SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

December 2017

Board Meeting
January 30, 2018

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	MATHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	
SUBJECT:	ACTIVITY REPORT FOR DECEMBER 1, 2017 THROUGH DECEMBER 15, 2017

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- President's Cabinet meetings
- Coordinated Operations Council meeting
- STC Board meeting
- STC Strategic Planning committee meeting
- STC Facilities committee meeting
- STC Planning & Development Council Meeting
- Conducted weekly Dean's meetings
- Conducted Division Leaders meeting
- IIES Campus Visit – Presentation

ATTENDED

- South Texas College Radius meeting
- Economic Modeling Specialist International (EMSI) meeting
- 2013 Bond Mobilization Team meeting
- Junior League conference
- DREAMers Task meeting
- Fall 2017 South Texas College Commencement Exercises
- STC Graduation meeting
- Veterans Quilt Presentation
- 2013 Bond Mobilization Team meeting
- STC Board Appreciation meeting
- STC Holiday Luncheon with Dr. Shirley Reed at the Cimarron Country Club
- US Census Bureau "Hard to Reach Populations" meeting

- Reynosa students visit on STC Campus
- Breakfast meeting with Dr. David Plummer of STC and Maggie Hinojosa of UTRGV
- IME Becas Signing Ceremony

ENROLLMENT SERVICES AND REGISTRAR

- Opened the Enrollment Center at Pecan Campus during Winter Break (December 18 – 20, 2017) to assist students with admissions, registration, transcript requests and other enrollment services.
- Opened registration for Spring 2018 semester with Priority Registration on October 2; to date, **28,386** students have registered online after OAR processed required documents and cleared them to register.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, and Enrollment Management Team.
- Director/Registrar, Coordinator of Records ("Coordinator") and Coordinator of Enrollment Services ("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, transcript evaluations, graduation and records.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Banner 9 testing, BUGs, bond mobilization team, December 2017 Commencement Exercises, traditional enrollment, Enrollment Appeals Committee, Grade Appeals Committee, Radius (application feature), Starfish (attendance feature) and hiring/search committees.
- Facilitated/worked at Commencement Exercises held at State Farm Arena on December 16, 2017; **1,212** graduates participated in the two ceremonies.
- Downloaded grades into the system for the Fall 2017 semester on December 19, 2017.
- Director/Registrar began certifying December 2017 graduates when STC reopened on January 3, 2018; Transcript/Graduation Analyst began certifying December 2017 graduates when she returned to work on January 5, 2018.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB) and Director/Registrar certified the CBM Reports.
- Document Management Specialist downloaded, reviewed and verified **3,723** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during December 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 **78** international students enrolled for Spring 2018 semester, to date.
- Processed **91** course substitutions and exceptions in Degree Works during December 2017.
- Processed *Change of Grade Forms* for **63** students during December 2017.
- Processed *Reinstatement After Census Date Forms* for **3** students during December 2017.
- Processed **1,479** high school and **289** college/university transcripts during December 2017.
- Evaluated **217** transcripts from other colleges and universities during December 2017.
- Received requests via mail, JagNet and National Student Clearinghouse, processed and distributed **2,746** STC transcripts during December 2017.
- Scanned and indexed **2,822** documents submitted by students during December 2017.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *JagNet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas application for admissions.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

Student Assessment Center Monthly Activity Report December 2017					
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 September 1, 2017**
Pecan Campus	**155**	**270**	**210 (75%show)**	**ACT**	**588**
Mid-Valley	**236**	**230**	**191 (83%show)**	**TSI EXAM**	**758**
Starr Campus	**69**	**66**	**55 (83%show)**	**TSI EXAM**	**220**
Pecan Plaza	**46**	**49**	**48 (98%show)**	**GED/ PEARSON**	**233**
		457	**346 (76%show)**	**TSI EXAM**	**1697**
		98	**94 (96%show)**	**HESI**	**103**
TOTAL:	**506**	**1170**	**944 (81%show)**		**3,599 – All Campuses YTD**

TSI Scores: by placement score December 2017			
READING		**READING**	
Monthly (12/01/17 - 12/31/17)		**Year To Date (09/01/17 - 12/31/2017)**	
College ready (351+)	82	**College Ready** (351+)	435
Holistic Placement (349-350)	20	Holistic Placement (349-350)	131
Developmental Ed (342-348)	68	Developmental Ed (342-348)	520
ABE Level 6 (Developmental Ed)	13	ABE Level 6 (Developmental Ed)	95
ABE Level 5 (Developmental Ed)	36	ABE Level 5 (Developmental Ed)	311
ABE Level 4	9	ABE Level 4	96
ABE Level 3	1	ABE Level 3	21
ABE Level 2	3	ABE Level 2	27
ABE Level 1	0	ABE Level 1	6
Total	**232**	**Total**	**1642**
MATH		**MATH**	
Monthly (12/01/17 - 12/31/17)		**Year To Date (09/01/17 - 12/31/2017)**	
College Ready (350+)	156	**College Ready** (350+)	217
Holistic Placement (348-349)	62	Holistic Placement (348-349)	98
Developmental Ed (336-347)	237	Developmental Ed (336-347)	389
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	74	ABE Level 5 (Developmental Ed)	188
ABE Level 4	39	ABE Level 4	98
ABE Level 3	11	ABE Level 3	25
ABE Level 2	8	ABE Level 2	12
ABE Level 1	6	ABE Level 1	7
Total	**593**	**Total**	**1034**
Writing		**Writing**	
Monthly (12/01/17 - 12/31/17)		**Year To Date (09/01/17 - 12/31/2017)**	
College Ready (363 & 4+ Essay or 5+)	102	**College Ready** (363 & 4+ Essay or 5+)	550
Developmental Ed (350-362 & 0-4 Essay)	26	Developmental Ed (350-362 & 0-4 Essay)	135
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	3
ABE Level 5 (Developmental Ed)	1	ABE Level 5 (Developmental Ed)	5
ABE Level 4	1	ABE Level 4	18
ABE Level 3	2	ABE Level 3	22
ABE Level 2	0	ABE Level 2	6
ABE Level 1	0	ABE Level 1	9
Total	**132**	**Total**	**748**
Data retrieved from College Board Accuplacer			

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Coordinator Anna Barrera and hiring committee met to interview applicants for the Financial Aid Specialist
- SFS Coordinator Rebecca Cano and hiring committee met to interview applicants for the Financial Aid Specialist
- SFS Department continues to complete and correct 2017-2018 files and award eligible students for the Spring 2018 semester
- SFS Staff assisted with skeleton crew hours for the semester break.
- SFS Outreach Specialists Gilbert Rios and Jovelli De Leon assisted with 6 FAFSA events in the month of December

DUAL2DEGREE

STUDENT SUPPORT SERVICES

- The Dual2Degree Department held a total of **seventeen events** from December 1st through December 15th and **served approximately 822 students**.
- As of December 15th, **42% of all Dual Credit registration was performed online by students** via the JagNet Self-Service System as part of the Department's initiative to automate and streamline enrollment processes.
- A total of **5,033 dual credit students have registered online** via JagNet for Spring 2018 compared to 1,100 for Spring 2017, **which represents an increase of 357%**.
- A total of **128 registration errors were reported for the Fall 2017** term as compared to 682 for the Fall 2016 term, **which is a decrease of 81%.**

DUAL CREDIT RECONCILIATION – (DECEMBER)

Request	Submitted	Approved	Denied	Under Review
Reconciliation	25	17	5	3
Appeals	1	0	0	1
Total	**26**	**0**	**0**	**0**

ENROLLMENT SERVICES

ADMISSION

Event	High School Served	Date	Location	Total Served
N/A				

REGISTRATION

Event	High School Served	Date	Location	Total Served
Registration Drive	South Texas HS for Health Professions	12/4	ISD	40
Registration Drive	South Texas HS for Health Professions	12/5	ISD	44
Registration Drive	Science Academy for South Texas	12/6	ISD	43
Dual Credit Fast Track	Hidalgo HS	12/6	Pecan	34
Registration Drive	Science Academy for South Texas	12/7	ISD	33
Dual Credit Fast Track	Valley View HS & Valley View ECHS	12/7	Pecan	108
Registration Drive	Achieve ECHS	12/8	Pecan	76
Registration Drive	Rio Grande HS	12/8	ISD	43
Dual Credit Fast Track	Vanguard Mozart Secondary	12/11	Mid - Valley	33
Registration Drive	PSJA CCTC	12/12	ISD	31
Registration Drive	La Villa HS	12/12	ISD	15
Dual Credit Fast Track	Rio Grande City ECHS	12/13	STARR	72
Registration Drive	Sharyland AAA	12/13	ISD	80
Registration Drive	Mission CTE ECHS	12/14	ISD	57
Registration Drive	PSJA Southwest ECHS	12/14	ISD	66
			Total	775

SUPPORT SERVICES

ORIENTATION

Event	High School Served	Date	Location	Total Served
Student –Parent	La Joya HS	12/05	ISD	17
Student –Parent	Juarez – Lincoln HS	12/13	ISD	30
			Total	47

Event	High School Served	Date	Location	Total Served
N/A				

OTHER SERVICES

MEETINGS

EXTERNAL

Meeting	ISD	Purpose
N/A		

INTERNAL

Meeting	Department(s)	Purpose
Weekly Leadership Meeting	Dual2Degree	Weekly supervisors meeting to review tasks and project assignments
Board Presentation	STC Board	Presentation regarding Dual2Degree Department Services
Department Meeting	Dual2Degree	Meeting with department staff for updates
Dual Credit Marketing Brochure	VP AA	Meeting with Academic Affairs project manager to review dual credit marketing materials
Graduation Meeting	Dual2Degree	Final Commencement Committee Meeting
Spring 2018 Academic Standing	Admissions & Records, Counseling, Early College High Schools	Review Academic Progress Standards Action Plan for Spring 2018
Weekly Staff Meeting	Dual2Degree	Meeting with department staff for updates
Accessibility Training	Public Relations	Review documents on Department website for ADA compliance

PROFESSIONAL DEVELOPMENT

Activity	Purpose
Employee Appraisals	Biannual performance appraisal for Dual2Degree Specialists

UPCOMING EVENTS AND ACTIVITIES FOR JANUARY 2017

- Continue to finalize Spring 2018 Dual Credit Registration
- Work with High School Registrars to Retrieve Pending High School Transcripts and Fix Issues with Texas Records Exchange System
- Work with Public Relations to Develop Enrollment Marketing Material for Summer and Fall 2018 Registration – Students and Parents
- Plan for Annual Dual Credit Counselors' Summit
- Plan for Priority Registration for Summer and Fall 2018

DEPARTMENTAL SNAPSHOTS

Hidalgo Early College HS – Dual Credit Fast Track

Valley View Early College HS & Valley View HS – Dual Credit Fast Track

Vanguard Mozart Secondary – Dual Credit Fast Track

COLLEGE CONNECTIONS

- South Texas College
  - 5th Annual Junior Jaguar Leadership Conference
  - Latinas in Progress Conference
  - Starr County Community Center Coffee Talks
  - Leadership Mid-Valley
  - Graduation
  - Holiday Hours

- Partnership/Events
    - City of McAllen Holiday Parade
    - South Texas Area Recruiter Network Meeting
    - City of Weslaco Lighted Christmas Parade
- Apply Texas Drive
    - Rio Grande City HS
- Recruitment
    - Palmview HS College Presentation
- Financial Aid Drive
    - Progreso HS
    - Prospective Family Individual Support
    - Mercedes Academic Academy
- Dual Support
    - Rio Grande City Early College Preparatory Fast Track
- College & Career Fair
    - Mercedes ISD – Chacon Middle School
    - La Joya ISD – Rosento Benavides Elementary
- Enrollment
    - PSJA ISD Special Purpose Schools Fast Track
- Campus Tours
    - Mid-Valley
        - Vanguard Mozart Secondary Academy (40 students)
    - Starr
        - Rio Grande City Early College Preparatory
    - Pecan
        - IIES (10 students)

Campus	# Visitors
Pecan	10 Visitors
Mid-Valley	40 Visitors
Starr	75 Visitors
NAH	No Tours
Tech	No Tours

Call Center

Phone Calls	
Inbound Calls	8,172 Inbound Calls
JagChat	
Incoming Chats	275 Chats

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

CURRENT/UPCOMING ACTIVITIES & EVENTS

(OCR) On Campus Recruitment

- Greene Group
- Cyberia RGV
- All State Insurance
- Care Products Inc
- Land Star Mail
- Oscar's Electronics and Soundwaves

Workshop & Presentations / Activities

- In Class Presentation – Medical Assistant Technology December graduates – 17
- In Class Presentation – Medical Assistant Technology December graduates – 12
- 1 U.S. Customs event; Pecan Campus
- 1 Real Energy Solutions event, Pecan Campus
- 1 Cinch Connectivity Solutions event, Technology Campus
- HCA Graduate Nurse Event – Valley Regional Hospital

Coordination of Upcoming Events

- Coordinating future visits by Real Energy Solutions, Cinch Connectivity Solutions, and Texas Department of Public Safety.
- Promoting Nursing Networking Mixer events with HCA
- Developing calling for proposals for upcoming Employer Symposium
- Developing MarketPlace Store for upcoming Career Expos; developing registration; completed training for Touchnet reporting

MEETINGS AND MISCELLANEOUS INFORMATION

- Preparations and promotional items requests for Brown Middle School Career Day
- Social Media Updates
- Recruitment of resume reviewers
- Discussions with Coordinator for Spring 2018 Semester
- Preparation Workshop and Career Days Dates and Locations
- Sharing career events in collaboration with community partner – Workforce Solutions
- Attended Career Coach advanced training and completed certification.
- Working on compiling open workshop and in class presentation sign-ins and evaluations.
- 4-student appointment.
- Reviewed five student resumes.
- Job development (AAMCO; Arizona Department of Corrections; Care Products Inc.; Emu Plastics; MPI Corp/ABC Metals; PMG)
- Serving on hiring committee for Career & Placement Specialist position
- Attended Career Coach Advance Training; Completed certification exam
- Completing paperwork for upcoming SoACE Conference; W-9 Form and Texas Sales and Use Tax Exemption Certification
- Attended The Look Forward Webinar
- Attend student walk-ins, revise resumes, and approve resumes online.

Ombuds Cases for the month of December 2017				
		YTD Cases	Active Cases	Closed / Referred Cases
Consultations		42	8	34
Mediation		4	0	4
Conflict Coaching		0	0	0
Title IX: Requesting Pregnancy Accommodation		203	10	193
Title IX: Victim Advocacy Support		51	19	32
Written Complaints/Maxient Referred to Human Resources Student to Employee		33	N/A	N/A
Total Cases		**333**	**37**	**263**

Ombuds Cases per Campus for the month of December 2017		
		YTD Cases
Pecan		143
Nursing & Allied Health		29
Technology		7
Mid Valley		72
Starr County		10
Internet		64
La Joya Teaching Center		1
Pharr College & Career Teaching Center		0
High School		7
Total		**333**

December 12, 2017

The Office of Student Rights & Responsibilities hosted and attended the "Understanding Nonverbal Communication," training by Ms. Jan Hargrave at the Pecan Campus.

December 4-7, 2017

Set up informational booths at Pecan, NAH, Technology, Starr & Mid-Valley Campuses

Student Violating Student Code of Conduct for the month of December 2017			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	62	115	**177**

Student Conduct Cases per Campus for the month of December 2017		
		YTD Cases
Pecan		112
Nursing & Allied Health		16
Technology		7
Mid Valley		29
Starr County		7
La Joya Teaching Center		3
Pharr College & Career Teaching Center		0
Internet		3
Total		**177**

December 12, 2017

The Office of Student Rights & Responsibilities hosted and attended the "Understanding Nonverbal Communication," training by Ms. Jan Hargrave at the Pecan Campus.

