SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

February 2019

Board Meeting
March 26, 2019

SOUTH TEXAS COLLEGE

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	MATHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	MARCH 26, 2019
SUBJECT:	ACTIVITY REPORT FOR FEBRUARY 1, 2019 THROUGH FEBRUARY 28, 2019

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board meeting
- South Texas College President's Cabinet meeting
- South Texas College Strategic Planning committee meeting
- South Texas College Board Finance Committee meeting
- South Texas College President's Administrative meeting
- South Texas College Planning and Development Council meeting
- South Texas College Coordinated Operations Council 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.
- Tour of Brightwood College
- Professional Development Day
- Conducted the interviews for the Project Manager for the Division

ATTENDED

- La Joya Higher Education Center Advising Board meeting
- Perkins Reserve Updates
- Title IX Committee meeting – Title IX Case Process meeting
- Rafaela T. Barrera Elementary College Bound Flag Raising ceremony Roma, TX
- Meeting with PSJA Administers regarding Policy 3232
- ERP meeting – Math Multiple Measure Data
- ERT meeting – English Multiple Measures

- Internal Audit Entrance Interview 3rd party program
- ACEN Site Visit
- Maxient in House Training
- Review of Project Managers Applicants
- Demo and Discussion of RAND/Virdis Grant
- League for Innovation in the Community College Acknowledge: 32L7GCQO in New York, NY

ENROLLMENT SERVICES AND REGISTRAR

- Contributed to the official census date enrollment for Spring 2019 semester on February 6 of **32,604** students by processing required documents, clearing students to register and assisting students in the Enrollment Centers, behind the scenes and on the telephone.
- 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 Academic Calendar, BUGS, Banner access (grant & revoke), Commencement Exercises (May 2019), Dual Credit prospective graduates, enrollment appeals, grade appeals, Fast Track, IT institutional projects, Jagnet content, mapping of on-line students, Policy 3232 update, RCPSE admissions process, SACS-COC standards updates, SOATEST modifications for ERP placements and search committees.
- OAR staff attended and participated in Professional Development Day held at Pecan Campus on February 15, 2019.
- Coordinator of Enrollment Services attended AACRAO CLR Workshop held in Washington, DC on February 20, 2019.
- 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.
- Graduation Analysts began reviewing potential May 2019 graduates and sent a list of potential graduates to each academic Program Chair, as well as Dual2Degree and Early College High School departments, for their review and feedback.
- Document Management Specialist downloaded, reviewed and verified **2,517** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during February 2019.
- 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 **80** international students officially enrolled for Spring 2019 semester.
- Processed **182** course substitutions and exceptions in Degree Works during February 2019.
- Processed *Change of Grade Forms* for **63** students during February 2019.
- Processed *Reinstatement After Census Date Forms* for **253** students during February 2019.
- Processed *Schedule Change Forms* for **1,150** students during February 2019.
- Processed **2,282** high school and **271** college/university transcripts during February 2019.
- Evaluated **414** transcripts from other colleges and universities during February 2019.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **2,886** STC transcripts during February 2019.

- Scanned and indexed **3,507** documents submitted by students during February 2019.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report February 2019					
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	**217**	**284**	**230 (81%show)**	**ACT**	**837**
Mid- Valley	**65**	**27**	**24 (88%show)**	**TSI EXAM**	**1,061**
Starr Campus	**32**	**11**	**10 (90% show)**	**TSI EXAM**	**426**
Pecan Plaza	**83**	**159**	**143 (89%show)**	**GED/ PEARSON**	**183**
Pecan Plaza		**87**	**80 (91% show)**	**TSI EXAM**	**2,400**
Pecan Plaza		**153**	**149 (87% show)**	**HESI**	**760**
Pecan Plaza		**6**	**5 (83%show)**	**HiSET**	**69**
TOTAL:	**397**	**727**	**641 (88% show)**		**5,736– All Campuses YTD**

*Updated 2000+ TSI student files needed to finalize CBM002
*6 staff members took the Pearson Vue certification exam and all passed. The certification exam is required on a yearly basis to all staff to continue to be able to administer any PV exams.
*Successful 4th Annual TSI Workshop at Region One on March 1st 2019 with over 120 participants from Cameron to Starr County.

