SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

August 2017

Board Meeting

September 19, 2017

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **September 19, 2017**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **August 2017 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, Vice-President for Information Services & Planning
  - Dr. Shirley A. Reed, South Texas College President
  - Tony Matamoros, Director of Dual to Degree
  - Minna Montalvo, Dual2Degree CTE Specialist
  - Nathan Braaten, South Texas College student
  - Nicole Spero, AACRAO

Attended:

- Mexican Consulate MOU Signing Ceremony
- Integrity Preparatoria lunch meeting
- Breakfast meeting with all Superintendents from Hidalgo and STARR County
- Enrollment Team meeting
- Fall 2016 Enrollment Composition
- Review of Constant Contact & Raduis Initiatives
- La Joya Event
- Dual Credit Principal Summit
- Meeting with Tony, David & Cindy to Review Dual Policies
- Dual Credit Goals and Strategies meeting
- DREAMERS Task Force meeting
- New Faculty Orientation Luncheon, Student Affairs & Enrollment Management presented
- Congressional Luncheon at McAllen Country Club

Matthew S. Hebbard, VICE-PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT (SAEM) cont.

- Lunch meeting with Universidad de Tamaulipeca
- Grad TX Grant overview & Grand Initiation
- PSJA STC DataTeam meeting

Participated:

- Meeting with the Superintendent of Weslaco ISD to discuss the ERP study
- Approved Staff appointment letters
- TSI Assessment Testing – IIES students in Reynosa
- IIES Student Advisement
- Integrity Visit
- PSJA STC Data Team meeting
- SAEM Extended Hours for Registration
- Meeting with LUPE & Aqui Estamos RGV

Enrollment Services & Registrar

- Began registration for Fall 2017 semester on March 1; to date, **32,970** students have registered for Fall 2017 semester, which began on August 28, 2017.
- Processed documents required to complete admission files and cleared students to register.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, and SAEM Enrollment Team.
- 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 Banner 9 SSR meetings/testing, BUGs, Dual Credit registration, Enrollment Appeals Committee, Grade Appeals Committee, Radius (application feature), Starfish (attendance feature), and hiring/search committees.
- Director had a staff meeting on August 2, 2017.
- Presented Degree Works at the Dual Credit Principals' Summit held at Pecan Campus, Cooper Center, on August 9, 2017.
- Director/Registrar and Coordinator conducted interviews for the new Coordinator of Enrollment Center position on August 10, 2017.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB) and Director/Registrar certified the CBM Reports.
- Transcript/Graduation Analysts began certifying August 2017 graduates after grades for Summer II & III sessions were downloaded on August 14, 2017.
- Document Management Specialist downloaded, reviewed and verified **5,159** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during August 2017.
- Residency Specialist reviewed the residency status of all new students, including dual credit high school students and House Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration. STC has **107** international students enrolled for Fall 2017.
- Processed **328** course substitutions and exceptions in Degree Works during August 2017.
- Processed *Change of Grade Forms* for **96** students during August 2017.

Enrollment Services & Registrar cont.

- Processed *Schedule Change Forms* for **228** students during August 2017 prior to the deadline for withdrawing from the Summer II session on August 3, 2017.
- Processed **5,877** high school and **866** college/university transcripts during August 2017.
- Evaluated **627** transcripts from other colleges and universities during August 2017.
- Received requests via mail, JagNet and National Student Clearinghouse, processed and distributed **4,633** STC transcripts during August 2017.
- Scanned and indexed **7,522** documents submitted by students during August 2017.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *JagNet Access Letters* to student's personal e-mail account, 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.

Assessment Center

Student Assessment Center Walk-ins and Testing Report					
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	**701**			**TSI EXAM**	**139**
				CAAP	**542**
				ACT	**1,266**
Mid-Valley	**592**	**511**	**483 (95%show)**	**TSI EXAM**	**2,870**
Starr Campus	**291**	**251**	**238 (95%show)**	**TSI EXAM**	**1,260**
Pecan Plaza	**184**	**30**	**30 (100%show)**	**GED/ PEARSON**	**718**
		1345	**1182 (88%show)**	**TSI EXAM**	**6,712**
TOTAL:	**1,768**	**2,137**	**1933 (90%show)**		**13,507– All Campuses YT**

Department Updates

- Continuous process of TSI, ACT, SAT and other testing data into Banner.
- Director attended to the 2017 Principals Summit.
- Director attended/held meetings with LVN and ADN nursing departments, BUGS Meeting, Elsevier conference call, and meeting with all Assessment Center staff.
- Successfully implemented the new THECB mandate for the new TSI Writing scores. A total of 3,831 student records were updated on Banner to reflect the new passing standard for students registering for Fall 2017.
- All Pecan staff have retested and have been recertified as Pearson Vue test administrators for one more full year.
- Students can now register to take the HESI nursing entrance exam at the STC Student Assessment Center. First test day scheduled for September 18th 2017.

Assessment Center cont.

TSI Placement Report

TSI Scores: by placement score August 2017			
READING		**READING**	
Monthly (08/01/17 - 08/31/17)		**Year To Date (08/29/16 - 08/31/2017)**	
College ready (351+)	366	**College Ready** (351+)	1520
Holistic Placement (349-350)	71	Holistic Placement (349-350)	353
Developmental Ed (342-348)	343	Developmental Ed (342-348)	1487
ABE Level 6 (Developmental Ed)	65	ABE Level 6 (Developmental Ed)	348
ABE Level 5 (Developmental Ed)	233	ABE Level 5 (Developmental Ed)	949
ABE Level 4	63	ABE Level 4	292
ABE Level 3	11	ABE Level 3	39
ABE Level 2	13	ABE Level 2	65
ABE Level 1	2	ABE Level 1	25
Total	**1,167**	**Total**	**5078**
MATH		**MATH**	
Monthly (08/01/17 - 08/31/17)		**Year To Date (08/29/16 - 08/31/2017)**	
College Ready (350+)	186	**College Ready** (350+)	1043
Holistic Placement (348-349)	58	Holistic Placement (348-349)	372
Developmental Ed (336-347)	396	Developmental Ed (336-347)	2194
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	1
ABE Level 5 (Developmental Ed)	331	ABE Level 5 (Developmental Ed)	1248
ABE Level 4	213	ABE Level 4	701
ABE Level 3	50	ABE Level 3	137
ABE Level 2	8	ABE Level 2	89
ABE Level 1	9	ABE Level 1	32
Total	**1,251**	**Total**	**5817**
Writing		**Writing**	
Monthly (08/01/17 - 08/31/17)		**Year To Date (08/29/16 - 08/31/2017)**	
College Ready (363 & 4+ Essay or 5+)	439	**College Ready** (363 & 4+ Essay or 5+)	1862
Holistic Placement (361-362 & 4 Essay)	12	Holistic Placement (361-362 & 4 Essay)	87
Developmental Ed (350-362 & 0-4 Essay)	305	Developmental Ed (350-362 & 0-4 Essay)	1166
ABE Level 6 (Developmental Ed)	51	ABE Level 6 (Developmental Ed)	266
ABE Level 5 (Developmental Ed)	6	ABE Level 5 (Developmental Ed)	114
ABE Level 4	20	ABE Level 4	194
ABE Level 3	14	ABE Level 3	89
ABE Level 2	5	ABE Level 2	19
ABE Level 1	2	ABE Level 1	24
Total	**854**	**Total**	
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	

Student Financial Services & Veterans Affairs

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Departments 5 Xerox machines were renewed for Fiscal Year 2018
- SFS Staff worked overtime for the month of August to assist with FAFSA's, verifications forms and cover front counter for Saturday's for the month of August
- SFS Department has the 2 new offices (PCN K 1.830A & 1.830B) completed, furniture is pending before use.
- SFS Director met with student that were needing Professional Judgments and/or appeals for the Fall semester and assisted with HR interviews
- SFS Outreach Specialists Gilbert Rios and Jovelli De Leon assisted with 6 FAFSA events in the month of August

Dual2Degree

IMPORTANT HIGHLIGHTS

- **80% of Dual Credit registration was completed by the first class day**, which is an increase from 55% in Fall 2015 – the last year that data is available. The increase in early enrollment is due to the automation of processes, and implementation of admission and registration deadlines.

- Online registration was successfully implemented at 20 high school sites. As part of an effort to improve and streamline dual credit registration, students accessed their degree plans on Degreeworks and self-registered on JagNet. **There were a total of 3,579 adds performed online via JagNet by 1,700 students in 200 sections**. Schools were online registration was implemented include:
  - Edcouch-Elsa ECHS
  - Edcouch-Elsa HS
  - Juarez-Lincoln HS
  - La Joya HS
  - La Joya Higher Education Center
  - Macedonian Christian Academy
  - Oratory Athenaeum
  - Palmview HS
  - Premier Charter HS - Mission
  - Premier Charter HS – Palmview
  - PSJA TSTEM ECHS
  - San Juan Diego Academy
  - Science Academy of South Texas
  - Sharyland ECHS
  - Sharyland HS
  - Sharyland Pioneer HS
  - Mercedes HS
  - Vanguard Academy
  - Weslaco CTE Center
  - Weslaco East HS

DUAL CREDIT ROSTER RECONCILIATION

August Registration Appeals:

Submitted	Approved	Denied	Pending Review
23	**1**	**0**	**22**

STUDENT SUPPORT SERVICES

Students self-register for Fall 2017 dual credit courses at Sharyland Pioneer HS.

Dual2Degree cont.

Students self-register for Fall 2017 dual credit courses at Mercedes HS

Online registration at Science Academy of South Texas

Dual Credit Registration Drives:

The Dual2Degree Department provided enrollment support by facilitating online registration at the following high school sites:

High School/ISD	Number of Students Served
Mercedes HS	123
Edcouch-Elsa HS/ECHS	153
Weslaco East	208
Juan Diego Academy	13
Science Academy	90
La Joya HS	72
La Joya Higher Education Center	89
Premier HS Mission and Palmview	5
Oratory Athaneum	38
Sharyland Pioneer HS	70
Sharyland HS	85
Juarez-Lincoln HS	129
Palmview HS	70
La Joya Teaching Center	89
Macedonian Christian Academy	6
Vanguard Academy	58
Total	**1,298**

Dual2Degree cont.

ISD MEETINGS

Meeting	High School	Purpose
Superintendents Meeting	Various	Review 2017-2018 Dual Credit MOU and policy changes
Online Registration Planning Meeting	Roma HS	Plan for implementation of online registration and Dual Credit Fast Track Event for Spring 2018 enrollment
Online Registration Training	Roma HS	Meeting with high school staff to provide training on Degreeworks and JagNet
Counseling Meeting	Edinburg HS	Meeting with Edinburg HS counseling staff to clarify enrollment deadlines and procedures
Mission ISD CTE DE Faculty	Alton Memorial Jr. High	DC Faculty Enrollment Orientation Presentation
Fall Registration Planning Meeting	Science Academy	
Dual Enrollment Faculty Meeting	Science Academy	Discuss procedures for online registration
Online Registration Implementation Meeting	La Joya ISD	Meeting with District dual credit faculty and staff to review plan for online registration implementation

INTERNAL STC MEETINGS

Meeting	Department	Purpose
Enrollment Team Meeting	SAEM	VP Meeting with SAEM Directors to review Fall 2017 enrollment progress
Online Registration Planning Meeting	Technology Resources, Admissions, Dual 2 Degree	Review schedule of registration events
Scholastic Appeals Committee	Counseling	Review Academic Suspension appeals for Fall 2017
Dual 2 Degree Meeting	Dual 2 Degree	Monthly meeting to plan for Fall 2017 dual credit enrollment
Continuing Education Meeting	Continuing Education, Admissions, Dual 2 Degree	Meeting to discuss possibility of online registration for continuing education students
Dual Credit Orientation Module Planning Meeting	Dual 2 Degree	Meeting with Distance Education Department to develop online Dual Credit Orientation
Policy Implementation Meeting	VP SAEM, VP AA, ECHS, HSPS, Dual 2 Degree	Review procedures for implementation of Dual Credit Program policy changes for Fall

UPCOMING EVENTS & ACTIVITIES FOR SEPTEMBER

- Finalize Dual Credit Welcome Campaign
- Hold New Student Convocation for Dual Credit Students (9/20)
- Dual Credit Roster Reconciliation
- Student Enrollment Document Retention
- Work with ISDs to Scale Up Online Registration for Spring 2018

Collection Connections

- South Texas College
  - SAEM Extended Hours
- NAH Orientation
  - Patient Care Assistant Program Orientation
  - College Success for Health Care Program Orientation
  - EMT Paramedic Orientation
  - EMT Basic and Intermediate
- Partnership
  - STARN Network Executive Team Meeting
  - Alamo Community Resource Center Meeting
  - P-16 Regional Outreach & Counseling Leadership Team
  - EXPO Planning Committee
  - Deep South Texas Financial Literacy Alliance Meeting
  - STAR Network Meeting
  - PSJA Fast Track Planning Meeting
- Back to School
  - 4th Annual Back-to-School Rally Hidalgo ISD
  - Red Ant Kick Off – Progresso High School
  - Family and Community Engagement Event – La Grulla HS
  - Roma High School
- Dual Enrollment Registration
  - Palmview High School
  - La Joya High School
  - Juarez Lincoln High School
- College and Career Fair
  - San Carlos Community Center
- Recruitment
  - Alton Recreational Center College Night
  - IIES Advisement
  - Youth Foster Conference & College Fair - Workforce Solutions
  - UTRGV Talent Search Senior Survival Workshop
  - Edinburg Goodwill Learning Center
- Campus Tours
  - Valley Scholars Program
  - First Year Connection Orientation Campus Tours
  - College Success for Health Care Program
  - Personal Community Tours
  - Region One Gear Up Facilitators
  - Continuing Education
  - TSTEM ECHS

Campus	# Visitors
Pecan	70 Visitors
Mid-Valley	160 Visitors
Starr	2 Visitor
NAH	60 Visitors
Tech	1 Visitor

Collection Connections cont.

Call Center

Phone Calls	
Inbound Calls	27143 Inbound Calls
JagChat	
Incoming Chats	1102 Chats
Telemarketing	
Financial Aid Missing Official HS Transcript	212 Outbound Calls
Saturday Hours Registration Event Calls	61 Outbound Calls
Faculty Advisors – Stop Outs Not Enrolled	TBD
Radius	
Saturday Hours Follow Up Messaging	5571 Students
Mongoose Texting	
Unpaid List – FAFSA Verification	2187 students texted
Unpaid List – No FAFSA	2498 students texted

Upcoming College Connection Events:

Department Events
September 15 – SAEM Counselors' Update @ NAH Campus
December 1 – Junior Jaguar Leadership Conference

Recruitment Events
September 21 – RGV Lead Education & Career EXPO @ TSC Brownsville
September 25 – Rio Grande City ISD TACRAO College Day
September 25 – La Joya ISD TACRAO College Day
September 25 – McAllen ISD TACRAO College Night
September 26 – Mission CISD TACRAO College Day
September 26 – Donna ISD TACRAO College Day
September 26 – PSJA ISD TACRAO College Night
September 26 – Sharyland ISD TACRAO College Night
September 27 – Weslaco ISD TACRAO College Day
September 27 – South Texas ISD TACRAO College Day
September 27 – Edinburg CISD TACRAO College Night
September 27 – Rio Hondo ISD TACRAO College Night
September 28 – Harlingen CISD TACRAO College Night

Apply Texas Drives
September 27 – 28 – Sharyland HS
December 11 – Sharyland Pioneer HS

Financial Aid Drives
September 21 – Sharyland Pioneer HS FSA ID Drive
October 5 – Sharyland Pioneer HS FAFSA Drive
October 16 – 17 – Sharyland HS FAFSA Drive
October 24 – Sharyland Pioneer HS FAFSA Drive
November 16 – Sharyland Pioneer HS FAFSA Drive

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
221+	Student Contacts & Outreach
43	Student & Alumni Registered on CCN
53	Student & Alumni Resumes Revised/Uploaded on CCN
35	Employer Contact and New Employer Registered on CCN
56	Jobs posted to CCN
4,156	Total Students Registered to date
8,052	Total Alumni Registered to date
3,110	Total Employers Registered to date

CURRENT/UPCOMING ACTIVITIES & EVENTS
(OCR) On Campus Recruitment

- 1 PSA Healthcare

Workshop & Presentations / Activities

- 1 Career Services Information Table
- Elsa State Bank and Trust
- Valley Scholars & PTK Department Overview
- Attended First Year Connections for Math & Science and Nursing Allied Health students. Gave an overview of services and talked one on one with incoming freshman about how and when to utilize our services.
- Starr County Campus
  - 1 Information Table
- Mid-Valley Campus
  - 2 Resume Writing & Interviewing Skills open workshop
- Nursing & Allied Health Campus
- 1 Information Table

Coordination of Upcoming Events

- Planning NAH Career Expo; developing registration; coordinating with Jose Salinas to set-up MarketPlace store
- Preparing for Employer Business Breakfasts; updating registrations; developing agenda; revising locations
- Coordinating future on campus recruitment events
- Preparing materials for Principals' Summit
- Coordinating LGBTQ+ Inclusion in the Workplace event; planning meeting to outline event, researching related articles and identifying community partners; community outreach for LGBTQ+ organizations; developing registration
- Preparing, finalizing and distributing Fall Workshop flyer
- Coordinating Welcome Week table information: CCN Flyer, CC Student Invite
- Preparing mailings to over 400 STC vendors for Business Breakfast
- Creating personalized CES marketing images for social media pages
- Preparing MVC office location: Computer setup/phone/key requests
- Preparing photo booth props for all Welcome Week campus locations

Career Planning & Employer Services cont.

Meetings & Miscellaneous information

- Job development (Garden of Angels Cemetery, Inc.; IDEA Public Schools; La Familia Cortez Restaurants; Lower Rio Grande Valley Development Council; R&D Personnel; Rental World; Rio Grande Valley Mobile X-Rays; Prime Masonry LLC; The Esperanza Project; Wonderful Citrus; AllState Insurance; Buyers and Sellers Guide; Grand Terrace Rehabilitation and Health Care; Law Offices of Hugo Pina; Lower Rio Grande Valley Development Council; R Communications; Texas Legislative Council; The Esperanza Project; Wonderful Citrus; Prime Masonry LCC)
- Coordinating with Distance Education for use of Instructional Tools
- Meetings with Coordinator of Career Services to outline Fall workshop topics, marketables and presentations
- CES Coordinator Meeting: Newsletter, Fall Project Outline: Presentations for *Business Breakfasts*, Department Websites
- Following up with NACE to schedule trainer for Career Coach training
- Carl Perkins Team meeting to discuss CES website, Fall events and recent changes
- Department meeting to discuss workshop presentations and expectations, Welcome Week Photo Booth, setmore.com and departmental marketing
- Student Handbook Revisions Meeting
- Sharing career fair events in collaboration with community partner-Workforce Solutions
- Attended Financial Aid Work-Study meeting to discuss changes to re-hire procedures
- Attended CCN Mentoring Module Demonstration
- Developed content for upcoming employer website; including new forms and landing pages
- Developed new department presentations for Fall 2017 workshops
- Set up Technology Campus office-revised and posted new office hours
- CES Social Media schedule/outline meeting
- Designing Fall Workshop Flyer
- Completing workshop descriptions
- Finalizing CES Student Rack card information
- Meeting with Dual Enrollment Academies
- Developed Social Media Timeline
- Attended Career Development & Employer Engagement Webinar
- Finalizing Employer Rack card information
- Coordinator meeting to discuss updates on Newsletter; Business Breakfasts
- Preparing Rollout of Fall Workshops
- Continued development on new department presentations for Fall 2017 workshops
- Developing Social Media Timeline content
- Coordinator meeting to discuss updates on Newsletter; Business Breakfasts, creating flyer
- Compiling FYC Student Service survey
- Started dialog with Professional Development regarding mentor program/student advisory center

Counseling/Student Disability Services

Counselor Student Contacts								
Campus	**Advisement Telephone Contacts**	**Personal Counseling Referrals/ Consult.**	**Stu. Dis. Svcs.**	**Career/ Transfer Services**	**Workshops/ Presentations**	**Probation/ Suspension**	**Other Special Programs**	**Total**
Pecan	**988**	**139**	**254**	**66**	**1395**	**816**	**62**	**3720**
Weslaco	**41**	**1**	**81**	**29**	**175**	**325**	**291**	**943**
Rio Grande	**71**	**1**	**10**	**12**	**195**	**68**	**13**	**370**
Tech Ctr.	**62**	**35**	**117**	**0**	**0**	**11**	**0**	**225**
NAH	**9**	**11**	**17**	**3**	**288**	**0**	**36**	**364**
Total	**1171**	**187**	**479**	**110**	**2053**	**1220**	**402**	**5622**

Meetings/Consultations

- Student Success Specialist Search Committee
- Academic Advisor Search Committee
- Student Success Specialist Interviews
- Academic Advisor Interviews
- Work-Study Orientation
- Scholastic Appeals Committee Meeting – Pecan
- Counseling and Student Disability Services Staffing of Cases – Pecan
- Behavioral Intervention Team/ CARE Team Meetings – Pecan
- Program Chair Meeting – NAH
- Preparation meeting with UTRGV School of Medicine on Women's Retreat
- Mental Health, HIV/AIDS and Substance Abuse Peer Educator and 2017 Conference Meeting
- Tobacco Prevention and Control Coalition Meeting
- Part-Time Sign Language Interpreters Interviews
- Licensed Professional Counselor Supervision Meeting
- South Texas College Financial Aid Services Supervisor Training – Tech

Workshops/Presentations

- Workshop: Dealing with Stress – Tech
- Workshop: Mindfulness – Starr
- Presentation on Counseling and Student Disability Services during Physical Therapy Assistant and Occupational Assistant Programs Orientations – NAH
- Presentation on Counseling and Student Disability Services for EMT Basic Orientation – NAH
- Presentation on Counseling and Student Disability Services for College Success for Health Care, Pharmacy Technology, Patient Care Assistant, Radiologic Technology and Emergency Medical Technology Programs - NAH
- Presentation on Counseling and Student Disability Services during First Year Connection – Pecan, Mid-Valley and Starr Campuses

Professional Development

- Texas Behavioral Health Institute

Comprehensive Advising & Mentoring Services

Advisor Student Contacts	
Campus	**# of Students**
Pecan	6707
Weslaco	2091
Rio Grande	883
Tech	1444
Total	11,125

A. Programs/Activities/Meetings:

- **Monitoring Academic Advising –** Advisors advised students for the Fall 2017 semester enrollment; worked extended hours including evenings and weekends to accommodate students and their schedules; completed student educational plan for First-Time-in-College (FTIC) students and removed to their Registration Hold;
- **Monitoring College Advising Training Program- S**cheduling of the CATP training cohort (1) for September 25th -29, 2017; Planning for 25 participants; 37 presentations are scheduled for the cohort; campus visits will be held for the group at the Technology & NAH Campuses; Planning is underway for fall and spring training dates;
- **Monitoring THECB Work Study Mentorship Grant** – supervised student mentors and activities; communicated with mentor's site supervisors; mentors currently assigned to Starr Campus; programs reports have been submitted; provided professional development/training at Starr County Campus on August 16th, reviewed polices, schedules, and reports with the mentors; 12 mentors completed the training; met with program stakeholders to assess restructuring of program and new hiring procedures to be handled by Financial Services Department;
- **Monitoring Faculty Advising** – Held August Faculty Advising Initiative; completed NOEs Faculty Advisor Assignments at Enrollment Center; working on position forms to post and hire Coordinator for Faculty Advising position vacated in August;
- **Monitoring Beacon Mentor Program** – Planning activities; Presented to the English & Math departments in late Summer 2017 to recruit for Math 1414 and Engl. 1301 sections; followed up with department chair Mario Morin and Richard Coronado on fall semester presentations; email reminder was sent out in early august; 15 sections have been recruited 12 have been assigned 3 (TBD);
- **Monitoring Carl Perkins/PASS -** participated in meetings with PASS Program staff to review program guidelines and practices; reviewed reports of CTE majors with Ms. Gracie Zamora, PASS Program Advising Specialist; PASS Program started book distribution on August 18th NAH, August 21st CTE qualified; CTE Walk-ins August 30th; process for the Fall Term will October 2nd;

B. Participated in the Following:

- **Faculty Advising Steering Committee** – Director and Coordinator participated in meetings for development of implementation of current advising guidelines and strategies for new academic year, next meeting TBD
- **Principal's Summit –** Director participated in the dual enrollment Principal's Summit;
- **Search Committees** – Coordinator of Special Advising participated in meetings for a search committee of new staff; meeting & interviews TBD;
- **Traffic Appeals Committee** – Coordinator of Special Advising served on committee for the FY2017-2018 traffic appeals;

Comprehensive Advising & Mentoring Services cont.

