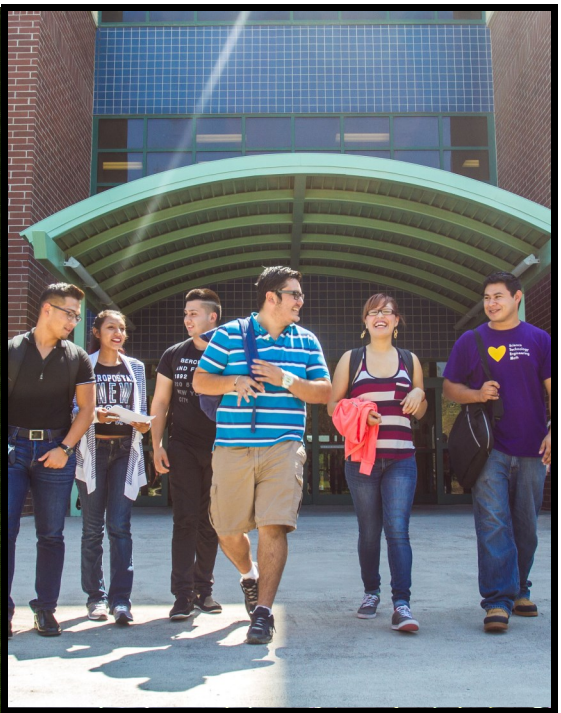
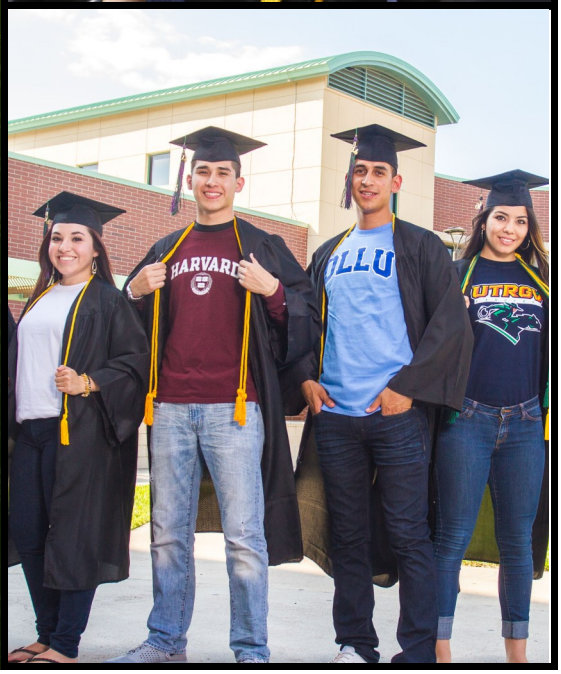
SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

December 2016





Board Meeting

January 31, 2017

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **January 31, 2017**

TO: Dr. Shirley A. Reed, President

FROM: Matthew S. Hebbard, Division of Student Affairs & Enrollment Management

SUBJECT: **December 2016 Activity Report**

Matthew S. Hebbard, 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
- 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.
- My Office participated in the following meetings:
  - Paul Hernandez, Dean of Student Affairs
  - Miguel Carranza, Interim Dean of Enrollment Management
  - Cynthia Blanco, Director of Student Records and Registrar
  - Dr. David Plummer, Interim Vice-President for IS & P
  - Jayson Valerio, Interim Dean for Nursing & Allied Health
  - Soumja Jayaraj, South Texas College International Student

Attended:

- Hobson's/South Texas Implementation meetings
- Academic Progress Standard Policy and Dual Eligibility Progress
- 4th Annual Junior Jaguar Leadership Networking Lunch conference at the Technology Campus
- IME Becas MOU Signing Ceremony at the Consulate of Mexico in McAllen, TX
- International Student Organization end of the year dinner and social
- Texas Pathways Project Update meeting at the Cooper Center
- 2 + 2 Articulation Agreement Signing Ceremony with University of Texas Rio Grande Valley
- Leadership meeting with South Texas College and University of Texas Rio Grande Valley
- Holiday Luncheon hosted by Dr. Shirley Reed at the Cimarron Country Club Mission, TX
- Data Team meeting

Participated:

- EMSI Visit in Reynosa, Mexico with Carlos Margo, David Plummer, Mario Reyna and MEDC staff
- STARR County Campus groundbreaking ceremony
- South Texas College Graduation Commencement Ceremonies on December 17, 2016 at State Farm Arena

Enrollment Services & Registrar

- Helped to plan, set up and worked at December 2016 Commencement Exercises held at State Farm Arena on December 17, 2016; a total of **963** graduates participated in two ceremonies.
- Worked during Winter Break on December 19 – 21, 2016 to assist students with admissions, registration and records/transcripts.
- Processed documents required to complete admission files and cleared students to register; to date, **28,489** students have registered for the Spring 2017 semester.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff and SAEM Dean & Directors.
- Director/Registrar 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/Registrar and/or Coordinator attended various meetings/events to work on special projects, such as BUGs, Commencement Exercises, Enrollment Appeals Committee, Grade Appeals Committee, Enrollment Services renovation at Pecan Campus, Bldg. K, 1st floor, JagNet portal redesign, Math Pathways, Starfish attendance feature, TSI affected student advisement, and various search committees.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB).
- Transcript/Graduation Analysts began certifying December 2016 graduates after grades for the Fall 2016 semester were posted on December 19, 2016.
- Document Management Specialist downloaded, reviewed and verified **4,000** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during December 2016.
- Residency Specialist reviewed the residency status of all new students, including dual enrollment high school students and Senate Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration; STC has **95** international students enrolled for Spring 2017 semester, to date.
- Assisted faculty with online grade submission for the Fall 2016 semester.
- Processed **40** online *Course Substitution Forms* during December 2016.
- Processed *Change of Grade Forms* for **53** students during December 2016.
- Processed *Reinstatement After Census Date Forms* for **10** students during December 2016.
- Processed **2,829** high school and **335** college/university transcripts during December 2016.
- Evaluated **166** transcripts from other colleges and universities during December 2016.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **3,130** STC transcripts during December 2016.
- Scanned and indexed **3,610** documents submitted by students during December 2016.
- 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.

Student Financial Services & Veterans Affairs

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Staff continue completing FAFSA applications and verification forms for the 2016-2017 and 2017-2018 academic year.
- SFS Veteran Affairs staff have assisted students with enrollment and VA benefits for the Spring 2017.
- SFS Staff from Pecan, Weslaco and Starr were assigned to work December 19th, 20th, and 21st from 9:00 to 4:00 p.m.
- SFS Outreach Specialists Gilbert Rios and Jovelli De Leon assisted with 5 FAFSA drives throughout the month of December

Assessment Center

Student Assessment Center Monthly Activity Report December 1st – December 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. 29, 2016**
Pecan Campus	**254**			**TSI EXAM**	**139**
				CAAP	**236**
		274	**275 (78%show)**	**ACT**	**665**
Mid- Valley Campus	**166**	**142**	**133 (94%show)**	**TSI EXAM**	**1201**
Starr Campus	**51**	**45**	**44 (98%show)**	**TSI EXAM**	**503**
Pecan Plaza	**238**	**661**		**GED/ PEARSON**	**111**
			493 (76%show)	**TSI EXAM**	**2325**
TOTAL:	**709**	**1,122**	**945 (84%show)**		**5,180– All Campuses YTD**

- Director attended meetings with TR, BUGS meeting, presidents administrative staff meeting, RAND project meeting,
- Continuous processing of TSI, ACT, SAT test scores into banner
- All Testing at Pecan Campus has temporarily moved to Pecan Plaza due to construction in Bldg. K first floor

TSI Student Notifications Report December 1st- December 31st 2016							
Campus	**Number of Students on TSI Reports Weekly**	**YTD for Number of Students on TSI Reports as of 08/29/2016**	**Number of Students tagged as College Ready Weekly**	**YTD Number of Students tagged as College Ready as of 08/29/2016**	**Students not TSI Complete Weekly YTD**	**Letters of Notification Before 1st Class Day**	**Letters of Notification After 1st Class Day**
Pecan	**30**	**207**	**14**	**101**	**82**	**95**	**0**
Nursing	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Technology	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Starr	**2**	**15**	**0**	**0**	**0**	**6**	**0**
Mid-Valley	**0**	**3**	**0**	**0**	**2**	**0**	**0**
Total	**32**	**225**	**14**	**101**	**84**	**101**	**0**

Assessment Center cont.

TSI Student Notifications Report

- 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 December 2016			
READING		**READING**	
Monthly (12/01/16 - 12/30/16)		**Year To Date (08/29/16 - 12/30/2016)**	
College ready (351+)	77	**College Ready** (351+)	423
Holistic Placement (349-350)	22	Holistic Placement (349-350)	123
Developmental Ed (342-348)	67	Developmental Ed (342-348)	485
ABE Level 6 (Developmental Ed)	20	ABE Level 6 (Developmental Ed)	129
ABE Level 5 (Developmental Ed)	41	ABE Level 5 (Developmental Ed)	321
ABE Level 4	18	ABE Level 4	108
ABE Level 3	2	ABE Level 3	12
ABE Level 2	1	ABE Level 2	22
ABE Level 1	0	ABE Level 1	10
Total	**248**	**Total**	**1633**
MATH		**MATH**	
Monthly (12/01/16 - 12/30/16)		**Year To Date (08/29/16 - 12/30/2016)**	
College Ready (350+)	104	**College Ready** (350+)	365
Holistic Placement (348-349)	42	Holistic Placement (348-349)	148
Developmental Ed (336-347)	203	Developmental Ed (336-347)	801
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	105	ABE Level 5 (Developmental Ed)	319
ABE Level 4	62	ABE Level 4	181
ABE Level 3	9	ABE Level 3	34
ABE Level 2	5	ABE Level 2	12
ABE Level 1	3	ABE Level 1	9
Total	**533**	**Total**	**1869**
Writing		**Writing**	
Monthly (12/01/16 - 12/30/16)		**Year To Date (08/29/16 - 12/30/2016)**	
College Ready (363 & 4+ Essay or 5+)	63	**College Ready** (363 & 4+ Essay or 5+)	680
Holistic Placement (361-362 & 4 Essay)	5	Holistic Placement (361-362 & 4 Essay)	23
Developmental Ed (350-362 & 0-4 Essay)	63	Developmental Ed (350-362 & 0-4 Essay)	304
ABE Level 6 (Developmental Ed)	27	ABE Level 6 (Developmental Ed)	86
ABE Level 5 (Developmental Ed)	10	ABE Level 5 (Developmental Ed)	51
ABE Level 4	18	ABE Level 4	80
ABE Level 3	8	ABE Level 3	39
ABE Level 2	0	ABE Level 2	6
ABE Level 1	3	ABE Level 1	12
Total	**197**	**Total**	**1281**
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

The Dual2Degree Activities for the Month of December Included:

IMPORTANT HIGHLIGHTS:

- The Department held a total of 11 events for dual credit students throughout the month and served a total of 852 students and parents.
- **There was a nearly 51% decrease in the number of dual credit roster registration errors reported to the College in Fall 2016 (336 errors) compared to Fall 2015 (682 errors).** The decrease in errors is attributed to improved enrollment processes spearheaded by the Dual2Degree Department, including automated processing of enrollment documentation, dual credit deadlines, and online registration.
- The Department continued to communicate critical enrollment deadlines for the Spring 2017 term to high school administrators and principals. Meetings were held at school districts to plan for registration, and high school registrars continued to electronically submit student documentation via the Texas Records Exchange (TREx) system.
- Department staff began the registration process for new high school students enrolling in dual credit courses for the Spring 2017 term at all non-early college high school sites.
- The Dual Credit Self-Service Advisement and Registration Initiative will be scaled up to an additional twelve (12) high school sites for Spring 2017.
- The Department continued to conduct a review of dual credit course offerings at high school sites to improve degree pathways for dual credit students.
- Discussions continued on improving the transition process for dual credit students. The Dual2Degree Department will play a more active role by facilitating transition events such as Senior Fast Tracks with the College Connections Department.

DUAL CREDIT ROSTER RECONCILIATION:

Submitted	Approved	Denied	Pending Review
18	14	2	2

December Dual Credit Roster Reconciliation Requests:

STUDENT SUPPORT ACTIVITIES:

Admission Application Drives:

Dual2Degree Specialists provided assistance with admission application drives for dual credit students at the following high school sites:

High School Site	Number of Student Served
Roma HS (Event #1)	100
Roma HS (Event #2)	115
Roma HS (Event #3)	70
Total	**285**

Online Registration Drives:

Dual2Degree Specialists assisted dual credit with online advisement and registration at the following high school sites:

High School Site	Number of Student Served
Premier HS – Edinburg	15
Oratory Athenaeum	20
Edcouch-Elsa HS/ECHS	200
Total	**235**

New Student Orientation & Parent Orientation:

Dual2Degree Specialists conducted orientations for students and parents at the following high school sites:

High School Site	Students and Parents in Attendance
Edcouch-Elsa HS/ECHS (Students)	55
Edcouch-Elsa HS/ECHS (Parents)	22
Vanguard Academy (Students)	80
Vanguard Academy (Parents)	85
Total	**242**

College Connections Support:

High School Site	Students and Parents in Attendance
GEAR Up Ties Conference For Male Students	90
Total	**90**

MEETINGS AND EVENTS WITH SCHOOL DISTRICTS:

Spring 2017 Implementation Meetings:

Administrative meetings were held with the following school districts to discuss improving the enrollment process for dual credit students for Spring 2017:

- Edinburg CISD
- Premier HS – Mission
- Weslaco ISD

SPECIAL PROJECTS AND INITIATIVES:

Self-Service Advisement and Registration Initiative:

The Dual2Degree Department continued to work with high school administrators to fully implement the scale-up of the self-service advisement and registration initiative for Spring 2017, which enables students to simultaneously conduct a degree audit via Degreeworks and register online via JagNet:

- Edcouch-Elsa HS
- Juan Diego Academy
- La Joya Teaching Center
- La Villa ECHS
- Mercedes ECHS
- Mercedes HS
- Oratory Athenaeum
- Premier HS Edinburg
- Premier HS Mission
- Premier HS Palmview
- Progreso ECHS
- PSJA TSTEM ECHS
- Vanguard Academy
- Weslaco CTE Center
- Weslaco East HS

Dual Credit Course Offerings Review:

The Department continued to work with the Office of Curriculum & Student Learning to conduct a thorough review of dual credit course offerings at high school sites. The objective of the review is to better structure degree pathways for dual credit students by offering academic courses that align towards the College's core curriculum, and to offer full sequence of courses leading towards workforce certificate programs.

INTERNAL STC MEETINGS:

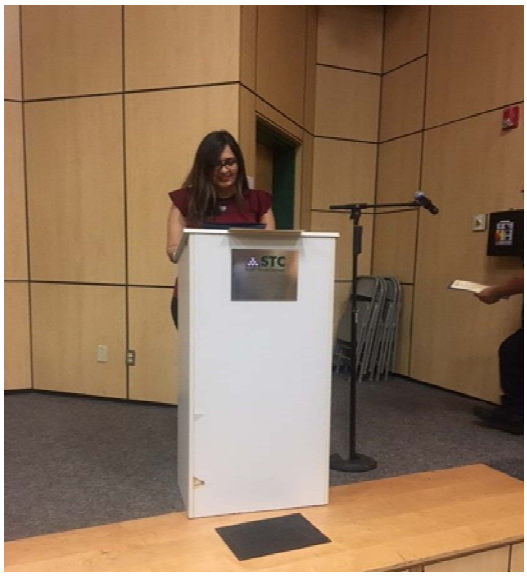
FTIC Intake Meeting:

The Director participated in meetings to process-map the College's intake process for first time in college (FTIC) students. It was agreed the Department will play a more active role in the transition process for dual credit students by facilitating Senior Fast Track sessions for non-TSI liable students.

TRAININGS AND PROFESSIONAL DEVELOPMENT:

- Ambassador Cross Training Academy (ACTA). Three Dual2Degree Specialists graduated from ACTA as pictured below: Nichole De Leon, Becky Ramirez, and Ana Segura. In addition, Ana Segura was chosen by the Office of Organization & Professional Development to deliver the "This I believe" speech during the commencement ceremony.

Dual2Degree cont.



- Distinguished Leadership Academy (DLA)

Dual2Degree Upcoming Events & Activities for January 2017 Include:

- Finalize plans for scaling up Dual Credit Self-Service Advisement and Registration Initiative for Spring 2017
- Spring 2017 Dual Credit Processing and Registration
- Finalize Parent and Student Dual Credit Program Brochure
- Continue Review of Dual Credit Course Offerings at High School Sites

Collection Connections

- Partnerships/Events
  - Region One Gear Up IHE Leadership Team Meeting
  - STC/UTRGV 2+2 Articulation Agreement Signing Ceremony
  - Region One Gear Up Facilitator Meeting
- South Texas College
  - Starr Campus Ground Breaking
  - FTIC Intake and Advising Process Mapping and Decision Tree Planning
  - Dual Enrollment Academies Program Application
  - Holiday Extended Hours
- Apply Texas
  - Edinburg CISD – Robert Vela High School
  - Sharyland ISD – Pioneer High School
  - La Joya ISD – La Joya East Academy
- Financial Aid
  - Roma ISD – Roma High School
- College Fair
  - Mercedes ISD – Taylor Elementary
- Recruitment Event
  - La Joya ISD - First Offender Program
  - San Isidro ISD - San Isidro High School
  - La Joya ISD – La Joya East Academy

Collection Connections cont.

- Fast Track – Senior Clearance Event
  - PSJA ISD – CCTA
  - PSJA ISD – Sotomayor High School
  - PSJA ISD – Ballew High School
- College Bound Elementary
  - 4th Annual Junior Jaguar Leadership Conference
    - 70 5th grade Junior Jaguars Commissioned
- Parent Events
  - PSJA ISD Parent Campus Tour
- Campus Tours
  - Pecan – 130 visitors
    - La Joya ISD – Gonzalez Elementary
    - PSJA ISD – Parent Tour
  - Technology – No visitors
  - Starr – 100 visitors
    - La Joya ISD
  - Mid-Valley – 25 visitors
    - Leadership Mid-Valley
  - NAH – No visitors

- Call Center

Phone Calls	
November 1 – November 30	7037 Inbound Calls
JagChat	
November 1 – November 30	156 Chats

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

WEEKLY- Career & Employer Services Activity	
Total Number	
36	Student/Alumni Contacts
12	Student & Alumni Registered on CCN
22	Student & Alumni Resumes Revised/Uploaded on CCN
6	Employer Contact and New Employer Registered on CCN
3	Jobs posted to CCN
8,290	Total Students Registered to date
3,385	Total Alumni Registered to date
2,961	Total Employers Registered to date

Career Planning & Employer Services cont.

Current/Upcoming Activities & Events:

- Job Development (Appen; Cytech Heating & Cooling; The Gilbert G. Garcia Law Firm)
- Coordinating Spring Career Expo; preparing registration form and Market Place set-up
- Serving on hiring committee for NAH Career & Placement Specialist position
- Scheduling and planning future calendar
- Sent December Newsletter to employer mailing list
- Training Coordinator of Career Services; meeting with Director of Career & Employer Services
- Attended Staff Meeting
- Meeting with BBVA Compass
- Meeting for Women in Technology event
- Preparing Fall 2016 reports
- Manage Social Networking pages

Student Activities & Wellness

- Ping Pong Tournament (Pecan)
- Stress Free Zone (District Wide)
- Graduation Ceremony
- Registration for First Year Connection Orientations (District Wide)

Counseling/Student Disability Services

	Counselor Student Contact							
Campus	**Advisement Telephone Contacts**	**Personal Counseling Referrals/ Consult.**	**Stu. Dis. Svcs.**	**Career/ Transfer Services**	**Workshops/ Presentations**	**Probation/ Suspension**	**Other Special Programs**	**Total**
Pecan	**310**	**90**	**62**	**36**	**48**	**222**	**76**	**844**
Weslaco	**4**	**2**	**23**	**12**	**0**	**105**	**3**	**149**
Rio Grande	**23**	**2**	**3**	**17**	**91**	**16**	**5**	**157**
Tech Ctr.	**21**	**50**	**53**	**5**	**4**	**8**	**0**	**141**
NAH	**6**	**2**	**17**	**2**	**100**	**9**	**8**	**144**
Total	**364**	**146**	**158**	**72**	**243**	**360**	**92**	**1435**

Meetings/Consultations

- Counseling and SDS Staffing of Cases Meeting – Pecan
- Hope Family Health Center Board Meeting – Pecan
- Collaboration Meeting with Our Lady of the Lake RGV Campus – Pecan
- Meeting with UTRGV/TAMUK Interns – Pecan
- BIT/CARE Team Update Meeting – Pecan
- FTIC Intake and Advising Process Mapping/Decision Tree Planning – Pecan
- Program Chair meeting – Tech
- Electrician Asst. Program Meeting on Student Disability Services – Tech
- Parking Appeals Meeting – Pecan
- Technology Campus Advisory/Safety Committee Meeting – Tech
- Met with Heather Vitek, UTRGV Social Work Professor on Internship for Mariana De Leon – Tech

Counseling/Student Disability Services cont.

