SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

July 2016

Board Meeting

August 23, 2016

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **August 23, 2016**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **July 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:

  - Dr. Estella Garcia, President of TSTC lunch meeting
  - Mary Elizondo, Vice President for Finance & Administrative Services
  - Ken Jones, Director of LRGVDC to review Legislative Strategies
  - Santa Pena, Director of Counseling
  - Nancy Garcia, Director of Comprehensive Advising & Mentoring Services
  - Tony Matamoros, Director of Dual2Degree High Schools & Services
  - Paul Hernandez, Dean of Student Affairs
  - Matt Hebbard, Dean of Enrollment Services
  - Jayson Valerio, Interim Dean for Nursing & Allied Health Center
  - Mary Villanueva, Student Success Specialist, toured NAH campus

Attended:

- Weslaco EDC Board meeting
- LRGVDC Board meeting
- SACS Narrative for Off Sites
- Student Handbook Review Session
- Review Process Mapping Chart meeting
- SAEM Dual Credit MOU Committee emergency meeting
- MOU/Advising & Counseling meeting
- STC Bond Program - La Joya Teaching Site Review Schematic Design meeting
- College/University Transportation Pilot Coordination meeting
- Dual Credit Program Updates meeting

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

Attended:

- Final Vice-President - Dual Credit MOU meeting
- RSTEC Visit & Marketing meeting
- STC Bond Program for Pecan, Mid-Valley & STARR County campuses
- ABT-SRBI Data Collections/Survey Call Center Grand Opening hosted by MEDC
- LRGVDC New Regional Strategic Planning meeting
- LRGVDC Retirement Reception for Mr. Ken Jones

Participated:

- South Texas College Police Officer Workshop
- Summer Leadership Institute Welcome
- Review of Dual Credit Enrollment
- MOU review/edits with Nancy Garcia, Matt Hebbard & Paul Hernandez
- Review Complaints, Procedures & Flowcharts

Matt Hebbard, Dean of Enrollment Services & Registrar

- Opened registration for Summer 2016 and Fall 2016 semesters on March 1, 2016; to date, **17,820** students have registered for Fall 2016 semester, after their required documents were processed and they were cleared to register by OAR.
- Contributed in many ways to Summer II 2016 official census date enrollment on July 15, 2016 of **5,541** students; on census date, **321** students were dropped for non-payment.
- Director of Degree & Certificate Completion ("Director") attended regular meetings, such as President's Administrative Staff, SAEM Dean/Directors, Enrollment Team, BUGs and Data Standards Committee.
- Director and Coordinator of Records ("Coordinator") 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 and Records & Registration Specialist attended TACRAO 2016 Community College Issues Meeting held in Austin, Texas on July 14 – 15, 2016.
- Attended various meetings/events to work on special projects, such as CourseLeaf Catalog (online), Enrollment Appeals Committee, Grade Appeals Committee, parking permit software, and Summer Supervisory Symposium.
- Director and Coordinator formed a search committee to move forward with filling the new FY2016 position – Transcript/Graduation Analyst – by reviewing applications and scheduling interviews.
- Residency Specialist reviewed the residency status of all new students, including dual enrollment high school students and House Bill students submitting an *Affidavit*, and personally assisted international students; STC has **49** international students enrolled for Summer 2016 sessions.
- 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 *Schedule Change Forms* for **662** students during July 2016.
- Processed *Reinstatement After Census Date Forms* for **74** students during July 2016.
- Processed *Change of Grades* for **95** students during July 2016.
- Downloaded, reviewed and verified **2,896** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) in July 2016.
- Processed **1,828** high school and **808** college/university transcripts during July 2016.

Matt Hebbard, Dean of Enrollment Services cont.

- Evaluated **596** transcripts from other colleges and universities during July 2016.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **3,798** STC transcripts during July 2016.
- Scanned and indexed **7,303** documents submitted by students during July 2016.
- Processed **40** online *Course Substitution Forms* during July 2016.
- Graduation Analyst continued to review potential August 2016 graduates.

Student Financial Services & Veterans Affairs

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Administrative Assistant assisted with the Counseling & Student Disability Services Secretary Interviews
- SFS Director Miguel Galvan and Coordinators Rebecca Cano, Yesenia Garcia and Judy Martinez traveled to Washington, DC July 9th – 13th to attend the 2016 National Association of Student Financial Aid Administrators Conference
- SFS Coordinators Jessie Luna and Javier Arredondo along with Specialists Manoella Leal and Claire Forrester attended the 2016 Western Association of Veterans Education Specialists Conference July 17th – 20th held in Albuquerque, New Mexico
- SFS Veteran Affairs office has received all purchased furniture and is in the process of new set-up and new move to CLE room 123 that will be the Veterans study room
- SFS Staff assisted with 16 Financial Aid presentations and events throughout the month of July

Assessment Center

Walk-ins and Testing Report

Student Assessment Center Monthly Activity Report July 1st – July 31st, 2016					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/CAAP/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of Aug 24, 2015**
Pecan Campus	**425**	**673**	**583(87%show)**	**TSI EXAM**	**4194**
			(%show)	**CAAP**	**268**
			(%show)	**ACT**	**417**
Mid- Valley Campus	**352**	**334**	**312(93%show)**	**TSI EXAM**	**2576**
Starr Campus	**241**	**226**	**218(96%show)**	**TSI EXAM**	**1212**
Pecan Plaza	**69**	**15**	**14(93%show)**	**GED/ PEARSON**	**1079**
		143	**127(89%show)**	**TSI EXAM**	**1707**
TOTAL:	**1087**	**1391**	**1254(90%show)**		**11,453 – All Campuses YTD**

Assessment Center cont.

Walk-ins and Testing Report

- Director presented to Summer Leadership Institute
- Director attended the BUGS meeting, the Summer Supervisory Symposium with HR, the Presidents Administrative Meeting, meeting with testing department among others
- Coordinator of Testing, Mr. Hector Irlas attended the 2016 ACT conference held in Chicago, IL.
- Continuous processing of TSI, ACT, SAT test scores into banner

TSI Student Notifications Report
July 1st- July 31st 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 for Month	Letters of Notification Before 1st Class Day	Letters of Notification After 1st Class Day
Pecan	175	1305	64	496	55	697	0
Nursing	7	132	4	95	3	65	0
Technology	5	292	2	86	3	228	0
Starr	29	241	4	101	25	150	0
Mid-Valley	21	268	3	109	18	50	0
Total	237	2238	77	887	104	1190	0

- Letters are sent to only the students whose file has been checked and have found they are not TSI complete. Meaning, they need to test and pass the TSI or sign up for a Developmental Course.
  - Letters are sent to inform students they need to meet with an advisor and register for appropriate developmental course or test for TSI exam and pass

Assessment Center cont.

TSI Placement Report

TSI Scores: by placement score July 2016			
READING			
Monthly (07/01/16 - 07/31/16)		**Year To Date (08/24/15 - 07/31/2016)**	
College ready (351+)	245	**College Ready** (351+)	1373
Holistic Placement (349-350)	57	Holistic Placement (349-350)	351
Developmental Ed (342-348)	213	Developmental Ed (342-348)	1356
ABE Level 6 (Developmental Ed)	61	ABE Level 6 (Developmental Ed)	365
ABE Level 5 (Developmental Ed)	149	ABE Level 5 (Developmental Ed)	850
ABE Level 4	32	ABE Level 4	208
ABE Level 3	3	ABE Level 3	18
ABE Level 2	8	ABE Level 2	31
ABE Level 1	3	ABE Level 1	6
Total	**771**	**Total**	**4558**
MATH			
Monthly (07/01/16 - 07/31/16)		**Year To Date (08/24/15 - 07/31/2016)**	
College Ready (350+)	125	**College Ready** (350+)	1004
Holistsic Placement (348-349)	57	Holistic Placement (348-349)	382
Developmental Ed (336-347)	299	Developmental Ed (336-347)	2086
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	196	ABE Level 5 (Developmental Ed)	1135
ABE Level 4	111	ABE Level 4	659
ABE Level 3	22	ABE Level 3	95
ABE Level 2	11	ABE Level 2	39
ABE Level 1	3	ABE Level 1	12
Total	**824**	**Total**	**5412**
Writing			
Monthly (07/01/16 - 07/31/16)		**Year To Date (08/24/15 - 07/31/2016)**	
College Ready (363 & 4+ Essay or 5+)	283	**College Ready** (363 & 4+ Essay or 5+)	1776
Holisitc Placement (361-362 & 4 Essay)	18	Holistic Placement (361-362 & 4 Essay)	94
Developmental Ed (350-362 & 0-4 Essay)	245	Developmental Ed (350-362 & 0-4 Essay)	1174
ABE Level 6 (Developmental Ed)	58	ABE Level 6 (Developmental Ed)	324
ABE Level 5 (Developmental Ed)	26	ABE Level 5 (Developmental Ed)	141
ABE Level 4	30	ABE Level 4	194
ABE Level 3	9	ABE Level 3	82
ABE Level 2	4	ABE Level 2	16
ABE Level 1	2	ABE Level 1	15
Total	**675**	**Total**	**3816**
Data retrieved from College Board Accuplacer			

Assessment Center cont.

***TSI Placement Report Notes**

Reading	Placement
DE Diagnostic 349-350	Holistic Placement Option
DE Diagnostic 342-348	Developmental Education
ABE Diagnostic Level 5-6	Developmental Education
ABE Diagnostic Level 1-4	Developmental Education
Note: Based on THECB Approved 1yr waiver	
Math	**Placement**
DE Diagnostic 348-349	Holistic Placement Option
DE Diagnostic 336-347	Developmental Education
ABE Diagnostic Level 5-6	Developmental Education
ABE Diagnostic Level 1-4	Developmental Education
Note: Based on THECB Approved 1yr waiver	
Writing	**Placement**
DE Diagnostic 361-362 & 4 Essay	Holistic Placement Option
DE Diagnostic 350-362 & 0-4 Essay	Developmental Education
ABE Diagnostic Level 5-6	Developmental Education
ABE Diagnostic Level 1-4	Developmental Education
Note: Based on THECB Approved 1yr waiver	

Dual2Degree

DUAL ENROLLMENT ADMISSION & REGISTRATION:

- **Dual Credit Registration Appeals:**
  - 7 Appeals Approved and Processed for Summer I 2016
  - 3 Appeals Approved and Processed for terms prior to Summer I 2016
- **Fall Dual Credit Processing and Registration:**
  - All Schools
- **Communication of Fall 2016 Enrollment Deadlines:**
  - The Dual2Degree Department continued to communicate with high school officials on critical Fall 2016 enrollment timelines to ensure students are registered by the first class day.
- **Summer I/II Document Retention:**
  - Student document retention for Summer I and Summer terms was finalized by the Dual Credit Records & Registration Specialists in compliance with document retention policies.

DEPARTMENT SPECIAL PROJECTS:

- **JagNet Student Registration Initiative:**
  - Further meetings were held to continue progress on the JagNet student registration initiative. At the present time, students are registered manually by STC staff, and underutilize JagNet and Degreeworks. The purpose of the initiative is to promote a college-going culture by enabling students to register for dual credit courses via JagNet and building their career pathways using Degreeworks. Weslaco East HS has decided to pilot JagNet registration in the Fall 2016 semester, and the Dual2Degree Department has been working with Technology Resources, the IS&P Help Desk, and the Office of Admissions & Records for a successful implementation of the initiative.

Dual2Degree cont.

- **New Student Orientation Via Blackboard Collaborate:**
  - A meeting was held with the Distance Education Department to discuss progress on the Web-Based New Student Orientation for Dual Credit Students. Testing of equipment was also conducted by staff to ensure quality of audio. The purpose of the initiative is to provide orientation to prospective Dual Credit Students via Blackboard Collaborate, which will enhance the student orientation experience, and enable the Dual2Degree Department to reach a wider audience virtually. Sharyland ISD has decided to pilot this initiative for Fall 2016, and efforts are underway to scale the project to other ISDs by Spring 2017.
- **Dual Credit Program Enrollment & Support Services Manual:**
  - The Dual2Degree Department finalized the Dual Credit Program Enrollment & Support Services Manual for the 2016-2017 Academic Year. The Manual provides a comprehensive review of the admission and registration process for Dual Credit Students as well as support services. The manual was updated to reflect new Board-approved changes and MOU revisions. New content was included to address advisement for Dual Credit Students and graduation requirements.

- **Finalized Dual2Degree Department Calendar:**
  - The Dual2Degree Department Events & Activities calendar for the 2016-2017 Academic Year was finalized and posted on the departmental website. The calendar provides high school counselors and principals with an overview of important enrollment timelines and scheduled events and activities for dual credit students including advisement and orientation.

SOUTH TEXAS COLLEGE

DUAL2DEGREE DEPARTMENT

October 2016

Departmental Events and Activities for Dual Credit Students

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Comprehensive Advising-Sophomores	4 Comprehensive Advising-Sophomores	5 Comprehensive Advising-Sophomores	6 Comprehensive Advising-Sophomores	7 Comprehensive Advising-Sophomores	8
9	10 Comprehensive Advising-Sophomores	11 Comprehensive Advising-Sophomores	12 Comprehensive Advising-Sophomores	13 Comprehensive Advising-Sophomores	14 Comprehensive Advising-Sophomores	15
16	17 Comprehensive Advising-Sophomores	18 Comprehensive Advising-Sophomores	19 Comprehensive Advising-Sophomores	20 Comprehensive Advising-Sophomores	21 Comprehensive Advising-Sophomores	22
23	24 Comprehensive Advising-Sophomores	25 Comprehensive Advising-Sophomores	26 Comprehensive Advising-Sophomores	27 Comprehensive Advising-Sophomores	28 Comprehensive Advising-Sophomores	29
30	31 Comprehensive Advising-Sophomores	Notes:				

Dual2Degree cont.

- **Finalized Student Resource Guide:**
  - The Dual2Degree Department collaborated with the Public Relations Department to develop a pamphlet for Dual Credit Students that provides information on important resources such as JagNet, Degreeworks, and Blackboard. The pamphlet will be distributed to high school sites ahead of the 2016-2017 academic year to increase awareness of these resources.

- **Finalized Department Manual:**
  - The Department collaborated with the Human Resources Department to develop a manual for departmental staff that addresses internal rules and guidelines regarding attendance, sick leave, overtime, mileage reimbursements, and dress code. The manual will serve to inform staff of existing departmental and College policies and procedures.

INTERNAL STC MEETINGS:

- **Dual Credit Program SWOT Analysis:**
  - The Dual2Degree Department participated in the Dual Credit Program SWOT Analysis conducted by the Office of Accountability. Staff provided insight into the strengths, weaknesses, opportunities, and threats for the Dual Credit Program in order to provide a comprehensive review of the program and offer recommendations for improvement.

- **Dual Credit Process Mapping:**
  - The Director worked with the Office of Accountability throughout the month to map the Dual Credit Program process including admission and registration, orientation, and advisement. Several meetings were held to identify redundancies, bottlenecks, and areas of improvement for the Program.

STAFF PROFESSIONAL DEVELOPMENT:

- **Annual Department Retreat:**
  - The Dual2Degree Department held its annual retreat at the Mid Valley campus. The purpose of the retreat is to provide staff with updates on accomplishments, and new Dual Credit Program changes. Sessions also focused on the STC core curriculum, Title IV regulations, and team-building exercises.
- **Conferences/Staff Training & Development:**
  - Campus Security Authority Training
  - Jaguar Academy
  - Ruffalo Noel-Levitz National Conference – Dallas, Texas. Director and Coordinator attended the national conference on recruitment, marketing and retention. Best practices regarding comprehensive advisement for students will be incorporated in for the 2016-2017 academic year.

Dual2Degree cont.

The Dual2Degree Upcoming Events for August Include:

- Fall 2016 Dual Credit Processing and Registration
- Fully implement JagNet Student Registration Initiative at Weslaco East HS
- Work with Director of Comprehensive Advisement & Mentoring Services to Implement Dual Credit Enrollment & Advisement Blueprint at high school sites
- Continue finalizing implementation of New Student Orientation via Blackboard Collaborate
- Finalize Annual Department Report for 2015-2016 Fiscal Year
- Continue to finalize Dual Credit Parent Manual

Collection Connections

- South Texas College Summer Leadership Institute
- BBVA Compass Grant Planning Meeting
- Jaguar Academy
- Summer Extended Registration Hours
- Hobsons Radius Training
- HR Supervisory Symposium
- Orientation
  - Respiratory Therapy
  - Occupational Therapy Assistant
  - Child Development
- La Joya Teaching Center Registration Round Up
- Campus Tours
  - Pecan Campus – 65 Students
    - UTRGV Group Campus Tour
    - Counseling and Student Disability Services Campus Tour
  - Mid-Valley Campus – No Tours
  - Starr Campus – No Tours
  - NAH Campus – 40 Students

        - UTRGV Group Campus Tour
    - Tech Campus – 60 Students
        - Personal Tour
        - HSPS-GSMP Cyber Camp
- Call Center

Phone Calls	
July 1 - July 31	13,531 Inbound Calls
JagChat	
July 1 - July 31	237 Chats
Web Leads	
July 1 - July 31	421 Emails

Upcoming College Connection Events:

- TACRAO College Fairs
    - Rio Grande Sept. 26
    - La Joya Sept. 26
    - McAllen Sept.26
    - Mission Sept.27
    - Donna ISD Sept.27
    - PSJA Sept.27
    - Sharyland Sept.27
    - Weslaco Sept.28
    - Edinburg Sept.28

- November 4 – Counselors' Update
- December 2 – Junior Jaguar Leadership Academy

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
347	Student Contacts & Outreach
25	Student & Alumni Registered on CCN
43	Student & Alumni Resumes Revised/Uploaded on CCN
42	Employer Contact and New Employer Registered on CCN
46	Jobs posted to CCN
7,500	Total Students Registered to date
3,352	Total Alumni Registered to date
2,879	Total Employers Registered to date

Current/Upcoming Activities & Events:

- 4 Resume Writing & Interviewing Skills workshops, NAH, Pecan, Mid-Valley and Starr County Campus
- 5 Resume Writing & Interviewing Skills workshop, LVN Program, Rebecca Miller, 206 student contacts
- Presented at Summer Leadership Institute, Dean Pablo Hernandez
- Attended UTRGV Career Advising event
- Coordination of SureScore-Campus2Career Implementation.
- Serving on "Career Discovery 2016" event committee

- Job Development (AMP Personnel Services LLC; Dexter System Inc.; Entravision Communications; TeleTech; Univison; Auntie Anne's Pretzels; CollegeFashionista; CSM Companies, Inc.; Dexter Systems Inc.; Eastern Applied Research; Foldio LLC; IDEA Weslaco College Preparatory; Mc Apartments; R Communications; Spring Valley Fruits; Appen; Code Red Security Services; Course Hero, Inc.; Texas Organizing Project; TicketMaster; Dallas Police Department; South Texas Insurance Services)
- Departmental Meeting-Events for Summer II & Fall
- Identifying resources and materials to be purchased through Carl Perkins grant
- Obtaining Constant Contact quote
- iPro Meeting
- Campus Security Authority training directed by Leslie Solis
- Recertification of Campus Security Authority Online Training
- College Transition Publishing meeting
- Meeting with William Collins; updates
- Time Force Training
- Preparing IE Plan
- Attended Abt SRBI Grand Opening Event
- Attended Workforce Solutions Career Fair
- Attended SWOT Meeting
- EEO Laws and Discrimination Prevention for Higher Education Training
- Manage Social Networking pages.

Office of Judicial Affairs and Conflict Resolution Center

CRC Student Cases for the month of July 2016				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		177	34	143
*Mediation		19	0	19
Conflict Coaching		1	1	0
Title IX: Requesting Pregnancy Accommodation		182	21	161
Title IX: Victim Advocacy Support		20	0	20
Written Complaints/Maxient Referred to Human Resources Student to Employee		65	N/A	N/A
Written Complaint/Maxient Student to Student		0	0	0
Total Cases		**445**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month of July 2016		
		YTD Cases
Pecan		198
Nursing & Allied Health		116
Technology		13
Mid Valley		65
Starr County		20
Internet		31
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		0
Total		**445**

Office of Judicial Affairs and Conflict Resolution Center cont.

Complaints Student Violating Student Code of Conduct for the month of July 2016			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	39	145	**184**

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

Student Conduct Cases per Campus for the month of July 2016		
		YTD Cases
Pecan		112
Nursing & Allied Health		29
Technology		13
Mid Valley		21
Starr County		4
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
Internet		3
Total		**184**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of July 2016		
Student Affairs		**YTD**
Cases Reviewed		100

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

Human Resources		**YTD**
Cases Reviewed		1

Police Department		**YTD**
Cases Reviewed		6

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**
Student Conduct	0	42	0	24	0	21	0	13	0	0
Human Resources	0	0	0	0	0	1	0	0	0	0
Police & Security	0	0	0	0	0	0	0	2	0	1

Student Activities & Wellness

- Crossing Disciplines-Into the Boxing Profession with Omar Figueroa Jr (Starr by Psychology Club)

- Presented to the Summer Leadership Institute (Pecan)

Student Activities & Wellness cont.

- FIFA Tournaments (PCN, MID &TEC)

- Presentation to the HSPS-GSMP Cyber Camp (Tech)

Student Activities & Wellness cont.

- Frisbee Golf Tournament (PCN, MID, TEC & STR)

- Wiffleball Home run Derby Tournament (Mid-Valley)

- 3v3 Basketball Tournament (Mid-Valley & Starr)

Student Activities & Wellness cont.