TSI Scores: by placement score February 2019			
READING		**READING**	
Monthly (02/01/19 - 02/28/19)		**Year To Date (09/01/18 – 02/28/2019)**	
College ready (351+)	31	**College Ready** (351+)	551
Holistic Placement (349-350)	8	Holistic Placement (349-350)	129
Developmental Ed (342-348)	19	Developmental Ed (342-348)	552
ABE Level 6 (Developmental Ed)	2	ABE Level 6 (Developmental Ed)	112
ABE Level 5 (Developmental Ed)	8	ABE Level 5 (Developmental Ed)	304
ABE Level 4	3	ABE Level 4	126
ABE Level 3	3	ABE Level 3	29
ABE Level 2	1	ABE Level 2	51
ABE Level 1	0	ABE Level 1	15
Total	**75**	**Total**	**1869**
MATH		**MATH**	
Monthly (02/01/19 – 02/28/19)		**Year To Date (09/01/18 – 02/28/2019)**	
College Ready (350+)	15	**College Ready** (350+)	272
Holistic Placement (348-349)	5	Holistic Placement (348-349)	125
Developmental Ed (336-347)	24	Developmental Ed (336-347)	743
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	1
ABE Level 5 (Developmental Ed)	18	ABE Level 5 (Developmental Ed)	370
ABE Level 4	12	ABE Level 4	271
ABE Level 3	6	ABE Level 3	70
ABE Level 2	0	ABE Level 2	56
ABE Level 1	0	ABE Level 1	11
Total	**80**	**Total**	**1919**
Writing		**Writing**	
Monthly (02/01/19 - 02/28/19)		**Year To Date (09/01/18 – 02/28/2019)**	
College Ready (363 & 4+ Essay or 5+)	31	**College Ready** (363 & 4+ Essay or 5+)	705
Developmental Ed (350-362 & 0-4 Essay)	8	Developmental Ed (350-362 & 0-4 Essay)	158
ABE Level 6 (Developmental Ed)	1	ABE Level 6 (Developmental Ed)	6
ABE Level 5 (Developmental Ed)	0	ABE Level 5 (Developmental Ed)	4
ABE Level 4	1	ABE Level 4	20
ABE Level 3	0	ABE Level 3	29
ABE Level 2	0	ABE Level 2	10
ABE Level 1	0	ABE Level 1	4
Total	**41**	**Total**	**936**
Data retrieved from College Board Accuplacer			

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS department held interviews for the vacant position for Student Financial Services Outreach position
- Department met in the morning for department meeting on Professional Development Day, all Coordinators presented the new guidelines and procedures with FA forms.
- VA held their own morning meeting on Professional Development Day, Specialist Claire Forrester went over the VA forms and educational benefits
- 6 staff members have registered for the 2019 NASFAA Conference taking place in June
- SFS Outreach Specialist Carolina Miranda and staff assisted with 19 FAFSA/FA events in the month of February

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff assisted **1,369** students and parents at **20** events during the month of February.
- Campus visits were held in February for Weslaco ISD high school sophomores as part of the Department's dual credit matriculation initiatives. The Jaguar Connection Day event is designed to transition dual credit students to South Texas College. All students participate in a campus tour, advising session and student activity. Similar events have been planned with both La Joya ISD and Roma ISD.
- Dual2Degree Specialist have begun scheduling meetings with school district administrators and staff to plan and provide assistance for Summer and Fall 2019 registration.

SNAPSHOTS

Weslaco HS at Jaguar Connection Day

PSJA 4th Annual Mesa Comunitaria Conference

J. Economedes Junior Workshop

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	Roma HS	2/18	ISD	104
Application Drive	Roma HS	2/19	ISD	47
Application Drive	Donna 3D Academy	2/19	ISD	7
Jaguar Connection Day	Weslaco HS	2/20	ISD	24
Jaguar Connection Day	Weslaco East HS	2/28	STC	37
			Total	**219**