Workshops/Presentations

- World Aids Day Awareness Event – Pecan/Starr/Tech/MVC
- Presentation for A.D.N. RNSG Boot camp Level 4 at Cooper Center – NAH
- Holiday Gift Drive/Collection for state agency – MVC
- Stress Management and Self-Care Presentation for Dual Enrollment Students – Pecan
- Workshop: NSAW LRGV Branch Financial Planning – Pecan
- Workshop: Stress Free Zone – Starr
- ADA Awareness Presentation – Pecan
- Crisis Intervention and Education Presentation – Pecan

Comprehensive Advising & Mentoring Services

Advisor Student Contacts	
Campus	**# of Students**
Pecan	2826
Weslaco	895
Rio Grande	388
Tech	830
Total	4939

December 1st, 2016 – December 31st, 2016

A. Programs/Activities/Meetings:

- Monitoring College Advising Training Program- Coordinated the scheduling of the training cohort for Area ISD High Schools in September, October , & November ; 5 training dates were scheduled and completed from November 3rd, 2016 through November 11th, 2016; 37 presentations were scheduled for the cohort; campus visits were held for November 11th at the Technology, NAH , Campuses; cohort makeup LJISD,VVISD,MCISD,EEISD; are the districts that attended so far and STC Staff 18 participants completed for November training; 20 participated for November, 2 carryovers from prior group, 8 are signed up for February; School district personnel were asking for other dates for training;
- 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; Visited High School Sites ; Met with Student Mentors and reviewed polices with new mentors; Roma High School needs to schedule mentors spoke with Mr. Luis Garza from RISD human resources office about paperwork for student mentors to fill out and possible start date in January 9, 2017;
- Monitoring Beacon Mentor Program – Planning activities; Emails have been ongoing between Mentors and myself to plan for next semester; 15 – 20 sections are being planned to be mentored already planning to meet with faculty at division's convocation or department meeting. January 9th and the 11th, 2017 are tentative dates;
- Monitoring Carl Perkins/PASS - participated in meetings with PASS Program staff to review program guidelines and practices; assisted with early registration for students; will assist with outreach and book distribution on January 19th and 20th, 2017 at the Technology Campus.

B. Participated in the Following:

- Faculty Advising Steering Committee – participated in meetings for development of implementation of current advising guidelines and strategies for new academic year, representing Nancy and the department; meeting was held on 12/09/2016
- Search Committees – participated in meetings for search committees of new faculty and staff (TBD) next meetings TBD for January 18th, 2017.

C. Preliminary Forms:

- Reviewed/Approved, time cards, other forms for THECB work-study staff; CATP & Beacon

D. Follow Up Status:

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

Faculty Advising

Monthly Activity Report for Dr. Laura Lopez

December 2016

I. NEFA Program

A. Program Development

1. Met with HSI Director and Director of Advising to discuss LFA spring assignments on Dec. 14th.
2. Presented information on the Faculty Advising Spring 2017 Pilot Study at the Council of Chairs Meeting on Dec. 6th.
3. Met with Program Chair Felix Sandoval at the Tech Campus on Dec. 15th to discuss pilot study participation.

B. Training Activities

1. Drafted a training outline for last NEFA training for TLA on Dec. 2nd. Coordinated with three LFAs to provide NEFA training to the 35 new faculty hires in TLA on Dec. 2nd; Module 4 was delivered to the group.
2. Administered the Module 3 Assessment as a special accommodation on Dec. 7th to Instructor Noel Ysasi.

II. Lead Faculty Advisor Meetings/Activities

A. Completed and signed the 5 Lead Faculty Advisor Tracking Records for December stipend payment.

III. Committee Meetings/Activities

A. Prepared faculty advising pilot study materials (participant information and timeline) for the final Faculty Advising Subcommittee meeting of the semester on Dec. 9th; invited the 10 program chairs in the pilot to the meeting to get feedback on the logistics and timeline; moderated the meeting between the subcommittee members and the program chairs/faculty in attendance. 25 faculty and staff attended.

IV. Professional Development Activities

A. Attended the Distinguished Leadership Academy session on Dec. 9th.
B. Had a phone meeting with DLA Coach Pam Mauro on Dec. 13th.

Office of Judicial Affairs and Conflict Resolution Center

CRC Student Cases for the month of December 2016				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		39	19	20
*Mediation		49	0	0
Conflict Coaching		0	0	0
Title IX: Requesting Pregnancy Accommodation		189	27	162
Title IX: Victim Advocacy Support		26	12	14
Written Complaints/Maxient Referred to Human Resources Student to Employee		35	N/A	N/A
Written Complaint/Maxient Student to Student		0	0	0
Total Cases		**289**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month of December 2016		
		YTD Cases
Pecan		141
Nursing & Allied Health		15
Technology		16
Mid Valley		33
Starr County		7
Internet		71
La Joya Teaching Center		0
Pharr College & Career Teaching Center		0
High School		6
Total		**289**

Office of Judicial Affairs and Conflict Resolution Center cont.

Complaints Student Violating Student Code of Conduct for the month of December 2016			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	49	52	**101**

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

Student Conduct Cases per Campus for the month of December 2016		
		YTD Cases
Pecan		61
Nursing & Allied Health		11
Technology		9
Mid Valley		4
Starr County		6
La Joya Teaching Center		0
Pharr College & Career Teaching Center		1
Internet		9
Total		**101**

December 16, 2016

The Office of Student Rights and Responsibilities shared the Christmas spirit by sharing pastries with college employees.

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: January 25, 2017

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

The following is a summary of activities from December 1, 2016 through December 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, Finance, Audit and Human Resources Committee Meeting, President's Administrative Staff Meeting, Coordinated Operations Council, Planning and Development Council Meeting, and Finance and Administrative Services Director's Meeting.

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

- **Attended or held meetings as follows:**
  - Accountability Department:
    - Held meeting with Director of Accountability, Risk and Compliance Dpt. on outstanding items
  - Business Office**:**
    - Held a GED Initiative Proposal Meeting with Dean for Continuing Ed and Workforce and Accounting Group Manager
    - Held meeting with Accounting Group Manager on Tax Property Reports
    - Held meeting with Comptroller and Associate Comptroller on Finance items

- Facilities Planning and Construction:
  - Attended the Bond Construction Program Status meeting with B&A and College staff
  - Attended the Groundbreaking Ceremony at Starr County Campus
- Human Resources:
  - Held the HR Hiring Workflow Process Improvement meeting with HR and Accountability staff
- Internal Auditor:
  - Held meeting to discuss outstanding items with Internal Auditor
- Food Services:
  - Attended the Cafeteria- NCR POS System Demo with staff
  - Held meeting with Cafeteria staff on review and training on new procedures
  - Held meeting with Food Services staff
  - Held meeting with Lead Cook on Food Services Operations
- Other Meetings:
  - Attended a Dashboard meeting with FAS Project Manager and Business Office System Analyst
  - Attended a Workplace Safety Training Session
  - Attended the Articulation Agreement Signing Ceremony with UTRGV
  - Attended the Board of Trustees Meeting
  - Attended the Coordinated Operations Council Meeting
  - Attended the Facilities Committee Meeting
  - Attended the Finance, Audit and Human Resources Meeting
  - Attended the Planning and Development Council Meeting
  - Attended the President's Administrative Staff Meeting
  - Attended the Texas Pathways Project Meeting with College staff
  - Discussed CAFR Management comments with External Auditor
  - Held meeting with Director of Student Accounts and Bursar on Tuition and Fees for FY 2018
  - Held meeting with Title IX Committee Meeting

- **Worked on the following items**:
  - Policies:
    - Reviewed HR Policies
  - Budget and Financial:
    - Worked on FY 2017 Budget Amendment
  - Board Items:
    - Worked on Finance and Board of Trustees Committee Meetings and Action Items
  - Other:
    - Researched additional Title IX Training and Maxient Training
    - Researched and identified Dashboards
    - Reviewed Comprehensive Annual Financial Report
    - Reviewed Facilities Planning and Construction Projects Pictures
    - Reviewed of Childcare Report additional management comments
    - Reviewed the Graduation Incident Command
    - Reviewed the new procedures for the Cafeteria
    - Reviewed the Registration Report
    - Reviewed the Restricted Gun Free Zone
    - Reviewed the STC Department of Public Safety Title IX Report
    - Submitted Rider 23 Report
    - Worked on Dual Credit Comparison, Dual Credit Tuition and Fee Matrix
    - Worked on Employee Relations Officer Title IX and other reports
    - Worked on Memo on HR Hiring Workflow Process Improvement

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Accounts Receivable Collections met with Associate VP of Sales, William & Fudge
  - Accounts Receivable met with the Cashiers staff to discuss the cross reference information required for FRS deposits in order to assist with reconciliations and management reports
  - Attended Accounts Payable meeting with AP staff to discuss AP card reconciliation for the month of November
  - Attended Application Analyst III Applications Review meeting
  - Attended Application Analyst III Interview (2nd round)
  - Attended Backups for Board meeting
  - Attended Backups for Finance Committee Meeting
  - Attended BUG's meeting to discuss 2017 downtime calendar
  - Attended CAFR Updates Review meeting
  - Attended Childcare reconciliation meeting
  - Attended Community College Contribution Conference Call for TRS reporting
  - Attended Finance and Administrative Services Director's meeting
  - Attended Finance and Administrative Services Project Manager Interviews
  - Attended Finance Committee Meeting
  - Attended Finance Committee Meeting Conference Call
  - Attended GXVDIRD updates automation meeting
  - Attended meeting to discuss changes to Cashier website
  - Attended meeting with Accountability staff to discuss CCAMPIS Grant (multiple years)
  - Attended meeting with Dean of CPWE on Rev Exp Report
  - Attended meeting with Dean of Continuing Professional & Workforce Education on procedures
  - Attended meeting with Grant staff to review and update CPWE Rev Exp Report format
  - Attended meeting with VP FAS and Dean of CPWE to discuss the GED Initiative Proposal
  - Attended Mileage Reimbursement Audit Report meeting
  - Attended President's Administrative Staff meeting
  - Attended Texas Pathways Project Meeting
  - Attended the Banner screens meeting
  - Attended the CAFR Year End Process Review meeting
  - Attended the Comprehensive Annual Financial Report meeting
  - Attended the Dashboard update meeting
  - Attended the January planning meeting for W2's and state reports
  - Attended the Travel and Expense testing meeting
  - Attended TimeClock Plus project status meeting
  - Cashiers met with Technology Resources to discuss pending items
  - Conducted interviews for Mid Valley Cashier II position
  - Held meeting to discuss cash flow statement breakdown
  - Held meeting with Public Relations Web Coordinator to discuss how the catalog changes will affect the Cashier website
  - Held meeting with Technology Resources on revisions to the JagNet Student Apps "My Bill"
  - Held meeting with Technology Resources to train on GTVSDAX used to maintain course attributes necessary to assess dual credit student tuition and fees
  - Held meeting with the VP FAS to discuss property tax supporting documentation and comprehensive plan

- Trainings:
  - Attended GFOA - 21st Annual GAAP Update Webinar
  - Cashiers held all day bite size training to discuss Spring 2017 due dates, dual credit revisions, hands on stop payments and Spring 2017 refunds
  - Bankruptcy and the Student Loan Office Webinar sponsored by NCM
  - Attended Banner Human Resources 2016 U.S. Regulatory Releases webinar
  - Attended "W-9, The Perfect Start to Perfect 1099's" Live Webinar

- **Worked on the following items:**
  - Cashiers are generating and emailing the Spring 2017 unpaid list
  - Completed Continuing Professional & Workforce Education Meeting Discussion Points
  - Completed Data Collection Form (Audit)
  - Completed Labatt Foods Payment Project
  - Completed Management Response for Audit 2016
  - Created talking points in preparation for the tax roll approval at the Board meeting
  - Gathered information from Hidalgo and Starr counties in response to questions from the Delinquent Tax Attorney Request for Proposals
  - Generating and emailing the Spring 2017 unpaid list
  - Implemented the Travel and Expense Upgrade
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 98 monthly reports were completed during the month of December
  - Prepared and submitted the Delinquent Tax Attorney Request for Proposals Addendum
  - Prepared and submitted the Rider 23 Campus Report to the Legislative Budget Board and the Texas Association of Community Colleges
  - Prepared the Tax Abatement worksheet for the VP FAS
  - Provided Finance Dashboards demo/update new changes requested, currently working on updates before the next meeting on January 20th
  - Provided financial information to Accountability Services for the Childcare center cost analysis project
  - Provided Purchasing with answers to questions received pertaining to the Delinquent Tax Attorney Request for Proposals
  - Setting up the 1098TX, Tuition Statement rules in Banner
  - Submitted the FY16 Annual Investment Tracking Reports to reporting agencies
  - Submitted the FY16 Comprehensive Annual Financial Report to reporting agencies
  - Submitted the Integrated Fiscal Reporting System for Fiscal Year 2016
  - Updated tax motions for the December Finance Committee
  - Updated the Delinquent Tax Attorney motion and forwarded to the VP FAS
  - Updated two existing marketplace stores to accommodate events for next year
  - Working on sending out the W9S, Request for Taxpayer Identification Number and Certification
  - Working with Technology Resources on incorporating the dual credit changes into the unpaid reports and testing

  - Budget
    - On line budget transfer have been implemented in production
    - Opened the FY 2018 Budget Development Application and assisted departments on entering requests
    - Prepared the Budget Open Lab alert notice
    - Updated and posted the Budget Development Alert Notice and Instructions on the Business Office website

- Updated the Business Office/Institutional Effectiveness and Assessment Budget Planning presentation

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

- Checks Processed as of December 31, 2016:

Bank No.	9/16	10/16	11/16	12/16
01 E&G	568	603	589	497
01 Direct Deposit	120	101	100	98
03 Student	13,075	1,202	508	89
12 I&S Taxes	-	-	-	-
16 I&S Bond	-	-	-	-
17 Plant	14	10	5	11
32 AP Card	448	555	355	239
38 Unexp-LT Bond Series 2014	12	10	17	16

- 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	13	505
01 Direct Deposit	4	99
02 Payroll	10	1,464
02 Direct Deposit	2	1,625
03 Student	2	89
12 I&S	0	0
16 I&S	0	0
17 Plant	4	11
38 Bond Series 2014	4	16
Total	39	3,809

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	7
Bank Transfers between Bank Accounts	9
Wire Transfers for Benefits	0

Activity	Numbers
Approval Queues	16
Cafeteria daily sales report	56
Cancelled checks provided to AP and/or verification and positive pay	7

Checks printed and/or mailed	1
Checks scanned – bond – hours used	1,188
Copies of booklets/journal entries requested	20
Deposits prepared	6
Disbursement of returned mailed checks	24
Donations - telephone calls & emails received	3
Errands to Inter-office deliveries	30
Financial manager changes	36
FOAP created/inactivate	14
Hours filing and organizing of Journal Entries and boxing	0.5
Hours used for scanning - estimated	39
Hours used to prepare documents for scanning	0.5
IDT's - telephone calls received	10
Interdepartmental Transactions reviewed	51
Invoices and encumbrances reviewed	59
Journal entries prepared	20
Journal entries processed including FUPLOAD	703
Journal entries processed - transactions including FUPLOAP	2,792
Journal entries/documents scanned - including daily's	1,038
Journal entries logged	1,360
Journal entries filed and organized	1,060
Labeled Record Retention boxes for Storage	2
Positive Pay submitted	19
Requisitions prepared	8
Stale dated letters prepared an mailed	302
Stop payments processed	26
Transactions removed from bank reconciliation	185

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

Activity	Numbers
Payroll Re-Issue Processed	6
Payroll Cycles	3
Payroll Checks & DD	3,349
New Employee Setups For Timeforce	12
Timeforce Access Forms Processed	21
Number Of Employees With OT Reviewed For OT Memos	434
NOE's Approved	246
Salary Budget Transfer Forms Processed	13 with multiple transactions

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	119
General Journal Entry (Inter-Fund) (JE 16)	80
Cash Receipts (CR 05)	556
Encumbrance Liquidation (E032)	1
Encumbrance Liquidation (E020)	1
General Journal Beginning Balance (JE05)	0
General Journal Entry (IConstruction) (JE17)	14
General Journal Entry (STCJ)	0

Business Office Performance Indicators

Payroll:

Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,999	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	1,074	Bank Transfers	3
Timecards Processed		**Hand Cut/PBK**	
(Waged 11/16-11/30) SR23	540	Salaried	0
(Waged 12/01-12/15) SR24	544	Wages	0
(Salaried: December) MR12	3,287		
NOE's Processed		**Stop Payment Processed**	
(Additions, Deletions, Changes)	13	Salaried	2
Salaried	564	Waged	3
(Additions, Deletions, Changes)	0		
Waged	22	**Void Checks Processed**	
		Salaried	2
Payroll Adjustment Worksheets		Waged	3
(Additions, Deletions, Changes)	5		
Salaried	79	**Replacement Checks Processed**	
(additions, deletions, changes)	0	Salaried	3
Waged	0	Waged	3
Liabilities Processed		**Voided Direct Deposits**	
ORP	11	Salaried	1
Annuity	11	Waged	0
Student Loans	3		
United Way	1	**Direct Deposit Processed**	
Child Support	3	Salaried	1,060
IRS Levy	1	Total Net	$ 4,400,738.06
Withholding & FICA	3	Waged	516
Met Life	1	Total Net	$ 139,143.35
Legal Judgement	1		
Social Security Administration	0	**Checks Processed**	
		Salaried	626
Reports Processed		Total Net	$ 911,573.46
Compass Bank Direct Deposit File	3		
Void And Replacement Check Cycle File	1	Waged	601
Overtime & Straight Time Mgmt. Report	1	Total Net	$ 159,097.98

Food Services

- **Worked on the following items:**
  - Worked on the cafeteria sales and meals report

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

- **Attended or held meetings as follows:**
  - Attended the Behavioral Intervention Team meeting
  - Attended the Board meeting
  - Attended the Campus Carry Forum – Technology Campus
  - Attended the Campus Carry meeting
  - Attended the Campus Carry Task Force meetings
  - Attended the Coordinated Operations Council meeting
  - Attended the Emergency Response training meeting
  - Attended the Evaluation of bids for Planning & Construction on police vehicle parking area
  - Attended the Finance and Administrative Services Director's meeting
  - Attended the Finance Committee meeting
  - Attended the Human Resources meeting
  - Attended the McAllen Holiday Parade support meetings
  - Attended the Parking permit and citation issuance meeting
  - Attended the Planning and Development Council meeting
  - Attended the President's Administrative Staff meeting
  - Attended the Research and Analysis meeting on Campus Carry online survey
  - Attended the Staff meeting
  - Attended the Surveillance camera meeting with company representatives
  - Attended the Title IX meeting

- **Worked on the following items:**
  - Participated in College graduation ceremonies
  - Prepared activity report and cabinet updates
  - Prepared and disseminated general email messages concerning campus carry forums
  - Responded to questions for Campus Carry online survey
  - Reviewed case files
  - Updated Campus Carry restricted gun free zone responses
  - Worked on classroom door locks initiative
  - Worked on Clery Act database
  - Worked on hiring packets for police dispatcher, police officer and security guards
  - Worked on investigation reviews
  - Worked on Jag Express bus wrap
  - Worked on McAllen Holiday Parade coordination of activities
  - Worked on parking citation appeals, purchase order requests, and staffing requests for FY 2018
  - Worked on Texas Attorney General Report on Campus Carry
  - Worked on the Emergency Management presentation
  - Worked on the presentation for the Coordinated Operations Council meeting on Campus Carry Forums

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - Attended a meeting on the purchase of eBooks for the PASS Nursing program
  - Attended a meeting on the procurement timeline for the furniture, fixtures and equipment that will be placed in the new buildings
  - Attended a pre-proposal conference at the Mid Valley Campus on RFP 16-17-1026
  - Attended a meeting with B&A, Planning & Construction, Instructional Technologies, Library Services, and Purchasing staff on the AV Equipment purchase and installation for the new buildings being constructed under the Bond Construction program
  - Attended a presentation by NCR on a point of sale (POS) system for the Food Service program with IT, Planning & Construction, VP FAS, and Purchasing staff
  - Attended a meeting with Broaddus & Associates, IT, Planning & Construction, and Purchasing staff on the purchase of equipment for the new buildings
  - Reviewed and negotiated changes to six (6) vendor agreements

- **Worked on the following items:**
  - Worked on the list of the request for proposal worked on and public bid openings:
    - <u>Public Bid Openings:</u>
      - ⇒ 16-17-1023 Cargo Van
      - ⇒ 16-17-1024 Signs, Banners, and Related Products
      - ⇒ 16-17-1025 Delinquent Tax Collection Services
      - ⇒ 16-17-1026 Food Service – Mid Valley Campus
      - ⇒ 16-17-1027 Food Service – Starr County Campus
  - The Purchasing Department processed in excess of four hundred thirty eight (438) purchase orders, approved three hundred seventeen (317) requisitions, disapproved ninety four (94) requisitions, processed change orders for goods and services, and completed twenty six (26) travel authorizations. A total of fifty two (52) new vendor W-9 forms were verified and entered into Banner Finance and zero (0) existing vendors were updated
  - The Fixed Assets Department is currently reviewing all assets purchased since December 2016. The asset review process was completed as follows:
    - Approved forty seven (47) assets through November 30, 2016
    - Adjusted twenty two (22) assets in Banner for the month of November
    - Conducted the monthly inventory spot check for Library Books
  - The Receiving Department completed one hundred twenty one (121) deliveries (purchase orders and complimentary books) and a total of one thousand three hundred sixty six (1,366) packages/boxes. A total of two hundred fifty four (254) purchase orders were posted received in Banner. A total of two thousand two hundred forty three (2,243) items were transferred/relocated as per move/set up request forms. A total of sixteen (16) faculty or staff moves were completed in December
  - The Mail Services/Copy Center processed the following mail and copy request:
    - Financial Aid Office - $93.25, President's Office - $591.46, Student Services - $574.07, and Cashiers/Business Office - $1,799.87
    - A total of eighty nine thousand five hundred twenty two (89,522) copies were completed at the copy center for the month of December
    - A total of twenty five thousand one hundred forty eight (25,148) letters were mailed out and two hundred ten (210) 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:**
  - Attended Behavioral Intervention Team meeting
  - Attended December Board meeting
  - Attended Finance and Administrative Services Director's meeting
  - Attended Human Resources Procedure Manual Update meeting
  - Attended PA Onboarding meeting
  - Attended Search Committee meeting
  - Attended Texas Cybersecurity Framework Assessment Close-Out meeting
  - Attended the President's Administrative Staff meeting
  - Attended Title IX meeting
  - Conducted interviews with search committee for Maintenance Manager vacancy
  - Employee Relations Officers, along with Benefits staff, hosted "Holiday Tour of All Campuses" an outreach event providing on-site resource and services information to faculty and staff at each campus. Human Resources staff were able to make contact with approximately 82 individuals from both faculty and staff
  - Held meeting with Faculty Credentials Department regarding Faculty Load & Compensation (FLAC) application
  - Held meeting with HR staff regarding PeopleAdmin application processing
  - Held meeting with VP FAS, Human Resources Director and Accountability Services regarding HR Hiring Workflow Process Improvement
  - Hosted donations drive for Women Together/Mujeres Unidas, a local support service organization for victims of domestic violence and sexual assault. The event garnered a large amount of toys, clothing and personal care items, and even received notice in The Monitor
  - HR Staffing team presented on HR website revamping project, and all other divisions provided updates on individual projects
  - <u>Personnel matters with:</u>
    - Employee Relations Officers
    - Legal Counsel
    - Vice President for Finance and Administrative Services
  - <u>Trainings:</u>
    - Attended SACSCOC Conference with HR Faculty Staffing Specialist/ Evaluator in Atlanta, GA.
    - Attended webinar "What You Need to Know about Form I-9 Revisions"
    - Attended Banner End of the Year webinar

