STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **March 29, 2016**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **February 2016 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:

  - Mary Elizondo, Vice-President of Finance & Administrative Services
  - Larry Barroso, Director of College Connections
  - Pedro Saldaña, Veterans Education Coordinator
  - Tina Atkins, Administrator Region One Center for Excellence in Career & College Readiness
  - Tony Matamoros, Director of College Connections & Admissions for Dual Enrollment
  - Dr. Garcia, President of TSTC lunch meeting
  - Carlos Margo, Interim Associate Dean of Industry Training and Economic Development

Attended:

- Weslaco EDC Board meeting
- Selective Admissions Policy-Catalog Review meeting
- LRGVDC Board meeting
- College Forward with Lisa Fielder
- Starfish Kick Off
- Developmental Fee meeting
- Bond Construction staff planning meeting
- "College Advisor Training Program" at South Texas College STARR County Campus
- Texas Regional STEM Degree Accelerator Grant meeting
- College Professional & Organizational Development Day (Starfish Workshop)
- Civitas Overview Event

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

Attended:

- Edinburg CISD Strategic Progress Committee meeting
- Texas Regional STEM Degree Accelerator Grant meeting
- Weslaco ISD N Bridge Elementary Flag Raising Ceremony
- South Texas College Mid-Valley Jag Express Continuing Funding request meeting

Participated:

- Smart Catalog Software Demo
- South Texas College Region One work team for MRO/MJJ Platform
- Super Saturday Marketing Plan

Matt Hebbard, Dean of Enrollment Services & Registrar

- Contributed greatly to the official census date enrollment for the Spring 2016 semester of **33,893** students on February 3, 2016.
- Director of Degree & Certificate Completion ("Director") attended regular meetings, such as President's Administrative Staff, SAEM Dean/Directors, BUGs, Commencement Committee, Data Standards Committee and Enrollment Team.
- Director and Coordinator of Records worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, graduation and records.
- Director attended THECB Block Scheduling Workshop held in Austin, Texas on February 8 – 9.
- Participated in Professional Development Day held at the Pecan Campus on February 12, 2016.
- Attended various meetings/events to work on special projects, such as academic calendar, CBM002 process, Degree Works testing, drop for nonpayment process, Enrollment Appeals Committee, grade appeals process, online catalog, orientation review and program codes.
- Residency Specialist reviewed the residency status of all new students, including dual enrollment high school students and Senate Bill students submitting an *Affidavit*, and personally assisted international students; STC has **113** international students enrolled for the Spring 2016 semester.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *JagNet Access Letters* to students personal e-mail accounts, provided on their ApplyTexas application for admissions.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.
- Processed *Reinstatement After Census Date Forms* for **167** students during February 2016.
- Processed *Change of Grades* for **135** students during February 2016.
- Processed *Schedule Change Forms* for **1,402** students during February 2016.
- Downloaded, reviewed and verified **2,713** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during February 2016.
- Processed **797** high school and **258** college/university transcripts during February 2016.
- Evaluated **167** transcripts from other colleges and universities during February 2016.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **4,088** STC transcripts during February 2016.
- Scanned and indexed **7,980** documents submitted by students during February 2016.
- Processed **74** online *Course Substitution Forms* during February 2016.
- Graduation Analyst began to review potential May 2016 graduates and assisted the Director and Coordinator with planning May 2016 Commencement Exercises.

Student Financial Services & Veterans Affairs

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- Financial Aid Fair information was posted on website, plasmas, emails and fliers were done to pass out to students and high schools
- Office of Student Financial Services at Starr 2/23, Pecan 2/24 and Mid-Valley 2/25 held the annual Financial Aid Fair
- SFS Staff assisted PSJA High Schools with their Super Saturday event held on 2/27
- SFS staff met to discuss and plan the Super Saturday event that would take place 3/5 at the Starr, Pecan and Mid-Valley campuses
- SFS Staff assisted with 49 Financial Aid presentations throughout the month of February

Assessment Center

Walk-ins and Testing Report

Student Assessment Center Activity Report February 1st – February 29th, 2016					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of Aug 24, 2015**
Pecan Campus	**113**	**109**	**101(93%show)**	**TSI EXAM**	**2076**
		226*	**172(76%show)**	**CAAP**	**172**
Mid- Valley Campus	**82**	**34**	**30(88%show)**	**TSI EXAM**	**1263**
Starr Campus	**35**	**10**	**10(100%show)**	**TSI EXAM**	**535**
Pecan Plaza	**185**	**146**	**132(90%show)**	**GED/ PEARSON**	**542**
		12	**12(100%show)**	**TSI EXAM**	**910**
TOTAL:	**415**	**537**	**457(85%show)**		**5498 – All Campuses YTD**

****CAAP List is provided by Bachelors program, no reservations are required on Marketplace.***

- Testing Staff continued working on transferring TSI, GED, and ACT scores into banner; including TSI testing from ISD's
- Continuous work with Admissions, TR on CBM002 Fall2015 reporting
- Presentations on the Student Assessment Center were provided to ACTA and to the Faculty Advising Training
- Testing Coordinator and Testing Specialists attended the 2016 TACTP Conference in Austin, TX
- Continuous work on TSI compliance to update current student status in Banner

Assessment Center cont.

TSI Placement Report

TSI Scores: by placement score February 2016			
READING			
Monthly (02/01/16 - 02/29/16)		**Year To Date (08/24/14 - 2/29/2016)**	
College ready (351+)	35	**College Ready** (351+)	2275
Holistic Placement (349-350)	10	Holistic Placement (349-350)	595
Developmental Ed (342-348)	25	Developmental Ed (342-348)	2362
ABE Level 6 (Developmental Ed)	7	ABE Level 6 (Developmental Ed)	663
ABE Level 5 (Developmental Ed)	13	ABE Level 5 (Developmental Ed)	1571
ABE Level 4	1	ABE Level 4	417
ABE Level 3	0	ABE Level 3	50
ABE Level 2	1	ABE Level 2	40
ABE Level 1	0	ABE Level 1	5
Total	**92**	**Total**	**7978**
MATH			
Monthly (02/01/16 - 02/29/16)		**Year To Date (08/24/14 - 02/29/2016)**	
College Ready (350+)	19	**College Ready** (350+)	1391
Holistsic Placement (348-349)	5	Holistic Placement (348-349)	502
Developmental Ed (336-347)	45	Developmental Ed (336-347)	3022
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	22	ABE Level 5 (Developmental Ed)	1896
ABE Level 4	12	ABE Level 4	1128
ABE Level 3	1	ABE Level 3	162
ABE Level 2	0	ABE Level 2	29
ABE Level 1	1	ABE Level 1	16
Total	**105**	**Total**	**8146**
Writing			
Monthly (02/01/16 - 02/29/16)		**Year To Date (08/24/14 - 02/29/2016)**	
College Ready (363 & 4+ Essay or 5+)	35	**College Ready** (363 & 4+ Essay or 5+)	2708
Holisitc Placement (361-362 & 4 Essay)	3	Holistic Placement (361-362 & 4 Essay)	155
Developmental Ed (350-362 & 0-4 Essay)	28	Developmental Ed (350-362 & 0-4 Essay)	1982
ABE Level 6 (Developmental Ed)	1	ABE Level 6 (Developmental Ed)	608
ABE Level 5 (Developmental Ed)	2	ABE Level 5 (Developmental Ed)	255
ABE Level 4	3	ABE Level 4	402
ABE Level 3	1	ABE Level 3	149
ABE Level 2	0	ABE Level 2	43
ABE Level 1	0	ABE Level 1	22
Total	**73**	**Total**	**6324**
Data retrieved from College Board Accuplacer			

Assessment Center cont.

TSI Placement Report

TSI Enrollment Report Feb 1-Feb 29 2016							
Campus	Number of Students on TSI Reports Weekly	YTD for Number of Students on TSI Reports as of 08/24/2015	Number of Students tagged as College Ready Weekly	YTD Number of Students tagged as College Ready as of 08/24/2015	YTD Number of Students not TSI Complete Weekly	Letters of Notification Before 1st Class Day	Letters of Notification After 1st Class Day
Pecan	0	614	0	255	0	318	7
Nursing	0	114	00	89	0	51	0
Technology	0	255	0	81	0	196	0
Starr	0	148	0	76	0	82	0
Mid-Valley	0	202	0	96	0	110	3
Total	0	1333	0	597	0	757	10

Dual2Degree

DUAL ENROLLMENT ADMISSION & REGISTRATION SUPPORT:

- **Spring 2016 Roster Verification & Reconciliation:**
  - All Schools
- **Enrollment Document Retention:**
  - All Schools
- **Admission Application Drive:**
  - Donna HS
  - South Texas High School for Health Professions (2)

DUAL ENROLLMENT SUPPORT SERVICES & ACTIVITIES:

- **Student Success Workshop:**
  - La Grulla HS
  - La Villa ECHS
  - Mercedes ECHS
  - Roma HS
  - Sharyland ECHS
  - Science Academy
  - Weslaco HS (2)
- **Parent Orientation:**
  - La Joya HS
  - Morris Middle School
- **Dual Enrollment Student Orientation:**
  - Mercedes ECHS
  - Roma HS

COLLEGE-BOUND EVENTS:

- **Events:**
  - FAFSA Night:
    - Dona North HS
    - La Villa ECHS
    - Mercedes HS
    - Mission HS
    - Veterans Memorial HS
    - Weslaco HS (2)
  - College Fair:
    - Starr County Campus
  - Other:
    - Edinburg Student Speech Competition Panel

MEETINGS AND PRESENTATIONS:

- **Meetings with Schools/ISDs:**
  - Weslaco East HS Degree Planning Meeting
  - Weslaco ISD Meeting to Review ECHS Implementation
  - Weslaco HS Meeting RE Online Dual Student Registration
  - Edinburg CISD Staff Planning Meeting
- **Presentations:**
  - Ambassadors Cross Training Academy Dual Enrollment Overview Presentation

DEPARTMENT SPECIAL PROJECTS:

- **Project Planning Meetings:**
  - Meeting to discuss DE Instructor Verification (Dual2Degree, Student Financial Services, Admissions, High School Programs & Services, and Information Technology)
  - Meeting with IT, Dual2Degree and Admissions RE Online Dual Student Registration
  - Meeting with Student Financial Services RE Dual Enrollment Scholarship Opportunity
  - Meeting with Distance Education RE JagNet

STAFF PROFESSIONAL DEVELOPMENT:

- **Conferences/Staff Training & Development:**
  - Financial Aid Training
  - Ambassadors Cross Training Academy
  - Ambassadors Leadership Academy
  - Distinguished Leadership Academy

The Dual2Degree Upcoming Events for March Include:

- Student Success Workshops
- High School Transcript Retention

Collection Connections

- Call Center

Phone Calls	
February 2016	6,892 Inbound Calls
JagChat	
February 2016	598 Chats
Web Leads	
February 2016	22 Emails

- Campus Tours

Campus Tours	
Pecan Campus	415 visitors
Mid-Valley Campus	No Tours
Starr Campus	No Tours
Nursing & Allied Health Campus	No Tour
Technology Campus	40 visitors

- SAEM Extended Hours
- South Texas College Discovery EXPO Planning Meeting
- Gear Up College for All Conference
- Adopted Elementary: North Bridge Elementary Flag Presentation Ceremony
- RGV Lead P16 Meeting
- Mission CISD District Planning Meeting
- Recruitment Events
  - Weslaco East High School Lunch Table
  - Weslaco High School Lunch Table
  - McAllen High School College Bound
  - Donna North High School Lunch Table
  - La Villa High School Lunch Table
  - Edcouch-Elsa High School Lunch Table
  - Donna High School
- Elementary & Middle School College Connection Events
  - W.B. Travis Elementary College/Career Fair
  - Benavides Elementary College Presentation
  - Audie Murphy Middle School Career Day
  - Carmen Anaya Elementary Career Day
- Apply Texas
  - Mid-Valley Academy
  - Weslaco ISD Horton Alternative School
- Financial Aid Day/Night
  - Donna High School
  - Mission High School
  - Edcouch-Elsa High School
  - La Villa High School
  - Weslaco High School
  - Mission Veterans High School
  - Progreso High School
  - Donna North High School
  - Weslaco East High School
  - Mercedes High School

Collection Connections cont.

- Parent Night/Meeting
  - Mercedes ISD Parent Conference
- Community Event
  - McAllen Library College Fair
- Dual Enrollment Support
  - Med High Apply Texas

Upcoming Spring 2016 College Connection Events

- May 20 – 3rd Annual Junior Jaguar Leadership Conference
- Financial Aid FAFSA Day/Night
  - March 3 – Mid-Valley Academy
  - March 4 – Mercedes Academic Academy
- Fast Track New Student Enrollment Orientation & Registration
  - March 22 – Lamar Academy
  - March 23 – McAllen High School
  - March 23 – Mercedes Academic Academy
  - March 29 – McAllen Memorial High School
  - March 30 – La Villa High School
  - April 1 – Nikki Rowe High School
  - April 1 – Edcouch Elsa High School
  - April 7 – Monte Alto High School
  - April 8 – Donna High School
  - April 17 – Weslaco East High School
  - April 15 – Weslaco High School
  - April 19 – PSJA North High School
  - April 20 – PSJA Southwest High School
  - April 21 – PSJA Memorial High School
  - April 22 – Progreso High School
  - April 27 – PSJA Early College High School
  - April 29 – PSJA Thomas Jefferson Early College High School
  - May 2 – Donna North High School
  - May 4 – PSJA Southwest Early College High School
  - May 5 – PSJA Memorial High School
  - May 6 – PSJA Early College High School
  - May 17 – Mercedes ISD
  - May 17 – PSJA High School
  - May 20 – PSJA North High School

Paul Hernandez, Dean of STUDENT AFFAIRS
Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
90	Student Contacts & Outreach
60	Student & Alumni Registered on CCN
98	Student & Alumni Resumes Revised/Uploaded on CCN
85	Employer Contact and New Employer Registered on CCN
39	Jobs posted to CCN
6,735	Total Students Registered to date
3,307	Total Alumni Registered to date
2,794	Total Employers Registered to date

Current/Upcoming Activities & Events:

- 4 Resume Writing & Interviewing Skills open workshop, Starr County Campus, NAH Campus, Mid-Valley Campus, Pecan Campus
- 6 OCR, Vector Marketing, Pecan Campus
- 6 Resume Writing & Interviewing Skills presentations, Education, Dr. Rufino Garcia
- 2 Resume Writing & Interviewing Skills presentations, Business Administration, Griselda Solis
- 1 Resume Writing & Interviewing Skills presentations, Speech, Moraima Cardenas
- Career Day at Buell Alternative High School; PSJA ISD
- Assisting South Texas Health System Hiring Event, March 30th
- Coordinating "Women in Technology" Runway Show
- Coordinating and planning for "2016 Spring Career Expos"; sending registrations for exhibitors; logistics meeting with PR, McAllen logistics planning meeting
- Coordinating FBI Information Sessions-Pecan Campus; Mid-Valley Campus, Starr County Campus
- Coordinating CBP/BP classroom presentations, Criminal Justice
- Continue coordinating and assisting with "Business Leadership Conference" with Mr. David Laurel and CMA Club President
- Coordination of SureScore-Campus2Career Implementation.
- Serving on "Career Discovery 2016" event committee
- Job Development (Avance, Inc.; Dexter Systems Inc.; Entravision Communications; Library of Congress; R. Lloren Insurance Agency; Staffnet, LLC.; Cheddars; Socialife Magazine; Art's Truck & Equipment; Bert Ogden Motors Harlingen; Course Hero, Inc.; Entravision Communication; Select Staff; Valley Care Clinics; Doctor's Hospital at Renaissance; Barcom Technology Solutions; Crossborder Group, Inc.; Hillsborough County Public Schools; Infinity Insurance Company; Inter National Bank; R Communications; Soccer Shots Hidaldo LLC; Staff Flow; Univision Radio; Univision; Agua Special Utility District; Frost Bank; Language Success; Payne Auto Group).
- Manage Social Networking pages.

Office of Judicial Affairs: Conflict Resolution Center

CRC Student Cases for the month of February 2016				
	New Cases	**YTD Cases**	**Active Cases**	**Closed / Referred Cases**
Consultations		103	30	73
*Mediation		15	0	15
Title IX: Requesting Pregnancy Accommodation		149	30	119
Title IX: Victim Advocacy Support		16	2	14
Written Complaints/Maxient Referred to Human Resources Student to Employee		26	N/A	N/A
Written Complaint/Maxient Student to Student		0	0	0
Total Cases		**294**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month of February 2016		
	New Cases	**YTD Cases**
Pecan		138
Nursing & Allied Health		56
Technology		9
Mid Valley		51
Starr County		17
Internet		21
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		0
Total		**294**

Office of Judicial Affairs: Conflict Resolution Center cont.

Complaints Student Violating Student Code of Conduct for the month of February 2016			
New	**Active YTD Cases**	**Closed YTD Cases**	**YTD Cases**
	64	45	**109**

Student related complaints/concerns submitted by students and/or employee

Student Conduct Cases per Campus for the month of February 2016		
	NEW Cases	**YTD Cases**
Pecan		58
Nursing & Allied Health		15
Technology		11
Mid Valley		18
Starr County		2
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
Internet		3
Total		**109**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of February 2016		
Student Affairs	**NEW**	**YTD**
Cases Reviewed	0	52

Student related complaints/concerns submitted by students and/or employee

Human Resources	**NEW**	**YTD**
Cases Reviewed	0	0

Police Department	**NEW**	**YTD**
Cases Reviewed	0	6

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**
Student Conduct	3	23	1	8	5	11	0	4	0	0
Human Resources	0	0	0	0	0	0	0	0	0	0
Police & Security	0	0	0	0	0	0	0	2	0	1

Student Activities & Wellness

- Student Health Fair (Pecan)
- Coed Softball League (Pecan)
- Coed Volleyball League (Mid-Valley)
- Men's/Women's Soccer League (Pecan)
- 4 on 4 Flag Football Tournament (Starr Co)
- Student Leadership Academy Workshops (District-Wide)
- Student Government Association Meetings (District-Wide)
- Early Voting Polling Sites (Mid-Valley)
- Early Voting Polling Sites (Nursing & Allied Health)
- Texas Hold'Em Poker (Technology)
- Chess Matches (Technology)
- Student Government Association Project Awareness (Technology)
- Student Government Association Campus Meetings (District Wide)
- Student Government Association Executive Board Meeting (Mid-Valley Campus)

- Student Leadership Academy Workshops (District Wide)
- Student leadership Academy Workshop (Starr- Puente Program Pilot)
- Student Leadership Academy Volunteer Service Project (Donna, TX)
- Coed Softball League (Pecan)

- Coed Volleyball League (Mid-Valley)

Student Activities & Wellness cont.

- Soccer Leagues (Pecan)

- Student Activities Promotion & Popcorn Giveaway (Nursing)
- Student Activities & Wellness Classroom presentations (Pecan)

- Texas Hold'Em Poker (Technology)
- Chess Matches (Technology)
- Early Voting Promotion Band "Midnight Season" (Pecan)

- Early Voting Polling Sites (Pecan) – Wednesday, Feb. 17th & Thursday, Feb 18th

Student Activities & Wellness cont.

- Early Voting Polling Site (Mid-Valley) – Friday, Feb 19th

- Ringgold Middle School Leadership Conference (Starr – Education Club)

- Early College High School Sports (Soccer, Basketball, & Volleyball) Cup Tournaments (Pecan)

Student Activities & Wellness cont.

- Softball Tournament (Pecan)
- 5 on 5 Basketball Tournament Playoff and Finals (Mid-Valley)
- Participation (2 Men's Team – 1 Women's Team) in the 11th Annual South Texas Shootout Basketball Tournament at UTRGV
- Student Government Association Meetings (Pecan, Starr, Mid-Valley & Technology)
- Student Leadership Academy Workshops (District Wide)
- Classroom Presentations to Promote Student Activities and Wellness (Pecan)
- Valentine's Day Celebration events (District Wide)

- Welcome Week - (Pecan & Mid-Valley)
- Club Recruitment Fair (District Wide)
- Student Government Kickoff Events (District Wide)
- Student Leadership Academy Kickoff Events(District Wide)
- Jersey Day – Tailgate Party (District Wide)
- 5 on 5 Basketball Tournament (Mid-Valley)
- 4 on 4 Flag Football Tournament(Mid-Valley)

Counseling/Student Disability Services and Comprehensive Advising & Mentoring Services

Advisor Student Contacts	
Campus	**# of Students**
Pecan	1292
Weslaco	323
Rio Grande	112
Tech	102
Total	**1829**

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	**319**	**114**	**213**	**105**	**185**	**125**	**73**	**1134**
Weslaco	**8**	**6**	**26**	**45**	**483**	**18**	**445**	**1031**
Rio Grande	**11**	**5**	**9**	**15**	**74**	**6**	**26**	**146**
Tech Ctr.	**29**	**84**	**97**	**0**	**3**	**2**	**0**	**215**
NAH	**3**	**8**	**10**	**3**	**12**	**0**	**17**	**53**
Total	**370**	**217**	**355**	**168**	**757**	**151**	**561**	**2579**

Counseling/Student Disability Services:
Meetings/Consultations

- Counseling/Student Disability Services Meeting at Pecan – NAH/Starr/Tech/MVC
- Dual Enrollment Academies Program Meeting - Pecan
- ACTA Session #2 & #3– Pecan
- Met with TAMUK Social Work Program – Pecan
- Supervision of TAMUK and UTRGV Interns – Pecan
- HCFVT Meeting – Pecan
- Staffing of Cases Meeting at Pecan Campus – Pecan/NAH/Tech/Starr/MVC
- Program Chair Meeting – Tech
- Police Appeal Meeting – Pecan
- UTRGV Social Work Department Field Committee Meeting – Pecan
- Faculty Advising Training on Student Services – Pecan
- Hope FHC Board Meeting – Pecan
- AAWCC Monthly Meeting – Pecan
- Social Work Interview by STC Student – Pecan
- NASW Meeting at Rio Grande State Center – Pecan
- Pop Culture Club Meeting – MVC

Workshops/Presentations

- Diversity Workshop – PTA Class – NAH
- Workshop: Walking Does Wonders – NAH
- Workshop: An Apple A Day – NAH
- National Eating Disorders Screening – NAH/Pecan/MVC/Starr/Tech
- Workshop: How Important is Your GPA – Pecan
- Career Presentation for EDCS 0101 classes (3) Dr. Bean – Pecan
- Workshop: How's Your Self-Esteem – Pecan
- Workshop: Maintaining Healthy Relationships – Pecan
- Workshop: Achieving School/Work/Life Balance – Starr

Counseling/Student Disability Services and Comprehensive Advising & Mentoring Services cont.

Workshops/Presentations

- Workshop: How to Set Goals and Actually Meet Them – Starr
- Laughter Yoga Session at Veteran Affairs and Technology Resources – Pecan
- Laughter Yoga Sessions for Faculty and Staff – Pecan
- Laughter Yoga Workshop at MVC with Dual Enrollment students – Pecan
- Building Healthy Relationships Event (2 day even; 430 attendants) – MVC
- Counseling Workshop – MVC
- ADA Presentation for Roma HS Special Education students and parents – Starr
- Domestic Violence Awareness Information Table – Tech

Professional Development

- Professional Development Day - Starfish Planning Workshop – NAH/Pecan/Starr/MVC/Tech
- Counseling/Student Disability Services Meeting & Webinar: The Unique Landscape for Medical & Allied Health Programs – Pecan
- Regional Stakeholder Symposium on Synthetic Drugs – Pecan
- DLA Monthly Session – Starr

Comprehensive Advising & Mentoring Services:
Faculty Advising

I. NEFA Program

A. Program Development

1. Met with Chris Nelson to discuss NEFA modules and transition plan (Jan. and Feb.)
2. Created the PowerPoint lesson and the Assessment for Module Four; revised the Assessment for Modules One through Three.
3. Met with lead faculty advisors to develop Module Four scenario materials.

B. Training Activities

1. Conducted Module Four training for 43 faculty at TLA on Feb. 5th; worked with the five lead faculty advisors to facilitate the NACADA scenarios.
2. Conducted Module Three training for 26 faculty (NTLA) on Feb. 19th. Coordinated the invitation/attendance of 10 student service offices who were asked to provide information for the faculty advisor trainees.
3. Contacted 14 faculty advisor trainees who needed to make up the Assessment and/or module due to TLA non-attendance. Held make up Assessments/meetings with 5 faculty in the Advising Office.
4. Sent Outlook invitations/reminders to TLA and NTLA faculty participants about NEFA trainings on Feb. 5th and 19th.

C. Other related activities

1. Scored Assessments for TLA and NTLA groups; posted grades to Blackboard. Compiled a list of TLA faculty who qualify to receive NEFA certificates.

Counseling/Student Disability Services and Comprehensive Advising & Mentoring Services cont.

II. Lead Faculty Advisor Meetings/Activities

A. Met with HSI Director to revise Lead faculty advisor special assignment and responsibilities for Spring 2016 (under guidance of David Passero, Grants Compliance Mgr.)
B. Co-facilitated with HSI Director the spring lead faculty advisor orientation meeting
C. Held three off-campus meetings with lead faculty advisors to plan/develop Module Four, and plan all modules for Blackboard delivery
D. Held one meeting with an individual lead faculty advisor who could not attend off-campus meeting.
E. Provided all LFAs with Module materials & Assessments to develop for online delivery.
F. Provided all LFAs with activity reports updated with completed assignments as of Feb. 5.

III. Committee Meetings/Activities

A. Faculty Advising Steering Committee

1. Coordinated steering committee meetings (January and February); created agenda and facilitated meetings; set dates for spring 2016 meetings.
2. Held a working meeting with Faculty Advising Steering (sub)committee to work on the faculty advising transitional plan; gathered data on full-time faculty per division/program
3. Worked on the Faculty Advising Transition Plan; updated research and graphics to reflect the committee's current revisions of the process.
4. Sent emails to set up meetings with Division Deans and Program Chairs to discuss transition plan.

B. College-Wide Curriculum Committee

Attended January and February meetings as ex-officio member

IV. Professional Development Activities

A. Attended Starfish Demonstration and Starfish Planning Workshop on Professional Development Day
B. Attended Ambassador's Leadership Academy in January and February
C. Participated in two small group ALA project meetings for ALA project development; conducted project research and drafted webpage
D. Conducted a training on Degree Works for the DE/Adjunct Faculty Professional Development Day (January)
E. Attended Advising Case Management Meeting with TR

Special Advising Programs

A. Programs/Activities/Meetings:

- **Monitoring College Advising Training Program-** Coordinated the scheduling of the training cohort from Starr County High Schools; seven training dates were confirmed, facilitated, and completed from November, 2015 through January, 2016; 7 sessions were conducted; 31 presentations were scheduled for cohort; campus visits were held on December 8th at the Technology and NAH Campuses; recognition ceremony was held February 10,2015 14 graduates were recognized, planning for spring semester cohort has begun (March 28 through April 6) for scheduled MISD (McAllen) cohort, training agenda has been approved; second possible cohort TBD**;**

Counseling/Student Disability Services and Comprehensive Advising & Mentoring Services cont.

- **Monitoring THECB Work Study Mentorship Grant** – supervised student mentors and activities; communicated with mentors; mentors currently assigned to Starr Campus; programs reports have been submitted; four screening interviews were held for new mentees, two have been identified for new hires, High schools assignments pending for RGC High School, RGC Early College High School, La Grulla High, & Roma High School; Working on new NOE's for mentors to start in March ; screening work-study applicants for new hires in February; conducting ongoing references checks
- **Monitoring Beacon Mentor Program** – Meeting with Beacon mentors and planning activities; communicated with mentors and participating faculty; initial and second visits were completed during the month February. Third visit will be held in March on the eve of semester break. Emails have been ongoing between Mentors and Faculty to plan for purpose next class visit; Early Registration will begin in March will work on schedule with Mentors and faculty input; Fall, 2016 cohort is new mentors (will attempt to recruit 5 new mentors) for this term; 20 sections are being considered for mentors;
- **Monitoring Carl Perkins -** participated in meetings with PASS Program staff to review program guidelines and practices; reviewed dates for reporting periods for new FY 2015-2016 Carl Perkins program year; have completed most of the data gathering, only one area needed to forward to Ms. Garcia for review before March 7 deadline to complete report

B. Participated in the Following:

- **Faculty Advising Steering Committee -** participated in meetings for development of faculty advising guidelines and best practices as part of faculty advising plan;
- **Digital Signage Steering Committee** – participated in meetings for development of implementation of new equipment on digital signage representing Nancy and the department; next meeting TBD
- **Search Committees** – participated in meetings for search committees of new faculty and staff

C. Preliminary Forms:

- Reviewed/Approved, time cards, other forms for THECB work-study staff; CATP & Beacon Mentor Programs related training documents;

D. Follow Up Status:

- Review of documents for THECB work-study reporting, CATP & Beacon Mentor schedules, Carl Perkins/PASS programming;

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FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

Office of the Vice President for Finance & Administrative Services

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

TO: Dr. Shirley A. Reed
President

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

DATE: March 10, 2016

SUBJECT: Activity Report for Finance & Administrative Services
February 1, 2016 through February 29, 2016

The following is a summary of activities from February 1, 2016 through February 29, 2016 for the Division of Finance & Administrative Services.

Finance & Administrative Service
Mary Elizondo, Vice President for Finance and Administrative Service

- 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, Finance and Administrative Services Director's Meeting, Planning and Development Council Meeting, and President's Administrative Staff Meeting.