C. Preliminary Forms:

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

D. Follow Up Status:

- Review of documents for THECB work-study mentorship; STC has (Opted In) for next funding year (2017-2018) has just been sent in and award allocation will be August 2017; CATP & Beacon Mentor schedules TBD, Carl Perkins/PASS programming guidelines for new program year were discussed and reviewed; Will meet in the 2017 fall semester to finalize implementation;

Student Activities & Wellness cont.

- First Year Connection Orientation emails and phone calls
- Preparing binders for the First Year Connection orientations
- Ping Pong Tournaments
- Preparing presentations and schedules for First Year Connection orientations (8/19 – 8/26)
- First Year Connection orientation on 8/19/17
- Welcome Tents/Tables (District Wide)

Student Activities & Wellness cont.

- Intramural Sports Promotion events (District Wide)

- Meet Jerry The Jaguar (Starr)

Student Activities & Wellness cont.

- Voter Registration Meeting (Pecan)
- First Year Connection Sessions- 4 Sessions (PCN)

Office of Judicial Affairs: Conflict Resolution Center

CRC Student Cases for the month of August 2017				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		131	7	124
*Mediation		150	0	0
Conflict Coaching		2	0	2
Title IX: Requesting Pregnancy Accommodation		442	4	438
Title IX: Victim Advocacy Support		44	0	44
Written Complaints/Maxient Referred to Human Resources Student to Employee		71	N/A	N/A
Written Complaint/Maxient Student to Student		0	0	0
Total Cases		**690**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month of August 2017		
		YTD Cases
Pecan		315
Nursing & Allied Health		71
Technology		32
Mid Valley		90
Starr County		15
Internet		152
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		13
Total		**690**

Complaints Student Violating Student Code of Conduct for the month of August 2017			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	14	223	**237**

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

Student Conduct Cases per Campus for the month of August 2017		
		YTD Cases
Pecan		149
Nursing & Allied Health		31
Technology		10
Mid Valley		21
Starr County		9
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
Internet		15
Total		**237**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of August 2017		
Student Conduct		**YTD**
Cases Reviewed		112

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

CARE (Collaboration, Assistance, Resource & Education		**YTD**
Cases Reviewed		8

Human Resources		**YTD**
Cases Reviewed		1

Police Department		**YTD**
Cases Reviewed		6

Office of Judicial Affairs: Conflict Resolution Center

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	27	0	49	0	31	0	7	0	1
CARE	0	0	0	2	0	1	0	1	0	0
Human Resources	0	0	0	0	0	1	0	0	0	0
Police & Security	0	1	0	2	0	0	0	2	0	1

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

Office of the Vice President for Finance and 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 and Administrative Services

DATE: September 12, 2017

SUBJECT: Activity Report for Finance and Administrative Services
August 1, 2017 through August 31, 2017

The following is a summary of activities from August 1, 2017 through August 31, 2017 for the Division of Finance and Administrative Services.

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

- The Vice President prepared for and attended the following meetings:
  - President's Cabinet Meetings, Board of Trustees Meeting, Special Board of Trustees Meeting, Facilities Committee Meeting, Finance, Audit and Human Resources Committee 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:
    - Attended meeting with Compliance Manager on TASB Legislative Bill
    - Attended meeting with Compliance Manager on Title IX manual, audit, procedures and review of pertinent websites
  - Business Office:
    - Attended End of Year Financials – IAM/NAAMREI meeting with President and Business Office staff
    - Attended meeting with College staff, legal counsel, and MEDC representatives on maquiladora training in Mexico

- Attended meeting with Food Bank representatives with Comptroller and Associate Comptroller regarding development of Food Bank at College
- Attended meeting with President, Grant Compliance staff and Business Office staff on time and effort reporting
- Held meeting to discuss the Revenue and Expenditures
- Held meeting with Accounting Group Manager regarding Scenarios for Taxes
- Held meeting with Business Office and HR Business System Analyst regarding IT Items and Evisions Training
- Held meeting with Business System Analyst regarding IT items
- Held meeting with Comptroller and Associate Comptroller regarding Finance Meeting and Budget and Outstanding Issues
- Held meeting with Comptroller on various issues
- Held meeting with representatives from LRGVXC Transportation and Comptroller regarding Ridership

- Facilities Planning and Construction:
  - Attended South Texas College 2013 Bond Construction Program Planning Meeting with Broaddus and Associates and College staff
  - Held meeting with VPFAS Project Manager and FPC Director regarding Facilities Committee agenda items
  - Walk-through of La Joya Higher Education Center with STC staff
- Facilities Operations and Maintenance:
  - Attended meeting with Facilities Operation & Maintenance Director on Chiller Fire Documentation
- Human Resources:
  - Attended interviews for the Assistant Director of Human Resources
  - Held meeting on HR Hiring and Metrics
- Purchasing:
  - Attended meeting with Director of Purchasing to discuss Internal Audit on Fixed Assets
- Internal Auditor:
  - Attended the bi-weekly meeting with Internal Auditor on outstanding items
  - Attended meeting with Internal Auditor to review the Internal Audit Annual Report
- Other Meetings:
  - Attended 3rd Annual Breakfast Meeting with Superintendents
  - Attended Enrollment Team Meeting
  - Attended IAM and NAAMREI Report meeting
  - Attended meeting with College President and Blimpie's Representative on scholarship opportunities and food services
  - Attended meeting with FAS Directors
  - Attended meeting with legal counsel on outstanding issues
  - Attended the Child Care Reconciliation Meeting
  - Discussion of Reynosa training and various items with Legal Counsel
  - Preparation for Title IX Audit by Atixa
  - Presented at the New Faculty Orientation Luncheon on the FAS Division
- Trainings/Webinars:
  - Attended the TASB/TACCA Seminar in Austin, TX
  - Attended webinar TSCPA – Construction Contractors: Accounting, Auditing, and Tax
  - Attended webinar TSCPA – Fraud Brainstorming and Interviewing Techniques for Auditors and Accountants
  - Attended webinar TSCPA – Risk Analysis and Management
  - Attended webinar TSCPA – Scenarios Contingency Planning

- **Worked on the following items**:
  - Other:
    - Reviewed the Chiller Fire Incident
    - Reviewed the Employee Relations Officer Report on Complaint Intake & Other Services
    - Reviewed the Facilities Planning and Construction Projects Pictures
    - Reviewed the Physical Inventory Certification Report
    - Reviewed the Registration Report
    - Reviewed the STC Department of Public Safety Title IX Report
    - Reviewed the TASB Post Legislative Report
    - Reviewed the Title IX Report
    - Reviewed the Unpaid Report and Graph
    - Reviewed the Vacancy Report
    - Worked on 2013 Bond Construction Program–Action Plan and Owner Change Request Form
    - Worked on A/E Fee Adjustment
    - Worked on AEP Use of Park & Ride Parking lot
    - Worked on Building A Signage
    - Worked on Campus Carry Information
    - Worked on Dual Credit Cost Analysis by Program
    - Worked on Electronic Fraud Survey
    - Worked on FAS Client Satisfaction Survey
    - Worked on FAS Initiatives for 1st day of Classes
    - Worked on Fixed Asset Policy Change
    - Worked on FY18 Budget Report
    - Worked on FY18 Staffing Report
    - Worked on HR Hiring Workflow Metrics
    - Worked on Organizational Chart Software, Performance Appraisals, and FLAC Update
    - Worked on Outstanding Job Descriptions
    - Worked on Qube Implementation Update Status
    - Worked on Touchnet OneCard Demo Presentation

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Attended AP Bond Files Follow Up meeting
  - Attended Brunstein & Manasevit - STC Compliance Forms meeting
  - Attended BUGS (Banner User Group) meeting
  - Attended Business Office Management Report Status meeting
  - Attended Cash Flow Reports meeting.
  - Attended Childcare Reconciliation meeting
  - Attended Construction Year End Process meeting
  - Attended Effort Reporting meeting
  - Attended End of Year Financials- IAM meeting
  - Attended FAS Directors and Others meeting
  - Attended Finance Committee Back Up meeting
  - Attended Food Bank and Business Office meeting
  - Attended Review of FY18 Salary Budget Process
  - Attended Texas Workforce Commission Skills Development Fund 23 Grant meeting with partner, Doctor's Hospital at Renaissance

- Attended the IT Items meeting
- Attended the Marketing Advisory Committee meeting
- Attended the Rio Bravo Wind Project meeting
- Attended the Time Clock Plus Employees and Supervisors access meeting
- Attended the TRS TEAMS state reporting meeting
- Attended the web liaison training with Public Relations
- Attended WebEx to troubleshoot budget development self-service issue
- Attended Year End Audit meeting
- Bursar attended meeting with Student Services to discuss Continuing Education high school student processes
- Cashiers interviewed for Cashier at Starr campus
- Cashiers met with the Director of Food Services to discuss cash handling processes
- Discussed Reynosa Partnership
- Held meeting with selected AP and General Accounting staff to discuss commercial card reconciliation (adjustments)
- Held meeting with selected AP staff to discuss status of prepaid reconciliation
- Met and discussed revised Food Pantry Contract
- Met to discuss the Levy 2017 debt tax rate
- Met with Comptroller on miscellaneous Cashier/AR topics
- Met with external Auditor to discuss FY2017 Audit Plan
- Met with Technology Resources on year end items
- Met with the Director of Food Services to discuss the FY 2018 budget
- Participated in conference call with College President to discuss IAM/NAAMREI department financial status
- Prepared and submitted the July, 2017 IAM/NAAMREI Revenue and Expense Report to VPFAS
- Registration Accounting Group Supervisor held interview for Mid Valley Cashier vacancy
- Reviewed Accounting Assistant Candidates and conducted interviews
- Reviewed time and effort reports for Associate Dean of Industrial Training and Economic Development (Sept. – Apr.)
- Student Accounting Group Supervisor presented cash handling procedures for the library
- Trainings:
  - Attended a CRC WebEx training session regarding CRC collection queues and the systematic billing/invoicing process
  - Part 2 - Adobe Acrobat DC Essential Training

- **Worked on the following items:**
  - Accounts Payable / Grants and Contracts
    - Checks Processed – August 2017:

Bank No.	09/16	10/16	11/16	12/16	01/17	02/17	03/17	04/17	05/17	06/17	07/17	08/17
01 E&G	568	603	589	497	522	581	691	639	684	800	670	684
01 Direct Deposit	120	101	100	98	85	118	150	120	145	184	165	135
03 Student	13,075	1,202	508	89	17,634	2,061	571	1,796	1,116	2,834	1,999	10,037
12 I&S Taxes	-	-	-	-	1	-	-	-	2	0	1	-
16 I&S Bond	-	-	-	-	1	-	-	-	-	0	1	-
17 Plant	14	10	5	11	5	15	9	20	19	18	24	27
32 AP Card	448	555	355	239	374	428	447	426	531	431	264	262
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-	-	-	-	27	31
38 Unexp-LT Bond Series 2014	12	10	17	16	8	16	10	22	16	9	6	6

- Property Tax / Budget & Reporting
  - Compiled updated Business Office Four Year Plan Information
  - Discussed and updated student organization forms
  - Prepared the FY 2018 Budget Amendment booklet
  - Provided Levy 2017 supporting documentation for the Finance Committee meeting
  - Revised revenue and expense projections included in the Comprehensive Operational Plan
  - Submitted the Texas Association of Community Colleges Fall 2017 Tuition and Fees survey
  - Updated revenue and expenditure projections included in the Comprehensive Plan
  - Updated the Levy 2017 property tax rate motion and presentation
- Cash Management/Special Projects/Office Support
  - Assisted with the review of the annual fraud surveys with the Internal Auditor
  - Followed up with Year End Planning and Audit Items
  - Prepared information for the AA/FM Roundup on fraud awareness
  - Provided information to the external auditors for interim work
  - Researched and compiled Audit Schedules
  - Researched GFOA FY 16 Financial Statement Comment
  - Reviewed Accounting Assistant Candidates
  - Reviewed the Investment Policy changes based on the 2017 Legislative Session with the Investment Advisor and provided the information to the external auditors
  - Updated Transparency Website
  - Check Cycles – The following check cycles were processed and the number of checks printed:

Bank No	# of Check/DD Cycles	# of Checks/Direct Deposit
01 E&G	17	694
01 Direct Deposit	5	135
02 Payroll	6	603
02 Direct Deposit	4	2,104
03 Student	6	10,040
12 I&S	0	0
16 I&S	0	0
17 Plant	5	26
37 Bond Series 2015	6	32
38 Bond Series 2014	3	6
Total	52	13,640

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	11
Bank Transfers between Bank Accounts	25
Wire Transfers for Benefits	1

- General Accounting/Construction/Fixed Assets
  - Reviewed Cash Flow reports
  - Reviewed Food Pantry Contract
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. Completed 95 monthly reports during the month of August

Duties	Total
ACH and Book Transferred Initiated and/or Approved	1
Approval Queues	1
Bank Reconciliations	11
Cafeteria daily sales report	10
Cancelled checks provided to AP and/or verification and positive pay	31
Checks printed and/or send	1,300
Copies of booklets/journal entries requested	17
Deposits prepared	20
Returned mailed checks - Logged and Filed	13
Returned Mailed checks - Disbursement	27
Bond Construction checks scanned	17
Errands to Inter-office deliveries	53
Financial manager changes	3
FOAP created	74
Hours assisting other departments	4
Hours Filing and organizing of Journal Entries	1
Hours used for scanning - estimated	35
Hours used to prepare documents for scanning	1
Interdepartmental Transactions reviewed	29
Invoices and encumbrances reviewed	183
Journal entries prepared	34
Journal entries processed including FUPLOAD	1,257
Journal entries/documents scanned	802
Journal Entries Logged	980
Journal Entries Filed and Organized including creation of labels	955
Positive Pay submitted / EFT Payment/Positive pay exemption	36
Record Retention - labeled boxes	3
Stale dated letters mailed	992
Stop payments processed	33
Stale dated stop payment verification	745
Transactions removed from bank reconciliation	103
Banner Testing-hours	2

- Payroll, TimeForce and Position Control Departments
  - Assisted with TRS Report
  - Payroll processes for the month ending August 31, 2017:

Payroll Re-issue Processed	1
Payroll Cycles	5
Payroll Checks & DD	2,992
TimeForce Access Forms Processed	66
Number of Employees with OT reviewed for OT Memos	409
NOE's Approved	235
Salary Budget Transfer Forms Processed	3 with multiple transactions

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

General Accounting:

General Journal Entry (Intra-Fund) (JE15)	164
General Journal Entry (Inter-Fund) (JE16)	108
Cash Receipts (CR05)	798
Misc Receipt Payments (CA10)	3
Encumbrance Liquidation (E032)	6
Encumbrance Liquidation (E020)	7
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	0

- The Cashiers/Accounts Receivable
  - Cashier call agents contacting students on the unpaid lists
  - Cashiers attended several meeting with Accounts Receivable department to discuss various cashier processes that affect the CRC A/R integration scheduled to Go Live on August 21, 2017
  - Cashiers extended hours of operation to assist students with Fall 2017 registration
  - Cashiers extended hours of operation to assist students with Fall payment deadline of August 16, 2017
  - Cashiers generating Fall 2017 unpaid reports and Summer II minimesters for L2 and N13
  - Cashiers worked on department timeline for Fall 2017 term
  - Processing various transactions in PPRD8 using UC4 test to verify if the CRC scripts are functioning correctly

Business Office Performance Indicators

Payroll:

Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,856	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	832	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 07/16-07/31) SR15	421	Salaried	0
(Waged 08/01-08/15) SR16	448	Waged	1
(Salaried: August) SU02	397		
Regular (Salaried: August) MR08	1,992	**Void Checks Processed**	
NOE's Processed		Salaried	0
(Additions, Deletions, Changes)	19	Waged	0
Salaried	149		
(Salaried: August) SU02	294	**Replacement Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	0
Waged	62	Waged	1

Payroll Adjustment Worksheets		Voided Direct Deposits	
(Additions, Deletions, Changes)	21	Salaried	0
Salaried	63	Waged	0
Labor Distributions (Elida)	0		
(Additions, Deletions, Changes)	0	**Hand Cut/PBK**	
Waged	0	Salaried	0
		Wages	0
Liabilities Processed			
ORP	11	**Checks Processed**	
Annuity	11	Salaried	245
Student Loans	3	Total Net	$ 538,119.22
United Way	1		
Child Support	3	Waged	350
IRS Levy	0	Total Net	$ 98,926.11
Withholding & FICA	4		
Met Life	1	**Direct Deposit Processed**	
TexFlex	1	Salaried	1,891
Legal Judgement	1	Total Net	$ 4,585,798.62
U.S. Department of Treasury	0		
Social Security Administration	0	Waged	506
		Total Net	$ 144,068.25
Reports Processed			
Compass Bank Direct Deposit File	4		
Void And Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

Food Services
Luis R. Guzman II, Director of Food Services

- **Attended or held meetings as follows:**
  - Attended Bepoz Demo presentation
  - Attended Cashiers End of Day Closing meeting
  - Attended Digital Signage Follow up meeting
  - Attended Directors meeting
  - Attended meeting with Business Office regarding FY18 Budget
  - Attended meeting with Campus Administrator at Mid Valley Campus regarding the bond construction cafeteria layout and delivery service to Building G snack bar area
  - Attended meeting with STEM Faculty Institute regarding their graduation menu service
  - Attended Touchnet Dining POS presentation
  - Conducted Food Services all-staff luncheon
  - Conducted Pecan Work Study Interviews
  - Conducted Technology Work Study Interviews
  - Met with Domine catering at NAH Campus in regards to menu building and kitchen equipment
  - Met with Pepsi Co. representative in regards to a back to school promotion
  - POS Evaluation committee meeting

- **Worked on the following items:**
  - All NOEs for direct wage employees were drafted up and completed for 2017-2018
  - Conducted new employee orientation for Technology Café
  - Confirmed hood cleanings to be done at the end of August for all current cafeteria locations
  - Finalize paperwork for workstudies
  - Finalized an attendance policy which was approved by the HR department
  - Finalized hiring position at the Tech Campus
  - Finalized menu for Pecan
  - Finalizing cashier position at Pecan
  - In contact with Labatt regarding new coffee machine voltage types for the new bond cafeterias.
  - Planned a staff luncheon for Friday, August 11th at 2:30 to discuss basic standards and procedures and goals for FY2018
  - Reached out to NCR in reference to their integration capabilities with other POS software, awaiting response
  - Renewed all temporary employee paperwork for the fall semester with Mr. Palma at HR.
  - Reviewed budget to gauge final purchases of FY17 to last for week 1 of fall semester
  - Reviewed Work Study Applications for Fall 2017 and scheduled interviews at Pecan and Tech Campus
  - Suggested to meet with Aurora Food Pro since they integrate with Touchnet, awaiting demo
  - Tech Campus passed surprise health inspection conducted by the city
  - The Digital Signage team reached out for an update regarding future sites on the digital signage that coincides with each. We will be collaborating on Tuesday 8/8/17.
  - Will be coordinating new hood cleaning schedule with our vendor since we closed college for Hurricane Harvey during scheduled appointment
  - Worked and finalized all job descriptions for Lead Cook, Cook I, Cook II, and Accounts Assistant which were posted this past week.
  - Worked on recommendation letter for reference check for Taylor Thorne for Cashier Position