- **Worked on the following items:**
  - Worked on Administrative Assistant posting for VP Academic Affairs
  - Worked on Change of Address form revision
  - Worked on Compensation setting for staff hiring proposals
  - Worked on ERO Case review for case closures
  - Worked on Form I-9 Audit, conducted by Internal Auditor
  - Worked on HR website – uploaded new and modified staff information, and forms
  - Worked on Human Resources Procedures Manual revisions and updates
  - Worked on LBB Administrative Accountability Report for FY2016
  - Worked on New Adjunct Employee Leave form creation

- Worked on PeopleAdmin Onboarding program set-up
- Worked on Staffing action Plan for Application Process Improvement
- Worked on Report development
  - Internal Reports
    - ⇒ Employee Headcount by Campus, for Benefits & Payroll
    - ⇒ Full Time Regular Faculty Vacancy Report, for HR Staffing
    - ⇒ FTE Staff Report, for Director
    - ⇒ Department Deans, Associate Deans & Chairs, for HR Staffing
    - ⇒ UHR W2-2016 Report (Benefits)
    - ⇒ TRS Dual Enrollment Report (Benefits)
    - ⇒ 457/DCP Report (Benefits)
    - ⇒ FY17 Vacation Settlement Report Records (Benefits)
  - External Reports
    - ⇒ Dual Credit Cost Analysis, for Accountability Services
    - ⇒ Fall Faculty Report – Semester Report, for LASS
    - ⇒ Annual Occupational Employment Statistics Report, for Texas Workforce Commission
    - ⇒ Faculty/Staff directory for IS&P
    - ⇒ Miscellaneous reports for IEA for the President's IE Plan Objectives and Measures
    - ⇒ Adjunct Report for Business Office

HR Staffing	
Staff Position w/ Job Description Requests processed	18
Positions posted to HR Website	18
Canceled positions	0
Advertisement of Staff Positions placed	3
Search committees assigned/searched committee forms requested	3
Hiring Proposals reviewed and approved	24
Job offers	19
New Hire paperwork completed	13
Vacancy Reports completed	3
Staff resignations processed	22
Educational supplements processed	0
Notices of Employment (NOE's) Processed	
Direct Wage (DW)	47
Trainer (PT)	37
Work Study (WS)	0
HR Faculty Staffing	
Adjunct/Dual Enrollment Faculty Applications Processed	0
Intent to Hire/Adjunct process	0
Intent to Hire/Dual Enrollment	0
Full Time Temporary Faculty Hires Processed	0
Transcript Reviews (PeopleAdmin)	
Faculty	0
Staff	3
Transcripts Entered into Transcript Database	0
Positions posted to HR Website	5
Advertisement of Faculty Positions Placed	5

Search Committees Assigned/Search Committee Forms Requested	2
Hiring Proposals Reviewed and Approved	5
Job Offers/New Hire Paperwork Completed	13
Vacancy Reports Completed	0
Educational Supplements Processed	0
Notices of Employment (NOE's) Processed	
Adjunct	0
Overload	0
Dual Enrollment	0
Benefits	
New Hire Orientation	4
Internal Transfers	7
Benefits Credits/Collections	0
Tuition Reimbursement Applications	3
TRS Records Reported	1,667
TRS Prior Years of Service Verifications Completed	53
TexaSaver 457/403B Accounts Completed	3
Benefits Eligibility Review (ACA)	
Faculty (Adjunct, Temporary)	0
Staff (Direct Wage, Part Time)	399
Exits	
Full Time	3
Part Time	0
Retirees	2
FMLA	
New Claims	5
Closed Claims	8
Workers Compensation	
New Claims	0
Closed Claims	1
Tuition Grant Applications	
Employee	24
Dependent	11
Leave Forms	
Exempt	336
Non-Exempt	0
Payroll	
Direct Deposit Transactions	47
PDR Notifications	153
Cell Phone Stipends	8
Exits/Resignations	17
Garnishments	4
Texas Office of Attorney General (TXOAG) Reporting	60
Under Hours/DOC Worksheets	3
New Hires, Rehires, Transfers processed	32
Notice of Employment	
Direct Wage (DW)	46

Work Study (WS)	28
Adjunct	425
Overload	630
Dual Enrollment	235
Trainers	73
Faculty Special Assignments or Other Stipends	0
Faculty Salary Retroactive Pay Adjustment	0
Faculty Base Salary Pay-Off	0
PeopleAdmin Requisitions/Transactions	
Approvals	6
Hiring Proposals	9
NOE/Staff/Faculty Payroll Worksheets	18
HR Support	
Application Processing	
Staff applications	215
Faculty applications	2
Part-Time applications (DW/PT/AD)	33
Verification of Employment	
Phone Calls made	2
New Hires/Rehires/Transfers processed	40
Temporary Agency Employee Requests	1
Records Technician	
Files Scanned & Indexed in XTENDER	150
New Hire/DW/WS files prepared	20
Termed files processed	185
Employee Relations	
DPS CCH Background Checks, Total FYTD	364
Fingerprints, Total FTYD	287
Fingerprints this month	19
DPS Driver's Eligibility Checks, Total FYTD	68
DPS Driver's Eligibility Checks, Total for month	2
TWC Claims, FYTD	15
TWC Claims this month	4
Open Records Request, Total FYTD	7
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:
    - Attended FF&E procurement start up meeting
    - Attended weekly update meeting with Broaddus and Associates
    - La Joya Teaching Center – Met with A/E to discuss project
    - Mid Valley Campus projects – Attended construction meeting; attended AEP coordination meeting
    - NAHC Expansions – Attended the bi-weekly construction meetings
    - Pecan Campus SAB – Attended a concrete placement; attended a construction meeting
    - Pecan Campus Stem – Met with Broaddus to review plumbing concern
    - Pecan Campus Student Activities & Cafeteria – Attended concrete pour and construction meeting
    - Starr County Campus projects – Conducted site visit
    - Technology Campus – Attended bi-weekly construction meeting
    - Technology Campus Southwest Expansion – Attended a concrete pour and conducted a site visit
  - Other:
    - Attended meeting with staff to discuss the Non-Bond Equipment List
    - Attended the Coordinated Operations Council meeting
    - Attended the Facilities Committee meeting
    - Attended the President's Administrative Staff meeting
    - Attended the Qube System meeting with FAS Project Manager
    - Held meeting with various Administrators to discuss moves in Pecan Building A
    - Pecan Campus Building K Enrollment Center – Attended construction update meeting
    - Technology Campus Building B Domestic / Fire Water Lines – Attended update meeting with Engineer and Maintenance Department

- **Worked on the following items:**
  - 2013 Bond
    - La Joya Teaching Center – Worked on providing draft lease agreement to La Joya ISD for review
    - Nursing and Allied Health Campus – Worked with project team on an existing irrigation issue
    - Pecan Campus Thermal Plant – Provided list of concerns to design team regarding the new cooling towers
    - Pecan NAB – Reviewed and provided comments on interior signage
    - Reviewed invoices, proposals, agreements and additional services from various Architects, Engineers, consultants and CM@R companies
    - Reviewed material test reports
    - Starr County Campus – Provided schematic drawings to Public Relations for ground breaking ceremony; conducted site visit
  - Other:
    - District Wide - provided partial write up information and photos as requested
    - Interviewed applicants for the FPC temporary secretary position
    - Participated in an interview committee for new hire for FOM

- Pecan Campus Bldg. G Fume Hoods – Phase II – Received signed contracts from contractor
- Pecan Campus Building K Enrollment Center – Conducted site visit and worked on proposal requests
- Pecan Campus Building X – Repaired an existing sewer line with Operation and Maintenance staff
- Reviewed applications for the FPC Senior Project Manager
- Starr Campus and Pecan Plaza Emergency Generators – Worked with engineer on gathering information on existing infrastructure
- Starr County Campus Building F Site Grading and Sidewalk Replacement – Received professional agreement signed by project Engineer
- Technology Campus Bldg. C New Conference Room – Conducted a site visit
- Technology Campus Building B Domestic/Fire Water Lines – Engineer conducted an existing building analysis
- Technology Campus GM Car Storage Area upgrade – conducted site visit
- Worked on Facilities Committee agenda and packets
- Worked on FPC Handbook of Operational Procedures
- Worked on providing updated information for web page
- Worked on Space Modification Requests and Move Requests

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

- **Attended or held meetings as follows**:
  - <u>STC 2013 Bond Program:</u>
    - Attended the Bond Construction Program Planning meeting
    - Attended the MVC - Construction Progress meeting
    - Attended the STC Pecan Thermal Plant Expansion Progress meeting
    - Attended the Bi-Weekly Progress Meeting- STC Nursing & Allied Health Professions
    - Attended the Pecan Campus - AEP Primary Power for New Bldgs. meeting
    - Attended the STC AOC Meeting Pecan Campus
    - Attended meeting with Skanska to discuss Permanent Power for Buildings C & D at the MVC Campus
    - Attended meeting with Halff Associates to discuss the Tech Fire/Domestic Line Replacement
    - Attended the Tech Campus Bldg. E Roofing Pre-Construction meeting
    - Attended the Starr County Campus Ground Breaking Ceremony
  - <u>Other:</u>
    - Attended the PASS Program Meeting to discuss Services for NAH Students
    - Attended the President's Administrative Staff meeting
    - Attended the Coordinated Operations Council meeting
    - Attended the Facilities Committee meeting
    - Attended the Finance Committee meeting
    - Attended the BIT meeting
    - Attended the Mid Valley Campus Food Services Pre-Proposal Conference
    - Attended the Campus Carry Task Force meeting
    - Attended the FAS Director's Christmas Lunch
    - Attended the FOC meeting
    - Attended the Board of Trustees meeting
    - Attended the Administrative Staff Holiday Luncheon with Dr. Reed
    - Attended the FAS Directors meeting

- Attended an Art meeting
- Attended the Safety Team meeting
- Attended the Texas Cybersecurity Framework Assessment Close Out meeting
- Attended the MVC Facilities Operations and Maintenance Luncheon
- Interviewed candidates for the Maintenance Manager position
- Held meeting with Employee Relations Officer
- Held meeting with the Boys and Girls Club of McAllen CEO
- Held meeting with Matt Moore from Broaddus & Associates to review the Pecan Thermal plant data import into School Dude
- Held meeting the Facilities Operations Managers' meeting

- **Worked on the following items:**
  - Operations Contract Department
    - District Wide
      - ⇒ Backflow inspections completed and submitted to cities
      - ⇒ Fire alarm inspections for all campuses were completed, along with repairs
      - ⇒ Fire suppression and backflow inspections for all campuses were completed, along with repairs
      - ⇒ Fire extinguisher inspections for all campuses were completed
      - ⇒ Annual inspections of chillers and chemicals at each campus were completed
      - ⇒ Elevator inspections completed, reports submitted to the state

  - Preventative Maintenance Scheduled (District-Wide)

Classification	Work Orders Completed	Cost
Carpentry	78	$ 3,526.08
Electrical	60	2,797.22
Energy	15	833.80
HVAC	129	7,886.73
Locksmith	45	310.16
Painting	9	861.36
Plumbing	74	7,153.87
Plant Services	8	0
Total Cost		**$ 23,369.22**
General Preventative Maintenance	519	
Total Work Orders	**937**	

  - Maintenance Department Work Orders and Expenditures

Work Orders Created	858
Work Orders Completed	937

  - Custodial Department

Set-Ups	317
Moves/Relocations	59

Accountability, Risk and Compliance Depart7ment
Jason Gutierrez, Director of Accountability, Risk and Compliance Department

- **Attended or held meetings as follows:**
  - Attended meeting with Ramon Montalvo of Montalvo Insurance
  - Attended the Finance and Administrative Services Director's meeting
  - Attended the Food Services NCR POS system demo
  - Attended the President's Administrative Staff meeting
  - Attended the Safety Team meeting
  - Attended Title IX Committee Meeting
  - Discussed damaged railing with Operations Contract Supply Manager
  - Discussed Food Services, Dual Credit Cost Analysis, Child Care Follow-Up report, ACTA Presentation, and Child Care Cost Analysis with Accountability staff
  - Discussed coverage for FF&E moved into new buildings with Director of Facilities Planning and Construction
  - Discussed Maxient privileges and new Title IX report (vs. old report) with dean of Student Affairs and director of the Department of Student Rights & Responsibilities
  - Discussed potential reimbursement of bond for Juan Cantu (previous Starr County Tax Assessor) with Garza Insurance
  - Discussed property insurance premiums with Shepard Walton King personnel and associate comptroller
  - Discussed Records Retention Process with Academic Affairs Executive Administrative Assistant, Associate Director of Purchasing, Comptroller and Administrative Specialist for Board Relations
  - Held meeting with Accounting Group Manager and Accountant regarding CCAMPIS grant
  - Held meeting with Associate Comptroller on Child Care Development Center internal review
  - Held meeting with College President to discuss Dual Credit Program
  - Held meeting with Dean for Liberal Arts & Social Sciences, Child Care Development Program chair, Secretary, and Child Care Developer on Child Care Follow-Up Internal Review
  - Held meeting with Director of Purchasing to review draft fixed assets procedures
  - Held meeting with Internal Auditor to discuss and review risk assessment tool
  - Held meeting with Risk Management staff to discuss records retention guidelines, department meeting schedule, and to review claim procedures
  - Held meeting with VP FAS to discuss Child Care Internal Review Follow-up Report, Records Retention Procedures, Oz Principle workshops, status update on assigned projects, and follow-up on the hiring workflow meeting
  - Held meeting with VP FAS, Director of Human Resources, Business System Analyst, HR Staffing Specialist, Staffing & Compensation Manager, and Human Resource Assistant regarding hiring workflow and action plans to decrease delay time
  - Held meeting with VP FAS, FAS Support Specialist, Food Services Lead Cooks, and Food Services Manager regarding Food Services Operating Manual
  - Presented at the Ambassador Cross Training Academy (ACTA) on overview of the department and projects performed

- **Worked on the following items**:
  - Worked on ACTA Presentations
  - Worked on Child Care Development Center Cost Analysis
    - Prepared trend analysis for FY08 – FY16 and verified that amounts reflected on FGIDBDST agree to the aggregate amount on FGITBSR

- Child Care Center Internal Review Follow-Up
  - Reviewed management responses and prepared questions for follow-up meeting
- Coordinated the pickup and delivery of boxes from various departments to the Records Retention Center
- Coordinated Title IX webinar trainings for Starr County Campus
- Created an Internal Audit Report Dashboard to assist in tracking the follow-up status on management responses
- Dual Credit Cost Analysis – Breakdown of the Dual Credit Programs
  - Fall 2015
    - ⇒ Applied benefits percentage to overload costs
  - Spring 2016
    - ⇒ Compiled listing of overload and adjunct assignments in Banner; used listing to identify missing assignments
  - Summer 2016
    - ⇒ Updated financial sheet
- Followed up on status of armored car services for Pecan Food Services
- Created Pareto chart to detail the main issues contributing to delay times on the HR Hiring Workflow
- Prepared Insurance RFP process timeline
- Researched upcoming trainings and/or webinars for Records Retention
- Reviewed and approved OCIP Builder's Risk invoice; requested breakdown by project from Carlisle Insurance
- Reviewed police reports for potential claims
- Reviewed invoice from Creative Imaging
- Revised Accountability, Risk, and Compliance Department Handbook
- Revised Record Retention guidelines and meeting schedule
- Worked on invoices for Maverick, Shepard Walton King, and Texas Political Subdivisions
- Title IX:
  - Tracked minutes and attendance
  - Discussed new report format
  - Delivered a copy of all Title IX Committee minutes to VP FAS
  - Notified VP FAS of several Title IX cases pending her review
  - Reviewed Title IX cases in Maxient
- Travel arrangements for trip to Texas State University and Austin Community College (Environmental Health & Safety Program site visits)

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

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Memo

Date: January 25, 2017

To: Dr. Shirley A. Reed, President

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

Subject: **DECEMVER 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 January 31, 2017 Board of Trustees meeting.

Division: Liberal Arts & Social Sciences
Department: Child Development
Highlight: "Winter Wonderland" Literacy Festival

On Saturday, **December 3, 2016**, the **Child Development Club**, sponsored a literacy festival for children and their families on the Pecan Campus of South Texas College. The event was free to the students and their families. **The literacy festival was transformed into "Winter Wonderland"** with frosty decorations, props and activities, and where students were able to visit different stations.

The student lounge, filled with individual snowmen dividers and paper snowflakes hanging from the ceiling, became "Reading in Wonderland". In this area a child could sit in a special chair behind a snowman and listen to a story about winter. **Students from the Child Development classes read to the children**, while some parents decided to use this special setting to read to their child.

"The Polar Express" room was set up in the cafeteria. This area was used to p**romote pretend play and language development**. Train cars to "ride" on the tracks to the North Pole were fun for all ages. Children could visit the Ice Palace, or Gingerbread House made from cardboard and/or an Igloo constructed from plastic gallon jugs.

A third room was or**ganized for families to play games and enjoy social interaction.** "Make a Snowman" from stacked cardboard boxes, "Toss a Fish" into the penguin's mouth, and "Pin the Nose on the Snowman" were a few of the games to choose from. After the fun and games, the children and their families could relax with refreshment and conversation. Each child was given a free book of their choice.

Division: Business & Technology
Department: Advanced Manufacturing and Architectural & Engineering Design Technology Programs
Highlight: STC Partners with McAllen Chamber to Aid Inventors and Entrepreneurs

MEDIA ADVISORY

South Texas College partners with McAllen Chamber to aid inventors and entrepreneurs

MOU signing to take place Dec. 7

On Tuesday, **December 6, 2016**, the South Texas College has entered an agreement with the McAllen Chamber of Commerce to begin designing prototypes for those participating in its Inventors and Entrepreneurs Network.

STC and the Chamber will hold a signing for their Memorandum of Understanding on Wednesday Dec. 7 at STC's boardroom.

The MOU essentially paves the way for the college's Advanced Manufacturing and Architectural and Engineering Design Technology Program to begin offering its facilities, 3D printers and instructors to design made to order prototypes for private firms and individuals.

"We are going to help them create a prototype so they can take it to all their investors," said Mario Reyna, Dean for Business and Technology at South Texas College. "We will appoint a member of our faculty to design or draft their idea that will then be brought to life."

"This is real professional development," Reyna added. "We are working with someone who has a real idea, and we can use this information to teach our students about something beyond the book."

What: Signing of a Memorandum of Understanding between South Texas College and the McAllen Chamber of Commerce.
When: Wednesday Dec. 7 at 3 p.m.
Where: STC Boardroom. Second floor Building X
Why: MOU establishes the intentions for a cooperative venture to design and create 3D prototypes for inventors and entrepreneurs.

Division: Liberal Arts & Social Sciences
Department: Developmental English
Highlight: Military Christmas Toy Drive

On Thursday, **December 8, 2016**, the **Dream Catchers-Puente Organization** had the honor of giving back to the local military families. In light of the Christmas Spirit, the Dream Catchers-Puente Club donat**ed toys to the children of the men and women serving in the Texas Army National Guard**. Many mothers and fathers serving in the military are not home for the holidays and this was just one gracious way to give back.

In an effort to make Christmas a little merrier, the Club decided to put together a small toy drive and give some cheer to children of the local military families. The Puente students' believe that the children of military men and women deserve a token of appreciation from the community. It is with great honor that the Dream Catchers-Puente students give to the military families. Soldier SFC Abraham Monreal expressed his great gratitude in the name of all the military men and women serving in the Texas Army National Guard.

Division: Liberal Arts & Social Sciences
Department: Psychology/Starr County
Highlight: Starr County's Got Talent 10 Showcase of Champions

On Thursday, **December 8, 2016**, the **Starr County Campus Psychology Club** of South Texas College hosted **Starr County's Got Talent 10 Showcase of Champions** from 6-8pm at the campus auditorium. It was completely sold out **with over 240 people in attendance** and over $900 fundraised from admission fees to benefit the annual Starr Psych Club Scholarship.
The champions from the previous 9 editions of Starr County Got Talent shows were invited to showcase their talent- singers, dancers, dance groups, duets, and musicians. There were 15 performances from all over Starr County and each participant / group received a certificate of appreciation for their performance. The judges were: TV/Radio Host, Singer/Owner of Mariachi 7 Leguas, Singer/Vocalist of Super Odisea, Radio Host of Digital 101.5 FM, and General Manager of Estrella 95.1 FM.

Division: Academic Excellence
Department: Valley Scholars Program and Phi Theta Kappa
Highlight: Academic Excellence students volunteer for Christmas for Kids

Valley Scholar and Phi Theta Kappa students volunteered on Saturday, **Dec. 17, 2016** for the City of McAllen and McAllen Police Department's 15th Annual Christmas for Kids Event. The event provides a brighter Christmas for children in need throughout McAllen and surrounding areas. The event began at 8:30am with a parade, music and Santa. Each child received healthy snacks and a toy.

Valley Scholars volunteer with the community as part of the program's commitment to service and giving back to the community. Phi Theta Kappa values community service as one if its hallmarks along with leadership, scholarship, and fellowship.