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

- **Attended or held meetings as follows:**
  - Human Resources:
    - With Legal Counsel, Human Resources Director, and Employee Relations Officer on employee issue
    - With Brenda Balderaz on HR office staffing, HR processes, and lean exercise
  - Facilities Planning and Construction:
    - With Rick de la Garza on Facilities packet
    - With Broaddus & Associates and FPC staff on bond construction projects, budgets, and activities

    - With La Joya ISD personnel on La Joya Center Project
  - Business Office:
    - With Myriam Lopez, Nicole Perez, and Brenda Balderaz on Budget
    - With Susan Anderson from Valley View Consulting, L.L.C. and Cynthia Villarreal, Myriam Lopez, and Kat Bugariu on College investments strategy
  - Purchasing:
    - With Jesus Ramirez, Becky Cavazos, and Fernando Lamas to discuss Evaluation Committee Practices
  - Accountability Department:
    - Attended the TMAC Lean Enterprise 5-day Training
    - With Jason Gutierrez on Oz Principle Committee and Childcare Report
  - Department of Public Safety:
    - With Paul Varville on Emergency Response Training presentation for Presidents Administrative Staff Meeting
  - Operations and Maintenance:
    - With George McCaleb, Becky Cavazos, Rick de la Garza, Priscilla Cuellar, on Move Requests
    - Attended a Tour of STC Pecan Construction Projects
  - Risk Management:
    - With Ken Lyons and Rick de la Garza to discuss SACS Facilities Write-up
    - With Ken Lyons on case for insurance carrier
  - Other Meetings:
    - With IT and FAS staff on Move Request Projects
    - With IT Staff and Alejandra Morales, Project Manager, on Dashboards
    - Attended the Professional Development Day Presentation on Emotional Intelligence
    - With Susan Anderson from Valley View Consulting, L.L.C. on College Investments
    - On Campus Interview/Open Forum with Administrator and Finance Committee for the Internal Auditor candidate and Director of Facilities Planning and Construction candidate
    - With Paul Hernandez, Paul Varville, and Brenda Balderaz on Title IX policies, procedures, and cases
    - Attended the Property Tax Relief and Reform Hearing in Harlingen
    - Attended Texas Association of Community Colleges Attorneys 18th Annual Conference on January 28th and 29th

- **Worked on the following items**:
  - Board Policies:
    - Policy #6421: Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses
    - Policy #5120: Investment Policy
  - Budget and Financial:
    - Budget for FY 2016-2017
    - Staffing Plan for FY 2016-2017
    - Budget Timeline
    - Tuition and Fee Report as of February 18, 2016
  - Other:
    - Unpaids Report
    - Registration Report
    - Enrollment Graph
    - Childcare Report
    - Fraud Survey Responses

- SACS Accreditation Write-up
- House Bill 1295 on Board approved contracts with vendors
- TSI testing fee for developmental studies
- Professional Development Day
- State Appropriations Report (BAT)
- Update on Rider 23
- Action Plan for Lean HR Hiring Process
- Bond Building Equipment and Technology List
- College employee organizational chart
- Eminent Domain Reporting on State Comptrollers website
- General Email, Facilities Reservation, and Media Equipment for the On Campus Interview/Open Forum for the Internal Auditor and Director of FPC candidates
- HR Administration Directory
- HR supervisory training
- La Joya Center Signage
- Lean Training
- Professional Development Day Agenda for FAS Division
- Research of Compliance Function
- Service Length Criteria
- Survey of panic button college-wide
- Title IX website and internal procedures and flowchart
- Transparency Award
- VP's Project and Due Dates Schedule

- <u>Worked on the following items for Committee and Board approval:</u>
  - February Board Meeting
    - ⇒ Hidalgo County Tax Resale Properties and Resolution
    - ⇒ Disposal/Recycle of Technology and Electronic Items with an Original Value of $1,000 and Over
    - ⇒ Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County on Resolution to Impose a 15%
    - ⇒ Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney Fees and Expenses
    - ⇒ Provisions of House Bill 1295 Related to Disclosure of Interested Parties by Persons Contracting with Governmental Entities and State Agencies
    - ⇒ Law Enforcement Racial Profiling Report
    - ⇒ Update on Hiring of Internal Auditor Position

  - March Board Meeting
    - ⇒ Position Vacancy Report FY 2015-2016
    - ⇒ Award of Proposals, Purchases, and Renewals
    - ⇒ Shuttle Bus Ridership Presentation
    - ⇒ Procurement Threshold for Purchase of Goods or Services
    - ⇒ Investment Report Presentation
    - ⇒ RFP and RFQ Evaluation Process
    - ⇒ Tax Resale Properties
    - ⇒ Revise Tuition and Fees Schedules for FY 2016-2017 to include Skateboard fee
    - ⇒ Revise Employee, Student, and other (non-student/non-employee) Tuition and Fees
    - ⇒ Auction the Technology Campus Chillers

⇒ Name Change for Safety and Security Department to Department of Public Safety
⇒ Vehicle and Body Worn Cameras
⇒ Policy #3335: Student Attendance
⇒ Policy #5120: Investment Policy
⇒ Policy #6421: Skateboards, In-Line, Roller Skates, Bicycles, Motorized Scooters, and Similar Devices

Accountability Services Department
Jason Gutierrez, Director of Accountability Service Department

- **Attended or held meetings as follows:**
  - With the Accountability department to discuss Carl D. Perkins Grant, Art Exhibit, interviews, Oz Principle Committee/agenda, Lean Training, Compliance overview, and Child Care
  - Attended the Data Standards Committee Meeting
  - Escorted Internal Auditor candidate to College-Wide Open Forums
  - Attended the FAS Director's Meeting
  - Attended the Improving Accountability in the Workplace Seminar
  - Attended the President's Administrative Staff
  - Attended the TMAC/UTRGV Lean Enterprise Training
  - Attended the Two forum candidates presentation
  - With Art Gallery Steering Committee to go over questions regarding current agreement
  - With Child Development department chair, Child Care secretary, comptroller, and accounting group manager regarding Child Care Development internal review, and follow up questions and additional test work
  - With Continuing Education Program Manager to discuss data collection for Lean training
  - With Dual Enrollment Planning Manager to discuss DEF hiring workflow and data collection
  - With Institutional Effectiveness Analyst and Specialist to update department's IE plan via Xitracs
  - With lab assistant at Tech Campus to conduct Carl Perkins observations
  - With Oz Principle Committee to discuss employee assessments and reintroduction of the Oz Principle methodology
  - With TMAC/UTRGV Lean consultant, HR Director, HR Staffing Specialist, and HR Data Analyst to discuss and review various hiring workflows within the College and method of data collection for Lean training
  - With TR PM Risk & Security Manager to go over candidates
  - With VP for FAS to discuss Professional Development Day, TMAC/UTRGV Lean training, Oz Principle, hiring workflow, Child Care, and Compliance department

- **Worked on the following items**:
  - <u>Mid Valley Child Development Center</u>
    - Compile findings and recommendations
    - Appendices
    - Sample tracking template
    - Revisions and completion of first draft for internal review report
  - <u>Art Exhibit</u>
    - Insurance coverage and current internal agreement
    - Reviewed STC current processes and procedures
    - Questions for committee

    - Followed up on revised agreement
- Carl D. Perkins Grant
    - Completed review
    - Performed last two observations at the Technology Campus
- Compliance
    - Researched other colleges
    - Revisions made
    - Completed an overview of implementing a Compliance department
- Department budget and Xitracs
    - Competed budget and updated Xitracs IE plan
- Faculty Hiring Workflow
    - Recommendations made to improve workflow
- Hiring Workflow for FT Staff
    - Created Action Plan for short-term and long-term goals to improve current cycle time
- Information Security Analyst
    - Search Committee member - 8 interviews
    - Update status on People Admin
- Internal Hire Reference Checks
    - Researched other colleges on internal hires reference check process
    - Completed research on guidelines/procedures for internal candidates, specifically reference checks
    - Compiled report highlighting observations and recommendations into presentation
- Lean Enterprise TMAC/UTRGV
    - Completed requirements, as per consultant, for training sessions
    - Attended training
- Mid-Valley Child Care Center
    - Revised and completed preliminary draft of interval review report
    - Follow up questions
    - Additional test work performed
    - Updated observations and provided report to VP FAS
- Move/Set Up and Workflow
    - Prepare move/setup and workflow
- Oz Principle
    - Committee agenda
    - Reviewed Oz Principle assessments and compiled data

Risk Manager
Ken Lyons, Risk Manager

- **Attended or held meetings as follows:**
    - Met with Dean of Student Services and Director of Judicial Affairs regarding Maxient Reporting
    - Met with VP for FAS to discuss Maxient Reporting
    - Discussed change to JagNet related to Title IX with IS&P
    - Participated in interviews for Information Security Analyst position (IT)
    - Attended the Bond for Starr County Tax Assessor with Comptroller & Risk Management Secretary
    - Discussed with Director of Facilities Operations & Maintenance the malfunctioning elevators at Mid Valley Campus

- Met with VP for FAS and Senior Facilities Planning & Construction Project Manager regarding SACS-COC Facilities narrative
- Discussed HIPPA Issues in Affiliation Agreements with Risk Management Secretary
- Attended the HRP Webinar on "Regulatory Update" (EMS)
- Attended the Emotional Intelligence training at the Professional Development Day
- Met with Chief Information Officer on Computer Labs
- Attended the Title IX Committee Meeting
- Attended the SACS-COC Report discussion with VP for FAS and Senior Facilities Planning & Construction Project Manager
- Met with VP for FAS and Dean of Student Affairs on Title IX matters
- Attended the Bond Application for Starr County Tax Assessor
- Discussed The Hartford Risk Engineering Survey with Montalvo Insurance, and Risk Management Secretary
- Discussed art damage claim with VP for FAS, Dean for Liberal Arts & Social Sciences, and Risk Management Secretary
- Attended the Internal Auditor Forum

- **Worked on the following items:**
  - Title IX
    - Reviewed Title IX cases in Maxient
    - Researched for VP for FAS on Title IX Coordinator and Victim's Advocate positions
    - Researched Title IX Training
    - Prepared Title IX Memo for VP for FAS
    - Prepared Title IX Committee Meeting Agenda for VP for FAS
    - Worked on process for Title IX Case Review Flowchart
  - Other
    - Worked on miscellaneous tasks and requests from VP for FAS
    - Worked on Enrollment Graph for Spring 2016
    - Worked on File Eminent Domain Report online (TX Comptroller's Office) with Comptroller and Legal Counsel
    - Worked on SACS-COC Compliance Report, Facilities Narrative
    - Worked on Insurance RFP processes and procedures, and Student & Property Insurances
    - Reviewed Insurance for Run Loss letters
    - Worked on Risk Management Duties and Responsibilities
    - Reviewed Job Applications for Information Security Analyst Hiring Committee
    - Reviewed and approved TASB invoices
    - Worked on Professional biography per VP for FAS request
    - Researched for panic button placement and working status for VP for FAS
    - Evaluated bids for Record Retention with Associate Director of Purchasing
    - Reviewed and suggested edits for Art Exhibit Agreement

Food Services
Patrick Woodin, Director of Food Services

- **Attended or held meetings as follows:**
  - The Pecan Campus cafeteria was open for Breakfast and Lunch on Friday February 12, 2016 for Professional Development
  - All Food Services Staff attended a Safety Class on Friday Feb. 19, 2016

- Pecan Campus Cafeteria was open for Lunch on Saturday February 27, 2016 to service the Science Olympiad Event Hosted by STC

Security & Police Department
Paul Varville, Chief of Police

- **Attended or held meetings as follows:**
  - The Texas Commission on Law Enforcement (TCOLE) regional planning meeting was hosted by South Texas College at the Pecan Campus library rainbow room. Executive Director Kim Vickers commended the college for continuing to provide facilities for the meeting that was attended by law enforcement agencies throughout the Valley. Director Vickers informed the South Texas Department of Public Safety that College police officers and police dispatchers would be able to partially offset the failure of certain local police academies to provide mandatory course instruction, by obtaining some of the courses via the expanding online TCOLE training.

- **Worked on the following items:**
  - The 2016 Spring semester began on Tuesday (01/19/16) and directional signs, cones, and barricades were placed at the entrances of the Pecan campus to control traffic. Although the entrance to the south side of the Pecan campus was closed periodically throughout the mornings to prevent gridlock, students were orderly and directed to the college Park and Ride and the north side of campus. The traffic light at the main entrance on W. Pecan Blvd. was controlled to allow vehicles to exit the loop road without substantial backup.
  - Selection of Parking Software Vendor - An RFP was issued for a parking software program to manage parking permits, citations, and fine appeals. Three bids were received and evaluated. The highest point rating was issued to the Cardinal Tracking Company. The request for approval to contract with this vendor has been placed on the February Finance Committee agenda.
  - Shuttle Bus Ridership Increase - Beginning the fall 2015 semester, South Texas College took over the operation of the shuttle bus yellow line and park and ride. The ridership has continued to grow and for the month of January 2016 the number of passengers went from 3039 to 5131, an increase of 59%.
  - Weslaco Chief of Police - On Tuesday (02/09/16) South Texas College Department of Public Safety Chief Administrator Paul Varville met with Weslaco Police Chief Stephen Scott Mayer to discuss coordination of response to incidents at the Mid Valley Campus. Chief Mayer agreed to share radio frequencies with the college radio system to allow direct communication between agencies during emergency situations.
  - Panic Buttons - On 02/03/16, South Texas College Department of Public Safety Chief Administrator Paul Varville met for the second time with representatives of two leading companies in the field of emergency notification to further discuss the acquisition of equipment to permit immediate and direct notification of emergencies to the police department via panic buttons. These companies were provided schematic designs of the campus buildings, to design a system that will provide the emergency response protocols needed to protect college employees and facilities. A quote for the proposed Panic Button System will be provided for review of the cost for each campus.
  - McAllen Traffic Light Control - On Tuesday (02/16/16) the South Texas College Department of Public Safety contacted McAllen City Manager Roy Rodriguez's office to request that the traffic light on W. Pecan Blvd. be operational on Saturdays from 7:00am to 11:00pm to provide safety for students crossing the street during that day. It was explained that the city traffic manager had

not been cooperating with this request. Shortly thereafter, a meeting was held with the city traffic manager and the traffic light was made operational the following Saturday, on a permanent basis.

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - Participated with Planning and Construction in the Pre-Proposal Conference for Project 15-16-1056 Pecan Campus Building K Admissions Welcome Center and Entrance
  - Met with Vice President Mary Elizondo, Jesus Ramirez, Fernando Lamas to discuss the process for evaluating professional services
  - Participated or conducted the evaluation of five (5) proposals
  - Reviewed and negotiated changes to eighteen (18) agreements
  - Conducted a staff meeting to discuss the new House Bill 1295 requirement and procedure
  - Presented at the Business Office AA/FM Round Up to provide the FY 2016 Deadlines for Purchasing and Physical Inventory
  - Attended a meeting with Planning and Construction and the Bond Furniture Consultant
  - Attended with the Business Office to review the changed fund code for Continuing Education
  - Attended the South Texas College Professional Development
  - Attended the open forums for the Internal Auditor and Director of Planning and Construction candidates
  - Monthly conflict of interest email was sent to all the administrators

- **Worked on the following items:**
  - List of the request for proposal worked on and public bid openings:
    - <u>Prepared RFP</u>:
      - ⇒ 15-16-1056 Pecan Campus – Building K Admissions Welcome Center and Entrance
      - ⇒ 15-16-1057 Technology Campus – Building B Flooring Replacement
      - ⇒ 15-16-1058 Pecan Campus Infrastructure for Portable Buildings – Phase II
      - ⇒ 15-16-1059 Food and Related Non-Food Products
      - ⇒ 15-16-1060 Library Database Subscription
    - <u>Public Bid Openings:</u>
      - ⇒ 15-16-1051 Online Continuing Education Services
      - ⇒ 15-16-1052 Printing of Business Forms
      - ⇒ 15-16-1053 Building Moving Services
      - ⇒ 15-16-1054 Records Management Services
      - ⇒ 15-16-1055 Food Products
      - ⇒ 15-16-1056 Pecan Campus – Building K Admissions Welcome Center and Entrance
  - The Purchasing Department processed in excess of six hundred ninety four (694) purchase orders, approved six hundred twenty six (626) requisitions, disapproved two hundred thirty three (233) requisitions, processed change orders for goods and services and completed sixty eight (68) travel authorizations. A total of six hundred twenty two (622) new vendor W-9 forms were verified and entered into Banner Finance and twenty (20) existing vendors were updated.
  - The Fixed Assets Department is currently reviewing all assets purchased since January 2016. The asset review process was completed as follows:
    - Fixed Assets approved twenty eight (28) assets through February 15, 2016
    - Conducted the monthly inventory spot check for Library Books

- The Receiving Department completed five hundred twenty five (525) deliveries (purchase orders and complimentary books) and a total of three thousand nine hundred twenty eight (3,928) packages/boxes. A total of four hundred fifty five (455) purchase orders were posted received in Banner. A total of two thousand three eighty (2,380) items were transferred/relocated as per move/set up request forms. A total of fourteen (14) faculty or staff moves were completed in February.
- The Mail Services/Copy Center processed the following mail and copy request:
  - Financial Aid - $567.93, Cashiers - $1,063.41, and BAT - $25.72.
  - A total of one hundred thousand seventy two four hundred fifty seven (172,457) copies were completed at the copy center for the month of February.
  - A total of twelve thousand six hundred thirty one (12,631) letters were mailed out and seven hundred eighty two (782) letters were returned to South Texas College due to bad addresses.

Human Resources
Brenda Balderaz, Director of Human Resources

- **Attended or held meeting as follows:**
  - With Director of Accountability Services regarding hiring workflows/processes
  - With VP Finance and Administrative Services regarding Budget Workshop
  - With Assistant CIO for Software Development, and Business System Analyst regarding Workplace Answers automated data exchange routine
  - With Associate Dean Institutional Research and Effectiveness regarding Qualified Administrative and Academic Officers/SACSCOC preparation.
  - With VP Finance and Administrative Services, regarding staffing matters
  - With legal counsel regarding personnel matters
  - With Employee Relations Officer regarding various personnel matters
  - With President regarding various staffing matters
  - Attended the President's Administrative Staff Meeting
  - Attended a Title IX Meeting, hosted by VP of Finance and Administrative Services
  - Attended Data Standards Committee – HR Workgroup meeting, hosted by Associate Dean of Institutional Research and Effectiveness
  - Attended Forum Administrative Interview for Internal Auditor position
  - Attended Forum Administrative Interview for Director of Facilities, Planning & Construction position
  - Attended Academic Affairs Council Meeting
  - Attended TimeClock Plus Demonstration, hosted by Business Office, IS&P, and Office of Human Resources
  - Attended Finance and Administrative Services Directors Meeting, hosted by VP Finance and Administrative Services
  - Attended Professional Development Day activities
  - Attended Monthly BUGS meeting
  - Attended Title IX Meeting
  - Attended SHRM-RGV Monthly Meeting "How to Stay Union-Free under the New NLRB Rules"
  - Attended Registration & Election Participation Task Force Meeting
  - Attended an Oz Principle Committee Meeting
  - Attended an Adjunct Faculty Job Fair Meeting

- Attending Ambassador's Cross-Training Academy (ACTA) 3 staff members
- With Data Standards Committee regarding HR Workgroup

- Trainings:
  - Attended the Stetson University Annual Conference on Law and Higher Education, held in Orlando, Florida
  - Attended TMAC Lean Enterprise Training
  - Attended the TCCTA fair in Houston, Texas for faculty/staff recruiting purposes

- **Worked on the following items:**
  - Online Administrative Directory for SACS
  - Public Information requests
  - Compensation setting for recommended hiring proposals
  - FY2016-2017 Staffing Plan Requests
  - Reports for Public Information Act (AACT) and American Transparency requests
  - Coordinating Board Manual Faculty Report (CBM008)
  - New Benefits report for new period totals reporting
  - Research concerning organization chart software
  - PeopleAdmin Classification Mapping for Onboarding and testing Onboarding End User System
  - Provided PeopleAdmin training for Part Time HR Staff members
  - Business Analysis of Workflow for missing employee classes in PeopleAdmin
  - Coordinated safety trainings for two departments
  - Provided training for processing termed employee files to HR Intern
  - Provided training for New Hire data entry to Part Time Staff member

HR Staffing	
Staff Position w/ Job Description Requests processed	21
Positions posted to HR Website	15
Advertisement of Staff Positions placed	5
Search committees assigned/searched committee forms requested	24
Hiring Proposals reviewed and approved	26
Job offers/New Hire paperwork completed	14
Vacancy Reports completed	2
Faculty/Staff resignations processed	4
Educational supplements processes	12
Notices of Employment (NOE's) Processed	
Direct Wage NOE's processed	35
Trainer NOE's processed	81
Transcripts entered into Transcript database	30
HR Faculty Staffing	
Adjunct Faculty Applications Processed	32
Transcript Reviews (PeopleAdmin)	
Faculty	15
Staff	5
Transcripts Entered into Transcript Database	3
Positions posted to HR Website	5
Advertisement of Faculty Positions Placed	19
Search Committees Assigned/Search Committee Forms Requested	2

Hiring Proposals Reviewed and Approved	1
Job Offers/New Hire Paperwork Completed	1
Vacancy Reports Completed	2
Educational Supplements Processed	8
Notices of Employment (NOE's) Processed	
Adjunct	139
Overload	521
Dual Enrollment	0
Benefits	
New Hire Orientation	10
TRS Records reported	281
Internal Transfers	0
Benefits Credits/Collections	35
Benefits Eligibility Reviews for Adjunct Faculty	480
Exits	
Full Time	3
Part Time	0
FMLA	
New Claims	6
Closed Claims	20
Workers Compensation	
New Claims	2
Closed Claims	0
Tuition Grant Applications	
Employee	0
Dependent	0
Tuition Reimbursement Applications	
Employee	8
Leave Forms	
Exempt	488
Non-Exempt	2,000
Payroll	
Notice of Employment	
Direct Wage (DW)	62
Work Study (WS)	27
Adjunct	148
Overload	592
Dual Enrollment	0
Trainers	143
PeopleAdmin Requisitions/Transactions	
Approvals	13
Hiring Proposals	15
NOE/Staff/Faculty Payroll Worksheets	54
Direct Deposit Transactions	36
PDR Notifications	153
Cell Phone Stipends	1
Exits/Resignations	0

Texas Office of Attorney General (TXOAG) Reporting	13
Under Hours/DOC Worksheets	0
HR Support	
Application Processing	
Staff applications	455
Faculty applications	208
Part-Time applications (DW/PT/AD)	49
Verification of Employment	
Forms processed	18
Letters sent	2
Phone Calls made	21
New Hires/Rehires/Transfers processed	60
Temporary Agency Employee Requests	2
Workplace Answers: New Hire Registrations Processed	80
Records Technician	
Termed files prepared for Xtender	280
New Hire/DW/WS files prepared	75
Termed files processed	220
Employee Relations/HR Specialist	
DPS CCH Background Checks, Total FYTD	464
Fingerprints, Total FTYD	155
Fingerprints this month	23
DPS Driver's Eligibility Checks, Total FYTD	208
DPS Driver's Eligibility Checks, Total for month	28
TWC Claims, FYTD	33
TWC Claims this month	1
Open Records Request, Total FYTD	3
Open Records Requests this month	1

Facilities Planning & Construction
Ricardo De La Garza, Senior Facilities Planning and Construction Project Manager

- **Attended or held meetings as follows**:
  - 2013 Bond:
    - Attended weekly update meeting with Broaddus & Associates.
    - Met with Science Department staff to review equipment budgeting
    - Attended numerous meetings every day this week to review Audio Visual, Information Technology, and Technology Resources with design team and STC staff.
    - Volume Procurement of Chillers - Met with JCI representatives, Broaddus and staff to review and negotiate proposal.
    - Pecan Campus Cafeteria – Met with AEP representative and MEP engineers.
    - Pecan Campus STEM Building - Met with Architect and Science Department staff to review plans and equipment needs.

- Pecan Campus STEM / SAB and NAB Buildings - Met with Architects and Science Department and other faculty to review and verify equipment.
- Pecan Campus Thermal Plant - Attended the bi-weekly construction meeting for the; discussed the necessity of a change order to replace part of the existing chilled water line; Met with Maintenance and Broaddus to review the change order cost proposal to replace part of the existing chilled water line piping.
- Regional Center for Public Safety Excellence - Met with Broaddus and STC staff to review program requirements and budget planning. Met with evaluation committee to review RFQ's as requested by the Board of Trustees.

- Other:
  - Attended January Board of Trustees meeting and the February Facilities Committee Meeting.
  - Met with FAS VP to review February Facilities Committee packet
  - Attended FAS Directors meeting.
  - Attended and presented at the Academic Council Meeting.
  - Attended an OZ principal meeting.
  - Attended the Professional Development Day seminar.
  - Attended the monthly Technology Advisory Committee meeting.
  - Attended Facilities Planning and Construction, and Operations and Maintenance update meeting.
  - Met with HR to review hiring process for temporary FPC project manager.
  - Attended meeting with FAS VP and directors to review district wide move process
  - Attended meeting with FAS and IS&P to review district wide move process.
  - Attended two webinar sessions to review possible software programs for facilities and move process
  - Attended a meeting with Paul Varville and Metro for possibly providing 5 bus shelters at various campuses
  - Attended a site visit to Texas A&M Corpus Christi to review library furniture with College library staff.
  - Attended weekly staff meeting.
  - Pecan Campus Infrastructure for Relocation of Portable Buildings – Attended final inspection with City Fire Marshal and Maintenance staff
  - Nursing and Allied Health Campus Parking Lot Expansion - Attended a site meeting with Texas Cordia to have pending handicap signs installed
  - Pecan Campus Sports Field Lighting – Attended on site evening meeting with MUSCO representative to review status of light pole installation

- **Worked on the following items:**
  - 2013 Bond
    - Various bond projects – Received and reviewing design development and construction drawings from architects and engineers.
    - Worked with project team on design loads for buildings.
    - Reviewed invoices from various Architects and Engineers.
    - Working with Broaddus on updating the overall program management schedule and the projected expenditures as requested by Business Office.
    - Coordinated and conducted site visits with staff for Mid Valley, Technology and Starr County campuses to trim and relocate trees before January 31, 2016.
    - Coordinated and attended plan review meetings with staff at Mid Valley Campus and NAHC
    - Pecan Campus Thermal Plant- received a proposed contract from TxGAS for review and payment. Contract and payment were sent to TxGAS; confirmed contribution was received by TxGAS.

- Mid Valley Campus Projects - Worked with Broaddus and Contractor on reviewing building cost estimates.

- Other:
  - Worked on February and March Facilities Committee agenda and motions.
  - Worked on weekly activity reports.
  - Worked on Lean Process items.
  - Worked on FPC staff organizational chart and FPC Department budget.
  - Worked on City of Hidalgo lease with Purchasing.
  - Worked on presentation for the Academic Council meeting.
  - Worked on answering questions for Capital Improvement Proposals (CIP) process with requestors.
  - Worked on and assisted with information for SACS - COC compliance reports.
  - Worked on updating the Non-Bond Equipment and Furniture for New Facilities and worked with TR Department to grant access to some college staff.
  - Working with HR to hire temporary FPC project manager.
  - Assisted Maintenance with information from product submittals needed for existing buildings.
  - Received Non-Bond Equipment and Furniture lists for New Facilities from College staff.
  - Participated in the interview committee for the Space Management Specialist position and conducted reference checks for the candidate recommended.
  - Worked on process for hiring temporary FPC project manager.
  - Reviewed invoices from Architects and Engineers.
  - Began moving furniture from Technology Campus Building E to the new leased space. Moving of existing furniture from Technology Campus Building E to the new leased space in progress.
  - District Wide Furniture-Worked on verifying the furniture inventory at the new leased warehouse.
  - Pecan Campus East Loop Road and Entrance – Met with engineer to review scope and requested proposal for professional services.
  - Pecan Campus Infrastructure for Portable Buildings Phase II – reviewed and provided comments on Engineer's drawings; received proposal from Structural Engineer; PO issued to Zuniga House Movers.
  - Pecan Campus Library Compact Shelving and Furniture - Working with Library staff on proposals for design and moving services.
  - Pecan Campus Portable Building Relocation – Received Protection One Monitoring agreement.
  - Pecan Campus Relocation of Electrical Power lines – Worked with Maintenance to have the contractor repair the damaged existing sprinkler system. Conducted the final walk thru.
  - Pecan Campus Sports Field Lighting – Received final acceptance letter from Engineer.
  - Pecan Campus Student Services Bldg. K Enrollment Center – Coordinated technology proposals with architects and staff. Received 100% CD set / prepared Request for Proposals documents. Worked on the power point presentation and conducted the Pre-Proposal Conference with Purchasing department and interested contractors.
  - Technology Campus Cooling Tower - Worked with contractor and staff to review vibration issue with the cooling tower.