- Coed Volleyball Tournament (Mid-Valley)

- Crossing Disciplines-Into the TV Journalism Field(Starr hosted by the Psychology Club)

- Registration for First Year Connection

Counseling/Student Disability Services and Comprehensive Advising & Mentoring Services

	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	**600**	**114**	**107**	**70**	**4**	**528**	**139**	**1562**
Weslaco	**4**	**2**	**29**	**18**	**0**	**178**	**0**	**231**
Rio Grande	**66**	**2**	**7**	**31**	**1**	**36**	**1**	**144**
Tech Ctr.	**69**	**25**	**25**	**15**	**1**	**44**	**2**	**181**
NAH	**4**	**7**	**9**	**3**	**147**	**2**	**6**	**178**
Total	**743**	**150**	**177**	**137**	**153**	**788**	**148**	**2296**

Meetings/Consultations

- Student Disability Services Case Management – NAH
- Title IX Intake and Information Session – NAH
- Police Department Appeals Meeting – Pecan
- Meeting with Dr. Laura Lopez for Career Cruising Program – Pecan
- Scholastic Appeals Committee Meeting – Pecan

- National Association of Social Workers LRGV Branch Steering Committee Members Meeting – Pecan
- International Survivors of Suicide Loss Day Meeting – Pecan
- Rio Grande Valley Human Trafficking Taskforce Meeting – Pecan
- Dual Credit Program SWOT Analysis – Pecan
- Review of Counseling form changes with Medicat Staff – Pecan
- Medicat Project Closeout Meeting – Pecan
- Medicat/STC Reports Meeting – Pecan
- Coordinator of Student Disability Services Interview Search Committee Meeting – Pecan
- Hidalgo County Resource Fiesta for the Blind and Visually Impaired by UTRGV Interns – Pecan
- Staffing of Cases for Counseling/Student Disability Services meeting at Pecan Campus – Pecan/NAH/Tech/Starr/MVC
- Individual supervision with UTRGV Intern – Pecan
- Program Chair meeting – Tech

Workshops/Presentations

- Summer Leadership Institute Presentation on "Incorporating the Laughter into Your Life" – Pecan
- Presentation for CLE Department Staff – Pecan
- PTA Orientation – Incoming Fall Class - Counseling Services Presentation – NAH
- Respiratory Orientation – Incoming Class – NAH
- A.D.N. Orientation – Incoming Class – NAH
- Presentation to STC Continuing Education Class -
- Workshop: The Value of GPA on Future Success – Starr
- Workshop: Career Exploration – Tech
- Workshop: Appreciating Our Diverse World – NAH
- Workshop: Stranger Danger – NAH

Professional Development

- Wellness Symposium at Cooper Center – NAH
- Safety Cross Training Presentation – Pecan/Tech/MVC
- Panel on Decision Making for Trauma & Self Care Wellness Summit – Pecan
- 2016 Texas Behavioral Health Institute-Austin, TX – Pecan
- Laughter Yoga Basic Learning Course at Cooper Center – Pecan/Starr/MVC

Comprehensive Advising & Mentoring Services

Advisor Student Contacts	
Campus	**# of Students**
Pecan	4107
Weslaco	1164
Rio Grande	566
Tech	815
Total	**6652**

A. Programs/Activities/Meetings:

- **Monitoring College Advising Training Program-** Coordinated the scheduling of the training cohort for Area ISD High Schools in September; seven training dates are planned and scheduled from September 19, 2016 through September 29th, 2016; 37 presentations are scheduled for the cohort; campus visits are planned for September 26th at the Technology, NAH , Campuses ; cohort makeup TBD**; # of** participants for training pending;

- **Monitoring THECB Work Study Mentorship Grant –** supervised student mentors and activities; communicated with mentors site supervisors; mentors currently assigned to Starr Campus; programs reports have been submitted; Nancy conducted initial meeting for new mentees, three have been identified for new hires, all have accepted offer, High schools assignments pending for RGC High School, RGC Early College High School, La Grulla High, & Roma High School has (1); NOE's for mentors were completed she started working this past month; 1 interview for work-study pending, in addition to references checks;
  Monitoring Beacon Mentor Program – Planning activities; Emails have been ongoing between Mentors and myself to plan for fall term class cohort; Mentors from last cohort are asking to be renewed for new academic year; (Fall 2016) will attempt to recruit 5 new mentors for this term; 3 have been identified, 20 sections are being considered for mentors; Training planned for August 12th, 2016
- **Monitoring Carl Perkins/PASS -** participated in meetings with PASS Program staff to review program guidelines and practices; Discussed items related to Web checkout for book inventory, number of students being served for summer, tables were set up throughout district for outreach for new program year; reviewed dates for reporting periods for new FY 2015-2016 Carl Perkins program year; Handbook being revised

B. Participated in the Following:

- **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 (TBD) next meeting
- **Attended National Conference on Recruitment, Retention, & Marketing (Ruffalo-Noel/Levitz) in Dallas**
  - Will brief Ms. Garcia on useful presentation materials to use as resource for our mentoring programs

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: August 12, 2016

SUBJECT: Activity Report for Finance & Administrative Services
July 1, 2016 through July 31, 2016

The following is a summary of activities from July 1, 2016 through July 31, 2016 for the Division of Finance & Administrative Services.

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

- The Vice President prepared for and attended the following meetings:
  - President's Cabinet Meetings, Board of Trustees Meeting, Facilities Committee Meeting, Special Facilities Committee Meeting, Finance and Human Resources Committee Meeting, President's Administrative Staff Meeting, Finance and Administrative Services Director's Meeting, and Planning and Development Council.

- 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:
    - HR and personnel Policies with Director of Human Resources and Legal Counsel
  - Facilities Planning and Construction:
    - Bond Construction Budget with Accounting Group Supervisor and FAS Support Specialist
    - Bond Construction Program with Broaddus and Associates and College staff
  - Business Office:
    - Analysis on Summary of Revenue Report with FAS Project Manager, System Analyst, and Accounting Specialist
    - Artwork Donations with Comptroller and Assistant Comptroller

- College Investments with Investment Advisor, Accounting Group Supervisor and Comptroller
- Accountability Department:
  - Hiring workflow process improvement with Director of Accountability Services, Director of Human Resources and staff
  - Outstanding projects with Director of Accountability Services
- Risk Management:
  - Employee Policies Process Map with Risk Manager
  - Insurance items with Risk Manager
  - Outstanding projects with Risk Manager
- Purchasing:
  - Fixed Assets Physical Inventory Report with Director of Purchasing and Director of Accountability Services
  - RFQ/RFP action item with Legal Counsel and Director of Purchasing
- Department of Public Safety:
  - Emergency Plan Meeting with Risk Manager, Chief of Department for Public Safety and Director of Operations and Maintenance
- Operations and Maintenance:
  - Facilities Usage Guidelines with Director or Operations and Maintenance
- Internal Auditor:
  - Outstanding projects with Internal Auditor
  - Policies and Internal Audit Charter on Finance packet with Internal Auditor
- Other Meetings:
  - Cardinal Status updates with College leaders
  - Dual Credit MOU with Vice Presidents
  - Finance and Administrative Services 2013-2015 IE Report
  - Legal Counsel on different cases
  - Outstanding items with Dr. Reed
  - Streamlining office processes with FAS staff
  - Summer Leadership Institute with College leaders
  - Title IX Retreat with Committee

- **Worked on the following items**:
  - Board Policies:
    - Revised
      - ⇒ Policy #1110: Board Committees
      - ⇒ Policy #5460: Internal Audit Function
    - Internal Audit Charter
      - ⇒ Policy #5910: Acceptance of Gifts and Bequests
  - Budget and Financial:
    - FY 2016 Amendment Allocation
    - Revenue Report
    - SACS COC Financial Profile
  - Bond:
    - Bond 2013 Construction GMP Tracking
    - Construction Website & Groundbreaking Ceremony Schedules
    - GMP Schedule and GMP Matrix
  - Other:
    - Accountability Services and Internal Audit Function Comparison Chart
    - Artwork Guidelines

- Building Responders
- Campus Carry Action Plan
- Campus Security Authority Training
- Cell Phone Guidelines
- Certificate of Investment Policy
- Continuation of Employment Recommendation for Staff – Jagnet Feature
- Current state dual enrollment
- Department of Public Safety Title IX Report
- Dual Credit MOU
- Dual Enrollment Tuition and Fees Matrix
- Employee Relations Officer Title IX Report
- Extended Hours for Human Resources
- First Responders Training & Table Top, scheduled for August 19
- Fixed Assets Physical Inventory Certification Report
- Fixed Assets Review & Action Plan
- FY2016-2017 Letter of Appointment
- Job Descriptions – ADMIN
- Online Clery Act Training
- President's Cabinet Projects and Due Dates
- Reference Checks
- Registration Report
- Request for Proposal or Qualifications Process Swim lane
- Retiree Recognition
- Skateboard Signs
- Transparency Award Website
- Unpaid Graph
- Upcoming Trainings
- Update on SWOT and next steps

- <u>Worked on the following items for Committee and Board approval:</u>
  - July Board Meeting
    - ⇒ Finance and Human Resources Committee Meeting
    - ⇒ Facilities Committee Meeting
    - ⇒ Board of Trustees Meeting

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - 2016 Budget amendment reductions with VP SAEM
  - Access to test area
  - Accounts Payable staff work status
  - Analysis of Revenues report
  - Argos Reports
  - Art Work Donations
  - Board of Trustees Meeting
  - Bond 2013 Budget with FAS Support Specialist and FPC staff
  - Budget transfer review and testing
  - BUGs Meeting

- Business Office Administrative items
- Cardinal Parking Permit, Plan and Milestones, and Student Portal Meeting
- Carl Perkins Fixed Asset Meeting
- Conference call with Richards Carlberg Billing
- Credit Card and Cafeteria related items
- Define the manual data load
- Dual Enrollment Current State Process Mapping sessions
- ECIVIS Grants Meeting
- Ellucian / Cardinal Kick-off Meeting
- End of Fiscal Year Meeting
- Enrollment Team Meeting
- Financial Manager Transition/Compliance Support
- Fingerprint/FAST and ORI/Service Code
- FY 16 Audit Meeting
- Institutional Effectiveness Plan Meeting
- Interview Committee for Accountant Position
- Interviews for General Ledger Accounting Assistant, Payroll Accounting Specialist, and Financial Analyst positions
- Investment solicitation results and Investment Strategy with the Investment Advisor
- Marketplace-two new stores completed
- Merchant conversion with BBVA Compass Bank
- Monthly reports and closing process with Accounting Group Managers
- New parking system on the student's accounts with SAEM and Financial Aid staff
- Outstanding items with TR and FAS staff
- Pearson Testing revenue recognition process
- President Administrative Staff Meeting
- Public Relations website feedback
- Receivable and payment process for Dual Credit NAH students requiring services from American Data Bank-Complio with NAH staff
- Scripts and test the dual credit fee schedule with Bursar, Cashiers and TR staff
- Space Management Solution Meeting on Space Definition
- State Appropriations and Fund Balance with Continuing Education staff
- Streamlining office processes with VP FAS
- Systematic Dual Credit Student Financial Services awarding individual High School payment for Non – S courses and fees
- TimeClock Plus-project timeline
- Transparency Stars
- Travel and Expense upgrade testing
- TWC patch meeting
- With Accounts Receivable and Financial Aid to continue discussions on dual credit board approved fee schedule and developing a systematic process of identifying high schools, awarding dual credit students and invoicing high schools in a timely manner

- <u>Trainings:</u>
  - Building High-Performance Teams
  - Business Etiquette: Phone, Email &Text
  - Cardinal Training
  - Excel 2013 Pivot Tables
  - Forecasting for Improved Decision Making
  - How to Account for Capital Assets

- Summer Supervisory Symposium
- Truth In Taxation

- **Worked on the following items:**
  - A summary of the Pepsi contracts and payments
  - Accounts Payable Commercial Card Contract Extension Minute Order
  - Art Work/Collections Accounting Treatment
  - Artwork Donations
  - Carl Perkins 2015 Travel Transaction Review
  - Cashier call agents are contacting students on the Summer II, Fall, D2, L3, L2 and N13 mini-mesters unpaid lists for the upcoming census date of July 26th and 28th
  - Cashiers are reviewing and updating procedures
  - Cashiers assisted internal auditor with change fund surprise audit at the Mid-Valley and Nursing & Allied Health cashier offices
  - Cashiers extended hours of operation to assist students with payment options for Summer and Fall and the emergency loan due date
  - Dual Credit High School Payment automation process
  - Financial Analyst and Accounting Assistant Candidates Review and Interviews
  - Gather information for the Legislative Appropriations Request for the 2018-2019 biennium
  - General Ledger Accounting Assistant & Payroll Accounting Specialist Candidates Review
  - Land Donation
  - Marketplace – New store for Nursing
  - New Legislation on Levy 2017 notices and approval process
  - Property tax exemption motion and resolution for the homestead, disabled, and over 65 exemptions
  - Public Information Request – Travel Documents
  - Response for Desk Review
  - Re-tested Journal Vouchers (budget transfer)
  - Reviewed Dashboards provided by Technology Resources
  - Revised the Proposed Levy 2017 Planning Calendar according to recommendations from Hidalgo County
  - Re-write notes in a procedural order for salary saving report
  - The Southern Association of Colleges and Schools Commission on Colleges Financial Profile from IPEDs was completed and forwarded to the VP FAS and Associate Dean for Institutional Research and Effectiveness for submission
  - The Truth in Taxation Planning Calendar for Levy 2017 was forwarded to Hidalgo County for review and approval
  - Transparency Award - 2017 Budget and Check Registers
  - Travel and Expense Testing Upgrade has been stopped until further notice
  - TWC – Processed file by the state
  - TXDPS Fiscal Report to for Regional Center of Public Excellence
  - Updated and submitted the tax rate motions and presentation for the July Board Meeting

  - <u>Budget</u>
    - 2013-2015 Business Office IE Plan Updates
    - FY 2016 Year End Audit
    - FY 2017 Budget booklets for distribution at the Budget hearing on June 28 and upload in website
    - Reviewed Bond Program 2013 Budget
    - Revised Policy# 5320: Preparation and Processing of Budget Changes

- Tuition and fee reductions due to the FY 2016 budget amendment
- Updated the Budget Procedures in the Business Office Procedures Manual

- Board Agenda Items
  - Management Reports – The Business Office staff worked on the July board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.

- Checks Processed as of July 31, 2016:

Bank No.	11/15	12/15	1/16	2/16	3/16	4/16	5/16	6/16	7/16
01 E&G	682	538	627	576	637	871	810	831	598
01 Direct Deposit	89	60	85	88	105	105	120	126	81
03 Student	134	84	18,044	2,479	339	1,738	1,237	3,337	2,257
12 I&S Taxes	-	-	1	-	-	-	-	-	1
16 I&S Bond	-	-	1	-	-	-	-	-	1
17 Plant	15	11	11	7	9	12	10	9	9
32 AP Card	430	279	455	461	422	377	351	271	231
38 Unexp-LT Bond Series 2014	17	7	20	14	16	18	13	18	19

- 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	12	602
01 Direct Deposit	6	81
02 Payroll	14	805
02 Direct Deposit	4	1,978
03 Student	7	2,257 (US Bank)
12 I&S	1	1
16 I&S	1	1
17 Plant	4	7
38 Bond Series 2014	4	19
Total	53	5,751

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	11
Bank Transfers between Bank Accounts	28
Wire Transfers for Benefits	0

Activity	Numbers
ACH/Wire and Book Transferred Initiated and/or Approved	1
Approval Queues	10
Bank Reconciliations	5
Banner Testing – hours	1
Cafeteria daily sales report	40
Cancelled checks provided to AP and/or verification and positive pay	72
Copies of booklets/journal entries requested	35
Deposits prepared	15
Disbursement of returned mailed checks	52
Donations - telephone calls & emails received	11
Errands to Inter-office deliveries	48
Financial manager changes	17
FOAP created/inactivate	146
Hours assisting other departments	3
Hours filing and organizing of Journal Entries and boxing	1.75
Hours used for scanning - estimated	64
Hours used to log and file Positive Pay	1.5
Hours used to prepare documents for scanning	1.5
IDT's - telephone calls received	20
Interdepartmental Transactions reviewed	52
Invoices and encumbrances reviewed	89
Journal entries prepared	47
Journal entries processed including FUPLOAD	1,518
Journal entries processed - transactions including FUPLOAP	3,893
Journal entries/documents scanned - including daily's	2,274
Journal entries logged and file	1,800
Positive Pay submitted	45
Stale dated list prepared	2
Stale dated letters prepared	119
Stale dated letters mailed	119
Student's/FA – telephone calls received	12
Stop payments processed	32
Transactions removed from bank reconciliation	21
Special project-hours/ Add AR/student club on FOATEXT depending on Fund	5

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

Activity	Numbers
Payroll Re-Issue Processed	7
Payroll Cycles	6
Payroll Checks & DD	2,370
New Employee Setups For Timeforce	27
Timeforce Access Forms Processed	43
Number Of Employees With OT Reviewed For OT Memos	392
NOE's Approved	348
Salary Budget Transfer Forms Processed	12 with multiple transactions

Business Office Performance Indicators

Payroll:

Number of Employees		Deposits Processed	
Employees on Monthly Payroll	1,959	Internal Revenue Service	5
Employees on Semi-Monthly Payroll	807	Bank Transfers	6
Timecards Processed		**Hand Cut/PBK**	
(Waged 06/16-06/30) SR13	415	Salaried	1
(Waged 07/01-07/15) SR14	401	Wages	0
(Salaried: June) SU01	553		
Regular (Salaried: July) MR07	2,005		
		Stop Payment Processed	
NOE's Processed		Salaried	3
(Additions, Deletions, Changes)	21	Waged	2
Salaried	238		
(Salaried: June) SU01ADJ01	11		
(Additions, Deletions, Changes)	0		
Waged	73	**Void Checks Processed**	
		Salaried	3
Payroll Adjustment Worksheets		Waged	2
(Additions, Deletions, Changes)	6		
Salaried	60	**Replacement Checks Processed**	
Labored Distributions (Elida)	0	Salaried	4
(Additions, Deletions, Changes)	0	Waged	3
Waged	2		
		Voided Direct Deposits	
Liabilities Processed		Salaried	2
ORP	10	Waged	0
Annuity	10		
Student Loans	3	**Direct Deposit Processed**	
United Way	1	Salaried	1,884
Child Support	3	Total Net	$ 4,645,389.47
IRS Levy	1	Waged	394
Withholding & FICA	4	Total Net	$ 102,576.02

Met Life	1	**Checks Processed**	
Legal Judgement	1	Salaried	797
U.S. Department of Treasury	1	Total Net	$ 700,472.10
TexFlex	1		
Social Security Administration	1	Waged	447
		Total Net	$ 129,107.03
Reports Processed			
Compass Bank Direct Deposit File	4		
Void And Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	124
General Journal Entry (Inter-Fund) (JE 16)	68
Cash Receipts (CR 05)	641
Misc Receipt Payments (CA 10)	10
Encumbrance Liquidation (E032)	0
Encumbrance Liquidation (E020)	5
General Journal Beginning Balance (JE05)	0
General Journal Entry (IConstruction) (JE17)	0

Food Services
Patrick Woodin, Director of Food Services

- **Attended or held meetings as follows:**
  - Cafeteria Daily Paperwork responsibilities with Cashier's department staff
  - Cash Handling Audit progress with Internal Auditor
  - NAH Cafeteria Menu to be used by the City of McAllen and determine Grease Trap size with Project Manager for FPC.
  - President's and Administrative Staff Meeting
  - STC Bond Program - Mid Valley Campus Student Activities Expansion and Review Furniture needs
  - STC Bond Program - Pecan Campus Cafeteria & Student Activities Bldg. - Review Furniture needs
  - Terminal Switch from analog to data conference calls with BBVA, First Data and STC staff

Security & Police Department
Paul Varville, Chief Administrator for Department of Public Safety

- **Attended or held meetings as follows:**
  - Campus Carry Implementation Timeline - A Campus Carry Implementation Timeline has been prepared and begins in February 2016
  - Campus Security Authority Training – Online training was conducted from July 5 through July 8 for the 32 Campus Security Authorities who did not complete the training as required in two

prior email messages. Required training has been completed by all, but 18 Campus Security Authorities

- Cardinal Tracking Program - Progress continues to be made in the transition from the former Jag Parking permit/citation issuance program to the new Cardinal Tracking parking program. Testing was conducted at the end of July and it is anticipated that the new program will be brought online in the week of August 8 through 12, 2016
- College Campus Panic Buttons – Unallocated funds to acquire a panic button system to replace panic buttons at the five campuses will expire on 08/31/16. The Department contacted security vendors and quotes were received to install a new system. A requisition for the acquisition of a new system was submitted and the Purchasing Department requested authorization from Technology Resources to issue a purchase order
- Police Active Shooter Training - Scheduled on October 26, 2016 at the Pecan Campus Library Rainbow Room. This training is for law enforcement officers responding to an active shooter situation at South Texas College. Participating agencies will include the FBI, Texas Department of Public Safety, Hidalgo County Sheriff's Department, McAllen Police Department and the South Texas College Department of Public Safety

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - Business Office End of the Fiscal Year Meeting
  - Continuing Education presentation on Elevate software
  - FY2017 Carl Perking grant capital purchases
  - Physical Inventory Process with VP FAS
  - Reviewed and negotiated changes to twenty five (25) agreement
  - RFQ process with VP FAS and Legal Counsel
  - Webinar - "How to Account for Capital Assets"

- **Worked on the following items:**
  - List of the request for proposal worked on and public bid openings:
    - Prepared RFP:
      - ⇒ 16-17-1009 Food Service – Nursing and Allied Health Campus
    - Public Bid Openings:
      - ⇒ 16-17-1008 Printing Projects
      - ⇒ 16-17-1007 Technology Campus – Building C Conference Room and Building B Door and Frame Replacement
  - The Purchasing Department processed in excess of four hundred seventeen (417) purchase orders, approved two hundred eighty six (286) requisitions, disapproved sixty seven (67) requisitions, processed change orders for goods and services and completed twenty (20) travel authorizations. A total of seventy (70) new vendor W-9 forms were verified and entered into Banner Finance and twelve (12) existing vendors were updated
  - The Fixed Assets Department is currently reviewing all assets purchased since July 2016. The asset review process was completed as follows:
    - Fixed Assets approved one hundred three (103) assets through July 31, 2016
    - Adjusted fifty (50) assets in Banner
    - Conducted the monthly inventory spot check for Library Books
  - The Receiving Department completed three hundred fourteen (314) deliveries (purchase orders and complimentary books) and a total of five thousand seven hundred sixty six (5,766)

packages/boxes. A total of six hundred fourteen (614) purchase orders were posted received in Banner. A total of four thousand two hundred eighty two (4,282) items were transferred/relocated as per move/set up request forms. A total of seventy six (76) faculty or staff moves were completed in July

- The Mail Services/Copy Center processed the following mail and copy request:
  - Student Financial Services - $1,922.22, Cashiers Office - $835.09, and Administrative Office Careers - $1,641.19
  - A total of one hundred twenty eight thousand five hundred sixty eight (128,568) copies were completed at the copy center for the month of July.
  - A total of thirty seven thousand five hundred thirty eight (37,538) letters were mailed out and three hundred sixty six (366) 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:**
  - 2013-2015 IE Report with Institutional Effectiveness Specialist
  - ACA/TRS Part-Time employee eligibility with Continuing Education
  - Academic Affairs Council Meeting and presented on HR Policies and Disciplinary Action Procedures
  - Accounting Specialist Search Committee
  - Annual Enrollment Campus Visits
  - Behavioral Intervention Team Meeting
  - Certification Course – Assistive Technologies with Director of Instructional Technologies and Dean of Distance Learning
  - Dual Credit Program SWOT Analysis
  - Edinburg Public Affairs Luncheon
  - Employee Grievance Meeting
  - Finance and Administrative Services Director's Meeting
  - Finance Committee Meeting
  - Fingerprint processing with Business Office staff
  - FY 2017 Salaries Roll-Over Schedule with Business Office
  - Hiring workflow process improvement project with Director of Accountability Services
  - HR policies and Disciplinary Action procedures with VP FAS and Legal Counsel
  - New fingerprint vendor with Comptroller and Director of Purchasing
  - Performance Management deployment with PeopleAdmin project representatives
  - President's Administrative Staff Meeting and presented on HR Policies and Disciplinary Action Procedures
  - Revamping HR website and creation of Careers website with PR/Marketing
  - Summer Supervisory Symposium
  - TimeClock Plus planning meeting and advertising with PR/Marketing Director
  - Title IX meeting with VP FAS
  - Transportation Drug & Alcohol Testing with STC Department of Safety and Lower Rio Grande Valley Development Council
  - Welding Faculty Credentials with the Associate Dean of Curriculum and Student Learning
  - Workplace Answers data exchange and new training deployment with vendor

- Personnel matters:
  - Director of Degree and Certificate Completion
  - Employee Relations Officers
  - Interim Dean NAH Division
  - Legal Counsel

- Trainings:
  - Online training – deployment of new EEO training unit, as well as deployment timeline for future training units
  - Seminar - HR Staffing & Compensation Manager: "Making Sense of the Department of Labor's New Exemption Rules"
  - Webcast - "What Your Managers Don't Know Can Cost You: Ignorance is not bliss when it comes to supervisor training", hosted by JJ Keller.