December 4-7, 2017

Set up informational booths at Pecan, NAH, Technology, Starr & Mid-Valley Campuses

Behavioral Intervention Team Institutional Report for the month of December 2017		
Student Affairs		**YTD**
Cases Reviewed		41

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

Human Resources		**YTD**
Cases Reviewed		0

Police Department		**YTD**
Cases Reviewed		0

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**
Student Conduct	0	18	0	15	0	6	0	1	0	0
Human Resources	0	0	0	0	0	0	0	0	0	0
Police & Security	0	0	0	0	0	0	0	0	0	0

STUDENT ACTIVITIES AND WELLNESS

- Participation at the Junior Jaguars Leadership Conference (PCN)

- Student Government Association Executive Board Meeting (PCN)
- Leadership Series Presentation for a Dual Enrollment Program event(PCN)

- Stress Free Classroom Presentations(PCN)

- Stress Free Week (District Wide)

- Student Leadership Series in the Classroom (PCN)
- Student Government Meetings (District Wide)
- Football Toss Tournament (STR)

- Basketball League (MID)

- Ping Pong Tournament (PCN & STR)

- Student Leadership Celebration Event (STR)

- Student Government Association's Finals Survival Kit Giveaway Event (MID)

- Student Leadership Academy students attend the GEAR UP Student Success Leadership Institute (PCN)

- Fun in the snow (District Wide)

- Student Government Association Holiday Break Celebration (MID)
- Participated at the Graduation Ceremonies at State Farm Arena

- First year Connection Registration

COUNSELING AND STUDENT DISABILITY SERVICES

MEETINGS/CONSULTATIONS

- Counseling and Student Disability Services Departmental Meeting
- Question, Prevention, Referral Suicide Training Follow-up Meeting
- Academic Advising Search Committee Meeting
- Behavioral Intervention Team/CARE Team Meetings
- South Texas College Food Pantry Meeting/Referrals
- Licensed Professional Counselor Supervision Meeting
- UTRGV Interns' Supervision
- Individual Work-study Meeting with Counseling and Student Disability Services

WORKSHOPS/PRESENTATIONS

- World AIDS Day
- Know Your Status Grant Outreach-All campuses (Pecan, Technology, Mid-Valley, Starr and NAH)

PROFESSIONAL DEVELOPMENT

- Understanding Nonverbal Communication Training

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising –** Advised students for the Spring 2018 semester enrollment; reviewed/completed student educational plan for First-Time-in-College (FTIC) students;
- **Faculty Advising** –2 faculty advising trainings were held in the fall semester; trainings were led by faculty advisors; processed NOE's for Lead Faculty Advisors; reposted Coordinator for Faculty Advising position will close on January 7th; 229 total full time faculty have been trained since inception of new training;
- **College Advising Training Program-** Planning is underway for spring training dates; first training is scheduled for February 2018;
- **THECB Work Study Mentorship Grant** – Compiled student mentors reports and activities for FY2018; communicated with mentor's; new NOEs were prepared by Student Financial Services; began mentoring of FTIC students in College Success courses;
- **Beacon Mentoring Program** – Beacon Mentors Cohort 2017 met with their Beacon sections throughout the semester; planning for spring term meetings with academic programs and to plan sections from January 8th – 10th;
- **Carl Perkins –** gathering data for biannual report;
- **PASS Program –** met with PASS Program staff to plan for program redesign; setting up a committee to review and redesign PASS Program; meeting scheduled for end of January 2018;

PARTICIPATED IN THE FOLLOWING

- **Search Committees** – ongoing committee to replace two advisor vacancies, Coordinator of Faculty Advising and Administrative Assistant for Special Programs;
- **College Wide Committees** – Director of Comprehensive Advising & Mentoring Services participating in Texas Pathways Project; Director of Comprehensive Advising & Mentoring Services and Coordinator of Advising serving in Online College Catalog Committee and TSI/Developmental Education Plan Committee; Coordinator of Special Advising participating in Traffic Appeals Committee;
- **Traffic Appeals Committee** – Coordinator of Special Advising is serving on committee traffic appeals for the 2018-2019; meeting was held on December 12, 2017;

A. Preliminary Forms: Reviewed/Approved, time cards, other forms for advising staff, THECB work-study staff, and CATP & Beacon Mentor Programs related training documents; Submitted activity reports for programs;

B. Follow-Up Status: Review of documents for THECB work-study mentorship; CATP & Beacon Mentor schedules TBD, Carl Perkins/PASS programming guidelines for new program year were discussed and reviewed; establishing committee for PASS Program Re-design; requested data for FTIC Mandatory Advisement and pending review of the data.

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	MARY G. ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES
DATE:	JANUARY 19, 2018
SUBJECT:	ACTIVITY REPORT FOR DECEMBER 1, 2017 THROUGH DECEMBER 15, 2017

FINANCE AND ADMINISTRATIVE SERVICE
MARY ELIZONDO

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Board of Trustees Meeting, Facilities Committee Meeting, Finance, Audit and Human Resources Committee Meeting, Planning and Development Council Meeting, and Coordinated Operations Council 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.
- Accountability Department:
  - Attended a meeting with Compliance Manager on Open Records Requests
  - Attended a meeting with Accountability, Risk and Compliance Director, and Compliance Manager on TASB Legislation Update, and Policy Management Process
- Facilities Planning and Construction:
  - Attended South Texas College 2013 Bond Construction Program Planning Meeting with Broaddus and Associates and College staff
  - Attended the 2013 Bond Mobilization Team Meeting with College staff
  - Attended a meeting on furniture budget with Accounting Group Manager and Project Manager for FAS Division
- Food Services:
  - Attended a meeting with Food Service Director on Hiring Proposals
- Internal Auditor:
  - Held bi-weekly meeting with Internal Auditor on outstanding items
- Other Meetings:
  - Attended a meeting with College President on Audit Report for Student Activities and Wellness and other topics
  - Attended a meeting with Title IX team on Audit Action Plan
  - Attended a meeting with Title IX team on Senate and House Bills Related to Title IX

- Attended a meeting with Title IX case review
- Attended a meeting with Chief Administrator for the Department of Public Safety on Parking Permits
- Attended a meeting with Compliance Manager on Esperanza Clinic
- Attended the IT Items Meeting on outstanding projects
- Attended interviews for FAS Support Specialist position
- Attended the Finance and Administrative Services Director's Meeting

WORKED ON THE FOLLOWING ITEMS:

- Worked on Policy #4305: Employee Leave, Spring Break, Semester Break and Holidays

BUSINESS OFFICE
MYRIAM LOPEZ, COMPTROLLER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Ellucian WebEx to troubleshoot travel and expense transaction
- Attended monthly BUGs meeting
- Attended the Finance Committee Meeting
- Attended the Board Meeting
- Attended the Library interview committee sessions
- Attended the Proposed Policy # 4305 changes meeting
- Attended and discussed back up to Finance Meeting
- Attended conference calls with auditor regarding Comprehensive Annual Financial Report
- Attended Coordinated Operations Council on to discuss the FY 2019 Budget Development timeline
- Attended IIES Licensing Fee meeting
- Attended Maquiladora project meeting
- Cashiers met at Information Technology to test Argos reports
- Cashiers attended BBVA Compass bank meeting on the café POS (point of sales) system
- Met and discussed Year End Processes with managers
- Met to discuss and prepare Bond Reports with VP-FAS-Program Manager
- Met to discuss Bond 2013 bond construction
- Met with Director of Accountability regarding Continuing Education installment agreement processing
- Met with new employee and went over the Business Office handbook
- Met to discuss and prepare Bond Reports
- Met to discuss Bond 2013 processing mapping with FPC Director
- Met with the Director of Food Services on November 30 to discuss the FY 2018 budget transfers needed

WORKED ON THE FOLLOWING ITEMS:

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

ACCOUNTS PAYABLE / GRANTS AND CONTRACTS:

Bank No.	17-Sep	17-Oct	17-Nov	17-Dec
01 E&G	598	642	856	418
01 Direct Deposit	105	157	168	104
03 Student	12,521	1,685	311	107
12 I&S Taxes	-	2	-	-

16 I&S Bond	-	-	-	-
17 Plant	31	10	17	10
32 AP Card	462	540	375	205
37 Unexp-LT Bond Series 2015	40	21	24	26
38 Unexp-LT Bond Series 2014	9	-	-	2

PROPERTY TAX / BUDGET & REPORTING:

- Completed the Legislative Budget Board's Campus Data report
- Opened the Budget Development Application for FY 2019 expense budget requests
- Staff compiled information needed for the completion of the Integrated Fiscal Reporting System report for FY 2017
- Updated tax abatement information and supporting documentation in preparation for the December Finance Committee meeting
- Updated the Rio Bravo Tax Abatement motion
- Updated the Levy 2017 Tax Roll motion and supporting documentation

CASH MANAGEMENT/SPECIAL PROJECTS/OFFICE SUPPORT:

- Completed new 2018 Spring Career Expo marketplace store
- Clone request submitted and list of restricted funds provided to grants in order to complete fiscal year closing
- Participated in Finance upgrades testing as well as Intellecheck version upgrade testing
- Participated in Argos upgrade testing
- Updated 2017 Transparency Star Information on the website
- Reviewed and finalized CAFR items
- Prepared November Investment Reports

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	15	425
01 Direct Deposit	4	104
02 Payroll	5	1,094
02 Direct Deposit	3	2,179
03 Student	2	107
12 I&S	0	0
16 I&S	0	0
17 Plant	3	10
37 Bond Series 2015	5	28
38 Bond Series 2014	2	2
Total	39	3,949

ACH Direct Deposit-payments to vendors, students & employees	9
Bank Transfers between Bank Accounts	14
Wire Transfers for Benefits	1

GENERAL ACCOUNTING/CONSTRUCTION/FIXED ASSETS:

- Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. Completed 114 monthly reports during the month of December 2017

Duties	**Total**
ACH, wires, and Book Transferred Initiated and/or Approved	10
Approval Queues	2
Bank Reconciliations	11
Cafeteria daily sales report	20
Cancelled checks provided to AP and/or verification and positive pay	42
Construction Checks - Retrieve for Auditor	16
Copies of booklets/journal entries requested	9
Deposits prepared	13
Returned mailed checks - Logged and Filed	19
Returned Mailed checks - Disbursement	40
Bond Construction Checks logged, filed and organized'	83
Bond Construction checks scanned	16
Errands to Inter-office deliveries	19
FOAP created including activity codes	19
Hours Filing and organizing of Journal Entries	2
Hours used for scanning - estimated	48
Interdepartmental Transactions reviewed	44
Invoices and encumbrances reviewed	178
Journal entries prepared	9
Journal entries processed including FUPLOAD	638
Journal entries/documents scanned	1376
Journal Entries Logged	1544
Journal Entries Filed and Organized including creation of labels	200
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	35
Positive Pay Exemption-Number of checks researched	10
Record Retention - labeled boxes	5
Requisitions prepared	1
Stale dated list prepared	3
Stale dated letters mailed	410
Stop payments processed (includes stale dated checks)	150
Stale dated stop payment verification	107
Transactions removed from bank reconciliation	29
Banner Testing-hours	2

General Journal Entry (Intra-Fund) (JE15)	101
General Journal Entry (Inter-Fund) (JE16)	82
Cash Receipts (CR05)	532
Encumbrance Liquidation (E032)	0
Encumbrance Liquidation (E020)	1
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	1

THE CASHIERS/ACCOUNTS RECEIVABLE:

- Cashiers extended hours of operation to assist students on December 13, 2017
- Spring 2018 $60 Registration after deadline due date.
- Cashiers prepared for the Cashier Customer Service training, December 15th
- Complied installment agreements requested by accountability department for the mock enrollment audit
- Generated Spring 2018 unpaid reports
- Held a Spring 2018 bite size training for all cashier staff
- Prepared payments and tuition/fee billing sample student files requested by the external auditor
- Prepared presentations for the Spring 2018 bite size training
- Reviewed dual credit students to identify issues that may need to be corrected prior to writing off accounts
- Reviewed the dual credit students on the unpaid list to identify issues that may need to be corrected

PAYROLL AND POSITION CONTROL DEPARTMENTS:

- Payroll processes for the month ending December 31, 2017:

Payroll Re-issue Processed	1
Payroll Cycles	5
Payroll Checks & DD	3566
TimeClock Plus Access Forms Processed	59
Number of Employees with OT reviewed for OT Memos	459
NOE's Approved	611
Salary Budget Transfer Forms Processed	10 with multiple transactions

Business Office Performance Indicators

Payroll:

December 2017

Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	2,113	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	1,150	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 11/16-11/30) SR23	582	Salaried	1
(Waged 12/01-12/15) SR24	579	Waged	1
(Salaried: December) MR12	3,557		
		Void Checks Processed	
NOE's Processed		Salaried	1
(Additions, Deletions, Changes)	37	Waged	1
Salaried	454		
(Additions, Deletions, Changes)	0	**Replacement Checks Processed**	
Waged	41	Salaried	1
		Waged	1
Payroll Adjustment Worksheets			
(Additions, Deletions, Changes)	59	**Voided Direct Deposits**	
Salaried	10	Salaried	1
(Additions, Deletions, Changes)	0	Waged	0
Waged	-		
		Hand Cut/PBK	
Liabilities Processed		Salaried	0
ORP	11	Wages	0
Annuity	11		
Student Loans	3	**Checks Processed**	
United Way	1	Salaried	568
Child Support	2	Total Net	$ 821,740.86
IRS Levy	1		
Withholding & FICA	3	Waged	524
Met Life	1	Total Net	$ 139,793.10
Legal Judgement	1		
Social Security Administration	0	**Direct Deposit Processed**	
		Salaried	1,807
Reports Processed		Total Net	$ 4,976,543.56
Compass Bank Direct Deposit File	3		
Void And Replacement Check Cycle File	1	Waged	667
Overtime & Straight Time Mgmt. Report	1	Total Net	$ 183,004.19

FOOD SERVICES
LUIS R. GUZMAN II, DIRECTOR OF FOOD SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended a meeting on Bond Mobilization
- Attended a meeting on Menu Board Meeting at MVC
- Attended a meeting on NAH Cafeteria Update
- Attended a meeting on TouchNet with IT
- Attended a meeting with VP FAS
- Attended the Finance and Administrative Services Director's Meeting
- Conference Call Island Oasis

WORKED ON THE FOLLOWING ITEMS:

- Assisted in assigning a moving date of the PCN 30 gallon tilt braising pan in order to pass inspection of new U building
- Collaborated with business office and Jean's Restaurant Supply on potential delivery dates of small-wares at new cafeterias across college district during break.
- Extended temporary employee contracts
- Increased Pecan Travel to $2k due to sending Carlos Perales to conference
- Prepared the November financial update to food service managers and leaders in department
- Received the Health Permit to be operable at MVC
- Requested data drop at MVC G building for snack bar POS
- Worked on staffing plan goals for Food Service Department which included DW and WS employees

SAFETY AND SECURITY
PAUL VARVILLE, CHIEF ADMINISTRATOR FOR DEPARTMENT OF PUBLIC SAFETY

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting to discuss Clery Act statistics
- Attended meetings pertaining to campus entrances surveillance cameras
- Attended meetings regarding shuttle buses
- Attended the Administrative Staff meeting
- Attended the ARMS software meeting
- Attended the Avigilon Surveillance Camera meeting
- Attended the Behavioral Intervention Team meeting
- Attended the Bond equipment purchase meeting
- Attended the Coordinated Operations Counsel presentation
- Attended the Draft policy for Drones meeting
- Attended the Emergency management meeting
- Attended the Finance and Administrative Services Director's meeting
- Attended the Human Resources meeting
- Attended the IT assistance meeting
- Attended the Office of Civil Rights meeting
- Attended the Police patrol duty meeting
- Attended the Position description discussions with Human Resources
- Attended the Security meeting
- Attended the Staff meeting

- Attended the Temporary employees meeting
- Attended the Texas Auditor's Office request for information
- Attended the Title IX meeting
- Attended the TLETS meeting
- Attended the Transit Services meeting
- Attended the Voting assistance for Hidalgo County

WORKED ON THE FOLLOWING ITEMS:

