SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

December 2018

Board Meeting
January 29, 2019

SOUTH TEXAS COLLEGE

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

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:	JANUARY 29, 2019
SUBJECT:	ACTIVITY REPORT FOR DECEMBER 1, 2018 THROUGH DECEMBER 31, 2019

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Special Board meeting
- South Texas College President's Cabinet meeting
- South Texas College Strategic Planning committee meeting
- South Texas College Board Finance Committee meeting
- Vice-President conducted weekly Dean's meetings and a Division Leaders meeting to maintain communication within the division. Division leaders provide status on the departments workflow activities.
- Recruitment and Advisement for the students at Instituto Internacional de Estudios Superiores in Reynosa, Tamaulipas

ATTENDED

- Dean of Enrollment Directors meeting
- Title IX Retreat
- Lower Rio Regional Pathways meeting
- Instituto Internacional de Estudios Superiores Class Presentations and Luncheon
- McAllen Economic Development Council Holiday Celebration
- South Texas College Fall Commencement Ceremonies
- Talent Hub Monthly meeting
- Data Lunch (ERP Data Team meeting)
- Straighter Line Informational meeting
- Administrative Holiday Luncheon
- 2018 Southern Association of Colleges and Schools Commission on Colleges Annual meeting

ENROLLMENT SERVICES AND REGISTRAR

- **28,306** students have registered online for Spring 2019 semester, to date, after required documents were processed and they were cleared by OAR.
- 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 and Coordinator of Enrollment Services 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 enrollment appeals, grade appeals, Office 365 SharePoint, on-line student mapping, subpoena for academic records, TSI committee, and hiring/search committees.
- Facilitated and worked at December 2018 Commencement Exercises held at State Farm Arena on December 1, 2018; **1,152** out of 2,790 potential graduates participated in the two ceremonies.
- Director/Registrar attended SACS-COC Annual Meeting held in New Orleans, Louisiana on December 8 – 11, 2018.
- Opened the Enrollment Centers at Pecan, Mid-Valley & Starr County campuses during Winter Break on December 17 – 19, 2018 to assist students with admissions, registration and transcripts.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with Admissions Specialist, who assists with related reports; Director/Registrar certified the CBM Reports.
- Document Management Specialist downloaded, reviewed and verified **3,077** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during December 2018.
- Residency Specialist and Admissions Specialist reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration.
- STC has **53** international students enrolled for Spring 2019 semester, to date.
- Processed **160** course substitutions and exceptions in Degree Works during December 2018.
- Processed *Change of Grade Forms* for **50** students during December 2018.
- Processed *Reinstatement After Census Date Forms* for **3** students during December 2018.
- Processed **1,982** high school and **303** college/university transcripts during December 2018.
- Evaluated **305** transcripts from other colleges and universities during December 2018.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **2,919** STC transcripts during December 2018.
- Scanned and indexed **2,636** documents submitted by students during December 2018.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas application for admissions.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Director and Staff worked Graduation at the State Farm Arena
- SFS Department continues to work on 2018-2019 FAFSA's and Maximum Time Frame calculations
- SFS Department submitted form to HR for vacant Financial Aid Outreach Specialist to replace Jovelli De Leon
- SFS Outreach Specialist Carolina Miranda assisted with 14 FAFSA/FA events in the month of December

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report December 2018					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2018**
Pecan Campus	**169**	**290**	**218 (75%show)**	**ACT**	**607**
Mid-Valley	**75**	**257**	**171 (67%show)**	**TSI EXAM**	**946**
Starr Campus	**96**	**199**	**152 (76% show)**	**TSI EXAM**	**346**
Pecan Plaza	**25**			**GED/ PEARSON**	
Pecan Plaza		**577**	**407 (71% show)**	**TSI EXAM**	**1907**
Pecan Plaza		**136**	**131 (96% show)**	**HESI**	**461**
Pecan Plaza		**20**	**15 (75%show)**	**HiSET**	**64**
TOTAL:	**365**	**1479**	**1094 (74% show)**		**4,331– All Campuses YTD**

TSI Scores: by placement score October and December 2018			
READING		**READING**	
Monthly (12/01/18 - 12/31/18)		**Year To Date (09/01/18 – 12/31/2018)**	
College ready (351+)	82	**College Ready** (351+)	394
Holistic Placement (349-350)	14	Holistic Placement (349-350)	93
Developmental Ed (342-348)	71	Developmental Ed (342-348)	452
ABE Level 6 (Developmental Ed)	21	ABE Level 6 (Developmental Ed)	87
ABE Level 5 (Developmental Ed)	33	ABE Level 5 (Developmental Ed)	233
ABE Level 4	13	ABE Level 4	117
ABE Level 3	1	ABE Level 3	20
ABE Level 2	2	ABE Level 2	39
ABE Level 1	5	ABE Level 1	15
Total	**242**	**Total**	**1450**
MATH		**MATH**	
Monthly (12/01/18 – 12/31/18)		**Year To Date (09/01/18 – 12/31/2018)**	
College Ready (350+)	89	**College Ready** (350+)	195
Holistic Placement (348-349)	40	Holistic Placement (348-349)	102
Developmental Ed (336-347)	231	Developmental Ed (336-347)	600
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	1
ABE Level 5 (Developmental Ed)	97	ABE Level 5 (Developmental Ed)	241
ABE Level 4	98	ABE Level 4	205
ABE Level 3	19	ABE Level 3	56
ABE Level 2	16	ABE Level 2	45
ABE Level 1	4	ABE Level 1	9
Total	**594**	**Total**	**1454**
Writing		**Writing**	
Monthly (12/01/18 - 12/31/18)		**Year To Date (09/01/18 – 12/31/2018)**	
College Ready (363 & 4+ Essay or 5+)	120	**College Ready** (363 & 4+ Essay or 5+)	502
Developmental Ed (350-362 & 0-4 Essay)	32	Developmental Ed (350-362 & 0-4 Essay)	104
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	3
ABE Level 5 (Developmental Ed)	2	ABE Level 5 (Developmental Ed)	3
ABE Level 4	2	ABE Level 4	16
ABE Level 3	3	ABE Level 3	26
ABE Level 2	2	ABE Level 2	7
ABE Level 1	0	ABE Level 1	2
Total	**161**	**Total**	**663**
Data retrieved from College Board Accuplacer			

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Dual Credit enrollment stands at **6,911** students vs. **4,863** for last year, an increase of **2,048 (42.1%).**
- Dual2Degree Department has coordinated **21 Dual Credit Fast Tracks** during the Fall 2018 semester and approximately **1,000** early college high school freshmen have participated in the events. The events are designed to streamline the enrollment process for students and include a STC campus tour, group advising session, registration and New Student Convocation.
- Department held **30** events and assisted more than **1,515** students and parents during month of December.
- Dual2Degree Department worked with Distance Learning to transition the Student Success Module to Blackboard. The new module is designed to assist dual credit students placed on Academic Probation.

SNAPSHOTS

San Isidro Parent Session and Application Drive

Edcouch Elsa ECHS Parent Session on Dual Credit

Valley View ECHS Career Day

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	La Joya Academy of Health Science Professionals	12/3	ISD	94
Fast Track	Weslaco East HS	12/4	STC	15
Application Drive	La Joya Academy of Health Science Professionals	12/5	ISD	46
Registration Drive	Science Academy of South Texas ISD	12/5	ISD	34
Registration Drive	PSJA North ECHS	12/5	ISD	8
Application Drive	San Isidro ISD	12/5	ISD	15
Registration Drive	Science Academy of South Texas ISD	12/6	ISD	34
Registration Drive	Mercedes ECHS	12/6	ISD	62
Fast Track	Mission Collegiate ECHS	12/6	STC	75
Registration Drive	Mercedes ECHS	12/7	ISD	16
Fast Track	PSJA Ballew	12/7	STC	6
Fast Track	PSJA Sotomayor	12/7	STC	13
Registration Drive	Benito Juarez-Lincoln	12/10	ISD	101
Registration Drive	South Texas ISD	12/10	ISD	36

Registration Drive	**Mercedes HS**	**12/11**	**ISD**	**18**
Registration Drive	La Joya ECHS	12/11	ISD	203
Fast Track	Vanguard Mozart Academy	12/12	STC	30
Registration Drive	Mercedes HS	12/12	STC	14
Registration Drive	Jimmy Carter ECHS	12/12	ISD	88
Registration Drive	Monte Alto ECHS	12/12	ISS	22
Registration Drive	La Villa HS	12/13	ISD	16
Registration Drive	Edcouch Elsa HS/ECHS	12/13	ISD	34
Registration Drive	Palmview HS	12/14	ISD	43
Registration Drive	San Isidro HS	12/17	ISD	12
Registration Drive	Back on Track (Stop-Out Campaign)	12/10-12/14	STC PCN and MVC	10
			Total	1045

SUPPORT SERVICES

Event	High School Served	Date	Location	Total Served
Parent Information Session	San Isidro ISD	12/5	ISD	25
Parent Information Session	Edcouch-Elsa ECHS	12/6	ISD	55
Dual Enrollment Presentation	Navarro	12/10	ISD	50
Information Session	Edcouch Elsa	12/12	ISD	10
Career Day	Valley View ECHS	12/13	ISD	330
			Total	**470**

MEETINGS WITH SCHOOL DISTRICTS (INTERNAL)

- Meeting with San Isidro ISD to plan for Spring 2019 dual credit enrollment

MEETINGS WITH STC DEPARTMENTS (EXTERNAL)

- Meeting with Counseling and Early College to discuss Academic Progress Holds for Spring 2019
- Director attended Office 365 SharePoint Governance Committee meeting to discuss implementation of updated SharePoint system

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- South Texas Area Recruiter Network Meeting
- Talent Hub Monthly Meeting

RECRUITMENT

- PSJA CCTA – College Presentation
- Palmview High School – College Presentation
- City of McAllen Seminars – Table Set up
- TSC Graduation Fair – Table Set up
- Texas Valley Sports – STC presentation
- San Isidro High School – Table set up

COMMUNITY EVENTS

- City of McAllen Seminars – Table Set Up

APPLY TEXAS

- PSJA CCTA
- PSJA Sotomayor High School

FINANCIAL AID

- La Feria High School
- San Isidro High School

REGISTRATION

- Delta Area Registration Round-up

School	Campus	Attended	Registered
La Joya East and West Academy	Pecan	16	14

ELEMENTARY AND MIDDLE SCHOOL

- McAllen ISD Roosevelt Elementary – Career Fair
- Mercedes ISD Ruben Hinojosa Elementary – Career Fair

CAMPUS TOURS

- Pecan Campus
  - Brownsville Learning Academy – 42 visitors
  - PSJA High School - 50 visitors
  - Mission Collegiate HS – 85 visitors
- Nursing Allied Health Campus
  - Personal Tour – 1 visitor
- MidValley Campus
  - Vanguard Academy – 60 visitors
  - Weslaco East Early College High School – 20 visitors

Campus	# Visitors
Pecan	177 visitors
Mid-Valley	80 visitors
Starr	No Tours
NAH	1 visitor
Tech	No Tours

CALL CENTER

Phone Calls	
Inbound Calls	5221 calls
JagChat	
Chats	481 chats
Text Messages	
Campaign: Unpaid List & Registration	2449 test messages sent
Telemarketing	
Campaign: Spring 2019 Enrolled Fall Not Spring	6323 emails sent

EVENT PHOTOS

Graduation Fair at Texas Southmost College

Students from Texas Valley Sports visited Starr County campus.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

CURRENT/UPCOMING ACTIVITIES & EVENT

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
181	Student walk-ins and visits
173	CTE Student Contacts
12	Student & Alumni Registered on CCN
6	Student & Alumni Resumes Revised/Uploaded on CCN
6	New Employer Registered on CCN
20	Jobs posted to CCN
2	Workshops Presented
1*	On Campus Recruitment
922	Career Coach Total Visits

- **(OCR) On Campus Recruitment**

WORKSHOP & PRESENTATION/ACTIVITIES

- Associate Degree Nursing (Level 1) Boot Camp – 169 students total
- Job Development
  - US Army National Guard– CCN registration
  - Little Medical School RGV – 1 job posting
  - Wonderful Citrus – 1 job posting
  - Medical Scribes –1 job posting
  - PhysAssist Scribes– CCN registration
  - Halliburton –Employer outreach

COORDINATION OF UPCOMING EVENTS

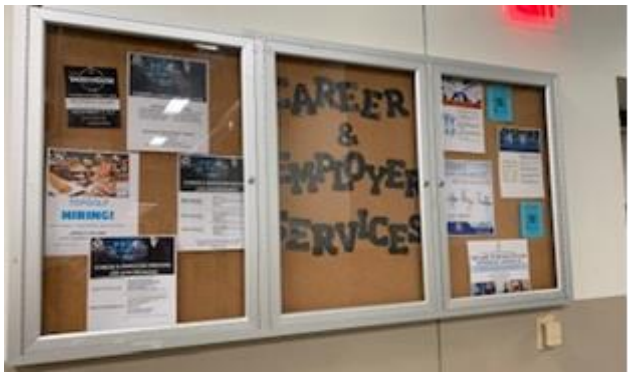
- ADN Boot Camp
- NAH Division Meeting presentation
- Spring 2019 Workshop Calendar
- Partnered with PASS Program for future Spring Open workshops
- Declare Your Major postcard quotes & count
- Partnered with Automotive program for future in class presentation(s)
- Partnered with PASS Program for future Spring Open workshops
- Preparation of Declare your Major Day event
- Assisting NAH specialist with ADN boot camp information table

MEETINGS AND MISCELLANEOUS INFORMATION

- Submitted requests for Declare Your Major Day (menu, postcards, IS&P)
- Prepared tabletop materials for upcoming ADN Boot Camp information table.
- Worked with Technology Specialist on Declare Your Major Day scavenger card.
- Working on Spring 2019 workshop calendar and topics.
- Preparing handouts and presentation for NAH Division meeting.
- Attended Departmental meeting regarding Spring upcoming events for the department
- Set up a Display/Bulletin Board for Tech Campus promoting CES
- Created postcard/raffle for Declare Your Major day event
- Posted on Social media the Last open workshop of the Fall 2018 semester
- Hosted Career & Employer Services information booth at AND Level 1 Boot Camp.
- Attended department meeting discussing Declare Your Major Day event set up, brochure, and menu.
- Working on program specific resume templates for Nursing and Allied Health majors.
- Departmental meeting pertaining to Upcoming Spring Event –Declare your major Day
- Posted Declare your major Day on Social Media

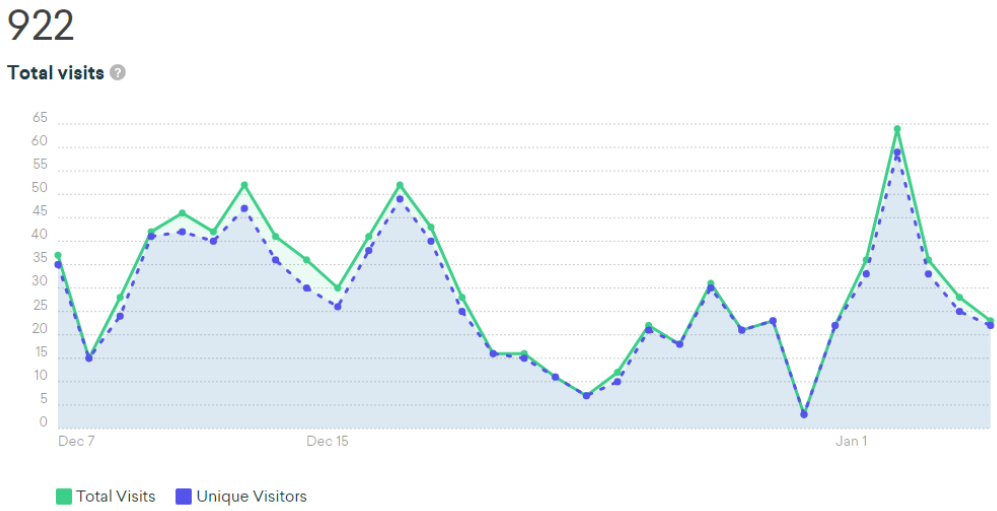
PHOTOS

AND Bootcamp Info Table

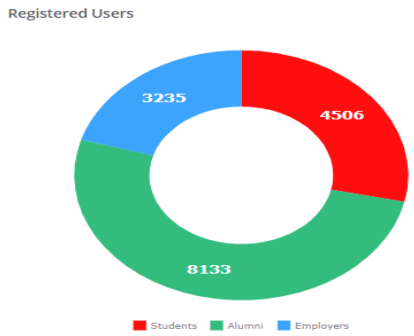


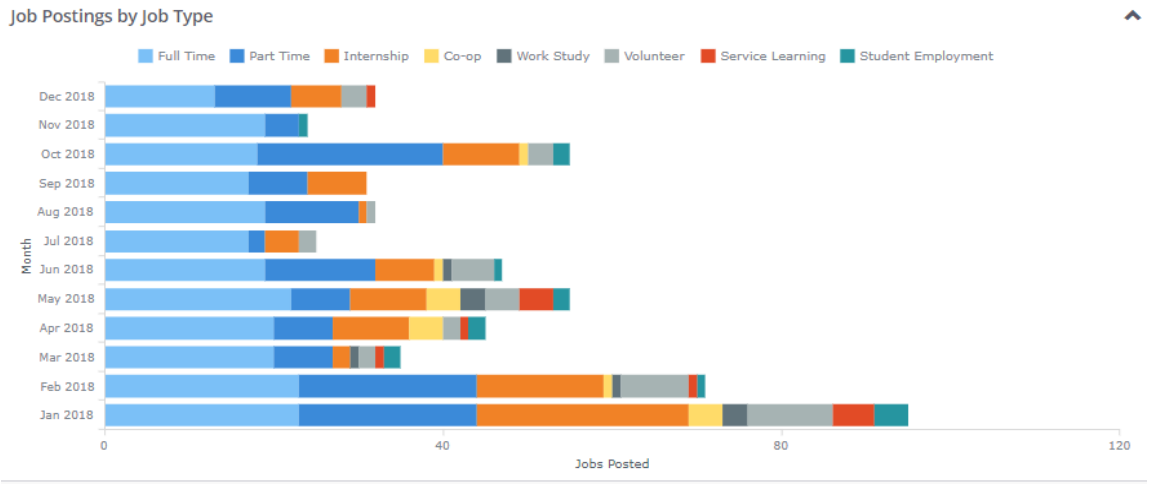
New Display/Bulletin Board at Tech Campus