SUPPORT SERVICES

Event	High School Served	Date	Location	Total Served
Parent Presentation	Monte Alto HS	2/5	ISD	16
College & Career Fair	Dorothy Thompson Middle School	2/6	ISD	250
Junior Workshop	J. Economedes	2/7	ISD	200
Parent Presentation	PSJA Memorial	2/7	ISD	33
Parent Presentation	PSJA ECHS	2/7	ISD	25
Parent Presentation	Valley View T-STEM	1/13	ISD	60
Parent Presentation	PSJA Southwest	2/19	ISD	25
Parent Presentation	McAllen Memorial	2/19	ISD	100
Student Presentation	PSJA Sotomayor	2/21	ISD	25
Parent Presentation	Rowe HS	2/21	ISD	40
Parent Presentation	Morris Middle School	2/21	ISD	10
PSJA 4th Annual Community Event	Pharr ISD	2/23	Escalante Middle School	150
Parent Meeting	PSJA T-STEM ECHS	2/26	ISD	39
Dual Credit Presentation	Palmview HS	2/28	STC	100
Parent Presentation	PSJA North	2/28	ISD	40
			Total	**1,150**

MEETINGS WITH SCHOOL DISTRICTS (INTERNAL)

- The following meeting with school district partners were held to plan for Summer/Fall Dual Credit Enrollment:
  - Robert Vela HS
  - Vanguard Rembrandt
  - J. Economedes HS
  - PSJA Collegiate HS
  - McAllen ISD
  - La Joya ISD
  - Vanguard Mozart
  - BETA HS

MEETINGS WITH STC DEPARTMENTS (EXTERNAL)

- SAEM Jaguar Connection Day Update
- Starr County Campus Information Session Discussion
- NACEP Application & Evidence Meeting
- Dual2Degree Supervisors Meeting
- College Connections meeting about upcoming Fast Track Events and department schedule
- D2D Supervisors Meeting
- Meeting with College Connections and Student Activities at Starr county campus for upcoming Jaguar Connection Day
- D2D Weekly Meeting
- Dual Credit Matriculation Task Force Meeting
- Meeting with College Connections and Student Activities at Mid-Valley campus for upcoming Jaguar Connection Day
- Spring Commencement Meeting
- Policy 3232 Testing
- Dual2Degree Weekly Meeting
- SAEM Division Leaders Meeting
- Carl Perkins Biannual Report Completion Meeting
- President's Administrative Staff Meeting
- Adult Learner Student Success Convening (Phoenix, Arizona)

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- La Joya Higher Education Center Advisory Board Meeting
- Deep South Texas Financial Literacy Alliance Meeting
- Rio Grande City Employer Expo & Job Fair
- 24th Annual Texas Crime Stoppers Conference Night Out
- Adopted Elementary Flag Raising Ceremony at Rafaela T. Barrera Elementary
- RGV Lead P-16/ Counselors Network Meeting

- South Texas Area Recruiter Network Meeting
- Leadership MidValley Steering Committee Meeting
- Walking Across the Stage Conference

RECRUITMENT

- Rio Grande City High School – Table Set up
- Weslaco ISD Horton DAEP – College Presentation
- La Feria HS - Go Center visit
- La Joya High School – Table Set up
- Donna High School – Go Center Visit
- Weslaco East High School Meeting with Counselors
- Donna High School - Go Center visit
- La Feria High School – Go Center visit
- Roma High School – College Fair
- Rio Grande High School – College Fair
- I AM + TIES Conference
- Mercedes High School - Go Center visit
- Weslaco High School – Go Center visit
- Progreso High School – Go Center visit
- La Feria High School – Go Center visit
- Palmview High School – Go Center visit
- Juarez Lincoln High School– Go Center visit
- La Joya High School – Go Center visit
- Academy of Health Science Professions – Go Center visit
- La Joya East Academy – Go Center visit
- La Joya West Academy – Go Center visit
- Mission High School – Go Center visit
- Veterans Memorial High School – Go Center visit
- Sharyland Pioneer High School – Go Center visit
- Sharyland High School – Go Center visit
- Memorial High School – Go Center visit
- Mcallen High School – Go Center visit
- Nikki Rowe High School – Go Center visit
- Lamar Academy – Go Center visit
- McAllen Achieve ECHS – Go Center visit
- Edinburg North High School – Go Center visit
- Robert Vela High School – Go Center visit
- Johnny Economedes High School – Go Center visit
- Edinburg High School – Go Center visit
- Meeting with Prospective Students – 3 appointments
- Donna High School – Go Center visit
- Monte Alto High School – Go Center visit
- Donna 3D Academy – Go Center visit
- La Villa High School – Go Center visit
- Edcouch High School – Go Center visit
- Weslaco CTE – Go Center visit and Fast Track Screening