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Updates:**
  - Visited the Police Academy's cadets at Edinburg Shooting Range – Thursday, December 1st
  - Attended the McAllen EDC Holiday Open House – Thursday, December 1st
  - Held the Business and Technology Program Chair Meeting to discuss New and Emerging (N&E) Occupations, Business Administration instructor presented information on B&T Mid-Valley Data Analysis, UTRGV Social Work intern presented on Person First Language, and reviewed information from Administrative Staff Meetings.
  - Participated in the SACS Committee Review – Faculty Credentials meeting held at the Pecan Campus – Friday, December 2nd
  - Participated in the President's Administrative Staff Meeting held at the Pecan Campus – Friday, December 2nd
  - Met with Diesel Technology Emergency Hire Full-time Temporary Instructor – Monday, December 5th
  - Visited Business Administration Program Chairs for updates on their programs – Monday, December 5th
  - Participate in the Coordinated Operations Council Meeting held at the Pecan Campus – Tuesday, December 6th
  - Held the Business and Technology December Program Chair Luncheon Meeting at the Pecan Campus – December 6th
  - Participated in the Technology Campus Bldg. C & B – Construction Meeting #1 held at the Technology Campus – job site held by Facilities, Planning, & Construction Project Manager – Wednesday, December 7th
  - Participated in the Signing of a Memorandum of Understanding between South Texas College and the McAllen Chamber of Commerce – Wednesday, December 7th
  - Met with Information Technology instructor for update on the development of Emergency Management degree – Wednesday, December 7th
  - Took visitors from Economic Modeling Specialists Intl. (EMSI) to tour the facilities at Instituto Internacional de Estudios Superiors (IIES) in Reynosa – Thursday, December 8th
  - Attended the 2+2 Articulation Agreement Signing Ceremony with UTRGV – Monday, December 12th
  - Participated in the Final Review of the Driving Simulator Proposals and Evaluations held by Purchasing Director at the Pecan Campus – Monday, December 12th
  - Participated in the Prior Learning Assessment Meeting held at the Pecan Campus – Monday, December 12th
  - Attended the Development Corporation Meeting held by the City of McAllen. I serve on this board that oversees the ½ sales tax for the city – Monday, December 12th
  - Visited Business Administration Program Chairs for updates on their programs – Monday, December 5th
  - Attended the Academic Affairs Council Meeting held at the Pecan Campus – Tuesday, December 13th
  - Attended the Holiday Luncheon with Dr. Reed – Wednesday, December 14th
  - Attended the Fire Academy Graduation Recognition Ceremony held at the Pecan Campus – Wednesday, December 14th
  - The Business and Technology Women in Technology Event Committee held its first planning meeting – Thursday, December 15th
  - Attended the Building Construction Trades Training Demonstration Projects Grant Meeting held at the Pecan Campus – Friday, December 16th

- Participated in the Graduation Ceremony held at the State Farm Arena – Saturday, December 17th

<u>Technology Area:</u>

Advanced Manufacturing Technology:

- Hosted NCSL International Fall meeting had attendees from local manufacturing companies and some from Reynosa. Meeting went well. – Thursday, December 1st (see photos below)

- Attended the Holiday Celebration at McAllen Economic Development Corporation. – Thursday, December 1st
- Attended the program Chair meeting with Dean – Friday, December 2nd
- Attended the College-Wide Academic Classification semester meeting to review 4 binders submitted for review for title change. – Friday, December 2nd
- Attended meeting to plan for the AAWCC Christmas Bazaar. – Friday, December 2nd
- Met with CATE coordinator for PSJA to plan for Manufacturing Day 2017, logistics for their event, the tours and our event as well. – Monday, December 5th

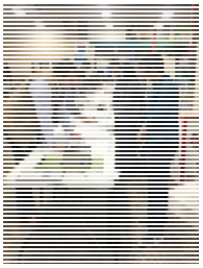
- Fox Packaging team provided a manufacturing tour to our students (see photo to the right)
- Attended meeting for building expansion for Mid-Valley and Starr Campuses – Tuesday, December 6th
- Royal Technologies tour for students. – Tuesday, December 6th (see photo to the right)

- Attended the Business and Technology program chairs December lunch – Tuesday, December 6th
- Met with Progreso high school CATE counselors to discuss spring courses and necessary books and software needed. – Wednesday, December 7th
- Assisted in the Holiday Bazar for AAWCC at pecan campus in order to raise money for student scholarships. – Thursday, December 8th
- Attended update meeting for the Texas Pathways Project with other chairs and assistant chair also attended. – Friday, December 9th
- Planning to be on the committee for the upcoming Women in Technology event in spring 2017
- Instructor attended the NEFA Spring Pilot Meeting at the Pecan Campus held by Coordinator of Faculty Advising, where the pilot study starting Spring 2017 was explained – Friday, December 9th

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

- Program Chair continued with Faculty Evaluations for all faculty, including Dual Credit Faculty.
- Program Chair attended the Teaching & Learning Academy (TLA) to present for Faculty Advising.
- Faculty attended TLA on Friday, December 2, 2016.
- AEDT faculty and students continue working on requests from Dr. Reed for two projects. The first project is the bookends that will be given as gifts to the board members. Students have worked hard to complete these projects and we began sending them to print last week. The second project is 3D printed angel ornaments to be used during a donation drive. The AEDT Work Study worked on these angels with collaboration from all AEDT faculty.
- Program Chair continued with Faculty Evaluations for all faculty, including Dual Credit Faculty. 90% of all faculty evaluations are complete.

- Program Chair and Co-Chair met with Administrators from La Joya ISD to discuss scheduling of the DC courses, including the ARCH 1311 class.
- Students presented their Final Projects to professionals from our community of architects and engineers. Students were given the opportunity to get feedback and recommendations for improvement. (see photos below)



- All AEDT Faculty attended the MOU signing between South Texas College and McAllen Chamber of Commerce for the collaboration in an effort to assist inventors and entrepreneurs with prototypes of their design. (see photo to the right)
- AEDT faculty and students continue working on requests from Dr. Reed for two projects. The first project is bookends representing the clock tower of Ann Richards building. Students have worked hard to complete these projects and will be presenting to the STC Board on Tuesday, December 13, 2016. The second project is 3D printed angel ornaments to be used during a donation drive. The AEDT Work Study worked on these angels with collaboration from all AEDT faculty and Dr. Reed was given all 70 angels on Wednesday and Thursday, December 7 and 8, 2016. (see photos below)

- Faculty met with Dual Enrollment faculty in preparation for the Spring 2017 semester to demonstrate and prepare them for use of BlackBoard on Friday, December 9, 2016.
- Program Chair, Co-Chair and Assistant Professor attended the Texas Pathways Project Update on Friday, December 9, 2016.
- Program Chair attended the Faculty Advising Subcommittee Planning Meeting for Spring 2017 on Friday, December 9, 2016.
- Faculty attended the Graduation Ceremony held at the State Farm Arena – Saturday, December 17th
- AEDT faculty and students presented their bookends representing the clock tower of Ann Richards building to the STC Board on Tuesday, December 13, 2016. The students received praise and congratulations for their tremendous efforts in completing this project. (see photos below)

Design & Building Technology

- Electrician Technology Instructor represented the Division of Business & Technology at the 1st annual Hope Angel Scholarship Committee. The committee will select a student in need and award them with a $400 scholarship to continue their education. – Friday, December 2, 2016.
- HVAC-R Program Coordinator and Electrician Technology faculty attended the Technology Safety Advisory Committee Meeting held at the Technology campus – Friday, December 2, 2016.
- The Construction Supervision held the 1st Christmas Dinner at Poncho's Nuevo Mexican Restaurant. Program Chair and Construction Supervision faculty were present with Construction Supervision Association students. – Friday, December 2, 2016.
- Heating, Ventilation, Air Conditioning and Refrigeration faculty presented on HVACR Training Opportunities at South Texas College. South Texas College Workforce is collaborating and partnering up on several upcoming projects. Wednesday, December 7, 2016.
- Construction Supervision instructor represented the DBT Department at Faculty Advising Subcommittee Meeting -- Spring 2017 Pilot Study. The meeting was held at the Pecan Campus on December 9, 2016.
- Program Chair attended Planning & Development Council meeting at the Pecan Campus on December 9, 2016. Topics: Baking AAS, Interdisciplinary AAS, Ethics Policy, Carry Fire Arm Law.
- Construction Supervision instructor and Program Chair attended Update Meeting on Texas Pathways Project at the Cooper Center at the Pecan Campus. December 9, 2016.
- Electrician Technology student was awarded a South Texas College Administrative Scholarship. December 5, 2016.
- Electrician Faculty/Staff/Students were invited to attend Habitat for Humanity-RGV to attend a Home Dedication on December 8, 2016 in a recent electrical construction project built by volunteers of the Electrician Program. (see photo to the right)

- Heating, Ventilation, Air Conditioning and Refrigeration faculty have been selected to attend a fully paid event sponsored by the BEST Foundation. The event will take place in Oakland, CA from January 10-15, 2017.

Dr. Erasmus Addae
Dean – Distance Learning and Virtual Campus

- **Dean Updates:**
  - Course Development
    - Completed the following sections
      - Computer Science: 1 courses
      - QM Peer Reviewer: 2 course review
  - **Projects:**
    - Month of November
      - Phone/Email – 11,965 contacted students
    - Distance Learning Sign-in Application – Production
      - 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.
      - Pending wall monitor and desk at the entrance for walk-ins
    - Distance Learning First Time Online Student - Orientation Pilot Course
      - Content revised
      - 1,182 first time online student for Spring semester added
    - Distance Learning assisted with Hiring Committee for the following departments
      - Maintenance
      - Public Relations
    - Dual Enrollment Online Orientation Pilot program
      - Project will provide web based orientation method designed to allow Dual Enrollment Students ability to become familiar with the college's services, policies and procedures.
    - Human Resources/Business Office
      - New Timekeeping System
        - Provide assistance and guidance in production of training videos designed to explain the new timekeeping system that will be implemented by the college.
    - Distance Learning Capturing of online videos
      - 2 faculty: 60-80 videos caption and ready to use by the end of the year.
      - Contract already ran out of paid hours of service.
      - Researching alternative capturing services
    - New Cross List Application
      - Created by IT for faculty submissions on cross list request within Blackboard.
      - Revisions
      - Added features such as approve or deny; history of submissions on faculty member, completed by name of staff
      - Reporting tool provided
      - Testing phase for the month of December
- **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.

- BASOL courses
    - Contacted Pearson support for issues with their content not displaying properly.
    - Courses extended end date for incomplete students.
    - PHIL-2306 – redesign based on new BASOL course template
- Banner Integration – eLearning
    - Month of December – eLearning and BEP upgraded in production
        - On Blackboard converted into LIS 2.0 Draft to LIS 2.0 Final
        - On BEP it updated to 8.1.6
            - Still not picking up any previous drops from the semester but all new drops are currently working.
            - Errors with reinstated users into a Master Course.
- Blackboard Downtime
    - Active directory (LDAP) down on November 3 from 4:55pm to 6:40pm
        - Users could not connect to Blackboard because LDAP was missing an internal certificate from IT.
        - CAS Authentication was added as an alternative on the Blackboard Login module.
    - Blackboard Analytics server down November 10 due to lack of space
        - Blackboard resolved it November 17 by adding additional server space.
        - Corrected the duplicate errors that would cause the server to run out of space.
- SaaS
    - With SaaS deployment, Blackboard Learn updates seamlessly and users experience enhancements with zero downtime.
        - Zero impact to your faculty and students during updates: With a cloud-computing environment, you benefit from continuous updates (new features, enhancements, fixes, etc.) with zero or minimal downtime for your educators and students.
        - Higher quality: A SaaS model allows us to deliver maintenance, updates, and fixes to production faster than ever before, and the cloud platform easily scales during periods of high usage.
    - Blackboard test environment for SaaS.
        - Testing phase first 2 weeks of December.
            - Test all integrations, AD, and building blocks for full functionality on the SaaS.
            - Functionality inside the course
            - Copying courses and importing exams
        - Production date is set to be December 20 – 25.
            - Alerted Faculty about the downtime for the upgrade.
            - Started December 20 at midnight and completed December 24 at 10am.
            - Send Blackboard all known errors from my side.

- **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 Analytics weekly meeting with Lindsey Rutledge
            - Continue customizing dashboards for chair programs.

- 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.
    - Finalized the goals spreadsheet
    - Met with the Core Team to finalize the assignments and PLOs that will be used in the pilot and align them to the Goals.
        - Added PLO Alignment for the following courses:
            - RSPT 2353
            - HIST 2381
            - HIST 2322
            - HIST 1301
            - HIST 2389

- **Distance Learning Helpdesk**
    - Numbers for the month of November
        - Students/Faculty Chats: 185
        - Students Tickets: 150
        - Faculty Tickets: 10

➢ **Trainings/Workshops**
- Online Trainings
    - eTeach I: 16 faculty/staff
    - eTeach II: 10 faculty/staff
- Face to Face Trainings
    - eTeach I: 13 faculty/staff
    - Quality Matters
        - Using Instructional Materials and Technology to Promote Learner Engagement: 11 faculty/staff
        - Connecting Learning Objectives and Assessments11 faculty/staff: 11 faculty/staff
        - Applying the Quality Matters Rubric (eTeach II): 10 faculty/staff
    - Blackboard Collaborate Ultra: 2 faculty members
    - Registration Training: 1 part time advisor
    - Advance Training: Advance Gradebook: 15 faculty/staff
- Workshops
    - College Advisor Training
        - Blackboard Basics
    - Early College HS Blackboard/Jagnet Presentation
        - Pecan

- **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:	225
Distance Learning Walk-Ins:	1
Distance Learning Chats:	2
Telephone Contacts:	288
Virtual Campus Advising Email:	272
Priority Registration Emails	9,995
Orientation Emails	1,182
Total:	***11,965***

- **Professional Development**
    - Webinars

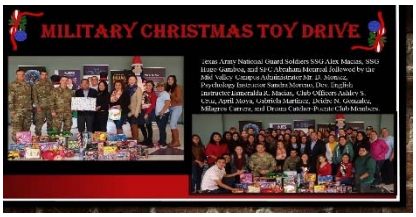
        - Dec 12 Webinar Mid-Atlantic ADA Center and ADA National Network
            - "Hot Topics in Reasonable Accommodation"
- **Distance Learning Meetings**
    - Weekly Department Meetings
        - Every Monday at 10am
    - Monthly Department Meeting
    - Blackboard Analytics Status meeting
        - Every Thursday of every week at 1:30pm
    - Counseling Department bi-weekly meeting
    - Instructional Designers Meeting
        - Progress on model courses
    - NDLW meetings
    - OPOD – Advisory Committee
    - New Call Center Training Meeting

Dr. Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- **Division Dean's Updates:**
  - The Dean attended the SACS annual convention where we were made aware the Principles were under review and change may be upcoming for adoption in June 2017. What will also change is the representation of SACS members on the Board of Trustees delegates per Level of Institution. The change was meant, among other things, to give Community Colleges equal representation, even if they are a Level II institution.
  - The pre-workshop on the Quality Scoring card for Distance Education programs provided much interesting information that will be passed on to our Dean for Distance Education:
    - Policy needs to be in place for who owns the materials created on-line
    - When faculty are compensated it is easier to determine and they can sign a waiver of ownership
    - We have traditionally constructed internet classes as if they were in-class classes. An argument was made to construct in-class curriculum as if it were an internet class.
    - Are our internet classes part of our strategic plan, and, if so, do our internet faculty know about it?
    - Do we have a plan when disaster strikes? Virtual servers are recommended over alternative physical sites.
    - Is there someone who can advise faculty on programs such as "Second Life" and what is needed to use them. Is that clearly communicated to the students before they sign up?
    - Do the faculty have enough knowledge of copyright? Sites such as "filmsondemand" or going through the library can help.
    - Good idea for internet shells: Make a video where the student is led through the actual campus. Believed to be an engagement tool.
    - Do we have an item in the student evaluations on how easy it is to access texts from links.
    - An on-line orientation was recommended including a "suitability for on-line classes" survey.
    - If you have low response rates on your evaluations: do not issue a final grade before student has evaluated the class.
    - Overall the "quality scorecard is available on line, as is the SACS requirement cross over with the different items. Check out "On Line Learning Consortium" for more details on the Scorecard.
    - While SACS does not require anything more than secure log-on for proper identification of test takers. It is expected that at some point more will be needed.
    - Another interesting workshop focused on the teaching of ethical reasoning and provided a framework on what ethical reasoning was all about. Their 8 key questions were: Fairness, Outcomes, Responsibilities, Character, Liberty, Empathy, Authority, and Rights. A variety of ethical dilemmas were given that participants could judge according to these criteria.
  - The main speakers were interesting.
    - Mr. John Quinones who has a program on tv where he "entraps" people to show their biases towards race and gender issues told us about his experiences and encouraged us to not only stand up when bias occurs rather than be silent, which shows as much bias as being biased.
    - Mr. Larry Sabato from UVA gave an interesting analysis of the election process. Geographics and other statistics showed how and where people tended to vote Democrat or Republican.

- Upon return, the Dean traveled to Weslaco to look into the numbers for the Child Development Center which is undergoing an internal audit. Several misunderstandings were ironed out and solutions for the future should provide a better process for revenue documenting.
- A Code of Ethics meeting was held to further discuss possible revisions to the policy 4001 for presentation at the PDC.
- Telephone interviews were held with Sociology candidates.
- Meetings were held on staffing issues and personnel matters and three interim chairs from the Developmental English, Arts, and Psychology departments were officially welcomed as Chairs after selection processes held by each department and an endorsement visit to Dr. Petrosian.
- The Planning and Development council discussed several Board Policies, an update on the Carry law logistics, and new programs in the BT Division.
- A huge articulation signing took place where 16 of the 21 LASS programs articulated with their counterparts at UTRGV. The Ceremony was well organized and festive, kudos to the University Relations team. (see picture to the right)

- Christmas lunches and the Starr County Groundbreaking Ceremony concluded the week before the Winter Break.
- The Dream Catchers-Puente Organization had the honor of giving back to the local military families. In light of the Christmas Spirit, the Dream Catchers-Puente Club donated toys to the children of the men and women serving in the Texas Army National Guard. Many mothers and fathers serving in the military are not home for the holidays.
- In an effort to make Christmas a little merrier, the club decided to put together a small toy drive and give some cheer to children of the local military families. The Puente students' believe that the children of military men and women deserve a token of appreciation from the community. It is with great honor that the Dream Catchers-Puente students give to the military families. Soldier SFC Abraham Monreal expressed his great gratitude in the name of all the military men and women serving in the Texas Army National Guard. (see photo to the right)



<u>Social and Behavioral Sciences Area:</u>

Criminal Justice

- Progress continues on plans for a department run orientation for our majors. We are planning to conduct the first one in Spring 2017 at Mid-Valley Campus. After we review the AAR, we will revise and implement at each campus where we offer our programs.
- Criminal Justice faculty at Mid-Valley Campus had guest speakers from US Customs present in their classes this week.
- Sociology faculty continue their efforts contacting all declared majors and connecting them with a faculty advisor. In the process of doing this, they have discovered some unexpected information regarding how students are advised, especially at the dual credit high schools. Several dual credit students report that their "advising" consisted of being handed a list of majors and being told to select one as their major, with no other information provided.
- Pecan Campus Social Work Club conducted a Toy Drive. (see photo to the right)

- Articulation agreements for all four of our disciplines (Anthropology, Criminal Justice, Sociology, and Social Work) were signed with UTRGV on Monday December 12th.

- Progress continues on plans for a department run orientation for our majors. We are planning to conduct the first one in Spring 2017 at Mid-Valley Campus. After we review the AAR, we will revise and implement at each campus where we offer our programs.

Child Education

- Child Development Club, sponsored a literacy festival for children and their families on the Pecan Campus of South Texas College. The free event, organized by advisor of the club, was held in Building H. The area was transformed into "Winter Wonderland" with frosty decorations, props and activities. (see pictures below)
    - The student lounge, filled with individual snowmen dividers and paper snowflakes hanging from the ceiling, became "Reading in Wonderland". In this area a child could sit in a special chair behind a snowman and listen to a story about winter. Students from the Child Development classes read to the children. Some parents decided to use this special setting to read to their child.
    - "The Polar Express" room was set up in the cafeteria. This area was used to promote pretend play and language development. Train cars to "ride" on the tracks to the North Pole were fun for all ages. Children could visit the Ice Palace, or Gingerbread House made from cardboard and/or an Igloo constructed from plastic gallon jugs.
    - A third room was organized for families to play games and enjoy social interaction. "Make a Snowman" from stacked cardboard boxes, "Toss a Fish" into the penguin's mouth, and "Pin the Nose on the Snowman" were a few of the games to choose from. After the fun and games, the children and their families could relax with refreshment and conversation. Each child was given a free book of their choice.

Communication Arts

- Faculty member delivered a quilt to a veteran who took home a non-labeled quilt on 11/18 so we needed to get him one with his name's label on it. So I did that, applied the correct label and delivered it to his daughter. She expressed sincere gratitude for her father's recognition.
- Assisted in interviewing an applicant for an adjunct position in our department.
- Faculty member corresponded with Mercedes ISD and Donna ISD about preparing for the spring online classes at their respective schools.
- Fauclty member forward a 2 minute video link about the RGV Quilt Guild & STC Veterans Services Gift Quilts to Valley Veterans https://youtu.be/4YsDlUQnbgo

<u>Assistant Dean of Humanities</u>

- Chairs from the Humanities Area, along with the Assistant Dean of Humanities, attended the institutional Texas Pathways Project update meeting – everything is proceeding on (a rather brisk) schedule
- The Chair and a faculty rep from the English Department (among others) met with the NEFA Steering Committee to discuss the Spring 2017 NEFA pilot project – everything is a "go" for launch
- The Assistant Dean of Humanities and the Chair of the English Department continued to work with the Dean of LASS to revise Policy 4001: "Code of Professional Ethics" – We are probably one more draft from a final document

- The Assistant Dean of Humanities, along with the rest of the Starfish implementation team, met with representatives from SAEM to further discuss attendance roster integration features – We're getting closer …
- As of Thursday, 12/08, all of the departments in the Humanities Area (along with many others) got final approval for all of the course prerequisite changes to take effect for the 2017-2018 AY

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

Computer Science

- December 19, 2016 – 2 faculty members attended the Mission High School T-STEM Academy Advisory Board Meeting. The Assistant Principal began the meeting by showing the exemplary performance of the Academy program, which includes having approximately five hundred Academy students and having the first graduating class for the 2016-2017 school year. Project Lead the Way courses in Engineering and Computer Science have been implemented beginning with the 2016-2017 school year, and career pathways were discussed. Students in the program received computers and tablets to help them implement mobile applications in the Computer Science field.