Facilities Operations & Maintenance
George McCaleb, Director of Facilities Operations and Maintenance

- **Attended or held meetings as follows**:
  - STC 2013 Bond Program:
    - Attended the Bond Construction Program Planning Meeting
    - Attended the Pecan Campus Thermal Plant Expansion Progress Meeting
    - Attended the Tech Campus Re-Roofing Final Completion Walk Thru
    - Attended the Regional Center for Public Safety Excellence-Scope Budget Planning Meeting
    - Attended the Nursing and Allied Health Design Development Cost Review
    - Attended the Pecan Campus- Cafeteria & Student Activities Building - Site and Drainage Coordination Meeting
    - Attended the Mid Valley Parking and Site - Lighting Meeting
    - Attended the Pecan Thermal Field Observation
    - Attended the Starr Campus Thermal Plant - Coordination Meeting
    - Attended the Pecan Campus-STEM-Millwork (Cabinets) and Exhaust Fume Hoods - Follow Up Meeting
    - Attended the meeting with Halff Associates and AEP representative to discuss the new Pecan Student Activities Center
    - Attended the Starr Campus Thermal Plant – PDRI
    - Attended the Mid Valley Thermal Plant & Site - DD Cost Review for Package I & II
    - Attended the Weslaco ISD Bond Meeting
    - Attended the Pre Con Concrete Construction Meeting
    - Attended the STC Bond Program - Furniture Kick Off Meeting
    - Escorted the Board of Trustees on a Tour of Pecan Campus Construction

  - Other:
    - Attended the FAS Directors Meeting
    - Attended the STC Board of Trustees Meeting
    - Attended the President's Administrative Staff Meeting
    - Attended the Facilities Committee Meeting
    - Attended the EHS Webinar Training - Regulatory Update
    - Attended the OCIP Update meeting
    - Attended Professional Development Day and the Emotional Intelligence Workshop
    - Attended the Pecan Campus Building K Enrollment Center Pre-proposal Conference RFP 15-16-1056
    - Attended the Pecan Campus Building K Enrollment Center Bid Opening RFP 15-16-1056
    - Met with Barnes & Noble
    - Met with VP Elizondo to discuss moves
    - Met with Maldonado Nursery to discuss the MVC Landscaping
    - Met with Laura Requena from the Human Resources Department
    - Met with Tim Weldon from Broaddus & Associates to review Access Control Plan Reviews
    - Held a teleconference with Ricardo Troncoso from ACR Engineering, Inc. to discuss coordination and schedule for work associated with modification of the outside air intakes at the four air handlers in Building T West Academic
    - Held the FOM Managers Meeting
    - Escorted the candidates for Director of Facilities Planning and Construction to the Open Forums in Pecan, Mid Valley, and Starr County campuses

- **Worked on the following items:**
  - Operations Contract Department
    - Pecan Campus
      - ⇒ Completed installation of fire monitoring for the relocated portable buildings at Pecan Campus. Project is complete.
      - ⇒ Finished expansion joint repair in Building K. Project is now complete.
      - ⇒ Assisted managing the Pecan warehouse several days this month
    - NAHC
      - ⇒ Met with Otis Elevator on modernization of our elevators at NAH. We have a proposal from Otis that is under review
      - ⇒ Met with Maldonado about landscaping issues
    - Starr
      - ⇒ Met with roofer out at Starr County Campus regarding the leaks in Building E. The roofer was able to complete the job left unfinished by last contractor. Project is complete.
    - District Wide
      - ⇒ Rodent issues district wide have been largely resolved by placing larger glue traps.
      - ⇒ Annual fire suppression systems at all campuses were inspected; Tech and Pecan Culinary need repairs which are being planned

  - Preventative Maintenance Scheduled (District-Wide)

Classification	Work Orders Completed	Cost
Carpentry	85	$3,880.94
Electrical	93	$2,217.73
Energy	62	$385.70
HVAC	372	$9,538.13
Locksmith	89	$1,867.77
Painting	26	$391.27
Plumbing	122	$4,515.05
Plant Services	0	$1,734.04
Total Cost		**$24,530.63**
General Preventative Maintenance	551	
Total Work Orders	**1,400**	

  - Maintenance Department Work Orders and Expenditures

Work Orders Created	1,413
Work Orders Completed	1,400

  - Custodial Department

Set-Ups	328
Moves/Relocations	64

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Attended the Internal Controls (Taxes and Budget)
  - Attended the President's Administrative Staff Meeting
  - Attended the Hosted the Budget Development Open Lab
  - Attended the Merchant Services conversion meeting
  - Met with Wells Fargo representative for introductions
  - Met with Accounting Group Manager from grants and accountant to discuss the accounts payable credit card process reconciliation to start reconciling the month of November until the new A/P accountant is hired
  - Attended the Dashboards meeting
  - Attended the Continuing Education CE Demo & Aceware Demonstration Review
  - Attended the Standardized Enrollment Data Reporting
  - Attended the Gateway to College Restricted Fund Meeting
  - Attended the Richards Carlberg Inc contract status
  - Attended the Travel & Expense Management System Meeting
  - Attended the Tax Forms Meeting
  - Attended the Budget Workshop with the Vice President of Finance and Administrative Services
  - Met with armor car new supervisor to discuss any changes to current route
  - Attended the BUG (Banner User Group) meeting
  - Attended the ERS Medical Insurance Report
  - Attended the TACCBO CFO Meeting
  - Attended the Civitas overview event
  - Attended the BBVA Compass bank to discuss progress on the merchant processor change to First Data
  - Staff met with the Accounting Group Managers and the Comptroller to discuss the incentive survey, vacant positions, and internal controls risk assessment
  - Met with Investment Advisor to discuss the investment strategy and questions from the Board members
  - Attended the RFP Printer Services Evaluation
  - Attended the Tuition Tables and Agency Fee discussion with NAH Department
  - Attended the Payroll, TR, & HR met with TimeClock Plus consultants
  - Attended the Culinary Arts
  - Attended the FAS Directors' Meeting
  - Attended the Transparency Award
  - Attended CE software evaluation meeting
  - Cashiers and Accounts Receivable staff attended the NAH Chairs meeting to notify them of the 2016 tuition table timeline
  - Attended Enrollment Team Meeting
  - Attended the 2017-2018 Academic Calendar Committee
  - Cashiers and Technology Resources met to discuss action plan for the US Bank deconversion
  - Attended the Internal Auditor Interview Panel
  - Attended Open Forum for Director of Facilities Planning and Construction

- Trainings:
  - Professional Development Day
  - Department of Education Cash Management Webinar
  - Emotional Intelligence session
  - Excel tips and tricks training
  - TMAC Lean Process three (3) day process training
  - Travel and Expense training
  - Building self-confidence training
  - Keeping a healthy mouth
  - GFOA The New Accounting for Pensions & OPEB Webinar
  - Roundup Presentation

- **Worked on the following items:**
  - Worked on a preliminary draft of the fiscal year 2017 staffing plan
  - The College Affordability and Transparency Explanation Form responses were submitted to Institutional Effectiveness and Assessment on February 8, 2016
  - Compiled and prepared state appropriation information for the Vice President for Finance and Administrative Services
  - Requested FY 2017 revenue and expenditure budget projections from Continuing Education and Business Office staff
  - Assisted financial managers with submitting their FY 2017 budget requests
  - The Delinquent Tax Attorney motion was revised according to requested changes from the Vice President of Finance and Administrative Services
  - Information and reports were provided to the Vice President for Finance and Administrative Services in preparation for the Tax Reform Hearing on February 11, 2016
  - Worked on Internal Controls, Revenue, Taxes & Budget Risk Assessment
  - Worked on Business Office Employee Incentives
  - Prepared Financial Analyst Candidates Matrix
  - Staff prepared Finance Motion and presentation regarding the investment strategy by the investment advisor
  - Worked on AA Roundup for Internal Controls Presentation
  - Staff assisted with the GFOA responses for the GFOA Certificate of Achievement for Financial Reporting that is due February 29, 2016
  - Worked on Transparency Stars
  - Worked on Culinary Arts Process
  - Worked on GASB 68
  - Worked on ERS Medical Insurance Report
  - Worked on Journal Vouchers (budget transfer) waiting on testing version
  - Worked on TWC wage reports
  - Presented Dashboards demo, Technology Resources will make some corrections
  - Worked on new request for continuing education on Marketplace
  - Verified data given to auditor before closing out the fiscal year
  - Payroll and Technology Resources continue testing and resolving issues encountered with the additional reports on WebFocus migration
  - Business Office continues to document steps necessary to archive end result on salary saving
  - Fiscal year has been closed in production
  - Worked on TimeClock Plus
  - Extended hours of operation to assist students with the installment due date of February 16, 2016
  - Cashiers generated and called daily on the unpaid list for minimester due on February 15, 2016

- Cashier staff prepared "Oz Principle" presentation for staff development day on February 12, 2016
- Cashiers are contacting students with missing social security numbers necessary prior to transmitting the 1098T file to the Internal Revenue Service
- Board Agenda Items
  - Management Reports – The Business Office staff worked on the February board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.

- Checks Processed as of January 31, 2016:

Bank No.	6/15	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16
01 E&G	686	760	670	543	725	682	538	627	576
01 Direct Deposit	117	113	84	93	98	89	60	85	88
03 Student	3,516	1,898	10,334	11,596	922	134	84	18,044	2,479
12 I&S Taxes	-	1	-	-	-	-	-	1	-
16 I&S Bond	-	1	-	-	-	-	-	1	-
17 Plant	12	11	19	24	8	15	11	11	7
32 AP Card	425	339	359	500	420	430	279	455	461
38 Unexp-LT Bond Series 2014	5	8	13	11	2	17	7	20	14

- Check Cycles – The following check cycles were processed and the number of checks printed:

Bank No.	No. of Check/ DD Cycles	No. of Checks/ Direct Deposit
01 E&G	11	579
01 Direct Deposit	6	90
02 Payroll	13	889
02 Direct Deposit	3	1,757
03 Student	5	2,479 (US Bank)
12 I&S	0	0
16 I&S	0	0
17 Plant	4	7
38 Bond Series 2014	4	14
Total	46	5,815

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	7
Bank Transfers between Bank Accounts	12
Wire Transfers for Benefits	5

Activity	Numbers
ACH/Wire and Book Transferred Initiated and/or Approved	4
Approval Queues	13
Bank Reconciliations	11
Banner Testing – hours	0.75
Cafeteria daily sales report	100
Cancelled checks provided to AP and/or verification and positive pay	20
Checks scanned - bond	28
Copies of booklets/journal entries requested	138
Deposits prepared	10
Disbursement of returned mailed checks	7
Donations - telephone calls & emails received	5
Errands to Inter-office deliveries	34
Financial manager changes	15
FOAP created/inactivate	15
Hours assisting other departments	20
Hours Filing and organizing of Journal Entries and boxing	33
Hours used for scanning - estimated	38
Hours used printing, binding and scanning documents (not JE)	32
Hours used to prepare documents for scanning	48
IDT's - telephone calls received	11
Interdepartmental Transactions reviewed	79
Invoices and encumbrances reviewed	42
Journal entries prepared	25
Journal entries processed including FUPLOAD	1,078
Journal entries processed - transactions including FUPLOAP	2,094
Journal entries/documents scanned - including daily's	1,356
Journal entries logged and file	1,000
Positive Pay submitted	38
Requisitions prepared	1
Stale dated list prepared	2
Stale dated letter prepared	25
Stale dated letters mailed	25
Stop payments processed	22
Transactions removed from bank reconciliation	7

- Payroll processes for the month ending January 31, 2016:

Activity	Numbers
Payroll Re-Issue Processed	6
Payroll Cycles	9
Payroll Checks & DD	2,880
New Employee Setups For Timeforce	38
Timeforce Access Forms Processed	40
Number Of Employees With OT Reviewed For OT Memos	420
Noe's Approved	253
Salary Budget Transfer Forms Processed	14 with multiple transactions

Business Office Performance Indicators

Payroll:

Number of Employees		Deposits Processed	
Employees on Monthly Payroll	1,597	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	1,034	Bank Transfers	6
Timecards Processed		**Checks Processed**	
(Waged 01/16-01/31 SR03	509	Salaried	310
(Waged 02/01-02/15) SR04	530	Total Net	$ 595,533.53
(Salaried: February) MR02	2,676	Waged	571
		Total Net	$ 144,394.18
Noes Processed			
(Additions, Deletions, Changes)	32	**Hand Cut/PBK**	
Salaried	929	Salaried	1
MR01 Adj	0	Wages	0
(Additions, Deletions, Changes)	0		
Waged	392	**Stop Payment Processed**	
		Salaried	0
Payroll Adjustment Worksheets		Waged	6
(Additions, Deletions, Changes)	32		
Salaried	36	**Void Checks Processed**	
Labored Distributions (Ana Maria)	63	Salaried	0
MR01 Adj	9	Waged	6
(Additions, Deletions, Changes)	0		
Waged	11		
		Replacement Checks Processed	
Liabilities Processed		Salaried	0
ORP	11	Waged	6
Annuity	11		
Student Loand	7	**Voided Direct Deposits**	
United Way	1	Salaried	1
Child Support	3	Waged	0
IRS Levy	1		

Withholding & FICA	3	**Direct Deposit Processed**	
Met Life	1	Salaried	1,505
Legal Judgement	1	Total Net	$ 3,945,419.07
Social Security Administration	1	Waged	494
		Total Net	$ 131,460.11
Reports Processed			
Compass Bank Direct Deposit File	3		
Void And Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	134
General Journal Entry (Inter-Fund) (JE 16)	109
Cash Receipts (CR 05)	1,004
Encumbrance Liquidation (E032)	3
Encumbrance Liquidation (E020)	10
General Ledger Beginning Balance (JE05)	1
General Journal Entry (IConstruction) (JE17)	2
General Journal Entry (STCJ)	0

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

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

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Memo

Date: March 22, 2016

To: Dr. Shirley A. Reed, President

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

Subject: **February 2016 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 March 29, 2016 Board of Trustees meeting.

Division: Liberal Arts & Social Sciences
Department: Political Science
Highlight: MV Political Science Club Participates in Club Recruitment Fair

On Wednesday, **February 3, 2016**, the **Mid-Valley Political Science Club** participated in a **Club Recruitment Fair** at the Mid-Valley Campus. The Club table was manned by Political Science faculty and student members. The members helped **inform prospective students learn about the Club's past and forthcoming activities**, as well as, Political Science. The prospective students has the opportunity to sign up for notifications regarding any future events.

Division: Academic Affairs
Department: Office of Professional & Organizational Development
Highlight: Ambassadors Cross-Training Academy Kickoff

On Thursday, **February 4, 2016**, the **Office of Professional and Organizational Development** kicked off its **18th ACTA cohort** with a total of **thirty-one participants**. The Ambassadors Cross-Training Academy is designed to provide employees with the opportunity to continually increase their knowledge of all aspects of the college as well as increase their ability to assist students and colleagues. **Participants took part in an introduction and team building activity, learned the purpose and goals of the academy, and received a presentation** from the Associate Dean of Professional and Organizational Development on the many professional development opportunities that take are available within our office and college-wide.

AMBASSADORS CROSS-TRAINING ACADEMY

Division: Academic Affairs
Department: Office of Professional & Organizational Development
Highlight: Spring 2016 FOCUS Academy Kickoff

On Friday, **February 5, 2016**, the **Office of Professional & Organizational Development** (OPOD) hosted the **Spring 2016 FOCUS Academy Kickoff**. This full day session was held in the OPOD's Active Learning Training Lab on the college's Pecan campus.

This day marked the beginning of a **semester-long academy** which will **consist of 8 sessions**. Participants will be intro**duced to the six Common Instructional Framework Strategies, integration of educational technology, and how to utilize active learning spaces effectively.** In addition, participants will be able to learn from each other's teaching tools and techniques through sharing and observations during the "Rounds" process.

This semester's academy will be facilitated by Dr. Sandra Ledesma, Education Faculty member. During the Spring kick-off event, Dr. Ledesma covered the overview and expectations of the FOCUS Academy as well as provided instruction on time management, student-centered lesson planning, pedagogy v. andragogy, setting the stage for the first day of class, and the "Rounds" process.

The Office of Professional and Organizational Development is pleased to announce a total of **37 faculty participants**, representing all four divisions, joined the FOCUS Academy.

FOCUS ACADEMY
POWERFUL TEACHING. POWERFUL LEARNING.

Division: Business & Technology
Department: Accounting, Economics, & Business Administration
Highlight: Institute of Managerial Accountants Student Business Leadership & Networking Conference

On Friday, **February 5, 2016**, the **Department of Accounting, Economics, and Business Administration** hosted the **first Institute of Managerial Accountants (IMA) Student Business Leadership & Networking Conference** that was held in South Texas.

Students from **IMA Chapters in El Paso, Houston, Edinburg, and Brownsville participated.** South Texas College IMA Chapter members, under the leadership of their Advisor, David Laurel (Accounting Instructor) planned and coordinated the event.

The event was held at the South Texas College Cooper Center and **consisted of IMA speakers in the morning, businesses recruiting students, CMA preparation vendors, and institutions of higher education.** In the afternoon a breakout session was held with the **closing speaker of the day being Malinda Tupper**, Chief Revenue Officer (CRO) at Doctors Hospital at Renaissance.

Child Development Affairs Highlight February 2016

Division: Liberal Arts & Social Sciences
Department: Child Development
Highlight: Peace and Justice Play Day

On Saturday, **February 13, 2016** the **Child Development Department** provided a **Peace and Play Day** for all the children of parents attending the Peace and Justice Conference at Mid-Valley Campus. Seven Child Development and Humanities students under the guidance of Dr. Beverly Schmalzried, Child Development Faculty, participated and **provided five hours of activities for 23 children**.

Division: Liberal Arts & Social Sciences
Department: Psychology; Starr County Campus Psychology Club
Highlight: Rio Grande City's 'Keepin' It Rio' Art Walk

On Saturday, **February 13, 2016**, the **Starr County Campus Psychology Club** volunteered at **Rio Grande City's 'Keepin' It Rio' Art Walk** for the fourth consecutive year. The RGC Art Walk is hosted 4 times a year (January, February, March & April). The psychology club students **volunteered from 12-5 pm with various duties** (e.g., setting-up, directing people/traffic, passing out free waters and raffle tickets to attendees, welcoming attendees, counting votes for Historical Picture Contest, etc.).

This event was open to the entire community---there was food, music, and local artists featuring their art work. There were several community leaders present, including RGC Mayor Joel Villarreal, RGC Librarian Norma Gomez Fultz, and Starr County Public Relations Officer Cynthia Garcia Fuentes—as well as several politicians who are running for office. It was reported by the organizers of the event that **over 300 people attended**.

Division: Liberal Arts & Social Sciences
Department: English
Highlight: Visiting Author David Bowles

On Monday, **February 22, 2016**, the **English Department** hosted a **visiting author, David Bowles**, and a reading titled "**A Reading with** David Bowles".

A product of an ethnically diverse family with Latino roots, David Bowles has lived most of his life in the Río Grande Valley of south Texas. His books have received awards from the American Library Association, Texas Institute of Letters and Texas Associated Press, and his short work has been published in *Rattle, Strange Horizons, Apex Magazine, Metamorphoses, Translation Review, Concho River Review, Huizache* and other venues.

Bowles is also an educator and publisher. He teaches at UTRGV, works at the administrative level in Donna, and runs VAO and Flower Song Books. His literary criticism can be found weekly in *The Monitor*.

Division: Division of Math, Science and Bachelor's Programs
Department: University Relations, Transfer and Articulation Center
Highlight: Spring 2016 College Fairs

During the week of **February 22 – 26, 2016**, the **University Relations, Transfer, and Articulation Center** hosted the **Spring 2016 College Fair.** The College Fair was open to all students, faculty, staff, and for the first time, one partnering high school bused over their high school seniors to participate. A total of over 15 colleges/programs from around the state of Texas were in attendance.

The colleges/programs that participated are:

- The University of Texas – Austin
- The University of Texas – Rio Grande Valley
- The University of Texas – San Antonio
- Texas A&M University
- Texas A&M University – Kingsville
- Texas A&M University – Kingsville Education Program
- Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative
- Texas A&M University School of Public Health
- Texas A&M University School of Nursing
- Texas A&M University College of Pharmacy
- Texas A&M International University
- Texas A&M University – Corpus Christi
- Texas Tech University
- Texas State University
- Our Lady of the Lake University
- University of Houston College of Pharmacy
- Ashford University
- South Texas College Bachelor's Programs
- The University Center at TSTC-Harlingen

Division: Liberal Arts & Social Sciences
Department: Psychology; Starr County Campus Psychology Club
Highlight: 9th Starr County Role Models Get Inspired Conference

On Wednesday, **February 24, 2016**, the **Starr County Campus Psychology Club** hosted its **9th Starr County Role Models Get Inspired Conference** at the STC Starr County Campus Auditorium from 10:00-11:20am. The panelists featured were: Jessica Teran Saenz (RGCCISD Ringgold Elementary School Counselor and The Therapy Academy Speech Therapist), Ramiro Guillen (Pct.2 Justice of the Peace), and Diana Salinas (Roma ISD FJ Scott Elementary School Principal).

The role model **panelists shared their achievements** and also **some obstacles they have overcome**. In addition, they **offered college advice** to the students, talked about **the importance of family support** and college resources, and **elaborated on their future professional goals**—all with the intention of inspiring those present. The event was open to STC students, faculty, staff, and the community at large- free of charge. **Over 100 people were in attendance**, including local elected officials and community leaders. At the end, there was a Q&A session from the audience, where students asked the panelists questions. The panelists received a certificate of appreciation for participating.

Division: Liberal Arts & Social Sciences
Department: Psychology; Starr County Campus Psychology Club
Highlight: Eating Disorders Screening and Informational Booth

On Wednesday, **February 24, 2016**, the **Starr County Campus Psychology Club** attended the **Eating Disorders Screening and Informational Booth** sponsored by the STC Starr County Campus Counseling Department. The Starr Psych Club students / members **received information about eating disorders** (anorexia nervosa, bulimia nervosa, binge-eating disorders) verbally and via handouts/pamphlets that were given to them. Handouts were also provided on healthy eating habits. Positive self-image messages were also written by students and placed on display.

Division: Liberal Arts & Social Sciences
Department: Psychology; Starr County Campus Psychology Club
Highlight: Starr County Youth Fair

On **Saturday, February 27, 2016,** the **Starr County Campus Psychology Club volunteered at Starr County Youth Fair** from 7:00-11:00 pm in Rio Grande City, TX. The students volunteered in different capacities – including traffic control, stamping people as they entered, trash pick-up, etc.

Academic Affairs Highlight February 2016

Division: Academic Affairs
Department: Distance Learning
Highlight: 2016 Most Affordable Online Colleges & Degrees

On **February 2016**, South Texas College, in partnership with the **Distance Learning Department,** was ranked number 1 out of 25 **most affordable online colleges & degrees** for 2016.

To be considered for our 2016 Most Affordable Online Colleges, schools needed to meet the following requirements:

- Non-profit status
- Offer an online degree in one or more of our 24 most popular degree subjects
- Offer at least 10 fully online degrees
- Offer at least one bachelor's degree

OnlineU's **#1 ranked school, South Texas College, offers degrees in criminal justice, psychology, accounting, and more.** South Texas College rankings are as follows:

- Most Affordable Degrees (#1)
- Most Affordable Criminal Justice Degrees (#4)
- Most Affordable Healthcare Degrees (#2)
- Most Affordable Information Technology Degrees (#2)

SOUTH TEXAS COLLEGE ONLINE

2016 MOST AFFORDABLE ONLINE COLLEGES ONLINEU

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Updates:**
  - Met with Human Resources personnel to discuss a Faculty issue – Wednesday, February 3rd
  - Met with Grants & Projects Officer for a conference call for regarding a grant – Wednesday, February 3rd
  - Visited the College Career Teaching Center in Pharr for program updates – Thursday, February 4th
  - Participated in the judging at the Ruby Red Ventures Competition – Thursday, February 4th
  - Participated in the RGV Student Business Leadership & Networking Conference 2016 held at the Cooper Center – Friday, February 5th
  - Held the Business and Technology Program Chair Meeting. The agenda included, administrative hours, budget development, professional development day and reports and discussion items. – Friday, February 5th
  - Attended the President's Administrative Staff Meeting held at the Pecan Campus – Friday, February 5th
  - Attended the THECB-The Scheduling Workshop in Austin, Texas – February 7-9, 2016
  - Attended the Texas Regional STEM Degree Accelerator Grant Regional Press Event held at the Cooper Center at Pecan Campus – February 10th
  - Welcomed faculty, staff and students to the Gold Collar Career Event held at the Technology Campus – Thursday, February 11th
  - Held the Business and Technology Division Professional Development at the Technology Campus – Friday, February 12th
  - Visited Victor Fonseca, Fire Science Program Chair, and Public Safety Program Chair for program updates – Monday, February 15th
  - Visited the Mid-Valley Campus to meet with faculty and staff – Monday, February 15th
  - Attended the AACT – Media Appreciation and Business Conference – Tuesday, February 16th
  - Attended the Academic Affairs Council Meeting at the Pecan Campus – Monday, February 22nd
  - Attended the Mid-Valley Enrollment Meeting – Monday, February 22nd
  - Attended the Meeting with Superintendent, La Joya ISD – Tuesday, February 23rd
  - Participated in the Enrollment Team Meeting held by Dean Enrolment Services & Registrar at the Pecan Campus – Thursday, February 25th
  - Attended the Open Forums for Director of Facilities, Planning and Construction – February 25th
  - Held the Business and Technology Program Chair Meeting. The agenda included, Cynthia Blanco, Director of Degree and Certificate Completion, Project Director – HIS Grant. – Friday, February 26th
  - Attended the Planning and Development Council Meeting at the Pecan Campus – Friday, February 26th

Business Area:
<u>Business Administration:</u>

- On Monday, February 1, 2016 began the Volunteer Income Tax Assistance (VITA) program which will be open Mon. – Thur. 11:00 am – 5:00 pm until March 10, 2016. Processed 69 Income Tax forms in the first week.
- On Tuesday, February 2, 2016 met with Advisory Board representative to discuss changes to Marketing curriculum
- On Wednesday, February 3, 2016 met with Leadership team for BAS-OL to obtain approvals for Business Administration students to take competency-based sections of the business courses. Discussed advising, approval, and registration process
- On Friday, February 5, 2016 held the first IMA Student Leadership & Networking Conference at the Cooper Center (sponsored by IMA and hosted by South Texas College) – Over 85 participants with students from El Paso, Houston, Edinburg, and Brownsville.
- Reviewed potential program changes to Marketing Curriculum
    - Add a Marketing Specialist Certificate (20 hrs.) with a heavy marketing focus
    - Revise the Marketing Certificate (30 hrs.) remove and add
    - Revise the Marketing Associate degree (60 hrs.) remove and add
- Requested market study information on the following programs (Marketing Specialist, e-Commerce Administration, Operations Management, Economics)
- Friday, February 5, 2016 Student Leadership & Networking Conference
- On Thursday, February 11, 2016 participated as cashier the Spring AAAWCC Valentine's degree
- On Friday, February 12, 2016 attended the Business & Technology Division meeting
- On Friday, February 12, 2016 conducted the February AEB Department meeting
- On Friday, February 12, 2016 participated in the department ACBSP review meeting
- Curriculum department began the process of collecting workforce analysis on new programs planned for launch in the future
    - e-Commerce Administration
    - Purchasing
    - Marketing Specialist
    - Operations Management
- On Saturday, February 13, 2016 the department participated in a College and Career Fair hosted by the McAllen Public Library
    - On Thursday, February 25, 2015 attended monthly AAWCC meeting
    - On Thursday, February 25, 2015 attended the Blackboard Collaborate Ultra Training
    - On Friday, February 26, 2016 attended the Academic Challenge Taskforce Meeting
    - On Friday, February 26, 2016 held first INNO meeting of the year
    - On February 26,2016 through March 10, 2016 conducted Early Registration at the Pecan Campus
    - On Friday, February 26, 2016 attended the Academic Challenge Taskforce Meeting
    - On Friday, February 26, 2016 attended the Business & Technology Program Chair Meeting
    - On Friday, February 26, 2016 we convened the first meeting to kick off INNO' 2016

- On Saturday, February 27, 2016 the KBD Honor Society members spent the morning at the Santa Ana Wildlife Refuge clearing butterfly gardens and pathways in the park

- Week of February 29, 2016 will begin the Priority Registration at the Pecan Campus
  - VITA Program continued this week. United Way acknowledged that we have completed 248 returns which is just 31 returns short of all last period. We have provided refunds valued at $537,413, which is approximately $20,000 short of all last period. We are on track to exceed our 2015 year performance.

Information Technology:

- February 3 STC Technology Campus All Clubs meeting / Digital Forensics Club
- February 5 Departmental meeting / Initial meeting for Cisco NetRiders 2016 competition / Contact region XI for registration
- February 12 Professional Development / Departmental meeting
- February 25 IT Career Expo meeting with the whole IT department / Meeting with PSJA IT department about our labs
- February 1 Women In Tech (WIT) tasks (emails, contacting people, update documents) and HS Shells on Blackboard
- February 26 Focus Academy and WIT Meeting

Office Administration:

Committees/Taskforces/Meetings

- Attend Program Chair Meeting (February 5 / February 12 / February 26)
- Attend Faculty Handbook Committee (February 4 / February 11 / February 25)
- Attend College Wide Curriculum Committee (February 16, 2016)
- Attend Faculty Senate (February 23, 2016)
- Attend Smart Catalog Software Demo (February 11, 2016)
  - Faculty Advising Transitional Plan (February 23, 2016)

Departmental Duties

  - Prepare for Registration for Summer/Fall 2016
  - Attend Training "Blackboard Collaborate Ultra"
  - Submit the list of Affiliations/Associations
  - Submit Payroll Distribution Report (PDR)

Paralegal

- The Program Chair volunteered for the Texas Rio Grande Legal Aid Divorce Clinic, where he handles a divorce for free. He handles one divorce for free every month through this clinic.
- The Program Chair volunteered on Tuesday, February 9th, for the Texas Rio Grande Legal Aid Divorce Clinic, where he was assigned a pro-bono divorce client.

Technology Area:

Automotive and Diesel Technology

- An instructor attended Ford Training in San Antonio – February 22-26

Advanced Manufacturing Technology:

Faculty and Program Chair's Activities

- Program Meeting with faculty – meet and greet all the new adjuncts. February 4th
- Blackboard Training – assisted faculty on blackboard questions and class design. February 5th
- Meeting with Dr. Estrada on procedures and expectations for the Early College Academy. February 9th
- Attended College Wide Curriculum Meeting. February 16th
- Met with scholarship committee to review scholarship submissions for the HAAS scholarship – Friday, February 26th
- Met with advisory committee members and instructor regarding bring Stew back to our advisory committee. Monday, February 29th

Computer Aided Drafting and Design:

- Instructor's ARCE 1303 Materials classes (TY1 and TY2) went on a site visit to Terracon Consultants to learn about materials testing. Students were given a presentation by Alfonso Soto. This was followed by a brief tour of the facility while learning about what equipment is used in the geotechnical testing process.