- PSJA Transition Office - Meeting with Counselors
- Roma High School – Go Center visit
- Rio Grande High School – Go Center visit
- Grulla High School – Go Center visit
- Hidalgo High School – Go center visit
- Donna High School – College and Career Fair
- Buell Central High School – College Presentation
- MidValley Academy – College Presentation

APPLY TEXAS

- Juarez Lincoln High School
- Sharyland Pioneer High School
- Palmview High School
- McAllen High School
- McAllen Memorial High School
- Mission CISD Options Academy
- Mission High School

FINANCIAL AID

- La Feria High School

ELEMENTARY AND MIDDLE SCHOOL

- South Texas ISD Rising Scholars Academy Middle School - College Fair
- Progreso ISD - Dorothy Thompson Middle School - Career Fair
- Roma ISD Rafaela T. Barrera Elementary - College Day
- Donna ISD M. Rivas Elementary – College Presentation

CAMPUS TOURS

- Pecan Campus
  - Ann Richards Middle School – 165 visitors
  - Jose Borrego Middle School – 65 visitors
  - Mission CISD – 21 visitors
  - Personal Tour – 3 visitors
  - Ida Diaz Middle School – 30 visitors
  - Palmview HS – 70 visitors
- Technology Campus
  - Ann Richards Middle School – 94 visitors
  - Donna High School – 60 visitors
  - Mission CISD – 21 visitors
  - Mission Jr. High School – 70 visitors
- Mid-Valley Campus
  - Lasara Elementary – 28 visitors
- Nursing Allied Health Campus
  - Vanguard Academy – 15 visitors
  - Ida Diaz Middle School – 30 visitors

- Weslaco ISD CTE Early College HS – 25 visitors
- Domingo Trevino Middle School – 40 visitors
- Weslaco ISD CTE Early College HS – 25 visitors
- The Academy of Health Science Professional – 80 visitors

Campus	# Visitors
Pecan	354 visitors
Mid-Valley	28 visitors
Starr	No Tours
NAH	215 visitors
Tech	245 visitors

CALL CENTER

Phone Calls	
Inbound Calls	7583 calls
JagChat	
Chats	267 chats
Text Message	
Campaign: Spring Unpaid List	1112 students
Telemarketing	
Outbound Calls – Students Inquiries	67 calls
Financial Aid Verification Final Warning	192 students
Radius	
1098-T Tuition Statement Notification	9138 students
1098-T Tuition Statement Update Notification	10158 students

EVENT PHOTOS

Adopted Elementary Flag Raising Ceremony at Rafaela T. Barrera Elementary. A College Bound Flag Raising Ceremony marks the beginning of the adopted elementary partnership, and reminds the community of the commitment the students have made to go to college and their role to support the students on this path.

EAGLE

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

CURRENT/UPCOMING ACTIVITIES & EVENT

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
140+	Student walk-ins and visits
115	CTE Student Contacts
21	Student & Alumni Registered on CCN
13	Student & Alumni Resumes Revised/Uploaded on CCN
11	New Employer Registered on CCN
35	Jobs posted to CCN
10	Workshops Presented
9	On Campus Recruitment
1,135	Career Coach Total Visits

** Indicates, No Change since previous reporting period.*

CURRENT/UPCOMING ACTIVITIES & EVENTS

- Get to Know CES Open Workshops
- Dining Etiquette Reception
- Suited for Success

(OCR) On Campus Recruitment

- Vector Marketing
- Embassy Suites
- Border Patrol
- Ageless Living Home Health
- Census

WORKSHOP & PRESENTATION/ACTIVITIES

- **Presentations**
  - Resume Tips & Tricks - Rio Grande City Career Expo
  - Region One Migrant Counselor Update Resume Presentation
  - Overview of CES – La Joya Early College Campus
  - College Success for Health Care MVC 2:30pm MW class: Resume & Cover Letter in class presentation/workshop
  - College Success for Health Care MVC 1:00pm TR class: Resume & Cover Letter in class presentation/workshop

- College Success for Healthcare Resume Review
- Get to Know Your CES Open Workshop: PCN & TECH
- Resume & Cover Letter Open Workshop: NAH
- IMA Resume Review Panel & Presentation
- Student Leadership Academy
- In-Classroom Presentations: Sociology, CJ, Spanish, Art, Criminal Justice, Physics