Physical Sciences

- The department faculty and staff participate in a number of community service and student engagement projects. This activity report highlights only a portion of the contributions made by the department faculty and staff to facilitate student learning and student success at South Texas College
- On December 2nd, faculty members met with UTRGV Engineering department chairs and with the Engineering assistant Dean to finalize the Engineering 2+2 articulation agreements.
- On December 9th, the faculty member arranged for the Chemistry program to host two speakers from Ames National Laboratory in Iowa. The speakers promoted summer research opportunities available for students at two year institutions. (see photo to the right)

- On December 12th, the Chemistry program and the Engineering program articulations agreements with UTRGV were signed.
- The Chemistry club at STC collected toys in late November and early December. The toys were delivered to Estella House and Buckner on December 19th. (see photo to the right)

- Chemistry club members and faculty members visited Guerra Elementary in Edinburg. The club members performed chemisty and physical science demonstrations to promote science education. (see photo to the right)

University Relations

Articulation Activities

- **UTRGV Update:** The final list of articulation agreements that were signed on Monday December 12th:

Civil Engineering	Electrical Engineering	Manufacturing Engineering
Mechanical Engineering	Computer Science	Biology
Chemistry	Mathematics	Education
Music	Art	Theater
Communication	Criminal Justice	History
History with Teaching Certification	Social Studies Composite	Social Studies Composite with Teaching Certification
English	Philosophy	Psychology
Anthropology	Sociology	Social Work
Nursing	Business Administration	

- Other in progress agreements:

#	DEPARTMENT	PARTNERSHIP	STATUS	COMPLETION DATE
1	ADN Program	Stephen F. Austin State University	Initial Discussion Phase	Spring 2017
2	ADN Program	University of Phoenix	Draft Written	Spring 2017
3	ADN Program	Chamberlain College of Nursing	Initial Discussion Phase	Spring 2017
4	Social Work	TAMUK	Draft Written	Spring 2017
5	General MOU	TAMUK	Draft Written	Spring 2017
6	Criminal Justice	TAMUK	Draft Written	Spring 2017
7	Computer Science	TAMUK	Draft Written	Spring 2017
8	History	TAMUK	Initial Discussion Phase	Spring 2017
10	General MOU	TAMU	Initial Discussion Phase	Spring 2017

- Transfer Visits
  - **Pecan Campus:** UTRGV Transfer Admissions, UTRGV College of Education, Our Lady of the Lake University, Wayland Baptist University, and Texas A&M University – Kingsville Education Department
  - **Mid Valley Campus:** Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative, Texas Tech University and UTRGV Transfer Admissions.
  - **Starr County Campus:** UTRGV Transfer Admissions
- University Relations Activities
  - Coordinated with Kristin Croyle about the specific programs that are to be included in the December 12th Articulation Agreement signing ceremony.
  - Coordinated Public Relations and Marketing and Dr. Kristin Croyle about the 2+2 articulation agreement signing ceremony on December 12th. Prepared all of the final documents and shared them with UTRGV.
  - Coordinated with Mark Uerkvitz, who is based in Thailand about the possible collaboration between the Bachelor's programs at South Texas College and the University of Siam to have students attain both an American and a Thai degree.
  - Attended the South Texas College – UTRGV Leadership meeting to discuss how to make the relationship between our two institutions stronger and the transfer and reverse transfer process easier for the students.
- Special Projects
  - Attended several meetings about the Minority Science and Engineering Improvement Program grant in which we tried to make some decisions about the direction of this proposal. At this point it seems that we will be focusing on training for faculty. I also started working on the narrative for the proposal.
  - Participated in editing the biannual report for the Texas Regional STEM Degree Accelerator Grant.
  - Worked extensively on the narrative for the Minority Science and Engineering Improvement Program (MSEIP) narrative and attended several meetings, including on about the budget and a brainstorming session regarding the aspects of the grant. Also met with Dr. Chris Nelson about how this grant could be used to support the implementation of Starfish.
  - Attending the Pathways Project Update meeting to learn about next steps in the Pathways Project and how South Texas College is going to proceed forward.
  - Attended the mathematics department meeting and luncheon

- Upcoming Events
    - Presentation at Business Administration Orientation on January 23rd
    - Presentation to Mid Valley Academy students on January 27th
    - Texas A&M University Transfer Advisor Update on February 3rd.
    - Spring 2017 College Fairs: Week of February 14, 2017
    - Baylor Bound Summit on Tuesday March 28, 2017

TRSDA Grant

- Project Director, faculty liaison and Academic Grant Officer attended the STEM-X conference at request of Educate Texas in Dallas, TX on December 12. An outcome of this conference was to create strong collaborations to maintain a strong STEM network that provides opportunities for students and organizations to lead the way in STEM education and STEM careers.

Dr. Jayson Valerio
Division Dean – Nursing and Allied Health

- **Division Dean's Updates**
  - **December 12, 2016** – A meeting was held with the NAH Administration Team and the new VP for Student Affairs and Enrollment Management. The NAH Program Chairs were able to voice concerns to the VP-SAEM and find a common ground on some of these barriers to create a stronger partnership. This proved to be a great meeting and the NAH Administration Team was eager to move forward with these new ideas.
  - **December 14, 2016** – NAH Dean & Project Manager attended the JET Grant & NSRP Compliance process review with the Grant Compliance Department to review the processes for current & future grants. We are certain that this open line of communication and partnership will prove beneficial.
  - **December 15, 2016** – NAH Dean, Project Manager, and Simulation Specialist attended the Starr Ground Breaking for the new Health & Sciences Buildings that will be built for all STC students.
- **Division Activities**
  - **December 07 -** The Health & Medical Administrative Services had their Fall Pinning Ceremony at the STC Nursing & Allied Health Campus. The graduates were from the following program: Health Information Technology, Medical Coding Specialist, and the Electronic Health Record Program. There were a total of 20 graduates who received their pins. The students are enthusiastic began their journey in the Healthcare Industry. (see picture to the right)

  - **December 8, 2016 -** The Medical Assistant Technology Program held their Fall Pinning Ceremony at the Cooper Center at 6 pm. There were 24 Medical Office Specialists, 7 Medical Assistant Technology Certificates, 4 Medical Assistant Technology Associate of Applied Science and 4 Phlebotomy Continuing, Professional, Workforce Education participants. In attendance was NAH Dean, MAT Program Chair, MAT faculty and NAH Faculty Secretary. Guest speaker was a former MAT AAS graduate. (see picture to the right)

  - **December 12, 2016 -** The annual Pinning Ceremony of the Associate Degree Nursing Program for the graduates of Summer and Fall 2016 was held last at the Edinburg Conference Center at Renaissance. The Pinning Ceremony is a memorable occasion to celebrate the rite of passage of graduate nurses to the nursing profession. A faculty of the Program delivered the keynote address for 157 graduates who graced the ceremony with their families and friends. (see picture to the right)

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **MVC Administrator's Office**
  - MVC Faculty Advisory Committee Meeting – Dec. 1st
  - Mr. Daniel Montez attended a Pre-Bid Conference Meeting for Food Services Department – Dec. 8th
- **Student Activities and Wellness Department 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.
    - SLA Dual Enrollment Meetings – Every Friday at 1pm
    - SLA Meetings – Every Wednesday at 3:00pm
    - 3 on 3 Basketball
    - Stress Free Zones – Dec. 6-8th
- **Mid Valley Campus Clubs and Organizations**
  Student Activities and Wellness Department and Faculty/Staff Advisors work together to guide students in promoting STC, Community and National Events to the student body and outside community.
    - Political Science Club Meeting – Every Wednesday at 4pm
    - Mid Valley Spanish Club Meeting – Every Tuesday and Thursday at 2:30pm
    - Young Democrats Meeting – Every Tuesday at 2:30pm
    - Photography Club Meeting – Every Monday and Wednesday at 4pm
      - Christmas Photos – Dec. 2-3
    - Social Work Club Meeting – Every Tuesday at 2:30pm
    - Bible Study Fellowship – Every Tuesday and Thursday at 12pm
    - Dream Catchers Puente Club Meeting – Every Thursday at 12:30pm
- **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 Academies Specialist. Students gain valuable information from the workshops and presentations.
    - Cyber Security Club Meetings – Every Friday at 1pm
    - DEA Student Workshops – Every Friday at 1pm
- **MVC Counseling Department** holds a series of workshops, events and information tables for students several times throughout the month.
  - Holiday Gift Drive for CPS Children
  - World AIDS Day – Dec. 1st
- **MVC Library**
  - Library Staff Meeting / Luncheon – Dec. 14th
- **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:
    - Citizenship Classes
    - ESL Classes
- **STC Departmental Trainings and Workshops**
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
    - University Relations –
      - UTRGV Representative Information Table

        - Texas Tech University Representative Information Table
        - National American University Lunch N Learn
    - Career and Employee Services Department: On Campus Recruitment-Border Patrol
    - Philosophy Department hosts Ethics Discussions every Thursday evening at 7pm.
    - Child Development Center Parent Workshop – Dec. 9th
    - College Connection Department hosted Leadership Mid Valley on a campus tour on Dec. 15th.
    - Human Resources hosted Holiday Tour with Employee Relations Information Table – Dec. 12th
    - Custodial Department held interviews for new custodian Dec. 1st.
    - ARTS Department held Art Exhibit and Reception for Capstone Student Karla Vergara called "Bloom Art" on Dec. 5th
- **The STC Mid-Valley Campus -** Meeting location for many local organizations to host their events:
    - STAR Network monthly meeting was held on Dec. 16th
    - USMC Recruiting information Table on Dec. 7-8th.
    - US Border Patrol held Agent Training on Dec. 12th.
    - RGV Quilt Guild held their monthly meeting on Dec. 10th.
    - Texas Civil Rights Project Event held on Dec. 8th.

Dr. Arturo Montiel
Site Coordinator – STC Starr County Campus

- **Community Engagement**
  - Coordinating with Roma High School Mariachi Band to perform at Ground Breaking Ceremony
  - Coordinating with RGCCISD high school mariachi bands to perform at Ground Breaking Ceremony
  - Working with City/County Officials to speak at ceremony
  - Continue working with local news press to "register now" ads in paper
  - Evite for ground breaking ceremony sent to community as well as faculty/staff on campus
  - Mariachi Band from all local high schools confirmed for ground breaking ceremony
  - Pastor for convocation confirmed for ground breaking ceremony
  - Student Government Association decorated campus for holiday upcoming
- **Campus Events**
  - Rio Grande City Fire Department Meeting 12/5-9
  - Ping Pong Tournament 12/5-3
  - Stress Free Zone Student Activities Center 12/6-8
  - Texas A&M Agrilife 12/6
  - RGC Economic Development Corporation 12/6
  - Starr County Campus Psychology Club Got Talent 10 " Showcase of Champions" 12/8
  - Human Resources Holiday Tour 12/13
  - South Texas College Dual Credit Department Christmas Luncheon 12/13
  - Faculty/Staff Winter Luncheon 12/14
  - TMC Staff Meeting 12/14
  - TRTA 12/15
  - Starr County Campus 2013 Bound Construction Groundbreaking Ceremony 12/15
  - Health Human Service Civil Right Training 12/15
- **Facilities Related**
  - Preparing ceremony sight to clear obstructions for event
  - Coordinating with PR to set location for ceremony tent in parking lot #2
  - Coordinating with Maintenance ensure landscaping for event
  - Coordinating with security to block parking and reserve for guests
  - Working with TR to install Distance Ed equipment
  - Ground Breaking ceremony fence removed, trees trimmed complete
  - Media Services plan in effect for ceremony
  - Parking lot #2 for ceremony reserved
  - Campus holiday luncheon arrangements complete for 14th 11am-1pm
  - Repair of elevator completed
  - Landscaping contractor confirmed day before ceremony to complete cutting grass
  - Walking Trail markers on campus broken submitted work order

Yvette Gonzalez and April Castaneda
Project Managers - Academic Affairs

- **Academic Affairs Highlights**
  - Continue to email supervisors, department/program chairs to submit student/program successes.
- **Projects (development, data compilation, design, publication)**
  - Finalized artwork for Academic Council end of the year meeting
  - Compiled content for Academic Council end of the year presentation
  - Waiting on final approval for the GPA Academy logo for OPOD
  - Continued to work on Faculty Credential packets
- **Reports (development, data compilation, design, publication)**
  - Assisted Academic Affairs with compiling program data and information with the assistance of Research and Analytics Services & Institutional Effectiveness & Assessment for requested reports and presentations for Fall 2016. The following data requests have been submitted via the data request portal:
    - Graduate of Time Program Cohort Data for upcoming report
    - McAllen ISD Dual Credit Data for upcoming report
    - Nursing & Allied Health Data for upcoming booklet compilation
  - Assisted with Texas Pathways Project in creating a webpage by collaborating with PR, associate dean of OPOD, and associate dean of Curriculum.
  - Continued to assist VP of Academic Affairs & Curriculum & Student Learning Department with the preparation of Dual Credit Faculty Credential Review Packets including degree audits, document and report compilations per selected ISDs.
  - Assisted with the development and compilation of the following proposed EWDC presentations for Spring 2017:
    - Texas Pathways Project
    - Fine & Performing Arts
    - Puente Program
    - Design & Building Technologies
    - Texas Regional STEM Degree Accelerator Grant
- **Student Course Evaluations**
  - Communicate and submit requests through Data Request Portal on behalf of Curriculum & Student Learning Dept. regarding scheduled student evaluation uploads/drop uploads, & related items for Fall 2016.
  - Facilitate with email distribution for remaining Fall 2016 course evaluations and send updates for new & ongoing evaluation periods to Curriculum & Student Learning Dept.
  - Assist department with the proposed development of a guide/manual for managing course evaluation period.
- **Meetings**
  - Met with associate dean of OPOD and associate dean of curriculum to discuss Texas Pathways Project webpage and scheduled meeting at the end of the week: Dec. 6th
  - Attended meeting with OPOD to discuss 2nd annual faculty retirement ceremony: Dec. 7th
  - Attended OVPAA Update Meeting: Texas Pathways Project: Dec. 7th
  - Participated in monthly Distinguished Leadership Academy meeting: Dec. 9th
  - Attended Texas Pathways Project discussion meeting: Dec. 9th
  - Met with PR to discuss Texas Pathways Project webpage: Dec. 9th

- Attended STC & UTRGV 2+2 Articulation Agreements Signing Ceremony: Dec. 12th
- Attended Academic Affairs Council Meeting: Dec. 13th
- Met with Distance Learning instructional designer to finalize ADN Online information Session: Dec. 14th

Jessica S. Garcia
Coordinator – Academic Excellence Program

- **Valley Scholars Program**
  - **Fundraising** – Followed up with sponsors pending payment for the 11th Annual ANWTS.
  - **Retention** – Held Valley Scholars Fall Social on Fri., Dec. 9, 2016 to wrap up the semester and provide networking opportunities for Valley Scholars students.
  - **Graduation** – Worked with graduating students to ensure they met all requirements to participate in the Dec. graduation ceremony.
  - **Office** – Student Success Specialist position advertised on HR webpage.
  - **Community Service** – Valley Scholars students volunteered at McAllen PD's annual Christmas for Kids event on Sat. Dec. 17, 2016.

- **Phi Theta Kappa**
  - **Meetings** – Held Dec. officer meeting on Dec. 2, 2016.
  - **Hallmark Awards** – The Beta Epsilon Mu Chapter held a Commit to Complete C4 event on the Pecan Campus on Dec. 1 to promote college completion.
  - **Recruitment** – Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa.
  - **Scholarships** – Promoted the Phi Theta Kappa Fall Common Scholarship Application and UTRGV transfer scholarships. Submitted nominations for the All-USA Coca-Cola Scholarship.
  - **Community Service** – PTK students volunteered at McAllen PD's annual Christmas for Kids event on Sat. Dec. 17, 2016.

- **Honors Program (Yvette Gonzalez)**
  - Assisted Academic Excellence Dept. with incoming student inquiries about program and referred students to new Honors Program Director, Dr. Eric Reittinger. Assisted with processing honors faculty NOEs.

Dr. Maricela Silva
Officer - Academic Grants and Projects

- **Grant Activity for the Month of December:**
  - **14 Active Grants**
  - **1 Grants were under development for consideration**

  Recently Awarded:
  - None
- **Grant Oversight**
  - **TRSDA Grant**
    - Attended a meeting to review and discuss the upcoming Biennium report, due on December 1st.
    - Reviewed and responded to various emails regarding upcoming report.
    - Provided edits/feedback of draft report.
    - Attended the STEMx Conference in Dallas.
  - **Carl Perkins Grant**
    - Attended a Grant Compliance meeting to view a demo of the CareerFocus magazine and discuss the possibility of using promotional user of the grant to develop/purchase a subscription of the magazine.
    - Developed a summary of the meeting to share with VPAA.
    - Reviewed and responded to various emails regarding additional funds awarded and the upcoming meeting to discuss how these funds will be utilized, additional funds awarded, PTA equipment that needs to be ordered and status, grant related travel for faculty serving on Advisory Committees, and damaged equipment ordered for the Technology Campus.
    - Attended a meeting to discuss the PASS program and how finds from Carl Perkins can further enhance the "Lending Library" for students in the nursing programs.
    - Various phone calls made to clarify questions regarding PTA equipment and travel.
    - Read and responded to communication regarding June 2nd conference.
  - **RAND Grant**
    - Read and responded to various emails regarding Debriefing of the November Site Visit.
    - Reviewed reports and data sent by RAND to prepare for upcoming Check-in call.
    - Met with Dr. Kristina Wilson to discuss email received from Lindsay Daugherty regarding site visit.
  - **Texas Pathways Grant**
    - Reviewed and responded to various emails regarding initiative.
    - Discussion/informal meeting was held with Dr. Wilson and Dr. Grimes regarding upcoming convening to discuss next steps.
    - Attended update meeting to review status and next steps.
    - Attended meeting with OPOD and Dr. Wilson to review Pathways and plan for next steps.
  - **Starfish Grant**
    - Read and responded to various emails regarding Spring 2017 plans.
    - Reviewed reports and data uploaded to Bootcamp regarding pilot of Starfish.
    - Attended bi-weekly meeting to review status and next steps.
    - Reviewed Starfish to ensure all remaining open flags were cleared.
  - **Project HEAL2 Grant**
    - Reviewed and responded to various emails regarding initiative.
    - Attended meeting at Region One to review the grant and discuss next steps.

- Attended on campus meeting, which include representatives from STC, Region One, South Texas ISD, PSJA, and DHR, to discuss concerns with grant.

- **STEP2 Grant**
  - Reviewed email received regarding student recruitment.

➢ **Grant Development**

- **Recently submitted: None**
- **Grants being considered for Development/ Preparation in the month of November.**

1. **DOE- Minority Science and Engineering Improvement Program (MSEIP) Grant**
   Due Date: December 20, 2016
   Grant Amount: $150,000 - $350,000
   - Attended a meeting held by the grants office and external evaluator to discuss and develop a strategy for writing the proposal.
   - Attended a meeting with grants to create a graph to be used with the proposal.
   - Attended a meeting with grants to discuss the budget for the grant.
   - Created a draft of the budget narrative and a small write-up for STEM event.
   - Reviewed and respond to various emails between grants office, faculty/staff, and external evaluator.

   NOTE: After careful consideration and deadline fast approaching, it was decided it was not feasible to pursue this grant.

**NOTE: TWC – Construction Training-An RFP was forwarded via email to Rey Sanchez at Technology Campus regarding a grant opportunity. A follow-up phone call will be made to ask if Mr. Sanchez is interested in pursuing the grant.

➢ **Academic Projects:**

- **Miscellaneous**

Excellence in Action Award:

- Reviewed and responded to various emails and calls regarding the application.
- Met with Rebecca De Leon to review application and responses.
- Researched and forwarded additional information to Dr. De Leon to be used to responded to questionnaire/application.
- Briefly discussed application with Dr. Valerio and offered assistance in writing the application.
- Reviewed data/information sent by Dr. De Leon.
- A follow-up meeting is scheduled for next week.
- Follow-up email and application draft sent to Dr. J. Valerio for review and asked if he needed my assistance in writing the application. I have not received a response thus far.
- Reviewed application draft sent by Dr. De Leon, and provided edits/feedback.
- Reviewed final application by Dr. De Leon.

Excelencia in Education: Accelerating Latino College Completion (ALCC):

- Reviewed and responded to email from Excelencia regarding upcoming face-to-face meeting to be scheduled in February or early March.
- Reviewed email notifying me that a meeting will be held during the first week of March.

Faculty Advising Subcommittee Meeting:

- Attended meeting to discuss Spring 2017 Pilot Study.

AA Hiring Committee

- Reviewed applicants for the Academic Affairs AA positions currently available.
- Attended hiring committee meeting to review/discuss and choose possible candidates to scheduled for January interviews.

➢ **<u>Upcoming</u>**

- STEMx Conference (Educate Texas) scheduled for December 12th.
- Tentative: Mandatory annual meeting for TRSDA grant scheduled for February 22nd.
- Tentative: Texas Pathways Project Spring Convening scheduled for March.

- TRSDA- Collaborative Economics STEM Conference scheduled for February 7th - 8th in Phoenix, AZ.
- Excelencia in Education – ALCC Meeting Scheduled for March 2nd – 3rd in Orlando, FL.
- Educate Texas – mandatory meeting scheduled for March 31st – Location TBD.