- Continued collaborative meetings with the English department faculty and club advisors and CADD faculty, staff and club advisors for the planning of the Little Free Library Project. Official launch for Sketcharrette Event will be held Tuesday, February 16. Teams will begin to be formed next week and will be finalized on the 16th.
- On Thursday, February 11, 2016, the CADD Advisory Committee met to discuss updates and changes to the program. They were excited about the direction our program is going and are eager to continue learning about the different projects we have in store. During the meeting, students presented on their Little Free Library Projects (from last semester) and received incredible feedback from the Advisory Committee members. Many members pledged to be involved as mentors and some as sponsors.

- On Friday, February 12, 2016, CADD faculty and staff all participated in Professional Development Day, including the Business and Technology sessions in the morning. The afternoon was dedicated to departmental activities.
- Official launch for the Sketcharrette Event, a collaborative effort between the Sigma Kappa Delta and the ACD Club² was held Tuesday, February 16, where teams were formed and authors were selected. Students had a chance to meet their teammates and begin brainstorming design ideas. There was a great turnout at this event!

- Marketing and Communications Manager from IMAS is scheduled to come interview faculty, staff, and students about the Little Free Library project and specifically discuss the library that was placed at the IMAS for an article she is writing. Faculty and staff will also use this opportunity to discuss upcoming events related to the Little Free Library Project.
- On Tuesday, February 23, 2016, the Sigma Kappa Delta and the ACD Club² student organizations met to discuss the progress of their Little Free Library – Sketcharrette Event. They shared models with the faculty/staff and other students. The Sketcharrette will be held on Wednesday, March 9, 2016 at 6pm in the Atrium at the Technology Campus.

- The CADD Department hosted a Dual Enrollment Faculty meeting with all faculty and staff. We had a great turnout and were able to share with the DEF all the changes that are happening with our department and how they will be impacted in the Fall 2016 with new classes added and a certificate they can receive.

Design & Building Technologies: HVAC, ELPT and Construction Supervision:

- Instructor (ELPT) and Program Chair met with Facilities, Planning and Construction personnel in reference to the "new" construction bond project for the Technology Campus. Meeting with EGV Architects to finalize the electrical needs for the new building. February 2, 2016.
- Planning is underway for "Honoring Women in Business & Technology". Meeting was held to finalize a proposed schedule for the second day of activities. February 3, 2016
- Met with Electrician Technology faculty and student volunteers at Proyecto Azteca (PA) With the supervision of faculty, students will be wiring several residential houses throughout the semester. Executive Director for PA furnishes all materials & equipment to complete the projects.
- Instructor (HVACR) and Program Chair were interviewed by Sergio Sanchez and Tim Sullivan, KURV 710 AM Morning Radio Hosts, on the tremendous growth and demand for HVACR Technicians in the Rio Grande Valley. February 4, 2016.
- Early Voting Meeting with committee members to strategize ideas to increase voter participation. Early Voting starts February 16th. Pecan Campus Meeting – February 5, 2016.
- Construction Supervision Association and Electrician Association (department specialized clubs) participated in Student Activities Club Awareness Event on February 3, 2016 at the Technology Campus from 11:00am to 1:00pm. Event allowed clubs to promote and recruit new students into their programs. Construction Supervision Association partnered up with Jeanette Acosta, Habitat for Humanity of the Rio Grande Valley representative.
- Planning is underway for two HVACR faculty members to attend National HVACR Educators and Trainers Conference. The conference will be held March 21 through March 23rd.
- Instructor (ELPT) and Program Chair met with Ann Cass, Executive Director for Proyecto Azteca, in regards to Memorandum of Understanding to assist with electrical projects at Proyecto Azteca work site. February 6, 2016.
- Smart Catalog Software demonstration at Pecan Campus with Associate Dean for Curriculum and Student Learning and other invited attendees. February 12, 2016.
- HVACR, Electrician, and Construction Supervision faculty and staff toured the McAllen Performance Art Center. Project Manager gave us a rundown of the construction operation and specific emphasis on the mechanical and electrical components of the construction project. February 13, 2016.

DBT Faculty and Staff toured the McAllen Performance Art Center during Professional Development Day activities.

- HVACR faculty, staff, and students, participated in a free training conducted by Johnstone Inc. at the Technology Campus. February 12, 2016.

- Program Chair attended College Wide Curriculum meeting on February 16, 2016. During the meeting the Construction Supervision Marketable Skills Award was voted and passed. Implementation will take effect Fall 2016. February 16, 2016.
- HVACR, Electrician, and Construction Supervision faculty and staff toured the McAllen Performance Art Center. Project Manager, Mauricio, gave us a rundown of the construction operation and specific emphasis on the mechanical and electrical components of the construction project. February 13, 2016.
- Instructor and ELPT 1429 Residential Wiring class at Proyecto Azteca. Field Experience on Wednesday 1:00 – 3:50 pm, February 17, 2016.

At Proyecto Azteca project site, Alamo, Texas.

- Attended, Habitat for Humanity for Rio Grande Valley, Executive Board Meeting. Continue to elaborate on various field experience opportunities for student in Construction Supervision, Electrician Technology, and HVACR programs. February 18, 2016.

Instructor, McCoy's Management Team, and CNBT 2342 students at McCoy's Lumber in Pharr Texas.

- South Texas College HVACR program hosted Gemaire Inc. and Rheem Training: EcoNet Inverter Training at the Technology Campus. HVACR Faculty/Staff and approximately 60 guest were in attendance. February 19, 2016.

HVACR Faculty and Staff lunch network with HAVCR contractors.

- Construction Supervision student, Noe De La Cruz, was selected to be part of the South Texas College commercial campaign:

- Electrician Technology faculty/staff and student volunteers were actively engaged in the following field experience projects:

ELPT Lead Instructor, and Lab Assistant, at Proyecto Azteca with student volunteers from the Electrician Technology program.

- Construction Supervision students have been working at Habitat for Humanity 419 El Jay, Alamo, Texas on a residential house.

January 29, 2016 (Foundation)

Week of January 30, 2016 (Framing)

Week of February 6 (Roof System)

Week of February 13 (Roof and Sheathing)

Week of February 20 (Electrical, Insulation, and Gypsum Board Installation)

- Attended Planning & Development Council Meeting – South Texas College –Pecan Campus. February 26, 2016.
- Faculty members held their scheduled lab classes at Proyecto Azteca construction project site. Students were able to meet curriculum objectives on site.

At Proyecto Azteca project site, Alamo, Texas.

- Met with Construction Supervision students at McAllen Fireman's Park to kick-off a business construction meeting for all subcontractors interested in the project at South Texas College. Broaddus & Associates led the meeting by introducing all the key players taking part in the project: South Texas College, Wilson Construction, ECON Construction, SKANSKA USA, Architects, and Engineers.

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

The Division Dean of Liberal Arts and Social and Behavioral Sciences has undertaken the following Initiatives for the month of February 2016:

- Interviews for the Political Science position continued,
- Interviews were held for the grant funded student success specialist position and the committee selected a candidate for recommendation,
- Critical staff visited with Lisa Walters to discuss necessary electrical connections for the new labs in the new buildings,
- A Starfish kick-off was organized so we could communicate our early alert needs,
- Several personnel issues were discussed with Ms. Requena of Human Resources,
- A Puente phone call was held to discuss upcoming site visits to the six Puente Colleges in Texas,
- The PDC was devoted to our record enrollment, updates on Title IX procedures, the AtD coaches site visit, and a surprising discussion on leave reporting for exempt employees. The emergency response training session was postponed.
- A meeting was held with Dr. Marlyn May and his Dean of Texas A&M School of Public Health to discuss ways to recruit students for their newly established Health Science Center near our NAH buildings. The LASS student clubs will hopefully invite them for workshops and lectures.
- The LASS leadership is starting to evaluate needs for new buildings in anticipation of the distribution of labs, classrooms and faculty offices.
- A press ceremony was held in the Cooper Center to celebrate the Texas Regional STEM Degree Accelerator Grant. A most interesting group of people presented their points of view on this great opportunity: Keith Patridge of the McAllen Development Corporation, Mr. Matt Wolthoff, Rio Grande Regional Hospitalo, Dr. Luzelma Canales, RGV focues, Mr. Ryan Kelsey of the Leona & Harry Helmsley Foundation. Representatives from Senator Hinojosa's office were also present

- The Dean attended Cabinet to represent Academic Affairs in Dr. Petrosian's absence. Agenda items included a discussion on the policy on usage of skate boards and other

apparatus, the need for contractors to disclose interested parties, the need for "teaching effectiveness" to be a required part of faculty ranking, a discussion on taxpayer funds and a possible change in MNO/INS distribution, positive news on our ability to offer BATs, news that Dallas CC district testified to be able to offer a Bachelor's in Child Development, an example we would very much like to follow. Also, we need to revisit our performance standards and the status on our mobile unit plan, presented by leadership academy participants. An initiative by EduGuide to implement an app for life rules, to be used to be successful in college, will be presented by the Greater Texas Foundation, who will be down March 3 and 4. It was decided that this would be a good option for NAH's College success program to explore.

- Wednesday afternoon and Thursday morning and afternoon were spent at HR to help guide the Lean Management concepts towards a more effective hiring process for faculty.

- Personnel issues were addressed with regards to the Mid Valley Campus Child Development Center, where staffing shortages due to illness and resignation are an ongoing challenge.
- There was a bond construction meeting to further clarify where the Communication Arts Studio was going to be and what the specs would be to make it a state-of-the-art studio. Issues that had arisen about the location of the studio and the sign language lab were addressed and resolved. Ms. Carillo who will help plan offices/lab allocation attended the meeting as well.
- The President's Administrative Staff discussed emergency preparation training and the disclosure of interested parties as well.
- The week started off with an Academic Affairs meeting where several issues such as the new program development check list, a new Welding AAS, enrollment, and Incompletes policies were discussed. A request was issued by the Mid Valley Site Coordinator to enter more classes so enrollment could increase.
- The data support staff Meghan Luckett presented her latest analysis of courses without pre-requisites that appear in both one-year certificates and an AAS to be used for the Continuing Education initiative for ABE 1-3 level students.
- Several meetings were held on personnel issues.
- A meeting was held to discuss the funds we receive from RAND on the ABE initiative. A student pathway will be created where students who test in ABE levels 1-3 can follow a

special prep program to increase TSI scores, add a developmental class, and an academic class or technical program class to their liking.

- The Dean then attended the regular Board Meeting.
- The Program meeting for the LASS chairs discussed a number of items such as travel office recommendations, policies as handed out during Academic Affairs, Early alert progress, the new buildings, the need for disclosure statements for contracts over $10,000, the chair survey, the faculty searches, the pay plan as it was sent out by the VPAA. While this year's professional development day changes came too late for any substantial activities to be organized by the division, for next Spring we will organize a morning with a special speaker and afternoons with department meetings.
- The Culinary Arts program prepared a super lunch with Greek delicacies.

- The Dean met with Brett Millan to discuss the new buildings
- Forums were held to get to know the candidates for the Director of Planning and Construction
- The PDC on Friday spent much time on students who were dropped for non-payment at census day, before items such as the AtD coaches site visit, the policy on Student Attendance, and the Banner EX upgrade could be discussed.

Social and Behavioral Sciences Area:

From the Department of Political Science

- The Program Director for Public Administration continued efforts to recruit students for the program. These efforts included contacting students who have expressed an interest in the program, making presentations in College Success and Government classes and holding an informational session at McAllen City Hall.
- Departmental Faculty and students from the Mid Valley Political Science Club participated in the Mid Valley Club Recruitment Fair.
- The Political Science faculty worked with the staff of Student Activities to educate students about the current election and to encourage students to participate in early voting.
- The Program Director for Public Administration worked with the Office of Public Relations & Marketing to develop a program brochure that will be most effective in marketing the Public Administration AAS.
- The Chair of the Political Science Department worked with the site director of Mid Valley, the division dean and the staff of the Dual Enrollment Office to make changes to the summer and fall terms to better meet the needs of students.
- The Chair of the Political Science Department worked with the Office of Admissions and Records to help students who were having difficulties getting proper transfer credit for Government classes so that they could qualify for graduation.
- The Program Director for Public Administration worked with Janie Ruiz, Retention Specialist, to help prospective Public Administration majors work through the admissions process.

From the Criminal Justice

- Chair Blair Assisted Abraham Ponce from Our Lady of the Lake University – La Feria with classroom visits for recruiting.
- Chair Blair assisted Melody Portillo (STC Coordinator of Employer Services) with coordinating upcoming FBI recruiting visits to the Starr County, Pecan, and Mid-Valley campuses.
- Chair Blair met with Officer David Torres from La Joya ISD Police Department to better understand the juvenile diversion program they are developing and to coordinate recruiting of student and faculty volunteers.
- Received requests from Mission and Hidalgo School Districts for assistance with their Career Day events on March 9th and 10th.
- Delta Sigma Psi Criminal Justice Club held their first meeting of the semester for February 9th. Officer David Torres from La Joya ISD Police Department was a guest to explain the juvenile diversion program he is developing and to ask for volunteers.
- The Social Work Club is making plans for a prom clothes drive for foster teens. They'll take any formal wear that anyone wants to donate.
- Anthropology majors are being encouraged to join Lambda Alpha, the national Anthropology Honor
- Preparations continue for the upcoming Career Day events at Mission and Hidalgo school districts. We are also preparing for upcoming visits from FBI Language Specialist recruiters by distributing the flyers to our students and announcing the upcoming visits in our classes.

- Over 30 students participated in the 11th annual Peace and Justice Gathering at Mid-Valley on February 13th.
- This week we had the 5th annual Transgender 101 presentation with Antonia Harter. Attendance was 289 students on Tuesday, and 137 students on Wednesday. Students overwhelmingly came from Sociology (around 150), Criminal Justice, Social Work, Psychology, the CLE workers, and Nursing. Jenny Chamberlain (Sociology) organized, advertised, and did carried out all portions of this except for the presentation itself. The presentation was done by nationally recognized Antonia Harter.
- Arrangements have been made for 27 Sociology students to attend an 8 hour training on February 27th to prepare them to participate in the First Time Juvenile Offender Program at the Hidalgo County courthouse. The students will be certified for 2 years to work with at-risk kids. All the students participating in the training are planning to start mentoring youth in the community this semester. This will change young people's lives and help our students build their resumes and prepare for future careers in social work, law enforcement, and education (among other areas).
- Wendy Branwell from Anthropology agreed to fill an emergency request for a Dual Enrollment class for Mission Collegiate Early College High School. They needed another class this semester in order to provide enough electives for their students in order to maintain their status as an Early College High School. A mini-mester session of ANTH 2351 Cultural Anthropology was created and is being prepared
- Chair Blair established positive relations with Zapata CISD Chief of Police. He is taking Criminal Justice classes through STC, and is actively encouraging his officers to do likewise. This is particularly noteworthy because they intentionally chose STC over Laredo Community College or Texas A&M International which are both closer to their location and offer Criminal Justice programs.
- Preparations continue for the upcoming Career Day events at Mission and Hidalgo school districts. We are also preparing for upcoming visits from FBI Language Specialist recruiters by distributing the flyers to our students and announcing the upcoming visits in our classes.
- Marc Hughes is participating in the TCCTA conference this week and will brief the department in our next meeting on March 4th.
- A purchase order was submitted for a Bonobo chimpanzee skeleton to use for instructional demonstrations.

From the Department of Psychology

- Professional Development Day, February 12 the department met in the morning for the monthly department meeting. Most of the time was spent in discussion of textbooks to be used for the 2016-2017 school year. In the afternoon, we spent time doing professional development and team-building exercises. We divided in to teams and worked on a cryptogram of psychology related names and terms. After the teamwork, we listened to a presentation by Dr. Blake Armstrong, who will be presenting at TCCTA this month on recording in the classroom and copyright/privacy issues.
- School Career Day Visit by Jennifer Reid (not shown in picture), Linda Jackson, and Melanie Harr (adjunct) on Saturday, Feb 13.

- Dr. Janene Israel, from the Psychology department, offered a program titled "From Pacifiers to Cell Phones: Managing our Children's Anxieties" to the parents and educators of St. Paul's school in McAllen. Her February 16th presentation provided knowledge on current research and the role technology plays in reducing and
  increasing anxiety in children and adults. Dialogue was also offered on parental responsibilities necessary for monitoring technology usage for children and adults themselves.
- Dr. Jennifer Reid, Sandra Moreno, and I attended the Idea College Preparatory San Juan Career Day fair. They displayed a model of the human brain; which they let them play with the distortion goggles; showed them psychology textbooks, and discussed psychological topics that they asked about (such as autism treatments).
- Chair Reittinger, Peter Cantu, and Blake Armstrong attended the TCCTA conference in Houston Texas from February 25 – 27. Dr. Armstrong presented a session entitled "*On The Record* with Greta Van Susteren: The Unexpected Journey of a Psychology Professor"

Pecan Campus

- The Psychology Club at Pecan met to discuss the creation of three posters for Eating Disorder Awareness:
  Operation Beautiful: The goal of the Operation Beautiful poster is to end negative self-talk or "Fat Talk" and helps students realize how truly toxic negative self-talk is — it hurts you emotionally, spiritually, and physically by posting anonymous notes for other people to read that are positive. The point is that WE ARE ALL BEAUTIFUL. You are enough... just the way you are!
  Inviting Poster: This poster will be posted in Building H-Cafeteria to invite all students to post a positive message on our Operation Beautiful poster that will be located in Building T.
  Informational Poster: This poster has information on the three most prevalent eating disorders that includes the primary symptoms and warning signs of each: Anorexia Nervosa, Bulimia Nervosa, and Binge Eating Disorder.
- This week the psychology club @ pecan is participating in Operation Beautiful during the national Eating Disorders Awareness Week. The goal of the Operation Beautiful poster is to end negative self-talk or "Fat Talk" and helps students realize how truly toxic negative self-talk is — it hurts you emotionally, spiritually, and physically by posting anonymous notes for other people to read that are positive. The point is that WE ARE ALL BEAUTIFUL. You are enough... just the way you are!

MidValley Psyc Club

- Held various meetings for the month. Topics included: Great Condom Giveaway March 7-8, dates for HIV testing is still needing approval from their supervisor and will be updated in the coming weeks; button ideas. American Red Cross- Home Fire Campaign Club t-shirt were discussed and the order was completed.
- Dr. Israel from the Psychology department gave a presentation to STC student/parents on the Weslaco campus titled "How to Really, Really Connect with Your Child." Participants were students with children currently in the Child Care program on the Mid-Valley Campus. The focus of the February 26, 2016 presentation was developing an attuned relationship between parent and child.

Starr County Psyc Club

- Alex Sarabia attended a mental health conference at UTRGV Continuing Education Site in McAllen, Texas on the topic of "Resilience: An Approach and Set of Tools for Persons with Substance Abuse Issues." The presenter / speaker was Dr. Susan Stuntzner, PhD, LPC, LMHP, CRC, NCC, DCC - UTRGV Rehabilitation Counseling Professor. This conference was open to all licensed professional counselors, licensed clinical social workers, and other such mental health professionals--hosted by the ARC (Addiction Resource Center).
- Organized the 9th Starr County Role Models Get Inspired Conference and RGC's Art Walk
- Alex Sarabia attended a faculty meeting led by Dr. Montiel (STC Starr County Campus Administrator) in the active learning classroom at Starr Campus. Agenda items included: enrollment comparison from spring 2015 to spring 2016, projected future growth, marketing campaigns, discussion on strategies for student success, review of the buildings to be constructed and expanded by 2017-2018, classroom/facility availability, new areas designated for smoking, copy codes, and open discussion--all focused on Starr County Campus.
- County Mental Health Awareness Conference, Social Media Awareness Campaign on "Don't Drink & Drive" before Spring Break, and Social (Get-Air in McAllen on Friday, March 11th) ; Starr Psych Club Core Values were introduced--Excellence, Reliability, Integrity, Communication, Teamwork--then a brief lecture on Reliability followed. Group Picture for 2016 Starr Psych Club Calendar (fundraiser) was taken.
- The Starr County Campus Psychology Club attended the Eating Disorders Screening and Informational Booth sponsored by the STC Starr County Campus Counseling Department The Starr Psych Club students / members received information about eating disorders (anorexia nervosa, bulimia nervosa, binge-eating disorders) verbally and via handouts/pamphlets that were given to them. Handouts were also provided on healthy eating habits. In addition, a screening was available and provided by the counseling department since this is National Eating Disorders Awareness Week. Positive self-image messages were also written by students and placed on display. In the group picture below, the Starr Psych Club members and advisors are holding some of the informational handouts that were provided.
- Both Eli Sarabia and Alex Sarabia started teaching in the Active Learning Classroom of STC Starr County Campus, available for use by faculty members / instructors who have graduated from the FOCUS Academy.
- Starr Psych Club members Daniel Tellez and Jose Daniel were featured as STC "Student of the Week." His story can be found in this link: http://news.southtexascollege.edu/?p=10478 and p=10475

From the Department of Communication Arts

- Laura Nunn - Met with Faculty Advising Steering Committee – Friday, 1/29
  Met with Lead Faculty Advisors – Wednesday, 2/3
  Met with student club – Thursday, 2/4
- Irma Garcia - has been working with Tom Askey who is a former student. Alpha Toastmasters and French Toastmasters will be working with the Communication Arts club's first meetings.
- Communication Arts instructor, Laura Nunn presented one part of the Student-Advisor Relations module at TLA on February 5th.
- Ms. Nunn's role as the faculty advisor for the Young Republicans at South Texas College, developed and published materials for the 2/12 Lincoln-Reagan Dinner. Narrated 36-slide PowerPoint for the Curriculum Basics module of the New Faculty Advising Plan.
  Worked with the Faculty Advising Coordinator, Dr. Laura Lopez, to continue developing materials for the New Faculty Advising Plan.
  Provided two silent auction items for the Lincoln-Reagan Dinner fundraiser.
  Created and delivered an in-depth training for working in groups in Blackboard, at the request of Michael Scales for use in an online minimester of SPCH 1318 (attached here to be shared).

Activity Report from the Assistant Dean of Humanities

- Inspired by last semester's participation by the Chair of the English Department and by the Assistant Dean of Humanities, the Chair of the Department of World Languages and the Chair of the Department of History and Philosophy have joined the Spring 2016 FOCUS Academy and participated in the day long kickoff event
- The Chair of World Languages met with faculty and students to continue preparations for the Summer 2016 Study Abroad
- The Chair of World Languages met and worked with representatives from IT regarding the 32 computers in the M-214 lab, which should be updated and ready to run by mid-March
- The Literary Arts Society Page Turners English Club met last week to discuss their oral history project (just approved by the STC IRB), plan the annual book sale, and talk about several poems (have to get some English into the English Club meeting!)
- The English faculty discussion board continues to draw comments and discussion. This week we had several people posting about ways to promote student involvement and thinking at the start of classes, and interesting small assignment ideas to promote better class preparation.
- English faculty Marisa Taylor nominated one of her students for student of the week, Adiel J. Cuadrado, and was thrilled to see he'd been selected. STC News
- One of our dual enrollment faculty in English, Mr. Caleb Camacho, is presenting a paper at the CCTE conference in San Antonio. It's great to see this sort of scholarship in the dual enrollment ranks!
- Representatives from the Department of History and Philosophy met with staff from the OPOD to determine the most effective and efficient means of funding the Fall 2016 "Philosophy Across the Americas" Conference. After the meeting, the Assistant Dean of Humanities contacted the Chair of Philosophy at UTRGV, who will be querying the UTRGV Philosophy Department (later this week) about joining up as co-sponsors.

- The Assistant Dean of Humanities met and continued to work with the Faculty Handbook Review Team
- The Assistant Dean of Humanities attended the Starfish kickoff event, and has also identified several faculty, chairs, and faculty advisors for participation in the day-long Starfish Professional Development Day activities
- The Chair of World Languages joined the Dean and other Chairs at the Bond Construction planning session to discuss the various and varying needs for computer labs in the new academic buildings
- The Assistant Dean of Humanities, in collaboration with the Office of HSPS, drafted a Guided Pathways Course Sequence for Dual Enrollment Core Completion
- Faculty in the English Department discussed the précis as a form for introducing students to academic writing, and ran through a sample lesson on affinity diagramming – a tool useful for students (especially groups of students) needing to find underlying structure in large data sets
- The Literary Arts Society Page Turners English Club met last week to continue planning for their now-IRB-approved oral history project, as well as to plan their book sale and discuss several poems.
- The History Department's Black History Month series of events continued, with well-attended talks by Melissa Seifert (on Black Protest Art, 02/04) and by Dawson Barrett (on Teenage Rebels, 02/10) [*see pics from both events*]
- The Departments of English, History & Philosophy, and World Languages each began an intensive review of their recent enrollment trends, especially at the Mid-Valley Campus
- The Departments of English, History & Philosophy, and World Languages each began final reviews of their respective degree plans for articulation agreement purposes; talks should begin with our counterparts at UTRGV this semester, followed immediately by talks with our counterparts at TAMUK
- Faculty from English, History & Philosophy, and World Languages represented the College, and their programs, at the McAllen Public Library's "College & Major Fair" (02/13)

- The Coordinator of the Mexican American Studies Program reported back from a very successful meeting of MASP representatives from across the state at the THECB, including the recommendation for revising a particular course requirement in the degree plan that was unintentionally prohibitive for potential majors (a fourth semester SPAN course), and for proposing a new (and cross-listed) MASP designation for courses in the TCCN system
- The Dean of LASS and the Assistant Dean of Humanities had a pleasant meeting with both the Dean and Director of Texas A&M's Public Health Program (02/08), discussing both the recruitment and transfer of students and the development of a multi-disciplinary promotional "Public Health" mini-conference sometime in the not too distant future
- The Dean of LASS, the Assistant Dean of Humanities, and the Chair of Education & College Success met (02/09) to plan/propose/coordinate new (Pecan Campus) building locations for faculty and classes currently or soon-to-be 'homeless' – in particular: Child Development,

Education, History, and Philosophy (all currently housed in A, D, and PB's) – with the proposed new North Academic Building looking more and more like a perfect fit for this entire group; the prospect of deep interdepartmental collaboration between these programs in particular became especially enticing

- The Assistant Dean of Humanities joined a small handful of faculty at the BASOL affiliated faculty meeting (02/09), and discussed course enrollment and Incomplete grade issuance issues, among others.
- The Humanities Area Chairs & Assistant Chairs convened for their monthly meeting (02/10), and spent a substantial portion of the meeting discussing how best to describe and reinforce the value of Core coursework in English, History, Philosophy, and World Languages, for non-Humanities-majors; the respective Departments will be taking this conversation up at their next meetings, and the Assistant Dean of Humanities will assume the responsibility of compiling the final product which should prove useful at future meetings involving talk about, e.g., "STEM Acceleration" and "Competency-Based" type initiatives
- The Assistant Dean of Humanities participated in the first meeting of the Data Standards Committee Enrollment Workgroup (02/11); representing all Faculty and Program Chairs, the Assistant Dean of Humanities assumed the responsibility of providing a master list of all data requests, by type, typically made by Program Chairs over the course of an academic year
- The Assistant Dean of Humanities continued to work with the Faculty Handbook review team (02/11), and the team appears to have made substantial progress toward a first *complete* outline of the proposed reorganization/layout of material in the FHB
- The Assistant Dean of Humanities joined the Interim Vice President of IS&P to welcome Tiffany Mfume from Morgan State University, who facilitated our day-long Starfish EAS implementation planning workshop (02/12); participants included faculty and chairs from all five of the Humanities Area Departments
- The annual "Peace and Justice Gathering" was held at the Mid-Valley Campus (02/13) …

- WILD (Writers in Literary Discussion) held its inaugural meeting last Tuesday, electing officers and setting up the agenda for the year
- The English Honors Society (SKD) in conjunction with the ACD^2 CAD club are holding a Sketcherette event for the building of the Little Free Libraries.
- At the request of the Assistant Dean of Humanities, who could not make the meeting, the Chair of the English Department attended a session reviewing the possible use of PeopleAdmin as an online tool for faculty evaluations
- Author David Bowles came to speak last week, and we had a solid crowd in the Rainbow Room as Bowles talked about his history as an author focused on turning South Texas legends into fiction, as well as his recent award and for his Garza Twins series of books.
- The Literary Arts Society Page Turners English Club met. Among other activities they continued planning for their oral history project. They are looking for people in their 70s to interview, and are working to gather the technical materials necessary for the project
- Two search committees in the Department of History and Philosophy were formed and began screening applicants and scheduling interviews for the searches they are conducting this year in History and in Philosophy
- The Chair of World Languages continued work on the logistics for the replacement of the 32 computers and software in lab M 214, received the quote from the salesman, and will follow up
- Faculty from the study abroad in Spain met with the students to wrap up the final participants; and the Gilman Scholarship announced this year's recipients, which include four South Texas College students
- The Chair of World Languages processed revisions to the institution's AP Spanish exam credit scoring system
- The Chair of World Languages worked with B.O. to arrange the international travel for faculty attending the Professional Development Abroad, Summer 2016, and met at Shand's Travel Office to discuss flights itinerary
- The Chair of World Languages submitted Carl's Perkins Grant report
- The Assistant Dean of Humanities facilitated the mass revision of prerequisites in all courses in the LASS Division containing reference to outdated (READ 0200 / ENGL 0200) prerequisites, all of which were approved at the CW Curriculum Committee (02/16)
- The Assistant Dean of Humanities attended the "Civitas overview event" (02/18)
- The Assistant Dean of Humanities met with the Dean of Library Services to discuss the emergent possibility of securing and developing the Kika de la Garza collection for housing

at one of the new library buildings (02/18), an initiative spear-headed by History Faculty from the Mid-Valley Campus with support from the MVC Site Coordinator

- The Assistant Dean of humanities participated in further meetings regarding the allocation of specific spaces in the new North Academic Building (02/19)
- The Assistant Dean of Humanities met with the NEFA Steering Committee, which is nearly complete with the entire NEFA recertification system of training modules (02/19); the Assistant Dean of Humanities also completed the fourth and final module, becoming a newly re-certified Faculty Advisor
- Work on the Starfish Project is quickly speeding up, with the Project Team now meeting weekly on Thursday mornings; the Assistant Dean of Humanities has been assigned, along with the Director of Advising, as "Functional Leads" for the project
- The Assistant Dean of Humanities and the Chair of Developmental English participated in a cross-institutional call with representatives from El Paso CC and Houston CC, to compare strategies and best practices for better serving ESL developmental students (02/19)
- The Assistant Dean of Humanities and the Chairs of Developmental Reading and Developmental English participated in one last meeting of the group designing the RAND-sponsored initiative to support "ABE 1-3" students with a new tutor-facilitated learning project (02/23) – the proposal will now be routed to the next meeting of the "TSI group"
- The Assistant Dean of Humanities continued to participate in the Faculty Handbook review process (02/25), which is quickly nearing completion
- The Assistant Dean of Humanities took over the February DLA session (02/25), and led a conversation about the origin, history, meaning, and purpose of education vis-à-vis the vision of fostering a "better quality of life in our community"
- The Assistant Dean of Humanities was invited to deliver a guest lecture in HIST-2322-P01: World Civilizations II, on selected 'Eastern' modes of thought regarding human beings and their place in the cosmos (02/25)
- The Assistant Dean of Humanities assisted in convening the first meeting of the "Academic Challenge" task force assembled by the VPAA at the request of the College President (02/26)

Activity Report from the Assistant Dean of Fine & Performing Arts

From the Department of Art

- Richard Lubben traveled to Washington DC last week to present on the Advocacy Task Force panel. He discussed some of the challenges Texas faces regarding the core curriculum and studio art course exclusion. Additionally, he presented on the STC Human Rights Art Exhibit and permanent collection. As the CAA Education Committee Chair he led the committee in a discussion about the 2017 conference programing, and other topics such as teaching non-majors, online instruction, dual enrollment and rethinking art appreciation. On the final conference day he attended the CAA Board meeting with the other committee chairs and discussed the future plans and direction of CAA.
- Richard Lubben, Dean Addae, Murad Odeh, Diane Teter and Sean Kennedy met to discuss a pilot program to determine the possible advantages of having fully online faculty that focus entirely on the development and improvement of his or her online courses and student success.
- Chair Lubben contacted Lone Star College in Houston to discuss how the exclusion of studio art courses has negatively effected their enrollment in those courses. Deans from the

Kingwood, North Harris and Montgomery campuses are gathering data and will share with the STC Art Department so we will have a clear understanding what would be the results if removing studio courses from the STC core.