EMSI Total Visits



College Central Network





OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

Ombuds Cases for the month of December 2018				
	New Cases	**YTD Cases**	**Active Cases**	**Closed / Referred Cases**
Consultations	2	29	7	22
Mediation	0	0	0	0
Conflict Coaching	0	0	0	0
Title IX: Requesting Pregnancy Accommodation	7	163	18	145
Title IX: Victim Advocacy Support	0	21	6	15
Written Complaints/Maxient Referred to Human Resources Student to Employee	8	28	N/A	N/A
Total Cases	**17**	**241**	**31**	**182**

Ombuds Cases per Campus for the month of December 2018		
	New Cases	**YTD Cases**
Pecan	5	101
Nursing & Allied Health	2	16
Technology	1	8
Mid Valley	2	20
Starr County	0	6
Internet	7	86
La Joya Teaching Center	0	0
Pharr College & Career Teaching Center	0	1
High School	0	3
Total	**17**	**241**

December 10-11, 2018

- *The Office of Student Conduct obtained SDI Facilitation Fees for In-House Certification at the Pecan Campus.*

OFFICE OF STUDENT CONDUCT

Student Violating Student Code of Conduct for the month of December 2018			
New Cases	**Active YTD Cases**	**Closed YTD Cases**	**YTD Cases**
1	43	72	**115**

Student Conduct Cases per Campus for the month of December 2018		
	New Cases	**YTD Cases**
Pecan	1	65
Nursing & Allied Health	0	9
Technology	0	8
Mid Valley	0	22
Starr County	0	4
Regional Center for Public Safety Excellence	0	0
La Joya Teaching Center	0	0
Pharr College & Career Teaching Center	0	0
Internet	1	7
Total	**1**	**115**

December 10-11, 2018

- *The Office of Student Conduct obtained SDI Facilitation Fees for In-House Certification at the Pecan Campus.*

BEHAVIORAL INTERVENTION TEAM

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of December 2018		
Student Affairs		**YTD**
Cases Reviewed		12

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

Human Resources		**YTD**
Cases Reviewed		2

Police Department		**YTD**
Cases Reviewed		0

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	2	0	4	0	5	0	1	0	0
Human Resources	0	0	0	0	0	2	0	0	0	0
Police & Security	0	0	0	0	0	0	0	0	0	0

STUDENT ACTIVITIES AND WELLNESS

- Showing of Small Foot (District Wide)
- Assisted with the Graduation Ceremonies

- Stress Free Week Events (District Wide)

- Student Government and Student Leadership Academy trip to Camp Rio in Brownsville

- Basketball League (Mid-Valley)
- Club and Workstudy Appreciation Day (Mid-Valley)
- Student Government Association participation with the City of Weslaco Parade

- Starr County Campus Jaguar Mural Ceremony

- Mid-Valley Campus Donation Day sponsored by Student Government Association

COUNSELING AND STUDENT DISABILITY SERVICES

MEETINGS/CONSULTATIONS

	Counselor Student Contacts							
Campus	**Advisement**	**Mental Health/ Academic Counseling**	**Stu. Dis. Svcs.**	**Title IX Svcs.**	**Career/ Transfer Svcs.**	**Academic Probation/ Suspension**	**Workshops/ Presentations Other**	**Total**
Pecan	**105**	**78**	**170**	**30**	**9**	**181**	**33**	**606**
Mid-Valley	**18**	**2**	**38**	**11**	**17**	**42**	**18**	**146**
Starr Co.	**20**	**1**	**12**	**4**	**3**	**10**	**0**	**50**
Tech	**0**	**2**	**27**	**0**	**0**	**1**	**0**	**30**
NAH	**1**	**2**	**23**	**6**	**0**	**0**	**2**	**34**
Total	**144**	**85**	**270**	**51**	**29**	**234**	**53**	**866**

- Mental Health Counseling case staffing
- Academic progress case management, academic advising, review and completion of Scholastic Success Plans, and Scholastic Appeals
- Coordination of semester events: academic & personal growth workshops, and counseling events
- Academic, Career, & Mental Health Counseling
- Student Disability Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Sign Language Interpreting Services Meeting
- BIT Case Management, Referrals and Staffing
- CARE Team Case Management
- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Carl Perkins FY19 SAEM Planning/Working Meeting
- Food Pantry Determination and Referrals
- Sign Language Interpreter's Student Schedules
- LPC-S Supervision Meeting
- Title IX Meeting
- Title IX Retreat
- President Administrative Staff Meeting
- Individual Supervision Meetings with UTA and OLLU Social Work Interns
- Hope Family Health Center Board Meeting
- Counseling and Student Disability Services Department Meeting
- CSPP Advisory Meeting

- CSDS Secretary Search Committee Meeting
- CSDS Secretary Interviews
- South Texas College Graduation Accommodations for Students
- Meeting with Human Resources regarding Accommodations
- Dual Credit Academic Progress Holds Meeting
- BIT/CARE Meeting
- Meeting with South Texas College Police Officer on upcoming Crisis Intervention Trainings AND Pinning Ceremony
- Meeting to discuss new case management services
- South Texas College Christmas Toy Drives – Mid-Valley and Pecan Campuses

WORKSHOPS/PRESENTATIONS

- Workshop: Walking Does Wonders – NAH Campus
- Workshop: Suicide: Let's Talk About it – Pecan Campus
- Workshop: Food Pantry: College and Community Resources – Pecan Campus
- Workshop: Tips for Academic Success – Pecan Campus
- Workshop: Managing Stress – Pecan Campus
- Workshop: How Important is your GPA? – Pecan Campus
- Workshop: Accessible Parking and Disability Awareness – Pecan Campus
- Workshop: Ways to Take Care of your Mental Health – Starr Campus
- Workshop: Self- Assessment Workshop – Starr Campus
- Workshop: World Aids Awareness Day – Technology Campus11

PROFESSIONAL DEVELOPMENT

- Laughter Yoga Basic Learning Course
- Rewire the Anxious Brain- Neuroscience-Informed Treatment of Anxiety, Panic and Worry Webcast
- Rave Guardian Phone Application Overview

Sign Language Interpreting Services	
Type of Service	**Number of students contacts**
Number of Classes Interpreted	75
Interpreted for Admissions/Enrollment	3
Interpreted for General Advising	0
Interpreting for Financial Services	4
Interpreted for Testing/Exam Services	16
Interpreting for Counseling Services	2
Interpreting for Student Disability Services	0
Interpreted Orientation/Outreach	0
Interpreted for Title IX Preg. & Parenting	0
Interpreted for Tutoring Services	0
Telephone Contacts with students	2
Interpreter Hosted Workshops	0
Interpret student/instructor meeting	3
Other	8
Total	**113**

Student Success Specialist Activity Report	
Type of Service	**Number of students**
Interpreter requests	12
Interpreter requests filled	11
Interpreter requests denied	1
Contacts with SDS Students	22
Meeting with SDS Student in office	7
Additional Services	**Number of services/interns/interpreters**
Educational Coach supervision	3
Observing part-time Interpreters	0
Interpreter Feedback Session	1
Attended workshops	1
Hosted Workshops	0
Assigning assignments to Interpreters	27
Total	**85**

- **Other Interpreting Services Activities:**

12/01/2018	Interpreted for graduations, both sessions
12/3/2018	Meeting to Recap of November monthly interpreter meeting
12/4/2018	Annual Performance Reviews
12/07/2018	Laughter Yoga Basic Learning Course
12/10/2018-12/12/18	Read for student's finals
12/12/2018	Dept. Meeting/ Case staffing
12/14/2018	Dept. Meeting/Rave Guardian Meeting
12/17/18-12/19/18	On-call interpreting services

COMPREHENSIVE ADVISING

ADVISING STUDENT CONTACTS

Advisor Student Contacts	
Campus	**# of Contacts**
Pecan	1,972
Mid-Valley	623
Starr	231
Technology	449
Total	**3,275**

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising**
  - Provided advisement sessions for students enrolling in Spring 2019 semester
  - Finalized Priority Advising for Registration (Developmental Reading, Writing, Math, College Success, Education and some CTE courses)
  - Provided academic advising at Pecan, Mid-Valley and Starr campuses during STC Winter Break Holiday Hours
- **Faculty Advising**
  - Ongoing communication with HSI Project Manager to prepare and plan for spring semester activities;
  - Maintained close contact with Lead Faculty Advisors to review programmatic activities (i.e. promote Declare Your Major Event)
  - Held Lead Faculty Advising Steering Committee monthly meeting
  - Planning Faculty Advising Training for spring semester
  - Distributed Certificates of Completion to faculty that completed the training
  - Developed an End-of-Year Report for the HIS Grant detailing all students advised/not advised by faculty advisors during Year 4 of the grant
  - Updated master roster of NEFA certified faculty advisors
- **Mentoring Services**
  - **College Advising Training Program-** training focuses on providing holistic support and solid foundation of enrollment process including student support services that promote student access, persistence, completion, and job placement; next training scheduled for February 25th – March 1st, 2019; 32 presentations have been planned
  - **THECB Work Study Mentorship Grant** – Compiled student mentors reports and activities for the month; planned training for mentors; overseeing mentors and programmatic activities
  - **Beacon Mentoring Program** – 10 sections assigned for Fall 2018 semester; four contacts with students focusing on scheduled and held for the term including early registration for next semester, financial aid, final exam preparation and other related topics;
- **PASS Program**
  - Met with PASS staff to plan semester activities and marketing for the program
  - Staff reviewed student/program contracts and collected borrowed textbooks from students for Fall 2018
  - Staff completed Purchase Orders for Spring 2019 textbooks for PASS Program participants
  - Staff reviewed Extended Limited Assistance applications and approved students who qualified for the Program based on eligibility criteria
- **Carl Perkins**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
  - Reviewed finalized job descriptions for CTE Coordinator and Coach positions approved as part of the 2018-2019 grant

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways-** Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Murad Odeh to review and finalize Action Plan for submittal to Texas Success Center;
- **College Wide Committees** – Director of Comprehensive Advising & Mentoring Services participating in Texas Pathways Project and PASS Program Redesign Committee and Faculty Advising Steering Committee; Director of Comprehensive Advising & Mentoring Services and Coordinator of Advising serving on Online College Catalog Committee and TSI/Developmental Education Plan Committee; Coordinator of Special Advising participating in Traffic Appeals Committee
- **Quality Enhance Plan (QEP)** – Attended meeting for preparing for the development of the Quality Enhance Plan
- **Southern Association of Colleges and Schools Commission on Colleges** – Attended meeting on SACSCOC and compliance writing for the standards assigned to Director of Advising; submitted required documents on SharePoint system

A. Preliminary Forms

- Reviewed/approved time cards, reports, invoices, activity reports, grant forms, and other department/grant related items

SOUTH TEXAS COLLEGE

FINANCE AND ADMINISTRATIVE SERVICES

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 16, 2019

SUBJECT: ACTIVITY REPORT FOR DECEMBER 1, 2018 THROUGH DECEMBER 14, 2018

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Board of Trustees Special Meeting Facilities Committee Meeting, Finance, Audit, and Human Resources Committee Meeting, Board of Trustees Meeting, and Finance and Administrative Services Director's Meeting.
- 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.
- Business Office:
  - Held meeting with Comptroller to review the Comprehensive Annual Financial Report Financials and GASB 75.
- Facilities Planning and Construction:
  - Held meetings every Tuesday with Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance to discuss pending Facilities projects and Facilities Committee packet items.
- Purchasing and Distribution Services:
  - Attended meeting to review the information for the Procurement of Roof Services with Director of Facilities Planning and Construction, Director of Facilities Operations and Maintenance, Director of Purchasing, and Associate Director of Purchasing.
- Human Resources:
  - Held meeting with Comptroller and Director of Human Resources to review a Pay Plan Review Request.
- Internal Auditor:
  - Attended meeting with Internal Auditor to discuss FY 2019 Audit Plans, HR Processes Audit, Entrance Conference on Clery Act, Title IX, and VAWA Audits.
- Institutional Equity:
  - Held meeting with Institutional Equity Manager on Affirmative Action Program Project.
- Title IX Committee:
  - Held a half day Title IX Retreat with all team members.

- Held Title IX Meeting with all team members.

- Other Meetings:
  - Attended meeting with Executive Officer for External Relations and South Texas College's Legal Counsel to discuss Target Range.
  - Attended President's Administrative Luncheon.
  - Held Finance and Administrative Services Office Staff meeting to review Employee Handbook and other outstanding projects.
  - Held FAS Directors and Office Staff Year-End Meeting to review pending items and outstanding projects.
  - Attended meeting with Director of Grant Management and Compliance on Employee Compensation for Grant-Funded Assignments & Effort Reporting.
  - Met with FAS Project Managers to transition work from one Project Manager to the other and to review outstanding projects.
  - Attended meeting with FAS Project Managers and Accountability & Compliance Project Manager on Target Range Grant and Business Plan.
- Conferences/Workshops:
  - Attended Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Annual Meeting.
  - Attended Clery Act Training webinars.

PROJECTS IN PROGRESS:

- Budget
  - Worked on Long Term Financial Plan.
  - Worked on FY 20 Budget.
  - Worked on Banner Finance and HR Access Financial Manager Audits.
  - Worked on Banner Security Access process mapping.
  - Worked on Budget Strategies.
  - Worked on Comprehensive Plan Budget.
  - Worked on FY18 CAFR.
  - Worked on Unexpended Plant Fund Projects and Budget.
- Committee packets
  - Worked on Facilities Committee Agenda items.
  - Worked on Facilities Planning & Construction Projects Progress.
  - Worked on Finance Committee Agenda items.
- Construction
  - Worked on Facilities Use Policy
- Special Projects
  - Worked on Workplace Answers Trainings.
  - Worked on Registration Report for Spring 2019.
  - Worked on Selection of Chairperson for Hiring Committees.
  - Worked on Procedures for Years of Service.
  - Worked on Clery Act Campus Security Authorities Training Completion status.
- Regional Center for Public Safety Excellence:
  - Worked on Target Range Market Analysis.
  - Worked on RCPSE Business Plan.
- Title IX:
  - Worked on Title IX Action Plan.
  - Worked on Title IX Procedures and Resources.
  - Worked on Clery Act Trainings.

MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended an in-house all day training on customer service, refunds, and payment arrangement processes for Spring 2019.
- Attended meeting to review the current wire transfer and eRefund process journal entries.
- Met and discussed the Comprehensive Annual Financial Report with auditor.
- Met and reviewed the FPC Assistant Director Applicants.
- Attended the Assistant Director Interview committee.
- Met to discuss cash flow statement reconciliation figures.
- Met with Organizational Leadership program to discuss tuition and fee assessments of competency programs.
- Participated in the Office 365 SharePoint Committee.
- Participated in the weekly SAP/Concur weekly call.
- Held phone conference on the reinstatement process flow chart.
- Met to review 1099 status.
- Met with AP data entry staff to review reports status.
- Met to discuss tuition reconciling issues.
- Attended conference call with Compliance Officer and Grant financial manager regarding Construction grant status.
- Attended conference call with ITED Regional Manager regarding WFS and TSC invoicing issues.
- Met and reviewed updates to the Comprehensive Annual Financial Report.
- Met and compiled a Comprehensive Annual Financial Report Review Checklist.
- Attended the Audit Exit with the External Auditor.
- Attended several conference calls with the External Auditor regarding the Comprehensive Annual Financial Report.
- Trainings/Webinars:
  - Participated in a Monarch WebEx.
  - Participated in Payroll/HR Ellucian WebEx.

WORKED ON THE FOLLOWING ITEMS:

- Management Reports:
  - The Business Office staff worked on the November management and board reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations, and grants reports.
- Accounts Payable/Grants and Contracts:
  - Worked on Single Audit submission.
  - Reviewed Bank 31 activity and adjustments needed.
  - Worked on Texas Workforce Commission report submissions.

Bank No.	18-Sep	18-Oct	18-Nov	18-Dec
01 E&G	371	553	728	411
01 Direct Deposit	83	148	255	136
03 Student	10,020	2,583	1,881	351
12 I&S Taxes	-	-	-	-
16 I&S Bond	-	-	-	-
17 Plant	17	12	17	9
31 Virtual Card	271	602	434	254
32 AP Card	23	28	5	2
37 Unexp-LT Bond Series 2015	7	9	7	1
38 Unexp-LT Bond Series 2014	-	-	-	-

- Property Tax/Budget & Reporting:
  - Gathered information needed for the FY 2018 Integrated Financial Reporting System report.
  - Submitted the FY 2018 Integrated Financial Reporting System report.
  - Drafted and submitted the Student Activities Fee Policy.
  - Gathered information needed for the FY 2019 Texas Association on Community Colleges Local Revenue Survey.
  - Submitted the FY 2019 Texas Association on Community Colleges Local Revenue Survey.
  - Provided draft of the delinquent tax collection services motion and resolution to the Vice President of Finance to include in the January Finance, Audit, and Human Resources packet.
- Cash Management/Special Projects/Office Support:
  - Responded to Auditors inquiries.
  - Finalized and printed the Comprehensive Annual Financial Report.
  - Worked on banner security audit reports.
  - Worked on the testing of the fiscal year closing.
  - Worked on researching the reports to position field and vacant positions out of Human Resource's data as the Time Clock Plus workflow might be routed incorrectly if vacant positions exist.
  - Worked on migrating the Business Office procedures inside of JagNet.
  - Worked on making the Business Office access forms and procedures compatible with the accessibility guidelines.
  - Finalized Comprehensive Annual Financial Report.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	8	421
01 Direct Deposit	4	136
02 Payroll	9	796
02 Direct Deposit	3	2,557
03 Student	2	351
12 I&S	0	0
16 I&S	0	0
17 Plant	3	9
37 Bond Series 2015	1	1
38 Bond Series 2014	0	0
Total	30	4,271

Duties	**Total**
ACH Direct Deposit-payments to vendors, students & employees	8
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 90 monthly reports during the month of December 2018.