- **Worked on the following items:**
  - EEOC Claim
  - Issuance FY2017 Letters of Appointment for Administrative/Executive on Jagnet July 12, 2016 – July 29, 2016
  - Administrative/Executive Roster Information
  - Faculty Hiring Proposals
  - Staff Hiring Proposals
  - Deployed new online training "EEO Laws and Discrimination Prevention for Higher Education"
  - Hiring Manual update
  - Public Information Request
  - Interviews for HR Specialist Position
  - Coordination of Annual Enrollment 2016 activities campus-wide
  - Presented HR and Benefits information at the Jaguar Academy's 4th Session
  - Presented Employee Relations information to Dual2Degree staff
  - Revamp of existing HR website and creation of Careers website
  - PeopleAdmin Performance Management preparation for deployment
  - Workplace Answers training launch dates and data exchange deployment issues
  - Reviewed project management software
  - Xtender-BDMS final testing, preparation, training and deployment
  - Metrics for IE plan
  - Public Information request
  - Researched into application submission time, as requested by Director of Human Resources
  - Preparation of Letters of Appointment for Faculty
  - Updated Banner Seniority Date for current staff; needed for year of full-time service
  - Report development:
    - All employees from 2013 to present, for audit purposes
    - All employees, restricted and unrestricted for LAR report
    - All Faculty at Nursing and Allied Health
    - Current Staff titles, salary and pay grade
    - Department of Labor Monthly Employee Count
    - Letters of Appointment for Administrative/Executive position titles and Full Time continuing Faculty
    - Various reports for Benefits

HR Staffing	
Staff Position w/ Job Description Requests processed	27
Positions posted to HR Website	26
Advertisement of Staff Positions placed	0
Search committees assigned/searched committee forms requested	35
Hiring Proposals reviewed and approved	24
Job offers/New Hire paperwork completed	15
Vacancy Reports completed	3
Staff resignations processed	6
Educational supplements processed	9
Notices of Employment (NOE's) Processed	
Direct Wage NOE's processed	0
Trainer NOE's processed	0
Work Study	0
Transcripts entered into Transcript database	0
HR Faculty Staffing	
Adjunct Faculty Applications Processed	35
Intent to Hire/Adjunct process	7
Intent to Hire/Dual Enrollment	30
Transcript Reviews (PeopleAdmin)	
Faculty	15
Staff	7
Transcripts Entered into Transcript Database	20
Positions posted to HR Website	0
Advertisement of Faculty Positions Placed	0
Search Committees Assigned/Search Committee Forms Requested	0
Hiring Proposals Reviewed and Approved	10
Job Offers/New Hire Paperwork Completed	7
Vacancy Reports Completed	0
Faculty Resignations Processed	0
Educational Supplements Processed	0
Notices of Employment (NOE's) Processed	
Adjunct	69
Overload	171
Dual Enrollment	6
Benefits	
New Hire Orientation	10
Internal Transfers	7
Benefits Credits/Collections	0
Tuition Reimbursement Applications	2
TRS Records Reported	239
TRS Prior Years of Service Verifications Completed	53
TexaSaver 457/403B Accounts Completed	2
Benefits Eligibility Review (ACA)	
Faculty (Adjunct, Temporary)	49

Staff (Direct Wage, Part Time)	461
Affordable Care Act 1094-C/1095-C Records Transmittal (CY 2015)	0
Exits	
Full Time	13
Part Time	0
Retirees	4
FMLA	
New Claims	11
Closed Claims	12
Workers Compensation	
New Claims	4
Closed Claims	3
Tuition Grant Applications	
Employee	39
Dependent	14
Leave Forms	
Exempt	425
Non-Exempt	2,100
Sick Leave Pool	
New Eligibility emails sent	0
Renewal Emails sent	0
New Members	0
Payroll	
Notice of Employment	
Direct Wage (DW)	89
Work Study (WS)	0
Adjunct	479
Overload	944
Dual Enrollment	0
Trainers	64
Faculty Special Assignments or Other Stipends	65
Faculty Salary Retroactive Pay Adjustment	2
Student Loans	0
IRS Levy	0
Faculty Base Salary Pay-Off	0
PeopleAdmin Requisitions/Transactions	
Approvals	20
Hiring Proposals	17
NOE/Staff/Faculty Payroll Worksheets	77
Direct Deposit Transactions	34
PDR Notifications	151
Cell Phone Stipends	4
Exits/Resignations	11
Garnishments	6
Texas Office of Attorney General (TXOAG) Reporting	0
Under Hours/DOC Worksheets	54
HR Support	

Application Processing	
Staff applications	343
Faculty applications	68
Part-Time applications (DW/PT/AD)	80
Verification of Employment	
Forms processed	24
Letters sent	7
Phone Calls made	25
New Hires/Rehires/Transfers processed	85
Temporary Agency Employee Requests	2
Workplace Answers: New Hire Registrations Processed	15
Records Technician	
Current files prepared for Xtender	400
New Hire/DW/WS files prepared	45
Termed files processed	13
Employee Relations/HR Specialist	
DPS CCH Background Checks, Total FYTD	801
Fingerprints, Total FTYD	190
Fingerprints this month	0
Fingerprints pending processing	58
DPS Driver's Eligibility Checks, Total FYTD	226
DPS Driver's Eligibility Checks, Total for month	2
TWC Claims, FYTD	56
TWC Claims this month	5
Open Records Request, Total FYTD	5
Open Records Requests this month	0

Facilities Planning & Construction
Ricardo De La Garza, Director of Facilities Planning and Construction

- **Attended or held meetings as follows**:
  - 2013 Bond:
    - District Wide Bond Projects - Review furniture and budgets with HPG Consultant and Broaddus and Associates
    - FCM agenda items with Broaddus and Associates and College representatives
    - La Joya Teaching Center - Schematic presentation by EGV Architects
    - Mid Valley Bond projects – Construction meetings for Thermal Plant and Parking & Site Improvements
    - Nursing and Allied Health Expansion – Project team and City of McAllen to review construction fencing and existing irrigation system; attended Construction progress meeting
    - Overall budget and concerns with Broaddus and Associates, internal auditor and College staff
    - Pecan Campus Thermal Plant Expansion – Chiller testing with STC Staff and engineer in San Antonio
    - Regional Center for Public Safety Excellence - With Broaddus and Associates and PBK to review master plan design

- Schematic presentation for La Joya Teaching Center by EGV Architects
- Starr County Campus Student Services Expansion and Student Activities Expansion – With STC staff and project team to follow up with plan options to reduce costs
- Technology Campus - With Broaddus and Associates and EGV to review project color board
- Weekly update meeting with Broaddus and Associates

- Other:
  - Board of Trustees Meeting
  - CIP and space modification process with Technology Resources and Maintenance
  - Discussed possible expansion of Building L (Cooper Center) with faculty and staff
  - Facilities Planning and Construction Staff Meeting
  - Installation of scoreboards with Student Activities Department
  - Jaguar Academy Service Area Tour
  - June Facilities Committee
  - Nursing and Allied Health Campus Resurface of Parking Lot #2 – Pre-negotiation meeting with awarded contractor, engineer, and FPC staff
  - Pecan Campus Art Building – With vendor installing a new automatic door opener at the main entrance
  - Pecan Campus Library Compacted Shelving and Furniture – With the vendor for the compact shelving
  - Pecan Campus Sand Volleyball Courts - Discussed UTRGV existing sand volleyball courts
  - Pecan Campus Upgrade of Fence Along 31st Street – Pre-construction meeting with awarded contractor and issued notice to proceed
  - Presidents Administrative Staff Meeting
  - Space Management Software Solution with College staff
  - Technology Campus Bldg C New Conference & Bldg B Door & Frame Replacement – Pre-proposal Conference
  - Upcoming shelving replacement at Pecan Campus with Library staff
  - Vendors presentation

- **Worked on the following items:**
  - 2013 Bond
    - Nursing and Allied Health Expansion – Conducted site visit
    - Pecan Campus Thermal Plant Expansion – Conducted site visit
    - Regional Center for Public Safety Excellence – Participated in the evaluation of construction manager at risk qualifications
    - Reviewed invoices from various Architects, Engineers and other services
    - Reviewed various proposals, agreements and additional services
    - Technology Campus Southwest Expansion – Provided additional information to Furniture consultant on furniture needs by faculty in special labs

  - Other:
    - Asset verification list
    - Department's monthly report
    - District Wide ADA Improvements – Conducted site visit
    - District Wide Directory Glass Replacement – Substantial completion walkthrough
    - District Wide Marker Board Replacement - Worked on project planning and scope
    - District Wide Surveillance Cameras & Poles Campus Entrances – Created site plans with proposed locations
    - Facilities Planning and Construction organizational chart

- July 12th Facilities Committee agenda and packet
- La Joya Teaching Center – Created final proposed monumental sign drawings
- Mid Valley Campus Covered Walkway for Building G - Conducted site visit, assessed existing conditions for project; requested and received a quote from vendor, worked on the schematic layout and location of walkway; new location is being reviewed
- Move Requests
- Nursing and Allied Health Campus Active Learning Flooring Replacement – Attended pre-construction meeting with awarded contractor and issued notice to proceed; conducted site visit and substantial completion walkthrough
- Nursing and Allied Health Campus Resurfacing of Parking Lot #2 – Met with City of McAllen Waste Management to discuss relocation of dumpsters
- Pecan Campus Building K Enrollment Center – Participated in the evaluation for recommendation of contractor
- Pecan Campus Building K Overhead Signage – Reviewed proposal from vendor and proposed signage
- Pecan Campus Infrastructure for Portable Buildings - Conducted site visit
- Pecan Campus Resurfacing of East Loop Road and Entrance – Received and verified closing documents and as built drawings
- Pecan Campus Upgrade of Fence Along 31st Street – Conducted various site visit; reviewed stain mock-up & submittal
- Pecan Plaza Parking for Police Vehicles – Reviewed 60% drawings from engineer
- Reviewed current Facilities Planning and Construction Job descriptions
- Space Modification Requests
- Starr County Campus Building F Site Grading and Sidewalk Replacement – Worked on project schedule and cost analysis
- Technology Campus Building B Domestic / Fire Sprinkler Lines – Worked on Request for Qualifications documents; RFQ Complete, RFQ Newspaper ad is ready for publication in August
- Technology Campus Building C New Conference & Building B Door & Frame Replacement – Reviewed plans and specs and provided redlines to Architect; plans currently out for bidding; received bid proposals from contractors
- Technology Campus Flooring Replacement – Coordinated with various departments to get the labs ready for the vendor to install flooring next week; conducted site visit and substantial completion walk through
- Technology Campus Ford Lab Exhaust System – Worked on project schedule
- Technology Campus GM Car Storage Temporary Fencing – Received quote

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

- **Attended or held meetings as follows**:
  - STC 2013 Bond Program:
    - Bond Construction Program Planning Meeting
    - Broaddus and Associates to discuss Roofing Options
    - HVAC Equipment & Controls Meeting
    - La Joya Schematic Design Presentation
    - MVC - Construction Progress Meeting
    - NAH Bond Project GMP Meeting

- Pecan Campus Building K Enrollment Center Project No. 15-16-1089 Bid Opening
- Pecan Campus North Academic Building Bond Bid Opening
- Pecan Campus Parking & Site GPM Review
- Pecan Campus Physical Plant BIM Walk through
- Pecan Campus Thermal Plant Expansion Progress Meeting - FM Data Field Walk
- Pharr Regional Center for Public Safety Excellence "Charrette" - Preliminary Master Plan Review and Evaluations
- Pecan Thermal Keying Schedule Meeting with D. Wilson Construction staff
- Startup/Witness Testing of the new Pecan Campus Physical Plant chillers in San Antonio at the Johnson Control/York International Manufacturer plant
- Water bypass and Loop Sequence for the New Chillers with Wilson Construction
- With Ford Savage from Interface

- Other:
  - Board of Trustees Meeting
  - Developing an Energy Management Master Plan webinar
  - Emergency Plan Meeting with VP FAS
  - Facilities Committee Meeting
  - Facilities Operations Council Meeting
  - Facilities Usage Guidelines with VP FAS
  - Finance and Administrative Services Director's Meeting
  - Finance Committee Meeting
  - President's Administrative Staff meeting
  - Starr Campus Facility/Space Review with Director or Student Activities and Wellness
  - STC Fire Alarm Migration Planning with Siemens representatives
  - Year in Review with Barnes and Noble staff

- **Worked on the following items:**
  - Operations Contract Department
    - District Wide
      - ⇒ Several ongoing problems with our uniform services with the Custodial Manager and Management from UniFirst Holdings, Inc. Will closely monitor performance
      - ⇒ Irrigation concerns district wide with Maldonado Landscaping staff
      - ⇒ With two power washing companies about using their services. Currently reviewing our buildings to determine where need is greatest
      - ⇒ Will begin a new schedule of personally checking landscaping as follows: Pecan Campus every day, Plaza, Tech and Nursing once a week, MVC and Starr every other week at a minimum. Will raise any issues with Maldonado Landscaping immediately and follow up
      - ⇒ Requested quotes for waste disposal projects at Pecan and MVC
      - ⇒ Began project to catalogue all fire alarm systems district wide so that we can plan for improvements
      - ⇒ Power generator PMs completed, several recommendations are being reviewed
    - Pecan Campus
      - ⇒ With Roth Construction about levelling parking lot 13B at Pecan. Quote has been obtained, work scheduled for early August
      - ⇒ With Absolute Services regarding fire panel issue at Building F. Obtained a quote and work will be scheduled for early August
      - ⇒ Fencing project for Dr. Casso's residence has been completed
      - ⇒ Examined what appears to be a window leak at Building G causing concerns among staff. Will seal these leaks with carpentry staff as soon as their schedule allows

- Pecan Plaza
  - ⇒ Sprinkler heads in Music Department at Pecan Plaza relocated according to plans
- Starr Campus
  - ⇒ Addressed issues with several Pepsi and snack machines at Starr County

- Preventative Maintenance Scheduled (District-Wide)

Classification	Work Orders Completed	Cost
Carpentry	101	$ 3,140.03
Electrical	78	5,653.59
Energy	38	17,264.08
HVAC	294	7,178.00
Locksmith	58	2,026.96
Painting	16	254.33
Plumbing	104	2,775.78
Plant Services	2	8,565.11
Total Cost		**$ 46,857.88**
General Preventative Maintenance	603	
Total Work Orders	**1,294**	

- Maintenance Department Work Orders and Expenditures

Work Orders Created	1,094
Work Orders Completed	1,294

- Custodial Department

Set-Ups	225
Moves/Relocations	57

Accountability Services Department
Jason Gutierrez, Director of Accountability Services Department

- **Attended or held meetings as follows:**
  - Action plan for fixed assets physical inventory with Director of Purchasing
  - Cardinal Tracking process with FAS Project Manager
  - Cellular Phone Guidelines with Assistant CIO for Infrastructure, Director of Facilities Operations and Maintenance and Director of Purchasing
  - Current market cellular phone service plans with Purchasing staff
  - Dual Credit Program SWOT Analysis for Summer Leadership Institute attendees and front line staff
  - Faculty Credentials review, Fixed Assets Physical Inventory review, Cell Phone Stipends Guidelines, Art Work Agreement, Process Mapping sessions, Dual Credit Program SWOT Analysis, and Dual Credit Program Process Mapping with Accountability staff
  - Finance and Administrative Services Director's Meeting

- Fixed assets physical inventory with VP FAS and Purchasing Director
- Hiring workflow process improvement project with VP FAS, HR Director, and HR Staffing Specialist
- Physical asset inventory silver tag item with Public Safety Instructor
- President's Administrative Staff Meeting
- Projects and assignments with VP FAS
- Summer Supervisor Symposium
- Three-day dual credit current state process mapping sessions with ECHS, D2D, and Academies departments
- Title IX Investigation Insights Training
- With Academic Grants and Projects Officer to discuss and review Accountability Services role regarding Perkins federal grant

- **Worked on the following items**:
  - Artwork Agreement
    - Updates made to the working draft
    - Finalized artwork agreement approved by President's Cabinet, Legal Counsel, and Risk Management
  - Cardinal Tracking, INC
    - Worked with Project Manager to identify process map for payments with new parking permit system. Identified limitations and concerns with new system
  - Cell Phone Guidelines
    - Revisions made to working draft
    - Updated current stipend worksheet by VP and included proposed cost savings of $25, $35, $45
    - Performed additional research into shared plans and device financing/leasing costs; incorporated additional figures into cell phone plan cost matrix
    - Created flowcharts of current stipend process
  - Completed the following for the department
    - Strategic Directions
    - Key Performance Indicator
    - Vacancy update
  - Department's Fixed Assets
    - Created an internal inventory list of the department's purple tag items for the purpose of tracking all assets
  - Developed organizational chart to include Accountability, Risk, and Compliance
  - Dual Credit Program Current State Process Mapping sessions
    - Facilitated a three-day process mapping sessions with three cross-functional teams to identify the workflows of the ECHS, D2D, and Academy programs
    - Documented process maps into Visio diagram
  - Dual Credit Program SWOT Analysis
    - Made preparations for SWOT analysis with front-line employees. Scheduled location, date/time, and selection of participants
    - Made preparations for SWOT analysis with Summer Leadership Institute attendees
  - Faculty Credential Review
    - Updated and prepared documents for VP FAS
    - Updated preliminary report to reflect recommendations made by the VP FAS
    - Included supplementary documentation to provide additional background
    - Sent preliminary report to the HR director and Curriculum & Student Learning director

- Fixed Assets Review
  - Completed first version of working draft
  - Revisions made to working draft. A dashboard will be created to track improvement strategies and deadlines
  - Developed an action plan based on observations from report. Action plan will assist in coordinating improvement efforts
  - Finalized internal review and action plan
- Hiring Workflow (FT staff)
  - Collected staffing records of positions included in test work
  - Compiled data regarding process times
  - Created a data collection tool to measure improvement efforts
  - Graphing of raw data
- Updated Director of Accountability Services job description to include the functions and responsibilities of Risk Management and Compliance Management
- Updated diagram highlighting the department functions of Accountability Services and Internal Audit
- Updated Lean article to include changes per VP FAS

Risk Manager
Ken Lyons, Risk Manager

- **Attended or held meetings as follows:**
  - Art Exhibit Agreement with Director of Accountability and Legal Counsel
  - Bond discussion with Starr County Tax Assessor, VP FAS and Comptroller
  - Building Responders with VP FAS, Director of Operations & Maintenance and Chief Administrator of Department of Public Safety
  - Complaint Process Flowchart
  - EHS Webinar – Elevated Work
  - Institutional Effectiveness Plan with Institutional Effectiveness Specialist and Risk Management Secretary
  - Insurance Recommendations with Risk Management Consultant
  - MOU's discussions with Kent Seaver, Director of Learning Resources/Title IX Coordinator, North Lake College
  - Nursing Mothers Rooms with VP FAS and campus Responsible Administrators/designees
  - Record Retention Process – Diane Burress, Chief Records Officer, Alamo Colleges
  - Record retention with Dean of NAH
  - TACC Consortium Fee/Approve Invoice discussion with TASB personnel and FAS Reporting Coordinator
  - Technology Campus Title IX Webinar questions
  - Title IX & SACS-COC 5th Year Compliance Report with Dean of Student Affairs
  - Title IX Committee Meeting and Retreat
  - Title IX Training with NCHERM
  - With Record Retention Vendor

- **Worked on the following items:**
  - <u>Title IX</u>
    - Coordinated PaperClip Communications Webinars at the Technology Campus
    - Responded to Technology Campus regarding Title IX webinar questions

- Reviewed Title IX cases in Maxient
- Title IX Committee Meetings – Minutes, agenda, sign-in sheets and track action items
- Updated Title IX website

- Other
  - Completed HR Training – EEOC & EEOC (Supervisor)
  - Flowcharts for Dean of Student Affairs – Student Conduct and Counseling / ADA Services and Complaint Process
  - Miscellaneous tasks and requests from VP FAS
  - Prepared Insurance Board Motion and Management Report
  - Reported on Record Retention and Bond – Starr County to VP FAS
  - Researched policies against peace officers for VP FAS
  - Researched status of Nursing Mother's Rooms for VP FAS
  - Reviewed and approved consulting invoice for Sheppard Walton King
  - Reviewed and provided feedback on Cardinal Tracking Agreement for VP FAS and Director of Accountability
  - Reviewed Insurance Recommendation Letters and Spreadsheets from Risk Management Consultant
  - Revised Art Exhibit Agreement
  - Update FAS Division and Student Insurance Websites
  - Updated Building Responders List

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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PO Box 9701
McAllen, Texas 78502-9701

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

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

Memo

Date: August 15, 2016

To: Dr. Shirley A. Reed, President

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

Subject: **JULY 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 August 23, 2016 Board of Trustees meeting.