- Addressed parking concerns
- Purchased order requests
- Responded to faculty request for assistance
- Reviewed police reports
- Reviewed Title IX cases
- Revised draft policy for Demonstrations and Protests
- Revised draft policy for Drones
- Revised police procedure
- Worked on Clery Act database
- Worked on the Behavioral Intervention Team threat assessment
- Worked on the Clery Act Annual Security Report review
- Worked on the Coordinated Operations Counsel presentation
- Worked on the Emergency Management presentation
- Worked on the Employee Time Analysis
- Worked on the Installation of bond surveillance cameras
- Worked on the Internal and external event security planning
- Worked on the Investigation reviews
- Worked on the Lost and Found procedures
- Worked on the Office of Civil Rights response
- Worked on the Office operations
- Worked on the Parking citation appeals
- Worked on the Parking permit issuance management
- Worked on the Position description review with Human Resources
- Worked on the Shuttle bus maintenance
- Worked on the Temporary employee request process
- Worked on the Texas Auditor's Office request for information
- Worked on the Title IX case report
- Worked on the Transportation services bus operation

PURCHASING AND DISTRIBUTION SERVICES
BECKY CAVAZOS, DIRECTOR OF PURCHASING

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Grant Initiation Meeting coordinated by the Grant Compliance Office for the Nursing Innovation grant that will begin in January
- Attended the monthly Coordination Operation Council meeting and two of the weekly mobilization meetings
- Conducted a department staff meeting to provide updated on the 2013 Bond Construction program related to the purchase of equipment and supplies deliveries during the holidays
- Met with the Distance Education to review the Blackboard contract renewals for FY 2018 and FY 2019

- Participated in the Furniture Budget Reconciliation meeting coordinated by the Business Office and Office of the Vice President for Finance and Administrative Services
- Review and negotiated changes to three (3) vendor agreement/contracts

WORKED ON THE FOLLOWING ITEMS:

- The Purchasing Department processed three hundred ninety five (395) purchase orders, approved three hundred thirty eight (338) requisitions, disapproved eighty three (83) requisitions, processed change orders for goods and services, completed thirty (30) travel authorizations, and two hundred thirty two (232) new/exiting vendor W-9 forms which were created or updated in Banner.
- The Receiving Department complete two hundred thirty six (236) deliveries (purchase orders and complimentary books) and two thousand six hundred twenty six (2,626) packages/boxes. Three hundred twenty eight (328) purchase orders were received and posted in Banner, three thousand six hundred fifteen (3,615) items were transferred/relocated as per move/set up request forms, and fourteen (14) faculty/staff moves were completed in December.
- <u>Prepared the following Request for Proposals (RFP):</u>
  - 17-18-1020 Architectural Services
- The Fixed Assets Department is currently reviewing all assets purchased since December 1, 2017. The asset review process is as follows:
  - Approved eighty nine (89) assets through December 15, 2017
  - Adjusted zero (0) assets in Banner for the month of December
  - Conducted the monthly inventory spot check for Library Books
- <u>The Mail Services/Copy Center processed the following mail and copy request:</u>
  - Financial Aid Office - $222.10 and Business Office/Cashiers - $492.69
  - A total of six hundred sixty six thousand six hundred sixty six (666,666) copies were completed at the copy center for the month of December.
  - A total of five thousand one hundred seventy six (5,176) letters were mailed out and one hundred forty five (145) letters were returned to South Texas College due to bad addresses

HUMAN RESOURCES

BRENDA BALDERAZ, DIRECTOR OF HUMAN RESOURCES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting on Banner 9 Admin Pages Project Status
- Attended meeting on Title IX Case Review
- Attended meeting with HR Staffing & HR Staffing Support regarding Form I9 Process
- Attended meeting with IS&P regarding Sharing Banner STV tables
- Attended meeting with IT
- Attended meeting with VP-FAS and Comptroller regarding Policy 4305 Employee Leave
- Attended the BUGs Meeting
- Attended the December Board of Trustees Meeting
- Attended the Demonstration of JDMS Discovery (New Job Description Software)
- Attended the Finance and Administrative Services Director's Meeting
- Attended the HR Team Meeting
- Attended the Pre-winter break process status review with HR staff
- Attended Title IX Team meetings regarding Audit Action Plan, Senate & House Bills, and case review
- Met with Assistant Director of Human Resources regarding personnel matters
- Met with Interim Administrator for Curriculum & Student Learning regarding Faculty Credential Database
- Met with Internal Auditor for Time Clock Plus Audit
- Met with IS&P regarding Evisions Argos Testing

- Training/Events
  - 2017 SACSCOC Annual Meeting in Dallas
  - Application evaluation training
  - Best Practices in Implementing Analytics Across the UNC System
  - Employee Relations Holiday Campus Tour
  - GoToWebinar - Reporting Tips & Tricks in PeopleAdmin - SelectSuite
  - Oz Principle Micro Workshop in San Antonio
  - State Employee Charitable Campaign - Finalized the campaign with a total of $38,863.90 in contributions
  - Supervisory Symposium held at Technology Campus
  - Webcast - Banner® Human Resources 2017 regulatory release

WORKED ON THE FOLLOWING ITEMS:

- Evaluated of Adjunct applications scanning process
- Modified Alliance network requirement broken links for both English and Spanish on website
- Participated in college-wide Christmas Donation Drive for Mujeres Unidas
- Partnered with Jameson Center for a Christmas gift exchange
- Reviewed 403b Annuity Changes in Contributions
- Reviewed Official Transcript
- Training of new HR staff
- Uploaded of HR Payroll Calendars to HR website
- Uploaded revised HR Benefits Helping Hands presentation to HR website
- Worked on ACA 1095c Forms testing
- Worked on CUPA HR Surveys; Administrators & Faculty in progress
- Worked on Employee Relations Officer case reviews
- Worked on Financial Aid workflow modifications testing
- Worked on Form I-9 records management
- Worked on Hiring Proposals
- Worked on HR JagNet Forms
- Worked on Nepotism review for 33 applications
- Worked on Policy 4305 – Employee Leave
- Worked on Texas Department of Motor Vehicles Driver's Eligibility process
- Worked on TRS report Additional Days after payroll
- Worked on Veterans Quarterly Summary
- Worked on PeopleAdmin
  - Cases Opened: 1
  - Cases Resolved: 6
- Records management (Xtender scanning) project:
  - Currently scanning current faculty personnel/transcript files into BDMS.
- Report Development
  - Internal
    - Inventory of documents set for destruction, for record retention
    - Medical code UHC/BCH and the plan (B1, B2, B3, etc.) for the month of December, for Benefits
    - New Hires for FY17 and FY16
    - Medical Support Orders
    - 457 Texas Saver Report
    - 1% ERS Opt Out Credit Report
    - Scheduled Leave reports, for Benefits staff
    - Monthly Retiree Premium Report
  - External
    - Veteran's Quarterly Summary 1st Quarter, FY 2018

- Data file upload to Workplace Answers (Online training vendor)
- Faculty List for Radiologic Technology Department with degree information, for President
- All Adjunct assignments- including staff teaching as Adjunct, for VPAA.
- Pecan Campus employee count, for Department of Labor
- Occupational Employment Statistics Report for Pecan and Technology Campuses as of November 12, 2017, for Texas Workforce Commission
- Total Employees in December, for Department of Labor

Staffing & Recruiting		
	Staff	**Faculty**
Advertisements placed (Faculty & Staff combined)	6	
Search Committees assigned/forms requested	39	0
Hiring Proposals reviewed & approved	45	8
Job Offers	28	7
New Hire Processing	32	0
Vacancy Reports completed	2	0
Educational Supplements	1	0

Staffing			**Faculty Staffing/Evaluation**	
Positions Filled	0		Positions Posted	0
Resignations			Adjunct/Dual Credit Applications	6
Staff/WS	20		Intent to Hire	
Cancelled Positions	0		*Adjunct*	0
PeopleAdmin Sys. User Maintenance	31		*Dual Credit*	0
Staff Email Accounts	22		Full Time Temporary Faculty	
NOEs			Transcripts reviewed	60
Full Time Temporary	13		Transcripts entered on database	40
Direct Wage	217		*Adjunct*	193
Trainer (PT)	49		*Overload*	740
Application Processing			*Dual Credit*	0
Applications			*Lecturer*	6
Staff	767		Temporary Agency Employees	
Faculty	26		*Requests*	1
Part Time (DW/PT/AD)	54		*Replacements*	2
New Hires, Rehires, Transfers	55		*Assignment Extensions*	10
Nepotism Review	33			

System/Staffing Support				
Staffing Support			**Records**	
Position Requests w/ Job Descriptions	18		Files scanned & indexed	228
Positions			New Hire folders prepared	30
Posted	25		Termed files prepared	14
Re-Posted	4		Boxes to Record Retention	5
Extended	9			
Cancelled	6			

Employee Relations						
	FYTD	MTD			FYTD	MTD
DPS CCH Background Checks	368	0		TWC Claims	13	3
Fingerprints	191	41		Open Records Requests	1	0
DPS Driver Eligibility Checks	89	0				

Benefits & Payroll				
Benefits			Payroll	
New Hire Orientations	28		PDR Notifications	-
Internal Transfers	9		Direct Deposit Transactions	
Benefits Credits/Collections	0		*Full Time*	-
TRS Records reported	-		*Direct Wage/Work Study*	11
TRS Prior Yrs of Svc Verifications	16		Resignations	
TexaSaver 457/403B Accounts			*Full Time*	-
Benefits Eligibility Review (ACA)			*Direct Wage/Work Study*	11
Faculty (Adjunct, Temporary)	-		Garnishments	2
Staff (Direct Wage, Part Time)	6		TXOAG Reporting	33
Exits			Under Hours/DOC Worksheets	4
Full Time	8		New Hires, Rehires, Transfers	49
Part Time	-		Name Changes	-
Retirees	-		Address Changes	5
FMLA Requests			Form W-4 Changes	4
New	7		Verification of Employment	
Closed	14		*Forms processed*	26
Workers Compensation Claims			*Letters sent*	0
New	-		*Phone Calls*	28
Closed	-		Cell Phone Stipends	12
Tuition Reimbursement Applications	1		Adjunct Leave Forms	5
Tuition Grant Applications			NOEs	
Employee	26		*Faculty Full Time Regular*	-
Dependent	15		*Faculty Full Time Temporary*	-
			Direct Wage	207
			Work Study	7
			Adjunct	-
			Overload	37
			Dual Credit	334
			Trainers	93
			Fac. Special Assignments, Other	41
			Fac. Salary Retro-Pay Adj	-
			Fac. Base Salary Pay-Off	1
			PeopleAdmin Transactions	
			Approvals	-
			Hiring Proposals	1
			Payroll Worksheets	1
			Move Request Updates	-

FACILITIES OF PLANNING AND CONSTRUCTION
RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Board review meeting with FPC staff
- Attended Bond Mobilization Meeting
- Attended Coordinated Operations Council meeting
- Attended December Board of Trustees meeting
- Attended December Facilities Committee meeting
- Attended Faculty/Staff Meetings for Bond Projects with Staff
- Attended FPC staff meetings
- Attended GoToMeetings for Furniture Coordination
- Attended meeting to review the Bond Purchase Procedures
- Attended Move Coordination Meeting with College staff and faculty
- Attended ProLease Workplace Demo webinar with representatives
- Attended weekly Bond Program progress meetings with Broaddus & Associates
- La Joya Jimmy Carter Teaching Center-attended Ribbon Cutting Ceremony
- Mid Valley Campus Student Services Expansion-attended a Furniture Install meeting
- Mid Valley Campus-attended bi-weekly AOC meeting
- Mid Valley Campus-attended Faculty / Staff building walk thru
- NAH Campus Expansion-attended bi-weekly AOC meeting
- NAH Campus Expansion-attended Kitchen entrance concrete placement meeting
- NAH Campus Expansion-attended meeting with Texas A&M / El Milagro concerning possible structural issues to existing buildings
- NAHC Center for Learning Excellence Repurpose-attended meeting to review project scope and schedule
- Pecan Campus Sports Fields-attended meeting with College staff to review request for fencing and re-grading of fields
- Pecan Library-Attend meeting to discuss the Building F Facility Assessment
- Regional Center-attended a Fire Alarm/Access Control meeting; conducted a site visit
- Regional Center-attended the bi-weekly AOC meeting and site visit
- Starr County Campus-attended bi-weekly AOC meeting

WORKED ON THE FOLLOWING ITEMS:

- La Joya Teaching Center-attended the final furniture punch list walkthrough
- Mid Valley Campus Child Development Center Covered Walkway-worked on material color coordination with contractor
- Mid Valley Campus Student Services Expansion-worked on punch list for furniture
- NAHC Student Success Center Retrofit-reviewed proposed plan from staff to modify space
- Pecan Building X Sign-worked with sign company to provide drawings for Building X increased size of sign
- Pecan Campus Sports Field-attended meeting with the student activities and maintenance department
- Pecan North Academic Building- performed site visits to observe construction progress and furniture installation progress
- Pecan Parking and Site Improvements-worked on parking lot space counts in response to Chief Administrator for Department of Public Safety
- Pecan Plaza-Starr County Campus-Emergency Generators-worked on contracts for contractor
- Pecan South Academic Building- performed site visits to observe construction progress and furniture installation progress

- Regional Center for Public Safety Excellence-worked on contact list for fire alarm as requested by City of Pharr
- Reviewed and updated the OCIP Builder's Risk Monthly Report
- Reviewed field reports from Garland Roofing for roof installation progress
- Reviewed invoices, proposals, agreements, and additional services from various Architects, Engineers, consultants, and CM@R companies; Construction Material testing lab reports and invoices
- Starr County Campus Health Professions and Science Building-performed Substantial Completion punch list walk through with design team
- Starr County Campus Student Activities and Services Building Expansion-conducted an overhead ceiling inspection
- Technology Campus-conducted a final furniture punch list; some items are still pending; performed TDLR re-inspection with project team
- Worked on back up items for the December Board meeting
- Worked on Coordinated Operations Council item for Athletic Field Fencing
- Worked on December Facilities Committee meeting agenda & write ups
- Worked on hiring process for the Accounts Assistant and Project Technician
- Worked on items for the Board of Trustees meeting
- Worked on Space Modification Requests and Move Requests
- Worked on updating staff job descriptions

FACILITIES OPERATIONS AND MAINTENANCE
GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction
  - Attended 2013 Bond Mobilization Team Meeting
  - Attended Bi-Weekly Progress Meeting- STC Nursing & Allied Health Professions
  - Attended Bond Construction Program Planning Meeting
  - Attended Meeting to Discuss Assessing Building F
  - Attended MVC Construction Meeting
  - Attended MVC Thermal Plant Warranty Items Review Meeting
  - Attended NAH Construction Meeting
  - Attended NAHC West Building 1st Floor Final Inspection
  - Attended Pecan Sports Field Meeting
  - Attended Starr Campus Health Professions & Science Building Substantial Completion Walk-Through
  - Attended STC Starr Campus Construction Progress Meeting
  - Attended the Move Coordination Meeting
  - Attended the STC Bond Program Pecan Campus - STEM Modifications Meeting
  - Attended the STC RCPSE OAC Meeting
- Other Meetings:
  - Attended meeting to discuss Texas A&M Building Issues
  - Attended meeting to discuss El Milagro Building Issues
  - Attended the Coordinated Operations Council
  - Attended the Facilities Committee Meeting
  - Attended the Finance Committee Meeting
  - Held the Facilities Operations Managers' Meeting
  - Participated in the conference call to discuss the NAU Contract for Space Usage and Dual Credit Master's Degree Courses

WORKED ON THE FOLLOWING ITEMS:

- Operations Contract Department
  - Pecan
    - Snack and Pepsi machines delivered to new Pecan Campus buildings
    - ChemSol picked up electronic waste at Pecan
    - Replacement section of HEB wall scheduled for January
    - TLC quote for improvements at Building M received and approved
  - Starr
    - Met with snack and soda vending companies to plan machines for all new buildings at the Starr Campus
    - Contacted vendor regarding repair of fire hydrants. Will be meeting with them in early December
  - District Wide
    - Typical pest control issues and equipment rentals
    - Winter break inspections for fire alarm panels, fire sprinklers and suppression hoods completed
    - Repairs are widely completed with a few still in progress
- Maintenance Department Work Orders and Expenditures

Classification	Work Orders Completed	Cost
Carpentry	64	$1,984.28
Electrical	87	$1,794.91
Energy Management	98	$129.39
HVAC	372	$1,977.36
Locksmith	76	$1,302.73
Painting	15	$2,241.63
Plumbing	77	$2,412.30
Plant Services		-
Total Cost		**$11,842.60**
General Maintenance	23	
Total Work Orders	**812**	