Duties	**Total**
Approval Queues	8
Bank Reconciliations	10
Cafeteria daily sales report	20
Cancelled checks provided to AP and/or verification and positive pay	23

Duties	Total
Copies of booklets/journal entries requested	5
Deposits prepared	15
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	51
Returned mailed checks - Logged and Filed	3
Returned Mailed checks - Disbursement	3
Financial manager changes	1
FOAP created including activity codes	1
Hours Filing and organizing of Journal Entries and boxing	4
Hours used for scanning - estimated	18
Hours used to prepare documents for scanning	1.75
Hours used converting BOR and Management rents PDF	1
IDT's - telephone calls received	11
Interdepartmental Transactions reviewed	14
Invoices and encumbrances reviewed	22
Journal entries prepared	8
Journal entries processed including FUPLOAD	766
Journal entries- transactions processes	2,957
Journal entries/documents scanned	714
Journal Entries Logged	707
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	22
Positive Pay Exemption-Number of checks researched	8
Stale dated letters mailed	460
Stop payments processed (includes stale dated checks)	128
Transactions removed from bank reconciliation	88

General Journal Entry (Intra-Fund) (JE15)	45
General Journal Entry (Inter-Fund) (JE16)	51
Cash Receipts (CR05)	630
Encumbrance Liquidation (E032)	1
Encumbrance Liquidation (E020)	2
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	19
Misc. Receipt Payments (CA10)	0
General Journal Entry (STCJ)	0

- <u>The Cashiers/Accounts Receivable:</u>
  - Assisted students with end of Fall 2018 term and Spring 2019 questions and payments.
  - Testing the new 1098T methodology change from reporting charges to reporting payment for 2018.

- Payroll and Position Control Departments:
  - Reviewed and revised GASB 75 information.
  - Payroll processes for the month ending December 31, 2018 are as follows:

Payroll Re-issue Processed	4
Payroll Cycles	3
Payroll Checks & DD	3703
TimeClock Plus Access Forms Processed	35
Number of Employees with OT reviewed for OT Memos	438
NOE's Approved	597
Salary Budget Transfer Forms Processed	6 with multiple transactions

- Business Office Performance Indicators – Payroll December 2018

Number of Employee		**Deposits Processed**	
Employees on Monthly Payroll	2,197	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	1,144	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 11/16-11/30) SR23	582	Salaried	3
(Waged 12/01-12/15) SR24	572	Waged	1
(Salaried: December) MR12	3,724		
		Void Checks Processed	
		Salaried	3
NOE's Approved		Waged	1
Approve NOE's	597		
		Replacement Checks Processed	
NOE's Processed		Salaried	2
(Additions, Deletions, Changes)	45	Waged	1
Salaried	586		
		Voided Direct Deposits/Checks	
NOE's Processed		Salaried	0
(Additions, Deletions, Changes)	2	Waged	0
Waged	41		
		Salary Budget Transfer Forms Processed	6
Payroll Adjustment Worksheets			
(Additions, Deletions, Changes)	10	**Hand Cut/PBK**	
Salaried-MR12	71	Salaried	0
		Wages	0
		Checks Processed	
(Additions, Deletions, Changes)	0	Salaried	423
Waged	0	Total Net	$ 514,999.26
Liabilities Processed		Waged	367
ORP	11	Total Net	$ 90,520.25
Annuity	11		
Student Loans	3	**Direct Deposit Processed**	

Number of Employee		Deposits Processed	
United Way	1	Salaried	2,083
Child Support	2	Total Net	$ 5,751,121.54
IRS Levy	1		
Withholding & FICA	3	Waged	830
Met Life	1	Total Net	$ 215,981.61
Legal Judgement	1		
Social Security Administration	0		
US Department of the Treasury	1		
Reports Processed			
Compass Bank Direct Deposit File	3		
Void And Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

LUIS R. GUZMAN II, DIRECTOR OF FOOD SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting concerning Food Service Video Project with FAS Project Manager.
- Conducted meeting with Nursing and Allied Cafeteria Food Service Manager concerning Spring 19 staffing plan/schedule.
- Conducted meeting with Pecan Cafeteria Food Service Manager concerning Spring 19 staffing plan/schedule.
- Conducted Meeting with Technology Cafeteria Lead Cook concerning Work Study needs for Spring 19.
- Attended Nursing and Allied Health Campus graduation catering.
- Attended meeting to review the Starr County Campus Cafeteria Outsourced Vendor Information.
- Conducted conference call with City of McAllen Health Department concerning possible future food carts.
- Attended FAS Holiday Year-End Meeting.
- Conducted meeting with Nursing and Allied Health Cafeteria Lead Cook concerning issues with employment verification documents with HR.

PROJECTS IN PROGRESS:

- Others:
  - Worked on FY18 Annual Report.
  - Worked on Notices of Employment (NOEs) for extension of Direct Wage Staff for Spring 2019.
  - Worked on returning work-study list for Spring 2019.
  - Worked on finalizing short video projects with Public Relations Videographer.
  - Worked on November Activity Report.
  - Submitted hours of operation of all food service locations to Public Relations lead on the video project.
  - Worked on the paperwork request for renewal of the Pecan Cafeteria Health Permit and inquired about new food cart health permits.
  - Worked on and finalized Food Cart proposal for the City of McAllen.
  - Worked on acquiring supplies for the Food Cart in Building P at the Pecan Campus.

PAUL VARVILLE, CHIEF ADMINISTRATOR OF DEPARTMENT OF PUBLIC SAFETY AND REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting to discuss Regional Center for Public Safety Excellence (RCPSE) trademark dispute.

- Attended meeting to review the release of information concerning a student arrest.
- Attended meeting to prepare for internal audit of the Clery Act.
- Attended Title IX Retreat to update procedures.
- Attended meeting with new police officers.
- Attended meeting with new Administrative Assistant.
- Attended meeting with a new Safety Support Specialist.
- Attended meeting to review a McAllen ISD request for a police record.
- Attended meeting to review expenditures for repairs of police vehicles.
- Attended meeting to review information obtained at the I/ITSEC conference.
- Attended meeting to prepare for the RCPSE Advisory Board committee meetings.
- Attended the Finance, Audit, and Human Resources Committee meeting.
- Attended meeting to request a quote for the RCPSE training equipment.
- Attended meeting to review surveillance camera request for the Mid Valley Campus library.
- Attended meeting with the Dean of Continuing Education to discuss training.
- Attended meeting with the Internal Auditor to discuss the Title IX & Clery Act audit.
- Attended meeting with the Executive Officer for External Relations to discuss the RCPSE.
- Attended the Hidalgo County District Attorney Law Enforcement Summit.
- Attended department staff meeting.
- Attended meeting to discuss camera recordings requested by Human Resources.
- Attended meeting to discuss staff realignment of duties with new hires.
- Attended RCPSE Continuing Education course development meeting.
- Attended meeting to discuss the TCOLE pre-application for an academy license.
- Attended meeting to revise the drug and alcohol policy.
- Attended meeting to present emergency management to new college instructors.
- Attended meeting to discuss the recommendation for hire of an Administrative Assistant.
- Attended meeting to discuss the CPR training program.
- Attended meeting to provide security for a disciplinary hearing.
- Attended meeting to discuss equipment purchases.
- Attended meeting to review bid results for security ATVs.
- Attended meeting to further discuss a TCOLE application for an academy contract.
- Attended presentation on Emergency Management for Professional Development.
- Attended meeting to review the request for assistance from Human Resources.
- Attended meeting to obtain funds for the updating of RCPSE simulators.
- Attended meeting to review the request for release of a police report.
- Attended meeting to review the process for interviewing job applicants.
- Attended meeting to review an incident.
- Attended meeting to review police reports.
- Attended meeting to discuss course development at the RCPSE.
- Attended meeting to discuss release of police reports.
- Attended meeting to review the ARMS cases.
- Attended meeting to update the RCPSE Business Plan.
- Attended meeting to review the pre-application for the TCOLE provider contract.
- Attended meeting to review the police training requests.
- Attended meeting to discuss citation issuance.
- Attended meeting to identify payment procedures for RCPSE training.
- Attended meeting to review Title IX cases.
- Attended meeting to review security for the McAllen Holiday parade.
- Attended meeting to discuss notifications of incidents involving students.

- Attended meeting to determine emergency equipment need for operations.
- Attended meeting to discuss applicant recommendations with Human Resources.
- Attended meeting to review requirements for TCOLE training at the RCPSE.
- Attended meeting to discuss free parking at the Park and Ride parking lot.
- Attended meeting to answer questions from a media outlet.
- Attended meeting to discuss firearms simulator at the RCPSE.
- Attended meeting to discuss Title IX investigation.
- Attended meeting discuss synopsis for the upcoming RCPSE training.
- Attended meeting with the Director of Continuing Education regarding RCPSE courses.
- Attended meeting to discuss training schedules at the RCPSE.
- Attended meeting to discuss Customs Border Protection training.
- Attended meeting to discuss the requested for extra patrol.
- Attended meeting to discuss fall traffic projections for assignments.
- Attended meeting to review overtime authorization requests.
- Attended meeting with IT to review issues with surveillance camera installations.
- Attended meeting to discuss mass notification messaging.
- Attended meeting to discuss mandatory report tracking.
- Attended meeting to discuss Avigilon surveillance camera.
- Attended meeting on Transportation Services.
- Attended meeting to replace malfunctioning surveillance cameras.
- Attended meeting to determine space allocation at RCPSE.
- Attended meeting to discuss Lost and Found items.
- Attended meeting to discuss ARMS police reports.
- Attended meeting to discuss equipment acquisitions.
- Attended meeting to discuss campus map printing.
- Attended meeting to research a Human Resources issue.
- Attended meeting to discuss the yellow line shuttle bus routes.
- Attended meeting to discuss employee assignment.
- Attended meeting to discuss parking spaces for students.
- Attended meeting to discuss equipment review.
- Attended meeting to discuss generator installation for the police building.

PROJECTS IN PROGRESS:

- Regional Center for Public Safety Excellence (RCPSE):
  - Worked on RCPSE trademark dispute.
  - Worked on RCPSE Advisory Board Committee meetings.
  - Worked on quote for RCPSE training equipment.
  - Worked on course development at the RCPSE.
  - Worked on payment procedures for RCPSE training.
  - Worked on RCPSE course development.
  - Worked on continuing education, registration, and course payments at the RCPSE.
  - Worked on requirements for TCOLE training at the RCPSE.
  - Worked on a process for the scheduling of training at the RCPSE.
  - Worked on appropriation request for the RCPSE.
  - Worked on request for RCPSE operational funds.
  - Worked on fees for facility usage at the RCPSE.
  - Worked on leased space cost at the RCPSE.
  - Worked on Institutional Effectiveness Plan for the RCPSE.
  - Worked with the Chair of the Public Safety and Fire Science at the RCPSE.

    - Worked with Pharr Police Department and San Juan Police Department on instruction at the RCPSE.
    - Worked on RCPSE academy licensure.
    - Worked on RCPSE assignment of police sergeant.
    - Worked on Leadership training at the RCPSE.
    - Worked with Director of Continuing Education regarding RCPSE courses.
    - Worked with UTRGV concerning RCPSE training.
    - Worked on office assignments at the RCPSE.
    - Worked on classroom assignments at the RCPSE.
    - Worked on portable building needs at the RCPSE.
    - Worked with area police chiefs to discuss training at the RCPSE.
    - Worked on RCPSE academy licensure.
    - Worked with Facilities, Planning and Construction on RCPSE opening.
    - Worked on developing goals of the RCPSE.
    - Worked with Educational Technologies to review the RCPSE audio-visual equipment.
- Title IX:
    - Prepared Cabinet Update and Title IX Case Report.
    - Worked on Department of Public Safety Title IX Case Report.
    - Worked on reviews of Title IX cases.
    - Worked on preparations for a Title IX & Clery Act audit.
    - Worked on Title IX investigations.
    - Worked on Title IX Case Report.
    - Worked on a McAllen ISD request for a police record.
- Police Reports, Incident Reports, and Other Requests for Information:
    - Worked on an incident at the Pecan Campus.
    - Worked on police reports.
    - Worked on release of police reports.
    - Worked on employee incident report.
    - Worked on request for release of a police report.
    - Worked on release of information concerning a student arrest.
    - Worked on security for a disciplinary hearing.
    - Worked on camera recordings requested by Human Resources.
    - Worked on notification of incidents involving students.
    - Worked on a college employee issue with Human Resources.
    - Worked with Human Resources on a request for information.
    - Worked on request for assistance from Human Resources
    - Worked on Department of Education case.
    - Worked on Human Resources investigation.
    - Worked on ARMS police reports.
    - Worked on investigation reviews.
    - Worked on review of ARMS cases.
    - Reviewed ARMS case for release.
- Surveillance Cameras:
    - Worked on installation of surveillance cameras on shuttle buses.
    - Worked on request for surveillance cameras.
    - Reviewed issues with surveillance camera installations.
    - Worked on resolving issues with surveillance cameras.
    - Worked on a surveillance camera request for the Mid Valley Campus library.
    - Worked on surveillance cameras at emergency beacon locations.
    - Worked with Information Technology to review issues with surveillance camera installations.

- Trainings:
  - Worked on the CPR training program.
  - Worked on police training requests.
  - Worked on Campus Security Authority training.
  - Worked on Emergency Management for Professional Development.
  - Worked with Director of Continuing Education on priority training.
  - Worked on readiness for the first leadership training session.
  - Worked on police academy training.
  - Worked on Hidalgo County Sheriffs School Alert program.
  - Worked on Customs Border Protection training plan.
  - Worked on Border Patrol training plan.
  - Worked on training issues at the police academy.
- Staffing Requests and Assignment of Duties
  - Worked on assignment of duties for new administrative assistant.
  - Worked on assignment of duties for new safety support specialist.
  - Worked on applicant recommendations with Human Resources.
  - Worked on request to hire temporary employees for data input.
  - Worked on the hiring of an additional temporary bus driver.
  - Worked on personnel assignments.
  - Worked on position description of Specialists with Human Resources.
  - Worked on People Admin to process recommendation for hire.
- Others:
  - Worked on preparations for internal audit of the Clery Act.
  - Worked on expenditure for repair of police vehicles.
  - Worked on Director's Meeting summary regarding the I/ITSEC conference.
  - Worked on department staff meeting agenda.
  - Worked on equipment purchases.
  - Worked on bid results for security ATVs.
  - Worked on campus evacuation drill after action meeting.
  - Worked on critique of Pecan Campus evacuation drill.
  - Worked on security for the McAllen Holiday parade.
  - Worked on emergency equipment need for operations.
  - Worked on building responder location assignments.
  - Worked on Board approval of proposed Target Range Grant Phase I.
  - Worked on TCOLE application for an academy contract.
  - Worked on emergency management website.
  - Worked on the drug testing procedure for police officers and dispatchers.
  - Worked on Cabinet Update.
  - Worked with Executive Officer for External Relations and Public Relations on Governor's visit.
  - Worked on expenses for shuttle bus equipment.
  - Worked on wrapping of shuttle buses.
  - Worked with Internal Auditor regarding credit card procedures.
  - Worked on operations plan.
  - Worked on firearms qualification requirements.
  - Worked on email message for free Park & Ride parking.
  - Worked on time clock verifications.
  - Worked on overtime authorization requests.
  - Reviewed overtime authorization requests.
  - Worked on budget transfer.
  - Worked on procedure update.

- Worked on an update to police procedures manual.
- Worked on Student Transportation Services operation.
- Worked on reviewing police activity.
- Worked on parking citation issuances.
- Worked on shuttle bus maintenance.
- Worked on internal and external event security planning.
- Worked on purchase order requests.
- Worked on parking plans.
- Worked on Behavioral Intervention Team threat assessments.

BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Conducted staff meeting on 12/5/18 to discuss the new IRS W-9 form related to procurement procedures and on 12/7/18 to review the pending M&O purchases for Phase II.
- Met with Schneider Electric to discuss the services they offer related to energy savings.
- Reviewed and negotiated changes to fourteen (14) vendor agreements/contracts.
- Attended the FAS Directors Meeting.
- Participated in a meeting with South Texas College's legal counsel to discuss the possible procurement of goods and services through one of the purchasing cooperatives on 12/6/18 and participated in a follow-up meeting on 12/12/18.
- Reviewed and updated Department procedures as needed.

PROJECTS IN PROGRESS:

- The Purchasing Department processed four hundred twelve (412) purchase orders, approved three hundred sixty-five (365) requisitions, disapproved ninety seven (97) requisitions, processed change orders for goods and services, completed nineteen (19) travel authorizations, and two hundred twenty-seven (227) new/exiting vendor W-9 forms, which were created or updated in Banner.
- Conducted Public Bid Openings for the following:
  - RFQ 19-008 Data Cabling for Pecan Campus Building D.
- The Fixed Assets Department reviewed all assets purchased since November 1, 2018. The asset review process is as follows:
  - Approved eighty-one (81) assets through December 14, 2018.
  - Adjusted zero (0) assets in Banner for the month of December.
  - Conducted monthly inventory spot check for Library Books.
- The Receiving Department completed two hundred seventy-two (272) deliveries (purchase orders and complimentary books) and five hundred eighty-nine (589) packages/boxes. Received two hundred thirty (230) purchase orders and posted in Banner. Three thousand six hundred eighty-two (3,682) assets and/or boxes were transferred/relocated as per move/set up request forms, and eighteen (18) faculty/staff moves were completed in December.
- The Mail Services/Copy Center processed the following mail and copy request:
  - BAT Program - $174.61, Financial Aid Office - $501.65, and Student Affairs - $678.98.
  - A total of seventy eight thousand three hundred forty (78,340) copies were completed at the copy center for the month of December.
  - A total of thirteen thousand two hundred seven (13,207) letters were mailed out and one hundred sixty-three (163) letters were returned to South Texas College due to bad addresses.

BRENDA BALDERAZ, DIRECTOR OF HUMAN RESOURCES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Annual Conference in New Orleans, LA.