Mario Reyna
Division Dean - Business & Technology

- Tour at the Technology Campus for the Summer Leadership Institute (SLI) Interns – Wednesday, July 13th
- Attended the Welding Faculty Credentials Meeting at the Pecan Campus – Wednesday, July 13th
- Attended the McAllen board appreciation luncheon – Thursday, July 14th
- Met with a potential candidate for the Business and Technology Lab Assistant – Thursday, July 14th
- Met with two Advanced Manufacturing Technology Faculty Candidates – Friday, July 15th
- Met with Advanced Manufacturing Technology (AMT) Faculty Candidate – Monday, July 18th
- Met with Architectural & Engineering Design Technology (AEDT) program chair to discuss program updates – Monday, July 18th
- Attended the Development Corporation Meeting – Monday, July 18th
- Met with two AMT Faculty Candidates – Tuesday, July 19th
- Participated in the Business Administration Career Program Chair selection – Tuesday, July 19th
- Met with Automotive and AMT Program Chair to work on grant request – Wednesday, July 20th
- Held Business and Technology Program Chair meeting – Thursday, July 21st
- Attended the America's Promise Grant Meeting held by the Director of Grant Development and Compliance at the Pecan Campus – Thursday, July 21st
- Attended the Firehouse Subs Foundation Meeting held by the Director of Grant Development and Compliance at the Pecan Campus – Thursday, July 21st
- Attended the President's Administrative Staff meeting held at the Pecan Campus – Friday, July 22nd
- Attended the STC Bond Program – Pharr Regional Center for Public Safety Excellence "Charrette" – Preliminary Master Plan Review held at the Pecan Campus – Monday, July 25th
- Attended the Academic Council Meeting held at the Pecan Campus – Monday, July 25th
- Met with Human Resources personnel to discuss PeopleAdmin – Tuesday, July 26th
- Attended the Carlos González Quijano, IPADE Business School (Innovacion Para la Alta Direccion de Educacion) Meeting at MEDC – Thursday, July 28th
- Attended the Grant Workshop--Americas Promise Grant held at the Technology Campus by Associate Dean for Industry Training & Economic Development, NAAMREI Office, to discuss and review our progress on our respective narrative sections of the grant and map the career pathways we have been discussing – Thursday, July 28th
- Met with Business Administration Faculty Candidate for follow up interview – Thursday, July 28th
- Participated in the VP Student Affairs and Enrollment Management Search Committee Meeting – Friday, July 29th
- Met with Economics Faculty Candidate for follow up interview – Friday, July 29th
- Attended the Technology Campus Building C New Conference Room and Building B Evaluations Meeting held at the Pecan Campus – Friday, July 29th

Business Area:

<u>Business Administration:</u>

- On Wednesday, July 6th and Thursday, July 7th participated in the Search Committee for Advanced Manufacturing Department
- All week worked on finalizing narratives and securing evidence for the ACBSP report which is due on July 15, 2016
- Worked on documents and arrangements to offer the six Title IX videos at the Technology Campus July 19th – 21st and July 26th – 28th
- Worked on Post Cards for INNO'2016 conference on October 7, 2016

- Worked on setting up Marketplace and communication for Fall 2016 Business Administration Orientation session on September 2, 2016
- On Wednesday, July 13th participated in the SLI Campus Tour at the Technology Campus
- On Wednesday, July 13th attended the Career Discovery Expo Meeting
- On Wednesday, July 13th worked on finalizing the changes to the ACBSP Self Report for the Fall 2016 Re-affirmation
- On Thursday, July 14th continued working on changes to the ACBSP Self Report
- On Thursday, July 14th finalized the planning and sent out Faculty/Staff News on the six Title IX trainings to be held at the Technology Campus
- On Friday, July 15th uploaded the narrative and evidence for the ACBSP Report to the ACBSP website portal
- On Friday, July 15th met with Dr. Sanchez to discuss Innovation Based Learning (IBL) implementation for the Business Administration department
- Sent emails to all Business Administration students (Spring 2016) to invite them to the Business Administration Orientation on September 2, 2016
- Still need to finalize the last course needed for the Articulation Agreement with UTRGV
- Begin work on sessions to be held for the Dual Enrollment Business Administration Academy (DEBAA)
- Evaluated Dual Enrollment candidates for Fall 2016
- Send Post Cards for INNO'2016 conference on October 7, 2016 the week of July 18th
- Title IX Training Sessions on July 19 – 21st and July 26th – 28th
- La Joya Teaching Center Open House & Registration on July 26, 2016
- Pharr Teaching Center Open House & Registration on August 2, 2016
- Business Administration Orientation on September 2, 2016
- INNO' 2016 Conference on October

Human Resources Specialist:

- Interim Program Chair presented the HR, International Business, Import / Export Logistics and BA programs and Internships to the Salvation Army on Thursday, July 7th and to the McAllen Lions Club on Friday, July 8th
- Conducted a seminar on Sexual Harassment to Alps Logistics – Tuesday, July 12th & Wednesday, July 13th
- Interim Program Chair visited the Mission FoodBank – Thursday, July 14th
- Attended the Rotary Club meeting – Thursday, July 21st
- Operation Lone Star for the Texas State Guard was at PSJA HS providing Health Screenings, school physicals, health awareness, cholesterol and glucose screenings, blood pressure and hypertension awareness. Starting Saturday, July 23rd thru Saturday, July 30th
- Make a presentation about the Human Resources Specialist Program at the Weslaco Lion's Club
- Attended the Weslaco Rotary Club Meeting
- Working on a flyer for the Weslaco EDC newsletter

Paralegal:

- Program Chair worked on advising and registering students for fall 2016 to increase enrollment from July 5th to July 8th.
- Program Chair met with summer I/III guided students for testing and assignments, on July 7th.
- Program Chair worked on advising and registering students for fall 2016 to increase enrollment from July 11th to July 14th.
- Program Chair attended the Summer Leadership Institute (SLI) Campus Tour at the Tech Campus on July 13th.
- Program Chair worked on advising and registering students for fall 2016 to increase enrollment from July 18th to July 22nd.

- Program Chair – Business Administration Chair Interview on July 19th.
- Program Chair attended Business and Technology Chair Meeting at the Tech Campus on Thursday, July 21st.
- Program Chair communicated with summer I/III practicum and guided study students, on July 21st.
- Program Chair worked on advising and registering students for fall 2016 to increase enrollment from July 25th to July 28th.
- Attended BASOL Course Redesign Phase I on July 25th.
- Program Chair met with summer I/III guided study students, on July 28th.
- Program Chair communicated with summer I/III practicum students, on July 14th.
- Paralegal Program will continue its efforts both on recruiting and retaining students through its continued efforts to follow up with the paralegal inquiries-online service, and by calling existing students.
- Paralegal Department plans to work together with other departments to help and assist the community.

Technology Area:

<u>Advanced Manufacturing Technology:</u>

- Advised students for fall semester (Gesto) – Tuesday, July 5th
- Organized and prepared for interviews for new hires – Tuesday, July 5th
- Working on Gene Hass Foundation Scholarship – Wednesday, July 6th
- Worked on Program Data Analysis – Wednesday, July 6th
- Conducted 4 interviews for new hires for Fall semester – Wednesday, July 6th
- Conducted 3 interviews for new hires for Fall semester – Thursday, July 7th
- Made updates for fall schedule – Thursday, July 7th
- Preparing for SLI Campus tours for next week – Thursday, July 7th
- Worked on references for new positions/hires for fall semester – Friday, July 8th
- Worked on weekly activity report – Friday, July 8th
- Finalized the Program Data Analysis – Friday, July 8th
- Conducted Reference checks for new positions/hires for fall semester – Monday, July 11th
- Worked on JagPride for Summer I – Monday, July 11th
- Planning meeting with Mission CATE director for new dual cohort – Tuesday, July 12th
- Getting updates for new program brochures and table covers – Tuesday, July 12th
- Assisted with the SLI Campus tour – Wednesday, July 13th
- Worked on recommendation memo for new hires for fall semester – Wednesday, July 13th
- Worked on NOE's for summer II – Thursday, July 14th
- Updated data for our program webpage – Thursday, July 14th
- NIMS training in Spanish for Alcom in Reynosa still in progress – Thursday, July 14th
- Worked on weekly activity report – Friday, July 15th
- Finalized Gene Hass Foundation grant – Monday, July 18th
- Worked on presentation for the National Community College Hispanic Council, NCCHC, conference – Monday, July 18th
- Met with Dean Mario Reyna on the Heroes Grant – Wednesday, July 20th
- Attended the grand opening for ABT-SRBI from MEDC – Wednesday, July 20th
- Attended Program Chair Meeting – Thursday, July 21st
- Worked on the Heroes Grant – Thursday, July 21st
- Attended Furniture needed/layout meeting for the new Technology building at Pecan Campus – Friday, July 22nd
- Submitted Heroes Grant Write up to grants office – Friday, July 22nd
- Traveled to NCSLI conference the week of July 25th
- Will participate in the STC-Pharr Teaching Center, Open House and Registration Round-Up on August 2nd

Architectural & Engineering Design Technology (formerly Computer Aided Drafting and Design)

- On Friday, July 8, 2016, An Associate AIA, BIM Specialist from ERO Architects began preparation for a demonstration training for all AEDT faculty for use of a 3D scanner. He was at the AEDT hallway obtaining information to use in the training, to be held July 27, 2016.
- Continued interdepartmental support by AEDT lab assistant.
- Program Chair and Faculty continued communicating with students needing to register for classes for the Fall 2016 semester.
- On Thursday, July 14, An Associate AIA, BIM Specialist from ERO Architects continued gathering data to train faculty on how to use a 3D scanner. Faculty secretary was present to assist as well as Program Chair.
- Program Chair met to discuss the selection of the Faculty of the Year.
- On Thursday, July 21, new furniture will be installed in Lab 207 in an effort to convert this lab into an updated, collaborative environment.
- Program Chair and faculty continue to advise students and assist in registering.
- Represented South Texas College and Habitat for Humanity-RGV at a home dedication ceremony. Mr. Lawson became a proud recipient of new home built by volunteers through Habitat for Humanity-RGV. South Texas College-Construction Program is a contributor to hours volunteered in recent projects. Companies and non-profits organizations attending event: McAllen Lions Club, Wells Fargo, South Texas College-Construction, & Habitat for Humanity RGV. Wednesday, July 13th
- Lab at Tech A207 received new furniture to create a more collaborative learning environment. Lab at Tech A208 will receive the same furniture on Tuesday, July 26th.
- Program Chair began working on America's Promise DOL grant for the architect occupation.
- Tech Campus Lab A-208 received new furniture to encourage more active learning in the AEDT Department.
- Program Chair participated in the Pharr Teaching Center's Open House and Registration Round-Up on Tuesday, August 2.
- Program Chair visited Co-op Students at their job site.

Design and Building Technology:

- HVACR Instructor is dedicated and committed to the community of Weslaco. Participated in a ribbon cutting ceremony in conjunction with Weslaco Housing Authority and RGV Food Bank. Helping promote the college. July 8, 2016.

Continuing efforts to promote and advise HVACR, ELPT, and CNBT programs. Advising for several student

- Represented South Texas College and Habitat for Humanity-RGV at a home dedication ceremony. Mr. Lawson became a proud recipient of new home built by volunteers through Habitat for Humanity-RGV. South Texas College-Construction Program is a contributor to hours volunteered in recent projects. Companies and non-profits organizations attending event: McAllen Lions Club, Wells Fargo, South Texas College-Construction, & Habitat for Humanity RGV. Wednesday, July 13th
- Attended Grant Workshop-Americas Promise Grant in order to promote the Construction Supervision program at the Technology Campus. July 28, 2016.
- Met with program chair of the Building Technology at Texas State Technical College at Habitat for Humanity event to promote a future build. The build will consist with student from both programs in order to collaborate for a good cause. July 30, 2016.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- Attended Blackboard World conference in from July 20-24.
- Met with a representative from Victory Media to discuss strategies to expand South Texas College online programs to the military community. Victory Media is a veteran-owned independent organization that connects active military and veterans to colleges and universities.
- The Distance Learning Department has been meeting with Blackboard technical experts to preview the next edition of Blackboard learning management system. South Texas College has been selected among a few universities and colleges to review the new edition of the management system.
- Had regularly scheduled weekly meetings with applications development team from IS&P to discuss on-going technology needs of distance learning.
- Participated in Dean's enrollment meeting.
- Submitted online programs for listing on Petersons.com. Peterson is an educational publishing company that provides education exploration data, admission, and program information to prospective students.
- Clean-up of inactive users in Blackboard in order to bring our disk usage quota to normal has been completed. The cleanup was necessary to bring data quota to acceptable limits.
- Planning for 2016 Distance Learning Symposium has been on-going. Faculty of the year has been selected by a selection panel consisting of online faculty, office of professional development, and one instructional designer. This year's keynote address will be delivered by Kara Bosch from Central Piedmont Community College.

Projects:

- Month of July
  - Phone/Email - contacted 6,563 students for Fall 2016 registration
- Online Tutoring Policies
- SoftChalk Lesson for ADN program
  - Lesson submitted for review
- Distance Learning Sign-in Application – Testing Phase
  - Application that will take care of walk-ins to the office and phone calls to staff not using the helpdesk line. Both students, faculty and staff will log in and first person available will assist them as soon as possible.
  - Track traffic that walk in and office calls.
    - Reporting tool provided.
- Dual Enrollment Online Orientation Pilot Program
- Information and Communication Technology (ICT) Accessibility provide by Georgia Tech University

Distance Learning – Technologies

- **Blackboard Learn**

  Blackboard Weekly call with Tiffany Kisker every Thursday at 10:30am has been on-going. Discuss about all the issues we have during the week with Blackboard.
  - Data Clean-up on Blackboard Production.
    - Distance Learning backup courses from the following terms: 201320, 201330, 201340, 201410, 201420, 201430 and 201440.
      - External hard drive was received from Blackboard a total of 21,228 courses.
      - Deleted from the system on July 27.

        - Developmental courses created longer than 2 years deleted from Blackboard production.
        - Master courses (xlist)
            - Created 20 requests for Summer II courses
    - Blackboard Learn Ultra Cohort
        - Pilot group for the new Blackboard Learn Ultra that is coming out with Blackboard.
            - Weekly Cohort Collaborate meetings
            - July 5 and 26
                - Original Experience vs. Ultra Experience
                - Features, content, tools and interface.
    - BASOL courses
        - Extended dates for courses with students with incompletes.
        - Contacted Pearson support for issues with their content not displaying properly on July 19 and July 28.
    - Banner Integration – eLearning
        - July 23 - This downtime has been discussed, planned and approved for several months at the Banner Users Groups meeting or BUGS meetings. This downtime will be to migrate our PRODUCTION (PROD8) environment from one database server to a new server. The reason for the upgrade is to increase capacity, through-put, and ensure STC has room for growth.
            - After this week's migration of PROD8 to the new RAC it looks like some issues have been encountered with eLearning. Efren Martinez and Christopher Jazinski did some troubleshooting this weekend after the change was done and it looks like the same issue was encountered back in 09/14. It looks like some of the streams that feed over how the various banner rules are applied need to be re-created.
            - Manual XML updates twice a day until eLearning gets resolved.
        - July 30 – eLearning and BEP are back in functional state, after applying the streams to feed over which required a restart from the banner system.

- **Blackboard Analytics/Outcomes**
    - Blackboard Analytics: tool that combines the extensive data from Blackboard Learn with student and course attributes from Banner to create comprehensive reports and dashboards for your students, instructors, staff and leadership.
    - Blackboard Outcomes: comprehensive assessment solution to support your institution's need to systematize and automate the collection of student work for evaluation and reporting related to your accreditation and improvement efforts.
        - Blackboard Outcomes meeting with Dr. Laura Little from Blackboard.
            - July 8 – Overview of pilot department from South Texas College. Determine a General Education learning outcome appropriate for the pilot programs. Identify another program that can participate in the pilot.
            - July 26 – Meeting with Sean Kennedy, program chair for History department to discuss his role for the pilot outcomes program within Blackboard.
            - July 27 – Provided Outcomes spreadsheet for Department pilot group. Discuss about the agenda for the 2 – 3 days onsite training for South Texas College.
    - Blackboard Analytics
        - Continue customizing dashboards for chair programs.

        - Errors on At-a-Glance report
            - Blackboard resolved issue on July 18
        - Activity and Grade Scatter Plot
            - Error on loading report but resolved by Blackboard.

- **Distance Learning Helpdesk/ Trainings**
    - Numbers for the month of July
        - Students/Faculty Chats: 146
        - Students Tickets: 170
        - Faculty Tickets: 12
    - Online Trainings
        - Live Tutoring Session on Bb Collaborate
            - Alda Punsalan from Math Department on July 14
            - 15 Students and provided a recording for students who did not attend the session.
        - eTeach I – ended July 8
    - Face to Face Trainings
        - Bb Analytics
            - July 22
                - 10 faculty/staff
        - Gradebook Training for OTA and PTA program
            - July 25 and July 28
        - eTeach I Training
            - July 12 and July 13

- **Student Success Activities:**

Below is a break-down of student contacts and advisement activities for the period.

Type of Service	Number of Students
General Advising:	396
Distance Education Walk-Ins:	4
Degree/Major Advising	6,563
Distance Education Chats:	0
Telephone Contacts:	331
Virtual Campus Advising Email:	350
Total:	***7,644***

- **Lab A-121**
    - Instructional Technology will start installation of AV equipment
        - Date August 8-9
    - Auction all furniture by end of July
- **Conferences**
    - Blackboard World
        - July 11 – 15
        - Grades Journey: how to integrate with Blackboard's new grade exchange tool
        - Accessing feasibility for your organization transition to the SaaS deployment to Blackboard Learn.
        - Meet the new Blackboard Analytics
        - Using the Content Collection to provide effective storage solutions and enhance the learning environment

        - Going beyond assessment with outcomes: Taking action on what was learned for students, faculty and the institution.
        - Attendance view in Blackboard
        - Meeting with Blackboard rep Andrew Wisner and staff about South Texas College projects with Blackboard.
    - Annual AHEAD (Association on Higher Education and Disability)
        - July 11-16
        - Gather ADA technologies other institutions are using.
    - Webinar
        - Tips for Designing Impactful e-Learning
        - Learner Centered Design

- **Distance Learning Meetings**
    - Weekly Department Meetings
        - Every Monday at 10am
    - Monthly Department Meeting
        - July 27
    - Jagnet Portal
        - Provided Ellucian a Blackboard technical person to be able to support the single sign-on from jagnet to Bb.
        - Meeting with Blackboard Technical, Ellucian Technical and STF Staff from TR and DL departments to be able to get all the requirements needed for implementation.
    - StarFish Meetings
        - Every Thursday of every week at 11am.
    - Blackboard Analytics Status meeting
        - Every Thursday of every week at 1:30pm
    - Counseling Department bi-weekly meeting
    - Counseling Department Scholastic Appeal Committee
        - July 8
    - Instructional technologies Department
        - Equipment and system specs for pilot program.

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 July 2016:

- The Assistant Deans met with the Dean to discuss the upcoming Comprehensive plans.
- The Dean met with possible new Chairs for the Developmental English and Psychology departments
- The Carl Perkins Grant Application Review provided an opportunity to tweak our outcomes for the coming year.
- We met with Dr. Champion on the CRMC Grant opportunity
- An Enrollment team meeting was held to discuss updates on Summer II and Fall enrollment, while the Fall enrollment seems adequate, the Summer II enrollment is somewhat flat.
- A Mid-Summer Puente meeting was held to meet the new Puente faculty, discuss schedules, textbooks, and logistics, and to hear Joe Sanchez' presentation on Innovation Based Learning. As always the Puente faculty were willing to take on the challenge of a new student engagement initiative.
- The Dean further discussed options to help High School teachers assist students who score below college ready on the TSI. While some high schools claim they have "TSI teachers", it should be possible to come up with a strategies/exercises manual and workshop to help high school teachers with this.
- The Dean worked on the Comprehensive College Readiness Grant proposal as offered by the THECB with Grant Director Virginia Champion and Mario Morin. While in previous years funds had always been available for the Puente program, it now seems like funds need to be divided among the NewMathways program, the Accelerated Math option, and a CE pathways plan. If we are granted the funds, there will be no more than $50,000 issued initially and after one year, an amount per successful student.
- A Grade appeal from a Dual Credit student had to be addressed.
- During Cabinet, a variety of issues were discussed, among which the new MOU which will be signed with the ISDs. Several items having to do with quality of instruction and enrollment procedures were added to solidify Dual Credit faculty expectations and requirements.
- A meeting was held to discuss the International Poetry festival to be organized by an outside organization, "FEIPOL". Several requests were made such as:
    - Coffee and snacks for 300 - ? people for two days
    - An art exhibition of photographs in the foyer
    - Technology for the conference rooms, theater, and blackbox theater
    - Lunch for eight poets for two days
    - Banners hanging from the Cooper Center (not possible through Board policy)
    - Food trucks on the premises
    - Security for guests and building

  I am looking forward to hearing from the FEIPOL folks to further solidify the event.
- A meeting was held to discuss the new employee conduct policies. Overall faculty were positive about the simplification of the 4 policies and in support of the procedures and

documentation policies. Comments were made during PDC and will be sent to Mary Elizondo's and/or Brenda Balderaz' office for her consideration.

- During the PDC, the MOU, policies, and 9th Grade Dual Credit practices were discussed one more time. The Dean gave an explanation of the "Dean's wishes" changes based on issues that had come up in the past.
- The Dean interviewed several History faculty for a full time temporary position.
- The LASS chairs held their meeting and interesting topics were discussed such as the purpose of a Liberal Arts education and its value to the workforce. A proposed meta major was received with moderate to low enthusiasm, and the need for more classrooms led to a discussion whether it was right to leave the active learning classrooms empty when no Focus academy graduates are willing to teach in them. Chairs will further explore what LASS disciplines can do for the work force.
- A Budget Report was submitted to the THECB who have been supporting Puente over the years.
- A faculty relocation meeting was held for the new buildings and, as it turns out, it looks like we will be able to accommodate most, but not all. We may have to keep some of the portables.
- The Dean met with the folks from FEIPOl to further discuss the poetry festival that is going to be held in the Cooper Center on September 1 and 2. Prestigious poets laureate are invited from Latin American countries, book signings will be available and exhibits will be displayed as well.

- A meeting was held with Mr. Marquez, principal at PSJA early college high school, to discuss the removal of a Dual Credit faculty from an STC course. Since the new MOU is not in place yet and since the concerns of PSJA with regards to this teacher were never shared with us until now and since there were many more than the ones referred to when the teacher was removed, there was not much we could do in terms of improvement.
- The Dean attended an HR supervisor training with regards to the variety of hiring and complaints procedures and rules.
- The PAS meeting discussed the newly devised policies on termination, code of conduct, and dismissal procedures and a marketing plan was revealed targeting parents and students for the coming year. Enrollment remains of concern, even though traditional seems to be up somewhat than was earlier believed to be possible.
- The Academic Council Meeting discussed a variety of instructional matters such as the goals for each division, employment complaint procedures policy, a spreadsheet indicating who many faculty had completed the Focus Academy, Advising Training, E-learning, etc. Changes that are needed in the Faculty Handbook, the DE Continuation plan, Prior Learning assessment, the faculty and staff awards and there were presentations on the Office 365 email migration plan and an effort to change our Jagnet face.

- The Dean attended the Board agenda where a variety of education and workforce, finance and human resources, and facilities decisions were voted on.
- The Recidivism Conference was a success. Many presentations by judges, lawyers, and high school officials shed light on what measures can be taken to prevent recidivism for those who have done jail time. Dr. Nelson held a presentation on the philosophical aspects of this matter. While the conference should probably have been held during regular semesters so more students could have benefited, we did get an impression on how important the topic is and how we as a Community College can contribute.
- A Puente (now Dreamcatchers) Training was held so those who did not complete the Summer Institute training could get more of an idea what to expect as faculty the first Puente year. Many of the "old timers" showed up as well, evidence of how close knit this group is and how much they care to make Puente a success.
- A brief meeting was held to discuss further steps in the search for a VP for Student Affairs.
- A Bond Program meeting was held to discuss furniture needs for the new South and North Academic buildings.

Social and Behavioral Sciences Area:

From the Department of Political Science

- The Political Science Chair worked with the staff of the Office of Admissions and Records and the Mid Valley campus, as well as with the scheduling technicians to ensure an efficient schedule for the Summer 2 session.

From the Criminal Justice

- Program Chair met with UTRGV Anthropology and Sociology representatives. Articulation agreement drafts have been submitted for approval.
- We received shipment of the body cameras and radio batteries.
- Articulation agreements and road maps submitted for Anthropology, Criminal Justice, Social Work and Sociology.
- Program Chair attended the meeting on the upcoming Career Expo
- Program Chair attended the Recidivism conference Thursday and Friday, organized by an STC Criminal Justice graduate. Speakers were mostly state and federal judges.

From the Department of Education/College Success

- Education department committee interviewed prospective Dual Enrollment faculty.
- Program Chair presented information about the Education program during the College Advisor Training Program.
- Program Chair contacted prospective adjunct faculty.
- Program Chair met with Weslaco ISD's Career and Technology Education faculty and administrators to discuss Education Dual Enrollment expectations and guidelines.
- Program Chair completed Program Learning Outcomes and Core Objective reporting for Education and College Success.
- Education department committee interviewed prospective Dual Enrollment faculty
- Program Chair reviewed prospective adjunct faculty applications.

- Program Chair reviewed Fall 2016 and Spring 2017 master schedule.

From the Department of Psychology
Starr Psych Club

- The club hosted a meeting for Summer I on July 7, 2016 from 2:30-3:30pm.
    - Reflections included Guest Speaker Francisco Tiko Garcia from La Voz Kids, pizza sale fundraiser, 10th Starr County Role Models Get Inspired Conference, Canned Food Drive Donations to Casa de Esperanza in RGC, volunteering at RGC Freedom Fest, and Crossing Disciplines Conference 3rd edition "Into the Boxing Profession."
        - **Link**: "10th Starr County Role Models Get Inspired Conference" (June 22) on STC News http://news.southtexascollege.edu/?p=10954
        - **Link**: "Crossing Disciplines Conference 3rd Edition Into the Boxing Profession" (July 6) on STC News http://news.southtexascollege.edu/?p=10957
    - Members also discussed summer II & fall semester plans through brainstorming.