- Richard Lubben, Phyllis Leverich, Pedro Perez and Patty Ballinger from the Art Department all attended the Friday training on Quality Matters to improve online course design and instruction.
- Chair Lubben met with Rachael Brown and a curtain manufacturer to order appropriate curtains for the MV Campus drawing studio (provide privacy for models during drawing sessions).
- Chair Lubben continued meetings with faculty and administration regarding personnel issues in the department
- Chair Lubben reviewed the summer and fall schedules and made changes in preparation for open enrollment
- Art faculty participated in an online vote to decide on pending issues regarding art open studios, open computer labs for art students and gallery issues
- Chair Lubben and art faculty Pedro Perez, Phyllis Leverich and Charles Neumann met with the DL Office instructional designers and Dean to discuss how to improve online studio art course instruction, peer interaction, video critiques/feedback, course design and software/Bb tool needs to improve student success and retention. The four art faculty members teach the online "studio" art courses which has allowed the graphic arts degree to be offered online. Chair Lubben will research the possibility of bringing a guest speaker to the college to further the discussion of online studio art instruction and innovative pedagogy used by for-profit art institutions.
- Chair Lubben, Phyllis Leverich and Pedro Perez met with Lelia Salinas, Director of Open Computer Labs, to discuss the Art Department's current and future needs to provide graphic arts students' access to the software and hardware necessary to complete assignments outside of class. Ms. Salinas was extremely helpful and would consider a "creative study room" for the new open lab area in the future north academic building. Art majors, and others, could use this study room for collaborative projects, video and audio recording, matting and other creative projects.
- Chair Lubben arranged classroom visits and evaluations for new DEF in the next two weeks at various high school sites.
- Chair Lubben discussed the issue of work environment and collegiality concerns with several faculty and Deans.
- Chair Lubben organized CAA Education Committee's research projects and the 2017 College Art Association's Annual Conference presentation topics. 2017 Committee Session (90 minutes), *Art Appreciation: Contemporary Pedagogy and Trends* Additional 2017 Committee Session Proposal (90 minutes), *Teaching Non-Majors: Challenges & Success Stories*

From the Department of Music

- The Music Department held a Faculty Showcase recital on Friday February 5, 2016. Participants included Michael Gersten, Daniel Cather, Benjamin Coy, Ron Schermerhorn, Andres Lopez, Guest Clinician Jason Kihle, and Music Major Karen Escobar.

- Assistant Dean Buhidar worked with Andrew Fish to flesh out the details of the Ribbon Cutting Ceremony for the Ceramic Art Kiln Building. Dr. Reed will be in attendance with Board Members. Invitations will soon go out to all STC Administration, Fine Arts Faculty and Visual Arts Majors. PR has been notified to cover the event and the STC Culinary Department will be providing sweet treats for all the guests. A tour of the newly renovated gallery, ceramic and painting studios, as well as the new kiln building. Art work by students will be on display for guests to view.
- Assistant Dean Buhidar met with the Hiring Committee for the Program Assistant in the Fine Arts Cluster. Candidates have been selected and will be interviewed later this week.
- Assistant Dean Buhidar met with the Gallery Steering Committee to review the insurance requirements needed for displayed artwork. In attendance were Dean Gregg, Assistant Chair Charles Neumann, Library Assistant Gina Otvos, Gallery Assistant Freddy Gonzalez, as well as members from VP Elizondo's office.
- Shannon Jacobs presented a workshop on Music Entrepreneurship for music students interested in creating their own music teaching studios. Mr. Jacobs shared personal experiences and highlighted the importance of networking and visibility for success in this area.
- Assistant Dean Buhidar attended Academic Affairs Council and Mid-Valley Enrollment meetings this week. Highlights included discussions on solutions for raising the enrollment at the Weslaco campus and the process for validating and justifying new degrees and certifications.
- Dr. Bischoff and Assistant Dean Buhidar attended a special Culinary presentation on Greek food that spotlighted the work of the graduating culinary arts students.
- Assistant Dean Buhidar attended the Faculty Advising Committee meeting to review the transitional plan for implementation.
- Assistant Dean Buhidar attended the May Commencement Committee meeting to discuss and review details for the upcoming graduation ceremony.
- Assistant Dean Buhidar attended the monthly Program Chair Meeting of the LASS Division.
- Assistant Dean Buhidar attended the Forum for the Planning and Construction Director.
- Michael Gersten was video interviewed in preparation for his upcoming recital on March 4th in the Cooper Center Theatre. The video can be found on the Fine and Performing Arts YouTube Channel.
- Assistant Dean Buhidar will attend the PDC meeting later today

From the Department of Drama

- Drama department continues to work on their production of Romeo and Juliet which will open February 25th.
- School matinee for Romeo and Juliet is officially sold out. We extended the offer to another school to attend the final dress rehearsal due to the high interest this production has received.
- Posters and flyers have been received by Copy Zone for the production of Romeo and Juliet. Promotional materials will be sent out and distributed today and earlier part of next week.
- The Drama Department is making the final preparations for Romeo and Juliet. Photos were taken for press and social media on Tuesday. Tech rehearsals begin Saturday and continue until Monday when full dress rehearsals go into full effect. We are expecting a large house for our Final Dress rehearsal which will consist of students from South Texas College and Idea Public Schools.
- Cast has been set and announced for the Academic Coop production of *Between You, Me and the Lampshade.* This production consists of students producing, promoting, running and performing a production as a theatre company. Students have finished their dramaturgical and character analysis presentations and are now re-reading the script with the selected cast. Students will then share their production research presentations which looks into set, costume, PR/Marketing, sound, and lighting.
- Rehearsals and Production of "Romeo and Juliet" filled the schedule for the Drama Department this week.
- The Drama Department worked on a very successful fun of *Romeo and Juliet.* The production was sold out for every showing – Wednesday through Sunday. In addition to the public performances, the department invited area schools to attend a school matinee on Friday, February 26th which was sold out as well. Schools in attendance included: Sharyland High School, Idea Pharr, Lamar Academy (McAllen ISD), La Joya Palmview High School. Attending two of our evening performances were 80 students from Idea McAllen. This production has been one of our most successful shows this season.

Upcoming Events:

- Starr Psych Club tentatively plans to host the following signature events for spring 2016 semester:
- 6th Starr County Mental Health Awareness Conference (March 2016) - Topic: Starr Co. Mental Health Services
- Starr County's Got Talent 9 (April 2016)
- Possibly a Crossing Disciplines, (3rd Edition), if not definitely during summer 2016.
- The 5th Annual $1,000 Starr Psych Club Scholarship will be awarded in May to a graduating club member

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

University Relations

Articulation Activities

- Contacted Baylor University about the possibility of establishing a "Baylor Bound" Agreement for South Texas College. A group from Baylor will be visiting South Texas College to meet with representatives from Advising, Admissions, Academic Affairs, and other areas from throughout the college.
- Reviewing an agreement written with Texas A&M University – Kingsville in the area of Social Work to update this agreement.
- Waiting for final revisions on a articulation agreement with Texas A&M University – Kingsville in the area of Engineering.
- Reviewing an agreement with the University of Texas Medical Branch for a Physical Therapy Assistant students to enroll in their Doctor of Physical Therapy program.
- Reviewing and updating an agreement with Texas A&M University – Corpus Christi in the area of engineering.
- Contacted Kristin Croyle at the University of Texas – Rio Grande Valley regarding the signing of new articulation agreements between UTRGV and South Texas College. UTRGV has indicated that they are committed to these agreements but that their timeline has not yet allowed them to start beginning the process.

Transfer Visits

- The Spring 2016 College Fairs happened at all 3 campuses, and for the first time were attended by two buses full of seniors from Jimmy Carter Early College High school. The list of schools and programs who were in attendance:
    - The University of Texas – Austin
    - The University of Texas – Rio Grande Valley
    - The University of Texas – San Antonio
    - Texas A&M University
    - Texas A&M University – Kingsville
    - Texas A&M University – Kingsville Education Program
    - Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative
    - Texas A&M University School of Public Health
    - Texas A&M University School of Nursing
    - Texas A&M University College of Pharmacy
    - Texas A&M International University
    - Texas A&M University – Corpus Christi
    - Texas Tech University
    - Texas State University
    - Our Lady of the Lake University
    - University of Houston College of Pharmacy
    - Ashford University
    - South Texas College Bachelor's Programs
    - The University Center at TSTC-Harlingen
- Other Pecan Campus Visits:
    - Kathryn Salazar from National American University visited on Tuesday February 2, Wednesday February 3, and Thursday February 4.
    - Sam Diaz from Texas A&M University – Kingsville's office of admissions visited on Wednesday February 3rd, Wednesday February 10th, Wednesday February 17th, and Wednesday February 24th.
    - Dr. Gina Garza Reyna from Texas A&M University – Kingsville's Education program held her weekly office hours on Wednesday February 3rd, Wednesday February 10th, Wednesday February 17th and Wednesday February 24th.
    - David Torres from the Texas A&M University Rio Grande Valley Engineering Initiative visited on Thursday February 4th, Thursday February 11th, Thursday February 18th, and Thursday February 25th.
    - Bertha Maldonado from Our Lady of the Lake visited on Thursday February 4th.
    - Cyndi Torres-Beltran from the Texas A&M University School of Public Health visited on Wednesday February 8th, Thursday February 18th, and Monday February 29th.
    - Victor Villegas from the Texas A&M University – Kingsville Education program began his weekly office hours on Wednesday February 17th and Wednesday February 25th.
- Other MidValley Campus Visits:
    - David Torres from the Texas A&M University Rio Grande Valley Engineering Initiative visited on Thursday February 4th, Thursday February 11th, Thursday February 18th and Thursday February 25th.

- Cristina De Leon from the University of Texas – Rio Grande Valley visited on Monday February 8th.
- Dr. Olivia Modesto from the Texas A&M University – Kingsville Education program held office hours on Monday February 15th, Monday February 22nd, and Monday February 29th.

- Other Starr County Visits:
  - Cristina De Leon from the University of Texas – Rio Grande Valley visited on Wednesday February 10th.
- University Relations Activities
  - Hosted PhD candidate Arineh Arzoumanian, a faculty member from Pasadena City College, who is getting her degree from California State University Northridge. Her dissertation topic is Competency Based Education in Community Colleges and thought that visiting South Texas College would enrich her study. When she was here she met with Dr. Reed, Dr. Petrosian, Dr. Esmaeili, Dr. Peek and Nancy Gonzalez and observed one of Ruben Torres' classes.
- Study Abroad Activities
  - On Thursday February 4th, hosted a meeting for students interested in Study Abroad in the United Kingdom.
  - Became a registered advisor with the Gilman Scholarship to aid and assist our students with getting money to help fund their trips.
  - At the Texas Community College Teachers Association 69th Annual Convention, met with Christian Alyea from Texas Study Abroad about what their company could offer to South Texas College to make our study abroad programs more viable.
  - On February 29th, Dr. Liana Andreasen decided that due to lack of payments, the Study Abroad trip to the United Kingdom would be cancelled.
- Special Projects
  - Awarded a **HSI Excellence in Retention and Transition** award ($1,500) from Texas A&M University for the DEEA Programs. The award will be given during the pre-conference activities of the Mid Years Engineering Experience Conference in College Station on March 30th.
  - Attended FOCUS Academy Sessions on Friday February 5th, Friday February 19th,
  - Attended the Mathematics Department Meeting on Friday February 19th.
  - Attended the New Enhanced Faculty Advising Training on Friday February 19th.
  - Attended the Texas Community College Teachers Associate 69th Annual Convention in Houston on February 25th to 27th.
  - On Monday February 29th, attended a webinar for New Mathways Project Administrators which covered updates and more discussion on mathematics pathways for different majors.
  - Texas Regional STEM Degree Accelerator Grant (TRSDA):
    - On Monday February 1, hosted Joseph Shields from Gibson Consulting, one of the external evaluators for the grant about what types of data they will be looking for.
    - Continued to assist in the preparations for the Regional Press Event that occurred on February 10th.
    - On February 2nd, attended a conference with Collaborative Economics, one of the resources that Educate Texas has made available to TRSDA participants about what sort of support they can provide to South Texas College.

- On February 3rd, participated with the Regional Press Event Check-In call with representatives from Educate Texas.
- On February 4th, met with PR about concerns over the regional press event.
- On Friday February 19th, attended a planning meeting for the two-day faculty event this spring and the summer institute.
- On Thursday February 25th, attended a pre-conference workshop at the Texas Community College Teachers Association 69th Annual Convention that was sponsored by Educate Texas for members of the regional teams of the TRSDA. The focus was on pathways models and the differences between pathways defined programs and schools and cafeteria style schools. Discussion was based on the **Redesigning American Community Colleges** text by Thomas R. Bailey, Shanna Smith Jaggars and Davis Jenkins.

MHSM

- Dr. E. Jerry S. Tamayo delivered a Health and Wellness Seminar Series entitled **"Eight for Health"** last February 7, 2016 from 3:00 – 5:00 P.M. at the Edinburg Community and Better Living Center at 602 W. Wisconsin Road, Edinburg, TX. Eight essential tools to healthful living were highlighted that equipped more than 100 participants on the tools to skillfully lead them a healthy lifestyle journey.

- The Science Fair at La Joya ISD showcased the science projects of students from K-8 held at Jimmy Carter High School, La Joya on February 4, and 11, 2016. Dr. Maria Cervantes and Dr. Edwin Jerry S. Tamayo served as one of the judges.

- Dr. Edwin Tamayo met with Ms. Jessica Salinas, director of the Renaissance Health Education Institute, DHR Health Systems, together with her staff such as Ms. Sandra Mungia and Mr. Trey Ybarra, project coordinators for Nursing Education. The meeting was held last February 9 from 10:00 – 12:00 A.M. to tackle affiliation requirements and institutional agreements pertaining to the student practicum program of the BAT-MHSM.

- Dr. Edwin Tamayo met with Ms. Elaine Hernandez, Regional Director for Community Partner Recruitment of the Texas Hunger Initiative; Ms. Belinda Senteno, Regional Partnership Specialist of the Health and Human Services Commission, Community Access and Services – Region 11; and Ms. Debra Franco, Child Hunger Outreach Specialist and President of the South Texas Juvenile Diabetes Association. Held on February24, 2016 at the McAllen Chase Building, the meeting focused on developing a model involving MHSM practicum students in community immersion geared towards Hunger Initiative programs.

TMGT

- RGV Student Business Leadership & Networking Conference 2016
  Sponsors: South Texas College, The Association of Accountants and Financial Professionals in Business (IMA)
  Topics:
  - The profession
  - IMA's Certification, Certified Management Accountant (CMA)
  - IMA Accounting Honor Society
  - Career Opportunities

- The National Society of Leadership and Success meeting. Bachelor's Club activities coordination.
  Spring 2016 meeting
  STC current events
  Bachelor's Programs news
- APICS Rio Grande Valley
  Rio Grande Valley Chapter; meeting at South Texas College, Pecan Campus
  Dr. Garza is board member of the chapter
  Professional Development activities planning for active members: professionals, faculties, students
- College Fair Spring 2016, Pecan Campus
  Several regional and State colleges and university present their baccalaureate programs to STC students. TMGT was part of the STC Bachelor's Programs options presentation. College Fair Spring 2016, Rio Grande City Campus (same as 02/22/16). College Fair Spring 2016, Mid-Valley Campus (same as 02/22/16)
- Texas Community College Teachers Association
  69th Annual Convention, Huston, Texas. Dr. Plaza, Bachelor's Programs faculty in attendance. Theme: Power of Partnerships
  Main topics: College Teachers: Good, Better, Best
  Financial Planning
  Economics sessions
  Philosophy sessions

Computer Science and BAT in Computer & Information Technologies

Mid-Valley College Fair

The Mid-Valley Campus in Weslaco held a College Fair on February 24. Joseph Perez (taking photo), J. L. De La Cruz and Dr. Benito Garza represented the Computer Science and Technology Management Departments in informing perspective students to STC BAT programs.

- Dr. Montiel, discussed future plan for Starr County Campus. Also discussed the success Starr County Campus has had on student enrollment and how to further improve enrollment with aggressive recruitment. Dr. Arturo Montiel, Starr County Campus Coordinator and Mr. Juan M. Hernandez,

BIOLOGY

- Mario Estrada - I recently participated on a webinar provided by South Texas College. The webinar was a training or demonstration on the new blackboard collaborate. This coming Fall 2016 the school is moving up to a different format on blackboard collaborate. This new format is blackboard collaborate ultra. This new format is important for any faculty trying to use virtual office hours for online classes as well as for face-to-face. I also attended the Mid-Valley Advisory committee. This committee is deals with discussions about events that are taking place in the Mid-Valley Campus as well as throughout the school.
- Visit by Melissa Elizondo from Marrow Registry. The objective was to recruit students to sign up as potential bone marrow donors. The registry tries to sign up as many donors as possible to provide matches for sick people who desperately need a bone marrow transplant of the correct characteristics. By allowing and encouraging these visits, STC participates in the awareness of the needs of bone marrow patients, and helps to alleviate a big problem.
- The Biology Club in Starr County Campus visited and did volunteer work at the Roma Bluffs Birding Center in Roma, Texas. This center provides a place for birds to rest and feed and an opportunity for people to watch the great variety of bird species present in the Rio Grande Valley, both native and migratory. The center works only with volunteers and there is many chores that need to be done, such as cleaning the yard, tending the gardens, mixing up bird feed, greeting visitors, and other activities. As part of community service, the Biology Club contributed with work time. After the work, we spent some time also watching birds.

- The Biology Club in Starr County Campus, hosted the Dental Health Awareness Week in our campus. A table was set in the main hallway of Building E with information about proper dental hygiene. With the sponsorship of Dr. Norberto Cantu, D.D.S., a local dentist, more than 100 packages with dental brush, floss and paste were distributed among the students that stopped by for information. This activity is in line with the stated mission of the club to promote health awareness, particularly on issues affecting our communities. We would like to extend our gratitude to Dr. Cantu for his support in this activity.

- The Biology Club in Starr County Campus, visited the More Recycling Center in Roma, Texas. This center is dedicated to decrease the amount of solid wastes that occupy our landfills by recycling up to 50% of the total waste collected. The center is starting operations and is in need of assistance both financially, with labor, and with consulting services. The Biology Club, in conjunction with the Sociology Club of Starr County Campus, offered time to help in labors of cleaning up roads, and sorting out solid wastes (see photos). There is the possibility of an association between this facility and STC, with our institution providing consulting services in the form of business plans, operating procedures, and creation of literature aimed to educate the community about recycling. This is also in line with the Club's objectives and mission: to impact positively our communities and to make the world a better place.

- Monica Garza - Participated as a science fair judge for grades Pre-K through 5th. Topics included Life Science, Earth Science and Physical Science. As a judge, the primary observations included: Did the student understand the concept of the project? Was the project authentic? Did the student exemplify creativity? In higher grades, 3rd through 5th, students needed to satisfy the steps of the scientific method; the purpose, a clearly stated hypothesis, an experimental design and results. Please note; no students were interviewed during the judging.
- David Gutierrez - On Feb. 18, 2016 I participated as a judge In a science fair in La Joya School District. I was assigned to an Earth Science section. My responsibility was to Judge science projects ranging from: Why the ocean does not Freeze to which type of soils grow plants better. There were 4 parameters being measured: (1) Creativity, (2) quality of research, (3) organization of the Scientific method, and (4) cleanliness and neatness.

- Dr. Athena Lemus Wilson - Feb 04 and 11- Biology Club Preparations for RGV Coastal EXPO: Each year biology club students are trained in recycled paper making, the carbon cycle and C02 emissions and the importance of conservation to our environment. Training of students for this community event along with poster making generally takes about 5-6hours.

- Student Engagement and Community Outreach. 9:00am- 2:00pm -6hrs, Science Olympiad is a National event that was coordinated by members of the Chemistry department. Middle School and High School students in the RGV participate in the annual event designed to engage students in science and mathematics and promote friendly competition among school districts. Atenea Garza, Sandra Espinoza and I, each participated in one of the cell biology or anatomy and physiology competitions. Pictures are pending!
- The Catholic Campus Ministry held their first even this semester which included the "Blessing of the backpacks" and purses, bags, etc. for students, faculty and staff. The event was done by the flagpole at Starr Campus and was led by Father Thomas Sepulveda of the Catholic Dioceses of Brownsville.

- February 25, 2016—Biology Club STARR: Dental Health Awareness. The Biology Club of Starr Campus, together with Dr. Norberto Cantu's dental clinic, hosted a booth for Dental Health Awareness month. The club members set up a small visual which included information about dental health and handed out bags with accessories for dental hygiene. The event took place at the Starr Campus E-building from 2:30 p.m. to 4:30 p.m.

- February 27, 2016—Biology Club STARR: Recycle. Members of the Starr Campus Biology Club and Starr Campus Sociology

Club joined forces on February 27, 2016, in an effort to learn more about a local recycling center. Together, the students learned about different techniques used to sort, label and categorize recycled products. Additionally, students volunteered by helping clear out some areas that were occupied by material waiting to be processed for recycling.

- Mr. Oziel Moreno, owner of More Inc., outlined the process of recycling and explained how he has been involved in is major initiative for approximately 10 years now. Interestingly, he began with a vision to create different things with solely recycled materials. Mr. Moreno has begun constructing a small home on the property built of recycled goods. All in all, the event was a major success!

- Dr. E. Jerry S. Tamayo delivered a Health and Wellness Seminar Series entitled "Eight for Health" last February 7, 2016 from 3:00 – 5:00 P.M. at the Edinburg Community and Better Living Center at 602 W. Wisconsin Road, Edinburg, TX. Eight essential tools to healthful living were highlighted that equipped more than 100 participants on the tools to skillfully lead them a healthy lifestyle journey.
- The Science Fair at La Joya ISD showcased the science projects of students from K-8 held at Jimmy Carter High School, La Joya on February 4, and 11, 2016. Dr. Maria Cervantes and Dr. Edwin Jerry S. Tamayo served as one of the judges.
- Dr. Urbain Tchoua - Bone Marrow Drive: In cooperation with Mrs Sandra Espinoza, Biology Faculty, I invited on 2/11during my class session of BIOL 2401-GO1 from 10:00am-12:50pm in STRCC-Room C-317 Mrs Melissa Elizondo from the Match Bone Registry Services to come talk about the importance of be an organ donor. Upon her presentation a Bone marrow drive was launched and a third of the class made a step forward in registering.
- Blood Drive: Following up the workshop of United Blood Service I have attended last month, I invited into my BIOL 2401-GO2 & BIOL 2042-GO2 classes on 2/17 in STRRC-Room E2-304 between 10:00AM – 12:50PM and 1:00PM-3:50PM Mrs Assalia Belmares, a Donor Recruitment Representative at United Blood Services. She talked about the upcoming (March 8 & 9) National Cesar E. Chavez Blood Drive Challenge that will be help across the college campuses. Students were encouraged to make a pledge of blood donation by signing a commitment sheet. More than half of both classes committed to play this role of a "hero for a cause".

- Professional Development: February 1-3, TRACS (Texas Regional Alliance for Campus Sustainability) Summit hosted by UTRGV, SPI Convention Center, attended Eco tour of Brownsville Ship Channel area, attended general sessions, visited exhibit booths and student poster presentations, and break-out sessions including some of the following: water conservation, urban forestry,

permaculture, integrating sustainability into the curriculum, Valley Proud Council, delving into the campus microbiome. College Service: February 4, Faculty Handbook Review Committee, 10am-noon, D106

- Feb 5, 7AM-2PM Subtropical Agriculture and Environments Society annual meeting. More than 150 attendants learned about the present state of subtropical agricultural climate in the Rio Grande Valley. Topics included meteorological update, ocelots in RGV, New crops in RGV, Cattle Tick fever, Mexican Fruit Fly, etc. Student presentations took place in the afternoon. Election of new officers resulted in my post as president –elect for 2016/2017. On stage, recipients of the prestigious Pott's Award.
- Feb 11, 4PM Met with Student activities specialists and director and Student Government Association president encourage more student/faculty and staff participation. At present, our team called "Team Jaguar" has 61 members and has completed 860 miles for week one. The duration of the program is only 8 weeks. The total distance to walk is 833. We have already passed that distance!

- Feb 20, 8AM-1PM Walk Across Texas Kick Off Meeting. STC Wins Big at Walk Across Texas/ Healthy South Texas Kickoff Event Several students from Team Jaguar attended the event on Saturday morning to give away fresh fruits to the community, promoting healthy eating habits. Our local resource came from Weslaco's Farmers Market. . The event was held at Edinburg city hall courtyard and sponsored by Texas A&M Agrilife Extension and Healthy South Texas Council. Senator Chuy Hinojosa participated in the ribbon cutting to initiate the 8 week long endeavor to cross Texas, being a total of 833 miles. The STC team of 60 students already covered 931 miles at the end of week 1. Jerry actually won the obstacle course in competition with other mascots. Team Captain, Dr Debbie Villalon promoted the team in the biology department to encourage students to learn more about physical fitness and healthy nutritional habits. Other vendors included RGV farmers with fresh produce, HEB UTRGV Health Science center, police department, Edinburg regional medical center, South Texas Juvenile Diabetes Association, etc.

Physical Sciences

The Physical Science Department: The department faculty and staff participate in a number of community service and student engagement projects. This activity report highlights only a portion of the contributions made by the department faculty and staff to facilitate student learning and student success at South Texas College

Department

- Mr. Eduardo Benavides attended South Texas STEM Coalition meeting in Kingsville hosted by Dr. Nix, Texas A&M University for Mr. Knecht on Feb 19.Topics of interest included STEM activities and programs at South Texas and Coastal Bend High and Middle schools. News on STEM related programs in Community Colleges in Laredo, and in Southwest Texas Jr College, Del Rio. Mr. Whipple, Southwest Texas Jr College, Del Rio, announced an Associate's degree in engineering that he hopes will serve as a standard general engineering degree that Texas universities will accept in lieu

of multiple 2+2 agreements between various community colleges and universities. He stated that UTSA has already accepted it.

- Dr. Reginald Gonzales, Pre-Pharmacy Club Sponsor, accompanied South Texas College students Taylor Alcantar (club president), Shean Benares, Brandon Garza, Daniela Aquilar, Diana Zavala, and Alex Gonzalez to Texas A&M School of Pharmacy Colloquium held on Feb. 27th in Kingsville. The colloquium was sponsored by the Cultural diversity committee at the school of pharmacy and was attended by approximately 30 participants from the lower part of Texas. Dr. Greg Sawyer, TAMU School of Pharmacy faculty, presented on the path of healthcare profession, career types with pharmacy, and informed the participants of the training and licensures needed by pharmacist.