- Attended Human Resources departmental meeting.
- Attended meeting with Information Services and Planning (IS&P) regarding new hire email processing.
- Attended Faculty Load and Compensation recap meeting with systems and payroll staff.
- Attended Faculty Load and Compensation module training, trip 4 regarding setting up, training, testing and report writing for implementation.
- Attended meeting with Administrative Assistants regarding training on Notices of Employment (NOEs) for Adjunct/Overload.
- Attended Transcripts Recap Meeting with faculty staffing specialist/evaluators.
- Attended Behavioral Intervention Team meeting luncheon for process review.
- Met with Vice President for Finance and Administrative Services and Comptroller regarding TACC Salary Survey.
- Met with Counseling & Advising staff regarding request for accommodations process.
- Met with Human Resources staff for annual end of year department photo.
- Met with Information Security staff for presentation of Information Security Awareness Training.
- Met with Director of Operations and Maintenance regarding personnel matters.
- Met with Vice President for Finance and Administrative Services and Comptroller regarding staffing review.
- Met with Vice President for Finance and Administrative Services for Directors Meeting and FAS Directors for year-end luncheon.
- Met with Internal Auditor for entrance interview regarding Banner System Security and Access Audit.
- Met with Systems Analyst and Payroll staff regarding Faculty Load and Compensation visit recap.
- Met with Compliance Manager regarding Affirmative Action plan.
- Met with Director of Grant Development, Management and Compliance for review of Effort Reporting and Process.
- Met with HR Faculty Staffing Specialists/Evaluators regarding updates to credential review process.
- Met with Title IX Team.
- Met with Information Services and Planning (IS&P) personnel for discussion and review of automated email population of GOAEMAL Banner form.
- Attended President's Annual Administrative Holiday luncheon.
- Attended Title IX Team part four Retreat.
- Met with Employee Relations Officer for review of cases.
- Met with Assistant Director of Human Resources for review of cases and administrative tasks.
- Met with LASS Division leadership for presentation of Faculty Load and Compensation module.
- Met with Assistant Director regarding years of service criteria and development of report for upcoming employee service recognition program.
- Met with Human Resources Assistants and Human Resources Technicians to review the apptrack database and to review veteran's preference procedures.
- Met with PeopleAdmin re-engineering team regarding applicant tracking system reimplementation.
- Conducted Faculty Load and Compensation Position and Suffix Training to FLAC Pilot Team.
- Conducted New Hire orientation for onboarding new hire employees.
- Conducted Community Service by staff participation in the Jameson Center gift giving for department holiday celebration.

PROJECTS IN PROGRESS:

- <u>Others:</u>
  - Updated the interim changes to curriculum reviewer process in PeopleAdmin.
  - Updated the employee reference check form on HR website.
  - Updated a draft policy regarding staff performance evaluations.
  - Updated Online Training status list for Cabinet review.

- Reviewed the FY2017-2018 Human Resources Departmental Annual Report for Vice President for Finance and Administrative Services.
- Reviewed work-study job applications.
- Reviewed employee relations case files.
- Reviewed and updated direct wage assignment checklist and prepared it for EPAF setup and training.
- Reviewed and revised career job fair checklist.
- Reviewed and updated HR Internal Procedures Manual.
- Reviewed and updated email templates for staff (full-time, direct wage, and trainer) staffing notices.
- Reviewed and updated Fraud Survey Results responses.
- Reviewed audit request for list of inactive employees for FY2017-2018.
- Coordinated upcoming Ready, Set, Retire event.
- Coordinated upcoming Annuity Fair scheduled for January 2019.
- Reviewed compensation setting and EEO report for Faculty Hiring Proposals for Spring 2019.
- Reviewed compensation setting and EEO report for staff hiring proposals.
- Conducted demo of online training course regarding Data Security and PCI.
- Reviewed for nepotism on applications for employment.
- Reviewed Notice of Employment schedule of due dates for Office of Vice President for Academic Affairs division.
- Received and completed a Request for Public Information.
- Continued working on internal departmental audit of faculty credentials in preparation of SACS visit.
- Worked on faculty position requests including closing Fall 2018 filled and/or cancelled postings.
- Processed transcript extension requests for newly hired faculty & staff employees.
- Worked on requests and tracking of Employment Verification Letters for applicable faculty demonstrated competencies.
- Continued to update and prepare notes and procedures for the New HR Faculty/Staffing Specialist Evaluators.
- Developed scenarios for Faculty Hiring Manual.
- Processed lecturers and adjuncts for Spring 2019.
- Created Employee Checklist form for new hires, returning, and transfer employees.

- Information Services and Planning (IS&P) Issues:
  - 6 Opened
  - 12 Resolved
- PeopleAdmin systems management:
  - Cases Opened: 1
  - Cases Resolved: 1
- Records management:
  - 2,294 - Reviewed & filed away looseleaf documents for current faculty.
  - 40 – File retrieve and records management.
  - 86 – Requests completed for Department.
  - 109 – Personnel Files audited and created for new hires/new position.
  - 176 – Storage files audited and inventoried.
  - 75 – Labels created and filed.
- Report Development
  - Internal
    - Faculty Vacancy Reports for Academic Affairs.
    - Summer II 2018 CBM008 Faculty Report for the Coordinator of Compliance.
    - Payroll Audit Reports.
    - Report for active, terminated, and scanned employee records for Huma Resources Records.
    - ACA Benefits Review Report.
    - Report for Adjunct hours eligibility for TRS.
    - Retirees Hours Report.
    - TRS/TRW Report from September register for Benefits Staff.

- TRS Reporting – Additional days worked for November 2018.
- Benefits Report for the medical code CDH/BCH and the plan (B1, B2, B3, etc.).
- FAS Division Leave Report.
- MR11 November Reconciliation Report.
- New Hires Report.
- ERS 1% Report.
- ERS Retiree Medical Premium Report.
- 457 Report.
- Texas Saver Report.
- Report of PEAEMPL job assignments for payroll review.
- Created a new Organizational Chart Report.
- Created a user manual for creating an Organizational Chart in the web interface system.
- Completed FLAC assignments, tested, and created custom reports.
- Developed custom FLAC report requested by Human Resources staff.

- External
  - External auditor request of list of all inactivated employees during FY2018.
  - External auditor request for Retiree enrollment forms.
  - Supplemental Employee Data Worksheet for Texas Mutual Insurance Company.
  - Texas Association of Community Colleges Administrative Salary Survey Report.
  - Report – Department of Labor employee count at the Pecan Campus in November.
  - Report – Monthly Department of Labor total employees in November.

Staffing & Recruiting (Staff/Faculty)	
Advertisements placed (Faculty & Staff combined)	44
Search Committees assigned/forms requested	24
Hiring Proposals reviewed & approved	28
Job Offers	9
New Hire Notifications	
Vacancy Reports completed	
Educational Supplements	

Staffing & Faculty Staffing/Evaluation			
Positions Filled		Positions Posted	22
Resignations	1(FT)/ 8(DW)	Positions Cancelled	
PeopleAdmin Sys. User Maintenance		Adjunct/Dual Credit Applications	6
Staff Email Accounts	0	Intent to Hire	
NOEs		*Adjunct*	
Full Time Temporary	0	*Dual Credit*	346
Direct Wage		Lecturers	5
Trainer (PT)	48	Transcripts reviewed	155
Application Processing		Transcripts entered on database	200
Applications		NOE's	
Staff	93	*Adjunct*	100

Staffing & Faculty Staffing/Evaluation			
Faculty	10	*Overload*	250
Part Time (DW/PT/AD)	40	*Dual Credit*	
New Hires, Rehires, Transfers	34	Temporary Agency Employees	
Nepotism Review	29	*Request*	2
		Replacements	1
		Assignment Extensions	17

System/Staffing Support			
Position Requests w/Job Descriptions	22ffer	New Hire (E-Verify)	28
Positions		Audits *Accepted*	31
Posted	19	Audits *Rejected*	2
Re-Posted	1	Banner Updates (PEAEMPL)	30
Extended	6	Form I-9 Requests	
Cancelled	8	Financial Aid Work-study review	
		E-Verify TNC cases	1
		Name Changes on I-9	4
		Form I-9 review	
Records			
		Records(by page)	2,294
		Files scanned & indexed	
		New Hire folders prepared	109
		Termed files prepared	176
		Boxes to Record Retention	

Employee Relations					
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	325	25	TWC Claims	19	1
Fingerprints	110	3	Open Records Requests	8	1
DPS Driver Eligibility Checks	54	4			

Benefits & Payroll			
Benefits		**Payroll**	
New Hire Orientations (FT/PT)	1 /2	PDR Notifications	240
Internal Transfers	4	Direct Deposit Transactions	
Benefits Credits/Collections	2	*Full Time*	70
TRS Records reported	3,687	*Direct Wage/Work Study*	17

Benefits & Payroll			
TRS Prior Yrs of Svc Verifications	20	Resignations	
TexaSaver 457/403B Accounts	152	*Full Time*	1
Benefits Eligibility Review (ACA)		*Direct Wage/Work Study*	13
Faculty (Adjunct, Temporary)		Garnishments	
Staff (Direct Wage, Part Time)	8	TXOAG Reporting	39
Exits		Under Hours/DOC Worksheets	
Full Time	2	New Hires, Rehires, Transfers	40
Part Time		Name Changes	
Retirees	1	Address Changes	3
FMLA Requests		Form W-4 Changes	4
New	16	Verification of Employment	
Closed	17	*Forms processed*	26
Workers Compensation Claims		*Letters sent*	1
New	3	*Phone Calls*	11
Closed	2	Cell Phone Stipends	14
Tuition Reimbursement Applications	2	Adjunct Leave Forms	3
Tuition Grant Applications		NOEs	
Employee	27	*Full TimeTemp*	
Dependent	12	*Lecturer*	
Sick Leave Pool		*Direct Wage*	21
Enrollment	0	*Work Study*	6
Termed	0	*Adjunct*	12
Donations	0	*Overload*	103
SECC-State Charitable Deductions		*Dual Credit*	346
Letter/Appointment FT Regular Staff		*Trainers*	86
NOE's Staff Full Time Temporary		*Course Based Compensation including Chair Stipends and Approved Faculty Special Assignments*	55
Vacation Settlement worksheets	2	*Fac. Base Salary Pay-Off*	2
		Full-time Regular Faculty Pay-Off	
		New Temporary Lecturers	
		Substitute NOEs	89
		Dual Enrollment Faculty	
		Educational Increase	
		Mini-mesters	
		Certification Stipend	
		PeopleAdmin Transactions	
		Approvals	4

Benefits & Payroll			
		Hiring Proposals	20
		Payroll Worksheets	39
		Move Request Updates	5

RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Facilities Planning and Construction staff meetings.
- Attended December Facilities Committee meeting.
- Attended FAS Facilities & Planning meetings.
- Attended the following for Pecan Campus:
  - Pecan STEM 1 Year Warranty meeting.
  - Pecan Campus Library project meeting with staff to discuss proposed spaces and adjacencies.
  - Pecan Campus Business and Science Building G meeting with faculty to review CIP request to renovate science labs.
  - Pecan Campus Building H Renovation meeting on site with Shipping & Receiving staff to note auction items from the existing kitchen.
  - Pecan Campus Building H Renovation meeting with Architect, kitchen consultant, and staff for to review the Culinary Arts program requirements.
  - Pecan Campus Athletic Field Fence Enclosure meeting with Ameristar to review their fence products.
  - Pecan Plaza Kinesiology meeting to discuss preliminary layout with faculty and staff.
- Attended the following for Mid Valley Campus:
  - Mid Valley Campus Child Care Development Canopy Replacement Pre-construction meeting.
  - Mid Valley Campus Health Professions and Science Building 1 Year Warranty Walk-Thru
- Attended the Nursing and Allied Health Physical Plant 1 Year Warranty Walk-Thru.
- Attended the Regional Center for Public Safety Excellence meeting at the site with Engineer, Program Management, Material Testing Engineer and Facilities Planning and Construction staff to review preliminary findings for the asphalt cracks.
- Attended the District Wide Automatic Door Openers Pre-Construction Meeting with contractor and engineer.
- Attended meeting to review applications for Facilities Planning and Construction vacant positions.
- Attended meetings with Purchasing, Maintenance, and Legal Counsel to review District Wide Roof Recoating procurement process.
- Attended meeting with Human Resources to review employee evaluations.
- Attended Administrative Holiday Luncheon.
- Attended meeting with College staff to review the new On-line Move/Setup Start-up.
- Attended meeting to review the proposed new On-line Nameplate process.
- Attended meeting with Distance Learning staff to review the space program requirements for use of the Feldman's building.

PROJECTS IN PROGRESS:

- <u>Mid Valley Campus:</u>
  - Mid Valley Campus Health Professions Building-worked on evacuation plans.
  - Mid Valley Campus Health Library Building-worked on evacuation plans.
  - Mid Valley Campus Covered Bus Drop off-performed site visits, reviewed submittals; worked on proposal request.
  - Mid Valley Campus Physical Plant-worked on scanning "As-Built" record drawings.

- Mid Valley Campus Covered Bus Drop off-performed site visits; reviewed submittals; worked on proposal request.
- Mid Valley Campus Canopy Replacement-reviewed shop drawings and requested construction proposals for revised locations.

- Pecan Campus:
  - Pecan Campus Building D Renovation-reviewed design development drawings; sent drawings to Operations & Maintenance staff for comments.
  - Pecan Campus Sand Volleyball Courts-performed evaluations of construction proposals from contractors (Alternate #1).
  - Pecan Campus Kinesiology Department–updated drawings based on preliminary layout meeting with staff.
- Technology Campus:
  - Technology Campus Building B Domestic/Fire Sprinkler Replacement-performed site visits to observe status of construction; received Substantial Completion punchlist from Engineer.
  - Technology Campus Repair Concrete Floor at Mechanical Room-performed substantial completion walkthrough with contractor.
- Nursing Allied Health Campus:
  - Nursing and Allied Health Campus CLE Conversion-reviewed and provided preliminary design layout changes to Architect.
  - Nursing and Allied Health Campus Student Services Renovation-worked on Pre-Qualifications Conference PowerPoint presentation.
- Starr Campus:
  - Starr County Campus Student Services Renovation-worked on Pre-Qualifications Conference PowerPoint presentation.
  - Starr County Campus Health Professions and Science-worked on reviewing additional information for previous water heater damage incident.
  - Starr County Campus Physical Plant-performed the one year warranty walkthrough with design team and college staff; reviewed options from contractor for remediation of underground vault.
- District-Wide:
  - District Wide Wayfinding Signs-reviewed shop drawings.
  - District Wide Building Signage-conducted site visit to take pictures of existing building signs at Mid Valley Campus.
  - District Wide Bus Drop Off Areas-submitted drawings of bus shelter locations to Lower Rio Grande Valley Development Council (LRGVDC).
  - District Wide Wayfinding Signs-reviewed shop drawings.
- Others:
  - Reviewed invoices, proposals, agreements, pay applications, and additional services from various Architects, Engineers, Consultants, and Construction Manager at Risk (CM@R) companies.
  - Reviewed and worked on pending FY2018 invoices from consultants.
  - Reviewed invoices and pay applications from various Architects, Engineers, and Contractors.
  - Worked on evacuation plans for buildings at Nursing and Allied Campus and Pecan Campus.
  - Worked on review of new Standard Form of Agreement Between Owner and Architect with legal counsel.
  - Evaluated applicants for Facilities Planning and Construction vacancy.
  - Performed testing of new On-line Move/Setup system.
  - Updated Facilities Planning and Construction Master Schedule.
  - Worked on developing schematic layout of Feldman's building for use by Facilities Planning and Construction; worked on preliminary program of space for use by Distance Learning department.
  - Worked on Space Modification Requests and Move Requests.
  - Worked on December Facilities Committee agenda and packet.
  - Worked on additional information needed for Owner Controlled Insurance Program (OCIP) audit as requested.

GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction
  - Attended Mid Valley Campus Health Professions and Science Building One-Year Walk-thru.
  - Attended Nursing and Allied Health Thermal Plant Once Year Walk-Thru.
  - Attended Procurement Review for Roof Services Meeting.
  - Attended Schneider Electric Meeting.
- Other Meetings:
  - Attended Administrative Holiday Luncheon.
  - Attended Behavioral Intervention Team (BIT) Meeting Luncheon.
  - Attended Bus Shelter Relocation and City of Weslaco's 100 Anniversary Park N Ride Meeting with Lower Rio Grande Valley Economic Development Council (LRGVDC).
  - Attended December Board of Trustees Meeting.
  - Attended FAS Directors Meeting.
  - Attended Facilities Committee Meeting.
  - Attended Finance, Audit, and Human Resources Committee Meeting.
  - Attended FAS Facilities & Planning Meeting.
  - Attended Facilities Planning and Construction Assistant Director Applicant Evaluations.
  - Attended FAS Director's Year-End Luncheon.
  - Attended Facilities Operations and Maintenance Employee Recognition Luncheon.
  - Attended Human Resources Meeting with Laura Requena.
  - Attended RGV FIT FEST 19 at Lower Rio Grande Valley Economic Development Council (LRGVDC).
  - Attended Special Board of Trustees Meeting.
  - Held Facilities Operations and Maintenance Managers' Meeting.

PROJECTS IN PROGRESS:

- Operations Contract Department
  - District Wide
    - Completed annual backflow inspections and report received.
    - Completed annual elevator inspections and report received.
    - Completed typical pest control issues and equipment rentals.
    - Completed fire extinguisher inspections.
    - Scheduled winter break inspections.
    - Scheduled final inspection of fire alarm cellular communicators for early January 2019.
- Maintenance Department Work Orders and Expenditures

Classification	Work Orders Completed	Cost
Carpentry	135	$ 3,648.10
Electrical	79	$ 2,755.67
Energy Management	72	$ 5,966.88
HVAC	297	$ 2,212.20
Locksmith	61	$ 6,126.56
Painting	21	$ 786.85
Plumbing	83	$ 5,107.25
Plant Services		
Total Cost		**$ 26,603.51**
General Maintenance	4	
Total Work Orders	**752**	

- Custodial Department

Set-Ups	187
Moves/Relocations	31

JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended FAS Directors meeting.
- Attended meeting with Accountability, Risk, and Compliance Director regarding employee special assignments, employee stipends, faculty credentials, and move/setup testing in production.
- Attended meeting with Early College High School Director regarding student consent forms.
- Attended the FAS Administrative Year-End luncheon.
- Held a departmental meeting for Accountability, Risk, and Compliance.
- Held discussion with Applications Analyst II regarding status of pending changes to the move/setup online system.
- Held discussions with Assistant Comptroller regarding reporting of building values.
- Held discussions with Carlisle Insurance, Adjuster, Facilities Planning and Construction Director, Accountability, Risk, and Compliance Director, and others regarding potential Owner Controlled Insurance (OCIP) claim.
- Held discussions with Legal Counsel regarding past insurance claim.
- Held discussions with Montalvo Insurance, Carlisle Insurance, and Texas Association of School Boards (TASB) regarding various insurance matters.
- Held discussions with Owner Controlled Insurance (OCIP) auditor.
- Held meeting with Director of Student Accounts and Bursar to discuss reinstatement process.
- Held meeting with FAS-Project Manager regarding Attorney General Opinion on South Texas College Enterprise Centers, Instituto Internacional de Estudios Superiores Language & Tutoring Center, L.L.C. (IIES), and Target Range.
- Held meeting with FPC Director, Purchasing Director, Applications Analyst II, Facilities Planning and Construction Space Management Specialist, Facilities Planning and Construction Project Technician, Receiving and Distribution Manager regarding production of move/setup online system.
- Held weekly department huddles.