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

- **Attended or held meetings as follows:**
  - Attended a ARMS hosting meeting
  - Attended a Behavioral Intervention Team meeting
  - Attended a Bond equipment purchase discussions
  - Attended a Bond surveillance camera installation meetings
  - Attended a Campus Carry meeting with police officers to review law
  - Attended a Clery Act procedures meeting
  - Attended a Crisis Management Team Meeting
  - Attended a Disciplinary meeting
  - Attended a DPS funding meeting
  - Attended a Emergency Management meeting
  - Attended a Fall semester traffic control meetings
  - Attended a FAS Director's meeting
  - Attended a Finance Committee meeting
  - Attended a Human Resources meeting
  - Attended a Meeting to discuss Clery Act statistics
  - Attended a Meeting with faculty to discuss campus carry law
  - Attended a Meeting with staff concerning gun free zones

- Attended a meeting with Texas A&M College Station
- Attended a Meeting with UTRGV re: hurricane closing
- Attended a Meetings pertaining to surveillance cameras at campus entrances
- Attended a Meetings regarding shuttle buses
- Attended a Meetings to discuss Clery Act
- Attended a Nursing Allied Health meeting
- Attended a Police laptop communications meeting
- Attended a Police meeting for hurricane patrol duty
- Attended a Position description discussions with Human Resources
- Attended a Regional Center for Law Enforcement Excellence meetings
- Attended a Safety Committee meeting
- Attended a Security meeting for hurricane patrol duty
- Attended a Staff meeting
- Attended a Texas Law Enforcement Telecommunication System meetings
- Attended a Transit Services leased bus meeting
- Attended a Transportation services employees meeting
- Attended Avigilon Surveillance Camera representative meeting
- Attended the Administrative Staff meeting
- Attended the Title IX meeting

- **Worked on the following items:**
  - Addressed parking concerns
  - Prepared for Emergency Management presentation
  - Reviewed police reports
  - Worked on Behavioral Intervention Team threat assessments
  - Worked on campus carry powerpoint presentation and implementation planning
  - Worked on campus carry presentation to BAT, Math, and Science instructors
  - Worked on clery act database
  - Worked on Crisis Management Team planning for hurricane Harvey
  - Worked on gas cards for leased and security vehicle
  - Worked on hiring of security guards for vacant positions
  - Worked on installation of bond surveillance camera locations
  - Worked on internal and external event security planning
  - Worked on investigation reviews
  - Worked on jag express operations
  - Worked on leased bus from Valley Metro Transit
  - Worked on parking citation appeals and parking permit issuance management
  - Worked on police and security planning for hurricane Harvey
  - Worked on position description review with Human Resources
  - Worked on purchase order requests
  - Worked on safe for firearm storage
  - Worked on shuttle bus acquisition and maintenance
  - Worked on staff meeting preparation
  - Worked on traffic control for opening of 2017 Fall semester
  - Worked on transportation services bus operation
  - Worked on transportation services employee review

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - Attended the Coordination of Operations Council meeting related to the Bond Construction program deadlines and purchases
  - Attended the monthly Directors meeting conducted by VP FAS
  - Conducted a meeting to review the M&O purchases for the New NAH building
  - Conducted two staff meetings to review and discuss the end of year processes and procedures
  - Participated in a meeting to review and discuss the furniture purchases, delivery, and installation for the Technology Campus Southwest Building
  - Participated in a pre-proposal conference relating to RFP 17-18-1004 Mid Valley Campus – Childcare Development Center Walkway Canopy
  - Participated in a pre-proposal conference relating to RFP 17-18-1012 Starr County Campus – Building F Site Re-Grading and Sidewalk Replacement
  - Participated in the Emergency Procurement Webinar presented by TASB
  - Participated in the evaluation of five (5) proposals that were advertised and received
  - Presented at the Business Office Administrative Assistant Round Up on requisitions, car rentals, and encumbrances
  - Review and negotiated changes to twenty eight (28) vendor agreement/contracts

- **Worked on the following items:**
  - Worked on the list of the request for proposal worked on and public bid openings:
    - <u>Prepared the following Request for Quote (RFQ):</u>
      - ⇒ 17-024 Pecan Plaza Additional Finish on CMU Walls of Police Parking Area
      - ⇒ 17-023 Pecan Campus Renovations at Building M
      - ⇒ 17-025 Utility Site Improvements for Student Activities Booth
    - <u>Prepared the following Request for Proposals (RFP):</u>
      - ⇒ 17-18-1014 Printing of Stationary
      - ⇒ 17-18-1015 Rigging Services
      - ⇒ 17-18-1016 On-Line Defensive Driving Training
    - <u>Public Bid Openings:</u>
      - ⇒ RFQ 17-024 Pecan Plaza Additional Finish on CMU Walls of Police Parking Area
      - ⇒ RFP 17-18-1010 Office Supplies
      - ⇒ RFQ 17-023 Pecan Campus Renovations at Building M
      - ⇒ IFB 17-18-1013 Property Insurance
      - ⇒ RFP 17-18-1012 Starr County Campus – Building F Site Re-Grading and Sidewalk Replacement
      - ⇒ RFP 17-18-1004 Mid Valley Campus – Childcare Development Center – Walkway Canopy
      - ⇒ 17-18-1015 Rigging Services
      - ⇒ 17-18-1014 Printing of Stationary
  - The Purchasing Department processed three hundred ninety eight (398) purchase orders, approved one hundred thirty (130) requisitions, disapproved twenty seven (27) requisitions, processed change orders for goods and services, and completed sixteen (16) travel

authorizations. A total of forty eight (48) new/exiting vendor W-9 forms which were created or updated in Banner

- The Fixed Assets Department is currently reviewing all assets purchased since August 2017. The asset review process was completed as follows:
  - Approved fifty one (51) assets through July 15, 2017
  - Adjusted one hundred sixteen (116) assets in Banner for the month of July
  - Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed six hundred forty four (644) deliveries (purchase orders and complimentary books) and a total of six thousand sixteen (6,016) packages/boxes. A total of four hundred sixty five (465) purchase orders were posted received in Banner. A total of five thousand thirty six (5,036) items were transferred/relocated as per move/set up request forms. A total of forty six (46) faculty/staff moves were completed in August
- The Mail Services/Copy Center processed the following mail and copy request:
  - Financial Aid Office - $8,500.85; President's Office - $388.59 and Cashiers/Spirit Office - $892.24
  - Four Hundred Four Thousand Three Hundred Seventy Nine (404,379) copies were completed at the copy center for the month of August
  - A total of forty six thousand five hundred fifty six (46,556) letters were mailed out and one thousand four hundred ninety one (1,491) 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 2017 Job Fair, hosted by McAllen Public Library.
  - Attended a Title IX meeting
  - Attended August 2017 Board Meeting
  - Attended Bi-weekly VP-FAS IT Items meeting
  - Attended FAS Directors meeting
  - Attended FY18 Roll Over Meeting
  - Attended Lunch 'N Learn Series, hosted by Human Resources Employee Relations team
  - Attended monthly BUG's meeting
  - Attended online demonstration of Entrinsik Informer: data analysis software
  - Attended PeopleAdmin re-implementation meeting
  - Attended the Coordinated Operations Council meeting
  - Attended web demo of I-Sight case management software, with Employee Relations staff
  - Chaired the Assistant Director of Human Resources search committee and conducted interviews
  - Conducted interviews for Temporary Agency - Secretary
  - Conducted monthly HR Team meeting
  - FY18 Review of Budget Process and Planning for FY19
  - Met with HR Department staff
  - Met with Records Technician and Business Systems Analyst regarding Scanning/Indexing Project
  - Met with VP-AA, Dean of Liberal Arts & Sciences, History Chair and legal counsel
  - Participated in a conference call with Ellucian to prepare for the new TRS Reporting Portal with a go live date of September 2017
  - Participated in Library Services Technician search committee
  - Participated in Research & Analytical Services search committee

- Staff Compensation Meeting regarding Appointment Letters
- Staffing & Compensation Manager, HR Assistants & HR Technicians met regarding Application Processing
- Staffing personnel met regularly regarding HR Hiring Manual revisions/updates
- With Administrative Assistant regarding Internal Procedures Manual updates
- With Benefits & Payroll Manager regarding Tuition Waiver
- With Business Office on payment process improvement for Texas Dept. of Motor Vehicles vendor
- With Business Systems Analyst and Records Technician regarding records retention review
- With Chief Information Security Officer regarding Acceptable Use of Information Resources Policy finalization
- With Compliance Manager & Employee Relations Office for Title IX case review finalization
- With Dean for Nursing & Allied Health and Director for Associate Degree Nursing Program regarding tutor
- With Dean of Library and Learning Support Services, and Director of Educational Technologies regarding Job Description Review
- With Director of Student Records & Registrar, regarding Direct Wage Staff
- With Employee Relations team for demo of Employee Relations software
- With Faculty member regarding salary
- With Internal Auditor regarding NOE process review
- With Search Committee to conduct interviews for HR Assistant position
- With VP-FAS regarding HR Hiring Workflow
- With VP-SAEM, Director for Dual2Degree Programs, and Dual2Degree Specialist regarding Job Description Review
- Personnel matters with:
  - Dean of Industrial Training & Economic Development, and Employee Relations Officer Employee
  - Employee Relations Officers
  - President and Employee Relations Officer

- <u>Trainings/Events:</u>
  - Entrinsik – Informer demo to VP FAS and HR Director
  - Hosted a Lunch N' Learn training event for supervisors, with eight in attendance. Event topic "Complaints & Investigations".
  - Hosted the 403B Annuity Fair
  - Hosted the weekly TEAM Reporting Trainings
  - Internal: Payroll Specialist provided training on Position Control, Appointment Letter preparation, and PeopleAdmin processes to Payroll staff
  - PeopleAdmin Q3 SSCA Gathering
  - Qube Space Project STC Administrative Training

- **Worked on the following items:**
  - Adjunct Leave Form process training with various departments
  - Amended letters for Leave of Absence with FY 2017 salary
  - Comprehensive Plan Update
  - CUPA HR Survey: Dept. of Labor's Request for Information on Salary Exemption Injunction
  - Emergency Contact information – update for Faculty/Staff News
  - Employee Relations informational initiative "Supervisor's Tid-Bits" – one-page information sheet on topics related to Employee Relations (cell phone use, scheduling, attendance, etc.)
  - Form I-9 scheduled audits (internal)
  - FY 2018 Hiring Proposals: Lecturers, Faculty, & Staff Recommendations

- FY 2018 Salary correction
- FY 2017-2018 Employee Handbook finalization and acknowledgement notice to faculty & staff.
- FY 2018 Lecturer hiring packets/compensation
- HR data to Director of Institutional Effectiveness & Assessment for Presidents IE plan
- Job Description review
- Lecturer assignment acknowledgment form for VP-AA
- List of FY 2017 Pending Job Descriptions
- New Policy 4717 Acceptable Use of Information Resources
- Position Control "Reports To" field and "Supervisor" field in Banner NBAJOBS
- Position Roll FY18 processes
- Report request: New faculty and administrators, for Texas Community College Teachers Association (TCCTA)
- Request for corrections from IS&P to staffing plan report; criteria provided with example lists and parameters.
- Researched and informed IT regarding Faculty/Staff directory issues
- Researched IT satisfaction surveys from other higher education institutions for VPFAS
- Review of Fraud Impropriety Guidelines
- Staff Hiring Proposals compensation
- Summer II NOE processing
- Title IX Reference Guide review and feedback
- Tracking of FY 2018 Admin/Executive Letters of Appointment
- Veterans Preference Quarterly Report
- With legal counsel on EEOC claim documentation and unsworn declarations for submission
- Report Development
  - Internal
    - ⇒ Number of postings for August 2017, for Staffing & Compensation Manager
    - ⇒ New hire statistics for Texas Community College Teachers Association (TCCTA), to HR Director
    - ⇒ Full Time Temporary statistics for History department for Spring 2016, to HR Director
  - External
    - ⇒ Organizational chart FY2016-2017 and FY2017-2018, for the President
    - ⇒ Employee Count and statistical information, for the President
    - ⇒ List of all new employees hired in 2017, for Internal Auditor
    - ⇒ New Lecturers with salaries for instructional budget pool tracking, for Math, Science & Bachelor Programs

Staffing & Recruiting		
	Staff	**Faculty**
Positions posted to HR Website	40	6
Advertisements placed	29	0
Search Committees assigned/forms requested	61	0
Hiring Proposals reviewed & approved	69	20
Job Offers	28	87
New Hire Processing	27	n/a
Vacancy Reports completed	5	1
Educational Supplements	7	1

Staffing		**Faculty Staffing/Evaluation**	
Position Requests w/ Job Descriptions	31	Adjunct/Dual Enrollment Applications	10
Positions Filled	23	Intent to Hire	

Staff Resignations	24	*Adjunct*	21
Cancelled Positions	11	*Dual Enrollment*	8
NOEs		Full Time Temporary Faculty	69
Full Time Temporary	0	Transcripts reviewed	
Direct Wage	346	*Faculty*	71
Work Study	0	*Staff*	30
Trainer (PT)	71	Transcripts entered on database	40
		NOEs	
		Adjunct	90
		Overload	326
		Dual Enrollment	9
		Lecturer	0
HR Assistants		**Records Technician**	
Applications		Files scanned & indexed	490
Staff	847	New Hire folders prepared	50
Faculty	111	Termed files prepared	66
Part Time (DW/PT/AD)	111	Boxes to Record Retention	2
New Hires, Rehires, Transfers	166		
Temporary Agency Employees			
Requests	6		
Replacements	1		
Assignments	37		
Employee Relations			
Fingerprints, FYTD	543	Fingerprints, this month	36
DPS Driver Eligibility Checks, FYTD	296	DPS Driver Elig. Checks, this month	183
TWC Claims, FYTD	57	TWC Claims, this month	3
Open Records Requests, FYTD	12	Open Records Requests, this month	0
DPS CCH Background Checks, FYTD	915		

Benefits			**Payroll**	
New Hire Orientations	71		PDR Notifications	160
Internal Transfers	18		Direct Deposit Transactions	
Benefits Credits/Collections			*Full Time*	97
TRS Records reported	78		*Direct Wage/Work Study*	15
TRS Prior Yrs of Svc Verifications	300		Resignations	
TexaSaver 457/403B Accounts	1		*Full Time*	7
Benefits Eligibility Review (ACA)			*Direct Wage/Work Study*	17
Faculty (Adjunct, Temporary)	0		Garnishments	73
Staff (Direct Wage, Part Time)	6		TXOAG Reporting	0
Exits			Under Hours/DOC Worksheets	0
Full Time	40		New Hires, Rehires, Transfers	158
Part Time	0		Name Changes	6
Retirees	3		Address Changes	10
FMLA Claims			Form W-4 Changes	9
New	14		Verification of Employment	
Closed	16		*Forms processed*	20
Workers Compensation Claims			*Letters sent*	10
New	7		*Phone Calls*	26
Closed	2		Cell Phone Stipends	1
Tuition Reimbursement Applications	8		Adjunct Leave Forms	0
Tuition Grant Applications			NOEs	

Employee	60		*Faculty Full Time Regular*	0
Dependent	40		*Faculty Full Time Temporary*	69
			Direct Wage	92
			Work Study	0
			Adjunct	90
			Overload	27
			Dual Enrollment	0
			Trainers	92
			Fac. Special Assignments, Other	0
			Fac. Salary Retro-Pay Adj	0
			Fac. Base Salary Pay-Off	0
			PeopleAdmin Transactions	
			Approvals	1
			Hiring Proposals	24
			Payroll Worksheets	24
			Move Request Updates	29

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

- **Attended or held meetings as follows**:
  - Attended a furniture receiving/installation process with FPC staff
  - Attended a meeting for the Process Map of Procedures for Change Orders and Pay Applications
  - Attended Board of Trustees meeting
  - Attended Crisis Management Team meeting due to Hurricane Harvey
  - Attended FAS Director's Meeting
  - Attended interviews for Operations and Maintenance staff positions
  - Attended meeting with Broaddus & Associates to review change orders
  - Attended meeting with FPC staff to review pay applications, invoices, and the process for receiving furniture
  - Attended meeting with legal counsel to review various issues
  - Attended meeting with Parking Garage consultant and FPC staff to discuss feasibility
  - Attended meeting with staff to review Construction End of Year Process
  - Attended Qube Space Project Training meetings
  - Attended the Coordinated Operations Council meeting
  - Attended the Facilities Committee meeting
  - Attended the FPC Department staff meeting
  - Attended weekly Bond Program progress meetings with Broaddus & Associates
  - District Wide-attended meeting to review the FFE coordination schedules and documentation after installation
  - La Joya Teaching Center-attended bi-weekly AOC meetings and pre-installation furniture meeting
  - Mid Valley Campus-attended bi-weekly AOC construction progress meetings, HVAC training, and site irrigation coordination meeting
  - Nursing Allied Health Campus Expansion-attended bi-weekly AOC construction progress meetings and landscape drawings
  - Pecan Campus Relocation of Information Booths-met with Engineer to review preliminary drawings
  - Pecan Campus Student Activities Booth-attended bid opening for site utilities

- Pecan Campus-attended a meeting with Director of Maintenance and contractor to discuss College vehicle access through the construction site
- Pecan Campus-attended bi-weekly AOC construction progress meetings and to review landscape drawings
- Regional Center-attended bi-weekly AOC construction progress meeting; conference call to develop schedule for second phase of Driving Course Track
- Starr County Campus Building F Site Grading and Sidewalk Replacement-attended bid opening
- Starr County Campus-attended bi-weekly AOC construction progress meeting; held a meeting to discuss condition of existing chilled water system with CM@R, D&F, Broaddus & Associates, SIGMA HN, and College staff
- Technology Campus-attended the delivery and installation of offices furniture

- **Worked on the following items:**
  - Assisted HR with documentation requested by Legal Counsel for FY 12-13 and FY 13-14 of adjunct faculty areas district wide
  - District Wide Marker Board Replacement-observed construction progress and reviewed pay application, responded to RFI's from contractor and reviewed installed work
  - District Wide-reviewed roof progress reports from Garland Roofing
  - La Joya Teaching Center- performed site visits to observe status of construction progress, conducted furniture punchlist walk through, and conducted partial substantial completion walk through with project team
  - Mid Valley Campus Child Development Center Covered Canopy Walkway-received construction proposals
  - Mid Valley Campus-performed site visits to observe status of construction progress
  - Mid Valley Child Care Development Covered Walkway – Advertised for Bids
  - MISD AECHS Electrical Site Improvements- met with vendor to request proposal for new sidewalks, coordinated substantial completion walk thru with vendor
  - Nursing Allied Health Campus-performed site visits to observe status of construction progress
  - Pecan Campus South Academic & STEM-provided the IP addresses with the assistance from IT department
  - Pecan Campus Student Activities-requested the IP addresses with the assistance from IT department
  - Pecan Campus-performed site visits to observe status of construction progress
  - Pecan Library Facility Assessment-met with Dr. Plummer, Library staff, and FPC staff to work on Facilities Committee agenda write up
  - Pecan Plaza Additional Finishes on CMU Wall at Parking Area-attended bid opening
  - Pecan Plaza Emergency Generator-reviewed final drawings
  - Pecan Plaza Parking Area for Police Vehicles-conducted substantial completion walkthrough and prepared punchlist with engineers
  - Regional Center for Public Safety Excellence–attended Pre-Construction Meeting; performed site visit to observe status of construction progress; worked on responses needed from the project team, coordinated and finalized the color and driving patterns with staff
  - Reviewed A/E and Construction Material testing lab reports and invoices
  - Reviewed invoices, proposals, agreements and additional services from various Architects, Engineers, consultants and CM@R companies
  - Starr County Campus-Emergency Generator-review final drawings
  - Starr County Campus-worked on documenting the chiller system damage and necessary filtration issue
  - Starr County Campus-worked with Operations and Maintenance department regarding cleaning of existing chilled water system; college will be renting a filtered pump independently from the

contractor due to a lack of urgency on the condition of existing equipment from CMR and Engineer

- Technology Campus Building D Metal Replacement-issued Notice to Proceed
- Technology Campus Expansion-coordinated with IAM and AMT staff for equipment being moved next week
- Technology Campus Parking and Site Improvements-worked on Hinojosa Engineering invoice issue
- Technology Campus-assisted with furniture punch list
- Technology Campus-completed all staff and equipment moves to the new facility; performed site visit to observe status of construction and FFE installation progress construction and FFE installation progress
- Worked on August Facilities Committee meeting agenda and write ups
- Worked on coordinating various CMR requested campus shut down notices to College staff and faculty
- Worked on documentation backup for Coordinated Operations Council meeting
- Worked on FPC Handbook of Operation Procedures
- Worked on MSB Convocation presentation
- Worked on process for receiving furniture process
- Worked on September Facilities Committee meeting agenda and write ups
- Worked on Space Modification Requests and Move Requests
- Worked on the Change Order Request Form with FAS project manager
- Worked on the Outstanding Issues Action Plan with FAS project manager
- Worked on the Process Maps of Procedures for Change Orders and Pay Applications
- Worked on Unexpended Plant Fund budget with FAS staff
- Worked on updating staff positions; worked with HR staff to request posting for vacant position
- Worked on updating the comprehensive plan
- Worked with Broaddus & Associates to provide documentation needed for Facilities Committee packet
- Worked with College staff and outside vendors in preparation College closure due to Hurricane Harvey

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 Bi-Weekly Progress Meeting- STC Nursing & Allied Health Professions
    - Attended the Bond Construction Program Planning Meetings
    - Attended the meeting to Review Landscape Drawings – NAHC, Pecan and Starr Campuses
    - Attended the MVC - Construction Progress Meeting
    - Attended the STC AOC MTG Pecan Campus
    - Attended the STC Bond Program - RCPSE - Skills Pad - OAC Meetings
    - Attended the STC Mid Valley Campus Thermal Plant Wet Pipe Sprinkler System training
    - Attended the STC Starr Campus Construction Progress Meeting and Chiller Water Line
    - Attended the Student Services Above Ceiling Inspection (Dining Room/Student Act. Only)
    - Attended the Subcontractor Mandatory Precon Meeting - STC Regional Center for Public Safety Excellence
    - Attended the Tech Building Walk Through
    - Met with Skanska to discuss the campus irrigation loop