- The Starr County Campus Psychology Club of South Texas College hosted Crossing Disciplines Conference 4th Edition "Into the TV Journalism Field" from 12:30pm-1:30pm at the STC Starr County Campus Auditorium. Crossing Disciplines is a major signature event sponsored by the Starr Psych Club added to the already established and well-known Starr County Role Models Get Inspired Conferences, Starr County Got Talent Shows, Starr County Mental Health Awareness Conferences, and Starr County Campus Psychology Majors Orientation. Crossing Disciplines explores different careers/fields with guest speakers who specialize in those areas, since some of our members are non-psych majors and the event is always open to the entire community. Even the psych majors can benefit from learning about the different fields, for a possible second major and/or minor, or just for knowledge-sake. In the first edition, we had a doctor as the guest speaker (Dr. Leo Lopez III from Rio Grande City); an actor spoke to the students in the second edition (Oscar Gutierrez II from San Juan who appeared in the movie Spare Parts along with Comedian George

Lopez); Boxing World Champion from Weslaco Omar Panterita Figueroa Jr. spoke during the 3rd edition earlier this summer. For this 4th Edition, Marcy Martinez, CBS Action 4 News Television Host and Producer, served as Guest Speaker. Marcy elaborated on her career and how she made it to where she is now—sharing her obstacles, achievements, motivation, future goals, and tied in how she uses psychology in her profession—inspiring the over 100 students who were in attendance—including some STC Faculty and Staff and community leaders. At the end, there was a Question and Answer Session by the Audience as well as a Meet & Greet Session, where attendees took pictures with Marcy Martinez. Mr. Alex Sarabia (STC Psychology Instructor) served as Moderator and introduced Dr. Arturo Montiel (STC Starr County Campus Administrator), for opening remarks. Eli and Alex Sarabia, as well as the entire Starr Psych Club, would like to thank everyone who contributed in making this event successful and memorable.

Activity Report from the Assistant Dean of Humanities

- Chairs of English, History & Philosophy, and World Languages, have completed their (early deadline) Chair Pride Submission reports, and the Assistant Dean of Humanities is informally reviewing them all.
- The Chair of World Languages continues to meet with the respective advisory committee and work in earnest has begun on the proposal for the creation of a marketable certificate award in Deaf Support Services.
- History faculty (and newest Starfish project team member) Dr. Annie Liss attended the grand convening of IPASS2 grantees in Seattle, WA, and will provide an update at or after this coming Thursday's weekly meeting of the Starfish project team.
- The Assistant Dean of Humanities, along with the President of the Council of Chairs, and both the Past and Present Presidents of the Faculty Senate, worked on revisions and edits to the Dual Enrollment Manual, which have now been submitted to the Office of the VPAA for further review, comment, and eventual incorporation into a much improved manual.
- The Assistant Dean of Humanities, along with the Assistant Dean of Fine and Performing Arts, collaborated with the Dean of the LASS Division to compose their year-end comprehensive plan in review report.
- The Assistant Dean of Humanities, along with the Associate Dean of Curriculum, began to collaborate on the design of a list of approved/recommended courses and course sequences for Dual Credit 9th graders – a project that will most likely eventually develop into (or dovetail with) the College's "Guided Pathways" project.
- Department Chairs in the Humanities Area began to look carefully at under-enrolled course sections for the Summer-II session, with the goal of canceling, combining, and relocating

affected students, by the middle of this week (well in advance of the start of the session next Tuesday).

- Pride Chair submissions in the Humanities disciplines are done.
- FTT and DCF interviews, for Fall 2016, are done (or well underway) in the Humanities disciplines.
- Chairs in the Humanities disciplines have redoubled their efforts and attention to minimize the number of low-enrolled sections being offered (pro-rated or otherwise) in the Summer-II session.
- The Summer-II session started (07/12) without any major issues in the Humanities area.
- The Assistant Dean of Humanities met with the Coordinator of the Mexican American Studies Program and a representative from the La Joya ISD to discuss the possibility and logistics of creating course offerings in Dance at the high schools (07/13); the Assistant Dean of Humanities passed the idea along to the Assistant Dean of Fine and Performing Arts
- Chairs in English, History, and Spanish began working to accommodate an increased number of new requests for faculty to teach Dual Credit courses in the high schools in the Fall 2016 semester
- English faculty, Tom Fuschetto, was appointed co-chair for Theatre and Drama for the Popular Cultural Association and the American Culture Association
- The Assistant Dean of Humanities continued to meet and work with the Starfish Early Alerts System implementation team, with a demo scheduled for the chairs in the Humanities disciplines scheduled for later this coming week
- The Assistant Dean of Humanities participated with the Director of University Relations in a conference call with representatives from TAMU College Station regarding articulations and such
- The Assistant Dean of Humanities collaborated with Dr. Lee Basham, Philosophy Instructor, on a presentation to be given at the “Reducing Recidivism” conference scheduled for later this coming week
- The Assistant Dean of Humanities continued to assist the Office of Academic Affairs with fine-tuning the new DC MOU and developing a provisional list of suitable DC course offerings keyed to various years in high school
- The Assistant Dean of Humanities presented on “A Philosophy of Detention and Post-Detention Learning” at the “Reducing Recidivism Conference”
- The Assistant Dean of Humanities met with the Chair of the Department of Developmental Mathematics to coordinate a faculty training session (and roll out strategy) for the Starfish Early Alerts system
- The Assistant Dean of Humanities participated in two Bond Program meetings, regarding the “North Academic” and “South Academic” buildings, respectively; all but a couple of questions (regarding the “student learning commons” in both buildings) have now been addressed to the apparent satisfaction of all stakeholders
- The Chair of the Department of World Languages returned (with faculty) from the Professional Development venture in Spain – another great trip, with updates and photos forthcoming
- Chairs in English, History, and Spanish really began redoubling their efforts to hire/approve new faculty, including adjuncts and Dual Credit Faculty, in anticipation of an upward

trending enrollment in Fall 2016, and to coordinate continued discipline-specific PD for new and continuing adjuncts and DCF in August 2016

Activity Report from the Assistant Dean of Fine & Performing Arts

From the Department of Art

- Scott Nicol had his artwork and gave an artist talk for an exhibition entitled "Fencing in Democracy" at Apex Art in Tribeca, New York. June 8, 2016
    - **Link**: https://apexart.org/exhibitions/diaz-dorsey.php
    - **Link**: https://www.dnainfo.com/new-york/20160608/tribeca/artists-reimagine-us-mexico-border-wall-tribeca-exhibit
- Daniel McInnis was nominated to the board of directors for the Weslaco Bicultural Museum in Weslaco Texas. June 2016
- Christopher Leonard helped organized and lead the Ceramics Summer Showdown 10 in June. The exhibits are currently open in the Library art Gallery and in the Building B Art Gallery. The exhibit wan in the highlighted in the "Monitor" on the first page of the Vida section. It was also reviewed by Nancy Moyer from The Monitor on July 4th 2016.
    - **Link**: http://www.themonitor.com/life/valley_life/earthenware-ceramics-worth-the-visit-to-south-texas-college-exhibit/article_6bb3d354-3edd-11e6-91b8-3b1caa8fa9de.html
- Ceramic Showdown Exhibit continues in the Building B Art Gallery. It closes on the 25 of July.
- Pokemon Go has immortalized our old Art Wall Garden and iron statue outside of Building B. Niantic has established three Pokemon stops on our Pecan campus which include the two mentioned. This accounts for the numerous students seen standing with cell phones in hand at these spots.

From the Department of Drama

- Assistant Dean Buhidar interviewed Jerrome Warden, director of the drama production "A Night with Edgar Allen Poe". Mr. Warden shared his ideas behind the planning and preparation for this summer production. The interview was videotaped and posted on social media.
- The Drama Department continued to advise students who are still need to register for Fall 2016.
- Weslaco ISD requested the Drama Department to lead a teacher inservice for their high school drama and dance instructors on August 16th. The training will focus on costuming, lighting, and programming. Specifics of the training are still being determined with the Drama Department and the Weslaco Fine Arts instructors.
- Marcela Garza and Alfredo Garza led the theatre practicum students in a re-organization of the prop room and the costume storage which has given us more room and reduced the level of clutter in these rooms. The Drama Department presented their devised theatre production of A Night with Edgar Allan Poe beginning on June 23rd and ending the 26th. This was the department's first attempt in producing a completely devised play. Drama Adjunct, Jerrome Warden, led weeks of workshops with the company to identify a theme which was "guidance

after loss." This theme served as their reference point as they began working with Poe's stories to weave their own tales into the performance they presented. This production was our second most successful Summer play on record. (The first being Diner of the Dead which Jerrome Co-Wrote/Directed.)

- The Drama Department will be announcing their 2016-2017 Production Season this week. A press release announcing the season will be sent to PR.

From the Department of Music

- The Music Department was awarded a $500 grant from the City of McAllen. The grant proposal was prepared by Michael Gersten and requested funds for sheet music that will be used for a Valley Honor Band in the Spring 2017 semester. The band will attract some of the top local band students.
- Chair Jason Rodriguez and Assistant Dean Buhidar met with Rick de la Garza to review the possibility of adding storage space behind the Cooper Center. A CIP will be prepared and submitted in hopes that this might become a possibility.
- Assistant Dean Buhidar attended the ALA Project Presentations held on June 3, 2016. The presentations included projects for starting a food bank on campus, bringing dogs to the college to calm stress, and outreach ideas for recruitment.
- Preparations continue for the first STC Symphonic Band concert on July 28th. Band Director Ben Coy has been quite busy with rehearsals for this inaguaral concert. Michael Gersten, woodwind instructor, will be a soloist on the concert.

Upcoming Events:

Academic Affairs Report **July 2016**

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

MATH

- During the week of July 24 – 27th, Dr. Ali Esmaeili and Mario Morin visited Harvard University to meet with faculty and the director of the Harvard Extension School Masters of Liberal Arts Math for Teaching program. Dean Esmaeili and Mr. Morin were accompanied by Ms. Adriana Lopez, Assistant Director of the Texas Graduate Center, and Mr. Juan Barrera, former STC Mathematics student and recent graduate of the Harvard Extension School program. The purpose of the meeting was to learn more about this particular Mathematics program as many of our local dual enrollment candidates in Mathematics are enrolled-in and are completing this program. Our objective was to visit some classroom presentations, meet with faculty one-on-one and meet with the Director of the program, Dr. Andrew Engelward, to discern the specific needs of our STC dual enrollment faculty credentialing to ensure that this program adequately and sufficiently fulfills these requirements. We were able to visit three classes: Real Analysis, Game Theory, and Differential Calculus as well as meet with Professors Dr. Paul Bamberg, Dr. Jameel Al-Aidroos and Dr. Oliver Knill. These instructors' mastery of the subject material combined with thoughtful and creative student engagement led to strong and inviting class presentations. In conclusion, we will be meeting with Dr. Mary Alice Reyes regarding our consultation with Dr. Engelward to review the programmatic needs for their graduates to successfully become eligible STC Dual Enrollment Faculty.

TMGT

- Bachelor Programs brochures Meeting with the Public Relation publishing team. Review of the draft new Bachelor Programs brochure
- Inaugural White Coat Ceremony at the University of Texas Rio Grande Valley School of Medicine Charter Class of 2020. Invitation by the Office of Governmental Relations
- BAS-OL Course Re-design. Bachelor of Applied Science in Organizational Leadership Texas A&M Commerce presentation. Open Resources STC Library presentation

BIOLOGY

- Dr. Murad Odeh - Associate professor and Chair of biology department has attended and participated at the American Society for Microbiology for the undergraduate education ASMCUE July 20-24, 2016 at Bethesda, Maryland. He actively engaged in a preconference workshop titled " ***Designing Lessons Based on National Recommendations for STEM Education***. This workshop will help participants with the process for re-configuring an existing lesson or designing a new lesson using backward design.

STEM GRANT

- Texas Regional STEM Degree Accelerator Rio Grande Valley STEM Faculty Summer Workshop recognized on the Brownsville Independent School District webpage.

- July 20: Industry Partner Planning Luncheon-Outcome of meeting was to put together IT Industry Consortiums to further the initiatives for the Texas Regional STEM Degree Accelerator Grant.

- July 25-29: Texas Regional STEM Degree Accelerator held the 1st STEM Faculty Summer Workshop which was overall, a very successful event. 51 participating Faculty completed seven full days of in-person, hands-on, collaborative training, as well as participating in eight online discussions in between conferences. Faculty provided excellent feedback regarding the Institute experience. Cohort I Faculty will participate in "Rounds Process" classroom observation in Fall 2016.

- Dr. E. Jerry S. Tamayo delivered a health lecture entitled **"Gauge Your Age"** last July 3, 2016 from 3:00 – 5:00 P.M. at the Edinburg Community and Better Living Center at 602 W. Wisconsin Road, Edinburg, TX. Highlighted in the seminar are some basic theories of aging, and how aging could be slowed down through adhering to the laws of health such as proper vegan nutrition, active lifestyle, managing stress, and avoiding late night sleep and other health-eroding vices such as alcohol, cigarette smoking, and taking drugs. Some 50 participants attended the seminar.

PHYSICAL SCIENCES

- The Biology (Dr. Murad Odeh & Dr. Maria Cervantes), Math (Mr. Mario Morin), and Physical Science (Dr. Enriqueta Cortez) departments met on July 5th to discuss the development of an Associates of Interdisciplinary Science degree. Also present were Ms. Kristina Wilson and Dr. Ali Esmaeili degree is being developed to meet the growing need of students interested in a science discipline but are in the exploratory process of determining which field is best for them. The discussion are in the early stages with the goal of completing the curriculum for Fall 2017.
- The Math & Science Division Biology and Physical Science Program Chairs (Dr. Murad Odeh and Dr. Enriqueta Cortez) participated in the STC Bond Program—La Joya Teaching Site Schematic Review Meeting held on July 7th. The program chairs gave input into the modifications needed for the Biology, Chemistry, and Physical Science/Engineering Lab rooms.
- Dr. Enriqueta Cortez met with Ms. Ashley Valdez (STC student accepted into the UH/STC Pharmacy COOP) to develop a path for the student to complete the course work at STC and then transfer to the UH School of Pharmacy. The curriculum was submitted and approved by UH.

Academic Affairs Report **July 2016**

Jayson Valerio
Division Dean – Nursing and Allied Health

HMAS

- HMAS Program Chair, Irma Rodriguez and Faculty Rosa Solis attended the TXHIMA Conference in Galveston from June 25-28.
- HMAS Faculty Norma Longoria attended the Rio Grande Valley TXDLA meeting at UTRGV on 6/30/16.

A.D.N.

- Program Orientation for the new Traditional Cohort for 70 students and 6 paramedics to RN. These students will begin Fall 2016.

Vocational Nursing

- Advising sessions for the month will be on July7 and July 21 at the NAHC in room 4.414.
- The Vocational Nursing Program held an intensive remediation titled **Race for NCLEX Success** for all students whose ATI Comprehensive Test scores showed a decreased possibility of NCLEX. The remediation took place the 2nd and 3rd week of July.
- All Vocational Nursing students attended a 3 day live review for NCLEX on July 25, 26, and 27. This 3 day review was held at the Mid-Valley Campus in the G building Auditorium.
- Vocational Nursing Pinning Ceremony will be held on Sunday July 31, 2016 at 6pm at the McAllen Convention Center.
- VN Program students attended this Mega Clinic on June 24-25 at the Palmas Community Center in McAllen, TX.

PTCA

- Ms. Sharon Rice will be attending the 2016 blackboard conference in Las Vegas, NV next week. The results of this conference will be to improve the online instruction to patient care students.
- Ms. Maggie Handy attended the 6th annual geriatric conference on July 15, 2016. The update was about palliative care and the end of life changes.
- Ms. Sharon Rice, PTCA Program Chair attended Bbworld 16 in Las Vegas, NV; Introduction to all things Blackboard and more. Captain Mark Kelly was a featured speaker.

- **Glucometer Reading**

Occupational Therapy

- The Occupational Therapy Assistant Program is finalizing its selection of the Class of 2018 cohort. Student acceptance letters will be sent via email at the end of the week.

Physical Therapy

- The PTA Program held its annual New Student Orientation Program (picture attached of students participating in a collaborative activity) on Friday July 22nd. The Orientation Program closed with a Family Mixer (picture attached of Level II students presenting) which was attended by PTA faculty, existing students, as well as new students and their family/friends.
- The following week (July 25-28) the new cohort of students participated in a variety of Success Workshops with PTA faculty and/or representatives from the CLE.

RADT

- 100% pass rate for both Radiologic Technology and Diagnostic Medical Sonography Programs! This was the first cohort to graduate from the DMS Program.
- The RADT Program has selected the participants for the Class of 2016-2018. There are a total of 20 students in this cohort and they are scheduled to begin the program in the fall of 2016.
- Linda Cuellar, DMS Program Faculty, attended the Peripheral Arterial Ultrasound Conference held by the Advanced Health Education Center on July 29-30, 2016.
- The next RADT Program Department Meeting is scheduled for Tuesday, August 23rd, from 1:00 pm – 5:00 pm.

Academic Affairs Report **July 2016**

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **Mid Valley Campus Administrator's Office**
  - Hosted SLI Tour – July 13th
- **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.
  - Frisbee Golf – July 25th
  - Basketball – July 26th
  - Co-Ed Volleyball – July 28th
- **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 Mr. Leo Castaneda. Students gain valuable information from the workshops and presentations.
  - TEX Prep Career Awareness – July 11th
  - TEX Prep Summer Program concluded July 28th
  - TEX Prep Summer Program Closing Ceremony – July 28th
  - Dual Enrollment Academies New Student Orientation – June 24th
- **Continuing Education at Mid Valley Campus**
  Coordinate with MET Corporation and IAM Department 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:
  - MET Staff Meeting – July 12th & 22nd
  - Technology Program
- **STC Departmental Trainings and Workshops**
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - University Relations –
    - TAMUK Representative Visit – July 7th, 12th
    - Texas A&M University Health Science Center Representative Visit – July 18th , 19th & 25th
    - UTRGV Representative Visit – July 20th
    - UTSA Representative Visit – July 6th
    - Texas Tech University Representative Visit – 7th & 29th
  - Conflict Resolution Center – Title XI Awareness Booth and Presentation– July 25th
  - Nursing Department hosts workshops and reviews for students – July 20th, 25th, 26th & 27th.
  - Counseling Department conducts many workshops throughout the semester.
  - Human Resources hosts Employee Summer Enrollment – July 26th
  - Career Placement Services – District Wide Resume and Interviewing Workshop – July 27th
  - Dual2Degree Department held their Retreat and Training session – July 18th
  - Custodial Department held interviews – July 13th
- **The STC Mid-Valley Campus** - Meeting location for many local organizations to host their events:
  - VIDA Counseling Sessions are held for Nursing Students throughout the semester.
  - ASA Communications set up information tables July 21st & 28th.
  - General Dynamics held interviews for their company – July 22nd

Academic Affairs Report **July 2016**

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Continue working with Roma ISD & RGCCISD School Board to connect with TAMUK for graduate work for faculty
- Working with community food bank for storage space on campus
- Working with Zapata County officials through recruiter to plan recruiting efforts high school students
- Continue working with Valley Metro to introduce bus route
- Continue work with ISD and TAMUK to provide online courses to faculty ISD.
- Prepare for fall semester with faith-based leaders to continue activities in J building.
- Continue collaboration with food bank to provide storage for dry goods.
- Prepare for ceremony Roma Academy summer completion
- Continue work with TAMUK to coordinate with ISD Starr County to offer graduate work online or in person
- Working with Roma ISD to push Engineering Program for Spring 2016
- Coordinating with Outreach Recruiter to focus on Zapata County ISD for Fall/Spring 2016
- Collaborate with TAMUK to offer under/graduate courses for local ISD faculty
- Collaborate with local ISD to offer academies Dual Enrollment
- Working with Starr County Food Bank to offer storage space
- Working with local ISD to offer more bus stops for students in service area

Campus Events

- TAMU-CC 7/5&7
- Starr County Community Coalition, SCAN Inc. 7/5&6
- Psychology Club "Crossing Discipline Conference" 7/6
- Community Prayer Breakfast
- DFPS-Childcare Licensing "Minimum Standards for Home"
- Frisbee Golf Tournament 7/19
- Staff Meeting 7/19
- High School Programs – TexPrep Career Awareness Speaker Presentation 7/20
- University Relations Transfer Track UTRGV 7/20
- High School Programs TexPrep Panel Interview 7/25
- 2016 Summer Enrollment 7/27
- Resume Writing Interviewing Skills Workshop 7/28
- Starr County Campus Psychology Club Crossing Disciplines 7/28

Facilities Related

- Continue work on roof leak building E
- Continue working with vending machine suppliers for updated equipment for Fall 2016
- Working with committee to choose and purchase new frames and art for campus
- Continue updating inventory removing old technology, furniture, equipment.
- Working with Planning & Facilities to deliver new instructional equipment
- Prepare committee for campus beautification project for fall 2016.
- Submit furniture request for building C academic
- Work to increase irrigation on campus dry spots from intense heat
- Continue work on inventory and consolidation of furniture and equipment in portable buildings

- Continue work on security equipment for Jag office
- Moving Puente program to new location in Building J
- Distance Ed to occupy Cyber Lounge in building J
- Break room for Open Lab being relocated to J133
- Campus Inventory automation near completion
- Roof leak repair in building E continues

Academic Affairs Report **July 2016**

Yvette Gonzalez and April Castaneda
Project Managers - Academic Affairs

- **Academic Affairs Highlights**
  - Continued to email supervisors, department/program chairs to submit student/program successes.
  - Completed Highlights:
    - Starr County Psych Club host Food Drive
    - Starr County Psych Club volunteers at RGV Freedom Fest
    - Starr County Psych Club host "Crossing Disciplines Conference"
    - Governors Merit Program
- **Projects (development, data compilation, design, publication)**
  - Continued assisting OPOD with Academic Affairs faculty/staff awards
  - Worked on University Relations Information booklet
  - Discussed August activities with OPOD
  - Continued updating the ADN and NAH student handbook
  - Created a table listing all approved dual credit courses for ISD's
  - Continued updating the ADN and NAH student handbook and flowcharts
  - Finalized 1617 comprehensive plan
  - Finalized 1516 comprehensive plan end of year status report
  - Created cover design and comprehensive plan wrap up
  - Created cover design for STLA for Chairs handbook for OPOD
  - Created 2 cover design for Dual Credit Manuals for Academic Affairs and SAEM
  - Collaborated with University Relations to create a one page articulation agreements with UTRGV
  - Continued to finalize content and handouts needed for the 5th Annual Principals' Summit
- **Reports (development, data compilation, design, publication)**
  - Finalized Dual Enrollment/ECHS projections for the Traditional Enrollment Planning Assumptions report
  - Assisted Academic Affairs with presentation development for upcoming July EWDC presentation La Joya Teaching Center.
  - Assisted Academic Affairs with data compilation for PSJA ISD Dual Credit Performance Data Report.
  - Assisted with compilation of Early College High School data reports for review.
  - Assisted with reviewing applications for Academic Excellence Dept. Hiring Committee
  - Assisted Academic Affairs with Dual Credit Performance and other dual enrollment Data compilation for upcoming Dual Credit Principals' Summit.
  - Assisted VP with presentation development for upcoming STLA Chairs Academy, August 5th.
  - Assisted with updating Faculty Satisfaction Survey Action plan and presentation.
- **Student Course Evaluations**
  - Communicated and submit requests through Data Portal on behalf of Curriculum & Student Learning Dept. regarding scheduled student evaluation uploads/drop uploads, & related items for upcoming Summer I 2016.
  - Facilitated with email distribution for scheduled Summer I 2016 course evaluations and send updates for new & ongoing evaluation periods to Curriculum & Student Learning Dept.