- The 10th Annual RGV Science Olympiad was held on Feb. 27th at the Pecan campus. The Physical Science and Biology faculty and staff along with student volunteers coordinated approximately 28 science events. Over 300 middle school and high school students from the Rio Grande Valley, Boerne, and San Antonio competed to demonstrate their mastery of STEM related topics. Dr. Shirley Reed and Dr. Ali Esmaeili presented medals and trophies to the winners.

- Physical Science Department meeting was held on Feb. 12th and was attended by most of the faculty and staff. The items discussed included updates to the upcoming SACS visit; Mid-Valley and Pecan building; summer and fall schedules; department travel and capital budgets; and a presentation on Quality Maters was given by Dr. Padilla. Additionally, the department faculty agreed to eliminate pre-requisite and class size overrides for Chemistry, Engineering, and Physics courses. The Astronomy and Geology faculty agreed to continue with pre-requisite overrides as needed. The Physical Science faculty agreed that concurrent enrollment in Physical Science class was acceptable.
- Dr. Karlos Moreno, Dr. Gevorg Sargsyan, Dr. Joe Studer, and Dr. Enriqueta Cortez attended a Meeting with Cengage representative about OWLv2 and MindTap on Feb 12. Cengage representative, Alex Caballero, introduced the Chemistry Faculty to Labskills works and can be used as a supplement to our lab courses (Gen chem and Organic). Dr. Khalid Mirza joined the discussion on the recommended Organic Lab manual changes. Alex informed the faculty that Cengage specialist will work with STC faculty to modify the lab experiments to meet STC lab needs and that he will work with us to help keep cost low.
- Dr. Karlos Moreno, Dr. Ludivina Avila and Dr. Joe Studer traveled to Texas A & M, Kingsville to attend the South Texas Local Section Meeting of the American Chemical Society on February 12, 2016. The Chemistry Club at South Texas College attended the meeting to present their chemical demonstrations and discuss their community service activities to the local section. They were also recognized for their contributions.

- Dr, Enriqueta Cortez visited PSJA Memorial High School (Jan. 26th) and La Joya's Thelma Salinas High School (Feb. 4th) to meet with Dual Enrollment Chemistry faculty to review the lab facilities and available equipment. Dr. Cortez worked with the faculty to address concerns and assure compliance with STC Chemistry program requirements.
- Dr. Enriqueta Cortez visited PSJA Thomas Jefferson High School on Friday February 5th address concerns brought forth by Lab Specialist I, Ms. Maria Castillo and Chemistry Instructor, Dr. Oscar

Rodriguez. Dr. Cortez met with the high school principal and the science department chair to address issues related to prep room safety, glassware cleanliness, and chemical storage.

- Dr. Enriqueta Cortez and Dr. Murad Odeh met with PSJA ISD personnel on Friday February 5th to provide input into the design of science lab rooms for the PSJA Collegiate Academy.
- Dr. Enriqueta Cortez met with Pecan Campus STEM building design firms to give input into the design of the Chemistry Labs. The lab personnel prepared updated equipment needs, chemical lists, pictures of existing chemical storage, and pictures of existing equipment to share with engineering firms.
- Dr. Pramod Lamicchane helped the La Joya ISD Elementary Science Fair as a Judge on Tuesday, Feb 09, 2016.

- Dr. Pramod Lamicchane arranged for Pearson Publishing to present an afternoon session on Feb. 12th. Pearson personnel provided Physical Science Faculty (Mr. Lopez, Mr. Doney, Dr. Nandigam, Dr. Wahid, Mr. Hinck, and Mr. Punsalan) with information on their available Physical Science textbooks and available technology. Additionally, Dr. Nandigam presented on the lack of available open resource books for Physical Science courses. The faculty will continue to meet with other publishers.
- Dr. Enriqueta Cortez participated in Lean training sessions held by Human Resources. She worked with the team to more efficiently attract and process Adjunct faculty to STC.

CHEMISTRY

- Dr. Subrata Manda completed Blackboard Collaborate ***ULTRA online training which*** is tailored to offer a more user friendly experience on Friday 26, 2016
- Dr. Subrata Mandal researched on Computer interfaced Technology and communicated with Dr. Studer and Dr. Cortez. He has researched on computer interfaced technologies suitable for our students. I found the following website: http://microlabinfo.com/. Using Microlab technology we could measure pH, gas pressure, temperature, time, etc along with spectroscopy studies.
- Dr. Khalid Mirza held three meetings with the committee members on the text book committee to work on a Organic Chemistry Lab manual for CHEM 2423.
- Dr. Khalid Mirza helped students during extra time.
- Dr. Subrata Mandal researched and wrote a modified procedure for Molar Mass Determination by Freezing Point Depression lab.
- Dr. Oscar Rodriguez attended Faculty advisor meetings. Reviewing progress of the on-line modules and discussion with advising department on transition plan. He also presented to the Developmental Math department, the Academic Math department and the Computer Science department to promote and give update on faculty advising. Dr. Rodriguez spent time developing the third module of the on-line training including presentation slides and producing a narrated video for the blackboard shell.
- The Chemistry club held officer meetings (Tuesday Mornings) and regular meetings (Thursday afternoons) every week. During these meetings, travel plans for students expected to attend the ACS meeting were prepared. A new treasurer was elected to replace our treasurer who had graduated during the Fall semester. Dr. Karlos Moreno and Dr. Ludivina Avila worked closely with the students.
- Dr. Karlos Moreno attended TLA Meeting on Feb 5. During this event we received final training on Faculty advising. Upon completion of this many of us were certified Faculty advisors.
- Joe Studer, Ph.D. attended the Inventors and Entrepreneurs Network (IEN) at the McAllen Chamber of Commerce on the 26th of February. The IEN meeting spotlighted a group of local technology

entrepreneurs in their pursuit of success. The meeting included a panel session during which the participants discussed the path they are on, their challenges and the future direction of their ventures.

ENGINEERING

- Mr. Rommel Garza assisted STC's photographer for the making of the departments' retractable banner. As a result, the engineering department will have promotional banners to display on campus and to all special events where STC is participating in.
- Mr. Martin Knecht and Dr. Enriqueta Cortez met with Mr. Mario Morin and STC grant office personnel to review the NSF sub-grant award.
- Mr. Martin Knecht continued to work with Dr. Nix from TAMU Kingsville to finalize the 2+2 Engineering Articulation agreement. Mr. Knecht and Dr. Enriqueta Cortez met to review the requested changes.
- Mr. Martin Knecht initiated conversations with UTRGV regarding developing articulation agreements for the different Engineering programs.

PHYSICS

- Dr. Guanghua Xu extra office hours to answer questions from students through the month. Students met with Dr. Xu in G110 or in his office to review concepts.
- Dr. Guanghua Xu Attended Chinese New Year celebrations for RGV Chinese community on 2/7/2016 and 2/13/2016.
- Mr. Jeremey Hinck attended the RGV Regional Science and Engineering District Fair on February 13th at the UTRGV Brownsville Campus, serving as a judge to rate High School students' Science and Engineering projects.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

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

- **Office of Student Life at the Mid-Valley Campus**
  Sponsors many events during each month for the benefit of students. Events can range from promotional Student Government events to fun events for the students.
  - Club Recruitment Fair – 2/3/16
  - SGA Club Meetings – Tuesdays and Thursdays at 4pm
    - SGA Executive Board Meeting
  - SGA/SLA Kick Off – 2/2/16
  - Intramural Sports Basketball, Football and Volleyball– Several times per week at Wellness Center
  - Jersey Day/Tailgate Party – 2/4/16
  - SGA Promotion/Blood Drive Recruitment – 2/8/16
  - Mardi Gras Photo Booth – 2/8/16
  - Mobile Blood Drive – 2/10/16
  - The Dating Game – 2/10/16
  - Valentine's Day Celebration – 2/11/16
  - SLA Workshops – Every Tuesday at 2pm
  - Early Voting Booths – 2/19 & 2/22
  - STC Pong – 2/17 & 2/24

- **Active student organizations at Mid-Valley Campus**
  Student clubs meet weekly or bi-monthly to discuss upcoming club events. The student clubs also host other events which are listed below.
  - Psychology Club Meeting – 2/9/16
  - Page Turners Club Meeting – Every Thursday at 4pm
  - Political Science Club Meeting – 2/10/16
    - Democratic Debate Watch Party 2/11/16
    - Fundraiser -2/17/16
    - Congressional District 15 Candidate Meet-and-Greet with STC Students – 2/24/16
  - Criminal Justice Club Meeting – Every Monday and Wednesday at 1pm
  - Photography Club Meeting – Wednesdays at 2:30pm
    - Button Sale – 2/8/16
  - Mid Valley Campus Spanish Club Meeting – Every Tuesday and Thursday at 2:30pm
  - United Methodist Student Movement – Every Wednesday at 1:00pm
  - Social Work Club Meeting – Every other Tuesday at 4pm
    - Presentation/Guest Speaker Emma Menchaca from CPS/Rainbow Room – 2/23/16

- MVC Library Services

The library celebrated Black History Month with special guest speakers and movies.

- Richard Paul and Steven Moss "We Could Not Fail: The First African Americans in the Space Program"– 2/15/16
- Movie "They Pursuit of Happyness"

- **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. Students gain valuable information from the workshops and presentations.

  - Computer Science Cyber Security Club meets every Friday at 12:30pm
  - Dual Enrollment Academies College Tour Parent Meeting – 2/25/16

- **Counseling Department**

  Throughout the month, counseling department organize a variety of workshops for students in different areas of disciplines.

  - Adjusting to College Life Workshop – 2/11/16
  - Counseling and Student Disability Services at STC – 2/17/16
  - Eating Disorders Screening and Information Table – 2/18/16
  - Building Healthy Relationships Information Table – 2/24/16
  - Building Healthy Relationships Presentations – 2/25/16

- **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:

  - Pipe Welding
  - Metal Arc Welding
  - Welding

- **STC Departmental Trainings and Workshops**

  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.

  - Child Development Center – Parent Workshop – 2/26/16
  - ELCT Department – Help Desk Troubleshooting – Monday, Tuesdays and Thursdays at 8am
  - University Relations –
    - TAMUK Engineering Initiative Information Table – Every Tuesday and Thursday at 8am
    - UTRGV Representative Information table – 2/8/16
    - College Fair – 2/23/16
  - Office of Student Rights Information Table – 2/4/16
  - Philosophy Department – 11th Annual People for Peace and Justice -2/13/16
  - Career Placement Services Dept. Resume and Interviewing Workshop – 2/17/16
  - Sociology Dept. Transgender 101 Presentation – 2/17 & 2/18
  - Office of Judicial Affairs Student Meeting – 2/17/16
  - Valley Scholars Meeting – 2/19/16

- IAM Dept. – ESL Training, OSHA & Industrial Electrical Classes
- Education Department – UTRGV College of Education Information Table 2/24/16
- On Campus Visit/Open Forum for Internal Auditor – 2/22/16
- On Campus Visit/Open Forum for Facilities Planning and Construction Director – 2/25/16
- History Dept. – Student Gardens and Women's History Projects

➢ **The STC Mid-Valley Campus -** Meeting location for many local organizations to host their events:

- VIDA- Hosts counseling sessions for NAH students several times a week.
- RGV Quilt Guild holds their classes and organization meetings several times throughout the month.
- Manrique Custom Vision had information table with STC Faculty and Staff discount rates.
- Gideons distributed bibles to students.

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Communicating with county officials to prepare for annual county fair
- Submit request for slot on Roma ISD school board presentation
- Submit request for slot on RGCCISD school board presentation
- Coordinate with RGCCISD Director of Counseling to provide recruiting visits
- Coordinate with Roma ISD Counselors for recruiting presentations
- Continue work with Campus Ministries to provide snacks for students in J building
- Working with Math Department to promote Mathways Project
- Continue work with Puente to encourage recruiting
- Waiting for response ISD Starr County for spot to present to school board
- Recognition ceremony ISD counselor training completion
- Scheduling recruiting tours with ISD Starr County
- Working w En Lace Newsprint for add space
- Working w Town Crier newsprint for add space
- Coordinating w Catholic Campus Ministries to offer snacks in J building
- Coordinating w Head Start TMC to offer training on campus
- Established student community room J building for Campus Ministries to serve refreshments.
- Launching Enrollment Campaign with ISD counselors for regular visits
- Meeting w all ISD principals for recruiting visits
- Coordinating with PR for new signage and yard signs for campaign
- Working w local newsprint for advertising
- Preparing for community outreach for recruiting business program
- Preparing for Starr County Youth Fair
- Working w La Joya ISD to host ECHS campus tour
- Preparing events for community faith-based groups
- Coordinating campus faith groups in J building
- Visiting RGCCISD counselors in field
- Working with Enlace newsprint and Town Crier for flier
- Working with Valley Metro to advertise bus route to Roma

Campus Events

- TMC Staff Meeting 2/3
- Club Recruitment 2/3
- Office of Students Rights & Responsibilities 2/3
- Student Leadership Academy Kickoff 2/4
- Super Bowl Jersey Day & Tailgate Party 2/4
- Student Leadership Dual Enrollment 2/5
- The Dating Game 02/09
- Staff Meeting 02/09
- Head Start TMC “Redirecting Behavior” 02/10
- University of Texas Rio Grande Valley Track Transfer 02/10

- Ash Wednesday Mass 02/10
- Advising Recognition Ceremony 02/10
- Valentine's day celebration 02/11
- Student Leadership Academy- Cultivate your Vision 02/11
- District One Retired Teacher Association 2/17
- Celebrating Black History Month- Movie "Selma One Dream Can Change the World" 2/17
- Teacher Retirement SCRSEA 2/18
- Student Leadership Association "Creative Thinking" 2/18
- Valley Scholar Student Meeting 2/19
- Student Leadership "Dual Enrollment Academy's" 2/19
- Substitute Teacher Class 2/20
- Open Forums: Candidate for Internal Auditor 2/22
- National Eating Disorder 2/23
- Spring 2016 College Fair 2/23
- La Joya High School 2/23
- Head Start TMC 2/24
- 9th Starr County Role Models Get Inspired Conference 2/24
- National Eating Disorders 2/24
- The Facts About Self-Harm and Suicide 2/24
- Student Leadership Academy "Leadership Styles" 2/25
- Open Forum 2/25
- 4vs4 Flag Football Tournament 2/26
- Student Leadership Academy " Dual enrollment Academies" 2/26

Facilities Related

- Remove weathered sign from bookstore area (Barnes & Noble).
- Smoking tent moved to center of campus due to student requests and construction
- Work order submitted for ADA door building E South side difficult to open
- Maintenance for amphitheater submitted for paint
- Request submitted to replace furniture building H Student Activities
- Moving bench seating to provide for smoking area
- Submitted request for repair of storage fenced in area
- Preparing for presentation of new bond construction
- Reworking roof leak in E building
- Refurbishing wooden fence near center of campus
- Checking maintenance schedule for cleaning E building
- Checking vending machines for service
- Many security cameras on campus non functional
- Reworking media support procedures for faculty
- Monitoring classroom temperature too cold in many rooms
- Scheduled staff meeting Early February
- Scheduled Faculty meeting late February
- Coordinating w DE for faculty liaison to provide training
- Coordinating to develop Student Success initiative
- Completion of storage space wood fence on campus

Yvette Gonzalez and April Castaneda
Project Managers - Academic Affairs

Academic Affairs Highlights

- Emailed program chairs and faculty about submitting Highlights on student/program successes. Completed highlights:
  - Kappa Beta Delta Induction Ceremony
  - 5th Annual Business Professional of American Competition
  - Mid-Valley Political Science Club hosts "Watch Party"
  - Mid-Valley Political Science Club participates in Club Fair
  - Rio Grande City 'Keepin' It Rio' Art Walk
  - IMA Student Business Leadership & Networking Conference
  - 2016 Most Affordable Online Colleges & Degree
  - ACTA 18th Cohort Kickoff
  - FOCUS Academy Spring 2016 Kickoff
  - IMA Student Business Leadership & Networking Conference
  - Child Development Peace & Play Day
  - Guest Author: 'A Reading' with David Bowles
  - Starr County Campus Role Model Conference
  - VITA Program: Free Tax Return Assistance
  - Starr County Psychology Club attends Eating Disorder booth by Counseling Dept.
  - Starr County Psychology volunteers at Starr County Youth Fair
- Continued to email supervisors, department/program chairs to submit student/program successes

Projects (development, data compilation, design, publication)

- Continued assisting with compilation and updating documents for NAH ADN prospective student guide and webpage
- Finalized the ADN flowchart
- Continued working on BAT Booklet
- Created design work for Applied Baccalaureate Programs Summary page
- Created design for La Joya Teaching Center promotional flyer
- Created design for STC Faculty Retiring Ceremony invitation
- Assisted VP Garza with formatting and the Proposed Amended Student Admission binder
- Created design for VP Garza's Proposed Amended Student Admission binder
- Created design for NAH Division Information Booklet
- Reviewed NAH Division booklet draft for improvements and corrections

Reports (development, data compilation, design, publication)

- Assisted PR with gather Dual Enrollment student and parent quotes
- Follow-up with RAS and BAS-OL Department regarding program data as of Fall 2015.
- Submitted request for cohort update on GOT Program for Fall 2015 to RAS
- Follow-up with Distance Learning and Child Development regarding presentation development and review
- Worked with HR to gather faculty names that will be retiring
- Assisted with development of BAS-OL presentation for TAB Conference Feb. 17-19, 2015
- Assisted Professional & Organizational Development update Academic Affairs presentation for ACTA

- Submitted data request to RAS regarding La Joya Teaching Center's enrollment, graduates
- Follow-up with HSPS, Continued Ed., and RAS regarding requesting information for La Joya Teaching Center for upcoming advisory committee

Honors Program

- Reviewed student online application submission on behalf of Academic Excellence Dept.

Grant Project

- Perkins Grant – Assist with emailing the Perkins Grant owners to submit bi-annual report

Student Course Evaluations

- Communicated with Reporting Team and Curriculum & Student Learning Dept. regarding scheduled uploads, drop uploads, & related items to the Smart Evals site for Spring 2016.
- Facilitated with email distribution for scheduled Spring 2016 course evaluations and send updates for ongoing evaluation periods to Curriculum & Student Learning Dept.

Meetings

- STLA for Staff Committee Meeting: Jan. 26
- Hiring Committee Meeting for Math Faculty Secretary: Jan. 29
- Held Beacon Mentoring Session: Feb. 1st
- Review with Curriculum & Student Learning Dept. Smart Evals process: Feb. 1st
- Meeting with ALA team to discuss project: Feb. 2nd
- Attending meeting to discuss Carl Perkins with new Academic Grants & Projects Officer: Feb. 3rd
- Meeting with PR to review ADN webpage redesign: Feb. 4th
- Participated in monthly ALA training: Feb. 5th
- Meeting with OPOD to discuss Faculty Retiree Ceremony: Feb. 9th
- Meeting with ALA team to discuss group project timeline: Feb. 9th
- Participated in Math Secretary Hiring Committee: Feb. 11th
- Meeting with NAH Team to review Prospective Guide: Feb. 11th
- Participated in College Wide Organizational Development Day: Feb. 12th
- Attended EWDC meeting for Distance Learning & Faculty Emeritus presentation: Feb. 16
- Meeting with OPOD to discuss Faculty Retiree Ceremony: Feb. 17th & 19th
- Attended meeting for Faculty Evaluation Module Online: Feb. 17th
- Attended meeting for Civitas Overview: Feb. 18th
- Meeting with PR to discuss updated NAH ADN webpage: Feb. 19th
- Attended webinar for Online Catalog: Feb. 19th
- Attended Academic Council Meeting: Feb. 22nd
- Attended Faculty Spotlight Meeting: Feb. 23rd
- Attended Academic Challenge Taskforce Meeting: Feb. 26th

Maricela Silva
Officer - Academic Grants and Projects

Grant Oversight

- **Carl Perkins**
  - Departments within Academic Affairs will submit their sections of the Perkins final report to Maricela by March 2. The completed document is due to the Grant Compliance Office by March 7. Sent reminders and called leaders to follow-up.

- **Texas Regional STEM Degree Accelerator (TRSDA) Grant – Phase 2**
  - Attended TCCTA Conference in Houston to attend TRSDA mandatory meeting.
  - Met with Joseph Shields, Evaluator for TRSDA Grant, to discuss next steps, future data collection & evaluation.

- **NSF STEP Grant (Subaward, a Collaboration with UTRGV)**
  - Met with Mario Morin, Martin Knecht, Enriqueta Cortez, Dr. Champion, Compliance Team, and others to discuss next steps, expectations, and learn more about the grant.
  - Follow-up meeting with UTRGV scheduled for March 2nd.

Academic Projects:

- **Miscellaneous**
  - Attended meeting with Grant Department and UTRGV representative to learn about the CAYUSE program and how it can enhance grant development.
  - Attended meeting with EduGuide President, Dr. Plummer, and others to learn about EduGuide's products and how they will help improve student success.
  - Attended HR training: Spring Supervisor Symposium.

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Coordinated the Scheduling of courses for each ALC to improve utilization and grant compliance.
  - Collaboration with Dean Mario Reyna, to identify a new location for the Tier 2 in the Tech campus expansion. The new location is room 215.
  - Collaboration with campus administrator, Daniel Montes to designate a Tier 2 ALC. In existing construction. Planning a visit to the Mid-Valley Campus to review options.
  - Meeting with Dr. Odeh, Lee and Sandra to discuss furniture options for the ALCs.
  - Approved the hiring of the Faculty Development Trainer.
  - Submitted updated furniture quotes for the Faculty Development Trainer.
  - Completed reference checks for the Faculty Development Trainer.
  - Completed the Staff Search Committee Request for the Instructional Coach. The position has been reposted in efforts to attract a larger pool of qualified applicants.
  - NOEs submitted for the seven fall FOCUS Academy participants who finished the Rounds Process in January and early February. All the fall participants have completed the required activities.
  - Worked on creating a Memorandum, Statement of Commitment and Tracking form for Sandra Ledesma. In the absence pf an instructional coach more assistance is needed to complete the observation of the ALCs for the evaluation plan.
  - Continued efforts to coordinated the scheduling of courses for each ALC to improve utilization and grant compliance.
  - Continued efforts to coordinate the scheduling of courses for each ALC to improve utilization and grant compliance.
  - Emailed faculty instructing in the ALCs a date and time for their observation.
  - Revised the observation form for the ALC evaluation plan.
  - Began observations of the ALCs for the grant evaluation plan at the Pecan and Tech Campuses. Working with Sandra Ledesma to refine the form and complete observations. Starr and Mid-Valley Campus visits are planned for next week.
  - Reorganized C111 and G101 to accommodate new glassboards and improve flow within the room.
  - Continued efforts to coordinate the scheduling of courses for each ALC to improve utilization and grant compliance.
  - Continued to revise the observation form for the ALC evaluation plan.
- **FOCUS Academy**
  - Continued communication with participants to ensure a full cohort.
  - Working with Dr. Ledesma to schedule Rounds observations.
  - Observed a faculty member as part of the Rounds process and provided additional strategies to assist in pacing and collaboration.
  - Presented the guidelines of the grant at the kickoff and assisted with the session. Planning some minor revisions to the fall kickoff.
  - Continued collaboration with Dr. Ledesma to schedule Rounds observations.
  - Observed a faculty member to complete the Rounds process requirement.
  - Co-facilitated the FOCUS Academy with Sandra Ledesma.

- Documented the attendance records for attendees and continued correspondence with participants.
- Co-facilitated and prepared materials for the FOCUS Academy.
- Documented the attendance records for attendees and continued correspondence with participants.
- Presented to Business and Technology Program Chair meeting to review the FOCUS Academy, eligibility for teaching in the ALCs and the future Tier 2 ALC location.
- Faculty engagement in the FOCUS Academy is at all-time high. Power group ▪π, Jonathan Bell Robin Bell, Richard Coronado, Delia Magdaleno, and Pooja Rishi created t-shirts to don their logo and treated all participants to apple pie. Other power groups collaborated to launch interdisciplinary conversations on the use of creative hooks and best practices.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Attended Starfish Kickoff to review the program and implications for Faculty Advising.
  - Attended the Starfish Planning Workshop.
  - Attended the Faculty Advising Steering Committee Meeting.
  - Attended the Faculty Advising Transitional Plan Meeting.

Component 3

- **Enhancement of Technology Infrastructure**
  - Reviewed Starfish Kickoff to review the program and implications for Faculty Advising
  - Meeting with Eddie Diaz to review the AV rack he designed for the Tier 2 ALCs.
  - Worked with Eddie Diaz to finalize the AV needs for the Tier 2 ALCs and begin quotes for equipment.

Management/Compliance

- **Department of Education**
  - Completed Annual Progress Report (APR) for the Department of Education.

- **South Texas College**
  - Participated in Ambassadors Cross-Training Academy (ACTA).
  - Preparing offices in C116 and C115 for the Faculty Development Trainer and Instructional Coach. Furniture and equipment requests have been submitted.
  - Collaboration with David Passero to prepare a fiscal adjustments in preparation for the bond construction projects.
  - Participation in ACTA
  - Assisted the STEM Grant Director with Memorandums, Statement of Commitment and Tracking documentation for the STEM Grant.
  - Attended the Civitas Overview Event.

- Extended hiring date for Instructional Coach position from February 24th to the 26th in effort to improve the hiring pool.
- Attended the Fiscal Policy Meeting hosted by the Business office.
- Participated in the Bond Program Furniture Kickoff to begin planning for the furniture orders.
- Attended the Planning and Development Council Meeting.

Highlights

- Department of Education APR due February 1st.
- FOCUS Academy – February 19th
- Faculty Advising Steering Committee Meeting – February 19th
- Academic Affairs Council Meeting – February 22nd
- Instructional Coach position closes – February 24th
- FOCUS Academy – February 26th
- ALC Observations February 22nd – March 11th
- FOCUS Academy – March 11th

Kristina Wilson
Associate Dean – Curriculum and Student Learning

Curriculum

- Completed January College-Wide Curriculum Committee meeting minutes.
- Compiled test plan for DW 4.1.4 testing scheduled for Friday, February 5th.
- Assessed registration error for the Testing department and worked with TR to provide a solution.
- Updated 2016-2017 Program Inventory List with program name changes.
- Complied list of LASS courses referencing READ 0200/ENGL0200.
- Analyzed report for lab fee errors and billing errors on Spring 2016, Summer 2016 and Fall 2016 sections.
- Completed scribing for program revisions in Degree Works.
- Worked on weekly lab fee/billing exceptions report.
- Reviewed and provided feedback on Program Development checklist.
- Assisted Child Development program chair with pre-requisite updates.
- Worked on Degree Works Split-Credit Audit Issue with SIG Consultant.
- Participated on the EMT department staff search committee.
- Assisted Associate Dean with Capital Improvement Process Request Form.
- Assisted with selective program criteria updates to the catalog.
- Met with Associate Dean to review Academic Calendar draft for 2017-2018.
- Met with DLA group for project review.
- Prepared for College-Wide meeting.
- Updated Program Tracking Spreadsheet.
- Met with Curriculum and Scheduling staff for task review and planning.
- Assisted with calculation of instructional days based on the 2017-2018 draft Academic Calendar.
- Updated Faculty Handbook outline and document for next meeting on Feb. 25th.
- Completed College-Wide meeting minutes for February 16, 2016.
- Updated & finalized Catalog files for 2016-2017 and sent to Public Relations.
- Worked on 2016-2017 Curriculum Revisions.

➢ **Curriculum Software**

- Attended Smart Catalog Software Demo.
- Attended Acalog Software Demo.
- Attended Course Leaf Software Demo.

➢ **Program Development**

The Curriculum Specialists and Associate Dean worked with the following department to support their program development:

- Welding Program Chair to finalize Welding AAS program summary.
- Worked on Program Summary for the AAS in Law Enforcement: Specialization in Crime Scene Technology.

➢ **Meetings attended by the Curriculum staff**

- SmartEval training for detailed reports on surveys and how to troubleshoot for faculty and students.
- Academic Calendar Committee Meeting to discuss the 2017-2018 Academic Calendar.
- Faculty Handbook Taskforce Meeting to discuss changes and additions.
- Attended Data Standards Committee Meeting to discuss Program Code Creation for programs with name changes.

- Degree Works 4.1.4 Testing meeting.
- Attended the Banner User Group meeting.
- Faculty Handbook Outline Review & Recommendations meeting.
- All Curriculum Staff participated in the Professional Development Day.
- February College-Wide Curriculum Committee Meeting.
- Attended Academic Council Meeting.
- Faculty Handbook taskforce to review previous meeting's changes and make recommendations.
- Some Curriculum staff participated in the Distinguished Leadership Academy.
- Attended Curriculum Staff meetings.

➢ **Faculty Credentials**

- Approved 3 Faculty posting on People Admin.

Student Learning Outcomes and Assessment

- Drafted a final schedule for Spring Trainings.
- Started on room reservations for the Spring 2016 Trainings.
- Worked on more detailed feedback and suggestions for revisions to reporting and discussing the edits with Computer Science Chair.
- Followed up with Mr. Trevino in reference to department activities. Provided examples. Provided activity and standard suggestions to Mr. Nino diesel courses.
- Continued to work on 2016-2017 curriculum maps.
- Followed up with applications analyst, Marcus in reference to Spring rollover data for JagPRIDE. Will be rolling over programs and courses for now.
- Reviewed final changed submitted from Diesel department. Mass activity and standards will be set up for Diesel faculty beginning this spring. Will follow up with Mr. Trevino in reference to automotive section.
- Followed up with Marcus in reference to Spring term data. JagPRIDE is only open for admin, Fall term has been closed and a signature report has been requested.
- Confirmed all reservations for the Spring 2016 trainings.
- Began to polish and update Business & Technology curriculum maps with edits and changes according to what is found in WECM.
- Continued to polish and update Business & Technology curriculum maps with edits and changes according to what is found in WECM.
- Reviewed the faculty handbook LO section to draft what could be added for the upcoming AY.