- Other:
  - Attended the BIT Meeting
  - Attended the Coordinated Operations Council Meeting
  - Attended the FAS Directors Meeting
  - Attended the Johnson Control, Inc Chiller Maintenance Contract Discussions
  - Attended the Mandatory Safety Meeting to discuss Hurricane Harvey
  - Attended the Touchnet OneCard Demo Presentation
  - Held an interview for the Construction Supervisor position
  - Held an interview for the Custodial Supervisor position
  - Held interviews for the Facilities O&M Administrative Coordinator position
  - Held interviews for the Operations Support Coordinator position
  - Held the FOM Managers' Meetings
  - Led the Pecan Campus STEM Tour

- **Worked on the following items:**
  - Operations Contract Department
    - Pecan
      - ⇒ Both Pecan Generators were refueled in preparation for Hurricane Harvey
      - ⇒ TLC Landscaping completed planting projects for Buildings C, E, G, and H
    - District Wide
      - ⇒ Assisted in closing all space modification invoices for end of Fiscal Year
      - ⇒ All hood cleanings completed except for one, delayed due to storm. We are rescheduling
      - ⇒ Completed all typical pest control issues and equipment rentals
      - ⇒ Preventative Maintenance Scheduled (District-Wide)
    - Starr
      - ⇒ TLC Landscaping completed new lava rocks for the Main Courtyard
    - Tech
      - ⇒ Vendors placed new soda and snack machines in Building E
    - NAH
      - ⇒ Scheduled a service call for west side generator at NAH

Classification	Work Orders Completed	Cost
Carpentry	170	$ 790.27
Electrical	114	31,321.01
Energy	120	591.20
HVAC	724	30,815.75
Locksmith	138	2,248.11
Painting	67	6,067.23
93	102	3,881.27
Plant Services	6	12,246.22
Total Cost		**$ 87,961.06**
General Preventative Maintenance	14	
Total Work Orders	**1,455**	

  - Custodial Department

Set-Ups	287
Moves/Relocations	86

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

- **Attended or held meetings as follows:**
  - Attended Board of Trustees Meeting for Property Insurance IFB
  - Attended conference call meeting with VPFAS and The NCHERM Group, LLC for service agreement review and upcoming Title IX Audit
  - Attended meeting with Administration Spec for Board Relations regarding policy review/revisions process
  - Attended meeting with FAS Reporting Coordinator for subpoena request and TASB invoicing and handling
  - Attended meeting with President, VPFAS, Risk Management Consultant, Legal Counsel, Director of Purchasing, Associate Director of Purchasing and Director of Accountability, Risk & Compliance regarding Property Insurance Invitation for Bids (IFB)
  - Attended meeting with VPFAS and Dean of Students for Title IX meeting with ATIXA lawyer
  - Attended meeting with VPFAS regarding Fraud Hotline request to PR, subpoenas process (procedures and policy), Legislative Summary Matrix, Title IX, TASB Matrix and responsibilities
  - Attended the Safety Team meeting
  - Attended Title IX Committee meeting
  - Conference call with Carlisle Insurance regarding Starr Campus incident and Worker's Compensation
  - Coordinated Worker's Comp system training for HR with Texas Mutual
  - Correspondence with Legal Counsel regarding insurance claim
  - Correspondence with Office of VPFAS regarding release memo execution for bus repairs
  - Correspondence with TASB regarding insurance coverage for municipalities using Regional Center for Public Safety/Excellence Training Facility; communicated same to Office of VPFAS
  - Correspondence with VPFAS and Montalvo Insurance regarding possible extension of Property Insurance and corresponding cost
  - Correspondence with VPIS&P regarding Cyber Liability Application
  - Discussion with Internal Auditor regarding Auto Liability (covered persons)
  - Discussion with Montalvo Insurance regarding substantial completion on two bond construction projects
  - Discussions with Director of Facilities Planning & Construction and Project Manager on substantial completion of bond construction projects
  - Discussions with Director of Purchasing and President's Office regarding Property Insurance Board Motion and Comparison
  - Discussions with Forest River, Inc. personnel and Chief Administrator for the Department of Public Safety regarding rental shuttle bus / repairs on existing shuttle bus
  - Discussions with Grants/Contracts Compliance Manager regarding Records Management
  - Discussions with Hartford Insurance and Director of Facilities Operations & Maintenance regarding insurance claim for fire in Pecan Thermal Plant
  - Discussions with Risk Management Consultant regarding Property Insurance Board Motion, Spreadsheet and Comparison
  - Discussions with VPFAS and TASB regarding Auto Insurance – coverage for rental vehicles
  - Discussions with VPFAS' office regarding Records Management Procedures
  - Held discussions with HR and Business Office to finalize Workers' Comp and crime insurance applications
  - Held meeting with Admin Specialist for Board Relations regarding Policy Management Demos

- Held meeting with Director of Rights & Responsibilities on Title IX pending items
- Held several discussions with Forest River Inc. regarding repairs for shuttle bus
- Held several phone/e-mail discussions with FPC Director Montalvo Insurance, Legal Counsel, VPFAS and Director of Accountability, Risk & Compliance regarding insurance claim for Thermal Plant incident
- Meeting with VPFAS and FPC staff to review change order procedures and process maps
- Monthly meeting with VPFAS, HR Director, and Staffing and Compensation Manager to discuss and review HR hiring metrics
- Scheduled meeting regarding Title IX with Chief Administrator for Department of Public Safety, Human Resources Director, and Employee Relations Officer
- With Applications Analyst III and FPC Specialist regarding testing of online move/setup system.
- With Business Office Accountant regarding Child Care Center reconciliation
- With Child Development Center Program Chair and Secretary on various occasions regarding Child Care 2nd follow-up review
- With Construction Buyer regarding evaluation forms
- With Director of Facilities, Planning, and Construction on various occasions regarding payment application and to review change order process maps and procedures
- With Director of Inst'l Effectiveness and Assessment regarding TSI reporting per dual credit population
- With Director of Purchasing regarding bond purchases procedures
- With Distribution Services Specialist regarding post receiving in Banner process
- With Facilities, Operations & Maintenance on various occasions regarding testing of online move/set up system
- With FAS Project Manager on multiple occasions regarding owner change order request form process map
- With FPC Specialist regarding payment application procedures
- With FPC, FAS, Food Services, Educational Technologies, Business Office, Tech & Client Services, regarding kitchen, audio visual, and IT bond purchase process maps
- With Receiving and Distribution Manager regarding testing of online move/set up system
- With Staffing and Compensation Manager to review and test various means of reporting new information requested per President's Cabinet

- **Worked on the following items**:
  - Child Care 2nd Follow-Up
  - Continued testing the Move/Set Up PI online system
  - Created and finalized a substantial completion tracking worksheet for new bond construction
  - Created and made revisions to Payment Application procedures
  - Created draft webpage design for the accountability, risk, and compliance department consolidating all three areas of the office
  - Developed Action Plan for Entity Wide Risk Assessment
  - Drafted workflow of the Disaster Recovery - Accounts Payable Disbursements processes 1-10
  - Finalized the HECA compliance matrix based on research conducted
  - Reviewed Title IX cases
  - Revised Risk Assessment Plan
  - Updated HR Hiring Workflow PI
  - Worked on Change Order Procedures and Process Map
  - Worked on policy guidelines regarding Policy Management
  - Worked on TASB Legislative Update Matrix requested by VPFAS
  - Worked on two subpoenas cases

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ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

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Memo

Date: September 15, 2017

To: Dr. Shirley A. Reed, President

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

Subject: **AUGUST 2017 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 September 19, 2017 Board of Trustees meeting.

Division: Academic Affairs
Department: Academic Affairs
Highlight: 3rd Annual Breakfast Meeting with Superintendents

On Wednesday, **August 02, 2017**, South Texas College Academic Affairs Division hosted the **3rd Annual Breakfast Meeting with Superintendents** at the Pecan Campus Rainbow Room.

The purpose of the Breakfast Meeting with Superintendents was to bring **all partnering school district superintendents to discuss important dual credit activities, updates, and critical deadlines**. Each superintendent in attendance received a personalized Student Performance Status Report which indicates success metrics that were developed by South Texas College to assist with student success.

SOUTH TEXAS COLLEGE

BREAKFAST MEETING WITH SUPERINTENDENTS
Tuesday, August 2, 2017
8:30 a.m. – 10:30 a.m.
Rainbow Room, Pecan Campus

AGENDA-AT-A-GLANCE

8:30 a.m. **Sign In and Networking Breakfast**

9:00 a.m. **Opening Address**
Dr. Shirley A. Reed, South Texas College President

9:10 a.m. **Dual Credit Program**
Dr. Anahid Pehlivian, Interim Vice President for Academic Affairs
- Overview of Dual Credit Program
- Dual Credit Student Performance Status Report by District

9:40 a.m. **Review of Memorandum of Understanding (MOU)**
- Dr. Anahid Pehlivian, Interim Vice President for Academic Affairs
- Matthew Hebbard, Vice President for Student Affairs & Enrollment Management
- Dr. David Plummer, Vice President for Information Services & Planning
- Mary Elizondo, Vice President for Finance & Administrative Services

10:20 a.m. **Q&A Discussion**

10:30 a.m. **Adjourn**

Superintendents in Attendance:

- Edcouch-Elsa ISD
- La Joya ISD
- McAllen ISD
- Mercedes ISD
- PSJA ISD
- Sharyland ISD
- South Texas ISD
- Vanguard Academy

Division: Liberal Arts and Social Sciences
Department: Center for Mexican American Studies
Highlight: Ballet Folklórico South Texas College and Conjunto Jaguar Perform at Multiple Venues

On Thursday and Friday, **August 3-4, 2017**, the ***Ballet Folklórico* South Texas College** and our student led **Conjunto Jaguar** had the honor and privilege of **performing at multiple venues.**
It was an experience like no other.

The first venue was for **MD Anderson's Children.** We were invited to perform for the **in-patient** children who are battling cancer but at the same time to help lift their sprits with our performances and music. Among the audience were faculty, staff, doctors and nurses of MD Anderson who expressed their appreciation for our travel and participation.

As a result of the MD Anderson's Children performance, the students were invited by the **Houston Astros to perform at Minute Maid Park** during a game. The students got to represent South Texas College at a professional baseball game and perform to a different audience than usual.

Furthermore, this Minute Maid Park performance led to an invitation to perform in **Galveston at the Historic Pleasure Pier**. This performance was a fitting reward for our students for their gesture of goodwill that began the day before at MD Anderson and for their hard work and time dedicated leading to these performances over the summer.

Our students gained a positive and rewarding experience.

MD Anderson Children's Hospital

Minute Maid Park

Galveston's Historic Pleasure Pier

Division: Academic Affairs
Department: Academic Affairs
Highlight: 6th Annual Dual Credit Principals' Summit

On Wednesday, **August 09, 2017**, South Texas College hosted the **6th Annual Dual Credit Principals' Summit** at the Pecan Campus Cooper Center.
The purpose of the Principals' Summit was to bring to focus activities that support the continuing quality enhancement of all dual enrollment initiatives, as well as to highlight the review process that the Dual Credit Program has gone through the last academic year. Educational leaders from **19 participating independent school districts** were in attendance. The chart below provides the breakdown of participant categories.

Participating ISD's			
1	Donna ISD	11	Premier High School of Mission
2	Edcouch-Elsa ISD	12	PSJA ISD
3	Edinburg CISD	13	Progreso ISD
4	Hidalgo ISD	14	Rio Grande City CISD
5	La Joya ISD	15	Roma ISD
6	La Villa ISD	16	South Texas ISD
7	McAllen ISD	17	Valley View ISD
8	Mercedes ISD	18	Vanguard Academy
9	Mission CISD	19	Weslaco ISD
10	Monte Alto ISD		South Texas College

2017 Summit Participants	
Administrative Assistant Superintendents=1 Directors=20	21
Principals & Assistant Principals	24
Deans of Instruction	6
Counselors/Advisors/Coordinators Counselors=29 Advisors/Coordinators=11	40
Total of ISD	**91**
STC Faculty, Staff, & Administrators	36
Overall Total	**127**

SOUTH TEXAS COLLEGE
Dual Credit Principals' Summit
Wednesday, August 09, 2017 • Cooper Center, Pecan Campus • 8:00 a.m. - 12:45 p.m.

AGENDA-AT-A-GLANCE

8:00 a.m. **Registration & Networking Breakfast**
8:30 a.m. **Welcome**
Dr. Anahid Petrosian, Interim Vice President, Academic Affairs Division
Matthew Hebbard, Vice President, Student Affairs & Enrollment Management Division
8:40 a.m. **State of the Dual Credit Program**
Dr. Anahid Petrosian, Interim Vice President, Academic Affairs Division
Dr. David Plummer, Vice President, Information Services, Planning, Performance, & Strategic Initiatives Division
9:10 a.m. **Partnership Towards Continuous Improvement**
Nick Gonzalez, Administrator, High School Programs and Services
9:40 a.m. **Q&A Part 1**
10:10 a.m. **Networking Break**
10:30 a.m. **Dual2Degree Updates**
Tony Matamoros, Director, Dual2Degree High Schools
11:00 a.m. **Utilizing Degree Works for Student Success**
Dr. Kristina Wilson, Associate Dean, Curriculum & Student Learning
Cynthia Blanco, Director, Student Records & Registrar
Sofia Pena, Director, Early College High Schools
11:30 a.m. **Career & Employer Services**
Celinda Palacios, Director, Career & Employer Services
12:00 noon **Dual Credit Faculty Professional Development Opportunities**
Darci Cather, Faculty Liaison, Office Professional & Organizational Development
12:15 p.m. **Q&A Part 2**
12:45 p.m. **Evaluations & Adjourn**

SOUTH TEXAS COLLEGE

Division: Math, Science, Bachelor Programs
Department: Biology
Highlight: STEP2 Grant – Closing of Year 2

On Thursday, **August 17, 2017**, the **STEP2 Grant Program at South Texas College ended its second year** as part of a multi-institutional 4-year USDA-funded grant program, with UTRGV as the lead institution. The main goals of the program include:

- Encouraging students to continue into graduate studies in biological and agricultural sciences, and
- To prepare them for careers as scientists.

Our **primary role at South Texas College is to identify, train, and mentor gifted motivated students**, who will **pair up with local scientists** in order to do agriculturally-related biological research during the summer. Each student in the program gets their own research project, which exposes them to science the way it is done in the real world - something they cannot get in a classroom laboratory setting.

Each South Texas College faculty member involved is assigned one student to mentor during the research process by meeting with them monthly to discuss their research and to give them guidance.

South Texas College STEP2 students from first and second year, on 8/17/17 at UTRGV (L to R): Chris Barbola, Jacob Wolfe, Ruth Galan, Fallon Fraustro, Alma Lopez, three UTRGV STEP2 students (names unknown), Courtney Avila.

Ruth Galan at the USDA Mission Laboratory

Jacob Wolfe at UTRGV

Courtney Avila at Texas A&M-Citrus Center

Fallon Fraustro at Texas A&M Citrus

Chris Barbola at USDA Research Facility in Beltsville, Maryland

Division: Math, Science and Bachelor Programs
Department: Texas Regional STEM Degree Accelerator (TRSDA)
Highlight: TRSDA and RGV STEM Faculty Institute Update

On Thursday, **August 17, 2017,** the **Texas Regional STEM Degree Accelerator (TRSDA) RGV STEM Faculty Institute** (SFI) took SFI participants from Cohorts I and II on a professional development tour. Those that were interested, a **total of 5**, in learning more partook into two outside tours:

- **Group 1** visited the TSC Office of Transfer, Career, and Employment Services to learn more about the services available to their students. The coordinator of the Office provided a PowerPoint presentation about career connections and a PAID internship program called "All In" that is available if the student meets eligibility requirements. Other services offered include career exploration, resume writing, and interview preparation.
- **Group 2** visited the headquarters and facilities of VTX1 in Raymondville, TX. They were able to tour the router and server rooms, learn how the power supply is brought in, converted to battery power, and backed up via generator; they also saw the new office areas where drafters use MapCom, Elation, and CAD systems to map out fiber optic service areas.

Faculty from all 3 SFI Cohorts have been invited to observe Ms. Rachael Brown's classroom this fall. They will also be invited to take part in the "rounds process" observations of their colleagues' classrooms in fall 2017 and spring 2018.

Division: Liberal Arts & Social Sciences
Department: Psychological Science
Highlight: Presentation at Starr County Child Care Providers Conference

On Saturday, **August 19, 2017**, South Texas College Psychological Science Instructor **presented on "Stress- Causes, Effects and Coping/Managing"** during the **23rd Annual Starr County Child Care Providers Conference** that took place from 8am-4pm at STC Starr County Campus Auditorium. There were **over 180 attendees** (child care providers, teachers, teacher aides, etc.). Mr. Sarabia elaborated on what stress is and the sources of stress (such as daily hassles, catastrophes and significant life changes), the effects of stress (on our health, body, mind, and behaviors), and differentiated between unhealthy (like smoking, using alcohol or drugs, procrastination, isolation, taking out stress on others, over/under eating) and healthy (exercising, listening to music, deep breathing, meditating, reading/writing, getting a massage, talking to a support person) ways of reducing stress.

Division: Academic Affairs/Academic Advancement
Department: Distance Learning
Highlight: Distance Learning Annual Symposium

On Thursday, **August 24, 2017**, the **Distance Learning Department** hosted its **Annual Distance Learning Symposium**. The event provided networking opportunities for new and veteran online faculty. This year's S**ymposium focused on learning outcomes and student success**. The event **featured 20 presentations and sessions** on best practices in online teaching and learning, **with over 150 participants from around the South Texas College district**.

The Symposium's keynote address was delivered by Dr. Natasha Jankowski, Director of the National Institute for Learning Outcomes Assessment (NILOA) and research assistant professor with the department of education policy, organization and leadership at the University of Illinois Urbana-Champaign.

In addition, **service awards for teaching online were presented** to faculty members, along with the award for the **2017 *e*Faculty of the Year**. The Distance Learning Department strives to find new and innovative ways to tackle faculty and student support and other big issues faculty and students are facing in online teaching learning.

2017 eFaculty of the Year

Keynote Speaker

Division: Liberal Arts & Social Sciences
Department: Psychological Science; Starr County Campus Psychology Club
Highlight: Donation Drive for Hurricane Harvey Relief

On Thursday, **August 31, 2017**, the **Starr County Campus Psychology Club** dropped off **donations for Hurricane Harvey Relief** at the Starr County Memorial Hospital to be shipped to Houston and affected areas.
The Psychology Club members and psychology students donat**ed over $400 in canned food, bottled waters, hygiene products** (such as soap, deodorant, shampoo, tooth paste, wipes, etc.) **and diapers**. We are so impressed with everything that the members were able to collect in a couple of days during the first week of fall semester to meet the shipment deadline.

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Updates:**
  - Attended the Coordinated Operations Council Meeting held at the Pecan Campus – Tuesday, August 1st
  - Met with VPAA to discuss Learning Outcomes – Tuesday, August 1st
  - Attended the Breakfast with Superintendents – Wednesday, August 2nd
  - Met with City Manager of Roma to discuss funding for the Regional Center for Public Safety Excellence EVOC – Wednesday, August 2nd
  - Participated in the Enrollment Team Meeting held by Dean of Enrollment Services and Registrar, Student Affairs & Enrollment Management to review Fall enrollment, unpaid list, communications by student population/segment, update from PR & Marketing and discussion of strategies to reach targets – Thursday, August 3rd
  - Met with Assistant Dean Candidates – Thursday, August 3rd
  - Met with Program Chairs to discuss name for new and existing buildings – Thursday, August 3rd
  - Attended the STLA for Chairs held at the Pecan Campus – Friday, August 4th
  - Met with South Texas College, Executive Office for External Affairs to discuss the Regional Center for Public Safety Excellence – Friday, August 4th
  - Attended the meeting with Director of Academies and High School Projects to discuss "Long Term Camp Program" held by Training Specialist, STC NAAMREI Office. The purpose of the meeting is to recruit middle and high school students into IAM and AMT departments to participate in yearlong ongoing camps, to increase the student's level of knowledge in technical fields such as: robotics, automation, tool & die manufacturing, CNC programing, electro pneumatics, PLC installation and programing and many more. – Tuesday, August 8th
  - Participated in the Starr County Campus Programs meeting held by Starr County Campus Administrator at the Technology Campus to discuss space allocation for the Technology programs at Starr County Campus. – Tuesday, August 8th
  - Visited the Sheriff's Office to discuss funding for the Regional Center for Public Safety Excellence – Wednesday, August 9th
  - Met with McAllen City Manager to discuss funding for the Regional Center for Public Safety Excellence – Wednesday, August 9th
  - Met with Chief of City of McAllen to discuss funding for the Regional Center for Public Safety Excellence – Thursday, August 10th
  - Participated in the EVOC Consortium Luncheon held at the Cooper Center with local leaders and law enforcement agencies to discuss funding for the Regional Center for Public Safety Excellence – Thursday, August 10th
  - Participated in the TWC Apprenticeship Program Meeting held by Director of Grant Development, Management and Compliance – Friday, August 11th
  - Met with the Rio Grande Guardian for interview to promote the Regional Center for Public Safety Excellence and technical programs – Tuesday, August 15th
  - Visited Pecan Campus to meet with Dean to discuss how to assist with the food bank – Wednesday, August 16th
  - Participated in the New Faculty Orientation Team Leadership meeting held at the Pecan Campus – Thursday, August 17th
  - Held a tour for the 2017 New Faculty Orientation Campus Tour at the Technology Campus – Friday, August 18th
  - Attended meeting with Vice President for Academic Affairs – Friday, August 18th

- Faculty and staff attended the Academic Affairs Convocation at the Edinburg Conference Center at Renaissance – Monday, August 21st
- Attended the Annual Grant Management Training held at the Pecan Campus – Tuesday, August 22nd
- Visited Program Chairs at the Pecan Campus for new updates – Tuesday, August 22nd
- Attended the TAMU orientation for faculty and staff organized by Associate Provost for Undergraduates Studies of Texas A&M – Wednesday, August 23rd
- Participated in the Lunch Meeting with Universidad Tamaulipeca held at the Pecan Campus to discuss upcoming matters related to future agreements with this institution – Thursday, August 24th
- Held Meeting to Discuss Hurricane Harvey at the Technology Campus with Program Chairs and staff to discuss preparation – Thursday, August 24th
- The BPST programs held their department meetings the week of August 21 – 24th.
- Attended a ceremony for STC at the Universidad Autonoma in Monterrey, Mexico – Monday, August 28th
- Met with Fire Science and Police Academy Program Chair to discuss department updates – Tuesday, August 29th

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

- Program Chairs from the following programs completed the PLO Report for to review: AEDT, Public Safety, Welding, Advanced Manufacturing Technology, Automotive/Diesel.
- Program Chair worked on paperwork to hire 2-3 more lecturers due to increase of enrollment.
- All AEDT Faculty attended the Academic Affairs Convocation on Monday, August 21, 2017.
- Assistant Professor received her award for DTLA.
- AEDT Faculty met to discuss the Pathways and Program Clusters on Wednesday, August 23, 2017.
- AEDT Faculty attended the Distance Ed Symposium on Thursday, August 24, 2017.
- AEDT Faculty continue to register and advise students throughout the week as registration remains open.
- AEDT Program is offering the entire AEDT Certificate at the MidValley Campus for the first time ever.