- Custodial Department

Set-Ups	367
Moves/Relocations	30

ACCOUNTABILITY, RISK, AND COMPLIANCE
JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Finance and Administrative Director's Meeting
- Attended follow-up meeting with VPFAS and Access Esperanza Clinics
- Attended ProLease Workplace Demo conference call
- Attended SCLogic Demo conference call
- Attended Title IX Committee meetings to review cases, Pre-Audit Action Plan, and 85th Legislative House and Senate Bills
- Discussion with Director of Facilities Planning & Construction regarding payment of Builder's Risk invoices
- Discussions with Art Department chair and Hartford representatives regarding Fine Arts insurance claim/payout
- Discussions with Business Office and Purchasing regarding equipment and furniture values for new buildings
- Discussions with Carlisle Insurance and Texas Mutual regarding Worker's Compensation invoices

- Discussions with Director of Human Resources regarding Records Management (inventory of boxes to be destroyed)
- Discussions with Director of Purchasing, Accounting Supervisor, and Academic Affairs regarding Business Impact Analysis Phase II workarounds
- Multiple discussions with Montalvo Insurance and Facilities Planning & Construction Program Managers regarding substantial completion of various buildings and addition of buildings to Property Insurance policy
- With Accountability staff regarding CE enrollment mock audit
- With Accounting Supervisor to discuss information regarding the CE mock enrollment audit
- With ARC Specialist to review Policy Management
- With Continuing Education Operations Manager to discuss and review various items relating to the CE mock enrollment audit
- With VPFAS to discuss TASB Legislative Matrix and review procedures/policies for Public Information Requests, Subpoenas, and Policy Management

WORKED ON THE FOLLOWING ITEMS:

- Began initial work on 2018-2019 Insurance RFP
- Compiled weekly HR staffing metrics and updated cabinet report with new figures
- Continued with Continuing Education enrollment mock audit test work for 520163, 520164, 520172, and 520171
- Correspondence with Carlisle Insurance regarding Worker's Compensation invoice
- Monitored Banner Workflow for Records Management related requests
- Provided Associate Dean of Student Financial Services with proof of insurance through TASB
- Reviewed and worked on incoming Title IX cases and prepared for upcoming meetings, updated reports, and reference guide
- Revised Bond Construction Substantial Completion spreadsheet
- Revised bond funds purchase procedures
- Revised/updated Risk Management Handbook to include acquisition of new property procedures
- Updated guidelines and action plan for Policy Management
- Updated the Open Records and Subpoena guidelines, action plan, and flowcharts
- Worked on action items for Access Esperanza Clinics
- Worked on Builder's Risk (OCIP) invoice from Traveler's Insurance
- Worker's Compensation invoice from Texas Mutual

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO: DR. SHIRLEY REED, PRESIDENT

FROM: DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

DATE:

SUBJECT: ACTIVITY REPORT FOR DECEMBER 1, 2017 THROUGH DECEMBER 15, 2017

BUSINESS, PUBLIC SAFETY, & TECHNOLOGY DIVISION
MARIO REYNA, DEAN

DIVISION DEAN'S UPDATE:

- Supervisory Symposium for Program Chairs was held on December 1st at the Technology Campus.
- Attended the 2017 SACSCOC Annual Meeting in Dallas, Texas from December 1-4, 2017.
- Attended the Coordinated Operations Council Meeting held at the Pecan Campus – Tuesday, December 5th
- Welcomed guests at the NCSLI event hosted by Advanced Manufacturing Technology program held at the Technology Campus, Building E (new building) – Wednesday, December 6th
- Participated in the Academic Affairs Council Meeting held at the Pecan Campus – Thursday, December 7th
- Attended the Architectural & Engineering Design Technology Social and Final Project Review – Thursday, December 7th
- Participated in the Planning and Development Council meeting held at the Pecan Campus – Friday, December 8th

ASSISTANT DEAN/ADVANCED MANUFACTURING TECHNOLOGY PROGRAM CHAIR:

- National Conference of Standards Laboratories International (NCSLI) event scheduled for Wednesday, December 6th at the Technology Campus
- Continued planning for Leaders in Manufacturing Luncheon for January 18th
- GIT event scheduled for February 2018

FACULTY AND PROGRAM CHAIRS ACTIVITIES
ARCHITECTURAL & ENGINEERING DESIGN TECHNOLOGY:

- Awarded 7 AEDT students with the Kennedy Scholarship of $1000.

DESIGN & BUILDING TECHNOLOGY:

- Program Chair attended 2017 SACSCOC Annual Meeting in Dallas, Texas from December 1-5, 2017.

FIRE/SCIENCE/LAW ENFORCEMENT:

- Fire Science completion ceremony will be held Tuesday, December 12th at the Cooper Center
- Police Academy completion ceremony will be held Thursday, December 14th at the Cooper Center

WELDING TECHNOLOGY:

- Attended Ribbon cutting ceremony at La Joya Teaching Center. Did a walk through the welding shop and met with the Administration from La Joya. – Friday, December 8th
- Collaborating with welding instructors to visit some of the welding shops around south Texas during the winter Break. Plans include to visit the following companies:
  - Kiewitt Offshore Services – Corpus Christi
  - Turner Industries – Ingleside
  - Koppel Amfels – Brownsville
  - Bay LTD, - Corpus Christi
- Weslaco High School Advisory Meeting Wed. December 13, 2017

DISTANCE LEARNING DEPARTMENT
ANA PENA, MANAGER

PROJECTS

- Month of December – prior registration
  - Phone/Email – 10,742 contacted students
- 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
- Course Development
  - BASOL
    - Instructional Designers assisted team leaders in the redesign of their courses.
- Accessibility
  - Accessibility Checklist for online content
    - Assist faculty in creating accessible online content for their courses.
    - Grant Office Training Videos and Web Content Accessibility
- Distance Learning Self-Service Portal
  - 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.
- 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
    - Continue testing functionality
    - Errors reported and trying to resolve.

DISTANCE LEARNING – TECHNOLOGIES

- STEM Program
  - Provided support for STEM program.
- Blackboard Learn SaaS - Known Issues
  - Locking Left side Menu for standardization
    - Pending fix.
    - 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.
    - Errors on the server. Needs update on Analytics server.

DISTANCE LEARNING HELPDESK

- Numbers for the month of December
  - Students/Faculty Chats: 138
  - Students Tickets: 87
  - Faculty Tickets: 30
  - Helpdesk phone calls: 450

TRAININGS/WORKSHOPS

- Face to Face Trainings – Location: A -121
  - Online Teaching Certification
    - 21 faculty/staff
  - Advance Gradebook Training
    - 4 faculty/staff
- Online Trainings
  - Blackboard Certification
    - 10 faculty/staff
  - Blackboard Refresher
    - 11 faculty/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:	444
Distance Learning Walk-Ins:	2
Telephone Contacts:	102
Virtual Campus Advising Email:	199
Priority Registration Emails	9,995
Total:	***10,742***

DISTANCE LEARNING MEETINGS

- Face Lumen Learning: Open Education Resources offerings for Organization Leadership Competency Courses.
- Banner User Group meeting to discuss patches and downtime for banner.
- ILP & Mobile Project Administrative Meeting
  - Addressed all the errors and bugs from the integration.
- Distance Learning Helpdesk – 24/7 Support
  - Meeting with IS&P to discuss vendors.

LIBERAL ARTS AND SOCIAL SCIENCES DIVISION
DR. MARGARETHA BISCHOFF, DEAN

DIVISION DEAN UPDATES:

- A Mid Valley Campus Child Development Center oversight committee meeting took place to discuss staffing needs, budget matters and uncertainties, upcoming professional development for the Center staff, and enrollment.

- Two very strong candidates for a full time Child Development faculty position were interviewed and a tough decision had to be made.
- The Dean joined the Art History classes of Ms. Patricia Ballinger who devotes time to stolen Art and gives lectures on the Minute Men case. She told the story of her family's painting that was retrieved after 73 years from the Lord Mayor's mansion in London where it ended up after having been looted and sold by the Nazis. Students signed a thank you card with the most heartwarming comments. It was great to see what a powerful teacher Ms. Ballinger is and how she engages her student with her knowledge and devotion.
- Assistant Dean for the Fine & Performing Arts pulled off another classic night of great quality with beautiful baroque Christmas music.

- The yearly SACS convention was held in Dallas this year and as always, it was filled with helpful workshops on Learning Outcomes, Faculty Credentials, and other accreditation topics. Six of the LASS chairs went this year and reported that they were very impressed and much more understanding of the accreditation process. Key notes were delivered by Curt Steinhorst from the Center for Generational Kinetics (yes, there is such a thing) who had an engaging talk about different generational characteristics and Brandon Busteed, Executive Director for the Education and Workforce Development, Gallup, who presented a host of interesting statistics on education.
- A festive ribbon cutting ceremony marked the first Bond Construction project completed in La Joya. Brave invitees weathered December "blizzard" and drove to the Jimmy Carter Early College High School to admire the renovations and listen to speeches by Dr. Shirley Reed, Ms. Graciela Farias, and Superintendent Dr. Alda T. Benavides. Unfortunately, the town of La Joya proved to be extremely unpleasant to at least one of its visitors by issuing her a $246 ticket for "not coming to a full stop at a stop sign". I hope that they will help us fill the beautiful facilities and added seats that were so generously offered to them.

- Assistant Dean from the Fine and Performing Arts participated in the COC meeting for the dean, where completion dates for the bond buildings were the topic of the day.
- The LASS chairs held their annual Christmas gathering hosted by the Dean in appreciation of all their hard work.
- Assistant Dean for Humanities attended the Move Coordination Meeting, which ended up being a little discouraging because of the late delivery of furniture, letting the faculty to believe they would not be able to move into the new buildings until Spring Break. In the meantime, a follow meeting narrowed it down to the first week of February, which will be a good time to move.
- The Academic Affairs Xmas meeting took place with a generous luncheon in the Cooper Center. Topics presented were Professional Development plans, two new certificates, one in Retail Management and one Personal Trainer, the fact that we are going to apply for a Dual Credit Accreditation with NACEP (National Alliance of Concurrent Enrollment Partnerships). The LASS Division announced Developmental Reading and Writing would merge as one department.
- The Planning and Development Council reviewed the Impact Analysis on the Dream Catcher program, heard about the need for automation and trend towards use of robots and robotics. There was a discussion on the Traditional Enrollment Planning Assumptions and Bond Construction Completion timelines.

DEPARTMENT OF PSYCHOLOGIAL SCIENCE:

- The Starr County Campus Psychology Club hosted its 8th and last meeting of fall 2017 semester that approximately 40 members attended. Throughout the semester, the average meeting attendance ranged from 40-50 members. There was a recap of Starr Psych Club's activities/events for fall 2017 semester and how successful and busy it was. Members filled out and end of semester reflection form where they wrote down the activities they enjoyed the most,

the least, suggestions for improvement, and benefits they found in joining/participating in the club. There was a club point system update provided to the members.

- Members were reminded that the Top 25 most active of the semester will be rewarded with a paid Holiday-End-of-Semester Dinner and core values shirt and Top 10 would also receive a certificate and Starr Psych Club Cap. Members had the opportunity to sign up to volunteer / attend next week's events: RGC Public Library Storybook Christmas on Dec. 12 and SCIF Talk on Higher Education Collaborating for Access and Success with Guest Speaker Dr. Shirley Reed on Dec. 14th. Starr Psych Club's 9th Annual Holiday End-of-Semester Social will be on Dec. 15th catered by Cactus Restaurant. Members also turned in sponsorship money and forms for the 2018 Starr Psych Club Calendar Fundraiser.
- The Starr County Campus Psychology Club attended the STC Starr County Campus Leaders Celebration Posada from 5:30-8:00pm at cafeteria hosted by the Office of Student Activities. There were a few representatives from several clubs on campus, including 25 members from the psychology club who were able to attend. Club members were appreciated for their service to STC and the community throughout fall 2017 semester. There was food, music, games, entertainment, and fun for everyone to wrap up a great semester.
- The Starr County Campus Psychology Club hosted its 9th Starr County Mental Health Awareness Conference at the STC Auditorium in Rio Grande City from 4:00-5:00 pm. The STC Counseling and Student Disability Services Department elaborated on the services provided by their department including personal counseling, special accommodations for students with disabilities, Title IX rights for pregnant and parenting students, student success workshops, and so forth. It was a very informative conference, open to all STC students and the community, free of charge. Over 100 people attended. STC Board Member Rose Benavidez delivered opening remarks and Mr. Sarabia served as moderator/host. All four panelists received a certificate of appreciation for serving as Presenters.

DEPARTMENT OF CRIMINAL JUSTICE AND SOCIAL SCIENCE:

- Department Chair for Criminal Justice and Social Science attended the SACSCOC Conference in Dallas, December 2-5, 2017.
- Assistant Professor Ms. Branwell has corroborated with Ms. Martinez at the International Museum of Art and Science (IMAS), in McAllen to find Anthropology students interested in working as a docent or researcher. Several students have shown interest and took applications.
- Ms. Branwell also presented at "Career Day," December 1, 2017, at Jensen Elementary.
- Instructor Mr. Venecia's CRIJ 2314 class conducted a crime scene investigation in his class.

DEPARTMENT OF HUMANITIES

- Work continued with the Bond Mobilization Team – Humanities faculty are gearing up for a big sometime in the Spring 2018 semester …
- Work neared completion on the DCF Interview Outcome Processes and Forms
- The Assistant Dean of Humanities, the Chair of the Department of History and Philosophy, and a Faculty member in History met to continue discussions regarding the pursuit of grant funding to expand a current "S.I. in ECHS" project being conducted at one of the schools in the RGC ISD
- The ad hoc Dreamers Task Force met again – progress is being made for a dedicated web page resource, and dreams are being entertained of physical spaces being secured on different campuses (after the dust from the moves settles down a bit)
- The CWACC held its Fall 2017 meeting (results submitted to the VPAA under separate cover)

UPCOMING EVENTS:

MATH, SCIENCE, AND BACHELOR PROGRAM DIVISION
DR. ALI ESMAEILI, DEAN

DIVISION DEAN'S REPORT:

Division Dean, Assistant Dean and Department Chairs attended the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 122nd Annual Meeting at the Kay Bailey Hutchison Convention Center in downtown Dallas, Texas from December 2-5, 2017. Various keynote speakers and concurrent sessions with content ranging from helping institutions succeed, engaging students, assessing student learning outcomes, reflecting for improvement, teaching &learning, and faculty credentials/qualifications were offered and various were attended by Computer Science faculty

BASOL

- Assistant Dean participated in a phone conference with Portfolium, a company that specializes in e-portfolios. Currently, the Nursing program has signed up with Portfolium and now the Bachelor programs are considering Portfolium for the capstone courses containing an e-portfolio, December 7th.
- Assistant Dean and Dr. Plaza attended the Learning Outcomes and Assessment Committee meeting to continue the discussion and preparation of the identified courses that will be assessed for the upcoming SACSCOC reaffirmation, December 8th.
- As Chapter Advisor, BASOL program chair participated in the fall 2017 National Society of Leadership and Success Induction Ceremony held at the Cooper Center. The keynote speaker was Mr. Eduarto "Eddie" Cantu, Hidalgo County Commissioner Precinct 2, December 9th.
- Assistant Dean is a member of the 2018 Steering Committee for the Fast-Track to Success Conference. The first webconference was held on December 14 to discuss the proposal form. The conference will be held in Austin, TX in April of 2018. The conference is primarily for Competency-Based Education in Higher Education.
- Assistant Dean participated in the Commencement Exercises for all of the Bachelor programs held at the State Farm Arena, December 16.

CITP, MHSM, AND BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP

- An ongoing marketing campaign for STC bachelor programs to school districts, representatives from the four STC bachelor programs were present, December 1.
- Bachelor programs faculty participated in the Commencement Exercises for all of the Bachelor programs held at the State Farm Arena, December 16.