- **Honors Program**
    - Assisted Academic Excellence Dept. with incoming student inquiries about program and application reviews and submit honor split section requests on behalf of requesting student for Summer II and Fall 2016.
- **Meetings**
    - Met with OPOD to discuss August Activities: July 7th
    - Participated in Interview Committee for Curriculum & Student Learning: July 13th
    - Attended Education & Workforce Development Committee (EWDC) meeting: July 12th
    - Attended Dual Enrollment Summit Meeting (agenda review): July 18th
    - Met with ADN team to review ADN Student Handbook Review: July 19th
    - Attended meeting to review Dual Enrollment Performance Indicators: July 20th
    - Attended monthly Academic Affairs Council Meeting: July 25th
    - Attended meeting with NAH Team to review NAH Flowcharts: July 26th
    - Attended Website Feedback meeting with PR: July 26th
    - Attended meeting to review dual enrollment performance data: July 28th

Academic Affairs Report **July 2016**

Maricela Silva
Officer - Academic Grants and Projects

Grant Activity for the Month of July:

- **24 Active Grants**
- **6 grants were under development for consideration and 3 closed/ended**

Recently Awarded:

- Texas Pathways Project Grant
  - Amount: $131,026
- TWC – JET Grant
  - Amount: $120,585

Grant Oversight

- **TWC Nurse Mentorship Grant**
  - Reviewed and responded to email communications from the grants department, and TWC regarding final budget report due July 30th.
  - Calls to TWC representatives to follow-up and clarify request for missing information.
  - Requested reports and grant deliverables information from Compliance Department.
  - Forwarded information to TWC and received receipt confirmation.
  - Follow-up email sent to Compliance and Dr. Candelaria to ask for status of final budget report.

- **IPAS - Starfish**
  - Reviewed and responded to several emails from STC staff regarding grant.
  - Reviewed BaseCamp to check for updates and pertinent information as to implementation progress.

- **Texas Regional STEM Degree Accelerator Grant**
  - Reviewed and responded to email from STC staff regarding Faculty Institute.
  - Participated in several planning and budget review meetings.
  - Attended Faculty Institute to observe and provide support/assistance throughout the institute.
  - Attended Faculty Institute graduation.

- **Carl Perkins Grant**
  - Follow-up communications (emails and phone calls) between my office and various Deans/Faculty/Staff in an effort to finalize drafts of both the budget and application.
  - Changes were made to the application & budget based on feedback from the Compliance team.
  - Emails sent to faculty/staff requesting quotes for equipment they will be ordering through Perkins funding.
  - Final drafts were completed and submitted by my office to the Compliance team for finalization and submission.
  - Reviewed and responded to emails from the Compliance Department regarding upcoming year-end report.
  - Sent e-mails to corresponding departments to begin collecting data needed for the year-end report.

Grant Development

- **Recently submitted: 1 was submitted in the month of July**

- **In Preparation for Submission: 7 Potential Grants in the month of July and 3 closed in July.**

1. **THECB Comprehensive College Readiness and Success Models for 60x30TX**
   Due Date: July 8, 2016 (Submitted)
   Grant Amount: Up to $50,000 (additional funding contingent on success of the program/student completion).
   - Reviewed and responded to several emails between the grant office and Dr. Bischoff regarding the grant.
   - Reviewed grant proposal /budget drafts and provided feedback.
   - Reviewed final grant proposal and budget that Dr. Bischoff submitted to the grants office.

2. **College for All Texans Foundation (CFAT) Texas Affordable Baccalaureate (TAB) degrees Programs**
   Due Date: July 13, 2016 (Not submitted)
   Grant Amount: $170,000
   - Met with Dr. Esmaeili to follow-up on status of grant proposal and collaboration between ACC and STC. A 2+2 is being negotiated where in students who graduate with an AAS degree in Computer Information would transfer into our Bachelor Program.
   - ACC was going to take the lead and budget negotiations took place.

3. **Carl Perkins**
   Due Date: July 19, 2016 (Submitted)
   Grant Amount: $1,370,367
   - Follow-up communications (emails and phone call) between myself and various Deans/faculty/staff in an effort to finalize drafts of both the budget and application.
   - Changes were made to the application and budget based on feedback from the Compliance team.
   - Emails sent to faculty/staff requesting quotes for equipment they will be ordering through the Perkins funding.

4. **THECB's Nursing Innovation Grant Program**
   Due Date: August 15, 2016, 5:00PM
   Grant Amount: $200,000
   - Discussed grant with Jayson and Christie to check for updates.
   - Proposal development is in Progress.
   - Reviewed proposal and budget drafts.

5. **Dept. of Labor (DOL) – America's Promise Job Driven Grant Program**
   Due Date: August 25, 2016, 4:00 PM EST
   Grant Amount: $1M - $6M
   - No updates/still pending

6. **Dept. of Education – Investing in Innovation Fund (i3)**
   Due Date: August 16, 2016
   Grant Amount: Approximately $2M
   - Reviewed information provided by Region One.

- Met with Dr. Christie Candelaria to review the proposal and address concerns.
- Traveled to Region One to meet with the partners (i.e. Region One, PSJA, La Joya, and South Texas ISDs, evaluator and DHR) to review the proposal and discuss concerns and next-steps.
- Participated in various meetings/phone conferences to discuss budget.

7. **NSF- Louis Stokes Alliances for Minority Participation (LSAMP)**
   Due Date: November 4, 2016
   Grant Amount" $1,075,000
   - Reviewed email sent by Dr. Esmaeili regarding grant opportunity.
   - This will be an alliance between STC, Texas Tech (Raegan Higgins), and Lerado Community College (LCC).
   - Focus is on African American and Hispanic student recruitment and retention in STEM areas.
   - Still pending/no new updates to report.

<u>Academic Projects:</u>

- **Miscellaneous**
  - Reviewed and revised Comprehensive Plan.
  - As part of the interview committee, provided evaluations, via PeopleSoft, for the applicants who applied for the Institutional Effectiveness Analyst.
  - Reviewed and summarized THECB's Data Sharing Agreement for the Texting Campaign. Emailed information to F. Lamas at the Business Office for additional review and approval. Information was also forwarded to the Grant Director for her review.
  - Reviewed and provided summary for the USDE CTE Pay for Success Program.
  - Reviewed and updated information (i.e. PPT Presentation, handouts for upcoming DPR Assignment.

- **Upcoming**
  - DPR Assignment Training Scheduled for week of August 22nd.
  - 60x30TX Workshop in Harlingen September 15th.
  - Starfish Pilot Training September 22nd and 23rd.
  - Texas Regional STEM Degree Accelerator Annual Meeting in San Antonio September 27th – 29th.

Academic Affairs Report **July 2016**

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Continued collaboration with faculty, Christy Cantu, Sonia Cuellar, and Perla Andrade to schedule courses for the summer and fall semesters. Pecan, Mid-Valley and Starr have summer courses scheduled. The NAH ALC is closed for remodeling.
  - Continued review of the usage of ALCs and efforts to improve scheduling. Data collection of this information will be utilized for future projects. Reviewed budget to align with different options based on need for Year 3 projects.
  - Monitored the progress of summer projects with Facilities and Maintenance, and furniture procurements with Purchasing. The carpet installation at NAH will take place June 28th – July 1st with AV equipment and data drop installation to follow. The chairs will be in by August 19th. The glass boards have already been delivered and the tables from other ALCs will be reallocated to NAH 3.422 and Pecan T1.506.
  - Continued communication with NAH to keep them abreast of the status of the remodeling projects.
  - Continued communication with Dr. Valerio and Belinda Diaz to keep them abreast of the status of the remodeling projects. The carpet installation is complete and the AV equipment has been relocated to NAH 3.422. Additional data drops will be installed before the fall semester begins.
  - Monitored the progress of the workflow to reallocate tables from Pecan, Mid-Valley, Starr and Tech. Collaborated with David Passero and Sarah Solis to facilitate the move.
  - Monitored the progress of the workflow to reallocate tables from Pecan, Mid-Valley, Starr and Tech. Collaborated with David Passero and Sarah Solis to facilitate the move.
  - Visited the NAH campus to follow up on the progress of the remodeling projects and placement for the document camera in 3.422. The AV equipment is functioning and the room is available for use for Summer II with a class size of 24 or smaller due additional furniture on order. The furniture in the room has been moved to promote a collaborative teaching style.
  - Discussed the C110 Training Room with Dr. Plummer and will schedule a meeting to further review the details with Dr. Petrosian, Dr. Plummer and Lee Grimes.
  - Met with Dr. Petrosian to review the status of the ALCs and future Training Room.
  - A further meeting is planned July 26th to further evaluate the technology transition to Tier 2 ALCs.

- **FOCUS Academy**
  - Continued efforts to revise the pacing, curriculum and content delivery of the program.
  - Updated the fall registration information for each division and campus to begin targeted registration if needed. Currently there are 35registrations (BT=2, LASS=12, MSB=10 and NAH = 11) with two seats available.
  - Continued communication with fall participants to answer questions about the program.
  - Continued communication with Division Deans on registration information.
  - Drafted a spreadsheet for each division detailing the eligibility and completion for the FOCUS Academy for each program.
  - Drafted a Tracking Record for fall 2016 Instructional Coach projects.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Collaborated with Nancy Garcia and Dr. Laura Lopez to reflect upon Year 2 of the Faculty Advising component.
  - Created a plan for the fall to continue offering quality faculty professional development.
  - Drafted a fall tracking record for the Lead Faculty Advisors to transition project from research/implementation to implementation/mentoring. Scheduled a meeting for July 19th to review the fall 2016 Tracking Records, Memorandums and Statements of Commitment for the Lead Faculty Advisors (LFAs).
  - Conferenced with Dr. Laura Lopez to review the progress of the summer Lead Faculty Advising (LFA) tasks.
  - Met with Nancy Garcia, Dr. Laura Lopez and Laura Sanchez to review the evaluation plan. A new objective that is in line with the current practices of the college was proposed. A formal amendment and justification are in process of being drafted for approval before submission to the Department of Education.

Component 3

- **Enhancement of Technology Infrastructure**
  - Collaborated with Lucio for the data drop quote for NAH 3.422.
  - Collaborated with Eddie Diaz to complete the bid process for AV equipment for PCN T1.506 and troubleshooting PCN C111.
  - Collaborated with Purchasing and IT to review the AV bids for equipment and parts.
  - Collaborated with David Passero to provide AV quotes and information to facilitate funding approval.
  - Collaborated with Eddie Diaz to check the status of transitioning C111 to towers in efforts to troubleshoot the technology issues. The cables for the towers are on order and installation will occur after their arrival. A further meeting is planned July 26th to further evaluate the technology transition to Tier 2 ALCs.
  - Collaborated with Lucio Gonzalez to check the status of the additional data drops at NAH 3.422. The installation was completed July 22nd.
  - Met with Marie Evans, Eddie Diaz, Amanda Babineaux, and Dr. Sandra Ledesma to discuss the technology concerns in C111 Training Room and technology plans for the Active Learning Classrooms (ALCs). Quotes for the proposed Tier 1 and Tier 2 ALCs are in process.
  - Brief meeting with Dr. Addae and Dr. Valerio to discuss scheduling for BlackBoard Collaborate NAH fall courses for the Starr Campus.

Management/Compliance

- **Department of Education**
  - Reviewed data needed for the Year 2 Annual Progress Report (APR).
  - Communicated with component 1 and 2 parties to review the evaluation plan and data collection.
  - Scheduled a Faculty Advising Evaluation plan meeting for July 28th to review the objectives, data collection for the Annual Progress Report (APR) and direction for Year 3 of the grant.
  - Planned a FOCUS on Learning Evaluation plan to review the objectives, data collection, faculty interviews, surveys, and student focus group qualitative data.
  - Revised the budget to account for salary cost savings, hiring and expenses of summer projects and planned expenses for Years 3-5.
  - Completed further revisions of the budget to account for salary cost savings, hiring and expenses of summer projects and planned expenses for Years 3-5.

- Finished the OMB Personnel Certifications for all full time employees funded by the grant. The next certification documentation is due October 3, 2016.
- Accessed the new Grant Award Notification (GAN) documentation for the upcoming fiscal year and shared the file with Dr. Petrosian and David Passero.

- **South Texas College**
  - Completed the Instructional Coach Memorandum in collaboration with Lee Grimes and Dr. Sandra Ledesma.
  - Completed the interviews for the Faculty Development Trainer – Technology position. Working on reference checks and supporting paperwork to complete the hiring packet.
  - Completed the NOE documentation for the Interim Instructional Coach to approve payment.
  - Finalized the reference checks and hiring packet for the Faculty Development Trainer – Technology grant funded position.
  - Drafted a Tracking Record for fall 2016 Instructional Coach projects,
  - Collaborated with Dr. Petrosian and Lizette Moreno to expedite the hiring process for the Faculty Development Trainer – Technology.
  - Finalized the Comprehensive Plan and Convocation summaries of grant accomplishments and goals for the 2016-2016 academic year.
  - Completed the HSI Grant portion of the STLA Presentation.
  - Collaborated with Sylvia Valdez to complete the workflow for C115 and technology setup request.

<u>Other</u>

- **South Texas College**
  - Presented at the Comprehensive Plan End of the Year Status Report Meeting.
  - Completed the applicant screening for the Valley Scholars Assistant.

- **Highlights.**
  - Faculty Advising Meeting – July 19th
  - Academic Affairs Council Meeting – July 25th
  - Faculty Advising Evaluation Plan Meeting – July 28th
  - STLA – August 5th
  - Annual Grant Management Training – August 23rd
  - FOCUS Academy Kickoff – August 24th

Academic Affairs Report **July 2016**

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

Curriculum

- Trained new Curriculum Specialist on Program Development.
- Finalized Core Curriculum Presentation for July 18th Dual to Degree event.
- Worked on Curriculum Specialist Training Manual.
- Worked on Student Education Planner batch processing for 2016-2017.
- Trained new Curriculum Specialist on Banner screens used for Curriculum.
- Participated in Administrative Assistant interviews.
- Worked on CBM report errors for Summer I 2016 sections.
- Screened 88 applications for a search committee.
- Reviewed consultant's remarks on department chair draft roster for SACS 5th year report.
- Worked with Curriculum for the Dual2Degree department retreat.
- Participate in search committee interview for the Student Services Division.

Program Development

- Worked on ESMI for Industrial Maintenance Certificate.
- Worked on ESMI for Interdisciplinary Studies.
- Worked on troubleshooting pre-requisite issue for PHYS 1401.
- Assisted with validation of STC online Catalog.
- Continued working with Ellucian to troubleshoot TSI reading and writing pre-requisites for STC Courses.

Meetings attended and Trainings by the Curriculum staff

- Met with Biology Program Chair to discuss program development process for the AS in Interdisciplinary Studies.
- Met with Culinary Arts Program Chair to continue program development process for Baking Specialization.
- Attended Curriculum & Student Learning Department meeting.
- Attended conference call/webinar with CourseLeaf representatives in preparation for the full-day, on-site meeting July 21.
- Attended meeting with Web Designer to develop the Program Development page for the department website.
- Attended the welding Faculty Credential meeting.
- Presented the Core Curriculum for the Dual2Degree Department retreat.
- Conducted Hybrid exceptions report training in Banner for Curriculum staff.
- Conducted Program Credit Total update training in Banner for Curriculum staff.
- Attended a full-day meeting without CourseLeaf representative.
- Attended the CourseLeaf weekly webinar meeting on August 4.
- Met with Associate Dean of Curriculum & Student Learning regarding SmartEval evaluations.

Curriculum Software

- Attended CourseLeaf prep software meeting.
- Participated in on-site visit with CourseLeaf for online catalog management tool.

- Worked CourseLeaf review of SSAPREQ and SCAPREQ attribute edits.
- Worked on CourseLeaf review work with 4 pages processed and approved.

➢ **Faculty Handbook**

- Finalized 2016-2017 Faculty Handbook and submitted quote request to PR to start the purchase process.

<u>Student Learning Outcomes and Assessment</u>

- Worked with Esmer on technical issues happening with the system and reported them to the application analyst.
- Followed up on service tickets, contacted faculty to provide status.
- Continuing to organize old report files. Attempting to organize all files from previous software and save into share drive folders.
- Worked with Marcus and Paola while away to take care of technical of the JagPRIDE system.
- Opened Summer II in JagPRIDE. Paola and Marcus assisted in the manual courses/sections/roster upload.
- Provided a list of Maps that need immediate for the upcoming AY.

➢ **Reporting**

- Assisted Specialist with AY Audit. Continued by contacting several department chairs to provide them with suggestions for revisions and/or additions in order to complete their 2015-2016 report. Calls have increased with questions over AY action plans. Will continue with assisting department chairs and run a second audit next week.
- Conducted an audit of submitted AY reports and areas that needed improvement.
- Continued to review reports to be used for SACS 5th year reporting. Found an issue with data and submitted a ticket for additional report needed. Will follow up with Maggie on corrections.
- Continued to compile sample report for SACS.
- Conducted a PLO Report audit data in reports to assure the numbers were accurately reflecting student attainment. Also, the purpose of the audit was to look at other items in the reports that needed to be fixed by Technology Recourses.
- Compared online data reports with overall PLO Reports and recommended a few that could be used for SACS.

➢ **Faculty Support**

- Assisted faculty with questions over summer assessment in JagPRIDE. Had a server issue contacted Paola and Marcus. Server was low on resources, issue was corrected. July 11th first deadline for summer I faculty.
- Assisted chairs with curriculum map finalizations.
- Assisted chairs with AY reporting questions.
- Provided feedback to chairs on submitted AY reports.
- Assisted faculty with issues over missing courses, incorrect course and/or having additional students names listed in data analysis. Submitted services tickets for removal of students.
- Answered faculty questions and concerns on JagPRIDE line regarding summer reporting.
- Assisted a couple of faculty with questions over Summer submissions in JagPRIDE.

- Assisted Dr. Tamayo and Ros Moore with finalization their action plans for the 15-16 AY.

➢ **Meetings and Trainings**

- Attended a BlackBoard outcomes web meeting with Associate Dean, Specialist and Distance ED. Team. Will continue to work with the team to begin pilot Fall 2016.
- Met with the Applications Team to discuss JagPRIDE and next steps for this application once Alex leaves.
- Attended the Curriculum & Student Learning Department meeting.

<u>Course Scheduling</u>

➢ **Schedule Development**

- The Scheduling Technicians worked with Coordinator of Supplemental Instruction to reserve classrooms for Summer 2016. They worked on room reservations, reviewed Spring 2017 schedule 1st updates & worked on Spring 2017 2nd review, if changes and additions were requested. Collaboration with Yolonda Jaramillo, HSI Grant Director to create a weekly report regarding the scheduling of faculty in Active Learning Classrooms. Provided Yvette Gonzalez with Fall 2016 La Joya Teaching Center updates status report. Coordinated with H.R. regarding the status of new hires in order to create as faculty in Banner. Once complete, faculty is assigned to courses submitted by department chairs. Also continued to enter Spring 2017 to meet P.R. tabloid deadline of August 19.

➢ **Schedule Maintenance**

- The Scheduling Technicians implemented Summer II and Fall 2016 schedule changes, room assignments and room reservations. Collected the course codes for Spring 2017 in the SZASXRF & removed all the cancelled courses from schedules. Collaborated with Department Chairs to help Clear TBA's for Fall 2016. Also Opened a work order with IS & P requesting assistance to remove the data from term Summer 2017 (Bldg. Rooms, etc.)

<u>Associate Dean</u>

- Met with Ruben Lemus to discuss program development for the new AAS in Culinary Arts-Specialization in Baking.
- Attended meeting with Dr. Esmaeili, Dr. Odeh, and Math & Science team to discuss plans to develop an Associates of Science (AS) in Interdisciplinary Studies.
- Met with Hector Villarreal to discuss AY PLO/CO Reports.
- Attended the Blackboard Outcomes meeting with Laura Little.
- Attended the Planning and Development Council meeting.
- Made preparations for the hiring committee – Administrative Assistant position.
- Assisted Chairs with JagPRIDE AY PLO/CO Reports.
- Held a meeting for Next Steps for Software Applications for JagPRIDE, Course & Instructor Information website and CourseLeaf.
- Held a Curriculum and Student Learning Department meeting.
- Attended a Monthly ABE check-in conference call to discuss logic model edits for 2016-2017, updates from STC team, and to discuss the results from preliminary quantitative analyses.
- Met with Business and Technology Division to discuss the Welding faculty credentials.
- Attended the Prior Learning Day Conference in Mesquite, Texas on July 14-15.

- Attended the SACSCOC Summer Institute in Grapevine, Texas on July 17-20.
- Hosted the full-day CourseLeaf Site Visit with LeepFrog to discuss high-level structural and organizational decisions about our online catalog.
- Hosted a CourseLeaf Post-Pilot meeting with committee and a webinar with LeepFrog.
- Attended the President's Administrative Staff meeting.
- Held a conference call with Laura Sanchez and Deana Savage regarding 3.3.1.
- Had a conference call with THECB Texting Campaign with terry Daniels.
- Met with Christina Cavazos to review SmartEvals Procedures.
- Held a CourseLeaf CAT weekly status call meeting on August 4.
- Attended and presented at the STLA for Chairs and Assistant Chairs.

Academic Affairs Report **July 2016**

Nicolas Gonzalez
High School Programs and Services Administrator

- The Fall '16 dual credit schedule was sent to the Dual2Degree Specialist and the ECHS Coordinators. It is pretty close to 100% of what the schedule will be for this fall.
- We have 1,706 number of dual credit sections this fall, as compared with 1,687 last fall – there were 1,819 in the spring because of the growth of the ECHS. Of the 1,706, there are to date, 1,266 academic sections and 440 CTE sections.
- 1,245 sections will be taught by 428 DCF, and 461 sections by STC Faculty (not all sections have been staffed by the chairs, so actual number of STC will be provided later).
- 113 DCF candidates applied for approval for this fall – 66 academic & 47 CTE. Only 58 were selected by our chairs and committees – 36 academic and 22 CTE.
- The summer I, II and III schedules are to be rollover for next year. Our office will make the necessary adjustments for all DCF faculty, building and room assignments.
- My office is scheduled to distribute the fall 2016 dual credit schedule by next Monday.
- The summer II dual sections have all been enrolled with students. This year, we are about the same as last year on enrollment with only 9 student down.
- We are working to finalize the Dual Credit MOU so we may start sharing this with the districts.
- The fall schedule is almost complete, and due to be distributed to the enrollment Specialist by the first week in August, as has done in the past.

Dual Enrollment Planning and Scheduling Manager

- **Workshops/Meetings**
  Met with cashier/business office to discuss dual enrollment sections and extra fees.
  - Met with Sofia Pena to discuss and create a power point for the ECHS Best Practices Conference.
  - Attended the SWOT analysis meeting with Jason Gutierrez for the dual enrollment process.