PROJECTS IN PROGRESS:

- Insurances:
  - Completed loss runs for Business Office audit.
  - Requested information for FY 2018-2019 Insurance Request for Proposals (RFP).
  - Reviewed and processed auto insurance claim.
  - Updated status on potential Owner Controlled Insurance (OCIP) claim.
- Policies:
  - Completed draft revisions for policies 4213, 4901, and 6320.
  - Researched external institutes alcohol policies.
  - Researched external institutes board packet policies.
- Records Retention:
  - Coordinated Records Retention processing and destruction with Records Consultants Incorporated (RCI).
  - Coordinated transfers of records boxes to Retention Center.
  - Monitored Banner Workflow for records management related requests.
- Move/Setup Online System:
  - Performed testing of modifications made to the move/setup online system.
  - Updated the move/setup online system manual.
  - Revised move/setup online system notification.

- Compliance Assessment:
  - Finalized draft Faculty Credentials compliance assessment.
  - Worked on Employee Stipends compliance assessment.
  - Worked on Faculty Credentials compliance assessment.
  - Reviewed Faculty Credentials compliance assessment.
- Others:
  - Completed alcoholic beverages procedures draft for culinary courses.
  - Conducted internal research on electronic board packets.
  - Worked on electronic board packets procedures draft.
  - Performed account reconciliations for November.
  - Researched Texas regulations for delinquent student accounts.
  - Reviewed Attorney General Opinion on South Texas College Enterprise Center, Instituto Internacional de Estudios Superiores Language & Tutoring Center, L.L.C. (IIES), and Target Range.
  - Revised bond services and bond purchase procedures.
  - Updated Accountability, Risk, and Compliance department project action plan.

JANETTE GARCIA, INSTITUTIONAL EQUITY MANAGER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Title IX Retreat #4 meeting with Title IX Committee members for Title IX Audit. Guest: Vice President for Student Affairs and Enrollment Management.
- Attended Title IX Committee Meeting.
- Attended meeting with Vice President for Finance and Administrative Services, Internal Auditor, and Chief Administrator of Department of Public Safety to discuss Title IX, Clery, and VAWA Audit.
- Held conference call meeting with Access Esperanza Clinics.
- Attended FAS Directors Meeting and Year-End Luncheon.
- Attended meeting with Vice President for Finance and Administrative Services, Director of Human Resources, and Assistant Director of Human Resources for Affirmative Action Program project.

PROJECTS IN PROGRESS:

- Title IX:
  - Reviewed and worked on incoming case(s).
  - Worked on Title IX Committee meeting packets.
  - Worked on Title IX Retreat #4 meeting packets.
  - Worked on Title IX Action Plan items:
    - Organizational Chart, Action Plan, Handbooks, compile and email Title IX Committee training and certification listing for confirmation, Nursing Mother Rooms, Continuing Education request, Memorandum of Understanding (MOU) Language
  - Worked on Vision and Mission statements for Title IX.
  - Worked on Title IX presentation and reports for Board of Trustees.
  - Reached out to The NCHERM Group, LLC for Retainer Agreement renewal
- Institutional Equity:
  - Comprehensive Plan.
  - Conducted research for programs.
- Others:
  - Legal inquiries: verified case(s) for Business Office.
  - Reviewed new agreement for Access Esperanza Clinics.

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

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:	JANUARY 23, 2019
SUBJECT:	ACTIVITY REPORT FOR DECEMBER 1, 2018 THROUGH DECEMBER 31, 2018

DR. AHANID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Monitoring Spring 2019 courses and enrollment
- Continued working on developing partnership agreements with CBP
- Finalized **Delta Area** course offerings for Spring 2019
- Worked on Program Review and Outcomes – Development of Action Plans for low enrollment programs
- Worked on Academic Affairs **Comprehensive Plans**
- Reviewed of Special Assignments categories for FLAC
- Conference call meeting with Viridis, Dec 3
- **Academic Affairs Council Networking Luncheon: Dec 3**
    - Achievements, Accomplishments & Major Goals
    - Update on Texas Pathways
    - End of the Course Student Evaluation
    - Dual Accreditation Process Updates
- Worked on hosting **UTRGV Academic Leadership team at STC, January 11, 2019**
- Presented for EWDC – New Program Development - Sonography Program
- Attended SACSCOC Conference, Dec 8 - 10
- Facilitated FLAC Training with consultant, Dec 11 - 13

MAJOR PROJECTS IN PROGRESS:

- NAH Handbook – Revision of Student Discipline Process
- Program Review (Enrollment, Graduates, Placement, Licenses Pass Rates)
- Development of NOE Procedures and Process Workflows – (including revising guidelines for processing, due dates, and required backup documentation)
- Developed standardization template for Special Assignments and Stipends by category (including guidelines for backup documentation)
- Guided Pathways Project
- Prior Learning Procedures Manual
- Classroom Inventory Report and Classroom Usage Report
- Academic Affairs Comprehensive Plan
- Dual Credit Portal for Course Development
- Updating annual manuals and reports for the division

- Created Evaluation and Criteria for Competency-Based courses
- Development of Partnership Agreement with FLETC, Border Patrol, ad Customs
- Development of Program Profile for Cyber Security Program
- Developed the Summer Camps program for Summer 2019

MARIO REYNA
DIVISION DEAN – BUSINESS & TECHNOLOGY

DIVISION DEAN'S REPORT:

- Attended Academic Affairs Council – Networking Luncheon at Pecan Campus, Dec 3
- Held the BPST December Program Chair meeting at Pecan Campus hosted by the Culinary Arts, Dec 4
- Attended the Administrative Holiday Luncheon, Dec 7

ASSISTANT DEAN:

- Attended Commencement Ceremony for Division and assisting by participating on the presentation of diplomas, Dec 1
- Attended the Academic Affairs Council meeting and received an update on the programs' yearly accomplishments Monday, Dec 3
- Assisted with the NIMS reaccreditation for the Advanced Manufacturing Technology Department, visit went well, NIMS will get back on results, Dec 4th
- Attended BPS&T Program Chair meeting and luncheon at Pecan Campus to celebrate the end of the semester, Dec 4
- Hosted the NSCSL International Fall meeting, had 3 guest speakers and provided an update of events for this upcoming year for the organization; visitors included plant managers, quality personnel and students, Dec 5
- Attended the MEDC Christmas Celebration, Dec 5

ADVANCE MANUFACTURING TECHNOLOGY:

- Attended Fall graduation representing AMT department. In total 9 AAS and 15 CT1 degrees were awarded to AMT students, Dec 1
- Assisted representative from NIMS in evaluation of AMT program. Provided tours of machine shop, calibration lab, then assisted in questionnaire and interview processes, Dec, 4
- Attended BPS&T Program Chair meeting and luncheon at Pecan Campus, Dec 4
- Attended annual NCSLI event and met with representatives from Siemens Controls & Lab Resources regarding training equipment for Mechatronics Program, Dec 5
- Assisted in tours of AMT program for groups of 7th graders from Progresso ISD, Dec 7

ARCHITECTURAL AND ENGINEERING DESIGN TECHNOLOGY:

- STC Board & Administrators 25-year ornament assembly, Dec 4
- Attended Business, Public Safety and Technology Program Chair December meeting on Tuesday, Dec 4
- AEDT faculty and staff assisted with tour at the Technology Campus for over 130 7th grade students from Progreso, Dec 7

AUTOMOTIVE AND DIESEL TECHNOLOGY:

- Attended BPS&T Program Chair meeting and luncheon at Pecan Campus on Tuesday, Dec 4
- Faculty from Automotive and Diesel Technology assisted with Progreso 7 grade College Career Tour at the Technology Campus, Dec 7
- Two instructors from Diesel Technology attended Castro Elementary Career Day, Dec 7
- Program Chair met with Service Training Coordinator for Lexus to discuss possible internship/job placements for students.

BUSINESS ADMINISTRATION ACADEMICS AND CAREERS:

- Instructor, as part of the American Association for Women in Community Colleges STC Chapter representing the Business Administration Department, participated selling sandals to raise funds for student scholarships during the graduation ceremonies, Dec 1
- Program Chair attended a Networking Luncheon with the Academic Affairs Council to discuss the Academic Affairs updates, 2018 achievements and accomplishments by each division, and 2019 vision and goals, Dec 3
- Program Chairs attended the BPST Meeting with Chairs at Pecan Campus, Dec 4
- Academics Program Chair attended Council of Chairs meeting on Tuesday, Dec 4
- Program Chair met with the Council of Chairs to discuss NACEP Course Specific Training and our various entry-level mathematics courses and the academic pathways they support, Dec 04
- Business Administration faculty and program chairs attended a training to learn how OneDrive works and how it can benefit the department, Dec 7

- Instructor traveled to New Orleans this past weekend to present a grant project he wrote and implemented. This report has been selected by SACS as one of the four best projects that they funded over the last year. Instructor was invited with all expenses paid to attend the SACSCOC Annual Meeting in New Orleans to present his project, Dec 8
- Our department plans to work together with other departments to help and assist the community

COMPUTER & ADVANCED TECHNOLOGIES:

- Program Chair, Assistant program chair and faculty attended the Fall Graduation ceremony, Dec 1
- Attended BPST Program Chair meeting and luncheon at Pecan Campus on Tuesday, Dec 4
- Program Chair and Assistant Chair presented to three different classes at the Career Fair at Sam Houston Elementary, Dec 7

DESIGN & BUILDING TECHNOLOGY:

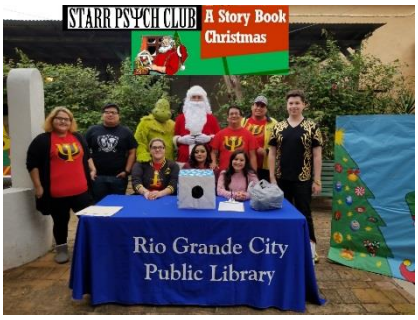
- Faculty attended Graduation ceremony, Dec 1
- Followed up with Daikin regarding the implementation of the Daikin Lab on Tuesday, Dec 4
- Coordinated with Fire Science Program Chair Pharr Fire Department on the possibility of demoing new fire resistant product to Construction Supervision students. Demo would include the ignition of products and monitoring of different products to compare on Tuesday, Dec 4
- Attended Business, Public Safety and Technology Program Chair Meeting at Pecan Campus on Tuesday, Dec 4
- Followed up with AEP Lineworker, as a possible future advisory committee member for the Linework Occupational Skills Award being developed by the DBT department, Dec 5
- Held Construction Supervision Advisory Meeting. Items discussed include: new leadership of program, new direction, new initiatives, and open discussion for industry professionals to inform program of items which students will be required to know to enter into Construction Supervision profession, Dec 7
- Coordinated and conducted South Texas College Technology Campus tour for Progress ISD, Dec 7
- Electrical program attended Castro Elementary Career Day, Dec 7

INFORMATION TECHNOLOGY:

- Program Chair and Assistant program chairs attended the Fall Graduation ceremonies, Dec 1
- Assistant program chair attended the college-wide curriculum meeting, Dec 6
- All IT faculty and staff attended IT Program meeting, Dec 7
- IT Career Expo scheduled for Feb 21, 2019

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

- As part of the holiday spirit, the Psychology Club at Mid-Valley collected over 300 toys and jackets to give back to the community. The coats and jackets were donated to "Tim's Coats" at channel 5 studios. The toys were donated to San Martin Church for families in need, Nov 26 - Dec 7



- The Starr County Campus Psychology Club volunteered at Rio Grande City's "A Storybook Christmas" from 4:30pm-6:30pm. They helped with the games for children and distributed prizes, cookies and waters. There were many holiday activities for children to participate in, as well as pictures with Santa Claus—who was Abraham Perez – STC student and Starr County Campus Psychology Club Treasurer, Dec 11

- STC Starr County Campus hosted the Jaguar Mural Celebration Viewing and Starr County Campus Psychology Club. Art students from Starr County Campus painted it, Dec 12

- The Starr County Campus Psychology Club hosted its 10th Annual Holiday Posada for the Top 20 Most Active Members of fall 2018 semester. The 10th Annual Holiday Posada took place at Rio Grande City's Cactus Restaurant. Starr Psych Club members were treated to a fajita plate (with dessert) paid for by club funds, and they had fun playing Holiday Charades. It was a nice way to end a successful, active, and productive semester, Dec 14

- The Starr County Campus Psychology Club distributed gift to Idea Public School in Rio Grande City to take Santa Claus and pass out candy canes to Prekinder, Kinder, and special education students on The students all had smiles on their faces, receiving candy canes and greetings from Santa Claus and The Elf, and taking pictures with both, Dec 17

DR. ALI ESMAEILI
DIVISION DEAN – MATH, SCIENCE, AND BACHELOR PROGRAMS

DIVISION DEAN'S REPORT:

- Participated in the fall 2018 Commencement Ceremonies, Dec 1
- Attended Academic Affairs Networking Luncheon, Dec 3
- Conducted Division Chair meeting with Departments Chairs, Academic Coaches, and Student Success Specialists, Dec 4
- Attended Vanguard Academy Career and Technical Education Advisory Council. During this meeting election was held and chair and co-chair have been selected, Dec 5
- Participated in a phone conference with Dr. Kathleen Jackson, member of Texas Water Development Board to discuss internship for STEM students in our region, Dec 4
- Attended Delta Area, SAIL Center, registration rave, Dec 5
- Attended SACSCOC conference in New Orleans, LA, Dec 7

ASSISTANT DEAN'S REPORT - BACHELOR PROGRAMS:

- Participated in the fall 2018 Commencement Ceremony, Dec 1
- Participated in the Fast-Track to Success Steering Committee meeting, Dec 3
- Attended the Academic Affairs Council Networking Luncheon, Dec 3
- Attended the MSB Division Chair meeting, Dec 4
- Faculty presented to the advisory committee of the STC Paralegal Studies program, Dec 4

- Attended the Council of Chairs meeting, Dec 4
- Attended the PRASAD Foods ribbon cutting, Dec 4
- Conducted new Adjunct faculty evaluation, Dec 5
- Attended the McAllen Chamber of Commerce Ambassador meeting, Dec 5
- Participated in the Concourse Template Discussion meeting, Dec 5
- Met with the Cashier's Office to discuss tuition fees for Bachelor programs, Dec 6
- Faculty participated in the RGV Lead Convention meeting at South Padre Island and promoted the program through networking with High School counselors and exhibitor participants, Dec 6
- Participated in the Office 365 SharePoint Governance meeting, Dec 6
- Attended SACSCOC 2018 Annual Meeting in New Orleans, Dec 7 – 11

COMPUTER & INFORMATION TECHNOLGY:

- Participated in the fall 2018 Commencement Ceremony, Dec 1
- Attended the Delta Area Registration Round-Up Event at the Edcouch Elsa ISD Technology Center to promote the BAT in CITP degree., Dec 5
- Attended SACSCOC 2018 Annual Meeting in New Orleans, Dec 7 – 11

MEDICAL AND HEALTH SERVICES MANAGEMENT:

- Participated in the fall 2018 Commencement Ceremony, Dec 1
- Attended Delta Area of Edcouch Elsa ISD to promote the MHSM Program, Dec 5
- Participated in the TSC Graduation Fair in Brownsville, TX to promote the MHSM program to graduating students, Dec 4
- Participated in the RGV Lead Convention meeting at South Padre Island and promoted the program through networking with High School counselors and exhibitor participants, Dec 6
- Participated in Middle and High School Students at the La Joya School District meeting to promote the program, Dec 7
- Attended SACSCOC 2018 Annual Meeting in New Orleans, Dec 7 – 11

TECHNOLGY MANAGEMENT:

- Participated in the fall 2018 Commencement Ceremony, Dec 1
- Presented to Business Administration students to promote the Bachelor programs, Dec 3
- Attended Delta Area of Edcouch Elsa ISD to promote the MHSM Program, Dec 5
- Attended the NCSLI Central Division Rio Grande Valley Section meeting, Dec 5
- Participated in the TSC Graduation Fair in Brownsville, TX to promote the MHSM program to graduating students, Dec 4
- Participated in the RGV Lead Convention meeting at South Padre Island and promoted the program through networking with High School counselors and exhibitor participants, Dec 6
- Attended the South Texas College & McAllen Economic Development Corporation Grant Award Announcement, Dec 6

ASSISTANT DEAN'S REPORT - MATH & SCIENCE:

- Met with Assistant Director of Human Resources to review performance appraisal for Lab Specialist II, Dec 3
- Attended Academic Council luncheon hosted by Interim Vice President of Academic Affairs, Dec 3
- Met with Dean of Math, Science, & Bachelor Programs, Bachelor Program Assistant Dean, and Division Senior Administrative Assistant to finalize agendas for Division December Chair meeting, Division Convocation, and January Division Chair meeting, Dec 3
- Worked with Physical Science Department Chair to justify summer 2019 waterbotics camps, Dec 4
- Attended Division Chair and Leadership meeting, Dec 4
- Submitted list of local environmental companies and 2+2 example in support of proposed AS in Environmental Science, Dec 4
- Attended Vanguard meeting at Texas Workforce Development, Dec 5
- Attended SACSCOC conference, Dec 7 - 9

BIOLOGY:

- Biology faculty participated as one of the speakers at a Health and Wellness forum and consulted personally with wellness coach-educators, physicians, and nutritionist-dieticians Dec 2
- Biology Faculty participated as a judges in the 9th Annual Middle School and High School Science and Engineering Fair, Dec 12
- Biology Faculty member met with United Blood drive recruiters to coordinate the December recovery blood drives, Dec 5 – 6
- Attended Academic Affairs Council meeting, Dec 3
- Attended MSB Division Chair meeting, Dec 4
- Biology Club held a fundraiser to raise funds for garden at the National Butterfly Center

COMPUTER SCIENCE:

- Attended the RGV LEAD Regional Conference in South Padre Island, TX, Dec 6 - 7
- Attending the 2018 SACSCOC Annual Meeting in New Orleans, LA, Dec 7 - 11

UNIVERSITY RELATIONS:

- College visits this week:
  - UTRGV Transfer Admissions, Pecan Campus, Dec 3
  - UTRGV College of Education and P-16 Integration, Pecan Campus, Dec 4
  - UTRGV Transfer Admissions, Mid Valley Campus, Dec 5
  - TAMUK Education Program, Mid Valley Campus, Dec 6
  - Texas State University, Pecan Campus, Dec 6
- Conducted a conference call with Deborah Lloyd and Gina Fedell who work with Southern New Hampshire University about an agreement that would articulate South Texas College associate's degrees to their bachelor programs and articulate the courses that students at IDEA-U are taking to courses at South Texas College, Dec 5
- Attended the BSN Application Review meeting at the Nursing and Allied Health Campus, Dec 5
- Met with Luisa Rodriguez and the Administrative Assistant from the University Relations, Transfer and Articulation Center about the MOU signing ceremony with Universidad Tamaulipeca, Dec 6
- Attended the December meeting of the American Association of Women in Community Colleges, Dec 6
- Conducted a meeting/training on what StraigherLine could offer South Texas College, Dec 7
- Attended the Mathematics Department Meeting, Dec 7
- Completed and submitted the final report for the Texas Regional STEM Degree Accelerator grant, Dec 7
- Upcoming Events:
  - January 24th: Articulation Agreement Signing Ceremony: Universidad Tamaulipeca
  - College Fairs: Third Week of February
    - February 19th: Pecan Campus
    - February 20th: Mid-Valley Campus
    - February 21st: Starr Campus

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Worked with STC departments to finalize BSN proposal, Dec 4
- Meeting to discuss RGV Healthcare Sectorship, Dec 4

ASSOCIATE DEGREE NURSING PROGRAM (ADN):

- Saturday clinical group had our community project at Cosas Del Ayer Adult Day Care in Mission, Texas this morning. This was the students first ever community project and it was a great learning experience for all of us. Their topic was on Diabetes care, diet, and foot care. The clients were very receptive and engaging during the activity.