➢ **Reporting**

- Contacted NAH & Math/Science Dept. Chairs with proposed edits to their original PLO reports for review.
- Made changes to PLO reports that have been authorized by Dept. Chairs.
- Worked with Dept. Chairs on questions and concerns they had regarding the PLO reporting.
- Contacted Dept. Chairs with proposed edits to their original PLO reports for review.
- Made changes to PLO reports that have been authorized by Dept. Chairs.
- Worked with LO technician to review submission reports.
- Contacted Business Technology Dept. Chairs with proposed edits to their original PLO reports for review.
- Made changes to PLO reports that have been authorized by Dept. Chairs.
- Worked with Dept. Chairs on questions and concerns they had regarding the PLO reporting.
- Followed up with Maggie from reporting in reference to final signature report.

- Began to compile a list of program reports that could be retrieved from the system and provided in the reporting for SACS.

- **Faculty Support**
  The Learning Outcomes Specialist and Technician assisted faculty with removing courses that were canceled, but appearing in their section list in JagPRIDE, Assisted a couple of faculty from the Automotive Dept. with creating course activities and standards. Mr. Trevino submitted a common assessment for automotive dept.

- **Meetings and Trainings**
  - Met with the Diesel Tech. Faculty leads to discuss the appropriate method for writing activates & standards in the reporting database.
  - Met with Mr. Nino and Mr. Scoville to review all common activities and standards for Diesel program. Recommendations were made and they will resubmit for review.
  - Met with Diesel Tech. Faculty leads a second time to discuss the appropriate method for writing activates & standards in the reporting database.
  - Attended meeting with Kristina Wilson, Alex, and applications analyst, Marcus. Reviewed JagPRIDE admin manual; made modifications. Worked on tech/descriptions for Chairs page activities and action plan. Emailed Marcus changes once finalized.
  - Met with Ricardo Lopez to assist him in reviewing and modifying course activities and standards to be used for Spring 2016.
  - Met with Dean to review upcoming Spring deadlines and priorities for Learning Outcomes.

<u>Course Scheduling</u>

- Entering incoming Fall 2016 schedule changes and/or additions submitted by Department Chairs
- Creating new mini-mester courses under the Fall 2016 term as requested by Dept. Chairs
- Decreased the Spring 2016 restricted courses from Allow to enroll up to Approved Cap before census day.
- Spring 2016 room changes/assigned faculty name.
- Worked on the Fall 2016 TBA's.
- Reduced class maximums the day before census to "approved cap" for Spring 2016 courses as per the Guidelines for Class Maximums
- Generating reports for Dr. Petrosian regarding current course offerings for Summer and Fall 2016 terms
- Compiling data from schedule change forms for LASS Division regarding number of changes to faculty assignments for Spring 2016
- Adding new mini-mester and Guided Self Study courses to schedule as submitted by Department Chairs.
- Generated reports for Irma Rosales, Teaching Centers Site Coordinator. Reports display current course offerings of Dual Enrollment and traditional courses offered at Pharr and La Joya Teaching Centers
- Processing incoming scheduling requests and room reservations as requested
- Assisted Richard Lubben, Visual Arts Department Chair in creating new Fall courses using the Uniform Class Times. Provided him with resources and options to meet his request.
- Assisted Sara Lozano, CADD Dept. Chair regarding the scheduling process for creating new courses for her Fall semester
- Producing room utilization reports for Custodial Department upon request
- Created room reservations for Faculty.
- Ran reports as requested.
- Created Spring 2016 minimester courses.

Associate Dean

- Attended the SmartEvals! Training.
- Met with Laura Sanchez on the THECB Submission.
- Attended the meeting with the External Evaluator for Texas Regional STEM Degree Accelerator Grant Visit.
- Had conference call with Sarah Starr from Learning Mate.
- Met with VP Garza to review the catalog descriptions of Selective Programs.
- Met with Maricela Silva, April Castañeda, and Sarah Solis to go over the new Academic Gants and Projects Officer duties and reviewed open grants.
- Participated in the Academic Calendar Committee preparations.
- Attended meeting for the Faculty Handbook Outline.
- Attended meeting to discuss Program Code Issues.
- Participated in the Starfish Kick Off video conference.
- Attended meeting with Hector Cavazos and Richard Ingram to discuss the Welding Program.
- Attended the President's Administrative Staff meeting.
- Attended the Texas Regional Degree Accelerator Grant Regional Press Event.
- Worked on the Facilities Capital Improvement Proposal & Program Development Checklist.
- Led the Faculty Handbook Committee meeting.
- Attended Smart Catalog Software Demo meeting.
- Worked on and turned in the CIP.
- Attended the Attendance Rosters for Dual Enrollment Meeting with Juan M. Galvan to discuss having attendance rosters for dual enrollment sections.
- Attended the Demo Training for the Acalog Software.
- Attended the Board Committee Meeting.
- Hosted the Academic Calendar meeting to work on the first drafts.
- Attended the College-wide Curriculum Meeting.
- Hosted a Faculty Evaluation Module on People Admin. Meeting.
- Attended a NAH Admissions Files meeting to finalize files.
- Attended the Civitas Overview Event.
- Attended the Welding AAS Meeting.
- Attended the Law Enforcement CSI discussion meeting.
- Attended the CourseLeaf CAT Demo.
- Attended the TRSDA STEM Institute Planning Update meeting.
- Attended the President's Administrative Staff Meeting.
- Updated Program Tracking Spreadsheet
- Complete MATH 0442 revisions as requested by Developmental Mathematics department
- Completed the Physical Therapy Assistant and Vocational Nursing curriculum edits
- Finalized catalog files and sent to PR
- Attended Academic Affairs Council Meeting
- Met with Curriculum and Scheduling staff for task review and planning
- Assisted with calculation of instructional days based on the 2017-2018 draft Academic Calendar
- Met with Faculty Handbook taskforce to review previous meeting's changes and make recommendations

Travel by Associate Dean

- Attended Texas Block Scheduling Workshop in Austin, TX – February 7-9, 2016
- TACTE 2016: Meet Generation Next in Austin, TX – April 6-8, 2016

Nicolas Gonzalez
High School Programs and Services Administrator

- Presentation was done at the ATD conference last Thursday on our dual enrollment program. We had a large number of people attend the session. There were many questions on how the program is implemented. The booklets that we took for the dual program and even some for the BAT, were quickly snatched up. My impression is that colleges have heard about our program, and seem to know the evidence. They now want to know how it is done.
- We are working on the summer schedule and have finished with some of the participating schools. We started earlier than ever, since the growth in the ECHS will necessitate more STC faculty be scheduled, and chairs need to know as early as possible.
- I have received very few comments about the proposed THECB dual rule changes that mainly impact new student enrollment in academic dual courses. They are either waiting for final approval, or confident on TSI testing, since all the high schools are approved sites. I believe it is a bit of both, but more so because of the latter.
- We are in the process of collecting all the Dual Enrollment Course Agreements (DECAs), that are used for charging school districts for the use of our STC faculty. We expect to be collecting $1,676,613.24 for this spring term.
- Presentation by Scheduling Manager was done on the Lean training that just took place and will continue presentations as more training is done.
- Presentation was provided on the ECHS staff initiative to established better dates and times for approval of courses being offered, student admissions process, etc.
- HS Programs & Services Administrator presented on the cost and revenue of the dual program for this semester, which will be sent to Vice President for Academic Affairs for use as needed.
- Work on the Summer dual credit schedule has started early since we anticipate it will be larger than last year due to the growth of the new ECHS.
- We are working real hard on preparing all the Dual Enrollment Course Agreements that are sent to the school that use STC Faculty to teach dual sections. We plan to send this by this week.
- We are also working on preparing the NOEs for all the 404 DEF who are teaching this spring. We will be sending electronic approval requests from the chairs, rather than hard copies to sign, to expedite the process. A hard, signed copy from my office will still be sent to HR, which approved this method.
- We are starting to work on the spring Recovery program. The schedule of classes will be the same number that we had last year – a total of no more than 6 sections.

Dual Enrollment Planning and Scheduling Manager

- **Workshops/Meetings**
  - Attended a training on Lean Leadership.
  - Meet with my Lean Team for three days to developing a better process to hire Adjunct faculty.
  - Meet with PSJA ISD to work on the summer schedule for the whole district.
  - Attended Professional Development. Meet with my department (HSPS) to discuss updates and reports.
  - Attended the Texas Regional STEM Degree Accelerator Press Event at Cooper Center.
  - Picked up DECAs from Vanguard Academy and Oratory High School.
  - Meet with Financial Aid, Dual to Degree and It Department on implementing a new system for DEF to check attendance.

- **DE Scheduling and Planning**
  - Worked on Edcouch Elsa Summer Schedule. Created two new Spanish courses and two Anthropology courses.
  - Worked on a power point presentation on Lean to present at professional development day.
  - Worked with Dr. Cortez on getting Thomas Jefferson to fix their Hoods for Chemistry labs.
  - Created a mini mester for Mission Collegiate for this spring. Chair approved the course.
  - Worked on PSJA ISD summer I schedule.
  - Replaced biology instructor for PSJA HS and Edinburg HS.
  - Per program chairs, changed faculty names for several summer and fall courses.
  - Cancelled two psychology section for summer I.
  - Cancelled two music sections for summer I at PSJA HS.
  - Room changes for Achieve Early College High School and Academies for this spring.
  - Worked on DEF list with contact information for HR.
  - Opened three new Government section for PSJA ISD this summer. Chair approved.

Dual Enrollment Program Specialist

- **Dual Enrollment Faculty -** Sixteen candidates for dual enrollment faculty were submitted for consideration for the fall 2016 semester. Interviews will take place late April or May depending on chair availability. Applications have been sent to candidates to complete. In the coming month I will be collecting applications and informing chairs of applicants.
- **High School Programs and Services Staff Meeting -** On February 12th the department had a staff meeting which went over dual enrollment data and DECA pick up schedule. Also received updates from Early College High School and Academies office.
- **Dual Enrollment Academies, College Tours Parent Meetings and Senior Trip -** Assisted in the preparations for dual enrollment academy students' senior trip. Made arrangements and agendas for the senior trip that will take place in April. Assisted with Parent meetings for college tours at the pecan and mid valley campus as well as answered student and parent questions.
- **Dual Enrollment Academies, Friday Workshops -** Scheduled and conducted Friday workshops for dual enrollment academy students. Arrangements were made and presenters scheduled for the remaining spring 2016 semester workshops. Presented to academy students on two occasions.
- **Dual Enrollment Academies, Recruitment -** Recruited at McAllen ISD high schools. Answered student questions and provided information regarding the Dual Enrollment Academy Program.

Dual Enrollment Workforce Program Specialist

- **Conference/Workshops/Meetings**
  - Meeting with SCADE Program
  - Meeting with various Program Chairs
  - CTE Networking Meeting at Region One
  - Meeting for the Women In Technology Event
  - Provided Tour to Sharyland & Sharyland Pioneer High School Students
- Screening Dual Enrollment Instructors for Summer & Fall '16.
- 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.

Dual Enrollment Faculty Liaison

- Attended Faculty Senate meeting on Tuesday, February 23, 2016. Dual Enrollment was discussed in the context of an upcoming conference being held at UTRGV to develop "best practices" for History dual enrollment. A recommendation was made to Faculty Senate that individual disciplines work with their respective professional organizations to develop "best practices" for dual enrollment specific to their disciplines.
- Attended "South Texas Regional History Dual Enrollment Conference" on Friday, February 26, 2016, hosted by UTRGV College of Liberal Arts and Department of History and South Texas College Department of History and Philosophy. Representation from the American Historical Association (AHA) was at the conference to gather input on best practices. Although the National Alliance of Concurrent Enrollment Partnerships (NACEP) has guidelines on best practices, the AHA wishes to develop guidelines specific to history.
- Will follow up on subcommittees for the Dual Enrollment Taskforce Steering Committee for spring after spring break.
- Responding to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues.
- Continue to gather basic guidelines for STC faculty to mentor/collaborate dual enrollment faculty. Participating in mentoring/collaboration program for DEF in the History Department.
- Participating in developing with Trinidad Gonzales an informal mechanism for assistant chairs assigned to supervise dual enrollment to meet to discuss practices by their respective departments. The departments in the LASS Division with the most DE sections are History, English, and Spanish; so these three departments plan to identify best practices and common issues.
- Working on draft of dual enrollment faculty rights and responsibilities and provided input on FERPA rights guidelines for faculty. The DEF rights and responsibilities draft developed by Nick Gonzalez and me was forwarded to Chris Nelson, Annie Liss, and Lee Grimes.
- Serving on STC & PSJA Creating a Model for Systematic Change Taskforce Work Team #4: Dual Enrollment Planning & Alignment. Attend meetings as scheduled.

Sofia M. Peña
Director - Early College High Schools

- ECHS Coordinators attended STECC (South Texas Early College Consortium) with all 30 Early College High Schools and Representatives from TEA. The purpose of the STECC meetings is to communicate changes and other information pertaining to student registration, legislation and other ECHS related matters. ECHS Coordinators shared information on graduation, summer and fall schedules and registration deadlines.
- ECHS Coordinators are meeting with TEA representatives and their respective ECHS campuses to go over benchmarks and timelines for summer and fall. The schools provide data to TEA in reference to TSI completers and students enrolled successfully in college courses.
- ECHS staff successfully registered all students who qualified for the Spring Semester and are now in the process of verifying degree audits to ensure that those who will walk at graduation are complete with their coursework.
- ECHS staff met with their respective schools along with a TEA Leadership coach who is assigned to each school for their Spring meeting to discuss benchmarks and number of students who are eligible for graduation.
- ECHS staff will be meeting during Spring Professional Development to create new timelines for ECHS campuses to help create a more seamless registration process. A number of schools still have students who are not meeting all registration requirements prior to the first day of class so a system will be created and initiated to help them with this matter.
- ECHS Director attended the Superintendent and School Board Appreciation Breakfast event at the South Texas College Rainbow Room. The event was in honor of our partnerships with the various school districts in the area.
- ECHS staff have been diligently working on Spring 2016 registration. All students must be registered by February 03, 2016 to count for enrollment purposes. There were many new sections at our schools this semester which means more students taking classes and more registration that is not considered roll over from the previous semester. As always, start of semester registration occupies most of our time.

Rebecca De Leon
Director – Academies and HS Projects

Completed: Projects / Activities

- PSJA ISD Counselor presentation was conducted by Rebecca De Leon, Director of Academies and High School projects to provide updates on Academy Program and TexPREP Engineering Program on February 3, 2016.
- Academies and High School Projects in partnership with Computer Information Systems Department was awarded the Texas Workforce Commission Governor's Summer Merit Program Grant to host a Summer CyberCamp at South Texas College from July 18 through July 22, 2016. The $44,919 grant will offer 60 rising 9th and 10th grade students from partnering districts the opportunity to further their STEM knowledge and skills through classroom instruction, career awareness speakers and field trips.

TexPREP:

- TexPREP Program Summer 2016 returners' applications deadline February 26, 2016.
- Meetings was held with Weslaco ISD on February 22, 2016 to discuss timeline and application deadlines for year one participants.
- Parent and Student recruitment meetings have been scheduled in March with each district for new recruits. The deadline for year one applications has been scheduled for April 1, 2016.
- Memorandum of Understandings have been distributed to participating school districts.

Academy Programs:

- Dual Enrollment Engineering, Computer Science and Criminal Justice College Tours are scheduled for March 3-4, 2016. Academy students will visit the University of Texas A&M at Kingsville, University of Texas at San Antonio, Sam Houston State and Texas A&M University during their two day tour.
- Parent/student meetings were held at the MidValley and Pecan Campus for the Dual Enrollment Engineering, Computer Science and Criminal Justice College Tours.
- Dual Enrollment Medical Science Academy Tour is now scheduled for April 14-15th where students will visit the University of Texas-Rio Grande Valley, University of Texas at San Antonio, University of Texas at Austin and Texas A&M College Station.
- Dual Enrollment Academy Program Senior Trip has been planned for April 21-22nd where students will attend the Corpus Christi Texas State Aquarium, Texas Caverns in San Antonio, and Alamo-Mission in San Antonio.
- Recruitment presentations were held at McAllen Achieve High School, Juan Diego Academy, Valley View High School, PSJA North High School, Mission Collegiate High School, Sharyland High School, McAllen Memorial High School, McAllen High School, Pioneer High School, Nikki Rowe High School, Science Academy, Progreso Early College High School, Edcouch Elsa High School, Donna North High School and Weslaco East High School.
- Dual Enrollment Academy Workshops held at Mid-Valley Campus:
    - Financial Aid Workshop was held on Friday, February 5th to provide students information regarding their submission FASFA and institutional aid.
    - Laughter Yoga was held by the Counseling Department on February 26th to help students laugh away stress.
- Dual Enrollment Academy Workshops held at Starr County Campus:
    - Student Leadership Academy Workshop was held on February 5th.

    - Housing Workshop was held on February 26th to assist students in deciding their upcoming housing preferences at their universities of choice.
- Dual Enrollment Academy Workshops held at Pecan Campus:
    - Dual Enrollment Academy students were provided a Stress Counseling and Self Care Presentation by the Counseling Department on Friday, February 5th.
    - Resume Wring Workshop held on Friday, February 19th to assist students in further developing their resume for future scholarships, universities and positions.
    - On February 26th, McAllen PD presented on underage drinking and texting while driving presentation for all Academy students.

Professional Development/Continued Learning:

- Director of Academies and High School Projects, Rebecca De Leon and Academies Specialist, Leonardo Castaneda attended the University Of Texas- Rio Grande Valley Regional Data Workshop on February 4, 2016.
- Academies and High School Projects staff meeting was held on Friday, February 12th during Professional Development Day.
- Director of Academies and High School Projects, Rebecca De Leon attended the Reconvening of Dropout Prevention and Recovery Group for RGV Focus on Wednesday, February 24th.

In Progress: Projects and Major Activities

- Graduation Cord Ceremony for May 2016
- Exit Interview Process for DEA Students

Lee H. Grimes
Associate Dean – Office of Professional & Organizational Development

Organizational Development Projects

- College-Wide Organizational Development Day
  - 727 – Attended Morning
  - 457 - Attended Afternoon
- Texas Regional STEM Accelerator Grant Project
  - Attended meeting in Houston
  - Planning curriculum for Institute
    - April (2-day) & June (5-day)
- Faculty Advising Steering Committee Meetings
- Active Learning Classroom Set-up and Distribution Discussions

Programs in Development:

- Preparing for DLA Session on S.C.A.R.F. – Managing with the Brain in Mind
- Retirement Ceremony Event Planning
  - Obtaining quotes for STC Medallions
  - Planning for gathering
- Preparing Professional Development Curriculum on Effective Speaking and Presenting Skills for Administrators
- Nomination Process and Timeline for Faculty Awards
  - Faculty Spotlight
  - Distinguished Teaching and Learning Award
  - Faculty of the Year

Office Projects:

- Setting up office spaces for new employees

Academies:

- Ambassadors Cross Training Academy Sessions(ACTA)
  - Kickoff (Feb.5)– Office of Professional and Organizational Development
  - Session #2 (Feb.18) – STC Police Dept., College Connections, & Human Resources
  - Session #3 (Feb.25)– Student Assessment Center, Academic Affairs, & CLE

- Jaguar Academy
  - Working through new hire reports to identify Spring participant list
  - 20 New-Hires identified and invited
  - 17 Registered participants
  - Kickoff scheduled Thursday, March 3rd

- Teaching and Learning Academy (TLA)
  - Session #8 (Feb.5) - Faculty Advising Module on Student Relations

- Ambassadors Leadership Academy
  - Session #6 (Feb.5) - Behavioral styles and communication practices
  - Preparing for session #7 – Thriving in an Era of Accountability
    - Provided by Laura Sanchez & Serkan Celtek

- Distinguished Leadership Academy
    - Session #7 (Feb.25) – Redesigning America's Community College's

- FOCUS Academy
    - Kickoff – February 5th
        - 38 Active Participants
    - Session #2 (Feb.19) – Collaborative Group Work
    - Session #3 (Feb.26) – Classroom Talk & Questioning

- DELTA
    - Kickoff – February 8th
    - Participants must complete 6 modules in 6 weeks via Blackboard
    - 1st cohort will run February 8th to March 21st
    - Currently 15 registered participants

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

Pharr Teaching Center

- Continued to work on attaining approval for set up of additional furniture for new faculty office area and request for office computers and work area telephone.
- Assisted DE Welding instructor with relocation and preparation of classroom space and request for lab supplies.
- Submitted request to have PSJA ISD IT technicians to troubleshoot network accessibility at the PCCTC which continues to be an issue for faculty.
- Continued to work with DE welding faculty to discuss on-going personal protection equipment necessary for students to be able to perform necessary welding labs. Discussed PPE requirements with PSJA CTE Coordinator, Belinda Vargas.
- Held discussion with CCTA administrators to address ongoing student roster challenges to include attendance reporting, progress grades and enrollment verification of students from various campuses.
- Assisted with DE student issues related to enrollment and erroneous information.
- Attended Dropout Prevention and Recovery Action Group meeting at the Pharr CCTA library.

La Joya Teaching Center

- Acquired tag numbers for obsolete computers located in LJJC computer lab storage room 236.
- Determining account managers for obsolete computers at LJJC with Receiving and Distributing Supervisor, Jerry Quintanilla.
- Attended La Joya ISD meeting to discuss La Joya Teaching Center enrollment and recruitment concerns.
- Site Coordinator working office set up of computer and telephone connections completed.
- Request made to have JagPrint installed on computers located in computer lab 238 is on-going.
- Assisted with identifying leading programs attended by La Joya area students as identified by student enrollment report.
- Assisted with identifying technical program and fall semester scheduling for La Joya Teaching Center.
- Attended first meeting of La Joya Teaching Center Committee meeting as introduction was made to have Dr. Zuniga assigned as La Joya Teaching Center Site Coordinator.
- Introduced Dr. Zuniga to working areas of the La Joya Teaching Center that included classrooms, labs, office spaces and technical building classrooms. La Joya building keys were given to Dr. Zuniga.

Other Activities:

- Attended the Business & Technology Professional Development meeting as part of the spring 2016 semester CWPD.
- Lead the second Blackboard training session with Electrician Technology program faculty and staff during Professional Education day.
- Visited City of McAllen Fine Arts Center construction site accompanied by STC Construction Supervision, Electrician, Heating, Ventilation, and Air Conditioning program faculty members led by SpawGlass Project Manager, Mauricio Gomez.
- Met with Construction Supervision Association students and participated in Habitat for Humanity Alamo building project.
- Attended Business and Technology program chair meeting.
- Attended the February Academic Affairs Council meeting.

- Attended with Construction Supervision students visit with McCoy's Manager, Manny Gonzalez, for leadership information and discussion of characteristics of effective project managers
- Participated with Construction Supervision students visit with CPA, Cornelius Hernandez, who discussed business start-up and differentiating categories of entrepreneurship.

INFORMATION SERVICES, PLANNING AND STRATEGIC INITIATIVES

SOUTH TEXAS COLLEGE

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Information Services, Planning & Strategic Initiatives

Dr. David Plummer
Interim VP

Monthly Activity Report for February 2016

Alicia Gomez, CIO
Technology Resources

Applications Development

Constituent Relationships Management system (CRM) – Radius by Hobson's
The Student Enrollment Services team has been working on designing the Inquiry and Student Application forms and templates. The Technology Resources task to begin on the system configuration and connectivity to Banner has been delayed. The Radius project is expected to go live March 2016.

Early Alerts – Starfish by Hobsons
The implementation team which consists of Faculty and Advisor stakeholders met during Professional Development Day last February. The project plan was presented by Hobson's consultants. Technology Resources reporting team will begin working on the student data extracts from the Banner system. A project pilot made of pre-selected developmental courses is expected to be completed May 2016. The pilot will continue with additional courses for the summer and fall terms until the Early Alerts system is fully deployed.

Continued Education Enrollment system
Representatives from the Continued Education department and other committee members participated in the software demonstrations for the two vendors that submitted bids for a new CE Enrollment system. The recommendation to purchase has been delayed due to concerns regarding payment processing on both solutions. The project go live date was originally schedule for fall 2016.

NOE Automation
A representative from the Technology Resources department attended the LEAN training provided by the Finance department in early February. The LEAN attendees submitted proposals to stream line the hiring and onboarding processes. The teams will continue to receive trainings in Project management, business process mapping and other general accountability concepts before moving forward with the NOE automation project.

Safety and Security Parking and Citation system
The new Parking and Citation online system, Cardinal was approved for purchase. The Technology Resources team will begin working with main stakeholder and consultants on an implementation project plan. This project is expected to be completed and rolled out to production in the summer.

Luminis 5 upgrade - JagNet
The Technology Resources team together with Ellucian consultants continue to work on the Luminis 5 upgrade project preparations. Technology Resources has received a project plan and will soon kick-off the implementation phase. The new Luminis version will allow the TR team to transform JagNet to a better and improved student portal.

Banner XE upgrade
The electronic survey invitation to major functional Banner users was emailed on March 2, 2016 and it will remain open until March 11, 2016. A follow up Ellucian visit has been scheduled on April 5 and 6 to meet with the different STC stakeholders.

The survey and follow up visits with STC stakeholders will highlight opportunities for improvement before the new Banner XE transformation project begins next Fiscal Year.

Timekeeping System
The Finance and Technology Resources teams began working on mapping the current process and formalize a project plan. The teams will take the rest of the year to continue planning all the phases of this project and expect to begin the implementation next fiscal year. The deployment and go live date is expected in May 2017.

Infrastructure

STARR Data Center for Disaster Preparedness/Recovery Planning
The Technology Resources technical support team installed the room size UPS in the Rio Grande Center and will continue to test the Golden Gate software and all functionality. The Golden Gate software will mirror critical services such as Banner from the main data center in Pecan Campus to the new data center in Rio Grande in order to provide continued services in case of a disaster.
Other projects such as the Office 365 migration of Faulty and Staff email accounts will continue in support of the Institutional Disaster Recovery plan. All DR related projects are expected to be complete in May 2016 prior to hurricane session.

Virtualization Phase II – Podiums
The Virtualization project scope has been grown to include virtual thin clients for the new remodeled Student Enrollment Services area which is expected to be complete by the spring. The Technology Resources department continues to work on the project plan to virtualize 300 podiums and the additional 100 thin clients. The TR team will visit the Pearl ISD district in Houston to go over their Virtualization project and learn from their implementation experiences.

Victor M. Gonzalez, CISO
Information Security

- **Information Security Program Metrics**
  Update: We scheduled our first metric to extract data every first day of the month. The first metric is the number of portable computing devices that are encrypted and not encrypted. We requested access to the SCCM and Footprints databases to expand our data sources.
  Summary: We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls. Database was requested and is now ready.

- **Action Plans – PCI, IT Assessment, 2012 Assessments**
  Update: A few meetings were held last week in regards to BBVA Compass changing their merchant service provider. This will affect the PCI reporting for STC and also will enable STC to be compliant with EMV. Business Office, Cashiers, Food Service, TR and InfoSec are all involved with the transition to ensure we remain PCI compliant every step of the way.
  Summary: We are addressing the action items that were identified from the 3 different assessments.

- **Virtual Private Network (VPN) / Secure Remote Access (SRA)**
  Update: Aaron has configured the SRA with groups and access permissions. The TR team will begin testing the new portal and agent for VPN connections. Luis is working on the documentation for end users to download and install the client when needed or how to connect to the portal via an SSL connection.
  Summary: We are transitioning to a new remote access vendor solution.

- **TAC 202 Security Plan**
  Update: The review has been completed by Victor and Aaron, this will turn into an action plan to begin work in the areas we are lacking sufficient documentation, processes and procedures.
  Summary: We are working on implementing the Texas Cybersecurity Framework at the College.

- **Capital expenditures to maintain/improve our security posture**
  Update: The information for the McAfee Web Gateway purchase was submitted for board approval. The meeting will be held in March. We are still waiting on the IPS/IDS quotes because of a few scoping issues, we want to make sure that we size the product correctly.
  Summary: We are going to use our capital spending to replace our McAfee Web Gateway, which will become unsupported this year and an intrusion detection/prevention system that can analyze 10 GB traffic.

- **Professional Development**
  Summary: The Information Security Office presented and participated in the college wide professional development. We held two presentations for different audiences. The first event was a general session on security awareness that was opened to anyone that wanted to attend. The second presentation was a targeted presentation for Technology Resources, this included a more specific review of TAC 202 along with other items that relate to InfoSec and TR.

- **Texas Cybersecurity Framework and TAC 202 compliance**
  Update: We are beginning to align ourselves to TAC 202. The documentation available on our SharePoint site was expanded and is being prepared to answer any questions related to compliance with the March 2015 revision of TAC 202.
  Summary: We are starting to implement the Texas Cybersecurity Framework. We are also aligning our existing standards and guidelines to the security control families defined in the framework.

- **Security Awareness Training System Evaluation**
  Update: I met with the vendor representative and extended the evaluation to Brenda Balderas for some feedback.
  Summary: We are evaluating a new information security awareness portal for the College.

- **Imperva proof of concept**
  Update: We received a quote to understand pricing and had a conference call 3/01 to kick-off the proof of concept.
  Summary: We are going to engaging in a proof of concept evaluation of a vendor service to replace our web application firewall with a cloud version with DDoS protection and simplified administration.