2017 DISTINGUISHED TEACHING AWARD RECIPIENTS

The Distinguished Teaching and Learning Award (DTLA) has been established to recognize full-time faculty who have established an exemplary teaching technique, practice, or activity at South Texas College. DTLA recipients were selected by a representative committee of their peers through a competitive process, with rigorous selection criteria.

Inspiring Approachable Passionate

Excellence in Teaching & Learning

Laura Salas, Architectural & Engineering Design Technologies, Business & Technology Division

Creating a Maker Space

With over 16 years teaching experience, Assistant Professor Laura Salas is a faculty member in the Architectural and Engineering Design Technologies Program. In this fast paced and growing job market in the Architectural and Civil Engineering field, Ms. Salas utilizes real world projects to give the students an understanding of the expectations in the workforce. Students get to experience the entire design process with 3 steps: 1) initial sketches for concept design and preliminary ideas, 2) going through the process of developing their design and 3) building this design into an actual physical model or prototype using 3D printing.

For the process to work, Ms. Salas introduces the class to real life "clients" outside the classroom. Students have served Dr. Reed herself in designing buildings for her review. Additionally, the students are given the opportunity to be creative and interpret the assignment based on their level of knowledge and expertise, while following certain requirements. Students work in collaborative groups and are exposed to the type of learning and working environment that exists in the workforce. Students learn time management and how to communicate their ideas and interpret the ideas of others and evaluate different options of the design. Furthermore, Ms. Salas has the students create a presentation to their "clients" as they would in real-life. Not only are students gaining hands-on experience, they are developing soft skills and the confidence to take on any project.

- AEDT Program Chair and Assistant Chair met in reference to his organization, Border Issues of Texas with regards to the Mi Casita program that is part of this larger organization. We agreed to work with the Electrician Assistant and the Construction Supervision programs and Program Chair and Electrician Assistant instructor to provide the construction documentation for this project.
- AEDT faculty and staff joined together to have a Beginning of Semester Luncheon and discuss the upcoming school year, including responsibilities and duties, expectations and goals.
- Program chair and Assistant Chair are planning to attend the Building Partnerships in Architectural Education, being held in Austin on Friday, September 15, 2017. This meeting is to discuss the possibility of developing a dual credit high school architecture certificate.

Business Administration

- Attended the PLO meeting with Associate Dean Institutional Research & Effectiveness – Monday, August 14th
- Visited with potential speaker for the INNO 2017 – Tuesday, August 15th
- Visited Hidalgo County Director of Economic Development to ensure the speakers are confirmed and committed and discuss the INNO conference – Tuesday, August 15th

- Visited Starr County to ensure the speakers are confirmed and committed and discuss the INNO conference – Wednesday, August 16th
- Met with City of Pharr personnel to discuss the 5th Annual Innovation Conference – Thursday, August 17th
- Met with Accounting Instructor to discuss the IMA (The Association of Accountants and Financial Professionals in Business) project for the Spring semester – Friday, August 18th
- Attended Academic Affairs Convocation at the Edinburg Conference Center at Renaissance – Monday, August 21st
- Attended the BPST Division Meeting at the Technology Campus – Monday, August 21st
- Held the Accounting, Economics and Business Administration Department Meeting – Monday, August 21st
- Attended the South Texas Manufacturers Association (STMA) meeting the McAllen Country Club – Tuesday, August 22nd
- Met with Director of Edinburg Economic Development Corporation to discuss INNO agenda – Wednesday, August 23rd
- Attended the 2017 Distance Learning Symposium – Thursday, August 24th
- Attended the BASOL Faculty Meeting scheduled at the Pecan Campus – Thursday, August 24th
- Held the BA/HRS Advisory Committee Meeting at the Pecan Campus – Thursday, August 24th
- Attended the College-Wide Curriculum Committee Meeting scheduled at the Pecan Campus – Thursday, August 24th
- Met with students for advising and extended registration on August 28-30, 2017.
- Met with ECON faculty for Dual Enrollment administrative purposes on August 29, 2017.
- Met with Pharr EDC to discuss INNO agenda – Friday, August 25th
- Held capstone orientation class at the Technology Campus – Thursday, August 31st

Automotive Technology

- On Monday morning, August 21st, the Department of Automotive Technology (faculty and Staff) attended the Academic Affairs.
- The Department of Automotive Technology joined the BPST division meeting held at the Technology campus on August 21st
- On Wednesday, August 23rd, Automotive Instructors, Attended the FOCUS Academy fall 2017 Kick-off (session1) meeting, at the Pecan Campus. They will be attending this Academy for the Fall 2017 term.
- On August 21st, Automotive Technology Dept. Program Chair, met with a representative from Charles Clark Chevrolet, regarding his interest in student employment.
- On August 30th, Program Chair held a meeting with PSJA's Career and Technology Coordinator to discuss student's Orientation on September 7, and the Open House being held on Wednesday October 25, 2017.
- On Wednesday August 30th, Program Chair met with O'Reilly's representatives regarding Automotive training to be held on October 25, 2017 and tool Orientation for students on Thursday September 7 was also discussed.
- Automotive student orientation will be held on September 7th at the Technology Campus auditorium.
- The Diesel program invited 4 service managers as guest speakers from 4 major companies to talk to 1st semester students regarding requirements needed to get hired at these companies. This event will be held on September 8, 2017 at the Technology Campus auditorium.

Computer & Advanced Technologies

- Faculty and staff attended the Academic Affairs Convocation at the Edinburg Conference Center at Renaissance – Monday, August 21st

- Convened the CAAT department meeting. Discussed concealed carry concerns, classroom signage, PLO/CLO changes, and reviewed the Fall 2017 schedule. Faculty filled out and submitted Outside Employment Forms and updated their contact information. - Tuesday August 22
- Enrolled students into classes. We are expecting to have another Mechatronics certificate student graduate this December. - Tuesday August 22
- Met with faculty teaching CPMT 1443 to revise curriculum for that class. Currently implementing C-code programming and open-source Arduino hands-on labs. - Tuesday August 22
- Contacted STC Library Specialist and provided an updated list of books for them to add to their inventory. This will give students another opportunity to access textbooks on our campus. - Tuesday August 22
- Performed Campus tour to visiting Texas A&M faculty teaching at our facility. - Wednesday August 23
- Contacted Edinburg CISD high school CATE coordinator and dual enrollment faculty to provide them textbook, materials and syllabi information for CPMT 1403 and CPMT 1411. - Wednesday August 23
- Assisted students needing syllabi for 3rd party support in obtaining materials for class. - Wednesday August 23
- Program Chair received recognition for 5 years as Distance Learning instructor - Thursday August 24

Design & Building Technology

- Attended the Academic Affairs Convocation, August 21, 2017
- Attended the Business, Public Safety & Technology Division Meeting, August 21, 2017
- DBT Program Coordinators Meeting, August 22, 2017, 9AM
- HVACR Department Meeting, August 22, 2017, 10AM
- Electrician Technology Department Meeting was held August 22, 2017
- Construction Supervision Department Meeting was held August 22, 2017
- Design & Building Technology Departmental Meeting was held on August 23, 2017
- Discussed Program Learning Outcomes/Course Learning Outcomes
- Electrician Technology faculty met with Dr. Montiel at Starr County Campus to coordinate "new" ELPT course offerings for Fall 2017. August 24, 2017.
- Electrician and HVACR Faculty are coordinating with Campus Administrators for new first time offerings at Mid-Valley and Starr County Campus. Communication throughout the week. August 22-24, 2017.
- Electrician Technology and Construction Supervision faculty will be housed in the new Technology Campus "T" Building. Faculty are moving, advising, attending meetings, and registering students this week. August 21-24, 2017.
- HVACR hired two Lecturers for Fall 2017/Spring 2018 Academic Year
- Electrician Technology hired new Full Time faculty member
- Electrician Technology Lab Assistant was recognized during the Academic Affairs Convocation with a Distinguished Staff Award. August 21, 2017.
- Design Building & Technology (DBT) Program Chair, was the recipient of the 2017 Faculty of the Year Award. August 21, 2017.
- Electrician Technology Faculty attended Habitat for Humanity of the Rio Grande Valley, ground breaking ceremony for new build project in Edinburg. Electrician Technology students will participate in the field lab experience in mid-September. August 17, 2017.
- DBT Program Chair attended Habitat for Humanity-RGV monthly Executive Board Meeting. Thursday, August 24, 2017.

- Construction Supervision and Electrician Technology Faculty donated 35 cases of water to Habitat for Humanity-RGV for the victims of Hurricane Harvey. Water will be delivered on Monday August 28, 2017 to Aransas Pass. August 27, 2017.

Law Enforcement

- Night police academy started August 28; twelve students enrolled.
- Fire academy received new fire truck August 31
- Police academy received new police unit August 31

Office Administration

- Attended Academic Affairs Convocation and Division Meeting (Monday, August, 21, 2017)
- Held Departmental Meeting (Tuesday, August 22, 2017)
- Attended Webinar – Respondus (Wednesday, August 23, 2017)
- Reviewing Applications for HR Faculty Specialist/Evaluator Position
- Attended College Curriculum Committee (Thursday, August, 24, 2017)
- Assisted Students with A# Issues
- Registering/Advising Students
- Attended Blackboard Symposium (Thursday, August 24, 2017)

Welding Technology

- Attended the Division Meeting held at the Technology Campus – Monday, August 21st
- Held department meetings on August 22nd and 23rd
- Attended the Weslaco Early College Administration Meeting on August 23rd
- Visited La Joya Training Center Shop on August 24th
- Participated in the Dual Enrollment Staff Meetings
- Participated in the Degree Planning

Dean – Distance Learning and Virtual Campus

- **Distance Education and Virtual Campus Highlights**
  On August 24, 2017, the Distance Learning Department hosted its annual symposium. The event provided networking opportunities for new and veteran online faculties. This year's symposium focused on learning outcomes and student success.

- The event featured 20 presentations and sessions on best practices in online teaching and learning, with over 150 participants from around the STC district.

- Learning Outcomes Assessment (NILOA) and research assistant professor with the department of education policy, organization and leadership at the University of Illinois Urbana-Champaign. She is co-author, along with her NILOA colleagues, of the book Using Evidence of Student Learning to Improve Higher Education, and has an upcoming book with David Marshall titled, Degrees That Matter: Moving Higher Education to a Learning Systems Paradigm. Her main research interests include assessment, organizational evidence use, and evidence-based storytelling. She holds a PhD in higher education from the University of Illinois, an MA in higher education administration from Kent State University and worked with the Office of Community College Research and Leadership studying community colleges and public policy.
- Using assessment to ensure student success: Connecting meaningful assessment in Distance Learning. National Institute for Learning Outcomes Assessment's mission is to discover and disseminate effective use of assessment data to strengthen undergraduate education and support institutions in their assessments efforts. Shared very useful resources.

- Course Development
- Computer Information Technology
  - Assist team leaders building their 22 courses.

Projects:

- Month of August - Promoting Registration Fall 2017
  - Phone/Email – 9,995 contacted students
- Distance Learning assisted with Hiring Committee for the following departments
  - Philosophy department
  - Instructional Technology
  - Counseling department
  - Public Relations department
  - Student Activities
- Online Course Revision Academy / Course Revision Process
  - Developing new workshop that will facilitate instructors with a step by step Course Revision Process
- Online Course Revisions

    - In progress course revisions
    - Workshop for course revisions
- DL Annual Symposium 2017
    - Meeting: Agenda, discussed sessions, keynote and welcome.
    - Keynote Speaker - Director of the National Institute for Learning Outcomes Assessment
        - Coordinated agenda with keynote speaker
    - Met with eFaculty of the Year Committee and selected eFaculty of the year committee
    - Email reminders sent out to online faculty.
    - Finalize agenda brochure and ready to print.
    - Worked with Keynote Speaker to finalize presentation title and media requirements
    - Presented before keynote presentation to address enrollment trends for DL and new features coming to the system.
- Dual2Degree
    - Planned layout of the orientation using Softchalk
- LASS Division - Online Faculty Evaluation
    - Created committee to evaluate the online faculty evaluation form
    - Submitted final list of questions to Dean of Liberal Arts.
- Distance Learning First Time Online Student - Orientation Pilot Course
    - Working with IT to get error resolve for minimesters.
    - Errors on the integration making the students get deny from course
- Accessibility
    - Quality Matters standard
        - Using checklist to verify online courses for Fall 2017 semester
            - Making recommendations to instructors.
    - Assisted HR department with medical accommodations
        - Assisting blind LASS instructor with Blackboard.
    - Disability Office
        - Develop and implemented a proctoring online form
            - Production date in September
        - Develop and implemented a Sign Language request form
            - Production date in September
    - Blackboard Accessibility Course
        - Create awareness
        - Updates
    - Accessibility Checklist for online content
        - Assist faculty in creating accessible online content for their courses.
            - Working with PR to build web-pages to serve as reference to instructors/staff when asking about accessibility related questions.
- Distance Learning Self-Service Portal
    - Meetings with from Instructional Technologies about support for Distance Learning
    - Develop and implement our section for Distance Learning in the IT software Footprints as college wide self-service tickets for students/faculty.
    - Discuss the possibility of having DL helpdesk until 9pm with IT helpdesk personnel.
- Distance Learning Overall Training List
    - Updated list
- DL Certificates Redesign
        - Updated eTeach I to Blackboard Certification
        - Updated eTeach II to Online Teaching Certification
- MADISSAR Grant
    - 8 Course Reviews

- ILP & Mobile Project
    - New integration with banner and Blackboard so that we can have a two-way communication with Blackboard and banner.
        - Blackboard send final grades over to banner.
    - Met with core team to go over configurations and timeline
        - Pilot group needs to be created for testing
    - ILP building block installed in staging environment
        - Start testing functionality
            - Errors reported and trying to resolve.
- Blackboard Certification Redesign
    - Created updated modules and information to each section.
- Creation of Blackboard Refresher course
    - This Blackboard Refresher course will be given as a re-certification of old certification that expires 5 years or more.
    - Create description for training with requirements.
    - Development and implement a two-hour training for re-certification.
        - New model course will be expose
        - New technology will be presented

Distance Learning – Technologies

➢ **Blackboard Learn**

Blackboard Weekly call with Service Delivery Manager from Blackboard every Thursday at 10am has been on-going. Discuss about all the issues we have during the week with Blackboard.

- Cross List (master courses)
    - 132 master courses for Fall 2017
        - STEM Program
    - Provided support for STEM program.
        - BASOL courses
    - 13 courses extended end date for incomplete students.
    - Provided department with technical and course assistance on any issues.
        - Banner Integration – eLearning
    - Month of August
        - Manual updates for term 201810 to address any missing enrollments for both faculty and students.
        - Blackboard Learn SaaS - Known Issues
    - Locking Left side Menu for standardization
        - Pending fix.

➢ **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
        - 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.
    - Pending evaluations to proceed with data collection.
    - Errors need to be resolved with Blackboard in order to procced.

- Meeting with Blackboard and Curriculum to discuss the current status of the pilot.

➢ **Distance Learning Helpdesk**

- Numbers for the month of August
  - Students/Faculty Chats: 883
  - Students Tickets: 340
  - Faculty Tickets: 202

➢ **Trainings/Workshops**

- Face to Face Trainings – Location: A-121
  - Online Teaching Certification
    - 18 faculty/staff
- Workshops
  - First Year Connection Orientation
    - DL presentation
  - Symposium session – Accessibility
    - Create awareness of services and show new form that was created to facilitate proctoring requests.
  - La Joya Teaching Center College Fair
    - Promoting online degrees
  - Grant Development, Management and Compliance on Video Campture Training
    - 4 staff

➢ **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:	422
Distance Learning Walk-Ins:	4
Telephone Contacts:	362
Virtual Campus Advising Email:	397
Early Registration Emails	9,995
Total:	***11,180***

➢ **Professional Development**

- Training
  - Code of Conduct for Higher Education
  - Business Office - Travel policies and procedures
  - Online Learning Consortium Instructional Designer Certificate

- Webinar
  - 10 Tips to Use Blackboard Learn Tools and Features to Engage Students
  - Using Blackboard Collaborate with Ultra Experience in online hybrid course models

➢ **Distance Learning Meetings**

- Weekly Department Meetings
  - Every Monday at 10am
- Weekly Department Instructional Designers Meeting
  - Every Wednesday at 10am
- CIT Instructional Designers meeting with team leaders on progress on competency based course.

- DL Symposium Meeting
  - Discuss agenda
  - Sessions
  - Final brochure and print out.
- eFaculty of the Year Committee meeting
- Banner User Group meeting to discuss patches and downtime for banner.
- Scholastic Appeals Committee
- ILP & Mobile Project Administrative Meeting
  - Addressed all the errors and bugs from the integration.
- FOCUS on Technology Meeting
    - Completed FOCUS academy video.
- Competency-Based Evaluation Committee (CIT)
  - Review current status and structure on the competency based CIT courses.
- Site Visit from the Texas Higher Education Coordinating Board on August 29, 2017
  - Show case and discuss the competency based courses for Computer & Information Technology
- Distance Learning Advisory Council Meeting met August 24, 2017
  - Recap on previous meeting
  - Full Time Online Faculty Pilot program update
  - Distance Learning Orientation
  - Open Education Resources with TopHat and Lumen.
  - ILP Banner integration update to be able to send Blackboard final grades into banner, pilot group of 5 faculty for next semester.
  - Distance Learning Academic Continuity Plan – discussed during a disaster plan and facilitate continued instruction by adding information in course syllabus.
- Meeting with Business Office for the Distance Learning fee defray cost analysis to identify what expenses are funded with which student fee.
  - To ensure compliance with various Texas Statutes and Codes.
- Distance Learning Presentation to the Biology Department, Education Department and Math Department meeting
  - New trainings offer by the department (Blackboard Certification, Online Teaching Certification and Blackboard Refresher)
  - Explain the difference between each trainings and its goal.
- Academic Affairs Convocation
  - Presented eFaculty of the Year
- Meeting with VP of Student Affairs & Enrollment management to review Fall enrollments by headcount, campus and division
  - Review of Unpaid List
  - Review of Communications by Student Population/Segment
  - Update from PR & Marketing on Fall Campaign
  - Discussion of Strategies to reach targets

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

- **Division Dean's Updates:**
  - A meeting was held to discuss the TSI writing cut scores, which have been lowered as per the THECB. This means that approximately 500 students need to be approached and re-registered for a higher Developmental or Academic English course. The LASS division retention staff is working hard to accomplish this. Lists are being generated with the A numbers for those who are re-assigned so we can keep track on who succeeds and who fails with this new system. The waiting is for the scores to be changed in Banner according to the new placement scores, so new, incoming students will not be misplaced. Apparently this has to be done student by student in Banner.
  - The Coordinated Operations Council met to discuss the Carry law and to discuss, among other things, names for new buildings and the old G building.
  - The deans met to discuss how to make sure all learning outcome changes are submitted in time. Most chairs reacted right away and we are well underway to completion. The Humanities still to come.
  - The Dean traveled to a retreat aimed at setting a new future strategy for Catch the Next and the Dream Catcher program. The THECB considers Catch the Next the main source for training in its new initiatives to offer developmental classes as co-requisites with academic classes rather than by themselves, literacy based learning
  - methods, and acceleration of developmental students. A new comprehensive mission is starting to grow, where the Catch the Next folks will offer training not only for aspiring Dream Catcher ("the revised Puente" program) faculty, but also for Mathways faculty and those who want to learn how to infuse literacy based learning in their classes.

  - An early Monday morning TSI score meeting was conducted to kick off the mass initiative to notify students who had registered in the wrong Developmental English classes due to the THECB's cut score change. Photo to the right.
  - LASS division student success specialists and support staff teamed up for a well-coordinated effort to call the students, register them in appropriate classes or sending them to and advisor, and create a document of A Numbers to follow in the coming years to check for success rates (or lack thereof).
  - Over 500 student were approached, of which 194 could be sent to an advisor, 96 could be placed in an appropriate English course. Those whom we could not reach will now get a letter.
  - Anybody who is still enrolled in the wrong class by Friday next week, will be approached when they come to class.
  - For the Developmental English sections with many "drops", class size limits were raised not to prevent incoming students from being able to get the Developmental course they need. Rosters are checked daily to check on changes and respective adjustment of class size limits. Thanks to this effort, we will not end up with many low enrolled sections due to the need to drop students who do not need the course but who could not be reached.
  - The Dean was requested to attend the Finance, Audit and Human Resources Committee meeting to help defend Policy 4001 changes. Unfortunately there was an "executive meeting" necessary, so it got too late to stay for the discussion.
  - The Dean, Assistant Dean, and Chair of the World Language department met with a faculty member to discuss a student complaint.