EMERGENCY MEDICAL TECHNOLOGY PROGRAM (EMT):

- Two EMT Faculty completed the Focus Academy.
- EMT Department participated in the 2018 Harvest of Health.
- Three EMT Faculty completed the National Association of EMS Education Level I Instructor course during the Texas EMS Conference.
- The EMT Department invited Air Evac Life Team to contact a helicopter landing zone class with the EMT students (all levels).
- EMT Program Faculty, EMT Interim Program Chair & Faculty attended and participation in the Public Safety Expo – STC Regional Center for Public Safety Campus - Pharr Texas. Recruited students from various ISD's within STC service area.

MEDICAL ASSISTANT TECHNOLOGY (MAT):

- The MAT Department held their Pinning Ceremony, Dec 7
- Twenty-one students received their pins for completion of either the Certificate in Medical Office Specialist, Medical Assistant Technology, and the Associate of Applied Science in Medical Assistant Technology.

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

COMMUNITY ENGAGEMENT:

- MVC welcomes many outside organizations to promote their businesses, job opportunities and services to students.
    - TAMUK Education Department Recruitment, Dec 6

ENROLLMENT ACTIVITIES:

- College Connections and Dual2 Degree Departments collaborate with local school districts to schedule campus tours for students interested STC.
    - Weslaco East ECHS Fast Track, Dec 4
    - La Villa ECHS Fast Track, Dec 7
    - Vanguard Mozart Academy Fast Track, Dec 12
- STC Departments promote courses and answer questions regarding degree plans.
    - Public Administration Information Table, Dec 5 & 12

CAMPUS EVENTS:

- Ascender End of the Year Event
- MVC Education Club Fundraiser, Dec 4
- MVC Sociology Club Fundraiser, Dec 5
- Office of Professional and Organizational Development hosted a Customer Service Workshop for Staff, Dec 5

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR CAMPUS

COMMUNITY ENGAGEMENT:

- Reached out to local Rotary Club to obtain schedule of meetings for Spring 2019
- Attended two public school board meetings during Fall 2018
- Contacted nearby business owners about selling scantrons and bluebooks for students in their retail space
- Attended meeting with Starr County Community Coalition put our message of dangers of drugs & alcohol
- Seeking position as officer on board of directors for Starr County Community Coalition
- Coordinating with DPS to schedule training and provide parking space for Spring 2019
- Meeting with Roma community leaders to discuss Starr County Foundation grant to serve workforce needs
- Seeking donations around campus and community for campus food bank
- Reaching out to community for volunteers to serve students through Campus Catholic Ministries
- MOU signed with Starr County Coalition to bring awareness of drugs and alcohol to young people in the community
- Served ISD library system in open labs area of new library
- Working with RGC-EDC to draft strategic plan

ENROLLMENT ACTIVITIES:

- Worked with Student Success Specialist LASS to categorize and request data for Developmental Studies population
- Student Activities Department scheduled mural unveiling event for Dec 12, 2018 game room
- Mail blast sent out for current students Fall 2018 "register now" for Spring 2019
- Final mail out to current students to "register now" for Spring 2019
- Served on search committee to hire new Dula2degree specialist to help with Spring 2019 registration
- Register Now Fall 2019 flyers arrived for distribution during Spring semester
- Sent out email blast "register now" to current students
- Scheduling quick presentations "register now" for Spring 2019 to current students
- Student Activities promoting "register now" for Spring 2019 semester
- Waiting for delivery of 4000 more flyers to be distributed to May 2019 high school graduates

CAMPUS EVENTS:

- Texas Department of Public Safety, Dec 10 - 13
- Student Ambassador Program Fundraiser, Dec 10 - 13
- College Connections Christmas Parties, Dec 10 - 13
- Starr County Campus Christmas Luncheon, Dec 13
- Counseling & Student Disability Services "Ways to take care of your Mental Health," Dec 3
- Counseling & Student Disability Services "Self- Assessment workshop," Dec 4
- Student Government Association, Dec 5
- Psychology Club Meeting, Dec 5
- Student Activities & Wellness Department Meeting, Dec 5

YOLANDA JARAMILLO
PROJECT DIRECTOR – HSI GRANT

TITLE V GRANT & PROJECTS:

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Continued collaboration with Purchasing, ET, and Maintenance Departments to upgrade the following classrooms:
    - Upgrade NAH 3.422 from a Tier 1 ALC to a Tier 2 (AV expansion)
    - Fully upgrade Mid-Valley G174 from a standard classroom to a Tier 2 ALC. Collaboration with the IVPAA and VPIS to reallocate ALC C111 furnishings to MVC G174, as C111 will return to accommodate the CLE Campus to Campus livestream tutoring initiatives. Upgrade will be finalized during the summer 2019 session.
    - Fully upgrade P2.114 from a standard classroom to a Tier 2 ALC.

    The AV Bid has been approved by the board.
- **FOCUS Academy**
  - Attended the Mid-Valley Advisory Committee to listen to faculty needs and best times for professional development workshops.
  - Met with Distance Learning and Educational Technologies to discuss progress of Poll Everywhere Pilot for faculty.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Compiling a report detailing students not advised during year 4 of the HSI Title V Grant for the Annual Progress Report.
  - Delivered Certificates of Completion for past NEFA training participants and fall 2018 NEFA training participants.

Component 3

- **Enhancement of Technology Infrastructure/ Remote Delivery Courses**
  - Monitored NAH GZ section enrollment for spring 2019.
  - Coordinating GZ course promotional flyers with Starr Campus staff.

Component 4

- **Redesign and Expansion of Faculty Advising**

  - Student Financial Literacy Coordinator position has been posted on HR website.

South Texas College

- Continued to collaboration with RAS to complete Year 4 data requests for the APR. Initial results of the ALC success rates are still higher than traditional classrooms, but lower than the previous report. A number of factors have been considered. When all data are received, it will allow a better analysis of the project.

DR. MURAD ODEH

INTERIM ADMINISTRATOR - CURRICULUM AND STUDENT LEARNING

ADMINISTRATOR'S REPORT:

- Attended and presented during the Academic Affairs Council about Curriculum & Student Learning office accomplishments for AY 2017-2018 and future goals for AY 2018-2019.
    - Updated the council about the Guided Pathways, End of Course Evaluations and the Syllabus Management System progress towards implementations.
- Met with Academic Affairs VPAA and DMS Program developer Project Manager to prepare for the EWDC meeting where AAS in Diagnostic Medical Sonography was discussed.
    - Participated and discussed during in a conference call and demonstration with SmartEvals and the Curriculum & Scheduling Coordinator the feasibility single sign on without authentication and the proposed models of what will be displayed to the Public. Options for presenting faculty evaluation data to students and prospective students on the STC Webpage.
- Co-Chaired the College-Wide Curriculum Committee meeting.
- Attended the SACSCOC Annual meeting in New Orleans, LA from Dec 7 - 11

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Held a Concourse Implementation Team Members meeting to finalize the Master Syllabi templates for creation in the test environment in preparation for the Spring Pilot
- Attended the TSI Committee meeting and worked on updating goal were presented for each of the departments
- Met with SmartEvals, the student evaluation vendor, to discuss options for presenting faculty evaluation data to students and prospective students on the South Texas College webpage
- Presented to the Liberal Arts and Social Sciences division administration and chairs on the upcoming FLAC module and Spring implementation. The attendees were provided with a current status and expectations of the project.
- Completed updates to the Faculty Handbook for Title IX compliance
- Applied curriculum revisions resulting from Meta-majors alignment to the Student Information System and Courseleaf Catalog
- Applied changes to the class schedule regarding schedule types and workloads in preparation for the Faculty Load and Compensation (FLAC) Spring 2019 pilot implementation
- Attended the Annual SACSCOC meeting in New Orleans, LA and attended sessions relating to the upcoming Compliance Certification and Reaffirmation in 2021 as well as sessions relating to program development and substantive change, as it relates to new programs
- Attended the Faculty Load and Compensation (FLAC) 3-day training to prepare for the Spring pilot implementation
- Attended a phone conference with Concourse contact to work on updating the templates for the master syllabi in preparation for the Spring 2018 pilot

YOLANDA JARAMILLO – ACADEMIC ASSESSMENT DIRECTOR:

DIRECTOR'S REPORT:

- Met with Learning Outcomes Specialists and IT Team to review final updates to reporting database
- Assisted several program chairs with reporting questions and the completion of AY reporting for their program
- Hosted an open lab training for faculty on JagPRIDE
- Attended the SACSCOC Annual meeting in New Orleans, LA on Dec 7-11
- Attended and presented at the SACSCOC Annual Meeting
- Participated in SACSCOC reaffirmation training sessions
- Visited Austin Community College Accelerator Learning Commons to meet with Director and learn more about their center design, programing, and student/faculty support systems
- Assisted with completing Principles of Accreditation Standards documentation
- Assisted Chairs and faculty with JagPRIDE PLO and Core Objective issues
- Uploaded documentation for the Principles of Accreditation Standards to the One Drive

DR. REBECCA DE LEON
DEAN – DUAL CREDIT PROGRAMS & HIGH SCHOOL DISTRICT PARTNERSHIPS

DEAN'S REPORT:

- Dean, EMT Program Chair, and the Administrator for Dual Credit Instructional Pathways met with Sharyland ISD Administration regarding the offerings of CTE courses and the scheduling process for Fall 2019, Dec 4
- Dean of DCP&SDP along with Dual2Degree and Academies Departments held a San Isidro ISD Parent/Student Information Session with over eighteen students in attendance, Dec 5
- Dean of DCP&SDP along with Project Manager reviewed the nine coversheets that were worked on by the Dual Credit Program Leadership Team. Additionally, a separate committee from STC was identified to review the pre-application coversheets for the NACEP Accreditation prior to the submission deadline: January 21
- Dean attended the Southern Association of Colleges and Schools Commission on Colleges Conference, Dec 8 - 11
- Dean contacted partnering school district superintendents in regards to save the date for the Board Appreciation Breakfast with the STC Board of Trustees, Dec 19
- **Upcoming Events & Activities for January 2019**
    - Finalize the documentation and payment process for the NACEP Accreditation Pre-Application
    - Plan Dual Credit Advisory Committee Meetings for CTE and Academic by Spring 2019
    - Prepare presentation for the Dual Credit Faculty Professional Development Day on January 19
    - Present on NACEP to the Division of Math and Science on January 14
    - Attend the Joint Leadership Meeting STC and UTRGV on January 11

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Academy Programs staff attended the San Isidro ISD Student/Parent Information Session. Staff provided a Dual Enrollment Academy Program's recruitment presentation to high school sophomores in attendance on Dec 5.
- Staff held a meeting with Weslaco ISD administration to discuss the logistics of the TexPREP Summer Program for summer 2019. During the meeting, the application timeline, program dates, transportation, closing ceremonies, and program requirements were discussed.
- Staff held the following Recruitment meetings at the following campuses:

Date	Location	Student Count
December 5th	BETA High School	38
December 5th	La Joya High School	23
December 11th	The Science Academy of South Texas	10
December 13th	Nikki Rowe High School	10
December 13th	McAllen Memorial High School	18
December 13th	McAllen High School	4
December 13th	La Villa ECHS	1

- Academy staff submitted student information provided on the interest forms collected from recruitment presentations. Upon entering each student's information, staff sent students a link to the online Dual Enrollment Academy Program's application.

PROJECT MANAGERS' REPORT:

- Continued to co-chair the Self-Study Committee for accreditation from the National Alliance of Concurrent Enrollment Partnerships (NACEP) standards and collect evidence for the full application due in August 2019
- Continued writing and editing descriptions for the NACEP accreditation pre-application coversheets
- Continued to coordinate the Dual Credit Websites merger
- Continued to work on the Summer Camps booklet
- Assisted OVPAA with finalizing the FY1819 – FY2021 Comprehensive Plan
- Assisted OVPAA with logistics and coordinating the Partnership Meeting with UTRGV

NICOLAS GONZALEZ – DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS ADMINISTRATOR:

- Dual credit student rollover from fall classes to spring classes was conducted by IT based on a spreadsheet schedule of sections, Dec 24
- Three partnering campuses were notified through data gathering, that one or two of their DCF failed to enter fall grades.
- There were 7,591 unduplicated DC students enrolled, and 12,053 duplicated on the rollover. Dual Credit students were enrolled based on a grade of at least a "C" on the fall course.
- The Spring schedule is ready for enrollment for all one-semester courses where new students would have to be enrolled manually. Many schools have already completed their manual enrollment.

ANTONIO DE LA CRUZ – EARLY COLLEGE HIGH SCHOOL DIRECTOR:

- ECHS Staff Attended and facilitated meetings with South Texas College's external stakeholders valley-wide and across South Texas College Campuses.

	External Visit	External Visit Purpose	Early College High Schools
ECHS Student Involvement	**Early College One-on-One Degree Audits**	ECHS Degree Audit Sessions were held at the campuses of our ISD Partners to promote successful ECHS program completion.	*7 Early College High Schools*
	Dual2Degree ECHS Fast Track Events	Facilitated the Early College High School Advising Sessions for the Dual2Degree Fast Track Events held throughout STC.	*6 Early College High Schools*
ECHS School District Involvement	**Texas Education Agency *CCRSM* Meetings**	TEA Coaching sessions with ECHS Administration and STC ECHS Departmental Support to review CCRSM metrics.	*6 Early College High Schools*
	ECHS Partnership Meetings	ECHS department facilitates meetings with our ISD partners to review ECHS concerns.	*3 Early College High Schools*

- ECHS Staff attended and facilitated meetings with South Texas College's internal stakeholders campus-wide and across STC divisions

Internal Meeting	South Texas College Departments	Purpose
ECHS Institutional Effectiveness Planning	*Early College High Schools and Institutional Effectiveness & Assessment*	Discussed revisions of the Early College High School Institutional Effectiveness Plan.
Dual Credit Student Academic Progress	*Early College High Schools, Dual Credit Programs and Dual2Degree*	Discussed updates to Student Academic Progress Reporting and Probation Module.

ERIKA LEAL

PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD Planning Session– OPOD staff met to plan upcoming Spring & Summer 2019 trainings, meetings and conferences, Dec 3
- Academic Affairs Council Meeting – OPOD presented on upcoming Adjunct/Dual Credit PD Day scheduled for January 2019 and College Wide PD scheduled for February 2019, Dec 3
- Council of Chairs Meeting – committee met to discuss creating customized training for the Council of Chairs, Dec 6
- Office 365 SharePoint Governance Committee Meeting – STC to offer and implement SharePoint within Office 365, and to continue to improve the organization and collaboration of content and data, Dec 6

ACADEMIES AND TRAININGS:

- DELTA On-Line Session #6— participants were asked to examine the role of community colleges, current challenges, and national and state goals in higher education and to determine how South Texas College's philosophy and mission addresses the issues and contributes to higher education, Dec 3
- Customer Service: *Building Trust as a Worthy Investment* – approximately 18 people attended this training where participants explored Stephen Covey's 4 cornerstones of building trust and identify 13 behaviors of high-trust leaders, Dec 5
- Customer Service: Cashiers Dept. – training on customer service for the Cashiers' dept. staff, Dec 7
- Customized Training for Operations & Maintenance, Custodial Staff – approximately 16 staff registered for this training. Participants explored constructive and active listening, strategic problem-solving, and effective communication both within the team and with their customers. Individuals will begin with skill building and use real-world experience to discover how to make a positive impression in the minds of current and future customers. Each participant will create a personalized action plan for improvement by discussing customer service attitudes and setting personal goals, Dec 7

YVETTE GONZALEZ AND MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

PROJECTS: HIGHILIGHTS, DESIGN, AND ANNUAL REPORTS:

- Continued to email supervisors, department/program chairs to submit student/program successes.
- Artwork Design and Updates
  - Continued working on updating Cybersecurity Program Booklet
  - Continued to assist DCP with design and content layout for Summer Camp Booklet
  - Assisted VPAA with design of Student Success Pillars
  - Assisted Distance Learning with Blackboard Fundamentals flier
  - Assisted with design and content layout for Law Enforcement brochures/fliers for
    - Uniformed Police Program
    - Criminal Investigation Program
    - Land Management Program

REPORTS: DATA COMPILATION AND PRESENTATIONS:

- 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 in October:
  - Finalized Academic Affairs division accomplishments report for Academic Council meeting
  - Finalized timeline items for Delta Area Registration Round-Up in Dec 5 2018
  - Assisted with VPAA & Director of Academic Assessment with presentation review for SACSCOC conference
  - Assisted with content review for Cybersecurity Program Booklet

PROJECTS: INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- BOND Construction

    - Continue working with FPC and Purchasing regarding M&O Fund requests across all divisions
- Continued working on Master Plan and Action Plan for the Pharr Regional Center for Public Safety Excellence and Partnership Memos
- Finalized the Academic Affairs FY1819 Standing Committees/Taskforces Sheet
- Continued working on information packet for the Educational Pathways- Law Enforcement
- Continued working on office space for Pecan Campus, includes existing buildings and portables
- Continued working with HR on Faculty Load and Compensation (FLAC) and communication plan
- Continued reviewing the Policy Inventory List for Academic Affairs Division
- Continued working on projects pertaining to advanced educational technologies for classrooms: Light Board and Virtual Classroom.
- Continued working with Maintenance and Facilities on office/building renovations across all campuses
- Continued working on Educational Pathways for Law Enforcement presentation
- Assisted with development of trifold brochures for FLETC's three training programs

MEETINGS:

- Presented on the upcoming Faculty Load and Compensation (FLAC) module in Banner to the Chairs in the LASS Division, Dec 7
- Assisted MV Coordinator with Delta Area Registration Round-Up setup in Elsa, Dec 5
- Attended the Faculty Load and Compensation (FLAC) training, Dec 11-13

SOUTH TEXAS COLLEGE

INFORMATION SERVICES, PLANNING, AND STRATEGIC INITIATIVES

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

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. PLUMMER, VP-ISPP & SI
DATE:	JANUARY 22, 2019
SUBJECT:	ACTIVITY REPORT FOR DECEMBER 1, 2018 THROUGH DECEMBER 31, 2018

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER 9 UPGRADE – ADMIN PAGES

This item will be removed from the report next time and a new project item will be included for the Banner 9 Self-Service project. The IT team is already working on the Self-Service Banner 9 migration project requirements and implementation project plan.