- **DE Scheduling and Planning**
  - Faculty assignments for music and sociology sections for this coming fall.
  - Created a new math 2412 for PSJA ISD summer II.
  - Changed room numbers for sections at Achieve ECHS for fall 2016.
  - Created two new biology sections for Edcouch Elsa at the Mid-Valley Campus.
  - Cancelled a Spanish sections at PSJA HS for summer II.
  - Per Dr. Odeh, changed the days of all the biology S sections to indicate the lab and lecture.
  - Created in the system a couple of new dual credit faculty for history and education.
  - Requested a time change for a computer science class at Lamar Academy, Chair approved the change.
  - Dual Credit faculty for history was approved at Mercedes ECHS. Changed the history sections back to the high school.
  - Talked to La Joya ECHS counselor to discuss changes on the fall schedule.
  - Created new math sections t Hidalgo for a new dual credit faculty.
  - Created two new Spanish sections for PSJA North
  - Faculty assignments for PMT dual classes.
  - Requested two criminal justice sections for Southwest ECHS. Chair approved the two sections.
  - Per program chair, deleted two philosophy sections from PSJA Memorial due to lack of staff.
  - Tested the new EOC pre requisite on BANNER for this fall.

- Adjusted times for La Villa ECHS. Chairs approved the time changes.
- Created new Web Operator for PSJA HS.
- Changed the Web Operator from Mercedes ECHS.
- Requested two online music classes for Sharyland ECHS and Mission Collegiate. Both sections were approved.

DE Workforce Specialist

- **Conference/Workshops/Meetings**
    - Attended the Business and Technology Program Chair Meeting
    - Meeting with various Program Chairs
- Screening Dual Enrollment Instructors for 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.

Carol Woods – Dual Enrollment Faculty Liaison, High School Programs & Services

- Attended meeting to plan the August principals’ summit as a function of the Dual Enrollment Taskforce subcommittee.
- Participated in dual enrollment faculty SWOT on June 13, 2016.
- Attended meeting with HSPS to discuss developing earlier deadlines for the completion of application packets and interviews for dual enrollment faculty new hires. Awaiting input from Council of Chairs, with LASS chairs already approving an earlier deadline.
- Met with Professional Development Office to go over the revisions I made to the dual enrollment reference guides for faculty.
- Helping HSPS revise the Dual Enrollment Program Manual (DEPM) including suggestions from DE Taskforce members and faculty. Revisions include expanded dual enrollment faculty rights and responsibilities.

Sofia M. Peña
Director - Early College High Schools

- ECHS staff have been working or Fall registration with their schools to ensure all documentation is ready prior to first day of class.
- ECHS Director and Planning and Scheduling Manager will be presenting at the ECHS Best Practices Summit in Austin, Texas.

- ECHS staff has been busy processing Summer II registration.
- ECHS staff are in the process of cleaning up Fall registration rosters and sending feedback to the schools via email in hopes that they will be able to address any issues for Fall registration as soon as they return in early August.
- ECHS Director has been working on revisions to MOU's and will prepare Data Sharing agreements for all Dual Enrollment School partners.

Academic Affairs Report **July 2016**

Rebecca De Leon
Director – Academies and HS Projects

Completed: Projects / Activities

- TexPREP Engineering Program successfully completed their seven week program at the Pecan, Starr County and Mid Valley Campuses. On Thursday, July 28th, closing ceremonies were held at each district to recognize the 252 students who successfully completed the program.
- TexPREP Engineering Program hosted representatives, Dr. Rudy Reyna and Pamela Garza from the UTSA PREP Office from July 5th-7th. They visited the Pecan, Mid Valley and Starr Campuses where meetings were held with instructors and classroom walk-throughs to meet with participants on their experience.
- Academies and High School Projects hosted their Governor's Summer Merit Program CyberCamp at South Texas College from July 18 through July 22, 2016. The $44,019 grant offered 59 rising 9th, 10th, and 11th 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 Closing Ceremonies were held at Hidalgo ISD, STC Mid Valley Campus, PSJA ISD and Roma ISD for the 252 students who successfully completed the seven week program. Our keynote speakers were:
  - Hidalgo ISD: Dr. Luzelma Canales, Executive Director of RGV Focus
  - Weslaco ISD: Armando Martinez, State Representative
  - PSJA ISD: Dr. Ali Esmaeli, STC Dean of Math, Science, and Bachelors Programs
  - Roma ISD: Dr. Ali Esmaeli, STC Dean of Math, Science, and Bachelors Program
- Weekly STEM Career Awareness Speakers have been held at the each of the sites:
  - Pecan Campus:
    - Monday, July 11th: North Water Supply, Mrs. Garza and REGG Engineering & Survey Speaker, Ivan Garcia discussed their fields of study and opportunities for future careers.
    - Monday, July 18th: RGV Foucs, Eugenio Longoria Saenz presented on his career path along with an activity with students to enhance their communication and team building skills.
  - Starr County Campus:
    - Monday, July 11th: Software Engineer for City of Cedar Park, Jesus De La O
    - Thursday, July 21st: Year 2 Veterinary Medicine Student at TAMU, Cebrina Cavazos
  - Mid Valley Campus
    - Monday, July 11th: Entomologist, Dr. Robacker presented to the students on the study of insects. He discussed the career, research in the field and showcase of his beetle collection.
- TexPREP Program Field Trip was held for Hidalgo ISD students on Friday, July 15th to the University of Texas-Rio Grande Valley. The students expanded their knowledge in the STEM Field by touring the Department of Engineering, Planetarium and the STEM Center.

Academies Programs:

- Finalization of Fall 2016 registration was completed for the Academy Program Participants.
- Progress Reports were request for the students in courses during Summer II.
- Case Management occurred with students who were below "B" averages in their courses.
- Degree Audits were conducted for the seniors after completion of Summer I courses.

Cyber Security Camp:

- A mandatory Parent/Student Orientation was held on Tuesday, July 12th for the five day camp taking place on July 18-22nd, 2016 at the STC Cooper Center Conference Rooms to complete required paperwork.
- Governor's Summer Merit Program CyberCamp had three career awareness speakers: Rich Roth, Rene Ramirez, and Joe Voje from City of San Francisco- CISO who each have years of experience in the field of computer science specifically Cyber Security.
- Throughout the five day camp, participants were exposed to the STC Pecan Campus classrooms, career awareness speakers, and visited institutions of higher education such as the University of Texas-Rio Grande Valley and the South Texas College Technology Campus.

In Progress: Projects and Major Activities

- Submission of Final Reports for the Governor's Summer Merit Program CyberCamp and TexPREP Program.
- Completion of inputting data for the TexPREP Program along with mailing unofficial transcripts to the participants.
- Planning of Dual Enrollment Academies DEMSA College Tour on October 13-14, 2016.
- Academies Specialist finalization of Fall 2016 Workshop Schedules.
- Planning of DE Academies Counselor Update on Wednesday, September 21st at the STC Pecan Campus

Academic Affairs Report **July 2016**

Lee Grimes Etheridge

Associate Dean - Office of Professional and Organizational Development

Academies:

Jaguar Academy (New Employee Onboarding)

Four sessions were held in the month of July and 25 new staff members graduated. The academy engaged these new employees beyond the standard first day orientation and helped them connect to South Texas College's Comprehensive Mission and to become part of the STC Family. We focused on providing guidance, support and instill confidence in new employees as they adapted to their roles at the College. They are all looking forward to participating in ACTA in the Fall.

Dual Enrollment Learning and Teaching Academy (DELTA)

Four sessions were held in the month of July and 16 faculty members graduated. The Dual Enrollment Learning and Teaching Academy (DELTA) Online helped Dual Enrollment Faculty to become part of the South Texas College family. DELTA Online provided participants with support and guidance as well as information on faculty expectations, resources, policies, procedures, and creating a college environment.

Programs in Development:

Academies for Academic Year 2016-2017

Marketing material is currently being updated to promote all OPOD academies.

Major Events in August

The OPOD is currently working on reserving and updating marketing material for all major events held in August.

Academic Affairs Employee Recognition

The OPOD is in process of coordinating the Distinguished Teaching and Learning (DTLA) Awards for Faculty, the new Faculty of the Year Award and the Distinguished Staff Awards (DSA). All awards will be presented at Academic Convocation on Monday, August 22nd.

Reference Guides in Development:

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

The OPOD is preparing for the following Upcoming Events:

- STLA for Chairs – August 5th
- Dual Enrollment Principals Summit – August 10th
- Distinguished Leadership Academy Kickoff – August 11th - 12th
- New Faculty Orientation and Service Area Tour – August 18th – 19th
- Academic Affairs Convocation – August 22nd
- FOCUS Academy Kickoff – August 24th
- Providing Support for the Virtual Campus Symposium – August 25th
- STC Faculty Teaching Dual Enrollment PD Day – August 25th
- Making the Most of the First Class Day: Embedding Student Success Skills – August 26th
- Adjunct and Dual Enrollment Faculty PD Day – August 27th

Academic Affairs Report **July 2016**

Irma Rosales

Site Coordinator – STC-Pharr College & Career Teaching Center

- Reviewed and updated Radio/TV Script for Pharr Teaching Center Registration Round-up event.
- Revised and submitted PCCTC Comprehensive Plan for 2016-2017.
- Submitted Pharr Teaching Center Accomplishments, Achievements and Goals for 2015-2016.
- Provided additional PCCTC facilities information for additional SACS reports.
- Confirmed Registration Round-Up event with College Connections Director, Larry Barroso, who coordinated staff from each required department to be in attendance during the August 2 Registration Round-Up event.
- Printed and distributed color fliers to promote the Registration Round-Up event.
- Coordinate with PSJA ISD custodial staff accessibility of additional tables for visiting programs and support services personnel during Registration Round-Up.
- Worked on social media distribution of Registration Round-Up flier and information.
- Coordinated program participation for Pharr Teaching Center Open House & Registration Round-Up held on Tuesday, August 2, 2016.
- Assisted incoming students with registration and enrollment process for Welding, HVAC&R, Electrician, and Construction Supervision programs.
- Coordinated acquisition of additional tables to support the Police Academy's increased enrollment.
- Requested additional classroom furniture to replace outdated PTC furnishings to accommodate both the Police Academy cadets and incoming Fire Science students.
- Will be attending the PSJA ISD Back-To-School Expo, Aug. 9, 2016.
- Will meet with STC PR & Marketing team to review Registration Round-Up results and plan for November registration event.

Other Activities:

- Attended Academic Affairs Council meeting.
- Attended Business & Technology Program Chair meeting,
- Attended Texas Leaders Luncheon to hear keynote speaker Dr. Blandina Cardenas-Flores speak on local leadership issues.
- Attended Hispanic Women's Network of Texas Leadership orientation meeting.

Academic Affairs Report **July 2016**

Rene Zuniga
Site Coordinator – STC-La Joya Teaching Center

- Worked on promotional items for Registration Round-up, July 01, 2016
- Discussed flier and postcard for the registration round-up with Jennifer Solis, July 5, 2016.
- Discussed the storage and transfer of science labs material, teaching models, and equipment from Pecan Campus to La Joya Teaching Center, July 6, 2016.
- Met with Carlos Gonzalez, Biology-Science Lab Coordinator, to discuss storage options and transfer of science lab materials, July 7 2016.
- Discussed with Veronica Ochoa options to reach community for registration round-up event, July 7, 2016.
- Reviewed with architects and staff schematic designs for science labs for La Joya Teaching Center, July 7, 2016.
- Discussed with Larry Barroso the flier for the round-up and to include flier in recruitment events, July 7, 2016.
- Transferred supplies and materials to La Joya Teaching Center, July 8, 2016.
- Transferred round-up fliers to La Joya Teaching Center, July 8, 2016.
- Inventoried office supplies, supervised and inventoried science lab supplies, distributed round-up fliers to La Joya area community, and staffed La Joya Teaching Center welcome desk, July 11, 2016.
- Worked with Danny Martinez in finding out potential storage rooms for science lab supplies, distributed round-up fliers to the Peñitas, Mission, and Palmview area, July 12, 2016.
- Continued distributing fliers to La Joya area neighborhoods and businesses, July 13, 2016.
- Assisted students by phone and in person with questions related to LJTC and continued distributing fliers for round-up in mailboxes in neighborhoods in the La Joya area, July 14, 2016.
- Continued inventorying science labs equipment, and assisted students who visited LJTC, July 18, 2016.
- Delivered round-up fliers to different La Joya area sites such as La Joya ISD and Palmview flea market, July 19, 2016
- Delivered round-up fliers to City of Peñitas, Peñitas residents, and Pueblo de Palmas center, July 20, 2016
- Delivered round-up fliers to City of Palmview, Palmview residents, and handled eamis and calls related to course offerings, July 21, 2016

INFORMATION SERVICES, PLANNING AND STRATEGIC INITIATIVES

SOUTH TEXAS COLLEGE

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Dr. David Plummer
Interim VP

Information Services, Planning & Strategic Initiatives

Monthly Activity Report
July, 2016

Alicia Gomez, CIO
Technology Resources

Applications Development

Constituent Relationships Management system (CRM) – Radius by Hobson's
Technology Resources is on standby to support the Radius implementation team with system configuration and connectivity to Banner. The Radius project go live has been extended until the fall to allow stakeholders to finalize the form design and data mapping with Radius consultants.

Early Alerts system – Starfish by Hobson's
The Applications team continues to work with Starfish consultants in the instructors and advisors data load, as well as, testing the Starfish single sign on from the new JagNet portal. The pilot which is composed of a pre-selected group of Faculty who teach developmental courses will be launched the sixth week of the fall term. Additional courses will be added to the pilot for subsequent terms until the Starfish Early Alerts system is fully deployed.

Continued Education Enrollment system
The selection committee recommended to keep the search for an enrollment system since the ACE software didn't meet the CE program needs. The committee met to review Ellucian's solution named Elevate during a demo session in July and decided to follow up with Tylor Jr. College to find out their experiences with the application. This project will carry-over to next Fiscal Year.

Safety and Security Parking and Citation system - Cardinal
Cardinal consultants trained the Security and Cashiers staff on the new software the week of July 18. There were some evident technical issues related to the server and user capacity during the training session. The Applications team requested Cardinal to upgrade the server to meet STC's need which is estimated at about 8,000 tickets in the first three weeks and a stress test the week after the training. Additionally, the Applications team worked with Ellucian consultants to configure the integration from Cardinal to Banner. The integration module will be tested in early August and it will allow charges and payments for permits and citations to be posted to AR in Banner.
The technical phase continues to be on target for deployment on August 22 pending final testing of Cardinal and Banner integration piece. However; there are several functional processes that still need to be mapped.

Luminis 5 upgrade - JagNet
The Applications team worked on interfacing third party applications such as Degree Works, Blackboard, Starfish and e-mail to the new JagNet portal. The JagNet content committee began testing the current solution to provide feedback to the technical team. The communication plan kick-off was with JagNet presentations during PAS and Academic Council meetings. The new and improved JagNet was well received by all including members of the

Student Government body who also had the opportunity to navigate the test environment. This project will be piloted through the fall term and go live in the Spring.

Banner XE transformation
A draft report containing Ellucian's recommendations was received and it will be reviewed before the consultants present their final report on August 24. The report highlights opportunities for system improvement, as well as, recommendations for a Banner XE rollout plan for next FY.

Timekeeping System - TimeClock Plus
The implementation team continues to work on the project plan to convert to the new time keeping system. The project will kick-off the week of January 9, 2017 and will go live on May 1, 2017. The functional team has been working on documenting and mapping the current process in Timeforce in order to stream line it in the new system.

Infrastructure

Disaster Preparedness/Recovery Planning

STARR Data Center
The UPS electrical power connection for the Star Data Center will be complete early August. The Systems and Database teams continue to work on setting up and testing the equipment and software that will allow critical services to be available in Rio Grande in case of disaster. The TR team expects to be complete with the technical solution by the end of August. This project is part of the master DR and contingency plan for the institution which includes a gas generator to provide energy to the Rio Grande Data center and building J. A complete DR test will be performed once the generator is purchased and installed.

Office 365 Migration
This project is part of the DR institutional plan to provide a means of communication between STC faculty and staff in case of disaster. Email accounts from TR staff members were migrated to the cloud and will continue to be monitored for any issues related to the new environment. The rest of the faculty and staff accounts will be migrated by department starting in August. The project plan and important milestones were presented to the Academic Council as the first step in the communication plan; other communication avenues will be used to announce the migration dates to the rest of the community.

In addition, the System team worked with the JagNet implementation team to configure the single sign-on feature in order for students to be able to see their email once they log in to the new portal.

Virtualization Phase I – Podiums
The Technology Resources Tech Support team will continue working on the virtualization project once the summer term is over. A total of 300 podium licenses will be configured and deployed before the beginning of the fall term. The next phase of the virtualization project includes 100 virtual licenses for the thin clients that will be installed in the Student Services renovated area.

Victor M. Gonzalez, CISO
Information Security

- **Information Security Program Metrics**
  Update: We built a program to query active directory for the status of our user accounts. This will be used as a metric to detect any issues with our provisioning-related processes.
  Summary: We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.

- **Virtual Private Network (VPN) / Secure Remote Access (SRA)**
  Update: We met with our SonicWALL representative and he is going to assist us with the two-factor authentication integration. The environment will be initially only available to TR staff and a set of people that have an immediate new to access an internal resource securely.
  Summary: We are transitioning to a new remote access vendor solution.

- **Texas Cybersecurity Framework and TAC 202 compliance**
  Update: We already obtained one quote from one vendor. We are waiting to receive a quote from a second vendor.
  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: The placed this initiative on hold. We will be evaluating information security training material recently licensed by HR.
  Summary: We are evaluating a new information security awareness portal for the College.

- **VMware Host**
  Update: We are going to order a network card that the system administrator recommended.
  Summary: InfoSec and Systems are working together to install the new hardware that will run all the virtual appliances for the Security team.

- **2016 Security Incident Retainer Engagement**
  Update: The appliance was received on 7/29/2016. This resource will be used to capture and analyze our traffic to try to detect signs of intrusion.
  Summary: We are preparing to obtain services from Dell SecureWorks to utilize our retainer. We are having a Compromise Screening Assessment this year.

- **Cyber Legal Advise**
  Update: Provided information to Raul Acevedo. He is using it to prepare a legal incident response plan.
  Summary: We are exploring obtaining a retainer for legal advice related to a cybersecurity incident.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 7/1/2016- 7-6-2016: Vacation
- 7/11/2016: Learning Support Services Meeting
- 7/13/2016: Mid Valley Campus visit
- 7/14/2016: Team Leadership Meeting
- 7/18/2016: Project Update Conference Call
- 7/20/2016: Starr Campus Meeting
- 7/21/2016: HR Meeting (Certifications)
- 7/25/2016: IS&P Leadership Team Meeting
- 7/26/2016: Tech Campus visit, Active Learning Technology Meeting
- 7/29/2016: 5th Friday Inst. Technologies

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	142
April	219
May	100
June	104
July	105
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	179.25
April	458.50
May	524.25
June	119.25
July	148.75
August	
Sept	
Oct	
Nov	
Dec	

SOUTH TEXAS COLLEGE

Reservations by Campus: **Jul- 2016**

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	18	64	0	8	0
Data Projector	4	0	13	6	0
Laptop	160	2	8	0	2
PA System	1	3	0	0	2
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	3	2	0	0	0
TV	0	0	0	0	0
Microphone	54	2	4	0	7
Direct Box	3	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	9	64	7	8	0
Overhead Projector	0	0	0	0	0
Remote	27	10	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	4	0	0	0	0
Document Camera	33	0	29	4	0
DVD/VCR Player	6	10	0	0	1
Wireless Lab	1	0	0	0	0
Keyboard/Mouse	13	0	2	0	0
Sympodium	20	0	4	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	3
Mixer	3	1	0	0	0
Tripod	3	2	0	0	0
WebCam	0	0	0	0	0
Computer	0	0	0	7	0
Portable Table	6	0	0	0	0
Microphone Stand	0	3	0	0	0
HD Video Streamer	0	0	0	0	0
Polycom Phone	2	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	3	2	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	0	0	0	0	0
Mac Adaptor	3	0	0	0	0
Table Top Mic Stands	6	0	0	0	0
Ipad	0	1	0	0	0
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	3	0	0	0	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	13	2	4	0	15
TOTAL	*398*	*168*	*71*	*33*	*30*

Fernando Chapa, Director
Institutional Effectiveness & Assessment

IE Related Activities:

- Compiling 2013-2015 IE Reports for posting to IEA website
- Gathering data for 2013-2015 IE Reports for non-academic departments
- IE Goals for IEA Department meeting
- IEA 2013-2015 IE Report completed
- Reviewed 2013-2015 IE Reports for nonacademic and academic departments.
- 2013-2015 IE Report for Industry Training & Economic Development complete

IEA Reporting Analyst's Activities:

- Provided the CTN-PUENTE grade distribution report - Spring 2016 for RAS
- Provided the Non-Traditional Enrollment by Workforce Programs reports per RAS request
- Tested database connections for the Oracle 12c/ RAC Migration preparation
- Updated the IEA website
- Worked on the CTN-Puente project data collecting and analyzing
- Worked with RAS for the Oracle 12c/ RAC Migration preparation
- Worked on the applicant evaluations for the IE Analyst Hiring Committee

Factbook Related Activities:

- Retrieved data and updated the reports for internal Factbook:
  - Gainful Employment - Placement Rate
- Retrieved data and updated the report for external Fact book:
  - Gainful Employment - Placement Rate
- Updated the Data Release Timeline
- Updated and posted reports for internal STC Factbook:
  - 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
- Worked on the enrollment report updates for external STC Fact book
- Worked on the preparation for the new version of STC Factbooks
- Worked on the Retention by Major reports
- Worked on the script testing and updating for Factbook reports

IEA Website Related Activities:

- Arrange meetings with staff
- Continue to maintain communication via email and phone with faculty and staff to arrange meetings to discuss about their 2013-2015 IE reports.
- Created and provide most recent status reports on Excel and Word format of 2013-2015 IE completion and pending departments.
- Mass friendly reminder email to all faculty and staff who are still pending to submit their 2013-2015 IE report.

Meetings and Trainings:

- Attended Information Services, Planning & Strategic Initiatives staff meeting.
- Attended IRA Mission Statement Discussion Meeting
- Attended and completed the EEO Laws and Discrimination Prevention for Higher Education Training

- Attended meetings to provide assistance for 2013-2015 IE Report for the following departments:
    - Business Office – Ms. Dalinda Gamboa
    - Career and Employer Services Department – Ms. Dalinda Palacios
    - Finance and Administrator Services – Ms. Mary Elizondo and Mr. Ken Lyons. Provided a copy of 2013-2015 PDF format via email.
    - Food Services – Mr. Patrick Woodin.Library
    - Instructional Technologies – Ms. Maria Evans
    - Office of Human Resources – Ms. Brenda Jo Balderaz
    - Office of Public Relations and Marketing – Mr. Daniel Ramirez
    - Outreach – Dual Enrollment Services – Mr. Otoniel Matamoros
    - Public Services – Mr. Cody Gregg.
    - Valley Scholars Program – Ms. Jessica Sandoval Garcia
- Contacted 27 departments that are still pending to submit their 2013-2015 IE reports by providing an extra assistance using Excel sheet with detail information for IE report completion.
- Observed the THECB – Board Meeting
- Observed the THECB – Committee on Affordability, Accountability and Planning (CAAP) Meeting
- Observed the THECB -- Health Science Program of Study Advisory Committee Meeting
- Observed the THECB – Perking Basic Grant Orientation.