- The Dean met with members of the faculty senate to discuss the newly created Lecturer table, comparing the duties of this positon with a Full Time Regular position's duties. They had some good suggestions, to call faculty classification academic classification and a request to add an Adjunct column to clarify the difference between an Adjunct and a Lecturer.
- The Director of Institutional Effect and Assesment visited to discuss a new software program with predictive analysis capacities that perhaps could be used for the Dream Catcher data, which is one of the success programs with a rich data history.
- The Dean took those who had worked so hard on the TSI initiative out to lunch to thank them and to discuss future needs with regards to this effort.
- During the week of the 14th, the LASS division office kept devoting much of its time to approaching students who had been misplaced in an ENGL0100 class to make sure they were transferred to an ENGL1301 or INRW class if they needed that. The others were referred to advising. We were able to reach about half of the approximately 600 students, who will show up in their classes on the first day of class. For full classes, class size caps were adjusted to make up for the students that would drop.
- The first LASS Program Chairs meeting of the year was held to discuss a variety of topics having to do with the start-up of classes. Policy revisions, the newly created lecturer title, the upcoming co-requisite challenges, were some of the topics discussed.
- The dean met with a delegation of Art faculty who wished to organize the annual TASA (Texas Association of Schools of Arts) meeting at South Texas College. This is a yearly conference for Art faculty.
- The dean met to discuss the IBL initiative and edit a manual he had created.
- The 2017 Academic Convocation starting off the new Academic year was a huge success, with interesting information on the state of the Academic Affairs, a vote on our most valued faculty characteristics, and an award ceremony for staff and our faculty of the year. LASS' Delia Magdaleno, previous faculty of the year winner, held a wonderful presentation on her student engagement activities.
- The LASS division meeting was a huge success as well with an informative power point on upcoming initiatives and vision for all the departments and a summary of past and upcoming activities to be enjoyed by students and communities. The mood was positive and all faculty seem to be ready and keyed up for a wonderful year.
- The Dean attended the Board meeting where, among other things, Policy 4001 was discussed and approved.
- A Dream Catcher meeting was held to discuss upcoming needs and requirements for the program and to discuss future directions with regards to the THECB requirements.

Assistant Dean of Humanities

- The OPOD Instructional Coach interviews were completed
- Work continues on contacting students affected by the new TSI Writing Scores in order to get them re-enrolled in a proper course
- The Philosophy Lecturer Interviews were completed
- Preparations were made for reigniting the meta-majors / program clusters discussions at the Department level, beginning August 22
- The STLA for Chairs was conducted, including blurbs on upcoming Starfish EAS activities and Program Clustering activities
- Staff in the LASS Division began contacting students enrolled in ENGL-0100 courses, and who meet the new cut score for College Readiness in Writing, to assist them with switching into another class (either INRW-0304, or ENGL-1301, HIST-1301, GOVT-2305, etc.)

- PLO reporting work neared completion, as the reports for English, History, and Philosophy were completed; and the reports for the World Languages programs reached their second drafts, aiming for a Monday (08/14) AM completion of all reports
- The BAT-CIT Course Evaluation Team continued its work, reviewing several more of the newly re-designed Competency-Based courses for this degree
- Thanks to some innovative thinking by the Starfish EAS Team, and the VPs of ISP and SAEM, it appears that we may be able to dispense with the old fashioned Census Roster reporting, and thus whittle the roster verifications performed by faculty down from three (3) per semester to one (1), utilizing the Starfish Progress Survey function to do so – we should receive final confirmation of this, this week (in time for a happy announcement at Academic Affairs Convocation next week)
- Select Departments have begun scheduling some time in their August department meetings for a presentation by the Pathways Project Meta-Majors Research Team, in order to begin sorting out some of the more pressing questions about the trickier programs in terms of clustering
- Starfish Administrative Team: The final touches were put onto the newly designed FARV process in Starfish, with one major glitch identified and left to be fixed
- New Faculty Orientation: The Assistant Dean of Humanities addressed new faculty on Faculty Evaluation, Academic Classification, and the Starfish EAS
- DREAMers Task Force: Collaborative work continues with local organizers; VP SAEM has scheduled follow up meetings and various events in the community through these partnerships
- Texas Pathways Project: The Assistant Dean of Humanities, also the STC faculty lead on the TPP, conducted meetings with eight (8) of the more problematic programs to cluster, and solicited their provisional feedback on the cluster in which they belong and who belongs there with them (the other 10 programs with which he was not able to meet have been asked to complete a faculty survey on the issue); everything remains on schedule for each program at the College to decide, at or around its September department meeting, which cluster they most properly belong in
- Distance Learning Advisory Committee: We met, and were able to talk at length with representatives from BlackBoard, as well as review the timeline for the new QM-Based certifications for STC faculty
- The Assistant Dean of Humanities, along with the rest of the Starfish Administrative Team, worked all week with faculty (individually and in groups) to help facilitate the transition to the Starfish EAS for FARVs, as well as the first week "raise your hand" assignment for students …
- The Assistant Dean of Humanities participated in the THECB site visit re: the CB BAT-CIT Program
- Work continued on the TPP, as the last of the tricky programs have begun discussing their clustering options in earnest, and several members of the core team met to discuss timelines for next steps

Department of Art

- The South Texas College Art Department presents "Almost Heaven" an art exhibition featuring works by artist, Mark Trent. The exhibit opens Monday, September 11, and will be available to view Monday through Friday from 9:00 a.m. to 5:00 p.m. until October 11, 2016, at the South Texas College Art Gallery located on the Pecan Campus, building B-103

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

BASOL

- **August 2, 2017** – Met with Grants and Projects Officer at the STC Library to record videos with alumni and current BASOL students for the Examples of Excelencia.
- **August 3, 2017** – Participated in the eFaculty of the Year Committee.
- **August 3, 2017** – As an Ambassador for the McAllen Chamber of Commerce, I attended the Ribbon cutting for HomeTown Lenders in McAllen, Texas.

- **August10, 2017** – As an Ambassador for the McAllen Chamber of Commerce, I attended the monthly Ambassador meeting.
- **August23, 2017** – The BASOL program had their fall term I student orientation at the Cooper Center. Students were provided with information on all aspects of the program such as how to maneuver through a Competency-Based course, deadlines, Incomplete process, registration, and any other questions the students had. This process helps students feel more confident and knowledgeable of what is expected of them and how to deal with issues if they arise.

- **August 24, 2017** - As an Ambassador with the McAllen Chamber of Commerce, I had the opportunity to attend the ribbon cutting for the new business Man Cave Spa.

- **August 30, 2017** – The BASOL program had their fall FY 2016-2017 Advisory Committee Meeting. The committee was updated on the progress of the program and the also discussed the importance of updating its Program Learning Outcomes for the upcoming SACSCOC re-affirmation. This information will then be reviewed and those not present will have an opportunity to submit their information via an online survey. Once the data has been collected then provide a report to the Advisory Committee at its November convening scheduled for November 14th 10:00am – 12:00pm. At that time, the committee will review the findings and provide recommendations that will help the BASOL program develop its new PLOs, CLOs, and Assessments.

CITP

- **August 29, 2017** - Almost all of the Computer Science/Computer and Information Technologies (CIT) instructors have completed the Focus Academy. As a result, many of instructors have learned and incorporated new ways to engage the students to improve their learning. In the photo above, Instructor demonstrates the active learning strategy of "scaffolding", where he provides support for his first year Bachelors of Applied Technology (BAT) students, currently enrolled in his online Advanced

Networking course. Like a set of training wheels, Students were guided through technical coursework until they are ready to ride on their own!

Active learning strategies with BAT-CITP students

TMGT

- **August 24, 2017** – Attended the Distance Learning Symposium at the Cooper Center.

MHSM

- **August 22, 2017 -** New Students' Orientation BAT Awareness: In an effort to increase awareness of the BAT programs, I participated in two different sessions of the college-wide new students' orientation that the Student Activities and Wellness Center customary held every semester. That event took place in the cafeteria on the Pecan campus. The purpose of the orientation is to inform students of the many different services, resources, and programs that are available to them during their journey at South Texas College. I was given the opportunity upon request to make students aware of the BAT programs, particularly the MHSM program in both sessions of the Nursing Allied Health (NAH) students for about five minutes in each session. I used the STC online home page website to briefly explain to students the benefits, eligibility, and requirements for the program. Although students will be exposed to this information all throughout their time at the college, the earlier the seed is planted in their minds, the better informed decisions they will make later as they approach graduation. These awareness sessions will also decrease the number of students that are unaware of our Bachelor's degree programs.

BIOLOGY

- The STEP2 program at STC has just ended its second year as part of a multi-institutional 4-year USDA-funded grant program, with UTRGV as the lead institution. The main goals of the program include encouraging students to continue into graduate studies in biological and agricultural sciences, and to prepare them for careers as scientists. Our primary role at STC is to identify, train, and mentor gifted motivated students, who will pair up with local scientists in order to do agriculturally-related biological research during summers. Each student in the program gets their own research project. This exposes them to science the way it is done in the real world—something they cannot get in a classroom laboratory setting.

  STC Biology faculty is involved in developing and disseminating promotional materials for the program (e.g., brochures, PowerPoints, display for STC's plasma screens, and a website: http://www.southtexascollege.edu/grants/step2/), and the Biology Department faculty get involved by showing in their classes a slick, self-running PowerPoint that introduces the program to their students. Students apply for the program early in spring. The applicants are required to attend an orientation session, attend a research seminar done by some local graduate student, and participate in three half-day Biotech workshops. At the Biotech workshops, the students learn lab skills, techniques, and theory that they are very likely to use if they are chosen to participate in the summer research. These workshops ideally allow them to "hit the ground running" when they start their summer research.
  At the end of the spring semester, the top four students who participated in the spring activities are selected, and names are submitted to UTRGV, and they then the students are

paired with local scientists from either UTRGV, or local Texas A&M or USDA research institutions. The STC faculty mentioned above still mentor the students during their research, with each of the four taking on one student to mentor as needed, as well as meeting with them monthly to discuss their research, and give them guidance.

At the end of summer, the STEP2 students from the different participating institutions gather at UTRGV to give presentations describing their research. The research presented by the STC students this year covered the following topics: development of a method to remove antibiotic-resistance genes from genetically modified organisms (GMOs), testing a synthetic lure for use in trapping mosquitos, development of methods for detecting lipids in fungi for potential use as biofuels, and development of a method for early detection of citrus greening disease in citrus trees. Our students did a fantastic job on their presentations, and therefore represented STC really well—a fact that was commented on the UTRGV professor who is head of the entire STEP2 program.

In addition, one STC student——who participated in STEP2 in its first year, was selected this year to participate in a USDA internship at Beltsville Maryland this summer, also with support from STEP2. He did research there on a fungal agent which spoils apples. He also presented his work and experiences from Beltsville to the other STEP2 student participants which met at UTRGV.

Here are a few brief comments from some of our STEP2 student participants after they completed the program (there are more student testimonials on our website):

- "You have an entire team of people that want you to succeed and will share the knowledge and resources they can to see you be successful."
- "My research work this summer taught me so much. I almost feel like a different person. I will be forever grateful."
- "Beyond the scientific aspect of this internship, I gained independence and grew as a human being all while forging lifelong friendships."

It is instructive to note the opportunities opened up for students who participate in the STEP2 program. For the STC students who participated in the first year of STEP2 (also pictured above), where are they now?

- **August 4, 2017**--HESI A2 Training Workshop, Edinburg Conference Center at Renaissance— Registered Nurse, Biology Department Faculty, Anatomy & Physiology Instructor, provided a 3-hour training to 12 high school Anatomy & Physiology Instructors and 3 STC full-time Biology Department Instructors assigned to teach Anatomy & Physiology. The goals of the training were to correlate A&P topics to the A&P portion of the HESI A2 exam for entrance test preparation. The ultimate goal is to increase student performance on the A&P portion of the HESI A2 exam. Another STC employee, was also present as the coordinator of the training.

- **August 11, 2017**--UTRGV Medical Residents Presentation, The Women's Hospital at Renaissance Medical Outreach Coordinator for the Rio Grande Valley Down Syndrome

Association (RGVDSA) presented to 10 OB/GYN Medical Residents, 1 Family Medicine Resident, and 2 Medical Resident Faculty at Women's Hospital at Reniassance. The presentation entitled "Down Syndrome Perinatal Care" provided up-to-date information regarding prenatal testing, medical concerns for infants born with Down syndrome, the current recommendations for delivering a Down syndrome diagnosis and improving perinatal diagnosis communication.

- August 24, 2017—Faculty **participated in the STC Distance Learning Symposium. The symposium provided p**rofessional development for faculty in online delivery. The Distance Education Office has organized this event to keep abreast e-faculty with recent and upcoming changes in the IT word. It was an opportunity to recognize the service and dedication of some Faculty to Distance Learning Students.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **MVC Administrator's Office**
  - New Campus Faculty Tour – August 18
- **Student Activities and Wellness Department**
  - First Year Connection – August 24
  - Welcome Tables – August 28 & 29
  - Student Activity Kick Off – August 30 & 31
  - Jaguar Pride Days – August 31
- **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 Acadmies Specialist. Students gain valuable information from the workshops and presentations.
- **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:
  - Health Care Workers Program is held on Thursdays and Fridays
  - Health Care Workers Program Graduation Ceremony – August 18
  - EC-6 Review for Teacher Certification – August 24
- **STC Departmental Trainings and Workshops**

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

  University University Relations –
  - UTRGV Representative – August 2, 9 & 30
  - Career and Employer Services –
  - On Campus Recruitment for PSA Healthcare – August 1 & 31
  - Educational Technologies Department Staff Meeting – August 1 & 4
  - Security Department Heart Saver CPR A&D Training – August 10
  - Financial Aid Services held New Work Study Hire Procedures Training – August 10
  - Child Development Center Recruitment Tables – August 14-18
  - Child Development Center Parent Orientation – August 17
  - Career Connections held interview for their department – August 11
  - Vocational Nursing Department held new student orientation session – August 28 & 29
  - Supplemental Instructor Department Class Promotion Tables – August 15-18
  - Cashier Department Interviews – August 18
  - Custodian Interviews – August 15 & 30
  - High School Programs and Services Department held ECHS College Tour – August 14
  - Library Staff Meeting – August 22
- **The STC Mid-Valley Campus -** Meeting location for many local organizations to host their events:
  - STAR Network holds monthly meeting – August 16 & 24
  - RGV Texas Association of Sport Officials held their annual meeting on August 5.
  - SKANSKA hold meeting for construction updates at various times throughout the month.
  - GEAR UP Awareness Tables – August 29 & 30
  - IDEA Public Schools Table – August 29

Dr. Arturo Montiel
Site Coordinator – STC Starr County Campus

- **Starr County Campus Coordinator**
  - On August 9, 2017, Dr. Montiel was interviewed by the local television station regarding new construction and the benefit to students in the Starr County area. New technology programs such as Electrician Assistant, HVAC, Automotive, and an expanded Welding programs were also highlighted. The interview was recorded and aired on the 10pm news.
  - On August 18, 2017, the New Faculty Orientation Tour was greeted by Dr. Montiel. Visitors were treated to a brief history of the Starr County Campus as well as updates on bond construction. The group also had a tour of the campus to see facilities and all of the services offered.

  - On August 28, 2017, Mr. DeGarimore (History Instructor) applied some of the teaching and learning approaches gained from his teaching & Learning Academy. Students were engaged in first-day of class activities designed to help them feel more comfortable in a college learning environment while getting a good understanding of what will be expected throughout the semester.
  - On August 28, 2017, a new computer lab with a capacity of 40 students was activated in building C-314. The lab includes 40 stations with an interactive monitor and printer. Photo to the right.

- **Community Engagement**
  - Coordinating with Region 1-Gear Up Program to offer services on campus for Starr County high schools
  - Coordinating with Starr County Historical Foundation on new monument storage
  - Continue promoting new technology programs among the community
  - Continue promoting new NAH programs across the community
  - Coordinating with RGC Food bank for participation in food drives
  - Working with ISD Counselors recruiting purposes.
  - Continue faith-based work helps students J building.
  - Make contact with newsprint for advertising
  - Contact with Rotary club for information and recruiting.
  - Job interviews for custodial positions.
  - Begin advertising for cafeteria (Cactus)
  - Connecting with faith-based community to provide building J (snacks/drinks)
  - Contacting San Juan Church to participate in Catholic Campus Ministries Wednesdays
  - Contacting business leaders to present new technology programs to public
  - Preparing for 9/11 remembrance Ceremony
- **Campus Events**
  - Advising & Mentoring Services "Staff Training Workshop for Student Mentors" 08/14
  - Texas A&M Agrilife "Child Care Conference" 8/19
  - First Year Connection 8/23
  - Texas A&M Agrilife Extension Service "WOW Coalition Meeting" 8/24
  - Welcome tables 8/28-29
  - Pictures with Jerry 8/31
- **Facilities Related**

- Work continues on Wall Art Committee to replace photos in auditorium entrance
- Coordinating with ARTS faculty to establish Art Gallery in building E
- Proposal submitted for adding additional electrical capacity in D building welding shop
- Finalized space allocation for new technology programs Welding, Electrician, HVAC, Automotive in buildings D & C.
- Install water pump fountain.
- Continue clean-up of classrooms for Fall 2017
- Moved trash bins to north side of campus due to construction.
- Prepare D building for electrical work programs
- Prepare portables for classroom occupancy Fall 2017
- All power and services restored to campus after shutdown due to hurricane
- Ice machine out of order cafeteria work order submitted
- Work order submitted volcano rock for star emblem at entrance of campus
- Work order submitted replace carpet E2.724 faculty office
- Work order submitted repair ramps portable 2&3
- Attempting to add one classroom for MATH department
- Submit space modification for Building D 1.130 welding area
- Continue inventory book store

Yvette Gonzalez, April Castaneda, and Monica Perez
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 the meeting logistics for 6th Annual Dual Credit Principals Summit
  - Finalized the 2017 Faculty Spotlight Booklet to be distributed during AA Convocation
  - Finalized artwork for OPOD for multiple agenda programs for August
  - Worked on Academic Affairs Convocation program booklet (artwork and program design)
  - Worked on Adjunct/Dual Credit program booklet (artwork and program design) – event was canceled due to weather
  - Updated ECHS Academic Planning Cycle Flowchart
  - Created flowchart for the Office Curriculum & Student Learning proposed structure of staff
  - Begin working with PR/Marketing to update design on Processional Banners
  - Assisted D2D department with Student Convocation Program Booklet in creating artwork and overall design look
  - Updated artwork for Essential Qualities & Characteristics for STC Faculty document
  - Created artwork for Distance Learning Symposium powerpoint presentation

- **Projects: Data Compilation and Presentations**
  - Continue Assist Academic Affairs with compiling program data and information with the assistance of Research & Analytical Services and respective program administrators for requested reports, activities, & presentations in the following areas for the month of August:
    - Breakfast Meeting with Superintendents: Aug. 2nd
    - Dual Credit Student Performance Status Reports by District: Aug. 2nd
    - STLA for Chairs and Assistant Chairs: Aug. 4th
    - Bachelor Programs Overview (EWDC): Aug. 8th
    - Dual Credit Principals' Summit: Aug. 9th
    - New Faculty Orientation: Aug. 17th
    - Academic Affairs Division Convocation: Aug. 21st
    - Distance Learning Symposium: Aug. 24th
    - Full-Time Faculty Teaching Dual Enrollment Courses PD Day: Aug. 24th
    - Adjunct & Dual Credit Faculty PD Day
    - Psychological Science Majors Orientation: Aug. 31st

- **Projects: Instructional Efficiency Reports (Budgets and Facilities)**
  - BOND Construction
    - Continue working on assignment of classrooms, offices, labs, etc. for new buildings
    - Continue working on Move/Setup Requests for office relocations
  - Continue working with Facilities, Planning & Construction on office space in Portables for Pecan Campus
  - Working on identifying and moving Direct Expenditures/Capital division funds
  - Continue working on identifying and moving funds within Instructional Pools
  - HR
    - Continue working on Vacant Faculty Positions for 2017-2018

        - Continue working on developing Faculty hiring proposals
        - Continue working on updating/revising Pay Plan for FY 17-18
    - Working on updating Policy Inventory List for Academic Affairs Division
    - Working with Travel Office to propose removal of 7.02 Reimbursement for Moving Expenses
    - Working on sending out letters to Faculty for Academic Classification
    - Finalized findings and response regarding TexPREP Summer Program student case

➢ **Meetings**

- Hosted and coordinated the 3rd Annual Breakfast Meeting with Superintendents: August 2nd
- Attended STLA for Chairs and Assistant Chairs meeting: August 4th
- Attended meeting with OPOD to discuss activity for AA Convocation: August 8th
- Attended EWDC Bachelor Programs Presentation: August 8th
- Hosted 6th Annual Dual Credit Principals Summit: August 9th
- Took photos for Faculty of the Year and student speaker: August 10th
- Attended Marketing Advisory Committee meeting: August 11th
- Participated in hiring committee for SAEM- Advising Dept.: August 11th
- Meeting to review applications for the Executive Administrative Assistant position: August 10th
- Chaired the Search Committee Interviews for the Executive Administrative Assistant: August 15
- Met with HSI Director to review the Active Learning Classroom inventory, August 15
- Met with Distance Learning Manager to review outline for symposium presentation: August 16th
- Attended the Effort Reporting meeting with Grant Development, Management & Compliance: August 17
- Attended New Faculty Orientation: August 17th
- Attended the 2017 Academic Affairs Convocation: Aug. 21st
- Assisted OPOD with Academic Affairs Convocation Awards Ceremony
- Attended the Annual Grant Management Training: August 22nd
- Attended 2017 Distance Learning Symposium: August 24th
- Attended Faculty Credentials Meeting – August 28th
- Met with D2D to finalize Student Convocation Program Booklet – August 30th
- Attended First Year Psychological Sciences Majors Orientation: August 30th
-

Jessica S. Garcia
Coordinator – Academic Excellence Program

Valley Scholars Program

- **Fundraising** – Mailed Silent Auction Brochures to local businesses. Sent follow up emails and made phone calls to past sponsors. Donations received in Aug.: Cash - $3,500.00; In-Kind -$23,028; Pledged - $12,900; Silent-Auction - $1,477.99. Submitted ANWTS Ads to Texas Border Business, and Mega Doctor News. Finalized Event Brochure which will be sent in May. Met with Chess Tournament Director to plan Chess Fundraiser for the Valley Scholars Club Account.
- **Recruitment** – Student Success Specialist continued meeting with students accepted into the program to go over program procedures and advising for Fall 2017. She also traveled to Mid Valley and Starr Campuses to meet with new students. Made follow up phone calls to all eligible students. Student Success Specialist presented at the Senior Survivor Workshop on Aug. 4th providing information about the transition to College and opportunities STC and the Valley Scholars Program provides. Presented VS Program information at the Student Mentor trainings at the Starr Campus for students who will work with Starr County schools.
- **Retention** – Held Valley Scholars Class 21 Orientation for new students on Aug. 25th. 50 students were accepted for Fall 2017. Current VS students met with the Student Success Specialist for Summer and Fall enrollment. Student Success Specialist traveled to Mid-Valley and Starr to continue engaging new and continuing Valley Scholar students. Participated in the New Student Orientations at Mid-Valley, Starr, and Pecan.
- **Administrative** – Academic Excellence staff attend the Academic Affairs Convocation. Attended New Faculty Luncheon on Aug. 17th.