MATH & SCIENCE ASSISTANT DEAN/PHYSICAL SCIENCES DEPARTMENT

- Physical Science Program Chair attended the College-Wide Curriculum Committee meeting at the Pecan Campus, G-201 on Thursday, December 7, 2017 from 4:00 p.m. – 4:30 p.m. to present the addition of CHEM1405 Introductory Chemistry I, CHEM1407 Introductory Chemistry II, and CHEM1409 General Chemistry for Engineers. These items were approved.
- The MS Outreach Committee Chair hosted a meeting from 9:00am – 10:00am in Pecan G-118 on December 1, 2017. The following topics discussed included Gear-Up TIES event, Young Scientist of RGV, Field Event at Agrilife in Weslaco, Night with STEM, Summer STEM camp, Adopt an Elementary School, and Science and Engineering Fair. Also discussed were the different Division/Departmental Outreach Activities.
- Assistant Dean and Lab Coordinator attended the special STC Board meeting held on December 12, 2017 to provide input into changes needed at the new building construction.
- Program chair complete the summary evaluation with STC faculty and with DE faculty.
- Physical Science Faculty hosted a Planetarium event at PSJA Sorensen Elementary on December 8, 2018.
- Assistant Dean, one Chemistry Faculty, and one Engineering Faculty attended the STC Commencement Ceremony held on December 16, 2018 at State Farm Arena.

BIOLOGY

- The Biology Nutrition Book Committee me on December 1sth to select the Nutrition book to be used for the next three years by our students taking BIOL 1322. Five books from different editors were on the menu and several criteria, including price tag, online materials, friendly use of e-book, activities were used to pick up what the committee believed to be the best possible material package. The winner was "Nutrition And Applied Approach" by J. Thompson and from Pearson.
- The Best Practice Online Anatomy & Physiology Committee me on December 8th to frame up a model of standard shell for teaching online A & P. The committee agreed on the followings: the use of Bb Collaborate and Quality matter rubrics, the use of respondus to monitor exams, the development of a "starting" folder which will contain faculty course by-laws, syllabi, section outline, orientation and contact information.

COMPUTER SCIENCE

- Computer Science Instructor attended the JIT (Jaguar Information Technology) Club meeting at Pecan Campus, Bldg. M-156 from 3:00 – 4:10 p.m. on December 1, 2017. During the meeting, the students practiced and prepared for their upcoming competition next week. The students logged in to CIS-CAT website where they were able to do some Linux benchmarks that allowed them to practice Linux commands. They also got instructions on how and where to download cisco packet tracer so they can prepare themselves for next week's competition.
- Computer Science Instructor attended the Latinas in Progress meeting that took place in the NAH bldg. from 8:30 a.m. to 12:30 p.m. on December 2. 2017. Dr. Reed started the meeting by sharing her success story with all the members. She addressed the members by sharing the struggles and challenges that she had to face in order to succeed in her endeavors. The members were then taken on a tour around NAH building. When the members returned, Ms. Monika Alvarez and Ms. Bridgett Krause from the Maxwell Team counseled and motivated the members on important topics. Ms. Alvarez talked to them about the importance of goal setting then Ms. Krause talked to them about team building strategies. They were then addressed by Ms. Adelita Muñoz from the Hispanic Women Network organization shared with them different success stories from women in the HWN organization. The student finalized by getting information about college connections.

- December 3-9, 2017 – STC Computer Science instructor participated as a facilitator and attended a 6-day information security-training course hosted by the SANS Institute in Austin, TX. The course was entitled SEC401: Security Essentials Bootcamp Style and the curriculum covered network security, defense, threat management, cryptography, Windows security, and Linux security. Coursework consisted of hands-on labs that included network packet analysis, password cracking, port scanning, configuring an intrusion detection system (IDS), steganography, encryption, hashing, command injection, PowerShell, and much more. The STC Instructor that attended this event also helped some of the attendees, who were having trouble with the command line interface, during lab time. An additional evening session was included that covered the weaknesses of physical security and lock picking.
- Lab Assistant II from Starr campus attended to an event at the auditorium called Farm Workers Movement in Texas on December 7, 2017. The event was about the time when the international bridge between Mexico and USA was block on 1966 between Roma Texas and Miguel Aleman, Mexico. On June 1, 1966, farm workers from Rio Grande City organized a strike demanding for better conditions such as having to raise the minimum wage.

DEVELOPMENTAL MATH

- Articulation Activities
  - The University Relations Officer arranged for Collaborative Agreement with Tecnologico Nacional de Mexico which was Signed in December:

- The University Relations Officer continued working with TAB Director and CIT Program Chair on the articulation agreement with Austin Community College as part of the Texas Affordable Baccalaureate degree program.
- December 6th: The University Relations Officer met with BASOL Academic Coach, CIT Program Chair and TAB Director regarding the course-by-course articulation for the agreement for Austin Community College. We worked out where each course from the ACC degree plan would fit in the Computer and Information Technology degree plan. I also got Richard Coronado to approve the replacement of ENGL 1302 in the CIT degree plan with ENGL 2311, a course that the ACC students must take, only for students coming from ACC.

- University Relations
  - The University Relations Officer reached out to Texas A&M University College of Nursing to get some information on how our students are performing at their institution.
  - The University Relations Officer worked with the Baylor Summer Reading Program to find space for their program for the upcoming year and to get a space agreement designed for them.
- Study Abroad
  - The University Relations Officer continued reviewing applications to lead the Study Abroad trips to the United Kingdom and India.
- Transfer Visits this month:
  - Pecan Campus: Texas A&M University – Corpus Christi, UTRGV Transfer Admissions, UTRGV College of Education and P-16 Integration, TAMUK Rio Grande Valley Engineering Initiative, UTSA.
  - Mid Valley Campus: UTRGV Transfer Admissions
- Special Projects
  - Texas Pathways Projects
    - The University Relations Officer completed 30 transfer maps.
    - The University Relations Officer met with OPOD Associate Dean, LASS Assistant Dean and Interim Administrator for Curriculum and Learning about what will be happening in the upcoming semester related to our pathways work
  - December 7th: The University Relations Officer met with Interim Administrator for Curriculum and Learning about the Field of Study Committee for the Biology A.S. Degree. We looked at the degree plans of various transfer partners for commonalities and difference.

STC MID-VALLEY CAMPUS
DANIEL MONTEZ, ADMINISTRATOR

CAMPUS EVENTS

- Mid Valley Leadership Tour – Dec 14
- Faculty Secretary Interviews – Dec 1
- SGA Meetings – Tuesdays at 4pm
- SLA Meetings – Wednesdays at 3pm
- Intramural Sports – Basketball
- Stress Free Week – Dec 5-7
- Mid Valley Spanish Club Meeting – Every Monday and Wednesday at 2:30pm
- Page Turners Club Meeting – Every Thursday at 4pm
- Criminal Justice Club Meeting – Dec 4 & 11
- Social Work Club – Every Tuesday at 2:30 pm
- Education Club Meeting – Every Monday at 4:30pm
  - Pizza and Popcorn Fundraiser – Dec 6
- Alpha Delta Honor Society Meeting – Dec 14
- MET Billing and Coding
- STAR Network holds monthly meeting – Dec 8
- GEAR UP Awareness Tables – Every Tuesday and Wednesday
- Mobile Blood Drive Unit, Donor Recruitment – Dec 6
- VIDA Group Counseling Sessions for NAH

- Jackson Hewitt Prep Rally – Dec 2

STC DEPARTMENTAL TRAININGS AND WORKSHOPS

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

- University Relations –
  - TAMUK – Wednesdays at 11:00am
- Center for Learning Excellence – Wake Up Wednesday – Dec 13
- Dual2Degree Department –
  - Fast Track Progreso – Dec 8
  - Vanguard Mozart Fast Track – Dec 11
- Child Development Center –
  - Parent Workshop – Dec 1 & 8
- Philosophy Department hosts Ethics Class Discussions – Every Monday at 7pm
- Sociology Department
  - Hunger Banquet, Global Awareness – Dec 5
- Custodial Department Interviews – Dec 14
- Vocational Nursing Department
  - Boot Campus Review Session – Dec 6
  - Pinning Ceremony – Dec 15

STC STARR COUNTY CAMPUS
DR. ARTURO MONTIEL, ADMINISTRATOR

COMMUNITY ENGAGEMENT:

- Continue recruiting for Spring 2018 with phone calls and e-mails for those students that are currently taking classes and have not enrolled for the Spring Semester.
- Promote Technology programs (Welding, Automotive Tech., and Electrician Assistant) for students that have not registered for spring 2018.
- Continue recruiting for those students that have not registered and are taking developmental math thru the Math Pathways project.
- Reach out to the Arts Classes and encourage students to register for classes for the upcoming semester.
- Continue to work with Roma I.S.D. in promoting South Texas College Starr County different technology programs (Auto, Welding, Electrician Assistant, etc.)
- Attend the Starr County Industrial Foundation Talks (Collaborating for Access and Success)
- Follow up with Rio Grande City CISD (Counselors) for continuing promoting South Texas College. Starr County Campus.
- Attend the Christmas Luncheon for faculty and staff at Starr County Campus (Cafeteria).

CAMPUS EVENTS

- Psychology Club Meeting 06/17
- Student Leadership Posada 06/17
- Office of Students Rights 07/17
- Starr County Campus Psychology Club 9th Star County Mental Health Awareness Conference 07/17
- Texas Department of Public Safety Training 08/17
- Substitute Teacher Course 09/17
- Mayor's Prayer Breakfast 12/12
- History Final Exam 12/12
- Holiday Luncheon 12/12

- South Texas College Dual Credit 12/13
- Career and Employer Services 12/13
- Texas Retired Teachers Association 12/14
- Starr County Industrial Foundation 12/14
- College Connections Department "Mental Health First Aid Training" 12/15
- Starr County Psychology Club end of Semester Luncheon 12/15
- College Connections Christmas Luncheon 12/15
- Substitute Teaching Course 12/16

ENROLLMENT ACTIVITIES

- Participate on the interview committee for (3) custodial positions at the Starr County Campus.
- Attend the Unveiling Ceremony (Texas Historical Marker) Mexican American Farm Workers Plaque.
- Continue to promote Technology programs and Academic programs thru social media
- Work with the Director of Counseling for RGCCISD for promoting South Texas College Starr County different certificates, Associates of Arts, and Associates of Science degrees.
- E-mail blast message "Register Now" for all the students that are currently taking classes at the Starr County Campus.
- Make phone calls and document notes for those students that have not registered for spring 2018.
- Reach out to the Criminal Justice classes and encourage students to register for classes for the upcoming semester.
- Continue recruiting for Spring 2018 with phone calls and e-mails for those students that are currently taking classes and have not enrolled for the Spring Semester.

HIGHLIGHTS:

On **December 6, 2017,** Student Activities & Wellness Department hosted a Student Leadership Celebration intended for all students involved in clubs and organizations. These include, Student Government Association (SGA), Student Leadership Academy (SLA), and all Starr County active clubs. This celebration included food, games, and music. Over attended seventy-five students and club advisors attended the Celebration.

On **December 5, 2017,** the Student Activities & Wellness Department held a Football Toss Skill Contest. This allowed for student engagement and a combination of skill test and a fun activity. This event included prizes for participation and a T-shirt price for men and women, for the highest points accumulated.

On **December 8, 2017,** Starr County Industrial Foundation hosted the unveiling of the 1966 Farm Workers Movement Marker that will soon be proudly displayed in our community. The event was marked with emotional testimonials by our local "huelgistas" that reminded us that heroes are in our backyard and that change begins with us. We will forever remember and celebrate the brave men and women who peacefully protested oppression and won

On **December 6, 2017,** The Starr County Self-Help Center hosted an event in partnership with South Texas College to provide our services and program options to the community. The event "Coffee Talks" was a more conversational approach to reaching out to the community at large.

PROJECT MANAGERS

ACADEMIC AFFAIRS HIGHLIGHTS

- Continue to email supervisors, department/program chairs to submit student/program successes.

PROJECTS: HIGHILIGHTS, DESIGN, AND ANNUAL REPORTS

- Finalized the December Academic Council meeting presentation on accomplishments and goals
- Continued working on the DCF Interview Notification Outcome Forms
- Assisted Academic Grants & Projects Officer in updating the Starfish training materials

REPORTS: DATA COMPILATION AND PRESENTATIONS

- Finalized Assisted 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:
    - Submitted data request for Bachelor Program OL enrollment and section trend
    - Requested updated Adjunct faculty assignment report from HR

PROJECTS: INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES)

- BOND Construction
    - Continued working on assignment of classrooms, offices, labs, etc. for new buildings
    - Continued working on Move/Setup Requests for office relocations
    - Worked on obtaining class schedules for Spring 2018 for all buildings across Hidalgo and Starr County
    - Finalized the Institutional Move list for the STEM, MV Health Professions, and Starr County Health Professions Buildings
- Continued working with Facilities, Planning & Construction on office space in Portables for Pecan Campus
- Worked on identifying and moving Direct Expenditures/Capital division funds
- Continued working on identifying and moving funds within Instructional Pools
- HR
    - Continued working with HR on Faculty Load and Compensation (FLAC)
- Worked on updating Policy Inventory List for Academic Affairs Division
- Worked with Travel Office to propose removal of 7.02 Reimbursement for Moving Expenses

MEETINGS

- Met with D2D Director regarding the Dual Credit Marketing materials: December 4
- Attended the 2013 Bond Mobilization Team Meeting: December 4
- Attended the monthly Coordinated Operations Council meeting: December 5
- Presented the Dual Credit Notification Forms at Council of Chairs: December 5
- Met with PR to discuss Web Accessibility: December 6
- Met with ECHS to go over changes to Dual Credit Marketing materials: December 6
- Met with HSPS and Assistant Dean of Humanities to go over the feedback from Council of Chairs regarding the Dual Credit Notification Forms: December 6
- Participated in the Mid-Valley Health Professions Building Walk-Through: December 6

- Attended meeting with VP-FAS, Director of Facilities, Operations, and Maintenance, and Comptroller to discuss Policy 4305: December 7
- Attended Academic Council: December 7
- Attended Search Committee for Advising department: December 7
- Assisted PR with the La Joya Ribbon Cutting Ceremony: December 8
- Met with PR to get formal training on Web Accessibility: December 8
- Attended the 2013 Bond Mobilization Team Meeting: December 11
- Held meeting to discuss Priority Moves pertaining to the Bond: December 11
- Attended the Dual Credit Partners Branding Guidelines committee: December 12
- Met with Purchasing and Distance Learning to discuss Blackboard renewal contract: December 13

ACADEMIC EXCELLENCE PROGRAM
JESSICA GARCIA, PROGRAM COORDINATOR

VALLEY SCHOLARS PROGRAM:

- Fundraising – Continued sending invoices to all sponsors pending payment. Mailed Holiday Cards to all sponsors and supporters of the Valley Scholars Program.
- Retention – Held the Academic Excellence Student Holiday Social on Dec. 3, 2017, which included Valley Scholars students.
- Recruitment – Student Success Specialist participated in the Valley View College and Career Day to recruit new students into the Valley Scholars Program for Fall 2018.
- Graduation – Student Success Specialist attended graduation ceremony to support Valley Scholars graduates and take photos of students.

PHI THETA KAPPA

- Meetings – December General Meeting was held during the Academic Excellence Student Holiday Social on Dec. 3, 2017, which included members of PTK.
- Hallmark Awards – Chapter officers continued working on drafting their Honors in Action and College Project submissions.
- Recruitment – Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa.
- Scholarships – Promoted the Phi Theta Kappa Fall Common Application and UTRGV Transfer Scholarships. Scholarship committee reviewed applications for the All-USA/Coca-Cola scholarship and selected three students for nomination.
- Graduation – Student Success Specialist attended graduation ceremony to support PTK graduates and take photos of students.

HONORS PROGRAM

- Assisted incoming students with inquiries about the Honors Program and referred students to new Honors Program Director, Dr. Eric Reittinger.
- Held the Academic Excellence Student Holiday Social on Dec. 3, 2017, which included Honors Program students.