- **Intel security professional services visit**
  Update: Everything went well during the visit. The system is now running as expected.
  Summary: A consultant from Intel security visited our campus to assist us in configuring a security appliance that can help us inventory sensitive data.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 2/1/2016: College Wide Professional Development Meeting, IS&P Leadership Team
- 2/2/2016: Meeting with Dean Inst. Tech.
- 2/3/2016- 2/5/2016: TCEA Conference, Austin, TX.
- 2/8/2016: Project Update Conference Call, Meeting with NAH Specialist, Inventory Audit Meeting
- 2/9/2016: Mid Valley Campus visit, Review applications with hiring committee
- 2/10/2016: CWOPD Meeting, New Line Display Demo
- 2/12/2016: College Wide Professional Development
- 2/15/2016: Starr Campus Visit
- 2/17/2016: IT Assistant 1 Interviews
- 2/18/2016: Google classroom meeting
- 2/19/2016: Focus Academy
- 2/22/2016: Project Update Conference Call
- 2/23/2016: 22Miles Digital Signage Meeting
- 2/24/2016: May Commencement Committee Meeting
- 2/26/2016: AV-IT Matrix Meeting

Monthly Special Events by Comparison:

2015	
Jan	99
Feb	156
March	141
April	219
May	125
June	126
July	117
Aug	118
Sept	114
Oct	187
Nov	263
Dec	70

2016	
Jan	74
Feb	165
March	
April	
May	
June	
July	
August	
Sept	
Oct	
Nov	
Dec.	

Total Man Hours

2015	
Jan	186.5
Feb	239.25
March	307
April	306.25
May	156.75
June	197
July	119.5
August	249.75
Sept	158.25
Oct	244.75
Nov	185
Dec	83

2016	
Jan	100
Feb	225
March	
April	
May	
June	
July	
August	
Sept	
Oct	
Nov	
Dec	

SOUTH TEXAS COLLEGE

Reservations by Campus: **February 2016**

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	21	71	0	104	0
Data Projector	9	0	3	1	0
Laptop	156	25	7	4	1
PA System	6	7	7	2	6
CD Player	0	0	0	2	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	1	2	0	0	1
TV	2	0	0	2	1
Microphone	120	10	11	2	7
Direct Box	5	0	6	0	0
Digital Camera	0	0	0	0	0
Speakers	50	71	3	104	1
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	12	2	2	1	0
Document Camera	132	15	143	3	0
DVD/VCR Player	28	1	1	1	1
Wireless Lab	0	32	0	0	0
Keyboard/Mouse	25	1	1	0	0
Sympodium	20	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	12	1	0	0	0
Tripod	0	2	0	0	1
WebCam	1	3	0	0	2
Computer	0	0	0	0	0
Portable Table	21	1	6	0	0
Microphone Stand	7	10	2	0	0
HD Video Streamer	0	0	0	0	0
Polycom Phone	5	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	33	61	0	0	3
TOTAL	***666***	***315***	***192***	***226***	***24***

Institutional Effectiveness & Assessment

IE Related Activities:

- Met with Accountability & Management Services department to update 2015-2017 IE Plan
- Training IE Specialist for Budget Open Lab assistance
- Continue revising departments' goals according to Factbook information provided.
- Assisted with the Dean of Institutional Research 2015-2017 IE Plan
- Reviewed IE plans from all departments to ensure what departments complete their plans in Xitracs and budget questions for scheduled meeting on 02/05/2016.
- Provided assistance with IE Budget Requests for the following:
    - Associate Degree Nursing
    - Developmental Mathematics
    - Communication Studies
    - Medical Assistant Technology
- Provided assistance with IE Plan access for Vice President of Finance & Administrative Services
- Copies of 2015-2017 IE Reports for Academic Affairs and Kinesiology Department
- Preparation for 2013-2015 IE Report training
- Organized data for 2013-2015 IE Report for faculty
- Contacted IE Plan Writers for the Business & Technology Division and the Nursing & Allied Health Division to schedule appointments to complete 2013-2015 IE Reports
- Prepared 2013-2015 IE Reports from Factbook to provide training assistance to staff and faculty from:
    - Mid-Valley,
    - Starr County,
    - Division of Bachelors Programs & University Relations,
    - Division of Humanities, Social Sciences, Fine & Performing Arts and Math and Science departments.

IEA Reporting Analyst's Activities:

- Continued work on the Department-Program-Major list update
- Supported the IE plan training
- Worked on the Data Request for Pass rates for Fall 2015 - Catch the Next/Puente Project
- Worked on the Spring 2016 Census day data "snap shot"
- Continued worked on the CTN/Puente Project data and report
- Provided the census day data per RAS' request
- Continued worked on the CTN/Puente Project data and report
- Worked with TR for the PC transferring and upgrading
- Updated IEA website

Factbook Related Activities:

- Modified and posted the Non-Traditional Enrollment by Workforce Programs report for internal Factbook
- Worked on the Graduate Awards by Major report updating and modifying
- Worked on the Factbook report scripts updating
- Updated the Data Release Timeline
- Requested data for Factbooks reports through DRP
- Coordinated with RAS for Factbook report updating
- Retrieved data for Census day related reports for STC Factbook updating
- Updated and posted the reports for internal Factbook 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

- Assisted Reporting Team for the Data Request for Factbook report updating
- Updated the report scripts for STC Factbooks
- Continued work on the new version of STC Factbook data collecting
- Updated the Fall to Fall Retention by Major report
- Continued work on the report scripts updating for STC factbooks

Meetings and Trainings:

- Observed the THECB - Music Field of Study Advisory Committee Meeting
- Observed the THECB - Mechanical Engineering Field of Study Subcommittee Meeting
- Observed the THECB - Chemical Engineering Field of Study Subcommittee Meet
- Self-training on the Lynda.com for Data Visualization
- Attended scheduled meeting for Budget Development Open Lab with Nicole.
- Attended College-Wide Professional Development day
- Cleaned up desktop pc for computer transfer
- Attended the ACTA Training session
- Worked on Information online Technology Training.
- Arranged appointments to meet with faculty.

Cody Gregg, Dean

Library and Learning Support Services

Dean's Meetings:

- 2/1/16: CWPD Meeting; Employee Meeting; IS&P Leadership Team Meeting.
- 2/2/16: CWPD Activity Meeting; Onboarding Meeting.
- 2/3/16: Meeting at H.R.; CWPD Activity Meeting.
- 2/4/16: Meeting to Review Applications for Specialist; 720 Design Conference Call.
- 2/5/16: Steering Committee Meeting; Employee Meeting; Meeting to Review Applications for MV CLE Specialist.
- 2/8/26: Vacation Day.
- 2/9/16: Vacation Day.
- 2/10/16: Employee Meeting; Meeting w/MV CLE Manager.
- 2/11/16: Visit to Corpus Christi Texas A&M to view shelving.
- 2/12/16: College Wide Professional Development Day.
- 2/15/16: LE Specialist Interviews.
- 2/16/16: Pecan Library Shelving Meeting; Employee Meeting; CCUMC Board Meeting Conference Call.
- 2/18/16: Bi-monthly meetings with directors; Directors' Meeting; Library Open House Meeting; Meeting re: Videoconferencing for Faculty.
- 2/19/16: Bond Construction Meeting; CLE Specialist Interviews.
- 2/22/16: CLE Personnel Meetings (3); Compact Shelving Demo.
- 2/23/16: Compact Shelving Meeting; Personnel Meeting; RAND Grant Meeting.
- 2/24/16: CLE Personnel Meetings (2); CLE Office Move Meeting; Bond FFE Meeting.
- 2/25/16: FPC Candidate Forum; Tech CLE Open Lab Furniture Meeting; Programming Meeting; Meeting to Review CRLA Application; Bond Program Furniture Meeting.
- 2/26/16: STC 2013 AV-IT Matrix Meeting; LE Specialist Interviews.

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Corresponded with Gateway regarding possible furniture for Pecan CIP project.
- Corresponded regarding a review by RAS of library services to distance education users.
- Corresponded with SirsiDynix regarding possible long-term maintenance agreement.
- Continued planning work for the temporary relocation of the library at the Mid-Valley campus.
- Continued working with SirsiDynix and IT staff to set up BLUEcloud in the production environment.
- Continued working with electrician and network staff to set up the CLE door counters.
- Began working with IT staff to set up three new sets of mobile devices.
- Began looking at Starfish documentation to better understand how the system might interact with CLE systems.
- Continued configuring and testing EBSCO Full Text Finder holdings and updating databases connections.
- Continued working with EBSCO concerning incorrect metadata for records in Discovery Search.
- Continued working on designs and layouts for the new annual report.
- Continued creating icons and testing colors for the library website.
- Continued designing a table cover for Library and Learning Support Services.
- Continued working on a large project to implement bibliographic record validation in Symphony.
- Continued testing the mobile devices.
- Continued monitoring student usage of Upswing and submitted the user overage block list.
- Continued working on documentation to show how to run monthly CLE reports.
- Continued working on a tutoring topic report from Upswing and JagTrax data.

- Continued working on updating the Searching Library Databases tutorial.

Collection Development Balances:

- Library Acquisition…… $ 88,761.00
- BAT & BAS/ Materials- …… $ 18,096.00

Information Commons and Open Labs:

Highlights:

- We are currently in the process of hiring several work-study employees for different areas district-wide. This month, Open Labs hired 2 new work-study employees.
- 02/12/16: The Learning Commons and Open Labs team participated in the College Wide Professional Development Day activities.
- The Library and Learning Commons & Open Labs departments are currently conducting the LibQual+ survey.

January 2016 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	2,851	10,822	10,441	21,734
Pecan Internet Café	969	3,134	3,819	11,997
Pecan T. Info. Commons	736	1,635	873	5,540
Mid-Valley Open Lab	1,469	6,207	6,915	
Mid-Valley Open Area E-117	755	1,797	1,474	
Mid-Valley G-144	350	839	714	
Starr County Open Lab	486	2,283	5,048	
NAH Open Lab	1,185	5,846	3,873	
Technology Open Lab	668	2,857	1,542	
Technology Internet Café	239	622	314	
District Total:	**9,708**	**36,042**	**35,013**	**39,271**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	3,666	10,849	10,352
Pecan F-222	57	99	82
Mid-Valley Info. Commons	1,351	4,223	6,518
Starr County Library	602	2,800	3,095
Technology Library	304	1,069	1,151
District Total:	**5,980**	**19,040**	**21,198**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	409	591	417
Pecan F-130 Group Stations	43	73	91
Mid-Valley Library Group Stations	104	133	139
Mid-Valley Open Lab Group Stations	8	15	4
NAH Group Stations	743	2,028	1,011
District Total:	**1,307**	**2,840**	**1,662**

CLE Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan CLE Open Labs	3,294	14,607	10,839
Mid-Valley CLE Open Labs	480	1,984	1,673
NAH CLE Open Labs	719	3,430	4,886
Starr CLE Open Labs	253	1,124	1,498
Tech CLE Open Labs	261	957	883
District Total:	**5,007**	**22,102**	**19,779**

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

- 02/01/16: Met with the Library Dean and Directors to discuss this month's College-Wide Professional Development day; attended the ISP&SI Leadership Team Update meeting.
- 02/02/16: Traveled to the Mid-Valley Campus to finalize the plans for the MV bond construction move.
- 02/03/16: Met with the Library Dean and Directors to further discuss this month's College-Wide Professional Development day.
- 02/05/16: Attended the President's Administrative Staff meeting.
- 02/10/16: Met for a library furniture conference call.
- 02/11/16: Traveled to A&M Corpus Christi with the Dean of Library Services to evaluate compact shelving.
- 02/12/16: The Learning Commons and Open Labs team participated in the College Wide Professional Development Day activities.
- 02/16/16: Held a Library PR & Marketing Team meeting.
- 02/18/16: Attended a Library Services Directors' meeting.
- 02/19/16: Attended an STC 2013 Bond Construction Program meeting; attended the President's Administrative Staff meeting.
- 02/22/16: Traveled to UTRGV with the Library Services Directors and Dean to view some compact shelving; met with Francisco from Imprezos Pro Uniforms to discuss a quote for tablecloths.
- 02/23/16: Met with the Speech and Communications department to discuss their needs for the north academic building.
- 02/24/16: Met to discuss the Bond FFE Matrices.
- 02/25/16: Met with the Art department to discuss their needs for the north academic building.
- 02/26/16: Attended an Academic Calendar Committee meeting; held a Learning Commons & Open Labs Leadership meeting.

Library Public Services

Public Services Data:

Library Services Data: 2/1/2016 -2/29/2016								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	55	0	100	n/a	21	0	176
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	918	13,236	18,033	39,852	1070	6263	3891	83,263
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	860	315	1194	n/a	86	53	2508
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1306	713	2632	n/a	211	287	5149
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	30	2	32	n/a	9	2	75
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	526	62	879	n/a	336	35	1838

Centers for Learning Excellence

Mid-Valley:

Meetings and Events:

- CRLA Recertification Application Progressed.
- Onboarding Preparation CLE Manager MVC.
- Interviewed Applicants for PT staff vacancies Feb 5-10th
- CLE continued to conduct in-class presentations and tours.
- New CLE Manager introduction and tour.
- Interviewing Applicants for Vacancies Feb 10th.
- CLE conducted in-class presentations and tours Feb. 9, 10, 11 and 13.
- Weekly meetings with manager and direct-wage specialists.
- Interviews for fulltime specialists.
- A CLE tutor delivered a test-taking strategies presentation to a course in the LVN department Feb. 18 and 19.
- CLE manager met with Dean and CLE Director to discuss plans for internal CLE efficiency studies.
- CLE manager attended Mid-Valley Campus Advisory Committee meeting to meet faculty and to give presentation about CLE services.

Workshops: none held.

Staff Trainings: The staff were invited to attend the Transgender 101 training held on campus and hosted by a faculty member in Sociology. Of the 24 part-time staff members, 19 attended the training.

NAH:

Meetings and Events: Delivered presentations on test taking strategy to both instructors and students.

Pecan:

Meetings and Events:

- CRLA recertification application progressed.
- CWPD Preparation Meeting Feb 1, 2016.
- Onboarding preparation CLE Manager of MVC.
- Interviewed applicants for PT staff vacancies.
- CLE continued to conduct in-class presentations and tours.
- Coordinator of Learning Support participated in ALA.
- Interviewing applicants for PT staff vacancies continues.
- Jagtrax meeting was held on February 10 to review updates and needed changes.
- Attended History/Philosophy department meeting on February 12.
- CLE staff participated in College Wide Professional Development Day on February 12.

Workshops:

- TSI Workshop, Quadratic Expressions—February 10.
- TSI workshop "Algebraic Expressions" on Feb 15.
- TSI workshop "Sentence Structure" on Feb 16.
- TSI workshop "Word Problems and Applications" on Feb 18.
- TSI Workshop: Literary Analysis, Feb 22.
- TSI Workshop: Linear Equations and Inequalities, Feb 23.
- TSI Workshop: Math Review Workshop, Feb 26.

Tutor Trainings:

- Tutor Training: Speaker Kelsey Snapp. Worked with Special Populations LGBTQ Feb 5, 2016.
- Saturday Chemistry Workshop for Select Staff Feb 6, 2016.
- Chemistry Workshop for Select Staff Feb 13th.
- Saturday Chemistry Workshop for Select Staff Feb 20th
- Saturday Chemistry Workshop for select staff Feb 27th

STARR:

Meetings and Events:

- Presented on the CLE services to the Educational College Success Classes on 2/3/16.
- Continued to distribute flyers around campus to promote CLE services currently being offered.
- On-boarded two new hires. Training for employees will commence the following week.
- Worked on the CRLA curriculum.
- Attended College Wide Professional Development on Friday, February 12, 2016.
- Trained new Customer Service Clerk.
- New employee attended orientation and training.

TECH:

Meetings and Events: normal daily activities.

JagTrax Data (February 2016)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	182	173	131	157	74	28
NAH	223	103	136	121	104	
PCN	746	620	650	551	125	247
STR	46	56	35	61	7	
TEC	17	0	9	7	0	

	All Campuses	MVC	NAH	Pecan	Starr	TC
Tutoring Visits (Community Users)(D)	4	0	0	4	0	0
Tutoring Visits (Students Non-Enrolled)(D)	69	6	13	46	3	1
Tutoring Visits (Students Enrolled)(D)	4536	739	674	2889	202	32

Sessions v Departures
3500
3000
2500
2000
1500
1000
500
0
745
74
687
1
2938
339
204
15
136
14
MVC
NAH
Pecan
Starr
TC
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)

Online Tutoring Usage
Smarthinking
Upswing
241.17
1258.83
287.03
375
625
87.98
0.00
200.00
400.00
600.00
800.00
1000.00
1200.00
1400.00
Remaining (Hrs)
YTD (Hrs)
February (Hrs)

Top 15 Subjects (Duplicated)
1800
1600
1400
1200
1000
800
600
400
200
0
1559
849
327
327
202
183
142
129
84
76
64
46
41
39
37
MATH
ENGL
BIOL
RNSG
CHEM
CSFH
READ
INRW
ENGR
MDCA
ACCT
HIST
RSPT
EDUC
PHYS
Total Sessions (Duplicated)

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- ATD data via Clearinghouse
- CATEF
- CB2 AY 2015 Revisions
- Enrollment Composition 201620
- IPEDS Spring Surveys
- IPEDS Winter Surveys
- KPI List (review, edits)
- Legislative Budget Board (LBB) Perf. Measures
- NPSAS
- SACSCOC 4.1 write-up
- Success Points

Surveys

- Chair Academic Affairs
- Child Development (5 surveys)
- Consulting and Advising Services
- Distance Education Library Website survey
- EDUC 2301 survey
- eSTC Web Survey
- Faculty Satisfaction Survey
- Immigrant Student survey
- Library Evaluations
- LibQUAL
- NAAMREI Prof Development
- Psychology
- Puente
- STC Teacher and Course Eval Continuing Ed
- Training assessment survey
- 5th Grade Leadership Camp Survey

Qualitative Studies

- MVC-CDC Fall 2015

Data Requests

- Academic Standing for Dual Enrollment by HS
- Annual and Term Campus Enrollment
- Aspen data review
- Associate Degree SCH Hours
- BASOL Enrollment
- BAS-OL grade distribution
- BAS-OL time to graduation
- BAT & BAS data
- BAT/BAS starting salary info
- Benefits listing
- BT Grads - Subsequent Transfers
- Contact Info. 201620 by Zip Codes

- DE Starr County to NAH Campus
- DE Students - Repeated Courses
- Developmental Students Request
- Dispensation of Incompletes
- Enrollment Characteristics Recent HS Grads
- Enrollment and Graduates
- Faculty Actual Schedule Hours Minutes Spring 2016
- Fall to Fall Persistence Study
- Fall 2015 Enrolled in Dev Courses
- Incompletes follow-up
- La Joya ISD Area Student Grad. & Enr. Geo and Demo
- Math Majors over Two Academic Years
- RGV Focus data request
- S.I. Assessment Contacts
- Spring 2015 Contact Hours by Dual Faculty Type
- Update CBM002
- 2013-2014 FTE

Data Analysis

- ADN-NCLEX analysis
- Aspen Prize Round I data review
- BAT CAAP Data Analysis
- Fall Drops
- Fall to Fall Retention Analysis
- FOCUS Academy student success rates
- Under review as of end of week

Meetings

- Academic Challenge Taskforce Meeting
- BAT/BAS data review with Dr. Reed
- Child Development Meeting
- Civitas call
- Civitas Onsite Update
- CWPOD
- Data Standards Committee - HR workgroup
- Data Standards Enrollment Workgroup
- Dual Success Metrics
- External Evaluator for Texas Regional STEM Degree Accelerator Grant Visit
- NPD Evaluation meeting
- NPD Grant Evaluation Meeting/Conference Call
- PAS
- PDC
- Program code discussion
- PSJA Dual Success Metrics
- Puente Research and Evaluation Team call
- RAS weekly
- RGV Focus Data Support Council
- Qualtrics meeting with TR

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

02/01/2016: TMAC Lean Training Day 1
02/02/2016: TMAC Lean Training Day 2
02/03/2016: Starfish Pre-Kick Off
02/04/2016: Texas Completes
02/04/2016: Starfish Kick Off
02/05/2016: TimeForce Plus
02/09/2016: Hobsons Weekly
02/09/2016: IPASS Check In
02/10/2016: IPASS 2 Webinar
02/11/2016: Starfish Technical Kick Off
02/12/2016: Starfish Workshop: Presenter: Dr. Tiffany Mfume, Morgan State University
02/16/2016: Hobsons Weekly
02/16/2016: Lean Day 3
02/17/2016: Lean Day 4
02/18/2016: Lean Day 5
02/19/2016: Starfish Project Team
02/22/2016: Internal Auditor Meet and Greet
02/23/2016: Day 1>TimeClock Plus On-Site Vendor Assessment (BPA)
02/24/2016: Day 2>TimeClock Plus On-Site Vendor Assessment (BPA)
02/25/2016: Day 3>TimeClock Plus On-Site Vendor Assessment (BPA)
02/25/2016: Starfish Weekly (Led by Marissa Salinas)
02/26/2016: IPASS(2) Data Submission Webinar
02/26/2016: PDC

ONGOING PROJECTS

1. HOBSONS (Radius): Application Management
>>>Next Step(s) Submit To-Do's to Consultant
1A. HOBSONS (Starfish): 1st Official Weekly Project Team Meeting Scheduled for 03/3/2016
>>>Next Step(s): Complete Project Team Roster and Pilot Design
Technical Specs questions to be answered by vendor.
1B. IPASS (2): Kotter Event Pre-Work: *Our Iceberg is Melting along with Questions Document*
>>>Next Step(s): Distribute Kotter Even pre-work (Book and Pre-Session Assessment) to participants
2. HESMA: RFP has been revised and is ready for approval to re-release.
>>> Next Step(s): Schedule Re-release
3. TRAINING RFP: N+ Training Delivered
>>>Next Step(s): N+ trainees have 2 weeks to take the N+ Exam.
4. TimeClock Plus: Business Process Analysis Completed
>>>Next Step(s): Vendor will complete project documents by 03/09/2016
5. IPI-KPI: Will be scheduled to discuss at PDS
>>>Next Step(s): Action Items from PDC meeting
6. Ellucient Upgrade: Awaiting project documents from vendor
>>>Next Step(s): Action Items from project documents

TRAININGS

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

Laura B. Sanchez, Assoc. Dean

Institutional Research and Effectiveness

Leadership Activities:

- Entered budget information for the IEA, Associate Dean, and Accreditation Accounts for 2016-2017 into the budget development application.
- Represented IEA-RAS at the Academic Affairs Council meeting.
- Met with the Curriculum staff to review the program development procedures and provided additional training, also to train on the procedures for the Academic Calendar Committee.
- Participated in ISP & SI Leadership meeting.
- Attended President's Administrative Staff meeting.
- Coordinated with the Office of Professional and Organizational Development and the Chief Information Officer to schedule training for the IEA/RAS team on College-wide Professional Development Day
- Represented Institutional Research and Effectiveness at the Academic Affairs Council Meeting.
- Participated in the Planning & Development Council meeting

Accreditation Related Activities:

- 5th Year Report Activities:
  - Continued editing 4.1 and 3.3.1.1.
  - Reviewed *3.11.3-Facilities* and provided feedback to the writer.
  - Continued editing 4.1 and 3.13A
  - Communicated with external consultant on how to address *3.13.A-Accrediting Decisions of Other Agencies* and reviewed sample narratives.
  - Completed first draft of 3.13.A
  - Coordinated with the department chairs for Occupation Therapy Assisting, Physical Therapist Assistant, and Pharmacy Technology to gather necessary evidence for 3.13.A.
  - Continued reviewing recent accreditation reports for Occupation Therapy
  - Met with the Executive Leadership to review the report requirements for the off-campus sites.
  - Met with the SAEM leadership team to review the requirements for addressing student services at the off-campus sites and in the 5th year report.
  - Set a meeting with the Director of HR to clarify information for *3.2.8-Qualified Administrative and Academic Officers.*
  - Met with the Director of HR to coordinated completion of evidence items required for 3.2.8-Qualified Academic and Administrative Officers.
  - Continued editing 4.1
  - Met with the Admissions Policy Review committee for review recommended policy changes to 3200 and necessary catalog revisions.
  - Uploaded evidence items for 4.7.
  - Reviewed the Pharmacy Technology Accreditation Self-study Binder due this April.
  - Reviewed the Accreditation/Certification tracking list prepared by the VP of Academic Affairs.

IE Related Activities:

- Coordinated with department to set up office for new IE Analyst starting February 15th.
- Began drafting IE Plan for Associate Dean.
- Met with the IEA Analyst and finalized the IE Plan for the Institutional Research & Effectiveness Area.
- Initiated the process for developing a program review template for the IE reporting.
- Held an IE department meeting with IEA staff to plan out activities for remainder of the semester, and coordinate the timeline for the 2013-2015 IE Reporting

- Coordinated with the IE Analyst to send out notification to IE Plan writers regarding the 2013-2015 IE reports due April 7th.

RAS Related Activities:

- Reviewed the procedures and requirements for submitting for IRB registry approval.
  - Discuss information required and recommendations for structuring the IRB Committee.
  - Met with the Director of RAS and Qualitative Researcher to finalize information needed for the IRB registry application and recommendations for committee members.
- Met with the Director of RAS to discuss the following:
  - Data Request Portal and necessary revisions to the data requests, to support prioritization of requests and assignment of work.
  - Develop parameters for presentation of ASPEN Award Finalist comparison data.
  - Ongoing activities, data requests, and projects.
- Provided feedback to Academic Affairs on proposed changes to the program code schemas in Banner.
- Attended RAS departmental meeting to review ongoing activities, data requests, and projects.
- Attended meeting at PSJA ISD to review draft Quality Metrics for the district Dual Enrollment Program.

Institutional Projects/Activities:

- Met with the Assistant Chief Information Officer to develop agenda and work team strategy for the Data Standards Committee.
- Facilitated the Data Standards Committee meeting, including setting meetings for interim workgroups.
- Participated in Conference Call with San Jacinto College Banner Specialist to discuss their process of creating and assigning program codes.
- Met with a subgroup of the Data Standards committee to make a final recommendation on assigning of program codes when degree names are modified.
- Participated in CIVITAS Consultant visit and participated in technical call to determine next steps for refining the data views. Coordinated with Rob Robinson from Civitas to finalize joint presentation for Achieving the Dream.
- Developed presentation on "Key Performance Indicators for Presentation at Planning & Development Council.

Statewide Leadership Activities:

- Provided support to the planners for the Spring 2016 conference in April, including contacting the THECB and TACC to request keynote addresses, coordinated with the Nominations Committee chair to recommend individuals for upcoming board seat vacancies.

Meetings and Conferences:

- Attended the Achieving the Dream Conference in Atlanta Georgia and presented "Utilizing Predictive Analytics to Improve Student Success" with Civitas.

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INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

SOUTH TEXAS COLLEGE

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MEMO

To: Dr. Shirley A. Reed
President

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

Date: March 21, 2016

Subject: February 2016 Activity Report

The major activities of my office this month were:

1) Met with BBVA Compass bank. 2) Met with Mission Hospital to discuss possible Lean training.3) Attended the RSTEC Annual Meeting 4) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5). Attended the STMA monthly meeting 6) Attended the City of McAllen State of the City Address 7) Continued Engineering Tooling Academy activities with UTRGV 8) Visited Brownsville Economic Development Corporation and All Starr shredding company in Brownsville.9) Assisted in planning of robotics summer camp program 10) Further developed and planned Manufacturing Seminars Series Program 11) Held a strategic planning budget workshop 12) Met with representatives from IIES Reynosa to further develop the STC Maquiladora training project.. 13) Worked on Partnership Agreement draft between South Texas College and IIES.

Summary of Activities for February 2016:

- Attended a meeting with BBVA Compass to discuss foundation grant opportunities for Maquila Training Project.
- Continued Engineering Tooling Academy activities with UTRGV
- Met with campus expansion team to discuss technology campus requirements.
- Attended the City of McAllen State of the City Address.
- Visited Brownsville Economic Development Corporation and All Starr shredding company in Brownsville.
- Met with representatives from McAllen Career Institute to discuss possible partnership.
- Presented at Professional Development Day for Business and Technology Division.
- Presented and Promoted Professional Seminar Series in Rio Grande City.
- Attended NAAMREI and IAM budget status meeting.
- Met with Mission Hospital to discuss possible Lean training.
- Met with Ms. Wanda Garza to discuss strategic planning initiatives.
- Attended the RSTEC Annual Meeting held at the Rio Grande Valley Partnership in Weslaco. Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Worked on Partnership Agreement draft between South Texas College and IIES. This includes researching and identifying legal and operational aspects of proposed project.
- Attended the STMA monthly meeting.
- Met with staff and continued to develop proposed IAM Manufacturing Seminars Series.

- Assisted in the implementation of the high school robotics program initiative. This effort is a result of our department's Festo Robotics and Industrial Automation certification.
- Assisted in planning of robotics summer camp program.
- Met with representatives from the Instituto Internacional de Estudios Superiores (IIES) IIES Reynosa to further develop the STC Maquiladora training project.
- Met with Dr. Miguel Gonzalez, Dean of College of Engineering, UTRGV to discuss manufacturing initiatives, NAAMREI plans and grant opportunities.
- Assisted the IAM Department in implementing Texas Workforce Commission Skills Development Fund grant projects.
- Met with MEDC regarding STC training initiatives.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives.
- Conducted monthly staff meeting to develop strategies for expansion of IAM training services and to increase enrollment.
- Monitored and reconciled NAAMREI and IAM revenue and expense accounts
- Reviewed and monitored NAAMREI and IAM budgets, financial and programmatic reports.
- Reviewed and monitored IAM enrollment and contact hour reports.
- Worked on 20116-17 Budget

SOUTH TEXAS COLLEGE

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