Phi Theta Kappa

- **Meetings** – Aug. General Meeting was held on Aug. 31st. Officer elections were held on Aug. 4th. Three new officers were elected to the Chapter.
- **Recruitment** – Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa. Student Success Specialist presented PTK information at the Student Mentor trainings at the Starr Campus, Senior Survival Day, and New Student Orientations.
- **Trainings** – Held new officer orientation to train incoming PTK Officers for the 2017-2018 academic year.

Honors Program

- Assisted incoming students with inquiries about the Honors Program
- Provided Honors Program information to all new Valley Scholars students and encouraged them to apply.
- Student Success Specialist presented Honors Program information at the Student Mentor

Dr. Maricela Silva
Academic Grants and Projects Officer

Grant Activity for the Month of May:

- 18 Active Grants

Recently Awarded:

- THECB-Catch the Next
  Amount: $18,000
  Period of Grant: July 1, 2017-June 31, 2018
  Grant Distribution: $10,000 to LASS; $8,000 to Math

Grant Oversight

- **Carl Perkins Grant**
  - Reviewed email received from Grants office regarding upcoming grant report.
  - Follow up emails sent to Deans, Chairs, and faculty requesting information needed to develop Perkins report.
  - Responded to NAH questions regarding pending NOEs, and followed up with Grants to ask about status.
  - Compiled information received from deans, chairs, and faculty to develop a draft of the Perkins report.
  - Emailed draft of report to Grants office for their review and feedback.
  -
- **iPASS (Starfish) Grant**
  - Met to discuss Starfish permissions.
  - Added new advisors to Starfish per request.
  - Worked on Starfish Assignment for fall semester.
  - Emails sent to all Deans with Assignment instructions.
  - Schedule Starfish training for department staff.
  - Financial Aid Verification Roster survey and Assignment for students was launched.
  - Provided Starfish training to the Biology Department.
  - Assisted several faculty and students with Starfish connectivity issues/glitches.
  - As of 9/1/2017:
    - 5,111 students created or updated their profile.
    - 5,189 students have completed the Assignment
    - 1,432 Financial Aid- Not Attended flags were raised
    - 243 faculty created or updated their profiles

- **TAB Grant**
  - Emailed Dr. Peek to ask about THECB site visit scheduled for the week.
  - Attended THECB Site Visit to share information about the status of the grant.
  - A meeting will be held with Dr. Peek, Dr. Davis, and myself to develop a transfer plan for students matriculating from ACC to STC.

- **RAND Grant**
  - Reviewed and responded to emails from RAND regarding upcoming changes.

Grant Development

Recently submitted:

- None

August grants being considered for Development/ Preparation:

- **Knapp Community Care Foundation**
  - **Deadline: September 29th**
  - **Amount: Dependent on project ($1 million is available for funding)**
  - Attended Grant Development meeting to begin developing the application.

- **Pew Charitable Trust**
  - **Deadline: September 15th**
  - **Amount: $100,000**

Academic Projects:

- **Excelencia in Education:**
  - Telephone conference with Excelencia regarding October conference.
  - Met with Dr. Miller and Dr. Esmaeili to discus Excelencia Award.
  - Begin travel preparations to attend Excelencia conference in October.

Upcoming:

- October 4 – 7 – Excelencia in Education ALASS Institute

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Continued coordination with department/program chairs, faculty, Curriculum and Instruction to schedule the ALCs for fall 2017 and spring 2018. The current fall utilization is as follows:
    - Mid-Valley G121, Tier 1 – 11 courses
    - Mid-Valley G169, Tier 2 – 7 courses
    - NAH 3.422, Tier 1 – 8 courses
    - Pecan C111, Tier 2 – 7 courses
    - Pecan G101, Tier 2 – 12 courses
    - Pecan T1.506, Tier 1– 7 courses
    - Starr E1.204, Tier 1 – 6 courses
    - Starr E2.104, Tier 2 – 9 courses
    - Tech A119, Tier 2 – 4 courses
    - Continued efforts to improve efficacy of use and diversity of course disciplines.
    - An online reservation link is the works for Spring 2018 to expedite and streamline the process.
  - Continued coordination with each campus for furniture deliveries, workflow requests, chair cleaning and timeline on each project.
  - Continued collaboration with ET, IT, Planning and Construction, Purchasing, Grant Compliance, Business Office, Central Receiving, and Maintenance of the details of each project.
  - Visited ALCs at each campus to monitor project progress. Each project is moving forward with teams from IT, ET, electrical, maintenance and outside contractors working on the multiple aspects of each room. Delays in AV installation were caused by the college closure due to hurricane preparation procedures and delays in receiving equipment. The ET team ensured that each ALC was functional for the first day of class and has continued to coordinate and complete projects around course scheduling.
  - Received board approval for bond furnishings for North and South Academic projects.
  - Submitted quote requests for AV credenzas, 12, needed for the Tier 2 ALCs in North and South Academic.
  - Continued revisions to new inventory documentation system for all grant purchased items.
  - Trained faculty on the usage of technology in the Tier 2 ALCs at the Pecan Campus, C111 and G101. Planning additional training at the Mid-Valley, Starr and Tech campuses.
  - Collected informal feedback from students and faculty utilizing the ALCs. Requests have been made by faculty for additional training, to cover the glass at Pecan G101, add a color printer and put a projector back in the room. All projectors were removed from the ALCs and replaced with at least six 55” displays to eliminate the traditional front of room design and promote an active learning environment. Students have responded quite favorably and appreciate the fluidity of the room to facilitate collaborative learning.

- **FOCUS Academy**
  - Completed grant comprehensive records, Blackboard access, Memorandums and Statement of Commitments for the fall cohort that consists of 34 faculty which was originally 36. The divisional participation is as follows:
    - BT – 9 (113%)
    - LASS – 12 (87%)

- MSB – 10 (125%)
- NAH – 3 (60%)

- NAH has requested trainings on Wednesday mornings to accommodate their clinical schedules and the Police Academy has requested a summer training for their faculty. Training options to meet the needs of faculty and unique needs of department and programs are under review.

<u>Component</u>

➢ **Redesign and Expansion of Faculty Advising**

- Completed the summer faculty advising pilot. Revisions to improve student support are underway.
- Met to create a transitional plan of action for faculty advising.
- Revised and completed the Lead Faculty Advising Statement of Commitment, Memorandums, and tracking records.
- Completed the staffing request to HR to replace the Coordinator of Faculty Advising. A meeting is planned September 21st to meet with Lead Faculty Advisors and discuss continued faculty training and support.

Component 3

➢ **Enhancement of Technology Infrastructure**

- Continued collaboration on Instruction for fall 2017 NAH course offerings to Starr County via remote delivery. Plans to have a success specialist at the Starr County Campus assist with program promotion to improve enrollment. The fall course offerings are as follows:
  - EMSP1371.GZ1 – 8 students
  - OTHA1305.GZ1 – 5 students
  - PTHA1409.GZ – 0 students
    - Begins in October
- Coordinated the purchase and delivery of PT supplies to the Starr Campus.
- The numbers on this component are not as strong as the other components and the challenges have been cited as lack of dedicated staffing to promote programming and meet with students, as well as the large number of lab based NAH courses. Efforts are continued to improve the overall standing on this project.

<u>Management/Compliance</u>

➢ **Department of Education**

- Received and shared the GAN approval for Year 4 funding. No change in original agreed allocation.
- Preparations to close out the Year 3 fiscal year are underway and the college is in favorable standing for the spending down the majority of the carryover. The proposed plan was approved and commended by the DOE program officer.

➢ **South Texas College**

- Completed the HR staffing request to post the position of HSI Grant Specialist. The screening committee paperwork has been submitted and awaiting People Admin access to review applicants and schedule interviews.

<u>Other</u>

➢ **South Texas College**

- Updated and completed the August payroll reports, as well as the August reconciliation reports through the end of Year 3 of the grant, including encumbrances.

➢ **Highlights**

- FOCUS Academy Kick-Off – August 23, 2017
- **Academic Affairs Report** **August 2017**

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

- **Associate Dean**
  - Attended the Bond Schedule Meeting for the Technology Campus Expansion.
  - Held a TSI Writing Benchmark meeting.
  - Met with Learning Outcome Specialists to review and discuss PLO reports for SACSCOC.
  - Met with VP of Academic Affairs to discuss the progress of the Learning Outcomes Report for SACSCOC.
  - Attended the Pathways Meeting
  - Attended the Online Faculty Evaluation Meeting.
  - Held PLO meetings at the Technology Campus.
  - Attended the South Texas Leadership Academy for Chairs.
  - Reviewed PLO reports.
  - Submitted PLO reports for review.
  - Attended the Dual Bachelor Degree
  - Attended the Bb and STC Outcomes Meeting.
  - Held a Planning for Learning Outcomes meeting
  - Attended the EWDC Board Meeting.
  - Attended the Dual Credit Principal's Summit.
  - Held a phone conference with Dr. Cleary to discuss Learning Outcomes.
  - Met with Learning Outcomes Specialists to discuss PLO reports for submission.
  - Met with Vice President Petrosian to review Learning Outcomes.
  - Held a PLO meeting with Learning Outcomes Specialists to discuss PLO reports to be finalized.
  - Met with Vice President to update and review finalized PLO reports before submitting the reports for review.
  - Attended the New Faculty Orientation Team Leadership Luncheon.
  - Met to discuss STC Catalog.
  - Attended the PAS meeting.
  - Attended the Academic Affairs Convocation.
  - Attended the Division of Math, Science and BAT Fall 2017 Convocation.
  - Met to discuss the SACSCOC responses.
  - Attended the 2017 Distance Learning Symposium for Communication Arts for Faculty support.
  - Held a conference call to discuss the PLO reports and get his feedback.
  - Met with VP of Academic Affairs to discuss upcoming Achieving the Dream based on the Pathways Project.
  - Held a faculty credentials process map meeting.
  - Held a TX Pathways Project meeting.

<u>Curriculum</u>

- Assisted Physical Science Department with resolution and update to course prerequisites in Banner.
- Sent out reminder emails to Dean for College-Wide Curriculum Committee/Division Committee Membership election.
- Worked on scanning for Curriculum Academic Programs.
- Worked on prerequisites for CHEM 1411 sections.

- Collaborated with IT and Admissions to update TSI writing scores prerequisites for academic courses impacted.
- Worked on scanning for Curriculum Technical Programs.
- Worked on prerequisites for ENGL 1301 courses.
- Worked on Student Evaluation Planner.
- Worked on U-Teach renewal forms.
- Assisted Dual2Degree department with prerequisite issues.
- Worked with IT to extract activity report from Banner.
- Finalized Curriculum Committee minutes.
- Delivered ACGM memos for 2018 revisions.
- Worked on Curriculum revisions.
- Worked on SmartEvals Calendar design.
- Created the College-Wide Committee sign-in sheet.
- Diagnosed CRIJ 2313 prerequisite issue and resolved.

➢ **Meetings attended and Trainings by the Curriculum staff**

- Attended Bond Schedule meeting for Tech Campus Expansion.
- Coordinated and attended meetings with Curriculum & Scheduling staff.
- Attended the TSI Writing meeting.
- Attended the Banner User Group meeting.
- Attended Marketing Advisory Committee meeting.
- Attended Integrated Learning Platform meeting.
- Attended the ILP Consulting WebEx with IT department.
- Met with Curriculum staff to review ACGM Spring 2017 changes.
- Met with Public Relations staff to discuss STC tabloid and scheduling.
- Attended the Academic Affairs Convocation.
- Met with Curriculum Staff to discuss upcoming projects.
- Attended the College-wide Curriculum Committee meetings.

➢ **Curriculum Software**

- Added new approved programs to Banner System.
- Created new program codes in DegreeWorks.
- Worked on CourseLeaf ownership deletions.
- Worked on SmartEvals email reminders and data requests for Summer II.
- Worked on the Student Education Planner templates in DegreeWorks.
- Updated department website documents.
- Worked on ACGM updates for Spring 2017.
- Updated SmartEval permission for new chairs for Fall 2017.
- Finalized UTech Course application submissions.
- Worked on Hybrid Report for 201820.

➢ **Faculty Credentials**

- Reviewed and finalized 2017-2018 faculty Handbook.
- Sent finalized Faculty Handbook to vendor for printing.
- Received Handbook from vendor and distributed Faculty handbooks to Deans and Department Chairs.

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

- **Faculty Support**
  - Worked with Lead Chairs in providing prompt responses and clarifications on reports.
  - Assisted faculty with JagPRIDE questions about rollovers and new courses.
  - Worked with Chair Leads in finalizing PLO reports.
  - Assisted faculty with general questions, entering data, and rolling over activities in JagPRIDE
  - Deadline for all summer terms is August 31.

- **Meetings and Trainings**
  - Participated in a conference call with Associate Dean regarding the status of our PLO report.
  - Met with to review PLO reports. Indentifies which reports should be selected and reviewed for sample.
  - Attended the Academic Affairs Convocation.
  - Attended the Distance Learning Symposium.
  - Attended a conference call with Dr. Cleary to give feedback on the reviewed reports.
  - Met with to discuss PLO Report finalizations.

- **Reporting**
  - Reviewed drafts of PLO reports submitted by chairs and provided feedback and suggestions for enhancement.
  - Provided edits and suggestions for improvements on draft PLO reports.
  - Assisted Assosiate Dean with preparing final drafts for submission to our SACS consultant.
  - Provided polished reports to the Associate Dean for review and to be sent.
  - Worked with Learning Outcomes Specialist to finalize PLO report audit.
  - Finalized reports with edits and the Chair's edits.
  - Reviewed feedback on last batch of PLO reports, made corrections to reports. Sent out finalized report with feedback to chairs/leads.
  - Provided edits and cosmetic improvements on PLO reports for final SACS submission.
  - Assisted in reviewing a 2nd printed booklet with all PLO reports that will be used for final submission to SACS. Found minor edits such as spelling and spacing; edits were made.

<u>Course Scheduling</u>

- Created ALC Summer, Fall 2017, and Spring 2018 schedule report for, HSI Grant Director.
- Worked with Human Resources to review and finalized new faculty.

Schedule Development

- The Scheduling Technicians created new courses and made schedule changes for Fall 2017 and Spring 2018. They Inputted Spring 2018 schedules and assigned classrooms and faculty. The technicians worked Section Cross Sections for Fall 2017. Finalized Spring 2018 schedule prior to submitting to Public Relations and Marketing for publication of tabloid.

Schedule Maintenance

- The Scheduling Technicians worked on adding faculty names and room assignments for Summer 2017 and Fall 2017. Courses cancelled with low enrollment for Summer 2017. They also worked on Fall 201810 TBA reports, Spring 2018, and generated a room conflict report for Fall 2017. Processed scheduling changes for Summer and Fall 2017, as well as cancellations, additions, changes and faculty assignments. Completed room reservations request and phone requests for Summer 2017 and Fall 2017, faculty pending reports, and worked on a Proof of Concept schedule report.

Nicolas Gonzalez
High School Programs and Services Administrator

- Contacted The total number of dual credit sections as of Tuesday, is 1,501 sections. Last year, we had a total of 1,645 sections. A difference of 144.
- Last year, we had 1,203 academic sections, and 442 CTE sections. This year we have 1,161 academic sections, and 340 CTE sections.
- This is a drop of 42 sections in the academic side, and 102 in the CTE sections. Because of the large contact hours that CTE sections have, it will mean a large drop in contact hours for this fall versus last fall. Not a base year, but the trend will continue next spring, and the following year when it will be a base year.
- Aug. 18th, 2017 – Fall 2017 a total of 1,542 sections, 1,178 academic sections and 364 CTE sections. We have 338 DCF Faculty and 221 STC Faculty for the semester.
- The fall schedule has been completed with the exception of some last minute deletions and changes of times for some schools.
- We are visiting PSJA's textbook holding area to ascertain that they have the proper and number of textbooks that are needed for our STC faculty sections.
- As of today, we have 1,536 dual enrollment sections for this fall '17, vs 1,638 last fall '16. A difference of -106 sections.
- The fall dual enrollment schedule has been sent to the D2D and ECHS in separate emails to avoid overlap of the enrollment process. The number of sections for each are about equal for enrollment purposes. We are on schedule to enroll all students before the first day of classes.
- Some schools, nevertheless, such as Rio and La Grulla because of changes are still working with their class offerings. We are doing our best to assist with their request and still meet the stated deadline for enrollment.
- I presented at the McAllen ISD Principal's meeting last Friday on the Dual Web System that we have for all high school sites to review enrollment by sections held at their campus, Independents and grades. They were very impressed with the capabilities, and asked if GPA, and total credits earn could be populated as well
- MOU's status as of Friday, August 18th:

DE Planning and Scheduling Manager

Workshops/Meetings

- Met with the new superintendent from Vanguard Academy to discuss ECHS application.
- Met with ECHS staff to review the comprehensive plan and new school assignments.
- Requested two new biology courses for PSJA North. Approval is still pending due to lab materials.
- Coordinated two more interviews with the math department for La Joya ECHs and Jimmy Carter.
- Progreso ECHs requested time changes for their math sections, Program chair approved them both.
- Requested two new biology sections for La Villa and Monte Alto. After reviewing their labs, the biology department denied the two sections.
- Made faculty changes for the sociology department.
- Created a new welding class for summer two at PSJA HS.
- Cancelled speech sections at Rio and Rio Preparatory. The district lost their speech dual credit teacher.

- Worked with High School Progams and Service Administrator and Dual Enrollment Specialist on the comprehensive plan for the next four years.
- Drama program chair interviewed Mr. Victor Santos from McAllen ISD to teach drama dual courses. Candidate was approved.
- Created a new Web Operator from Weslaco East ECHS.
- Sociology program chair and hiring committee interviewed candidate from Premier charter school in Edinburg to teach sociology classes, candidate was denied.
- Made faculty and classroom changes for the chemistry department

Dual Enrollment Faculty Liaison, HSPS

- Continued to respond as needed to **faculty and/or chairs** on dual credit issues.
- Responding to requests from schools asking for current textbook adoptions for courses. Continue to make minimal additional revisions to **Dual Credit textbook adoption list** in isolated cases where departments may have a further change.
- Continuing to work on updates and corrections to **DELTA course** materials in preparation for fall 2017 cohort offerings. Additionally, materials are being adapted for adjunct participation in the course. OPOD will consider adapting the course for STC faculty who teach DC courses at partner schools.
- Confirming with Continuing Education and OPOD that paperwork and procedures are in place to offer **continuing professional education credits** to cohort participants who successfully complete the DELTA course this coming fall 2017.
- Continued to review general **Dual Credit MOU, Principal Agreement,** and **Dual Credit Programs Instructional and Quality Standards Manual** for revisions and updates. Tracking revisions and maintaining a master version of the general Dual Credit MOU.
- Completed the revisions to the **dual credit reference guides** for dual credit faculty and STC faculty teaching dual credit courses.
- Worked on revisions to the **Chair Reference Guide** to be ready for the STLA for Chairs that is held in early August.
- R**evision of webpages** for High School Programs and Services is on hold. SAEM and Academic Affairs considering option of one landing page for all dual credit information.
- Preparing end of year status reports for **Dual Credit Task Force Steering Committee** and its sub-committees.
- Participated as a judge for the **TexPREP Year 4 Symposium** on Monday, July 17, 2017, at Pecan Campus and Starr County Campus. Student teams each prepared a project on a water issue and presented their project. In total there were eight groups, and the winners competed at UTSA with one team placing and another team awarded honorable mention.
- Continue to **help with review** of various Academic Affairs PPTs, reports, and documents before dissemination.

DE Workforce Specialist

Conference/Workshops/Meetings

- Interview Committee for Electrician Assistant Faculty
- On-going communications with ISD'S
- Meeting with various Program Chairs

Screening Dual Enrollment Instructors for Fall '17 & Spring 18.

- 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 Program Specialist

Dual Dual Enrollment Faculty

- Dual Enrollment Faculty applications are being revised and processed. I have contacted a few candidates concerning missing signatures and forms. Throughout the process I stayed in communication with HR to answer any questions or concerns they had. All candidate folders are taken to HR upon completion.

Dual Enrollment Faculty Interviews

- The sociology department hosted an interview for dual enrollment faculty. I assisted the candidate and met with her concerning the hiring process.

Meetings and Trainings

- This month I attended a training on creating faculty and staff accounts on the SIAINST section of Banner.

TexPrep Summer Program

- I have assisted the department for Academies and High School Projects. I created boxes with an inventory list of all classroom materials returned by the STARR and Weslaco ISD's. I also assisted with cafeteria duties and covering for teachers' when necessary. Upon request I assembled exam packets and surveys. All packets were separated by district and year for easy administration. Also, I assisted with organizing student certificates for their end of the year ceremonies. I organized certificate folders and student reservation tags by school districts.

Academy Visits

- I met Academy in Mission. I picked up the MOU packet. MOU forms were submitted to her in person.