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Continued ALC scheduling for each campus. Both ALCs at the Pecan Campus are on waitlist for specific hours, mostly morning courses. A plan to use C111 as a Tier 2 ALC has been proposed to meet the need for active learning spaces. Four more ALCs are planned for the Pecan Campus upon bond construction completion. Starr and Mid-Valley have good utilization with NAH showing diversity in course offering and improved utilization. Tech will require additional efforts as none of the eligible faculty are scheduled for the Spring semester. There is an additional ALC planned for the bond, but due to inefficiency of use it would be best to defer this project until usage increases and justifies the need.
  - Discussed options with a few of the Tech program chairs to generate better utilization of the ALC at the Tech Campus, while meeting their unique needs. A request to present and discuss this further was communicated to the Dean Reyna and this agenda item has been added to the division meeting in January.
  - Proposed utilizing C111 for courses and grant related trainings with open time available for institutional needs. Pending further discussing with Lee Grimes.
- **FOCUS Academy**
  - Collaborated with David Passero (FM) to process the stipends for graduates. All eligibility factors have been met and all participants will be paid their stipends.
  - Online registration via Formstack is live with forms completed by faculty from BT (4), and LASS (9). Additional emails were sent to specific divisions, department/program chairs with program information, registration links and list of department/program graduates.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Met with Laura Lopez to review the progress of activities and updated the number of faculty advising certifications. Projections for Year 3 faculty advising certifications are strong. Currently there are 38 enrolled in TLA, 46 in Online Modules and 23 for the existing faculty workshops, for a total of 107 participants. This exceeds the initial goal of 70 with one more semester left in the reporting year. The area of focus is assessment completion. The deadline for TLA and online recertification participants has been extended to 11:59pm Tuesday December 13th with completion data to follow.
  - Collaborated with Laura Lopez and David Passero (FM) to process the stipends for the Lead Faculty Advisors (LFAs). All eligibility factors have been met and LFAs will be paid their stipend in the December payroll.
  - Participated in the Faculty Advising Steering Committee. Representatives from each program/department were present to review the process and timeline for the spring pilot study.

Component 3

- **Enhancement of Technology Infrastructure**
  - Continued communication with stakeholders to facilitate the spring registration time line for remote NAH course delivery. The four proposed courses are PTHA 1409, OTHA 1305, EMSP 1371 and CSFH 0101. Currently the only course going forward is CSFH with one NAH campus visit.

Management/Compliance

- **Department of Education**
  - Continued to gather data and updates for the Annual Progress Report
- **South Texas College**
  - Met with the Grant Compliance Office to review the transitional plan for the new FM.

Other

- **South Texas College**
  - Met with Maricela Silva to give her an overview of component of the grant. Planned to meet with her to review the component two and three.
- **Highlights.**
  - Academic Affairs Council Meeting – November 28th
  - Faculty Advising Subcommittee Meeting – December 9th
  - HSI Budget Meeting - December 9th
  - Online faculty advising modules – October 17th – December 13th
  - Grant Meeting with Business Office, Receiving and Grant Office – December 14th
  - Online Spring 2017 FOCUS Academy Registration/Recruitment - October 24th – January 31st
  - Department of Education Annual Progress Report Due – January 31, 2017

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

- **Curriculum**
  - Reviewed November College-Wide Curriculum Committee and sent to committee members for review.
  - Completed audits for IT dual enrollment Faculty.
  - Worked with Registrar's office to create and test a DegreeWorks block for non-degree seeking students.
  - Created a SmartEvals FAQ and Training Manual to assist Specialist with student inquires.
  - Worked on the Spring Hybrid Report.
  - Worked on the agenda, packet and other items that were necessary.
  - Finished agenda and packets for December College-Wide Curriculum meeting.
  - Worked on the minutes from the College-Wide Curriculum meeting.

  Program Development
  - Assisted in the preparation on documents for Deaf Support Specialist certificate and Personal Trainer certificate for next Academic Council.

  Meetings attended and Trainings by the Curriculum staff
  - Attended Curriculum and Student Learning Staff meeting.
  - Attended Academic Council meeting.
  - Met with Developmental Math Program chair and other representatives to discuss MATH 1332 prerequisite and the impact on students.
  - Met with HR Business System Analyst to discuss Faculty Load and Compensation Module.
  - Attended College-wide Curriculum meeting on December 8.
  - Met with Director of PR to discuss possible modifications to print tabloids involving scheduling.
  - Attended a revisions meeting with Christina Cavazos, Dr. Kristina Wilson and Kandee.

  Curriculum Software
  - Worked on College-Wide Curriculum changes for 2017-2018.
  - Worked on Banner and Curriculum revisions in sharedrive.
  - Worked on College-Wide Curriculum Updates for 2017-2018.
  - Rolled Fall 2017 Schedule.
- **Student Learning Outcomes and Assessment**
  - Researched Faculty Evaluation Plans and processes for best practices.
  - Created a SmartEvals FAQ and Training Manual to assist Specialist with student inquires.
  - Worked on the agenda, packets and other items that were necessary.
  - Finished agenda and packets for Decembers College-Wide Curriculum meeting.
  - Worked on the minutes from the College-Wide Curriculum meeting.

  Faculty Support
  - Assisted several faculty with questions over JagPRIDE. Removing canceled courses, adding activities and changes of CLOs.
  - Contacted Dept. Chair Roy Trevino in reference to a new course appearing under Diesel Program. Will finalize before entering CLOs into JagPRIDE.
  - Assisted faculty with questions and issues over JagPRIDE.
  - Contacted Mr. Trevino in reference to missing CLOs on a new course. Finalized changes and entered correct information in JagPRIDE.
  - Assisted faculty with JagPRIDE reporting.

  Meetings and Trainings

- Met with Bb Outcomes team to begin entering PLOs and CLOs for pilot group. Will meet later in the week to review alignments, activities and rubrics.
- Met with Distance Learning Team to discuss Bb Outcomes pilot action items for Fall 2016.
- Met with Learning Outcomes Specialist to discuss Bb pilot.
- Participated in Department meeting and updated staff with Learning Outcomes semester projects.
- Conducted JagPRIDE Training December 2nd at 10 AM.
- Attended Multi-state collaborative webinar.
- Conducted JagPRIDE Training Friday, December 9 & 1st Deadline is December 16.
- Attended Taskstream LAT webinar. Will be scheduling webinar meeting in January to review Aqua from Taskstream.
- Participated in a webinar with Taskstream consultant.
- Participated in a Multi-state collaborative Initiative webinar to learn more about outcomes assessment.

➢ **Course Scheduling**

- Generated weekly room utilization report in Active Learning Classrooms for HSI Grant Project Director, Yolonda Jaramillo.
- Created a work order with Help Desk to remove all rooms from the Fall 2017 schedule.

Schedule Development

- The Scheduling Technicians reviewed course schedules focusing on minimester, hybrid, internet, guided self-studies and BASOL to ensure proper coding is assigned. Technicians worked on Spring 2017 schedule updates, room reservations requests, schedule request forms, and TBA report. Also updated Active Learning Classroom schedules for summer 2017. Submitted the Fall 2017 (201810) 1st review schedule for the Deans/Programs Chairs for review.

Schedule Maintenance

- The Scheduling Technicians processed Fall 2016 faculty room reservations, entered scheduling changes for Spring 2017 (additions, cancellations and faculty changes). Technicians met with Dr. William Santana to review and make time and faculty adjustments to his Spring 2017 schedule. Updated Active Learning Classroom schedule for Yolonda Jaramillo, HSI Grant Project Director for Fall 2016 and Spring 2017.

➢ **Associate Dean**

- Attended the Academic Council meeting.
- Attended a meeting with VPAA to discuss sabbatical leave.
- Attended a meeting with Edinburg CISD to review Deal Credit faculty and courses.
- Held a Curriculum & Student Learning department meeting.
- Held and presented at a Math Pathways meeting.
- Attended the FLAC meeting.
- Met with office coordinator to review the Deaf Support Specialist and Physical Trainer Certificate documents to see what is still pending finalization.
- Met with office coordinator to discuss the Fall 2017 Schedule Roll.
- Attended a meeting with ET Dirctor to discuss Temporary Full-Time Instructor room assignments.
- Attended the EWDC meeting.
- Attended a webcast to discuss the results from the Multi-State collaborative to Advance Quality Student Learning.
- Held a Texas Pathways Project webinar meeting.
- Met with PR team and office corrdinator to discuss tabloids.
- Met with VP of Academic Affairs to discuss Pathways meeting.
- Attended the College-Wide Curriculum meeting.
- Held a Texas Pathways Project meeting on December 9.

- Attended the Taskstream LAT presentation.
- Attended the Planning and Development Council meeting.

Nicolas Gonzalez
High School Programs and Services Administrator

- The enrollment of dual students is quickly being finalize as this Friday is the deadline.
- A final rollover of dual students from the fall to spring was completed on December 23rd, with 15,459 (duplicated) registered for the spring term.
- I ran a report last week which showed that 181 dual sections had zero enrollment. This was distributed to the Dual2Degree and ECHS Coordinators so they may contact the schools. We were anticipating a total enrollment of over 15,000 students, but this was depending on all sections making, and primarily, the possible withdrawal of students on suspension, probation - both of which a counseling session must be made-, and the elimination of holds by students.
- We are waiting the completion of the fall to spring rollover of students program, and the testing of our matrix schedule for accuracy. Plans are by IT to have this finished by the end of the week.
- Most of the ECHS Coordinators have completed entering the names of all the students in the new sections for the spring.
- We are waiting for some of the chairs to submit names of faculty for the sections still waiting to be staffed.
- The rollover of students with a "C" or better from fall to spring, was sent last week to programmer, Stephen Crum. He will be testing the rollover and providing us with corrections that need to be made before we break for Winter.
- **1,119** sections are part of the rollover this year. Last year we had **1,238** sections in the rollover for **-119.**
- Excluding the Academies sections, we currently have **1,750** total sections scheduled for the spring. Last year we had **1,846**, for a difference of **-96** sections.

➢ **DE Planning and Scheduling Manager**

- **Met with IT Department to discuss the roll over schedule.**
  - Attended the meeting with Tulsa.
  - Met with Associate Dean of IRE to review the dual sites.
  - Attended the Women in Technology meeting at the Tech Campus.
  - Met with DE Faculty Liaison to discuss the dual enrollment book list.
  - Met with HSPS department.
- **DE Scheduling and Planning**
  - Created all the Span 1411 for Fall 2017 that did not rolled over.
  - Request new speech sections for PSJA North. Chair denied the sections.
  - Created new architectural courses for La Joya and Mission.
  - Worked on CTE schedule for PSJA North.
  - Talked to counselor from MedHi to change some times on a couple of courses and created a new stats class.
  - Requested a new sociology course for La Villa ECHS. Chair approved the section.
  - Worked on La Joya HS spring schedule.
  - Deleted an art section for Mission Collegiate.
  - Worked on faculty assignments for the dual government sections.
  - Requested a new Biology section for Valley View ECHS. Chair approved section.
  - Worked with Thelma Salinas STEM on changes to their spring schedule.
  - Create welding courses for Weslaco CTE ECHS.
  - Worked with Mr. Neumann on faculty assignments for spring for all dual sections.

    - Per program chair, changed two sections of music appreciation to hybrid. The school districts agreed to the change.

- **DE Workforce Specialist**
  - **Conference/Workshops/Meetings**
    - Attended Business and Technology Staff Meetings
    - Attended High School Programs and Services Meetings
    - Attended Women In Technology Committee Meeting
  - Screening Dual Enrollment Instructors for Spring ’17 & Fall ‘17
  - On-going communication with the Department Chairs: Business, Welding, Administrative office Careers, Automotive Technology, Business Computer Systems, Computer Aided Drafting, Construction Supervision, Culinary Arts, Diesel Technology, Electrician Technology, Electronic Computer Maintenance Technology, HVAC, Human Resources, Precision Manufacturing, Paralegal, EMT, Electronic Health Records, Medical Office Specialist, Patient Care and Nursing Chairs.
  - On-going communication with Outreach, Admissions, Academies, Early College High School and The Institute for Advance Manufacturing.
  - On-going communication with ISD’s in regards to CTE courses.
- **Dual Enrollment Faculty Liaison, HSPS**
  - Continued to contact principals who have not yet returned the signed Principal Agreement.
  - Responding to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues.
  - Faculty Senate did not hold a meeting in December.
  - Contacted schools that were offering new courses or additional sections to provide them with textbook adoption information. Stressed that textbooks must be available when spring 2017 classes begin on January 17.
  - Reviewed 2017 Excellence in Education application for Academies Program and made notes for corrections/suggestions.
  - Attended High School Programs & Services department meeting on December 13.
  - Attended Academic Council December meeting on December 13.

Dr. Rebecca De Leon
Director – Academies and HS Projects

- **Completed: Projects / Activities**
  - Twenty-Nine Year 4 TexPREP Trip to STEM based Trip on December 8-10, 2016. The students visited the University of Texas at Austin, Houston Museum of Natural Science, Houston Zoo and the Johnson Space Center in Houston.
  - An Application for the Fourth Annual Excellence in Action Awards was submitted for the Dual Enrollment Medical Science Program.
- **TexPREP:**
  - Hidalgo ISD Meeting was held during the first week of December for the TexPREP Year 4 Trip.
- **Academies Programs:**
  - Recruitment presentations were held at Edinburg North High School, The Science Academy, McAllen Achieve, Veterans Memorial High School, Robert Vela High School, and Mission Collegiate High School for our application deadline of Friday, March 31st.
  - A meeting was held on Tuesday, December 13th with IT for an update on the Academies Online Program Application.
  - Logistics of DEEA/DECSA/DECJA College Tour have been planned to visit the University of Texas Rio Grande Valley, Texas A&M Kingsville, Texas A&M at College Station and Sam Houston State University on February 23-24, 2017.
  - On Friday, December 2nd, the following workshops were held:
    - Pecan Campus: Juniors and Seniors enjoyed a Counseling Session by Mayra Avila on Stress Management and Self-Care in preparation for finals week.
    - Mid Valley Campus: Student Leadership Academy Presentation was held on Conflict Management where students learned how to overcome conflict, influence others and raise performance.
    - Starr Campus: Presentation was held by the Counseling Department, Mayra Lozano on Self-Care prior in preparation for finals.
- **Professional Development/Continued Learning:**
  - Academies Staff attended the High School Programs staff meeting on Tuesday, December 13th.
  - Academies and High School Projects staff meeting was held on Monday, December 12th.
- **In Progress: Projects and Major Activities**
  - Continue working with IT to create an online Academy Program Application for recruitment class 2018-2019.
  - Finalization of logistics for DEEA/DECJA/DECSA College Tour to take place on February 23-24, 2017
  - Planning of logistics for Senior STEM Trip to take place on March 2-3, 2017
  - TexPREP Returners and New Student application

Vacant
Associate Dean – Professional & Organizatonal Development

- **Events**
  - **Texas Pathways Project Update Meeting:** held the Texas Pathways Project Update meeting on Friday, December 9, 2016. South Texas College's leadership team was updated on the history of the Texas Pathways Project, as well as the fall 2016 institutes and homework. Furthermore, presentations were provided on the upcoming homework and institutes.
- **Academies:**
  - **Teaching and Learning Academy (TLA):** continued hosting its 2016-2017 Teaching and Learning Academy during December 2016. One session were held in the month of December. This session was the fourth and final installment in the Faculty Advising (NEFA) Module 4: Advisor Best Practices. There are currently 53 active participants.
  - **Ambassadors Cross-Training Academy (ACTA):** proceeded to offer its Fall 2016 class of the Ambassadors Cross-Training Academy during November 2016. A total of two sessions were held with 18 active participants.
    - Session 10 – December 1, 2016
      - 12 Participants learned about Public Relations and Marketing, Accountability, Risk and Compliance, and Purchasing and General Services
    - Session 11– December 13, 2016
      - 15 Ambassadors were commissioned during the Graduation Ceremony with Dr. Reed
  - **Ambassadors Leadership Academy (ALA):** hosted its fourth session of ALA on Friday, December 2, 2016. 14 Participants presented their projects over a "new breed of leader."
  - **Distinguished Leadership Academy (DLA):** hosted its session of DLA on Friday, December 9, 2016. Facilitators Darci Cather and Dr. Lee Grimes led 11 participants through how to set goals and envision their futures.
  - **DELTA Academy:** The Academy continues with the lead of facult liaison and with the help of the Distance Education Department. The Dual Enrollment Learning and Teaching Academy (DELTA) has help Dual Enrollment Faculty. DELTA Online has provided participants with support and guidance as well as information on faculty expectations, resources, policies, procedures, and creating a college environment. 38 participants graduated from DELTA Online Academy this fall.
- **Programs in Development:**
  - **Implementation of the STC in FOCUS: FOCUS on Learning portion of the HSI grant**
    Ongoing work with:
    - Offering the FOCUS Academy and preparing for the Rounds process
    - Monitoring faculty progress with the ALCs
    - Working on plan for future ALCs (furniture, technology, budget, etc)
    - HSI Evaluation plan monitoring
    - Staffing for OPOD Team
  - **Customer Service Academy:** The Office of Professional and Organizational Development is in the process of preparing a new Customer Service Academy which will focus on the following topics:
    - Customer-Focused Service Communicating More Effectively, Dealing with Angry Customers, Managing Customer's Behavior Styles, Telephone and Business Etiquette, Understanding our Unconscious Biases

    Program is ready for release Summer 2017. We hope to launch our first cohort at this time.

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

- Attended SACSCOC site visit meeting held at the Pecan Campus Board Room.
- Coordinated SACSCOC PCCTC site visit meeting rooms, preparations and hospitality for visiting committee members.
- Met with SACSOC Interview team, staff, faculty, students and PSJA ISD administrators on November 1.
- Led SACSCOC Interview team members on tour of Pharr Teaching Center program classrooms and lab areas on November 2nd.
- Attended SACSCOC site visit exist conference with leadership team held at the Pecan Campus Rainbow Room on November 3rd.
- Participated in the 4th Annual Counselor's Update held at the Technology Campus, November 4 from 8:00am-12:00pm.
- Attended the Business & Industry Career Fair at Pioneer HS in Sharyland on Thursday, November 10 from 7:30-12:00pm.
- Attended the PSJA ISD CTE Advisory Committee Meeting on Thursday, November 10 from 6:00-8:00pm at the Lone Star National Bank Corporate office.
- Co-hosted a tour of the Technology Campus and programs informational for the College Advising Training Program participants on Friday, November 11
- Attended CCTA dual credit planning meeting with CCTA administrators and faculty to discuss HVAC&R class offerings for the spring.
- Attended Veteran's Day ceremony held at the Technology Campus.
- Held Registration Round-up event at the Pharr Teaching Center on November 17 from 6:00-8:00pm.
- Met with Dr. Plummer, IT team including Library staff together with Pharr Teaching Center faculty and staff to discuss technology challenges and instructional technology needs for the 2017 semester.
- Met with Project Hire team on November 17 to review student progress.
- Attended B&T Division Thanksgiving luncheon.
- Attended Habitat for Humanity House Dedication Ceremony on November 22, 2016, in the City of Alamo along with Construction Supervision program students, faculty, Habitat families, and staff in support of Building Technology programs and those who volunteered their time in the construction of the Habitat homes.
- Met with the Construction Supervision Association students in coordinating the delivery of Thanksgiving meals for families in the Alamo, Edinburg, and McAllen area.
- Attended the Sharyland High CTE Career Fair on November 30, 2016 to promote the Building Technology programs.

Other:

- Attended the Business & Technology program chair meetings.
- Attended DBT department meetings.
- Addressed information requests for spring enrolled students.
- Continued to meet with Construction Supervision students and classes.

Dr. Rene R. Zuniga
Site Coordinator – STC-La Joya Teaching Center

- Facilitated the LJTC Advisory Committee Meeting.
  - The committee discussed the following:
    - Concerns about Early Payment Deadline (December 14, 2016) for high school students who will be graduating in December 2016.
    - Recruitment/outreach activities
    - Priority registration
    - SACSCOC Team Visit
    - Signage and name
  - The committee agreed with the name/sign: (see image to the right)

    SOUTH TEXAS COLLEGE
    HIGHER EDUCATION CENTER
    LA JOYA

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
December, 2016

Alicia Gomez, CIO
Technology Resources

Applications Development

Constituent Relationships Management system (CRM) – Radius by Hobson's
The processes that load Student data from Banner to Radius continues to run daily without any issues. The functional team will use the up-to-date information to create targeted messages for current and prospect students in the spring term.

Early Alerts system – Starfish by Hobson's
The Applications team completed the course data transfers from Banner to Starfish and monitored the processes throughout the Developmental program pilot. The functional team is planning to launch the second phase of the Starfish pilot to include faculty who teach core courses in the spring term. IT will continue to monitor the data loads to ensure the processes runs seemly from one phase to the next until full deployment.

Luminis 5 upgrade - JagNet
Minor content and functionality issues were encounter and resolved after deploying the new JagNet portal to production last November. The IT team continues to fine-tune the new ID creation batch process in the Luminis 5 environment in preparation for spring registration. The JagNet content committee will continue to meet regularly to review and approve changes to the portal and plan the next project phase.

Banner XE transformation
Ellucian consultants were able to schedule resources to begin the ILP and Mobile implementation projects in early 2017. Other engagements such as a Banner Accounts Receivable follow up visit and a Faculty Compensation Load Calculation (FLAC) training are also being finalize for the month of February 2017.

Timekeeping System - TimeClock Plus
The IT team worked on setting up the servers and single sign on for TimeClock Plus and they will meet with consultants in January to validate the environment. The new time keeping system will go live on May 1, 2017.

Infrastructure

Disaster Preparedness/Recovery Planning - STARR Data Center
The Golden Gate and Banner data replication test phase resumed after the team fixed all issues related to the Oracle 12c conversion. The IT team has been able to mirror Banner data from the main data center in Pecan to the new Rio Grande data center and will coordinate a tabletop exercise to continue testing the new facility. This project is part of STC's Business Continuity and Disaster Recovery plan.

Office 365 Migration
The Systems team migrated faculty and staff email accounts to Office 365 during the winter break without any issues. Then (10) executive email accounts are still pending migration and will be addressed one on one during the first couple of weeks in January 2017. The email migration project for faculty and staff is part of STC's Business Continuity and Disaster Recovery plan.

Virtualization Phase II
The VDI second phase which consists of installing 88 tin clients for the SAEM division is on hold until the area renovation project is completed.