GRANTS AND PROJECTS
DR. MARICELA SILVA-OFFICER

ACADEMIC GRANTS AND PROJECTS

Grants:

- Active/Open = 24
- Amount (overall): $5,212,908.50

SACS/COC CONFERENCE

- Attended the SACS Conference in Dallas, Texas.
- Sessions attended included:
  - More Than Results: An Advanced Workshop Integrating Assessment w/Learning Improvement:
    - Assessment Cycle:
      - Create Outcomes
      - Align Curriculum
      - Select/Develop Measures
      - Data Collection
      - Data Analyses and Interpretation;
      - User Results/Assessment Report
  - Be proactive instead of reactive;
  - Create a culture of continuous improvement.
  - Creating a Manageable, Effective, and Sustainable Program Assessment Plan
  - Succeeding in the Compliance Certification Journey to Reaffirmation;
  - Developing a Student Mentor Program for At-Risk Undergraduate Students.

iPASS (STARFISH) GRANT

- Updated student and faculty instructions for webpage, which were uploaded to the AA webpage;
- A meeting was held on December 11th to discuss focus groups, design evaluation plan, and plan to hold focus groups of students, faculty and advisors, during the spring semester.
- Starfish presentations and upcoming timeline were provided at Academic Council and
- for the Library Services Department end of semester meeting.

FACILITATOR SWOT TRAINING

- Participated in a Facilitator SWOT Training, which will be conducted during the first two weeks of the Spring 2018 semester.

UPCOMING:

- February 9, 2018: Pathways/Dana Center Mathematics Meeting, Laredo, TX
- February 10-13, 2018: 37th Annual Conference on The First Year Experience (I will be presenting)
- February 19-23: iPASS (Starfish) mandatory meeting and Achieving the Dream Conference, Nashville, TN
- February 24th: Regional Conference for STEM educators and industry professions, Dallas, TX
- March 3-4, Excelencia Semi-Annual Meeting, Phoenix, AZ
- March 21-23, TxHSI Consortium Annual Conference, Laredo, TX

HISPANIC SERVING INSTITUTE (HSI)
YOLONDA JARAMILLO-GRANT DIRECTOR

TITLE V GRANT & PROJECTS

COMPONENT 1

ACTIVE LEARNING CLASSROOMS/TRAINING ROOMS

- Continued collaboration with ET, IT, Planning and Construction, Purchasing, Grant Compliance, Business Office on the four ALC projects in the North and South Academic bond projects. The locations and type are as follows:
  - North Academic
    1.144 – Tier 1, * originally designated at 1.144. Change made by architects.

3.131 – Tier 2
- South Academic
  2.101 – Tier 1
  1.101 – Tier 2

- Continued collaboration with Purchasing on requisitions to ensure receipt of furnishings and IT/AV equipment during the scheduled window for bond installations.
- Received tablets for Tier 2 ALCs and a partial order of glass boards. Pending mobile chairs, mobile tables and AV installation.
- Collaborating with Curriculum & Instruction, chairs and faculty to schedule the ALCs for the spring 2018 semester. Scheduling for the bond rooms is on hold until further notice.
- All requisitions for the bond projects are completed.
- Planning future ALCs for the remainder of Year 4 and Year 5 based on efficiency of use at each campus.

FOCUS ACADEMY

- NOEs and supporting documentation for 30 faculty stipends completed for December payroll.
- Preparing for 58 spring 2018 participants from the 2017-2018 TLA cohort.

COMPONENT 2

- NOEs and supporting documentation for Lead Faculty Advisor spends completed for December payroll.
- Continued coordination with Lead Faculty Advisors and Director of Advising and Mentoring Services to collect data, support training and faculty advising.
- Preparing for spring 2018 trainings and staffing.

COMPONENT 3

- Pending NAH remote course promotion details and schedule for the Star Campus.
- Two courses are scheduled for spring 2018 from the Physical and Occupational Therapy departments. No EMT courses were offered.
- The numbers on this component are not as strong as the other components and the challenges cited as lack of dedicated staffing to promote programming and meet with students, as well as the large number of lab based NAH courses. Continued effort to improve the overall standing on this project. The Office of Grant Compliance has concern that the challenges of this initiative may make the institution vulnerable to sequestering and/or improvement actions.

MANAGEMENT/COMPLIANCE

- The Annual Progress Report (APR) is under revision and is not available. At last report, the DOE link will be in January with a 90-day window for completion.
- The DOE Title V Grant amendments to comply with STC Business Office Operating Manual grant financial reporting policy and Uniform Grant Guidance (UGG) and funding reallocation were completed and approved by the interim DOE Program Officer. An additional amendment was also approved to allow the reallocation of salary carryover to supplies.

SOUTH TEXAS COLLEGE

- Reposted the HSI Grant Specialist and Faculty Advising Coordinator positions with a close date of January 7, 2018

OTHER

- Updated and completed November payroll reports.
- Updated and completed November expenditure reports.

CURRICULUM AND STUDENT LEARNING
DR. MURAD ODEH-INTERIM ADMINISTRATOR

MEETINGS ATTENDED AND TRAININGS BY THE CURRICULUM STAFF

- Held the December College-Wide Curriculum Committee meeting.

PROGRAM DEVELOPMENT

- Finalized Personal Trainer Certificate and Retail Management certificate program packets for approvals.

STUDENT LEARNING OUTCOMES AND ASSESMENT

- JagPRIDE interface changes complete, roll over of rosters, courses, and sections completed.
- Communicated with coaches and chairs regarding confirmation or edits to plans.
- Entered assessment plans submitted by the department who selected option 1, update JagPRIDE.
- Worked on tracking plans being submitted in JagPRIDE.

MEETINGS AND TRAININGS

- Met with Learning Outcomes Specialist to update assessment plan 2018-2019 audit list and to review assessment plans submitted.
- Met with Interim Administrator to formulize clear AY timeline for COAT members

FACULTY SUPPORT

- Assisted LOAC coached and chairs with developing assessment plans.
- Assisted in entering JagPRIDE assessment plans.

REPORTING

- Created a set of guidelines for this AY reporting for assessment coaches and Department Chairs.
- Created an updated and polished flowchart regarding AY reporting Options 2017-2018.

IMPORTANT DATES

- Open JagPRIDE first week of December.

COURSE SCHEDULING

- Prepared the Fall 2018 (201910) schedule for Program Chairs.
- Prepared the Fall 2018 schedules for distribution to the Deans/Chairs. The deadline for the 1st review will be January 12, 2018.

INTERIM ADMINISTRATOR

- Met with Program Developers to discuss the Personal Trainer Program and Retail Management Program reviews.
- Attended the SACS Annual Meeting in Dallas, Texas on December 2nd – 5th.
- Attended College-Wide Curriculum Committee meeting to discuss additions to the chemistry courses and to discuss new Occupational Skills Award.
- Held a Learning Outcomes Assessment Committee meeting to discuss assessment methodologies and accurate identification for PLOs.
- Attended the Ribbon Cutting Ceremony at Jimmy Carter Early College High School at La Joya ISD.
- Attended the Planning and Development Council meeting.

- Held a conference call with representative from AdAstra and discussed campus visit.
- Met with Director of Research & Analytical Services to discuss Pathways Strategizing for Spring 2018.
- Held a Faculty Credential data base meeting.
- Met with Public Relations to discuss web accessibility for Curriculum & Student Learning forms that go on website.
- Met with PSJA ISD to discuss off campus satellite substantive change.

UPCOMING EVENTS

- Will attend the Biology Field of Study Advisory Committee meeting in Austin, TX on January 8-9, 2018.

HIGH SCHOOL PROGRAMS AND SERVICES
NICOLAS GONZALEZ-ADMINISTRATOR

ADMINISTRATOR REPORT

- The spring schedule has had few changes in time of classes, or very few new sections, all which have been shared with the D2D specialists as needed.
- We have populated, through a special programming we created, the names of all the faculty from last summer 2017 to this coming summer 2018. Normally, all faculty names are removed when a term is rollover to the following year.
- IT tested the rollover of students from this fall to next spring, even when students have been enrolled during the "Fast Track" activities, and we are informed that no errors were created. They will test the entire rollover schedule of close to 1,000 sections soon.
- One more run was made to assure all is right, so that the actual rollover scheduled for the following week would be better. A follow up run upon returning was done on January 3rd.
- The spring schedule has been ready since early last month, but there have been some changes of instructors by STC chairs, and some time adjustments. All changes, where pertinent, have been communicated with the D2D for enrollment purposes.
- Below is information on the DCF applicants to the spring.
- 14 candidates were interviewed for Spring 2018. Schools included: Vanguard Acad., La Joya Juarez Lincoln, PSJA ECHS, PSJA Southwest ECHS, Mission ECHS, Rio Preparatory ECHS, and Donna HS.
- All candidates have been interviewed; 11 were recommended; 3 were denied; 1 was interviewed twice and received the same interview outcome – not recommended.
- No CTE courses/faculty were requested for Spring 2018
- As of today, we have approximately 8 new DCF requested for the fall. The deadline will be April 2nd this year.
- Requested and created a new history section for Palmview HS for Spring 2018.
- Requested two online philosophy sections for PSJA Memorial, Chair approved the sections
- Per program chair, changed all the economics sections for Edinburg ISD to Web enhanced.
- Made faculty changes for the sociology department.
- Worked with principal from Jimmy Carter on changes for the Spring schedule.
- Created new English and Spanish courses for Sonia Sotomayor ECHS.
- Requested access to the Dual Enrollment Web System to new counselors from Mission HS and La Joya High School
- Rolled over the DE Web System course exception for summer I & II.
- Changed a math course for PSJA North.
- Worked on Robert Vela ECHS summer I schedule.
- Opened a dance class for Juarez-Lincoln HS with new dual credit faculty.
- Per program chair, removed dual credit faculty for computer science courses at PSJA HS spring's schedule. Mr. Molki assigned one of his full time teacher to teach all four courses.
- Worked with counselor from Sharyland SA3 High School on time changes for spring 2018 schedule.
- Made faculty changes for AMT courses at Southwest ECHS.
- Created new music DCF for Thomas Jefferson.

- Created two new math sections for Edinburg North.
- Dual Enrollment (DE) Specialist communicated with ECISD and McAllen ISD dual credit counselors to answer questions about the DCF application process.
- Communicated with DCF candidates that were still pending their clearance process with HR.
- DE Specialist attended a meeting with the HSPS Administrator about the Approval Process changes; hosted by Dr. Anahid Petrosian's division.
- Revised and edited the Dual Credit Faculty List for Spring 2018.
- Accepted five prospective candidate folders for Fall 2018

HIGH SCHOOL PROGRAMS PROJECT MANAGER REPORT

College intends to pursue accreditation from the National Alliance of Concurrent Enrollment Partnerships (NACEP) for the Dual Credit Program.

- Developed plan for general deadlines to be met on a semester basis.
- Reported on intention to pursue accreditation and presented general timeline at December 7, 2017, Academic Council meeting.
- RAS has already provided a summary of existing studies that can be used as evidence supporting research and partnership standards.
- A detailed timeline and action plan format has been developed for each standard by semester for the one to two-year process of surveys, submitting an application, and the subsequent review process done by the Accreditation Commission of the National Alliance of Concurrent Enrollment Partnerships (NACEP).
- The self-study committee needs to be formed in early spring 2018.
- The self-study committee needs to complete an assessment of current practices to determine which standards are already being consistently practiced as well as identifying what standards the College needs to improve upon.
- Self-study committee will develop implementation plans for any standards not yet in place and document that all practices described in the standards are in place for the school year preceding the application.

Working on further revisions to the Prospective Dual Credit Faculty Review and Approval Process.

- HSPS and VPAA met with Human Resources in early November to go over procedures for notifying applicants of approval or non-approval as dual credit faculty.
- Interview outcome and mentoring forms were drafted for possible use by departmental interviewing committees and were presented at the December 5, 2017, Council of Chairs meeting as well as distributed by email to all department/program chairs.
- An Agreement form was developed to be used in cases where the STC department either 1) grants provisional approval for a DCF to teach as the instructor of record under the supervision of an STC Faculty Mentor or 2) the DCF co-teaches (would not be instructor of record) with the STC Instructor/Faculty Mentor. An agreement used by the History Department was used as the model to develop this agreement.
- A second Agreement form was developed for an applicant who was not recommended to teach, but is highly motivated and seeks professional development activities and mentorship to develop skills to apply in a subsequent semester.
- A meeting was scheduled with chairs to be held on January 5, 2018, so chairs could review and discuss the forms and procedures.

Sent revised 2016-2017 status reports and actions accomplished for the Dual Credit Task Force to Steering Committee members.

Continue 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 other textbook issues as needed.

ACADEMIES AND HS PROJECTS

DR. REBECCA DE LEON-DIRECTOR

COMPLETED PROJECTS/ACTIVITES:

- Notice of Award for the Governor's Summer Merit Program was given on December 22nd to host the GSMP Robotics and Automation Summer Camp in June 2018 for 60 students from Mission CISD, La Joya ISD and Roma ISD.

- In partnership with a nonprofit organization, Code/Interactive, a grant application received preliminary notice of acceptance on Friday, December 15th from the University of Texas at Austin, Computer Science WeTeach_CS. The grant will provide partnering school district teachers with training to enhance Computer Science classroom instruction for students in the RGV. A faculty member from Computer Science was included to assist in professional development activities.

ACADEMIES PROGRAM

- SCADE Program students from Mission CISD were registered for Spring 2018 course sections.
- Final logistics were completed for the Dual Enrollment Computer Science, Criminal Justice, Engineering and Business Administration Academies College Tour on February 1-2, 2018 for 54 students to visit UTRGV, Texas A&M Kingsville, UT Austin and Texas State University.
- Academies Program conducted meetings with Farmers Insurance Representatives for the Business Administration Program to initiate discussion on internship opportunities for our current cohort. The discussion determined potential internships to begin summer 2018.
- Planning for the annual Academies STEM Trip in February 22-23, 2018 to San Antonio Texas is underway for 105 seniors who remain in good academic standing and attended weekly workshops.
- Conducted Audit of current Academy students attributes in Banner to ensure students' who withdrew from the program in Fall 2017 were accurately removed.
- Meeting was held with Sharyland Pioneer Counselor to discuss Academy Program updates and schedule parent presentation for February 2018.
- Recruitment presentation was conducted at partnering high school for rising 10th grade students. The following campuses were visited and the following number of students submitted interest forms:

Date	High School	Interest Forms Submitted
December 1, 2017	McAllen Achieve High School	73

- Interest form data input into Radius for students to receive the online application link to complete requirements by March 9, 2018 deadline.
- Application Drive Events were held at the following partnering school districts:

Date	High School
December 11, 2017	Roma High School
December 12, 2017	PSJA North High School
December 13, 2017	PSJA Memorial High School

- On Friday, December 1st, Workshops were held at the following campuses:

STC Campus	Career Awareness Speaker	Attendees
Starr County Campus	**Junior & Senior Presentation** **Emotional Intelligence** STC faculty members informed students about the growing field of emotional intelligence. They learned it is a growing field in education and the workplace. Students also had the opportunity to measure their levels of emotional intelligence by completing a certified assessment.	**18**
Mid Valley Campus	**Junior & Senior Presentations** **Looking at Relationships** **Student Leadership Academy** Student Activities Staff facilitated SLA in which students learned through various exercises the importance of affirming and listening. Students were taught ways to make familial relationships more meaningful and to understand the different family types described in the Circumplex Model.	**49**
	Goal Setting **STC Business Faculty Member** The presenter provided insight on the importance of goal setting. Students learned, through various exercises, how to develop effective strategies to increase efficiency and how to outline clear short and long term goals.	**28**

Pecan Campus	**<u>Junior Presentation</u>** **Strategies for Relaxation** **STC Counseling and Student Disabilities** Students were provided various methods of how to deal with stress through meditation strategies. The presenter taught about mindfulness meditation by demonstrating a small video and experiment. **<u>Senior Presentation</u>** **Cultivate Your Vision** **STC Program Chair** The presenter focused his information on a local non-profit organization that offers different volunteer opportunities. **Servant Leadership** **STC Student Activities** The topic was instrumental to students on the importance of identifying a mentor and tactics to overcome obstacles they may encounter in the future.	**92** **68**

PROFESSIONAL DEVELOPMENT/CONTINUED LEARNING

- On December 12, 2017, an Academies and High School Project staff meeting was held to discuss the end of the semester responsibilities for each staff member.