INTELIGENT LEARNING PLATFORM (ILP)

The Distance Learning team is working on the project communication and training plans to roll out ILP for all faculty use. The ILP module is expected to go live by the end of the fall term. The Intelligent Learning Platform allows a seamless transferal of student and class data including grades from Blackboard to Banner and vice versa. The new ILP grading module is an alternative to Self-Service Banner grade posting and not a replacement. The Distance Learning team will be presenting ILP at the next college-wide professional development day.

JAGMOBILE

While monitoring JagMobile traffic and performance, the IT team discovered issues with slowness in the JagMobile registration module in early November. After fixing the issue, the IT team continues to monitor JagMobile performance in preparation for the spring term. A meeting is scheduled for February 28 with the representatives from the PR, Student, BO, and HR departments to finalize the process to allow personalized messages to students who have downloaded the app, as well as, training for the JagNet administrators.

TIME CLOCK PLUS PHASE II

Testing by the client is complete and the forms are now ready to be moved to production, this should be completed by the end of January.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

There is no update on this item; The new gas generator at the STARR Data Center and Pecan Plaza was shut down for an additional work/test. A full DR test is expected to happen after the winter break, when IT will be conducting a tabletop exercise with clients. The DR test and tabletop exercise will include power supply to building E that acts as the technology DR site for basic Banner services in the event of a disaster, as well as, power to building J.

The CIP process to replace the generator in building M is on hold due to other priorities. The current generator runs for only 16 consecutive hours and the fueling services are not reliable during weather contingencies.

OFFICE 365 MIGRATION

The SharePoint 365 draft project timeline and goals, which include migration of the current local SharePoint sites, governance for the new solution, and communication to the STC community, are complete. The IT team met with the taskforce and identified the completion date to be by the end of July 2019. The team will have a training session with the main stakeholders in February 2019.

VIRTUALIZATION PHASE II

There is no update on this item; The IT team will coordinate a brainstorm meeting to discuss the next steps of the virtualization project due to the new challenges imposed by the VDI admin management Horizon 7 release. The next project phase consisted of the deployment of 100 additional virtual computers that will be upgrade along with the existing 400 virtual podiums in order to be compatible with Windows 10.

WINDOWS 10 UPGRADE

The IT department continues to work on the institutional-wide Windows 10 operating system upgrade project. The computers in the student labs in all STC campuses have been upgraded to Windows 10. In addition, any new faculty and staff computer acquisitions are being upgraded at the time they are received. The amount of computer upgrades at this time totals 5,768. The Desktop Support team is working on a communication plan to inform the remaining faculty and staff about the plan to upgrade their computers.

VACANT, CISO
INFORMATION SECURITY

OFFICE 365 EMAIL SECURITY

- Project planning for multi-factor authentication (MFA) will include integration with our DUO Security MFA service with expanded licensing for all college employees.
- Project implementation phases will prioritize email accounts with access to confidential data and/or information resources and prevent its inadvertent disclosure.
- The project focuses on managing the college's high-risk areas in a phased approach to mitigate email breaches and assure a low-risk tolerance.

GOVERNANCE

- A draft email is being compiled for Data Privacy Day, an international event held annually on January 28th, to promote awareness about data privacy and security.
- Data Privacy Day is an extension of the Data Protection Day that commemorates the first legally binding international treaty dealing with privacy and data protection.
- The event aligns with the College's current information security awareness campaign and the focus is to create a culture of respecting privacy, safeguarding data and enabling trust within the organization.

RISK MANAGEMENT

- We are completing this year's National Cyber Security Review to assist in updating our organization's security maturity baseline and compares our maturity progress with other similarly sized higher education institutions.
- The NCSR can assist us with grant funding from the Department of Homeland Security as it is now recognized as an appropriate tool for self-assessment.
- The review reports can also serve as a HIPAA security rule crosswalk if ever needed for compliance.

PCI COMPLIANCE

- We have completed the action plan for implementing the recommendations highlighted by the PCI assessment report.
- The action plan will include PCI training for each stakeholder for device tampering and confidential data handling.
- The timeline of the action plan will focus on minimizing our PCI scope to facilitate compliance requirements.

INFORMATION SECURITY PROGRAM METRICS:

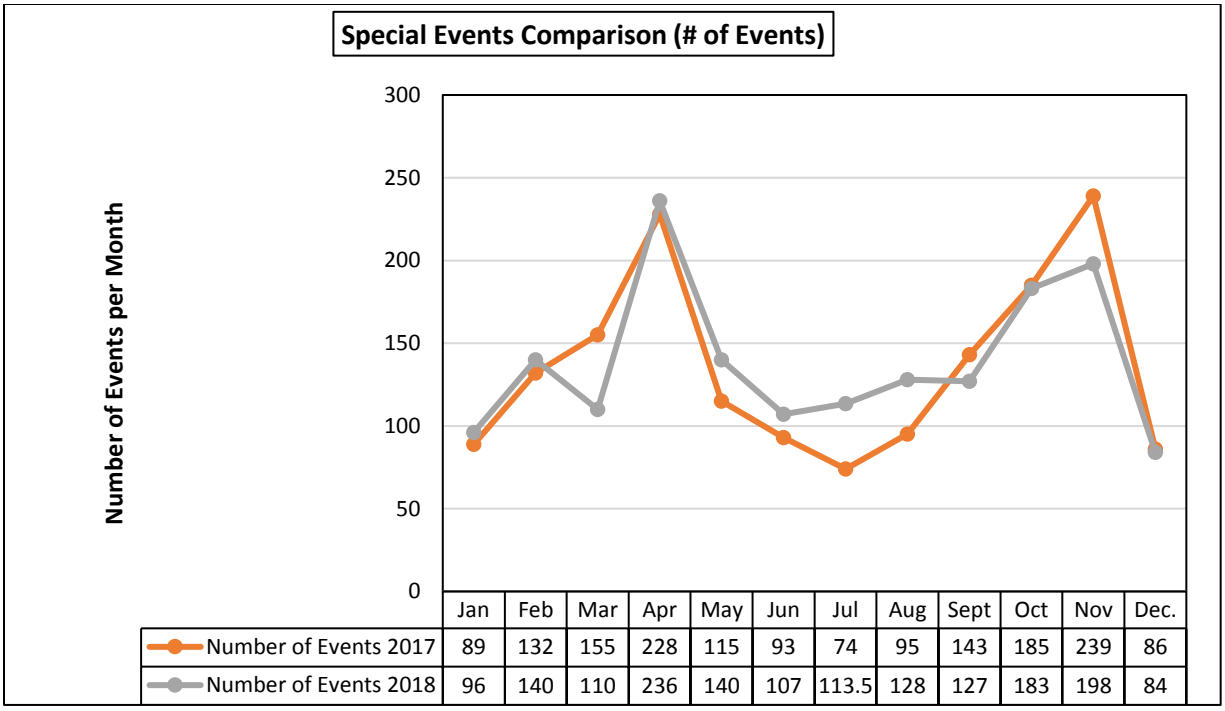
- We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.
- We will be leveraging an enterprise security log solution for analytics-driven security and advanced threat detection.
- A standard success plan is being coordinated with IT Risk & Security to expand our current use case.

MEETINGS:

- 12/3/2018: ISPP-SI Leadership Meeting
- 12/4/2018: Council of Chairs
- 12/5/2018: Meeting Dean of Library & Learning Support Services
- 12/6/2018: Educational Technologies Department Meeting
- 12/15/2018: CCUMC PD Conference Call

Monthly Special Events by Comparison:

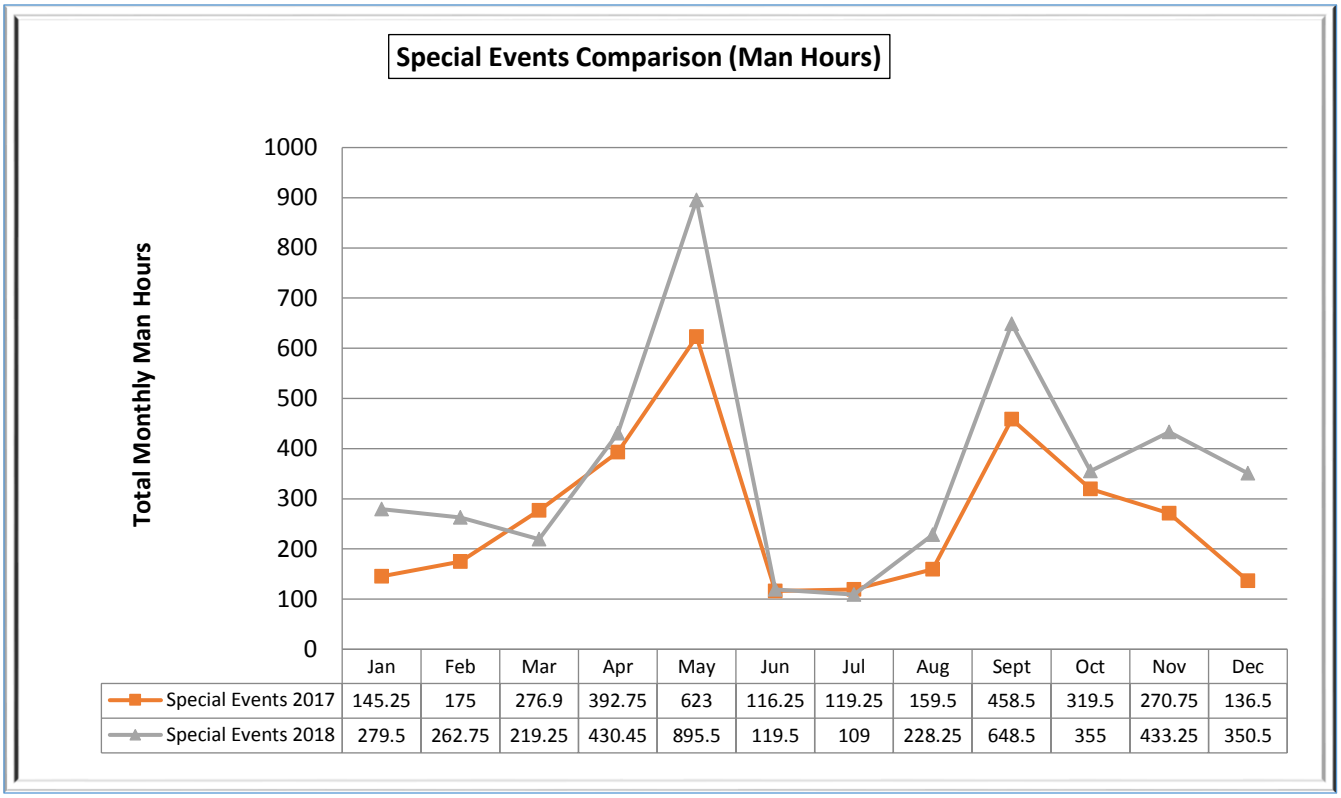
2017			2018	
Jan	89		Jan	74
Feb	132		Feb	131
Mar	155		Mar	110
Apr	228		Apr	236
May	115		May	137
Jun	93		Jun	105
Jul	74		Jul	113.5
Aug	95		Aug	128
Sept	143		Sept	127
Oct	185		Oct	183
Nov	239		Nov	198
Dec.	86		Dec.	84



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec.
Number of Events 2017	89	132	155	228	115	93	74	95	143	185	239	86
Number of Events 2018	96	140	110	236	140	107	113.5	128	127	183	198	84

Total Man Hours

2017			2018	
Jan	145.25		Jan	211.35
Feb	175		Feb	284.6
Mar	276.9		Mar	219.25
Apr	392.75		Apr	430.45
May	623		May	260.5
Jun	116.25		Jun	118.25
Jul	119.25		Jul	109
Aug	159.5		Aug	228.25
Sept	458.5		Sept	648.5
Oct	319.5		Oct	355
Nov	270.75		Nov	433.25
Dec	136.5		Dec	350.5



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
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
Special Events 2018	279.5	262.75	219.25	430.45	895.5	119.5	109	228.25	648.5	355	433.25	350.5

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	0	0	4	3	0
Data Projector	25	0	12	0	7
Laptop	2	0	3	0	1
PA System	2	2	0	4	1
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	0	0	0	0	1
TV	2	0	0	0	10
Microphone	39	0	6	0	6
Direct Box	0	0	0	5	0
Digital Camera	0	0	0	0	1
Speakers	2	0	0	0	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	1	0	1	3	0
Document Camera	1	0	1	0	1
DVD/VCR Player	3	0	2	0	0
Wireless Lab	0	1	0	0	0
Keyboard/Mouse	3	0	4	0	0
Sympodium	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	0	0	0	3	0
Tripod	0	0	0	0	1
Webcam	3	0	0	0	1
Computer	32	0	6	0	5
Portable Table	0	0	0	6	0
Microphone Stand	0	1	0	0	0
HD Video Streamer	0	0	0	0	0
Polycom Phone	0	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	1
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	0	0	0	0	0
Mac Adaptor	1	0	0	0	0
Tabletop Mic Stands	0	0	0	0	0
IPad	0	0	0	3	0
Interactive Display	0	0	4	0	1
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	1	0	0	0	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	19	0	1	2	0
TOTAL	***136***	***4***	***44***	***29***	***37***

DR. FERNANDO CHAPA, DIRECTOR
INSTITUTIONAL RESEARCH EFFECTIVENESS, & STRATEGIC PLANNING

INSITUTIONAL EFFECTIVENESS

- 2017-2019 Mid-Bi Completion Tracking
- Audit of Mid-Biennium Reports - Office of the President; FAS; ISPPSI; SAEM
- 2017-2019 IE Mid-Bi Workshop
- Audit of Mid-Biennium Reports - Academic Affairs
- Review of 2017-2019 Mid-Bi IE Reports
- Updating 2017-2019 Mid-Bi Reports with Fall-to-Fall Persistence Reports from Fact Book
- Office of the President 2017-2019 Mid-Bi IE Report
- Audit of Mid-Biennium Report pdf files for spacing, HTML for the Office of Student Affairs and Enrollment Management
- Audit of Mid-Biennium Report pdf files for spacing, HTML for: Design and Building Technology, Academic Advancement, Division of Bachelor Programs, and Math and Science
- Audit of Mid-Biennium Report pdf files for spacing, HTML for FAS
- Audit of Mid-Biennium Report pdf files for spacing, HTML for ISPPSI
- Review - Revise - Create 2017-2019 IE Plans on PDF files
- CQI 2015-2017 for tutoring departments
- Uploading Mid-Bi IE Reports for SACS/COC Standard 8.2 documentation
- 2017-2019 Mid-Bi IE Reports: Audit of Incomplete reports and scheduling appointments with Plan Writers

ACCREDITATION

- SACSCOC - 2002-2003 IE Report – Analysis
- Reaffirmation - Executive Leadership Team – Update
- QEP Meeting and Planning – Ongoing
- BSN Prospectus
- Personal Trainer Certificate Prospectus
- SACSCOC Orientation Survey
- Health Information Technology Program (CAHIIIM) Annual Assessment Review

ASSESSMENT/EVALUATION

- CLE - Research Brief

PROJECTS

- Strategic Planning
- Civitas Updates
- Argos Dashboard Development

DATA REQUEST

- CtN - Ascender Student Success report - Spring 2018
- ST-2161_Incompletes Report
- ST-2228_Placement Rates for EMT

OTHER

- Reviewed and Evaluated the Network Specialist applicants
- Interviewed the Network Specialist candidates
- Adult Learner 360 Academy Grant

MEETINGS / TRAININGS

- Compliance Writing Team Meeting – Ongoing
- Academic Council
- MADISSAR Grant Review
- Core Objective Assessment Taskforce
- Planning & Development Council
- Guided Pathways
- CtN - Ascender Site Visit Data and Survey Discussion

DR. JESUS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES

HIGHLIGHTS:

Project Highlights

Pecan Campus Library Assessment	**Progress:** 86%	**End Date:** January 2019
Continued developing programming and space requirements for Pecan Campus Library renovation proposal. Met with Facilities Planning & Construction staff to begin planning adjacencies among functions. Organized resumption of renovation layout planning meetings.		
Completing and furnishing Bond Construction Libraries	**Progress:** 99%	**End Date:** January 2019
Installation of Interior Signage	**Progress:** 50%	**End Date:** May 2019
Corresponded with Purchasing and Facilities Planning & Construction staff regarding remaining installation issues, including processing a quote for shelf end panels at the Starr Campus Library. Signage quotes under review by Purchasing Department staff.		