Victor M. Gonzalez, CISO
Information Security

- **Information Security Program Metrics**
  Update: A monthly count was requested of full-time employees to be added to our metrics database. There are metrics that rely on that piece of information.
  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 Mobile Access (SMA)**
  Update: Two-factor authentication was enforced on IT staff.
  Summary: We are transitioning to a new remote access vendor solution.

- **Texas Cybersecurity Framework and TAC 202 compliance**
  Update: We had a closeout presentation by the consultants and subsequently we received a copy of the final report.
  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.

- **InfoSec Advisory 16-02: Standards for Encrypted Web Communications**
  Update: We currently have 10 applications going through the WAF. We had a meeting with the vendor, where we discussed acceleration for our adoption of the resource.
  Summary: We created an advisory to IT informing them that we need to adopt web communication encryption protocols that are considered secure by today's standards.

- **Secret Server Implementation**
  Update: We had a couple of meetings to move forward on configuring the resource.
  Summary: We acquired a perpetual license of Thycotic Secret Server to help us manage shared passwords used on college resources.

- **Intrusion detection from MS-ISAC**
  Update: The Albert sensor was deployed. We performed some tweaking with the help of the vendor to ignore alerts from our student devices to avoid false positives.
  Summary: One of our weaknesses is our limited capabilities for intrusion detection. We are planning on leveraging a service offered by MS-ISAC to provide us with improved detection with minimal investment.

- **Access to GRC (governance, risk, and compliance) software used by Texas Department of Information Resources**
  Update: We logged into the system to get familiar with the resources. We are going to request access to the production environment on January 2017.
  Summary: The Texas Department of Information Resources granted the college an instance of Archer (GRC software) to be used to help manage the risk to our information resources and facilitate compliance with TAC 202.

- **MS-ISAC Nationwide Cybersecurity Review**

  Update: We completed the survey prior to the deadline.

  Summary: We are going to participate in the MS-ISAC Nationwide Cybersecurity Review. This will benchmark the maturity of our information security program against peers in state and local government.

Marie Evans, Director
Educational Technologies Department

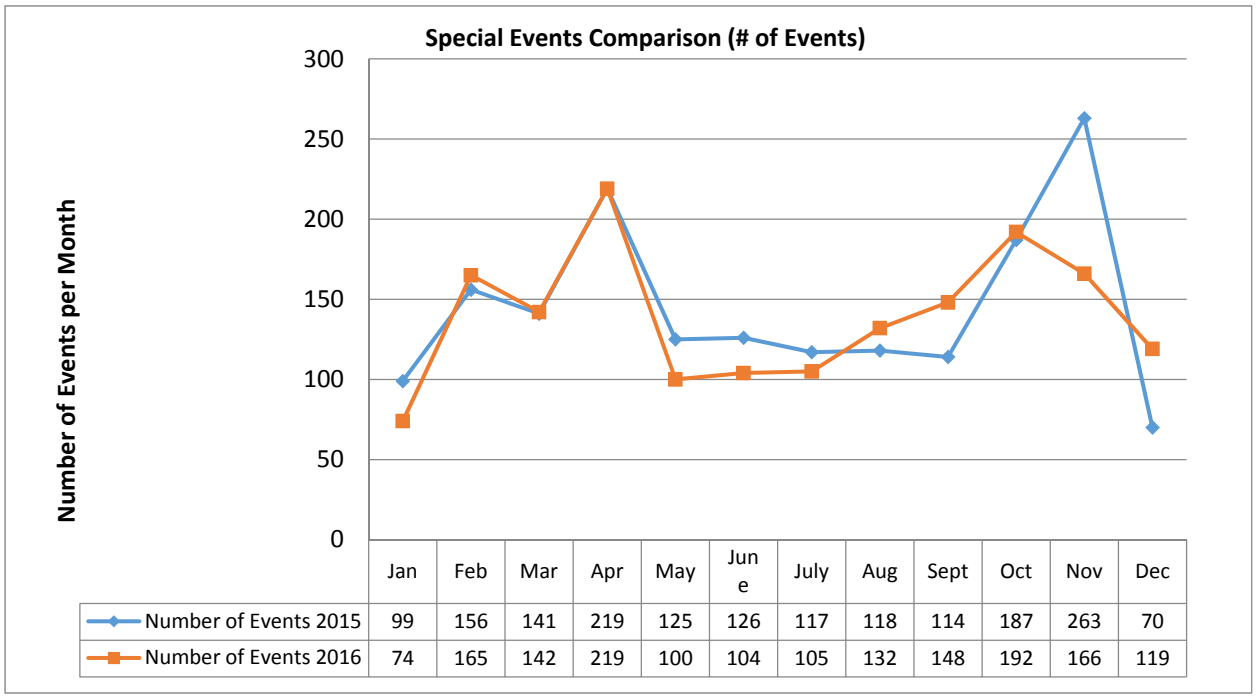
Meetings:

- 12/1/2016: Library & Learning Support Meeting, Leadership Meeting, MV Campus
- 12/2/2016- Starr Campus visit
- 12/5/2016: HR Meeting
- 12/7/2016: Bond RFP Meeting
- 12/8/2016: Dean of Ed. Technologies Meeting
- 12/12/2016: AV RFP Discussion, Active Learning Classroom Meeting, Learning Support Meeting
- 12/13/2016: Educational Technologies Year End Meeting, Leadership Meeting
- 12/14/2016: Dr. Reed's Meeting, La Joya visit

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	132
Sept	148
Oct	192
Nov	166
Dec.	119

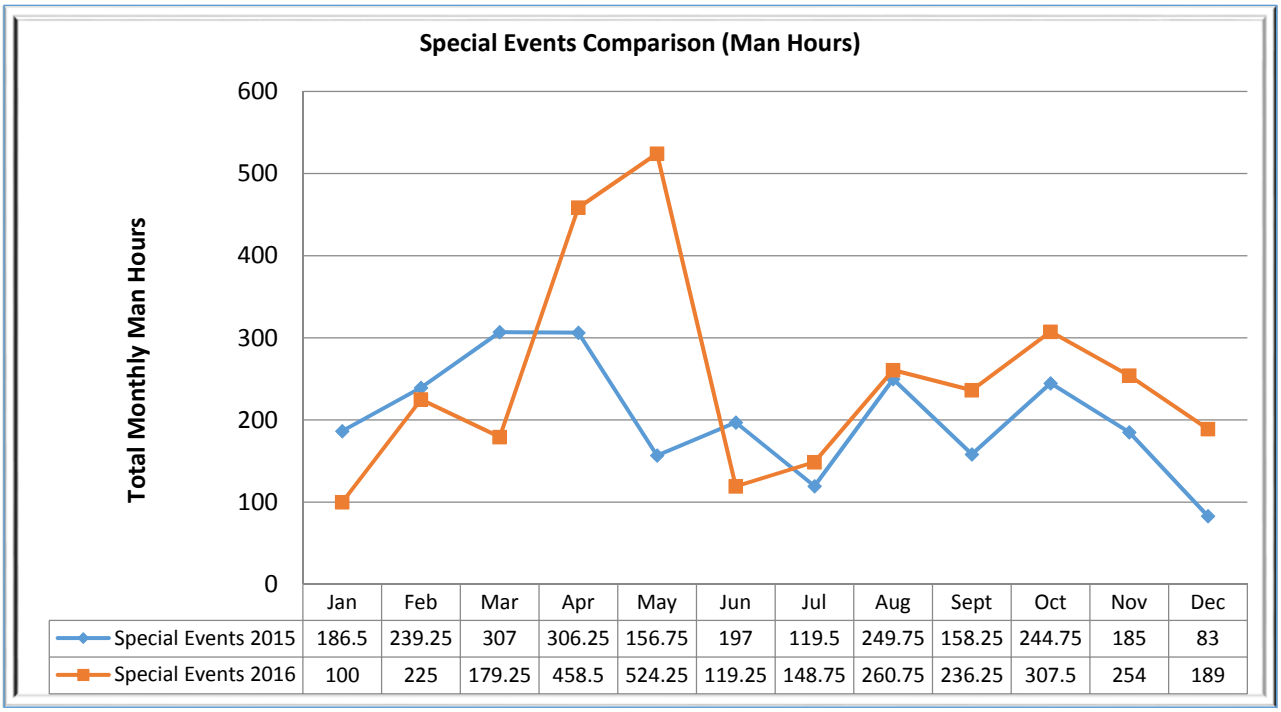


	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Number of Events 2015	99	156	141	219	125	126	117	118	114	187	263	70
Number of Events 2016	74	165	142	219	100	104	105	132	148	192	166	119

Total Man Hours

2015	
Jan	186.5
Feb	239.25
Mar	307
Apr	306.25
May	156.75
June	197
July	119.5
Aug	249.75
Sept	158.25
Oct	244.75
Nov	185
Dec	83

2016	
Jan	100
Feb	225
Mar	179.25
Apr	458.50
May	524.25
June	119.25
July	148.75
Aug	260.75
Sept	236.25
Oct	307.50
Nov	254.00
Dec	189.00



SOUTH TEXAS COLLEGE

Reservations by Campus	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	27	15	9	7	0
Data Projector	8	0	0	3	0
Laptop	61	3	27	0	292
PA System	5	4	0	0	0
CD Player	0	1	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	1	1	0	0	0
TV	0	1	0	0	0
Microphone	33	5	2	5	1
Direct Box	0	1	0	0	0
Digital Camera	0	0	0	0	0
Speakers	25	7	0	7	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	0	1	0	0	0
Document Camera	35	0	82	0	0
DVD/VCR Player	2	0	0	0	0
Wireless Lab	0	0	0	0	0
Keyboard/Mouse	5	1	3	1	0
Sympodium	0	0	25	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	0	2	1	1	0
Tripod	6	1	0	0	0
WebCam	4	1	1	0	0
Computer	0	0	0	4	0
Portable Table	0	2	0	1	0
Microphone Stand	1	5	0	0	0
HD Video Streamer	0	0	0	0	0
Polycom Phone	1	0	0	0	0
Stooges (switcher)	1	0	0	0	0
LANC Controller	0	1	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	5	0	0	0	0
Mac Adaptor	2	0	0	0	0
TableTop Mic Stands	0	5	0	0	0
Ipad	0	2	0	0	0
PTZ Joystick	5	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	16	3	0	0	1
TOTAL	***243***	***62***	***150***	***29***	***294***

Dr. Fernando Chapa, Director

Institutional Effectiveness & Assessment

IE Activities:

- Office of the President IE Plan
- 2015-2017 Mid-Biennium Completion – Ongoing (85% completion)
- 2017-2019 Planning: Guidebook and Workshop Developmental (in progress)
- 2013-2015 IE Report Completion – Office of the President
- Updated and completed the 2016 biennium report with recent completion status and forward this report to Department director.
- Provide percentage of 2016 Biennium report completion status to Department director.
- Create and organizing 2016 Biennium Report on Excel format to simplified users' interaction for the following departments:
- Curriculum & Student Learning
- Early College High Schools
- Office Management
- Culinary Arts
- Paralegal
- Welding Technology – Combination Welding

Reporting:

- Factbook Related Activities:
- Updated the Retention by Major reports
- Uploaded and posted the Fact Book Archives
- Coordinated with RAS for the Fact Book Archives

Data request:

- *Closed*: ST-941, Enrollment by Declared Majors for Fall 2010 and Fall 2011
- *Pending Client Response*: ST-958, Graduate by Semester; Fall to Fall Retention Rate; Placement by Program
- *Work in Progress*: Enrollment and Degree Award reports for PCCTC

IEA Departmental Duties

- Revised and worked on the 2017-2019 IE Planning and Budget Request Training PowerPoint presentation
- Completed downloading data from 1998-to present day from Office of the Vice President of Information Services & Planning, Client Services, Information Commons and Open Labs, Division of Library Services & Instructional Technologies, Library Art Gallery, Library Public Services, Library Technical Services, Information Security, Institutional Effectiveness & Assessment, Research & Analytical Services. All these files will be allocated in sharepoint system and departmental library website. Continuing downloading Non Academic IE Reports in appropriate files. All these files will be allocated on sharepoint and departmental website library.
- Revised and worked on the 2017-2019 IE Planning and Budget Request Training PowerPoint presentation
- Made contact with Martha Nicole Perez on numerous occasions to make revisions to the 2017-2019 IE Planning and Budget Request Training PowerPoint presentation, and to come up with an agenda for the trainings
- Uploaded Fact Book Archives (2000-2011 – 2009-2010) to the IEA Share Network Drive

Assessment Reporting Specialist's Activities:

- Updated and completed the 2016 biennium report with recent completion status and forward this report to Department director.
- Provide percentage of 2016 Biennium report completion status to Department director.

IEA Website Related Activities:

- Completed downloading data from 1998-to present day from Vice President for Students Affairs & Enrollment Management and Vice President for Finance and Administrative Services. All these files will be allocated in SharePoint system and departmental library website. Continuing downloading Non Academic IE Reports in appropriate files. All these files will be allocated on SharePoint and departmental website library.

Other:

- ESSI Short Term Action Plan
- Mailbox
- Attempted to make contact with one of the Southern Association of Colleges and Schools (SACS) Commission on Colleges presenters to obtain information regarding the Engaging Your Institutional Effectiveness Committee in Assessment and Annual Plan Reviews presentation.
- Organized the list of sessions attended during the Southern Association of Colleges and Schools (SACS) Commission on Colleges

Meetings:

- ESSI/TX Pathways
- IEA Team Meeting
- Dean Director's Meeting – with Laura

- Attended SACSCOC Annual Meeting
- Planning & Development Council
- Data Request Portal Redesign
- Attended the Southern Association of Colleges and Schools (SACS) Commission on Colleges annual meeting – which is the recognized regional accrediting body in the eleven US Southern states. The meeting was held in Atlanta, Georgia. Returned back to work on Wednesday, December 7, 2016
- Met with the IE department to review the PPT presentation for the 2017-2019 IE Planning and Budget Request Training

Cody Gregg, Dean
Library and Learning Support Services

Dean's Meetings:

- 12/1/16: Bi-monthly meetings with Directors; LLSS Administrative Staff Meeting; MV Campus Personnel Meeting; Pharr Teaching Site Library Meeting.
- 12/2/16: Vacation Day.
- 12/5/16: Tech CLE Manager Interviews.
- 12/6/16: Coordinated Operations Council; Bond Construction Program Planning Meeting.
- 12/7/16: NAH CLE Interviews; Bond RFP Meeting; Bond Furniture Color Selection Meeting; meeting with the VP-ISP&SI.
- 12/8/16: Bi-monthly meetings with directors; Library Leadership Meeting.
- 12/9/16: Interviews for Associate Dean of Library Services.
- 12/12/16: AV RFP Discussion Meeting; CCUMC Board Meeting Conference Call; Meeting to Discuss Color Selection for National Library Products; Starr Computer Tables Markup Meeting; Learning Services Support Services Group Meeting.
- 12/13/16: ET Year End Meeting; CLE NAH Manager Interviews; Board Meeting.
- 12/14/16: Outreach & Instruction Weekly Meeting; Administrators' Holiday Luncheon; Pecan Library Digital Signage Meeting;
- 12/15/16: Bond Procurement Kickoff Meeting.
- 12/16/16: Vacation Day.

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Worked on the Library Technical Services budget proposal and staffing request for FY 2018.
- Compiled library bond construction documentation and posted these to the Library shared drive.
- Continued working with network staff and the vendor to set up desktop client access for the sound masking system.
- Continued working with Systems staff to prepare for the Office 365 migration for employees with two email accounts.
- Began working with the vendor and IT staff to configure ShiftPlanning.
- Began working to prepare to go live with a networked Supplemental Instruction lesson plan system for the spring semester.
- Continued working on the student, faculty/staff, and community user rack cards.
- Continued working on updated images for several website icons and buttons.
- Continued researching COUNTER 4 report capabilities for three databases.
- Continued researching and testing style modifications to the library website tables and widgets.
- Continued working on the CLE topics covered reports.
- Continued researching tutoring center websites at other academic institutions to get ideas for updating the CLE website.
- Continued working on a JagTrax training presentation for the Spring Tutor Training Day.
- Continued analyzing online tutoring reports from RAS.

Collection Development Balances:

- Library Acquisition…… $ 110,735.00
- BAT & BAS/ Materials- …… $ 13,935.00

Information Commons and Open Labs:

Highlights:

- 12/16/16 Learning Commons and Open Labs End of the Semester meeting. 42 out of 43 Learning Commons and Open Labs staff attended the meeting. The staff were trained on new lost and found procedures and there was an Awareness Session on Password Resetting.
- Preparations were made to accommodate the Mid-Valley Open Lab closure due to bond construction.

November 2016 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab*	2,533	6,697	
Pecan F-134 Internet Café	659	1,391	7,510
Pecan T1.706 Info. Commons	619	904	2,562
Mid-Valley E-118, E-119	796	2,291	
Mid-Valley E-117 Open Area	305	561	
Mid-Valley G-144	560	1,041	
Starr J-108, J-109	437	1,382	
NAH 1.208J	952	2,520	
Technology B-141	475	1,078	
Technology B-160 Internet Café	136	272	
District Total:	**7,472**	**18,137**	**10,072**

***Gate counts for the Pecan Open Lab are currently unresponsive, therefore, I cannot retrieve the count.**

Libraries and Information Commons

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	2,923	6,783
Pecan F-222	117	204
Mid-Valley Learining Commons*	0	0
Starr 1500 Library	546	1,828
Technology A-136 Library	198	407
District Total:	**3,784**	**9,222**

***Mid-Valley Learning Commons was closed due to the Library move. They are currently located in MV A-101A.**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	386	507
Pecan F-130 Group Stations	84	116
Mid-Valley Library Group Stations	0	0
Mid-Valley Open Lab Group Stations	15	20
NAH Group Stations	615	1,178
District Total:	**1,100**	**1,821**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	2,648	7,144
Mid-Valley A101A Open Labs	726	1,726
Mid-Valley G-270 CLE Open Labs	1,148	3,150
NAH CLE Open Lab	424	1,181
Starr CLE Open Labs	268	887
Tech CLE Open Labs	129	444
District Total:	**5,343**	**14,532**

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

- 12/01/16: Met with the Dean for their bi-weekly meeting; attended a Library & Learning Support Services Administrative Staff meeting; attended a Mid-Valley Campus Team meeting.
- 12/2/16: President's Administrative Staff meeting.
- 12/5/16: Dissertation Committee meeting; 3-D printing project meeting.
- 12/7/16: Taskforce to discuss library fine replacement; Meeting to discuss bond furniture color selection and service desks.
- 12/8/16: Learning Commons and Open Labs Leadership meeting.
- 12/9/16: Work-study interviews.
- 12/12/16: Lost and Found meeting at the STC Police Department; meeting to discuss the color selection for the National Library products and to discuss the Starr computer table markups.
- 12/16/16: Learning Commons and Open Labs End of the Semester meeting.

Public Services Data:

Library Services Data: 12/1/2016 -12/31/2016								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	0	91	n/a	8	4	103
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	285	1,780	7,724	27,815	771	4,520	1,668	44,563
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1	156	920	n/a	105	41	1,223
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	180	274	1772	n/a	181	145	2,552
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	4	0	13	n/a	0	2	19
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	486	59	823	n/a	218	27	1,613

Centers for Learning Excellence

Mid-Valley:

Meetings and Events:

- Manager attended Mid-Valley Advisory Committee meeting.
- Manager attended Mid-Valley Campus Carry update.
- Manager attended Developmental English department meeting.
- Manager and specialist interviewed potential tutor.
- Specialist presented new hire orientation to new tutor.
- Manager, specialist, and direct-wage specialist held planning meeting.
- Manager attended Lost and Found meeting with the STC Police Department.

Tutor Trainings: Master tutor presented *Argumentation* tutor training.

NAH:

Meetings and Events: Normal daily activities.