IN PROGRESS: PROJECTS AND MAJOR ACTIVITIES

- Meeting with Businesses to discuss Internship opportunities for Academy students
- Recruitment Sessions are being scheduled with partnering school districts with an application deadline of March 9, 2018.
- Starfish implementation for Summer 2018
- Planning for DEEA/DECSA/DECJA/DEBBA College Tours in February 2018
- Logistic to be planned for DEA Senior STEM Trip in February 2018

EARLY COLLEGE HIGH SCHOOL
SOFIA PENA-DIRECTOR

MEETINGS

- Attended December Graduation planning meeting to discuss event details.
- Attended spring 2018 Academic Standing Holds meeting to review dates for holds placed, communication plan for students and school districts, and appeal filing timeline.
- Attended the Academic Affairs Council networking luncheon to discuss updates and goals for 2018.
- Attended the College and Career Readiness Model (CCRM) District Support Meeting with Educate Texas and PSJA ISD.

CCRM District Support Meeting	
School District	**Early College High School Partner Meeting**
PSJA ISD	PSJA Early College High School
	PSJA North Early College High School
	PSJA Memorial Early College High School
	PSJA Southwest Early College High School
	PSJA Thomas Jefferson T-STEM Early College High School
	PSJA Elvis J. Ballew Early College High School
	PSJA Sonia Sotomayor Early College High School
	PSJA Career and Technical Education Administration

- Attended the College-wide Curriculum Committee Meeting to discuss new business pertaining to Chemistry and Emergency Management departments.
- Attended the Edinburg CISD District Early College High School Graduation Meeting to discuss May event details.
- Attended Achieve ECHS Fast Track event.
- Attended Dual Credit Partners Branding Guidelines Committee meeting
- Met with the marketing department to discuss Dual Credit Program Marketing Materials.

MAJOR ACTIVITIES

- South Texas College and La Joya ISD Ribbon Cutting Ceremony of the Higher Education Center at La Joya Jimmy Carter Early College High School. Attended the ceremony for the new art classrooms, labs for STEM program expansion and welding workforce training.
- Weslaco ISD Career and Technical Education Hooding Ceremony for Graduating CTE Students.
- Early College High School Staff conducted one-on-one Student Degree Audit Evaluations with the senior graduating classes of 2018 and current Junior Classes of 2019 across our 29 High School partner sites.

ECHS Student Degree Audit Evaluations		
School District	**Early College High School Partner**	**Student Attendance**
PSJA ISD	PSJA Memorial ECHS (Class of 2018)	100 Students
Weslaco ISD	Weslaco East T-STEM ECHS (Class of 2019)	38 Students

EXTERNAL VISITS

- Early College HS Staff attended TEA Leadership Coaching Meetings across the 29 High School partner sites across the Rio Grande Valley.
- Discussed College and Career Readiness Model, Success Metrics and TSI Overview with ECHS High School Administration at the TEA Leadership Coaching Meetings.

TEA Leadership Meetings		
School District	Early College High School Partner	Leadership Meeting Attendance
Edinburg CISD	J. Economedes Early College High School	**8-10** Leadership Meeting Attendees
	Edinburg Collegiate Preparatory	
	Edinburg North Early College High School	

TEA Leadership Meetings		
	Robert Vela Early College High School	**Leadership Team:** High School Administrator, Counselor, STC ECHS Coordinator, STC Director of ECHS and TEA Leadership Coach
Rio Grande City ISD	Preparatory for Early College High School - Rio Grande City	
Mission CISD	Mission Collegiate Early College High School	
	Mission CTE Early College High School	
Monte Alto ISD	Monte Alto Early College High School	
PSJA ISD	PSJA Thomas Jefferson T-STEM Early College High School	
Weslaco ISD	Weslaco East T-STEM ECHS	
	21st Century Weslaco CTE ECHS	

PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT
DARCI CATHER-INTERIM ASSISTANT DEAN

MEETINGS

- Texas SACS Conference – Dec. 1st-4th. – Interim Assoc. Dean attended and presented at the SACS conference
- Academic Affairs Council Meeting- Dec. 7th –Interim Assoc. Dean attended the meeting representing OPOD
- Ribbon Cutting for Higher Education Center at La Joya – Dec. 8th –Interim Assoc. Dean attended the ribbon cutting
- Planning and Development Council Meeting – Dec. 8th – Interim Assoc. Dean attended PDC meeting held in H-216
- Pathways Strategizing for Spring – Dec. 13th –Interim Assoc. Dean attended the meeting to strategize for Spring 2018
- SSCN Webinar – Guided Pathways Demystified II – Nov. 13th – Interim Assoc. Dean attended the webinar conducted by Rob Johnstone
- Facilitator SWOT Training – Dec. 15th – Interim Assoc. Dean attended the training

ACADEMIES AND TRAININGS

- DELTA-Session 6 Graduation– Dec. 4th. – 20 DELTA participants successfully completed the course and received their graduation certificates.

PROGRAMS IN DEVELOPMENT

- Preparation for Major Events in October and November
  - Faculty Professional Development Week – January 8th -12th
  - FOCUS Academy Kick-Off – January 12th
  - Adjunct/Dual Credit Faculty Professional Development Day – January 13th
  - Ambassadors Cross Training Academy Kick – Off – February 1st
  - Mind Set Training – February 2nd
  - DELTA Academy Kick-Off – February 5th
  - Photoshop Training – February 5th
  - College Wide Professional Development Day – February 9th

STC-PHARR COLLEGE & CAREER TEACHING CENTER
IRMA ROSALES-COORDINATOR

SITE COORDINATOR REPORT:

- Coordinated and participated in the OSHA10 Training for the Design and Building Technology department faculty held on Friday, December 1 and 8

- Attended the Academic Affairs Council meeting and luncheon held on December 7, 2017 at the Pecan Campus Cooper Center.
- Participated in the interview committee of the applicants for the Pharr-Higher Education Center Library Technician position held on December 8, 2017.
- Attended the Winter Graduation Ceremony for the Division of Business and Technology held at the State Farm Arena on December 16, 2017.
- Attended the La Joya Memorial Middle School College and Career Fair on December 19, 2017 to engage students with hands-on activities in promoting the Design & Building Technology programs.
- Pending arrival of replacement part, completion of repairs to printer located at the HEC-Pharr, room 144 and awaiting completion for start of spring semester.

STC-LA JOYA TEACHING CENTER

DR. RENE ZUNIGA-COORDINATOR

- The South Texas College and the La Joya Independent School District celebrated the expansion of the South Texas College Higher Education Center at La Joya. The expansion included science labs, lecture classrooms, computer labs, and a welding lab. Attending the events were STC students, parents, STC Board Members and Administrators, LJISD Board Members and Administrators, December 08, 2017.
- La Joya ISD administrators met with Dr. Rene R. Zuniga to discuss expansion of STEM courses and welding certificates for La Joya ISD dual credit students in the Higher Education Center, December 12, 2017

INFORMATION SERVICES, PLANNING, AND STRATEGIC INITIATIVES

SOUTH TEXAS COLLEGE

VICE PRESIDENT OF INFORMATION SERVICES, PLANNING, PERFORMANCE, & STRATEGIC INITIATIVES

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. PLUMMER, VP-ISPP & SI
DATE:	JANUARY 24, 2018
SUBJECT:	ACTIVITY REPORT FOR DECEMBER 1, 2017 THROUGH DECEMBER 15, 2017

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

CONSTITUENT RELATIONSHIPS MANAGEMENT SYSTEM (CRM) – RADIUS BY HOBSON'S

The Information Technology team modified the interface that exports student information from Banner to Radius to include information originally entered in Texas Apply. The modifications went live before the winter break and the High School Academy team will be using the additional info to approve applications on Radius.

JAGNET REDESIGN – PHASE II

The redesign phase II includes the relocation of the HR and BO departmental forms from the external web site to Jagnet, as well as, a new graphic for the Student Progress Meter that helps students track their progress toward graduation in Jagnet. The IT team is currently working on some issues encountered with the BO and HR forms that were move to JagNet. They are also working on the new Progress Meter graphics; students will have an option to choose from two different graphics to display their Progress Meter info in Jagnet. The new Jagnet features will go live during the spring term.

STUDENT REGISTRATION SELF SERVICE (SS) UPGRADE

The new Student Self-Service Registration module has been working in the production environment without any major issues. The new module consists of improved aesthetics for course registration and responsive design that adjusts content to different devices such as computers, tablets and/or phones. The IT team will begin planning the next phase of the Self Registration Service module. This new phase includes additional features that interface Self Service Banner with DegreeWorks to help students stay on track with their degree plans by preventing them from enrolling in the wrong courses.

BANNER 9 UPGRADE – ADMIN PAGES

The technical team completed the Banner channel upgrades and the application navigator installation that allows seamless Banner 9 screen search/find features in the test environment. The next step will be to download the new Banner 9 screens in order for the Test phase to begin. As part of the pre-requisites for the Banner 9 project, the team continues to work on a separate project to upgrade Workflow. The timeline to deploy the Banner 9 new screens is as follows: the General and Human Resources screens will be the first, followed by Finance and Purchasing, then Financial Aid, and Student and Cashiers last. This project will expand until December 31, 2018.

INTELLIGENT LEARNING PLATFORM (ILP)

The IT team continues to test and trouble shoot issues with the ILP data transfer Banner-Blackboard in the test environment. The implementation roll out date is plan for February 2018 when the module will begin loading data for the summer. The ILP module will be pilot throughout the summer before full deployment in the fall.

The Intelligent Learning Platform allows data to transfer seamlessly between Banner and Blackboard to improve the interaction of students and faculty with the Learning management system, Blackboard.

JAGMOBILE

The student focus groups to gather feedback on the preferences for the new JagMobile app were complete at the end of the fall term. The Registration, Fin. Aid info, Campus events and Maps were a few of the top options students identified as being useful for them. The Applications Development team will continue to configure the different modules to be available in JagMobile, upon completion students will be able to download the app from the Apple and Google stores to their phones. The project will be deploy in January.

TIME CLOCK PLUS PHASE II

The process to submit time adjustments will be automated and streamlined during the second phase of the Time Clock Plus implementation. The IT team continues working on an electronic form that will replace the TARF paper form.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT and Facilities teams conducted a generator test at the Pecan campus building M during the 2017 winter break. The goal of the test was to estimate the generator running time without being re-fuel in order to make informed decisions regarding DR shutdowns. The teams concluded the generator running time is approximately 16 hours and refueling services are not reliable. IT will begin the Construction Improvement Process to install a gas generator to replace the existing generator in building M. The Rio Grande DR site test was successful and it is only pending a generator installation to provide power for building E in the event of disaster.

OFFICE 365 MIGRATION

The IT team created a functional and technical taskforce committee to review and assess all the features the Office 365 offers. The committee will meet after the winter break to begin the implementation plan and to formalize the guidelines for OneDrive use. The OneDrive feature is first to be assessed since faculty and staff are in need of file storage. Other functionalities of interest are; SharePoint, Forms, Teams and Video chat.

VIRTUALIZATION PHASE II

The virtualization project phase II is on hold due to Bond construction related tasks. Computer labs around the district have been virtualize; six (6) in STARR, six (6) in Pecan, two (2) in Mid Valley and one (1) in the Technology Center. The computer labs were pick according to the services offered in the lab and current software needs to ensure equipment compatibility with the virtual environment.

MICROSOFT 2013 TO 2016 UPGRADE

The IT team is now working on upgrading faculty and staff computers to Microsoft 2016. They have deployed the new software version to 1501 computers out of 1541. The Microsoft Office 2016 version includes a new look and features for Outlook, Excel, PowerPoint and Word and it was initially installed in Instructional, Open and CLE Labs as a requirement for the Fall 2017 course curriculum.

WINDOWS 10 UPGRADE

The IT department continues to deploy the new Windows 10 operating system for recently purchased computers.

Starting in January 2018, they will begin deploying the new Windows 10 to existing Faculty and Staff computers. The team is expecting to upgrade 6,000 computers by the end of Sept. 2018.

VICTOR M. GONZALEZ, CISO
INFORMATION SECURITY

INFORMATION SECURITY PROGRAM METRICS

- Configuring a new resource (Splunk) to pull data to create program metrics.
- We are waiting for access to a database so that we can track desktop encryption progress.

VIRTUAL PRIVATE NETWORK (VPN) / SECURE MOBILE ACCESS (SMA)

- We sent notifications to active VPN users that in January 8, 2018, we will begin enforcing two-factor authentication.
- We are planning having a second VPN instance in Starr County campus so that we can remotely access our disaster recovery site.
- We deployed a second authentication server for VPN access, in case one goes down the other is available.

INFORMATION SECURITY GOVERNANCE

- College-wide privacy statement is pending cabinet review.
- Finalizing Acceptable Use Policy with HR and other stakeholders.
- We recently developed a remote access standard. One computer science server is not in compliance. We are working a way to have it comply with the standard.

CYBER LEGAL ADVICE

- We will be getting a lead next month on a law firm that might be able to help us.

ACCESS TO GRC (GOVERNANCE, RISK, AND COMPLIANCE) SOFTWARE USED BY TEXAS DEPARTMENT OF INFORMATION RESOURCES

- We have access to this resource. We just need to find some time to see how to leverage to help us improve our program.
- We will put this initiative on hold until we are done with other projects.

EXPANDING VULNERABILITY SCANNING PRACTICES TO INTERNAL SERVERS

- We submit a request to receive access, but we have not seen any action.
- We will organize a meeting to see how we can move forward.

INTRUSION DETECTION

- We order a network TAP, which is a piece of hardware that will allow us to monitor the network. We tried through a different method, but it has not been working properly.
- We expected delivery of the TAP next month.

MEETINGS:

- 12/2/2017: Bond Construction Meeting, Council of Chairs
- 12/4/2017: Project Update Conference Call
- 12/5/2017: Bond Construction Meeting, Council of Chairs
- 12/7/2017: Ed. Tech Interviews
- 12/11/2017: Bond Mobilization Meeting
- 12/12/2017: CCUMC Professional Development Meeting
- 12/15/2017: Tech Update Meeting
- 12/18/17 – 12/29/17: Winter Break

Monthly Special Events by Comparison:

2016	
Jan	74
Feb	165
Mar	142
Apr	219
May	100
Jun	104
Jul	105
Aug	132
Sept	148
Oct	192
Nov	166
Dec	119

2017	
Jan	89
Feb	132
Mar	155
Apr	228
May	115
Jun	93
Jul	74
Aug	95
Sept	143
Oct	185
Nov	239
Dec.	86

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Number of Events 2015	74	165	142	219	100	104	105	132	148	192	166	119
Number of Events 2016	89	132	155	228	115	93	74	95	143	185	239	86

Total Man Hours

2016	
Jan	100
Feb	225
Mar	179.25
Apr	458.5
May	524.25
Jun	119.25
Jul	148.75
Aug	260.75
Sept	236.25
Oct	307.5
Nov	254
Dec	189

2017	
Jan	145.25
Feb	175
Mar	279.9
Apr	392.75
May	623
Jun	116.25
Jul	119.25
Aug	159.50
Sept	458.5
Oct	319.50
Nov	270.75
Dec	136.50

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Special Events 2016	100	225	179.25	458.5	524.25	119.25	148.75	260.75	236.25	307.5	254	189
Special Events 2017	145.25	175	276.9	392.75	623	116.25	119.25	159.5	458.5	319.5	270.75	136.5

Reservations by Campus	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	16	7	12	22	0
Data Projector	40	7	17	8	0
Laptop	42	10	12	7	0
PA System	0	5	1	3	1
CD Player	0	0	0	1	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	0	2	0	0	0
TV	0	0	0	0	0
Microphone	41	0	4	14	9
Direct Box	0	0	0	2	0
Digital Camera	0	0	0	0	1
Speakers	4	0	0	22	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	3	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	0	1	0	2	0
Document Camera	12	0	43	0	0
DVD/VCR Player	0	0	0	0	0
Wireless Lab	0	0	0	0	0
Keyboard/Mouse	2	3	2	2	0
Sympodium	1	0	5	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	0	5	0	3	1
Tripod	0	0	0	0	1
WebCam	2	0	0	0	0
Computer	41	0	5	0	0
Portable Table	1	0	1	5	1
Microphone Stand	0	0	0	1	1
HD Video Streamer	0	0	0	0	1
Polycom Phone	0	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	0	0	0	0	1
Mac Adaptor	0	0	0	0	0
TableTop Mic Stands	0	0	0	5	0
Ipad	0	0	0	0	0
PTZ Joystick	2	0	0	2	1
Interactive Display	0	0	0	0	1
Gooseneck Mic	1	0	0	2	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	6	10	6	3	1
TOTAL	*211*	*50*	*108*	*107*	*20*

DR. FERNANDO CHAPA, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSITUTIONAL EFFECTIVENESS

- Contacted Office of Social & Behavioral Sciences to assist with 2015-2017 IE Report
  - Social & Behavioral Sciences 2015-2017 IE Report completed on 12/11/2017
- Continuous Quality Improvement (CQI) Report linking 2013-2015 IE Report Action Plans to 2015-2017 IE Plan Goals/Strategies – in progress
- Provided assistance to the following departments:
  - Tracking and monitor pending 2015-2017 IE Final Report completion for FAS, IS &P/SI and Academic Affairs departments.
- Provided assistance to the following departments:
  - Tracking and monitor pending 2015-2017 IE Final Report completion for FAS, IS &P/SI and Academic Affairs departments.
- Updated departmental website.