Activity Highlights

- Worked on preliminary budget planning and staffing plan review with Library & Learning Support Services directors.
- Planned Spring College-Wide Professional and Organizational Day afternoon training for Library and Learning Support Services.
- Planned IPEDs data collection.
- Continued working on preliminary budget planning and staffing plan review with Library & Learning Support Services directors.
- Visited the Austin Community College ACCelerator to view the operation, for possible application to STC library operations.

Meeting Highlights

- Met with IT counterparts to review status and next steps for IT projects supporting Library Services, ET, and CLE.

Training Highlights

- Participated the ACRL e-learning webcast, "Copyright and Open Educational Resources: Creation, Licensing, and Use."
- Participated in SACSCOC Annual Meeting to receive guidance for STC's 2021 reaffirmation.

ASSOCIATE DEAN OF LIBRARY SERVICES

HIGHLIGHTS:

Meeting Highlights

- Met with Chair and staff regarding the use of eBooks in no cost / low cost textbook classes.
- Participated in Information Technology Systems Analyst interviews.
- Participated in web conference with staff regarding, Creative Commons training.
- Participated in streaming and discussion of documentary "Unlikely" for Professional Development Day, February 15, 2018.

Training Highlights

- Attended Time Clock plus Supervisor training regarding scheduling.

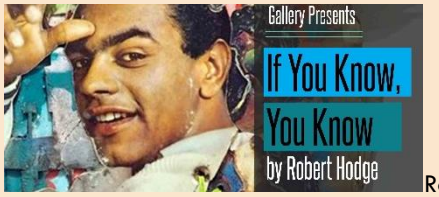
Activity Highlights:

- Attended SACSCOC Annual Conference.
- Toured the Austin Community College Accelerator with STC staff members.

Monthly Statistics

- Visitors # __38,781____
- Reference Questions # __20__
- Active Community Users # __287____

Events and Library Art Gallery Highlights

Recent B.F.A. Graduates		
Victoria Zuniga & Mariela Gonzalez	**Technology Library**	**Exhibition:** September 4 – December 4
Mariela Gonzalez and Victoria Zuniga both completed UTRGV's Bachelor of Fine Arts program in December 2017. The technical skill, dedication and stories of these artists will give unique insight into a new generation of local artists.		
If You Know, You Know		
Robert Hodge	**Pecan Library**	**Exhibition:** October 29 – December 7
 Robert Hodge is a Houston-based mixed media artist who works primarily in collage, utilizing a variety of found and recycled objects such as old newspaper and deteriorating flyers. Hodge's work is inspired by everyday life, and deals with African-American history and the preservation of storytelling.		

Project Highlights

Serials Framework & Implementation	**Progress%**	**End Date:** April 2019
Phase I - Analyze usage and format options Phase II - Research and select titles and formats Phase III - Develop journal management system Phase IV - Improve access	Phase I – 100% Phase II – 100% Phase III – 28% Phase IV – 0%	
Develop and implement a framework for serials selection, management, access, and reporting. Phase I involved analyzing usage and format options. Phase II involved a decrease in the number of print serials, the transition of titles from print to online, and the addition of several online leisure titles. The benefits reaped include expanded access to online users and a savings of over $50,000. Currently, the team is working with individual providers to obtain access and with EBSCO to set up the journal management system to consolidate titles, access, and reporting.		
BLUE cloud Circ.	**Progress:** 32%	**End Date:** February 2019
Configure and deploy a cloud-based SirsiDynix product that allows staff to perform user management and transaction tasks in Symphony through a web interface. This product is expected to provide new functionality that improves staff efficiency and reduces licensing costs. Currently, the team is in the process of configuring system settings in the test environment.		
Weed Collection	**Progress:**	**End Date:** November 2018
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase III – Process Discard Items (ST) Phase IV – Auction all discarded Items (ST)	Phase I –100% Phase II –100% Phase III 100% Phase IV 100%	**COMPLETE**
This project is to identify and remove outdated resources from the collections of Mid-Valley, Nursing Allied Health and Starr campuses. Phase IV – Shipping picked up all boxes. This project is complete.		
Rearrangement of Technical Services F105	**Progress: 80%**	**End Date:** ~~September October November 2018~~ January 2019
Two Systems team members moved to the 2nd floor and all TS staff have moved their desks according to the plan. An area is arranged for a Library Technician. All boxes have been removed. Request will be created for floors to be cleaned and stripped prior to the shelves being moved.		
Annual Reporting (ACRL, iPEDS, STC)	**Progress:** 10%	**End Date:** February 2019
Phase I – Assign sections of survey to teams Phase II – Compile and review data Phase III – Write the annual report (STC Annual) Phase IV – Format, edit and finalize a print tri-fold brochure (STC Annual) Phase V – Complete the ACRL web survey (February date) Phase VI – Complete the iPEDS web survey (February date)	Phase I –100% Phase II – 10% Phase III –99% Phase IV – 70% Phase V – 90% Phase VI – 90%	

There are three annual reports / surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY18 Annual Library Report. The data collection team includes Library Services AAs, Systems & Automation, Technical Services, and Open Labs staff. The team met and sections were assigned to subgroups of the ACRL survey. When the ACRL survey is complete a file to upload into iPEDS will be available eliminating most of the work for iPEDS. The team met Dec 4 and reported all data is collected. The Administrative Assistants will enter information.		
Articulate Rise Video Tutorials	**Progress:** 65%	**End Date:** August 2019
The revised "Welcome" video is complete and online. The Jag Prints tutorial is in revision with new credit limits, along with several other tutorials currently in revision.		
Active Learning Classroom Utilization	**Progress:** 40%	**End Date:** March 2019
Initial training sessions completed. Will re-visit with Mid-Valley Library Classroom experiencing technical issues.		
Library Instruction Working Group	**Progress:** 20%	**End Date:** May 2019
Work in progress with Task Force.		
Custom Library Tutorials	**Progress:** 3%	**End Date:** May 2019
Project is on standby, will resume within a few weeks.		
Nursing and Allied Health Campus Library Inventory of Furniture at NAH	**Progress:** 95%	**End Date:** December 2018
Inventory of new furniture and equipment.		
Fall 2018 Programming Events	**Progress:** 95%	**End Date:** December 2018
Upcoming: Therapy Dogs for Finals Week, Pecan Campus.		
Spring 2019 Programming Events	**Progress:** 18%	**End Date:** May 2019
Coordinating Black History Month: Virginia Cumberbatch & Leslie Blair. Coordinating Professional Development Author Talk: Ms. Susan Steinbrecher --Thursday, February 14th at the Pecan Campus Library; partner with Office of Professional Development Office. Coordinating Film: "Unlikely" streamed during Professional Development, Friday, February 15th and possibly Dr. Anna Alaniz's PUENTE students at the Starr Co. Campus. Coordinating for the National Poetry Month (April 2019): Ms. Traci Brimhall. Corresponding with Kristin from STC bookstore to coordinate book sales for upcoming events.		

Activity Highlights

- Finalized contracts and worked on marketing materials for spring 2019 exhibitions.
- Submitted Hiring Proposal Packet to Financial Manager.
- Assisted Technical Services at the Pecan Campus with editing records on workflows and other job duties as the Pharr Higher Education Library was temporarily closed for testing.

Meetings Highlights

- Discussed a potential OER related blog post.
- Meeting held with staff members regarding tutorial projects and priorities.
- End of Semester meetings were held for Technical Services and Public Services departments.

Trainings Highlights

- Attended webinar: *Copyright and OER: Creation, Licensing, and Use.*
- Attended a Fred Pryor seminar in McAllen - *Leadership, Team-Building and Coaching Skill for Managers and Supervisors.*

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

HIGHLIGHTS:

December 2018 Attendance Statistics:

District Grand Totals

	Number of Unduplicated Students	Number of Student Visits	Gate Counts (Where Available)
District Totals:	**9,408**	**29,939**	**26,953**

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	1,510	3,383	7,803
Pecan F-134 Internet Café	526	1,046	5,537
Pecan P 3.102 Open Lab	392	622	1,535
Mid-Valley E 1.316 Open Lab	1,042	2,396	
Mid-Valley E 1.304 Extended Hrs	207	366	
Mid-Valley G-144 Lab	489	713	
Mid-Valley G-270 Open Lab	741	1,521	
Mid-Valley K 2.801 Open Lab	197	381	945
Technology B-141 Open Lab	311	651	
Technology B-160 Internet Café	245	500	
District Total:	**4,455**	**11,579**	**15,820**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	2,084	4,029
Pecan F-183 Community User Corner	34	76
Pecan F-222	166	328
NAH B Library Open Lab	439	922
NAH B Library Cyber Café	209	342
Mid-Valley Quiet Study E 1.200	292	629
Starr K 1.300 Library	574	1,711
Starr Library Extended Hours K 1.102	284	480
Technology A-136 Library	170	419
District Total:	**3,792**	**8,936**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	1,574	3,795
Mid-Valley A101A Open Labs	199	421
NAH CLE Open Lab	655	1,353
NAH CLE Lab Lobby	403	649
Starr CLE Open Labs	178	741
Tech CLE Open Labs	131	304
District Total:	**2,907**	**7,263**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	129	186
Pecan F-130 Group Stations	27	49
NAH CLE Lab Group Stations	60	94
District Total:	**214**	**329**

Study Rooms

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	48	78
Mid-Valley E-Library Study Rooms	149	299
Starr K-Library Study Rooms	50	71
District Total:	**245**	**448**

Veteran's Rooms

Campus	Number of Groups	Number of Logins
Pecan C-123 Veteran's Room	27	60
Mid-Valley E 1.222 Veteran's Room	7	28
Starr K 1.322 Veteran's Room	2	3
District Total:	**36**	**91**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	196	241	1,936
Pecan P2.102 Info. Commons	123	204	1,554
Pecan V1.111 Info. Commons	162	194	3,790
Pecan Y1.107 Info. Commons	215	273	1,536
Mid-Valley K1.801 Info. Commons	53	84	683
Starr L2.102 Info. Commons.	70	145	715
Technology E 1.503 Info. Commons	77	152	919
District Total:	**846**	**1,293**	**11,133**

All regularly scheduled departmental meetings were attended by Dr. Lelia Salinas as well as the following:

- 12-03-2018/The Director attended the ISPP&SI Leadership Team meeting.
- 12-04-2018/The Director held a Learning Commons & Open Labs Leadership meeting.
- 12-04-2018/The Director attended an "Unlikely" Documentary Preview meeting.
- 12-05-2018/The Director met with both of the Logistics Managers and the Open Labs Analyst for their weekly meeting.
- 12-06-2018/The Director attended a Library and Learning Support Services/IT meeting.
- 12-07-2018/The Administrative Assistant attended the ISPP&SI Administrative Assistant meeting.
- 12-12-2018/The Director held an Open Labs Logistics Manager meeting.
- 12-12-2018/The Director attended a meeting to discuss the Pecan Campus Library renovations.
- 12-13-2018/The Director traveled with the Dean of Library and Learning Support Services to Austin to visit the Austin Community College Accelerator in order to plan for the Pecan Library renovations.
- 12-14-2018/The Director held the Learning Commons and Open Labs' End of the Semester meeting. Part time staff attended a Safety Training, and all staff attended a Financial Aid Verification training and an Advanced PowerPoint training.

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

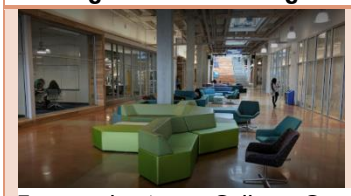
HIGHLIGHTS:

Monthly Statistics: December 2018

- **Visitors: 20,298**
- **Tutoring Sessions: 4,099**
- **Workshops: 11**
- **Workshops Attendance #: 399**

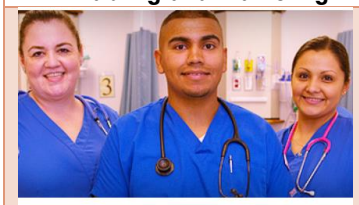
Events Highlights

Visiting the Austin College Community Accelerator	**Event Dates: Dec. 13**



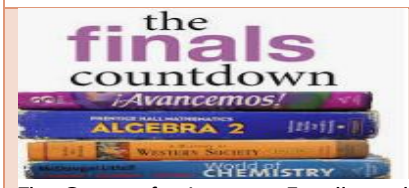
Touring the Austin College Community Accelerator with the Dean of Library Services to view the One Stop Shop. The goal is to gain insight into developing a student ready library.

ADN Tabling and Marketing	**Event Dates: Dec. 15**



The CLE staff participated in the STC Nursing and Allied Health ADN Boot Camp and tabling where our department promoted our CLE services to STC students and the community. The CLE also provided workshops for the incoming students.

Finals Countdown	**Event Date: Dec. 1-14**



The Centers for Learning Excellence launched the Finals Countdown Preparation week market our services and offer student support as they begin to prepare for their upcoming finals.

Project Highlights

TSI Boot Camps & Collaboration Team	**Progress: 15%**	**End Date: May 2019**
The CLE will conduct TSI boot camps at various campuses. Students from several high schools will attend the boot camps. The Collaboration Team will plan and develop TSI strategies to improve enrollment and outreach for potential STC students. Satisfaction surveys will be conducted after completion. Advertisement has been sent to public schools through dual enrollment.		
Intercampus Tutoring	**Progress: 95%**	**End Date: December 2018**
This project is to assist other campuses that do not have support for diverse subject areas and can be assisted through Blackboard Collaborate. The Intercampus Tutoring are already designated and complete at the Pecan, MVC, and Starr campuses for testing. We are pending protocols for service to be approved and testing to commence. Six mock sessions have been completed; one live session between a Starr tutor and Pecan student has been completed.		
Shared Drive Redesign	**Progress: 30%**	**End Date: June 2019**
The CLE will redesign the unrestricted and restricted sections of the shared drive. The unrestricted and restricted folders have been reorganized and are pending duplicated files to be deleted.		
The CLE will conduct TSI boot camps at various campuses. Students from several high schools will attend the boot camps. The Collaboration Team will plan and develop TSI strategies to improve enrollment and outreach for potential STC students. Satisfaction surveys will be conducted after completion. Advertisement has been sent to public schools through dual enrollment		
AVID Implementation to CRLA Trainings	**Progress: 100%**	**End Date: December 2018**
		Goal Achieved: Dec. 2018
This project is to identify AVID strategies that are well suited to current CRLA trainings from the CLE. The project has been divided among the CLE full time staff and Leadership staff for completion and implementation on AVID strategies for the Student Learning Assistants and SI Leaders. The implementation of these high engagements strategies cultivate an active learning environment for all CLE staff. The AVID strategies the tutors learn in the trainings can be used in individual tutoring and SI sessions throughout the year. All CRLA trainings incorporated either an AVID strategy or collaborative strategy.		
NAH Writing Center	**Progress: 10%**	**End Date: August 2019**
NAH CLE will establish a writing center. Eleven writing workshops will be developed and executed throughout the academic year. Staff will be trained to present workshops specializing in HESI, APA, brainstorming strategies, etc.		
TSI Workshop Pilot Videos	**Progress: 100%**	**End Date: July 2019**
		Goal Achieved: Dec. 2018

TSI Boot Camps & Collaboration Team	Progress: 15%	End Date: May 2019
CLE is beginning process to have all TSI workshops recorded into interactive video workshops that can be accessed by students via the CLE website. Currently, staff is working on the highest requested workshop "Statistics and Probability" with hopes to begin recording by November. Staff has been trained on Play posit to incorporate into TSI video workshops.		
Floor Plan Redesign for PCN and MVC	**Progress: 25%**	**End Date: December 2019**
The CLE will redesign two rooms at PCN and MVC to utilize for SI collaboration sessions. Floor plans are developed and furniture will be identified.		
CLE Employee Handbook	**Progress: 7%**	**End Date: December 2019**
The CLE will create an employee handbook for the staff across the district that states the policies and procedures for our centers throughout the district, a table of contents page has been created.		

Meeting Highlights

- Employee Handbook Committee Meeting
- Online Appeals Committee Meeting
- LLS Training Meeting
- Perkins Measure Compliance Meeting
- Touring the Austin Community College Accelerator
- Facilities library renovation meeting

Training Highlights

- Building Trust as a Worthy Investment OPOD
- ADN training workshops
- Official live intercampus tutoring/training

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Spring 2019 Campus Enrollment Report
- THECB Institutional Input

SURVEYS

- Ascender post survey
- BUSA student satisfaction
- CDC Field survey
- Child Development Surveys/Parents to SmartEvals
- CLE embedded tutoring to SmartEvals
- CLE Service Survey
- Corequisite Survey Students
- Corequisite Survey Faculty
- Faculty Satisfaction Survey
- FOCUS Academy Faculty Survey
- Library Instruction survey
- Library Open Labs
- NAH simulation surveys
- Proof of Concept Room Faculty
- Proof of Concept Room Student

QUALITATIVE STUDIES

- HSI: ALC
- MVC-CDC
- QEP: Student Input

DATA REQUESTS

- Enrollment Data for ESL and GED AY 2015 - AY 2018
- Fall 2018 Enrollment
- Full Time Equivalent 1718
- HSI Faculty Advising
- Online Students' Profile
- Program Review Overall Placement Rates
- Undergraduate data for Fall 2018 students
- 2014 & 2015 Contact Hours Dual & Traditional

MEETINGS

- BSN application meeting at NAH
- Go To Webinar - A Practical Approach to Using Focus Groups in Higher Education
- SACSCOC Annual Conference
- UTRGV opposition to STC BSN

OTHER RESEARCH/SUPPORT

- Catch The Next data transfer to THECB
- Enrollment Data for Programs Under Review
- HEDS materials for January survey
- PI request from UTRGV for RN to BSN
- QEP Topics Review and Suggestion
- Review BSN degree plans, hours, time
- THECB Enrollment Forecast review

MISCELLANEOUS

- Qualtrics Certifications
- RAS Operational Plan Updates
- Research Agenda 18-19

MEETINGS:

Current Project(s)

Project Name	Description	PMBOK Project Phase	Project Notes
Divisional Meeting Event	Professional Development Day 2/15/2019		Planning for Meeting Event is on target.
Distance Learning	Journey Mapping		Student Experience Journey Map has been completed. First draft of Business Process Analysis edits have been completed. Next meeting scheduled for 1/28/2019
Assumptions Document	Assumptions Document		2019 Update is in Progress
Recruitment	Business Process Mapping of K-12 Recruitment for College Connections		First Mapping Session has been completed. Second draft edits scheduled for 1/22/2019