DE

MOU's Received	Athenaeum Pharr Oratory, Donna ISD, Edcouch Elsa ISD, Edinburg, CISD, Hidalgo ISD, Juan Diego Academy, La Joya ISD, Macedonian Christian Academy, McAllen ISD Interlocal Agreement, Mercedes ISD, Monte Alto ISD, PSJA ISD, Roma ISD, Sharyland ISD, South Texas ISD, Valley View ISD, Vanguard Academy, and Weslaco ISD	18
MOU's on the Mail	Progreso ISD	1
MOU's Waiting on Board Approval	Rio Grande City CISD	1
MOU's forward to Superintendent Secretary again.	La Villa ISD, Mission CISD, Premier Charter	3
		23

Planning and Scheduling Manager

Workshops/Meetings

- Attended the Principal's Summit.
- Met with PSJA ISD staff to review the books to do an audit on college textbooks and discuss distribution.
- Attended the best practices conference in Austin TX.
- Attended the Academic Affairs Convocation.

DE Scheduling and Planning

- Created two new English sections for PSJA HS.
- Time changes for PSJA North on two criminal justice sections.
- Opened a new biology section for Thelma Salinas.
- Spoke to Asst. Chair of the Diesel Technology department on moving two sections from Weslaco CTE to the Tech campus. Sections were moved due to lack of equipment.
- Welding program chair, sent course changes for Weslaco 21st century ECHS.
- Computer Science program chair approved two dual credit faculty from OSJA ISD to teach four sections of COSC this fall.
- Worked with Dean of Instruction from Rio Preparatory ECHS on changing times for government section and Biology to accommodate faculty's schedules.
- Interviewed DCF history candidate from Mission HS. Candidate was approved by program chair and hiring committee.
- Replaced two new Web operators from Edcouch Elsa HS.
- Due to high enrollment, Government program chair approved an extra section for PSJA HS.
- Created new marketing and business sections for Southwest ECHS.
- Deleted Speech sections at Jimmy Carter due to low enrollment.
- Scheduled a computer lab for the two music sections at Rio Preparatory ECHS.
- Deleted an English section at Edinburg HS.
- Cancelled two sections of A & P for the Heal programs at Med Hi and La Joya.
- Switched an English section for La Grulla HS.
- Created two new Web Operators for Progreso ECHS and Mission HS. Both counselors logged in successfully.
- Worked with dual credit human resources teacher from Sonia Sotomayor on her fall schedule.

Dual Enrollment Program Specialist

- **Dual Enrollment Faculty**

Dual Enrollment Faculty applications were revised and processed. All candidate folders were taken to HR upon completion. A few candidates were contacted by me concerning clearance. Throughout the process I stayed in communication with HR to answer any questions or concerns they had. A few possible Spring candidates called my office in reference to applications. I informed them about the application process and deadline date. I have also been asked to chaperon with the Academies and High School Projects Program's field trip in October.

- **Dual Enrollment Faculty Interviews**

The Mathematics department hosted an interview for dual enrollment faculty. I assisted the candidate and met with him concerning the hiring process. I also stayed in contact with department chairs concerning candidate updates.

- **Meetings and Trainings**

This month I attended a training on student attributes on banner. Also, I attended the Principal's Summit hosted at the Cooper Center.

- **Scheduling Management**

. I assisted in both dropping and registering students to their appropriate classes.

- **Early College High School**

I assisted the Early College High School with student registrations. If any error was to arise I made note and sent it back to ECHS staff for further revision.

- **High School Programs Highlights Project**

I worked to brainstorm highlights for the High School Programs and Services department. All ideas were submitted.

Dual Enrollment Faculty Liaison, HSPS

- Attended **Principals' Summit** at Cooper Center on August 9, 2017.
- Attended **Academic Affairs Convocation** on August 21, 2017.
- Attended **Faculty Teaching Dual Credit Courses Professional Development** on August 24, 2017, to identify any further issues for faculty that need action.
- Though the revisions to the **dual credit reference guides** for dual credit faculty and STC faculty teaching dual credit courses were completed in July, there were a few changes to procedures announced after the fall 2017 semester began; so revisions were made to be added to the online versions of the guides.
- Continued to respond as needed to **faculty and/or chairs** on dual credit issues.
- Responding to requests from schools asking for current textbook adoptions for courses and book issues as needed. Continue to make minimal additional revisions to **Dual Credit textbook adoption list** in cases where departments have a further change.
- Completed extensive updates and revisions to **DELTA course** materials in preparation for fall 2017 cohort offerings. Materials were adapted for adjunct faculty participation in the course. Prepared stats reports on those who were dropped for non-participation and those who successfully completed the course. Survey results reviewed to glean topics for professional development activities and identify other possible course revisions.
- General **Dual Credit MOU** and **Principal Agreement** revisions were completed.
- Continued to revise portion of **Dual Credit Programs Instructional and Quality Standards Manual** relating to prospective dual credit faculty application process. A packet is being created containing the application and approval process, the revised 4-Step document, and the acknowledgment form. The acknowledgment form must be signed by the prospective applicant and the principal before any review of the prospective applicants credentials can begin.
- Prepared end of year status reports for **Dual Credit Task Force Steering Committee** and its sub-committees.
- R**evision of webpages** for High School Programs and Services continues to be on hold. SAEM and Academic Affairs considering option of one landing page for all dual credit information.

Dr. Rebecca De Leon
Director – Academies and HS Projects

- **Completed: Projects / Activities**
  - TexPREP TexPREP Program completed its ninth summer with 292 students earning their high school elective credit from PSJA, Roma, Hidalgo and Weslaco ISDs. Below reflects the data per district:

School District	Number of Graduates
PSJA ISD	72
Roma ISD	76
Weslaco ISD	40
Hidalgo ISD	104

  - Academies Staff finalized fall 2017 Workshop schedules for the Pecan, Mid Valley and Starr County Campuses. The focus is to enhance students' knowledge through presentations focused on personal and professional development. In addition, recruiters from universities across the State of Texas will present to students on application and scholarship deadlines.
  - TexPREP Program reported final data to the University of Texas at San Antonio PREP Office. The data submitted included final and posttest exams grades for each student enrolled in the program.

Academies Program:

- Academies staff conducted degree audits for summer courses and completed all fall registration for 303 students enrolled at the Mid Valley, Starr County and Pecan Campuses. Below reflects data per campus:

STC Site	Juniors	Seniors
Pecan Campus	112	80
Mid Valley Campus	58	32
Starr County Campus	11	9
Total	**181**	**121**

- Specialists sent Welcome emails to STC Faculty to make them aware of their Academies section. In addition, progress report request calendars were provided and DEMSA College Tour dates.
- DEMSA College Tour dates were scheduled for October 12-13, 2017 where students will visit the University of Texas-San Antonio, University of Texas Health Science Center- San Antonio, University of Houston and Texas State University.
- Permission Slips were provided for the DEMSA College Tour with 90 students planning to attend the overnight trip.
- Academies Program has a Summit scheduled for partnering school district counselors and administrators on Friday, September 29th. The meeting will include two alumni, updates on the Academies program and a presentation at University Relations Office.
- Director of Academies and High School Projects presented at the Mission High School T-STEM Academy and CTE ECHS Orientation on Thursday, August 24th. The Academies presentation

focused on introducing approximately 250 incoming freshman to the opportunity of applying and be selected to our program their sophomore year.

- Academies Staff conducted walk-throughs during the first week of classes to ensure that students were present, introduce themselves to Faculty, and remind students of the upcoming mandatory workshop.
- A preliminary meeting was held with Knapp Medical Center on Wednesday, August 23rd to offer DEMSA incoming senior students at the Mid Valley Campus an opportunity to complete volunteer hours beginning summer 2018.
- Academies Specialists conducted case management with students enrolled in Summer II courses.

TexPREP:

- Unofficial transcripts were mailed to the 292 students who successfully completed the program. Grade Release Forms were included for the forty-one students who completed the four years in order for them to select the grades for their high school transcripts.
- Follow-up event for fall 2017 was scheduled for participants from Roma, Hidalgo, Weslaco and PSJA School Districts to attend UTRGV HESTEC Middle School Challenge on Friday, October 6th.
- UTSA Financial and Program Reports are due by September 30, 2017. All financial expenditures are being reviewed through the Business Office in order to provide final reports regarding the grant.

Summer Grant Initiatives:

- Director of Academies and High School Projects attended a meeting on August 8th at the Technology Campus regarding a proposed yearlong STEM Camp. The current Robotics and Automation Camp is seeking to partner with Academies and High School Projects to expand with partnering school districts.
- A meeting was held with the Grants Department regarding applying for the 2018 Governor's Summer Merit Program Grant in partnership with the IAM Department for the Robotics and Automation Camp.

Professional Development/Continued Learning:

- Academies and High School Projects staff meeting was held on Wednesday, August 9th to prepare for the upcoming academic year and completion of comprehensive goal planning was drafted for 2017-2020.
- Academies Staff attended the Dual Enrollment Principals Summit on August 9th at the STC Cooper Center.
- Academies Staff attended the Academic Affairs Convocation on August 21st where colleague was a recipient of the 2017 Distinguished Staff Award.

In Progress: Projects and Major Activities

- Planning for Academies Program Summit for Counselors and Administrators on Friday, September 29th.
- Submission of TexPREP Final Reports by September 30th.
- Online Application to be reviewed with the Admissions Department in preparation of recruitment for FY 17-18.
- Meeting with Businesses to discuss Internship opportunities for Academy students
- DEMSA College Tour Logistics to be completed in preparation of the trip on Thursday, October 12th and Friday, October 13th.

Sofia Pena
Director – Early College High School

- ECHS staff are actively registering Fall semester 2017 students. As of Tuesday, approximately 98% of ECHS students have been registered.
- ECHS Staff have been personally reviewing rosters with school counselors to ensure that every student is registered in the correct class.
- ECHS director is preparing an agenda for the South Texas Early College Consortium meeting to take place September 28, 2017. The is a regional consortium that will include every ECHS that partners with South Texas College, University of Texas Rio Grande Valley (Brownsville & Harlingen Schools) and Del Mar College.
- ECHS Staff attended STLA session at Region One on Emotional Intelligence.
- Apart from registering students, ECHS staff and Director have been assisting students who walk into the office for assistance.
- ECHS Director has provided a synopsis of the major impact of the new ECHS Blueprint (see below).
- ECHS team personally visited the PSJA Book Warehouse to ensure that all textbooks would be available on the first day of class. We can now report that we have not heard back from any instructors about lack of books on day one of classes. Below is a picture of the staff hard at work on a hot day in a hot warehouse.

- ECHS Team has been working on registration of Fall semester students.
- ECHS Team attended the Principal's Summit and had an opportunity to visit with most of the school principals and some counselors.
- The ECHS team welcomes Aaron Guajardo to the program where he will serve as a Coordinator.
- The ECHS team has been working closely with VP Petrosian to refine the process mapping for the enrollment of ECHS students.
- ECHS Director attending a meeting of the Texas Pathways Project at Del Mar College in Corpus Christi where the team representing provided an update on the work done thus far.
- The ECHS Team participated in the Principal's Summit and had a nice visit with most of the high school primcipal's.
- The ECHS team has been meeting with several schools that have new leadership teams to go over registration timelines and the new ECHS Blueprint.

- The ECHS Team visited the PSJA ISD Textbook Warehouse to audit the textbooks prior to the start of Fall Semester. The team counted every book on hand to ensure that all students would have textbooks on the first day of classes.
- ECHS Director and Coordinators travelled to Austin this past week to present at the TEA State ECHS Best practices Conference. The prsentation topic was "Counselor Support" and we had an audience of approximately 80 counselors and Principals with standing room only. There were a lot of questions and the ECHS team represented very well.
- The ECHS Team is busy working with schools on Fall registration.
- The ECHS team has begun the process of meeting with the ECHS campuses to go over the newly revised Blueprint.

Darci Cather
Interim Associate Dean – Professional & Organizatonal Development

Academies/Trainings:

- OPOD held Open Lab in active learning classroom C-111 to assist faculty in creating an active learning environment for your students through the use of technology – Aug. 4th.
- South Texas Leadership Academy for Chairs – OPOD updates, On the Horizon, Starfish Roster Verification, Texas Pathways, Learning Outcomes, and Automated Repose System was discussed with all – Aug. 4th.
- Principal Summit held at Cooper Center – Aug. 9th.
- New Faculty Orientation facilitated by OPOD at Cooper Center – Aug.17th.
- New Faculty Tour of all STC Campuses – Aug. 18th.
- Academic Affairs Convocation – Interim Associate Dean facilitated the convocation which featured a student speaker, Dr. Anahid Petrosian, and a group activity designed to involve participants as they brainstormed on the College's Essential Qualities and Characteristics of faculty members – Aug. 21st.
- FOCUS Kick-Off –The session marked the beginning of a semester-long academy which will consist of 8 sessions. Participants were introduced to the six Common Instructional Framework Strategies, Integration of Educational Technology, and how to utilize active learning spaces effective. 36 participants attend the FOCUS Academy – Aug. 23rd.
- STC Full-Time Faculty Teaching Dual Enrollment Coursed PD – OPOD facilitated the session which focused on important changes to the dual credit program, reference guide, principals' agreement6 and MOU. Participants also had the opportunity to learn about Career Coach and how it can benefit our students – Aug.24th..
- New Faculty Orientation – TLA Session 1 Kickoff –CANCELLED- due to Hurricane Harvey – College Closed – Aug. 25th.
- Adjunct-Dual Credit PD Day at Region One – CANCELLED – due to Hurricane Harvey – College Closed – Aug. 26th.

Meetings:

- Philosophy search committee meeting – August 1st
- eFaculty of the Year Committee meeting, August 3rd
- EQ Characteristic Convocation Activity Team Discussion Meeting – Aug. 8th, Faculty Senate Retreat Discussion, Aug. 9th
- PR Professional Dev. Meeting – Aug. 10th. Faulty of the Year Recipient –Aug. 10th
- Review Dept. Meeting – Aug. 11th – Staff met with ET Specialist to review and discuss room assignments for Division/Dept. Meetings week of Aug. 21-26
- Marketing Advisory Committee Meeting –Aug. 11th
- New Faculty Benefits & Orientation Human Resources Dept. –Aug. 16th- set up new OPOD tracking system for new faculty
- Pathways Meeting – Aug. 16th – Interm Associate Dean attended meeting held in Corpus Christi
- CWPD Planning Meeting – Aug. 21st – Interim Associate Dean met with PR to discuss College Wide PD to be held on Friday, September 22nd
- Professional Development tracking system presentation – Aug 21-24 – Interim Associate Dean explained how to set up a profile and sue the new new PD tracking system at the various different

Division/Dept. meetings, including: MS Division Meeting, Math Dept., English Dept., Psychological Science, and Education and College Success

- Distance Learning Symposium – Aug. 24th –Interim Associate Dean attended the annual DL Symposium
- Learning Outcomes/Pathways Meeting – Aug. 28th –
- Texas Pathway Meeting – Aug. 29th – Interim Associate Dean attended meeting with Associate Dean of Curriculum and Student Learning
- Math Project Pathway Meeting – Aug. 31st
- Met to discuss and go over the Math Survey and Identify possible needed data from RAS or advising
- Meta-Majors Meeting – Aug. 31st –meeting to discuss All Cadres Advance Work, Institute, Transfer and Employment and Overview

Programs in Development:

- STLA for Chairs, Aug. 4th
- Principals Submit, Aug. 9th
- New Faculty Orientation & Area Service Tour, Aug.17th and Aug. 18th
- Academic Affairs Convocation, Aug. 21st
- Department Meetings, Aug. 21st to Aug. 26th
- FOCUS Academy Kickoff, Aug. 23rd
- STC Faculty Teaching Dual Credit PD Day, Aug. 24th
- TLA, Aug.25th
- Adjunct/Dual Credit Professional Development Day, Aug. 26th

Preparation and Reviewing of Current Offered Academies for Academic Year 2017/2018

- Fall 2017 College Wide Professional & Organizational Development. The OPOD continues on with the CWPOD general session speaker and breakout session speakers, September 22nd

Recognition Efforts including:

- NISOD
- DTLA
- DSA
- Faculty Spotlight
- Faculty of the Year

- Preparation and Reviewing of Current Offered Academies for Academic Year 2017/2018
- Set-up and Preparation for Launch of Professional Development System through Region One. Collaborating with Distance Learning, Library Services, and Human Resources to pilot program this summer for up to 500 faculty and staff members. System will launch College Wide September 1, 2017

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

- Assisted incoming and continuing students in the B&T division.
- Monitored fall enrollment numbers for the Pharr Higher Education Center.
- Attended Principal's Summit meeting held at the Cooper Center on August 9, 2017.
- Attended the Marketing Advisory Committee meeting held on August 11, 2017.
- Reviewed enrollment list of new and returning students and contacted for advisement.
- Met with PSJA ISD CTE Coordinators to do a walk-through of classrooms and labs to coordinated room assignments on Thursday, August 17, 2017.
- Attended 2017 Academic Affairs Convocation held at the Edinburg Conference Center, August 21, 2017.
- Attended the Business, Public Safety, and Technology Division Meeting held at the STC Technology Campus on August 21, 2017.
- Assisted with the relocation of construction supervision teaching materials to the new Technology Center.
- Assisted DE faculty with room assignments and student registration issues.
- Met with Pharr Higher Education Center DC faculty for Jagnet and Blackboard orientation and update on August 22, 2017.
- Attended Building Technology departmental meeting held at the Technology Campus on August 23, 2017.
- Met on August 23, 2017 with Advanced Manufacturing Technology faculty to discuss room assignment, educational technology requests and office space needs at the Higher Education Center-Pharr.
- Reviewed dual credit course listing for the Higher Education Center at Pharr.
- Met with Electrician Technology faculty and PSJA dual credit instructor to discuss ELPT course sequencing requirements for new and continuing dual credit students.
- Secured and protected STC equipment for impending weather event on Thursday, August 24, 2017.
- Requested review of existing Educational Technology media cart assigned to the Advanced Manufacturing Technology program to meet faculty request for installation of required Autodesk and Solidworks software for DE instructional purposes.

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

- Worked Met with J. Carter Early College High School principal to discuss Registration Round-up and the use of facilities/resources, August 1, 2017.
- The South Texas College Higher Education Center at La Joya held Registration Round-up. Students and the general public were in attendance to learn about the courses available, register for courses, and get one-on-one assistance from student services, advising, registration and financial aid specialists. Representative from the Education program was also available to provide information about the Education programs at South Texas College, August 08, 2017.
- Attended the Marketing Advisory Committee Meeting, August 11, 2017.
- Presented during the FTIC orientation and provided information about the La Joya Higher Education Center, August 25, 2017.
- Assisted during registration for Dual Credit students evening courses, August 28-31, 2017.
- Finalized Schedule for Fall 2017 at La Joya Higher Education Center, August 31, 2017.

INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

SOUTH TEXAS COLLEGE

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MEMO

To: Dr. Shirley A. Reed
President

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

Date: September 15, 2017

Subject: August 2017 Activity Report

The major activities of my office this month were:

1) Attended RSTEC Board Meeting 2) Met with Leticia Flores, Governor's Office 3) Met with Tania Han regarding Tooling partnership 4) Visited with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5) Met with UTRGV to develop the STC Coding Training Program 6) Met with Workforce Solutions to discuss High Demand Job Training Grant 7) Continued Engineering Tooling Academy activities with UTRGV and MEDC 8) Began planning of 2018 Robotics Camps 9) Met with MEDC to discuss employer training 10) Worked with STC grants department to develop Susan Harwell training grant 11) Continued development of Partnership Agreement draft between South Texas College and IIES. 12) Met with STC legal counsel and MEDC to discuss maquila project13). Conducted staff meeting. 14) Met with Teo Tijerina regarding incubator program 15) Met with Human

Resources regarding personnel matters 16) Met with Dr. Reed to discuss revenue and expenditures 17) Met with MEDC and prospective manufacturing company 18) Met with STC grants department to explore potential robotics training grants 19) Attended STC Board of Trustees meeting. 20) Participated in hiring committee for Grants Officer 21) Participated in conference call with Texas A&M and Sanmina (Reynosa) 22) Met with Weslaco EDC to discuss training opportunities.

Summary of Activities for August 2017:

- Attended RSTEC Board Meeting. I serve on the RSTEC Board of Directors.
- Began planning for 2018 Summer Robotics Camps.
- Met with Leticia Flores, Governor Greg Abbot's Regional Representative to discuss economic development, workforce and training.
- Participated in hiring committee for Grants Officer position in the office of Grant Development and Compliance.
- Met with Workforce Solutions to discuss High Demand Job Training Grant. Proposed training will focus on Industrial Maintenance and Industrial Automation. Carlos has submitted proposal to John Hershey at Workforce Solutions.
- Met with Teo Tijerina regarding STC private/public incubator training program. Teo was a referral from Keith Patridge at McAllen Economic Development Corporation.
- Met with Tania Han regarding Tooling partnership. Tania was a referral from Keith Patridge from MEDC. Tania's family owns a Tooling Company and proposes to partner with STC to work on a Tool and Die apprenticeship program and/or incubator program.
- Met with Human Resources regarding personnel matters

- Met with Weslaco Economic Development Corporation to plan for STC/WEDC Coding program launch and Robotics Camps in Weslaco.
- Met with Dr. Miguel Gonzalez and Dr. Timmer, UTRGV Computer Science and Engineering Departments, to develop the STC Coding Training Program
- Met with STC VP of Finance, STC legal counsel and MEDC to discuss maquila project.
- Met with Dr. Reed to discuss IAM revenue and expenditure report.
- Worked with multiple manufacturing companies in expediting TWC Skills Development Fund training and other corporate training projects.
- Continued Engineering Tooling Academy activities with UTRGV. I visited with Dr. Miguel Gonzalez to review the status of Cohort 2
- Developed marketing materials for the department.
- Worked with STC Grants Office to develop the Susan Harwell grant for Industrial Safety Training.
- Worked with STC Grants Office to explore new grant opportunities.
- Continued development of Partnership Agreement draft between South Texas College and IIES.
- Attended the STC Board of Trustees meeting.
- Assisted the IAM Department in developing new Texas Workforce Commission Skills Development Fund grant projects.
- Met with IAM staff to develop strategies for expansion of IAM training services and to increase enrollment.

- Implemented new and innovative strategies to increase revenue for the IAM.
- 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.

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