ACCREDITATION

- Regional Center for Public Safety SACSCOC Prospectus Report in Xitracs

ASSESSMENT/EVALUATION

- Conducted an audit of the completed 2015-2017 IE Reports – finished
- Microgrant Evaluation Illume Impact – Dr. Plummer
- Carl Perkins Data Review – Dr. Virginia Champion
- Onboarding Evaluation Design – Tony Matamoros & Larry Barroso
- Illume Impact/Dream Catcher Presentation – PDC
- Conducted an audit of the completed 2015-2017 IE Reports – ongoing

REPORTING

FACT BOOKS

  - Updated Retention by Major Fall to Fall report
  - Continued worked on the external STC Factbook website for accessibility improving
  - Continued worked on the external STC Factbook website for accessibility improving
- Data Request
  - Continued worked on the Micro Grant Evaluation - Illume Impact
  - Retrieved American Community Survey 5-Year Estimates and provide
    - 2016 Hidalgo County DEMOGRAPHIC AND HOUSING ESTIMATES data
    - 2016 Texas state and Hidalgo County SELECTED SOCIAL CHARACTERISTICS data
    - 2016 Texas state and Hidalgo County SELECTED ECONOMIC CHARACTERISTICS data
  - Retrieved and provided Faculty Roster for Public Safety and Fire Science
  - Micro Grant Evaluation - data analyze
  - Prepared data and reports for CTE – Carl Perkins Data Meeting
  - Reached out to Student Financial Services for Micro Grant data sharing

OTHER

- Reached out to the plan writers that have not completed their IE Report
- Updated the 2015-2017 and 2017-2019 IE Plan Writer List
- Audited the 2015-2017 IE Reports for HTML errors – ongoing
- Search Committee for Qualitative Researcher – RAS

MEETINGS / TRAININGS

- SWOT Analysis facilitator training
- Search Committee Meeting - Library Technician - La Joya – Conducted an interview and position selection.
- Planning & Development Council
- IEA Team Meeting
- IRE Leadership Discussion
- Search Committee Meeting for Qualitative Research (RAS)
- Attended CTE – Carl Perkins Data Meeting
- Attended SACS/COC Annual Conference in Dallas, TX

LIBRARY AND LEARNING SUPPORT SERVICES

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES

Dean's Position is vacant at this time

ASSOCIATE DEAN OF LIBRARY SERVICES

PUBLIC SERVICES DATA

Library Services Data: 12/1/2017 - 12/31/2017								
Information Commons laptops used this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1	0	103	n/a	3	1	108
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	3346	1,814	7,419	21,086	552	3,516	1471	39,204
Library group stations/media stations/study rooms this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	130	320	n/a	114	43	607
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	179	238	1,195	n/a	190	96	1,898
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	2	7	n/a	1	0	10
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	193	36	565	n/a	118	62	974

TECHNICAL SERVICES

KEY ONGOING PROJECTS OF TECHNICAL SERVICES PERSONNEL:

- Corresponded with Library Design Systems (LDS) and Gateway representatives regarding compact shelving move at NAH.
- Corresponded with LDS regarding Mid-Valley and Starr compact shelving manufacture and installation.
- Corresponded with Library Consultant Godfrey Associates regarding evaluation of the Pecan Campus Library facility.
- Continued learning about web accessibility standards and evaluating our web interfaces.
- Continued testing and modifying several new online forms to go live between semesters.
- Continued configuring Enterprise.
- Configured Brainfuse in the production Blackboard and continued working with the vendor to set up additional features.
- Continued assessing data collection tools and practices as chair of the Library Data Collection Review Taskforce.
- Continued creating icons for the redesigned library homepage.
- Continued working on images and video to place on the wayfinding screen saver.
- Continued creating a web banner to promote Academic Coaching.
- Began creating graphics for Learning Support Services promotional bags.
- Continued modifying the CSS for Enterprise.
- Continued testing webpage layouts, which will be used when the library website homepage is updated.
- Continued testing Formstack integrations, such as Google Sheets, to identify tools that may improve our processes.
- Continued modifying the CLE website to improve accessibility.
- Continued embedding LibGuide content in Cascade Server to replace PDFs that are not web accessible.
- Working with CAS on language revision of the SciFinder order and license.
- Reviewing Lynda.com, Amigos and other professional development tools to develop "training packages" for staff.
- Awaiting responded from Amigos regarding the request of a discount for the SpringShare product.

COLLECTION DEVELOPMENT BALANCES:

- Library Acquisition..... $ 95,625.00
- BAT & BAS/ Materials- ..... $ 22,769.00

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

HIGHLIGHTS:

- 12-01-2017 – New employee began his position as a Technology Specialist for the Open Labs.
- 12-04-2017 – Two new employees attended the New Hire Orientation at Human Resources. They both filled Open Lab Technician positions.
- 12-15-2017 -- Director coordinated the Learning Commons' End of the Semester meeting. The employees were presented with a Starfish training and the employees were also able to complete several Lynda.com trainings and were updated on the Bond construction district wide.

December 2017 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	2,331	5,597	12,681
Pecan F-134 Internet Café	603	1,232	5,289
Pecan T1.706 Info. Commons	473	700	2,541
Mid-Valley E-118, E-119*	0	0	
Mid-Valley E-117 Open Area*	0	0	
Mid-Valley G-144	576	947	
Starr J-108, J-109	498	1,163	
NAH 1.208J	904	2,188	
Technology B-141	399	840	
Technology B-160 Internet Café	180	359	
District Total:	**5,964**	**13,026**	**20,511**

***Mid-Valley Open Lab and Open Area were closed due to the new bond construction.**

Libraries and Information Commons

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	2,661	5,693
Pecan F-183 Community User Corner	24	83
Pecan F-222	273	490
Mid-Valley Learining Commons*	0	0
Starr 1500 Library	532	1,463
Technology A-136 Library	197	439
District Total:	**3,687**	**8,168**

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

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	267	371
Pecan F-130 Group Stations	86	130
Mid-Valley Library Group Stations	0	0
Mid-Valley Open Lab Group Stations	0	0
NAH Group Stations	659	1,096
District Total:	**1,012**	**1,597**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	2,182	6,186
Mid-Valley A101A Open Labs	805	1,725
Mid-Valley G-270 CLE Open Labs	1,344	3,662
NAH CLE Open Lab	437	1,132
Starr CLE Open Labs	241	725
Tech CLE Open Labs	181	455
District Total:	**5,190**	**13,885**

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

- 12-01-2017 – Director and eight staff attended a 3D Printing Workshop at the Technology Campus.
- 12-04-2017 -- Director attended a 2013 Bond Mobilization Team meeting.
- 12-04-2017 -- Director attended a 2013 Bond Mobilization Library Team meeting.
- 12-05-2017 -- Director attended a South Texas College 2013 Bond Construction Program meeting.
- 12-06-2017 -- Director held interviews for an open work-study position for the Mid-Valley Campus.
- 12-06-2017 -- Director attended a Furniture Budget Reconciliation meeting.
- 12-11-2017 -- Director attended a 2013 Bond Mobilization Team meeting.
- 12-11-2017 -- Director attended a 2013 Bond Mobilization Library Team meeting.
- 12-11-2017 -- Director met with a hiring committee to review applications for the vacant Open Lab Technician positions.
- 12-12-2017 -- Director attended a South Texas College 2013 Bond Construction Program meeting.
- 12-13-2017 -- Director attended a Furniture Coordination meeting for Library furniture.
- 12-13-2017 -- Director attended the President's Holiday Luncheon.
- 12-14-2017 -- Director and a hiring committee held interviews for a position outside the department.
- 12-14-2017 -- Director and a hiring committee held interviews for the vacant Open Lab Technician positions.
- 12-15-2017 -- Director coordinated the Learning Commons' End of the Semester meeting. The employees were presented with a Starfish training and the employees were also able to complete several Lynda.com trainings and were updated on the Bond construction district wide.

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

MID-VALLEY

Meetings and Events

- Coordinator met with Director to discuss updates to pay scale, AVID training, and academic coaching grant.
- Specialist participated in MVC Hunger Awareness event.
- Coordinator and Specialist met to discuss the spring 2018 Tutor schedule.

Tutor Trainings

- CRLA Conflict Resolution

NAH:

Meetings and Events

- Campus Coordinator, Specialists, attended Weekly Updates Meeting - December 5, 2017
- Plans for Tutor Training Day Spring 2018 Continue
- CLE Staff testing uses of Humanity Scheduling Software
- Director met with PSJA Dual Enrollment Instructors to train/promote CLE TSI Workshop Resources
- CLE Begins Finals Countdown Prizes and Final Review Sessions
- CLE participated in Beacon Mentors and Faculty Appreciation Event December. 6
- CLE Director, Coordinators, and Managers Meeting December. 7, 2017

Trainings

- CRLA Training Level 2 – Conflict Resolution

PECAN:

Meetings and Events

- Campus Coordinator, Specialists, attended Weekly Updates Meeting - December 5, 2017
- Plans for Tutor Training Day Spring 2018 Continue
- CLE Staff testing uses of Humanity Scheduling Software
- Director met with PSJA Dual Enrollment Instructors to train/promote CLE TSI Workshop Resources
- CLE Begins Finals Countdown Prizes and Final Review Sessions
- CLE participated in Beacon Mentors and Faculty Appreciation Event December. 6
- CLE Director, Coordinators, and Managers Meeting December. 7, 2017
- CLE Supervisory Training – Team Building December 14
- Plans for Tutor Training Day Spring 2018 Continues
- CLE Staff testing uses of Humanity Scheduling Software December 11- January 10
- CLE Begins Finals Countdown Prizes and Final Review Sessions December 11- December 16

Trainings

- CRLA Training Level 2 – Conflict Resolution

STARR:

Meetings and Events

- CLE Leadership Meeting Pecan Campus December 7, 2017
- Working on spring 2018 schedules
- Regular Supervisory Duties.

TECHNOLOGY CENTER:

Meetings and Events

- Coordinator attended CLE Staff meeting to discuss Tutor pay scale, intercampus tutoring, tutor training day, and the new Academic Coaching position
- Embedded Tutoring Evaluation: Student Surveys
- Coordinator met with Tutoring Appeals Committee will meet to discuss requests for additional tutoring hours
- New IT tutor attended HR orientation

CLE DATA:

CLE Usage Data (December 2017)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	136	130	79	66	43	19
MVC-ET	3	9	4	5	4	5
NAH	80	73	22	10	21	
PCN	272	311	210	167	49	82
PWC	136	125	89	62	38	31
STR	45	36	21	17	6	
TEC	19	13	21	6	10	
TEC-ET	40	26	80	14		

Sessions v Departures
1200
1000
800
600
400
200
0
473
12
206
3
1091
158
481
12
125
7
69
1
MVC
NAH
PCN
PWC
STR
TCH
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)

Online Tutoring Usage
Smarthinking
Upswing
1262
238
21
727
823
71
0
200
400
600
800
1000
1200
1400
Remaining (Hrs)
YTD (Hrs)
Month (Hrs)

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
MVCCLE	377	574	525	586	641	670	481	428	337	272	200	164
NAHCLE	167	252	218	366	321	278	253	241	280	168	98	67
PCNCLE	877	1751	1176	1491	1805	1362	1250	1068	743	640	355	350
STRCLE	153	224	315	245	272	225	242	181	221	165	184	102
TCHCLE	138	126	125	162	203	170	181	219	150	146	97	80

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- CBM116
- CCSSE online data verification form
- Current Fall Full Time Enrollment
- Bi-Weekly Campus Enrollment
- IPASS Course Enrollments
- NACEP Accreditation Review
- SACS FTE Profile

SURVEYS

- BUSA Employer Survey
- Catch the next
- CLE Embedded Tutoring
- Field Study and Observation Survey Child Development
- FOCUS Academy
- Public Service Assistant Program Survey

QUALITATIVE STUDIES

- CCAMPIS Grant
- HSI Grant
- Online Tutoring Platform Evaluation

DATA REQUESTS

- Average Transfer Rate
- AY 2017 Contact Hours by Department
- Co-requisite Reading/Writing percentage
- Credit and noncredit enrollment
- Dual Graduates at Start and Last Spring

- Info request list matching
- Merritt Research Survey
- New hires roster for 2017
- ORGL, total graduates, Fall 2016 and 2017 students
- Parking Permit AY 17 Primary Campus
- Region One Dual A D N Grade Comparison
- Senior Class 2017 Dual Subsequently Not in Higher Ed.
- Starr Enrollment Data
- Students taking STRE solely
- Transfer Rates for students majoring in Psychology, Past 3 academic years

MEETINGS

- Dean/Directors
- Employer Survey for BUSA
- NIGP

OTHER RESEARCH/SUPPORT

- Campus Enrollment Report begins for Spring 2018

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Current Project(s)

Project Name	**Description**	**PMBOK Project Phase**	**Project Notes**
iPASS(2): Radius	Enrollment System	Execution: Monitoring & Controlling	Dual Credit Academies Application is live and receiving applications. Banner integration has been completed.
ERP	Educational Results Partnership Grant	Execution	ERP is currently working with all 5 school districts to share data. Closing meeting scheduled for March 6, 2018. Final Report Due March 2018.
2017 Enrollment Assumptions Planning	Enrollment Planning	Planning	Draft shared with Dr. Reed. Pending Final Approval.

Upcoming Action Items

Project Name	Description	PMBOK Project Phase	Project Notes
2019-2024 Strategic Plan	STC's 6 Year Strategic Plan	Planning	SCUP Part 3 Completed January 20, 2018.
iPASS(2)	Year 3 of 3 Year Grant	Monitoring	Mandatory iPASS Convening Scheduled for February 20-21, 2018. Nashville, Tennessee
ATD	Annual Report & Leader College Application	N/A	Both are Due July 2018.

DR. LAURA B. SANCHEZ, DEAN
INSTITUTIONAL RESEARCH, EFFECTIVENESS AND STRATEGIC PLANNING

LEADERSHIP ACTIVITIES

- Met with the Vice President of ISPP&SI to review current and upcoming projects.
- Coordinated with leadership on additional information needed for the BSN application.
- Participated in 2 Leadership Coaching sessions with previous participants in DLA.
- Coordinated with leadership on final review of the BSN application.

ACCREDITATION RELATED ACTIVITIES:

- SACSCOC Activities:
  - Finalized BSN Prospectus for Review
  - Attended the SACSCOC Annual Meeting December 1st – 5th.
  - Med with Web Team from PR to discuss Accreditation requirements for information displayed on the STC Webpages.
  - Met with team of staff from PSJA to discuss prospectus timeline for a new ECHS and campus opening in Fall 2018.

RAS/IEA RELATED ACTIVITIES

- Met with the Director of RAS and IEA to coordinated on current and upcoming projects.
- Conducted training for 17 SWOT analysis facilitators for the Division of Business, Math, Science & Bachelor's Programs scheduled for January 8th, 2018.
- Participated in an interview committee for an open position in the Institutional Research area.
- Participated in a Demo of the Data Cookbook from Idata.
- Participated in conference call regarding a Dell Grant Opportunity.
- Participated in weekly update call with the Civitas Learning Success Partner to review initial results and answer questions to finalize the Spring 2017 campaign analysis.
- Developed training for SWOT analysis facilitators for the Division of Business, Math, Science & Bachelor's Programs scheduled for January 8th, 2018.