Pecan:

Meetings and Events:

- Conducted Interviews for part-time positions 12/1
- Prepared for interviews for NAH and Tech CLE Positions
- Prepared for finals events, "Finals Countdown" and "Coffee for Finals"

Workshops: TSI Workshop *Agreements* 12/1

Tutor Trainings: *Content Training APA Style Series*

STARR:

Meetings and Events:

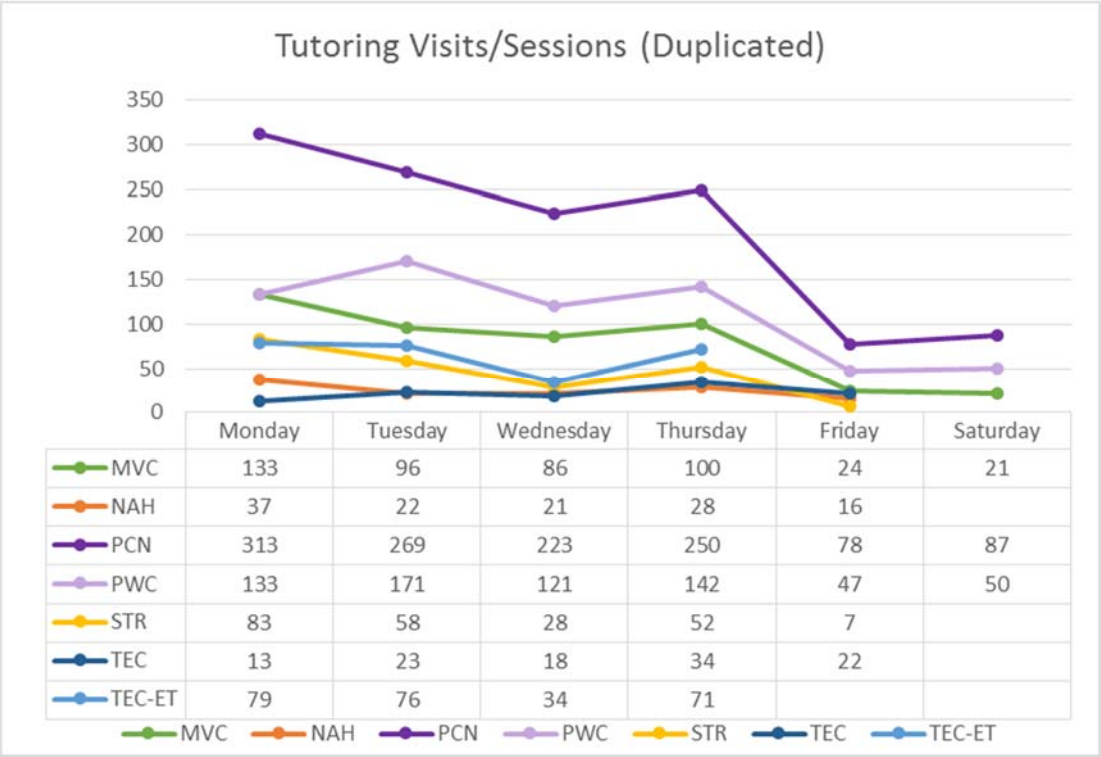
TECH:

Meetings and Events:

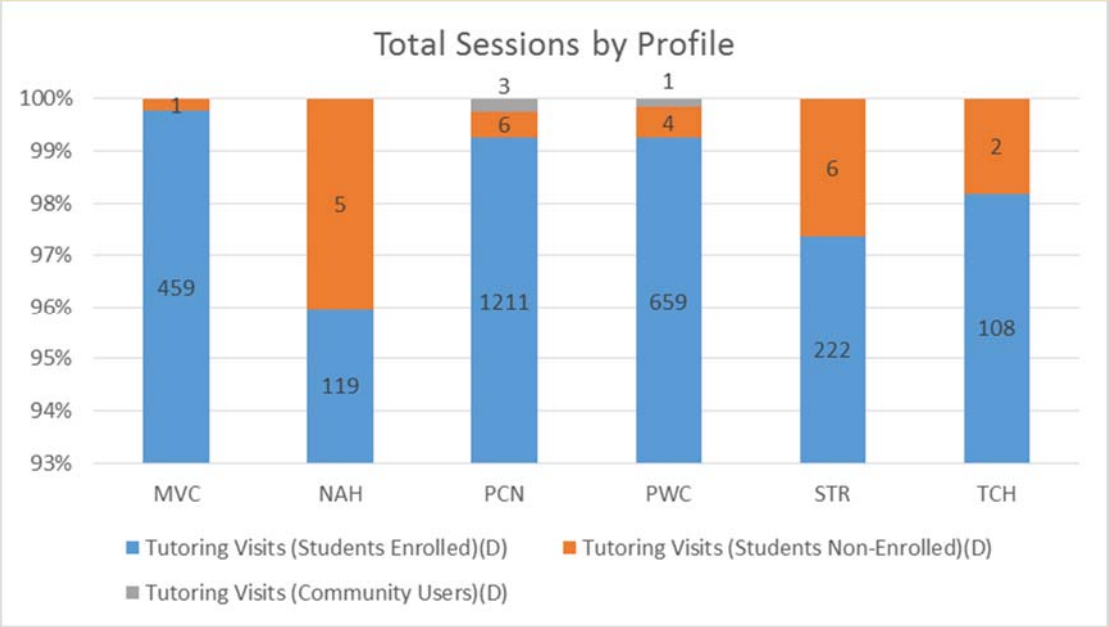
- Specialist contacted Wright Soft concerning issues with RightSuite Universal 2017 standalone versions
- Open labs Coordinator, began renewing RightSuite Universal 2017 on computers in the CLE
- Specialist began planning end of semester meeting
- Specialist met with the Online Tutoring Appeal Committee to discuss requests for additional tutoring hours

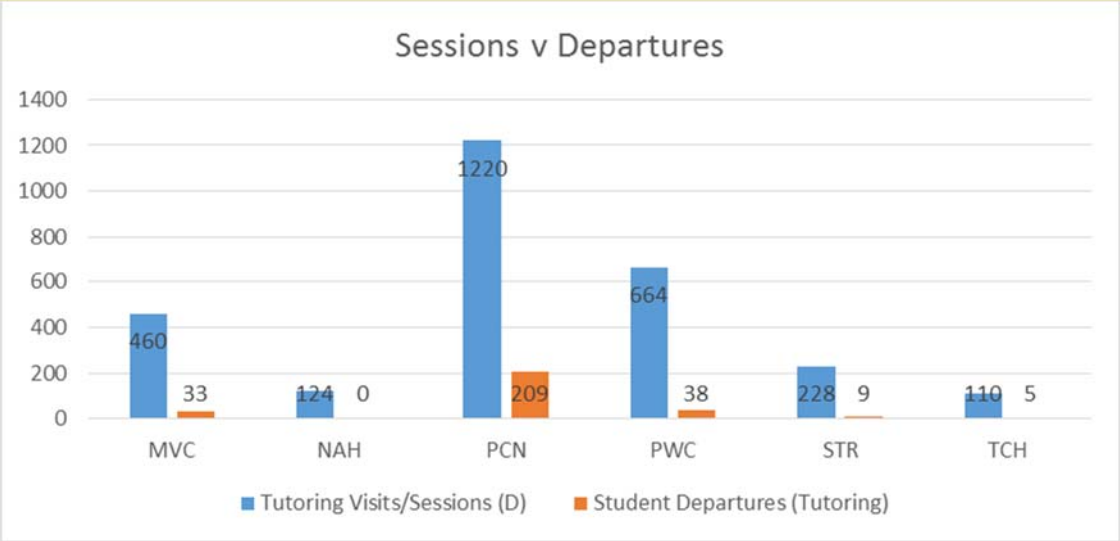
Tutor Trainings: Specialist assigned trainings to tutors from The Master Tutor Guidebook and from Tutor Lingo to meet their specific CLRA level requirements

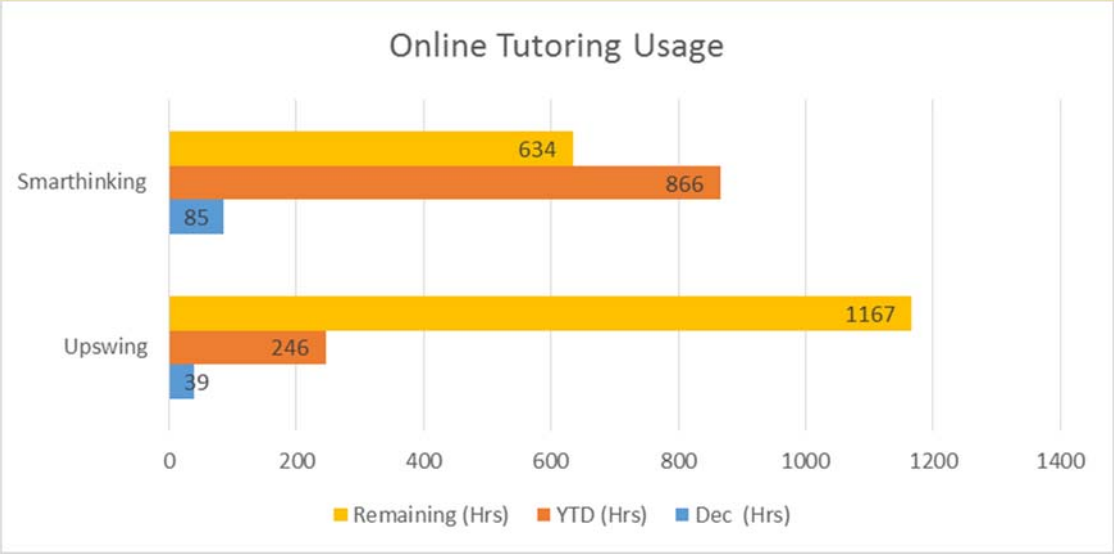
CLE Data:

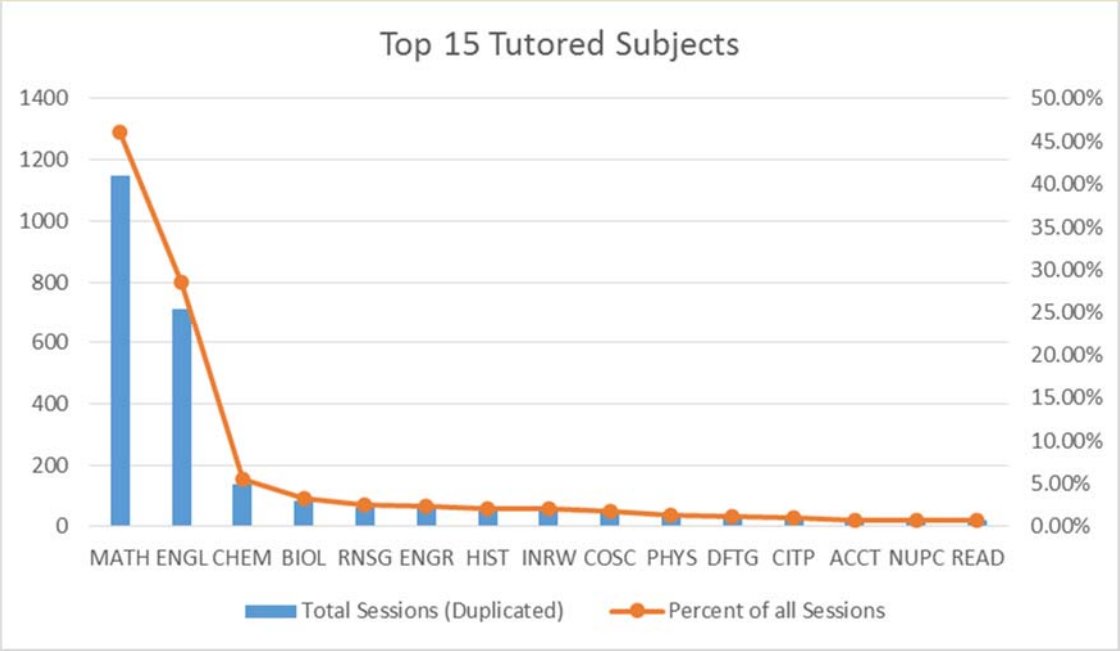


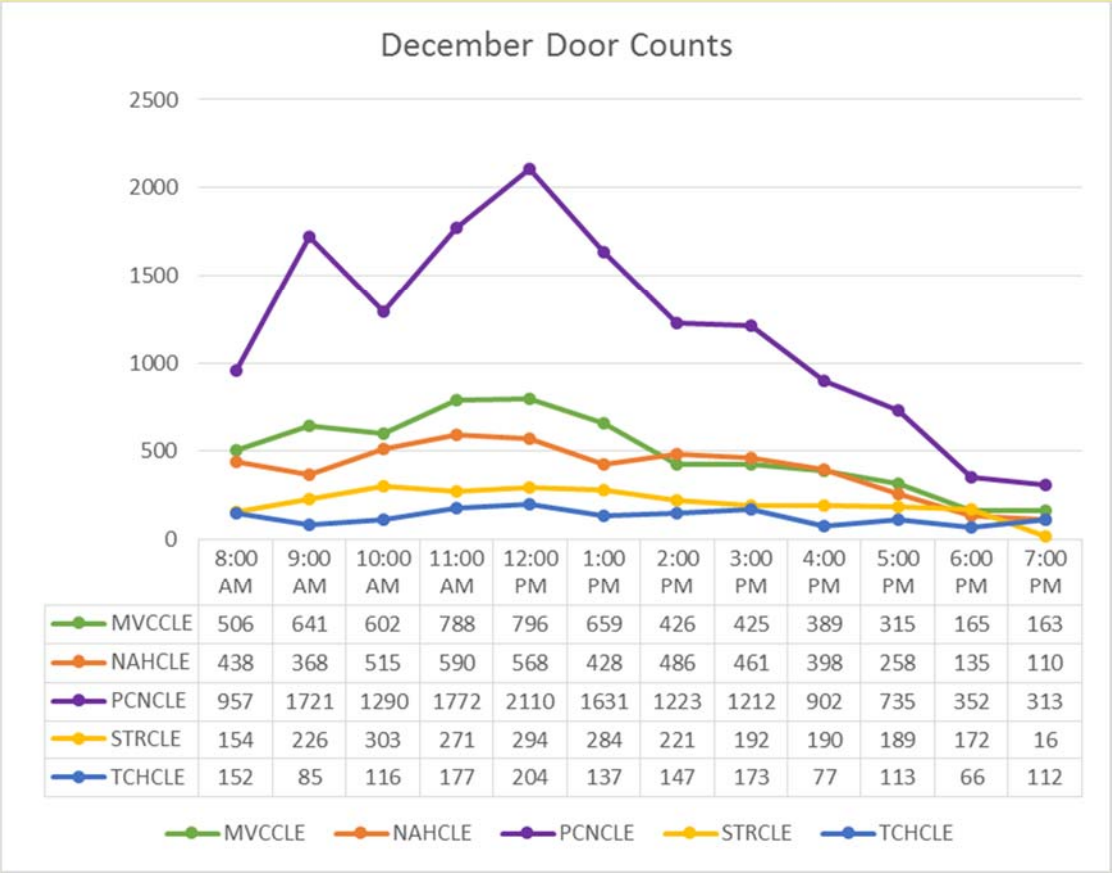
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	133	96	86	100	24	21
NAH	37	22	21	28	16	
PCN	313	269	223	250	78	87
PWC	133	171	121	142	47	50
STR	83	58	28	52	7	
TEC	13	23	18	34	22	
TEC-ET	79	76	34	71		




Sessions v Departures
1400
1200
1000
800
600
400
200
0
460
33
124
0
1220
209
664
38
228
9
110
5
MVC
NAH
PCN
PWC
STR
TCH
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)


Online Tutoring Usage
Smarthinking
634
866
85
Upswing
1167
246
39
0
200
400
600
800
1000
1200
1400
Remaining (Hrs)
YTD (Hrs)
Dec (Hrs)





	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
MVCCLE	506	641	602	788	796	659	426	425	389	315	165	163
NAHCLE	438	368	515	590	568	428	486	461	398	258	135	110
PCNCLE	957	1721	1290	1772	2110	1631	1223	1212	902	735	352	313
STRCLE	154	226	303	271	294	284	221	192	190	189	172	16
TCHCLE	152	85	116	177	204	137	147	173	77	113	66	112

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- BASOL Year Over Year Enrollment Comparison
- TX Pathways Project Data Template
- IPEDS
- SACSCOC Profile 2016
- Re-certification Fall CBM00A & C

Surveys

- Evaluation and Business Survey
- Child Development Observation Survey
- Psychology Student Orientation Report
- Bachelors Program Survey
- Maquiladora Spanish Translation Survey
- Campus Carry Survey
- Open Labs Survey
- La Joya Surveys
- HR web site survey - Updated Report

Data Requests

- Merritt Survey
- ENGL0100 and READ0100 Enrollment
- FYE initial rosters for Spring
- FYE updated rosters
- Dual Seniors 2016 Hours Pivot edits
- Fall 2016 Census enrollment from Roma
- Fall 2016 Census enrollment by age
- PCA Graduates - Admission into NAH Programs
- NAH Division/Program Profile Historic
- Academies demographics
- Welding programs gender counts
- Academies demographics follow-on request
- MSEIP Grant Data
- STEM grant data
- Mid Valley and Starr Fall 2016 Census enrollment
- New Student Orientation contact rosters
- Re-certified Cont. Ed. Contact Hour and Annual Enrollment
- iPASS Starfish list unduplicated count
- Attempted and earned hours of Dual Seniors 2016

Data Analysis

- Analyze Upswing Data
- GOT program data updates
- MVC-CDC Analysis and Report
- Research Brief - Excess Hours of Associate Degrees
- Allied Health Division Report

Meetings

- ABE study conference call
- UTRGV Meeting
- RAS Weekly Meeting
- SSG Meeting
- PSJA Data Team Meeting
- SACSCOC Conference
- Data Request Portal Meeting
- Texas Pathways Project Update Meeting
- Dean/Directors Meeting
- Math Pathways Meeting
- EMSI data requirements conference call
- HR web site Meeting
- PAS Meeting

Other Research/Support

- Qualitative Researcher
- Work-Study Interviews
- Campus Enrollment Reports Update

Isaac Garza, Project Manager
Office of Strategic Initiatives

11/28/2016: IPASS Field Work
11/29/2016: Radius
11/30/2016: FTIC Advising (TSI) Mapping
12/1/2016: EMSI Data Requirements
12/2/2016: Spring JagNet Portal Post Implementation Focus Groups: Requirements Meeting
12/05/2016: BPA Prep Meeting with Marie Evens
12/06/2016: Hobsons Raidus Weekly
12/7/2016: Process Mapping: Board Meeting Ensemble Project
12/8/2016: Starfish Update Meeting with Veronica
12/8/2016: FTIC Mandatory Advising Process Mapping
12/9/2016: EMSI On Site Visit with Dr. Reed and Dr. Kristine Wilson.
12/13/2016: BPA for Streaming of Board Meetings: Pre Meeting
12/14/2016: Hobsons Weekly: Radius
12/14/2016: TimeClock Plus
12/14/2016: IPASS Check In
12/14/2016: Global Knowledge Meeting
12/14/2106: CCRC Study Review
12/15/2016: ESSI Mapping Meeting
12/16/2016: Hobsons Radius Consulting Hours Scope

Project Name	Description	On Time	Within Budget	Meet Expectations	Status
H_Radius	Enrollment System	✓	✓	✓	Pending Contract for Additional Consulting Hours in order to complete the Application.
H_Starfish	Early Alert	✓	✓	✓	New Starfish Administrator has been established. Full Implementation begins Spring 2017.
TimeClock+	Time Keeping System	✓	✓	✓	IT has been setting servers and beginning 1st week of Spring term TimeClock will begin installing/configuring their software.
Luminis Upgrade	JagNet Portal	✓	✓	✓	Successful go live launch. Several other project items need to be completed. No update from Project Manager Stephen Crum since go live date.
ILP	Intelligent Learning Platform	✓	✓	✓	ILP Scope and Project Timeline have been established. Go Live is no later than 9/1/2017.

EMSI-Program Demand Gap Analysis	Measure how well aligned STC's program offerings are with the regional labor market.	✓	✓	✓	Pending Analysis from Vendor

Dr. Laura B. Sanchez, Assoc. Dean

Institutional Research and Effectiveness

Leadership Activities

- Participated as IR representative at the Academic Affairs Leadership Council meeting.
- Held planning meeting with the Directors of IEA and RAS to coordinate ongoing and upcoming activities.
- Participated in weekly planning meeting with the Vice President.
- Participated in President's Administrative Staff meeting.
- Volunteered at the AAWCC Chapter Holiday Bazaar.
- Coordinated with the Directors of IEA and RAS on ongoing and upcoming activities and projects.
- Participated in President's Planning and Development Council.
- Attended Texas Pathways Update meeting.

Accreditation Related Activities:

- SACSCOC Activities:
    - Participated in meetings with Edinburg and PSJA school district representatives to discuss faculty who need additional credentials for the Information Technology program.
    - Participated in a planning meeting for the I3 Project Heal Grant with Region One as the institutional accreditation liaison.
    - Attended SACSCOC Annual Meeting and Conference on Accreditation, including a pre-conference on monitoring Substantive Change.
    - Met with the Dual Credit Scheduling Manager to monitor all sites approved for less than 50% of credit towards a degree for potential prospectuses for Fall 2017 or Spring 2017.
    - Requested data and rosters for Oratory Athenaeum prospectus due in January.

Institutional Effectiveness and Assessment Related Activities:

- Met with the Institutional Effectiveness Analysts to review information needed to complete the Associate Dean Mid-Biennium Report.
- Met with the Director of Institutional Effectiveness and Assessment to review plan for Budget/IE Training.

Research and Analytical Services Related Activities:

- Conducted 3 Student Focus Groups for the HSI Grant for Active Learning Classrooms.
- Conducted 1 focus group for the Mid-Valley Child Development Center Grant Evaluation Plan.
- Met with the Director of RAS and IS&P staff to review plans for additional changes to the Data Request Portal and process.
- Participated in weekly planning call with the CIVITAS Partner representative.
- Participated in call with the CCRC researcher regarding the population for the student survey for the IPASS research study.

State Leadership Activities:

- Participated in TACTE 2017 Conference planning committee call.
- Participated in conference Call with TACTE Vice-President regarding the upcoming Board meeting.
- Communicated with representatives from TACC and the THECB regarding speaking engagements for the Spring 2017 TACTE conference.

INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

SOUTH TEXAS COLLEGE

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(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: January 20, 2016

Subject: December 2016 Activity Report

The major activities of my office this month were:

1) Attended RSTEC Board Meeting 2) Met with STC Faculty to discuss business incubator 3) Attended IME Becas MOU Signing Ceremony 4) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5) Attended and presented at the ACTE National Conference 6) Attended Regal McAllen ribbon cutting ceremony 7) Continued Engineering Tooling Academy activities with UTRGV 8) Met with TAMU McAllen Center representatives 9) Attended Sharyland ISD CTE advisory committee meeting 10) Further developed and planned Manufacturing Seminars Series Program 11) Continued development of Partnership Agreement draft between South Texas College and IIES. 12) Visited INDEX Reynosa Staff to discuss STC EMSI project13). Met with RGV First staff to discuss summer Robotics Programs 14) Attended Texas A&M groundbreaking ceremony. 15) Attended Mission EDC Holiday Social 16) Met with Priority Tooling Solutions to discuss transfer to UTRGV Tooling Center.

Summary of Activities for December 2016:

- Met with STC Faculty to discuss business incubator within Business Division
- Attended SDF Grant Ceremony meeting logistics with STC PR Office.
- Attended Regal McAllen ribbon cutting ceremony for the expansion of their distribution and warehousing facility in McAllen.
- Attended IME Becas MOU Signing Ceremony and the Mexican Consulate office in McAllen.
- Attended RSTEC Board meeting in Weslaco.
- Worked on robotics program development.
- Attended Sharyland ISD CTE advisory committee meeting
- Met with MEDC and INDEX Reynosa in Reynosa to discuss EMSI gap analysis project proposal.
- Attended Texas A&M groundbreaking ceremony for their new McAllen Center facility.
- Attended Mission Economic Development Holiday Social.
- Met with Priority Tooling Solutions to discuss transfer to UTRGV Tooling Center. PTS has completed corresponding paperwork.
- Attended and presented at the Association of Career and Technical Educators Conference. My presentation focused on our Festo Robotics program.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Met with RGV First staff to discuss summer Robotics Programs

- 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.
- Met with IAM staff 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

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