Cody Gregg, Dean

Library and Learning Support Services

Dean's Meetings:

- 7/1/16: Employee Meeting.
- 7/6/16: Meeting re: Pecan Library Offices; Board Facilities Meeting.
- 7/7/16: Bi-monthly meetings with directors; NetTutor Meeting.
- 7/8/16: Librarians' Meeting; Meeting to Submit Specialist Recommendations.
- 7/11/16: MV Move Coordination Meeting; SACS Write Up Meeting; Programming Meeting; Discussion of DHR Articulation Agreement BA/Program.
- 7/12/16: Bond Construction Program Planning Meeting; Directors' Meeting; Mission Statement Meeting; Board Meeting.
- 7/13/16: SACS Write Up Meeting; Librarian Meeting; Library Public Service 2013-2015 IE Report Meeting.
- 7/14/16: Meeting with the VP; Library Designs Systems Meeting at MV.
- 7/15/16: LDS Visit.
- 7/18/16: Personnel Meetings.
- 7/19/16: Bond Construction Program Planning Meeting; Printed Materials Meeting; Art Collection Storage Meeting; SLI Presentation.
- 7/20/16: Bi-monthly meetings with directors; UTRGV/STC Library Lunch Meeting; Alignment of Job Responsibilities Meeting; Meeting to evaluate candidates for Programming Librarian position.
- 7/21/16: Mission Statement meeting; Customer Service Strategy Meeting; Bond Program Planning Meeting.
- 7/22/16: Summer Supervisory Symposium; President's Administrative Staff Meeting.
- 7/25/16: HR Training; LAG IE Plan Meeting; Benefits Enrollment meeting; IS&P Leadership Team Meeting.
- 7/26/16: Bond Construction Program Planning Meeting; Graduation Décor Meeting; Board Committee Meetings.
- 7/27 – 7/29/16: CCUMC Board Meeting in Chicago, IL

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Continued working on SACS narrative for library.
- Corresponded with Statista representative and purchasing office regarding a possible subscription.
- Met to discuss edits to brochure to market Library and Learning Support Services.
- Began working to increase disaster preparedness for library and CLE systems.
- Continued researching and evaluating room scheduling systems.
- Continued working with Library and CLE staff to identify fields and processes for an online form concerning employee changes.
- Began creating an employee changes form in Formstack.
- Began creating a template on the Symphony server to process XML reports.
- Began working with PR and Marketing to modify the library website in preparation for several changes to the college template.
- Continued working on updating the icons for the library website.
- Began creating a poster and several web banners for upcoming Library Art Gallery events and exhibits.
- Continued analyzing discipline areas of the ebook, streaming video, and journal collection to provide an overview of online resources for SACS.
- Continued modifying tutoring reports for faculty, based on CLE manager recommendations.
- Began creating two online training videos covering updates to JagTrax and the new Supplemental Instruction lesson plan database.
- Began creating a new Formstack form for students to request additional online tutoring hours.

- Began updating the online tutorials to include the college logo.
- Began working on the Finding Articles tutorial.
- Continued to work on the DISCARD list for Starr.

Collection Development Balances:

- Library Acquisition…… $ 16,006.00
- BAT & BAS/ Materials- …… $ 18.00

Information Commons and Open Labs:

Highlights:

- Autodesk 2017 Software installed on Pecan campus computers.
- Several part time and full time employees completed Lynda.com trainings.
- Eucario Romero and Ruben Guajardo are currently attending the Jaguar Academy.
- New computers were delivered district wide.
- 07-08-2016/Jefte Martinez, Lidia Garza, Luis Pena, Monica Adame de Garza, Edgar Abrego and Daniel Gonzalez attended a CPR Certification Training.

June 2016 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	1,526	4,266	4,315	12,486
Pecan Internet Café	633	1,918	2,427	7,608
Pecan T. Info. Commons	348	801	550	2,954
Mid-Valley Open Lab	481	1,570	1,468	
Mid-Valley Open Area E-117	387	1,008	594	
Mid-Valley G-144	130	277	174	
Starr County Open Lab	222	895	1,403	
NAH Open Lab	607	2,058	1,172	
Technology Open Lab	254	774	517	
Technology Internet Café	86	178	95	
District Total:	**4,674**	**13,745**	**12,715**	**23,048**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	2,227	6,480	5,188
Pecan F-222	33	75	51
Mid-Valley Info. Commons	616	1,475	1,246
Starr County Library	291	996	1,104
Technology Library	80	156	201
District Total:	**3,247**	**9,182**	**7,790**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	189	269	289
Pecan F-130 Group Stations	7	8	18
Mid-Valley Library Group Stations	42	68	58
Mid-Valley Open Lab Group Stations	8	23	39
NAH Group Stations	508	1,235	387
District Total:	**754**	**1,603**	**791**

CLE Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan CLE Open Labs	1,309	4,272	3,482
Mid-Valley CLE Open Labs	243	769	563
Mid-Valley G-270 Open Labs	217	744	325
NAH CLE Open Labs	317	877	1,027
Starr CLE Open Labs	94	362	778
Tech CLE Open Labs	66	309	254
District Total:	**2,246**	**7,333**	**6,429**

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

- 07/01/16: Attended a meeting to discuss organizational chart.
- 07/06/16: Attended a meeting to discuss customer service strategic review.
- 07/07/16: Interviews were being held for Customer Service Clerk Part Time Position; met to discuss Community Users location.
- 07/08/16: Librarians' meeting.
- 07/11/16: Mid-Valley Move Coordination Meeting; Mission Statement Taskforce Meeting; Learning Support Services Meeting.
- 07/12/16: Library Directors' Meeting.
- 07/13/16: Held an interview for a direct wage position; meeting to discuss SACS write-ups for the CLE and Library; meeting to coordinate certain practices involving community users.
- 07/14/16: Held an interview for a direct wage position; Library Design Systems Meeting.
- 07/18/16: Intersession Planning Meeting.
- 07/19/16: Library Annual Report Printed Materials meeting.
- 07/20/16: Learning Commons and Open Labs Leadership meeting.
- 07/21/16: Customer Service Strategy meeting.
- 07/22/16: Summer Supervisory Symposium at Human Resources; President's Administrative Staff meeting.
- 07/25/16: ISP&SI Leadership Team meeting.
- 07/29/16: Participated in ISP&SI Professional Development Meeting.

Library Public Services

Public Services Data:

Library Services Data: 7/1/2016 -7/31/2016								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	0	66	n/a	1	0	67
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	5,831	6,426	26,184	597	2944	966	42,948
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	523	139	722	n/a	24	1	1409
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	718	277	1776	n/a	89	34	2894
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	28	4	31	n/a	7	1	71
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	531	64	883	n/a	343	28	1849

Centers for Learning Excellence

Mid-Valley:

Meetings and Events:

- Weekly meeting with manager, specialist, and direct-wage specialist
- Specialist attended service-area tour as part of Jaguar Academy
- Manager attended a meeting with Dean Gregg, the CLE director, and others about the MVC library construction project
- Specialist and manager interviewed potential staff members for fall
- Specialist and Master Tutor facilitated three tutor trainings at the Technology Campus CLE
- Attended the ISPSI Department Meeting
- Meet with Regina Almond from Groves for MVC Library Furniture Evaluation
- Manager and specialist attended Part 2 of ISP & SI professional development meeting
- Manager and specialist attended CLE staff meeting
- Specialist attended Jaguar Academy meeting

Tutor Trainings:

- Specialist presented *Microcomputer Applications* tutor training.
- Manager and Specialist facilitated two events as part of CLE Talks, a facilitated roundtable discussion

series. One discussion was for the humanities tutors and the other was a discussion based on the TutorLingo training titled Understanding Self-Regulatory Behaviors.

- Manager and Specialist facilitated two final events as part of CLE Talks, a facilitated roundtable discussion series. One discussion was for the math and science tutors and the other was for customer service clerks and testing technicians.
- The Technology Campus CLE Manager presented a training called *Empathetic Phraseology*.
- Two veteran tutors presented a training titled Multilingual Writing, Part 2.
- Special guest trainer and PSJA high school biology teacher presented a tutor training titled *Cellular Respiration*.

NAH:

Meetings and Events: normal daily activities plus Participated in ISP&SI Professional Development Meeting.

Pecan:

Meetings and Events:

- Completed job search for CLE Specialist positions
- Resubmitted CRLA application for second review
- Met to discuss Tutor Training Day group activities
- Met to discuss Perkins Grant
- Observed CRLA Presentation
- Conferenced with NetTutor
- Met to discuss Tutor Training Day group activities
- Began Interviews for recruiting part-time fall staff
- Worked on SACs.
- Attended Summer Supervisory Symposium
- Met to discuss Tutor Training Day Group Activities
- Presented services to Summer Leadership Institute Group
- Participated in RAND meeting
- Director visited each campus to oversee 2016 fall transitions
- Participated in ISP&SI Professional Development Meeting
- CLE District Staff Meeting

Workshops:

- TSI Workshop Quick Writing Review
- TSI Workshop Powers and Exponents
- TSI Workshop Elementary Algebraic Expressions
- TSI Workshop Quick Writing Review
- TSI Workshop Powers and Exponents
- TSI Workshop Elementary Algebraic Expressions
- TSI Workshop Probability
- TSI Workshop Authors Use of Language
- TSI Workshop Geometry
- TSI Workshop Quadratic Expressions
- TSI Workshop Measurements
- TSI Reading Quick Review

Tutor Trainings:

- PreCalculus and Calculus Tutor Training
- Contemporary Math Tutor Training

- Fundamentals of Math Tutor Training
- Counseling Department and ADA student Awareness Training
- PreCalculus and Calculus Tutor Training
- Contemporary Math Tutor Training
- Fundamentals of Math Tutor Training
- Pre-Calculus and Calculus Tutor Training
- Contemporary Math Tutor Training
- Fundamentals of Math Tutor Training
- Tech Center Half Training Day for Select Staff
- PreCalculus and Calculus Tutor Training
- Contemporary Math Tutor Training
- Fundamentals of Math Tutor Training

STARR:

Meetings and Events:

- Campus visit by CLE director
- Met with Professor Daniel Lopez regarding CLE Services and workshops
- Worked on CRLA level certification
- Staff meeting Starr county campus
- Attended the Behavior Intervention Team (BIT) training July 19, 2016
- Worked on the paperwork for CRLA level certification for six employees to level 2
- Participated in ISP&SI Professional Development Meeting

TECH:

Meetings and Events:

- The Technology CLE had embedded tutors in the Architectural Drafting, HVAC, Electrician, and Manufacturing
- Participated in ISP&SI Professional Development Meeting

CLE Data:

Jagtrax Data (July 2016)						
	All Campuses	**MVC**	**NAH**	**Pecan**	**Starr**	**TC**
Tutoring Contact Hours	1288	163	117	820	121	67
Tutoring Visits/Sessions (U)	857	158	124	485	63	27
Tutoring Visits/Sessions (D)	2290	359	233	1517	109	72
Tutoring Visits (Students Enrolled)(D)	1950	330	127	1334	92	67

Tutoring Visits (Students Non-Enrolled)(D)	334	29	106	177	17	5
Tutoring Visits (Community Users)(D)	6			6		
Student Departures (Tutoring)	197	22	1	168	4	2
Independent Study (Unduplicated)	282	52	129	83	13	5
Independent Study (Duplicated)	718	133	385	164	26	10
Proctoring	147					
Workshops Hosted	14	2	0	12	0	0
Workshop Attendance	54	15	0	39	0	0

Total Sessions by Profile	**All Campuses**	**MVC**	**NAH**	**Pecan**	**Starr**	**TC**
Tutoring Visits (Students Enrolled)(D)	2926	426	196	2115	168	21
Tutoring Visits (Students Non-Enrolled)(D)	165	12	38	105	10	
Tutoring Visits (Community Users)(D)	9	1		8		

Sessions v Departures	**All Campuses**	**MVC**	**NAH**	**Pecan**	**Starr**	**TC**
Tutoring Visits/Sessions (D)	2290	359	233	1517	109	72
Student Departures (Tutoring)	197	22	1	168	4	2

Tutoring Visits by Day (Duplicated)	**All Campuses**	**MVC**	**NAH**	**PCN**	**STR**	**TEC**	**TEC-ET**
Monday	356	33	50	172	15	15	71
Tuesday	622	63	55	350	24	22	108

Wednesday	785	116	46	433	30	15	145
Thursday	520	80	35	316	24	18	47
Friday	241	46	45	121	16	2	11
Saturday	148	21	2	125			
Total	**4300**	**441**	**378**	**2140**	**196**	**167**	978

Online Tutoring	June (Hrs)	YTD (Hrs)	Total Hours Purchased	Remaining (Hrs)
Upswing	79	1110	1501	391
Smarthinking	49	2013	2400	387

Subjects Tutored (Top 15)	Total Sessions (Duplicated)	Percent of all Sessions
MATH	1060	50.62%
ENGL	366	17.48%
CHEM	148	7.07%
Nursing	95	4.54%
INRW	84	4.01%
RNSG	65	3.10%
PHYS	51	2.44%
HART	43	2.05%
ENGR	37	1.77%
MDCA	29	1.38%
Science	25	1.19%
HIST	20	0.96%
PSYC	19	0.91%
Other	18	0.86%
Remediation	17	0.81%
BIOL	17	0.81%

Door Counts	MVCCLE	NAHCLE	PCNCLE	STRCLE	TCHCLE
8:00 AM	285	271	791	97	149
9:00 AM	304	260	1372	114	172
10:00 AM	442	316	1215	127	137
11:00 AM	456	391	1467	147	225
12:00 PM	472	567	1581	205	336
1:00 PM	327	544	937	124	200
2:00 PM	306	536	868	126	143
3:00 PM	252	504	727	158	143
4:00 PM	172	463	412	95	158
5:00 PM	165	270	274	227	94
6:00 PM	74	75	315	14	107
7:00 PM	19	26	63	24	2
Total	**3274**	**4223**	**10022**	**1458**	**1866**

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- SACSCOC 4.1 write-up

Surveys

- Checkbox Data Transfer Survey
- Child Development Field Study Online Survey
- Child Development Observation Survey
- eSTC Web Survey
- HR Survey
- La Joya Teaching Center Surveys
- Library Events Survey
- Puente Survey
- Qualtric Library Survey
- TSRDA Grant Survey
- STC Teacher and Course Eval Continuing Ed Survey

Qualitative Studies

- ADN Qualitative Study
- HSI Grant Evaluation - Focus Groups
- La Joya Teaching Center Study - Qualitative portion
- MVC-CDC Spring 2016

Data Requests

- Academic Year Workforce CT1 Program Grads
- Adjunct hours/minutes for Summer II
- Analyze Upswing Data
- BAS-OL counts
- BAS-OL data
- B Sections - 201640
- Continuing Education and NAAMREI AY2015 Enroll
- DE - Course List for PSJA and La Joya
- Dual data for principals summit (withdrawals and repeats)
- Engineering majors transfers
- Fall 2015 FTE
- HCSS - Program Major Report
- High School Risk Students
- Historic Non-Traditional PMTD vs STEM
- KPI Data: Persistence and Course Completions
- LVN indicators
- Math 0442 Outcomes
- Mathways and MATH0020 Student Progress
- Mathways & MATH0020 Subsequent Performance
- May 2016 CT1 awards
- May and June 2016 HS Grads - W6 TSPC
- Medical Assistant Technology Awards 2011-2016
- PCA Graduates - Admission into NAH Programs

- PSJA dual data updates and formatting
- PSJA dual tables edited
- PSJA Spring 2016 dual tuition/fee savings
- SI contact lists
- Starr County Student Contact That are not Registered but Cleared to Attend
- Starr County student list
- Student Contact for New Welding Cont. Ed. Course
- TSI Math Tested Student Subsequent Courses
- Valley Scholars Retention and Completion
- Valley Scholars 2016 demographics
- Workforce Training Facilities CE Usage

Data Analysis

- Almanac narrative updates
- Analyze Upswing Data
- CLE Pilot Study
- Dual quality indicators
- Dual Taskforce Data Analysis
- ECHS 2016 graduates and hours
- Further QEP data request

Meetings

- Data Standards Meeting
- Dual Process Mapping Meeting
- ECHS Data Meeting
- EWD (Almanac presentation)HR web site revamping surveys meeting
- HR Website Survey Meeting
- iPASS and CCRC call
- ISP/SI Department Meeting
- ISP/SI leadership Team Meeting
- Meeting for DE Principals Summit data request PSJA Early College Expansion
- OIRE mission and goals Meeting
- Oracle Update Meeting
- PDC Meeting
- RAS Weekly Meeting
- SSG Meeting
- TACC/TASA/THECB/TEA conference call
- VP Student Affairs and Enrollment Management Search Committee Meeting

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

07/01/2016: PoleStar Simulation
07/05/2016: Radius Weekly
07/07/2016: Starfish Weekly
07/12/2016: Hobsons Weekly
07/13/2016: iPASS
07/15/2016: IRE ROI KPI
07/19/2016: Radius Weekly
07/21/2016: Starfish Weekly
07/25/2016: ISP&SI Leadership Team Meeting
07/26/2016: Radius Weekly
07/29/2016: ISP&SI Division Meeting
07/05/2016: Luminis Weekly
07/05/2016: SI Update
07/08/2016: Starfish Technical Meeting
07/12/2016: Luminis Weekly
07/14/2016: Starfish Weekly
07/19/2016: Luminis Weekly
07/20/2016: SWOT: High School Staff
07/22/2016: PAS
07/26/2016: Luminis Weekly
07/27/2016: Dual Credit SWOT

ACTIVITIES

Educause/ATD ROI (Return On Investment) Report submitted timely on 07/28/2016

iPASS(2) Grant First Year Report due by 8/8/2016. Two drafts have been shared with project teams and grants department for review and comment.

PROJECT UPDATES

Project Name	Description	On Time	Within Budget	Meet Expectations	Status
H_Radius	Enrollment System	✓	✓	✓	Pending Communication to activate form.
H_Starfish	Early Alert	✓	✓	✓	Testing at this time. Pilot Fall 2016
TimeClock+	Time Keeping System	✓	✓	✓	Process Mapping by HR
Luminis Upgrade	JagNet Portal	✓	✓	✓	JagNet Student Portal being built at this time.
Cardinal	Parking/Ticketing System	✓	✓	✓	Crashed Project Timeline of 8/22/2016 for go live.

Laura B. Sanchez, Assoc. Dean
Institutional Research and Effectiveness

Leadership Activities:

- Presented at the Texas Higher Education Coordinating Board Meeting regarding the Continuing Education Audit.
- Assisted with preparation of materials in response to the findings of the Texas Higher Education Coordinating Board related to the Continuing Education Audit.
- Participated in Planning and Development Council meeting.
- Collaborated with other staff to finalize the Management responses for the CE Audit report.
- Participated in meeting with the THECB Auditors related to the CE Audit final report.

Accreditation Related Activities:

- Departmental Accreditations:
  - Coordinated with the Department Chair for Business Administration on the dates for the upcoming ACBSP accreditation visit to ensure they will not conflict with the SACSCOS visit to off-campus sites.
  - Began review of the final draft of the Business Administration ACBSP self-study.
  - Reviewed the Accreditation report for the Respiratory Therapy Program.
- SACSCOC Activities:
  - Participated in conference call with the SACSCOS Vice President assigned to South Texas College to discuss initial travel logistics for the visiting team scheduled to be on campus November 1-3, 2016.
  - Worked with the Vice President of Academic Affairs on a re-draft of the response for 2.8-Sufficient Full-Time Faculty, in response to recommendations from the consultant.
  - Worked with the Student Services writer on recommended edits for 2.10-Student Services from the consultant, and the Student Services Standards for the off-campus site report.
  - Worked with the Academic Affairs writer to address recommended edits from the consultant on Academic Affairs Standards.
  - Requested additional documentation related to implementation of admission and grading policies form the Student Affairs Division.
  - Reviewed the 1st draft of the QEP Impact Report
  - Met with QEP lead faculty member to review and provide feedback on the first draft of the QEP Impact Report
  - Completed review of narrative and finalized evidence links for the 5th year report and submitted 1st draft of the 5th year report to the consultant to review.
  - Met with Student Services writer to provide feedback on my review of 2.10.
  - Continued gathering evidence items for 4.1
  - Finalized standards 2.8, 2.10, 3.4.3, 3.4.11, 4.3, 4.8.1, 4.9, and 3.13 for submission to Consultant.
    - Pending final evidence linking on 3.2.8, 3.3.1.1, 4.1, 4.2, 4.4, 4.5, 4.6, and 3.13.A, which will be completed this week.

IE Related Activities:

- Met with the new Director to review priorities for the remainder of the 2015-2016 academic year and to coordinate the search for the vacant Administrative Assistant position.
- Participated in weekly meeting with RAS department to coordinate on ongoing projects.
- Reviewed reference checks for the IEA Analyst position. Conducted 5 interviews for the IE Analyst position.

- Conducted 1 faculty interview for the HSI Grant Evaluation plan.

RAS Related Activities:

- Coordinated with the Director of RAS on ongoing data requests and projects.
- Followed up with Technology Resources on the status of financial aid data uploads for CIVITAS.

State-wide Leadership Activities:

- Provided training to the incoming Treasurer for TACTE on processing membership and conference registration transactions.
- Processed the upload of TACTE financial data to the online Quickbooks TACTE account.
- Reviewed status of pending financial items for the TACTE end of year financial report.
- Participated in Conference Planning Committee call for the TCCIL Fall 2016 conference.

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INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

SOUTH TEXAS COLLEGE

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STC
South Texas College

P.O. Box 9701
McAllen, TX 78502-9701

Office of Industry Training and Economic Development
3700 W. Military Hwy. • McAllen, TX 78503

(956) 872-6109
Fax (956) 872-2739

MEMO

To: Dr. Shirley A. Reed
President

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

Date: August 20, 2016

Subject: July 2016 Activity Report

The major activities of my office this month were:

1) Met with marketing team from Festo Didactic 2) Worked with grant team on USDOL Promise grant 3) Met with MEDC and business prospect 4) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5). Updated IE Plan 6) Attended RSTEC Board meeting 7) Continued Engineering Tooling Academy activities with UTRGV 8) Attended President's Administrative Staff meeting 9) Assisted in planning of fall robotics program 10) Further developed and planned Manufacturing Seminars Series Program 11) Attended RSTEC marketing committee meeting 12) Continued development of Partnership Agreement draft between South Texas College and IIES. 13) Spoke with UTRGV Assoc VP to discuss training initiatives 14). Met with STMA ED 15) Participated in BASOL redesign workshop.

Summary of Activities for June 2016:

- Met with the marketing team from Festo Didactic, Mark Adrian and Rebecca Caum to discuss business and program development initiatives.
- Met with McAllen Economic Development Corporation and a business prospect that is interested in expanding its operations.
- Had multiple meetings and conference calls with grant team to develop the USDOL America's Promise grant.
- Worked with the STC RAS office to update the NAAMREI IE plan.
- Worked on fall robotics program development.
- Attended the Rio South Texas Economic Council Marketing Committee meeting. As of this month I am a member of this committee.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Continued Engineering Tooling Academy activities with UTRGV. Included a visit to the Tooling Academy Center in McAllen.
- Attended and participated in the STC Bachelors of Applied Science in Organizational Leadership program redesign workshop.
- Attended President's Administrative Staff meeting.
- Further developed and planned Manufacturing Seminars Series Program. Discussed options for Cyber Security program and researched relevant information.
- Attended RSTEC meeting at the Valley Partnership in Weslaco.
- Continued development of Partnership Agreement draft between South Texas College and IIES.

- Visited with South Texas Manufacturers Association to discuss training and grant initiatives
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Further worked on Partnership Agreement draft between South Texas College and IIES. This includes researching and identifying legal and operational aspects of proposed project.
- Assisted the IAM Department in implementing Texas Workforce Commission Skills Development Fund grant projects.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives.
- 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.

SOUTH TEXAS COLLEGE

Office of the President
3201 W. Pecan Blvd.
McAllen, TX 78501
t 956-872-8366
f 956-872-8368