- **Job Development**
  - Doug Thompson, Allstate – CCN registration & 1 job posting
  - David Drefke, CPA – CCN registration
  - PMG – 3 job postings
  - Roush-1 job posting
  - Stanley Black & Decker-1 job posting
  - AG Pharmacy-1 job posting
  - Hidalgo County Head Start Program-1 job posting
  - AG Pharmacy-CCN Registration
  - Wade Jurney Homes-Outreach
  - Doug Thompson, Allstate – CCN registration & 1 job posting
  - David Drefke, CPA – CCN registration
  - PMG – 3 job postings
  - Garcia HVAC, LLC Services – CCN registration
  - The HTV Store, LLC – CCN registration, 1 job posting
  - B2Z Engineering – CCN registration
  - Entravision Communications—5 job postings
  - Texas Workforce Commission—16 job postings

COORDINATION OF UPCOMING EVENTS

- Culinary Arts Career Expo: Flyer & CES Employer packets
- Innovative Technology Week: Event flyer
- Partnered with Automotive & Diesel programs for future in class presentation(s)
- Scheduled dates for partnership with PASS Program for future Spring Open workshops
- Information Technology Career Expo 2019- CES information table
- In-class presentation: Physical Therapy Assistant, MVC College Success for Health Care
- Career Day: Occupational Therapy Assistant
- Capstone Presentation: Medical Coding
- Partnered with Automotive & Diesel programs for future in class presentation(s)
- Scheduled dates for partnership with PASS Program for future Spring Open workshops
- Information Technology Career Expo 2019- CES information table
- CES Information Pecan Table
- Central MS Career Fair – CES Information table
- NAH Open House – Career Coach presentations
- OTA/PTA Rehab Career Day

MEETINGS AND MISCELLANEOUS INFORMATION

Meetings & Miscellaneous information

- Conducted DYM Day evaluation: Created survey, called participants, emailed links
- Dining etiquette Save-the-Date postcard

- Working in partnership with OTA program on career day by creating and distributing marketing materials through CES network of related employers.
- Updated NAH and First Friday workshop calendars for P.A.S.S. program.
- Worked on Carl Perkins biannual report.
- Submitted NAH Carl Perkins monthly activity report.
- Coordinated in class presentations Medical Assistant capstone students.
- Student/Alumni appointments, resume reviews, cover letters, applications
- Assisting STEM Summit contact/outreach to employers
- Partnered with Automotive & Diesel programs for future in class presentation(s)
- Coordinating University Dining Etiquette Seminar
- Professional Development CES Team meeting
- Posted NAH spring workshop flyers on campus.
- Provided overview of department services to graduating HMAS students.
- Attended Ambassadors Cross-Training Academy (ACTA)
- Re-designed CES contact information flyer, creating new PowerPoint workshop presentation
- CES informational table for IT Career Expo (50+ attendees)
- Updated Carl Perkins files and information for upcoming biannual report.
- Updating upcoming presentations
- Hosting CES Info tables
- Preparing Learn & Earn Workshop materials
- Attended Ambassador Cross Training Academy (ACTA)
- Cark Perkins: Updated & compiled data for biannual reporting
- Banner Access Training
- Researching CES Student Career Ambassador Program with BAT capstone student
- Researching best practices for Career Closet/Suited for Success

PHOTOS

Rio Grande Career Expo Presentation

n

IT Career Expo

IMA Conference Resume Reviews

EMSI Total Visits

College Central Network

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

Office of the Ombuds

Ombuds Cases for the month of February 2019				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		44	1	43
Mediation		0	0	0
Conflict Coaching		0	0	0
Title IX: Requesting Pregnancy Accommodation		201	0	201
Title IX: Victim Advocacy Support		30	0	30
Written Complaints/Maxient Referred to Human Resources Student to Employee		39	N/A	N/A
Total Cases		**314**	**1**	**274**

Ombuds Cases per Campus for the month of February 2019		
		YTD Cases
Pecan		130
Nursing & Allied Health		20
Technology		11
Mid Valley		25
Starr County		6
Internet		118
La Joya Teaching Center		0
Pharr College & Career Teaching Center		1
High School		3
Total		**314**

March 1, 2019
The Ombuds held Dispute Resolution Student Academy - Part II Session II at the Starr County Campus.
February 22, 2019
The Ombuds held Dispute Resolution Student Academy - Part II Session I at the Mid-Valley Campus.
February 21, 2019
The Ombuds held an informational booth at the Pecan and Technology Campuses.
February 20, 2019
The Ombuds held an informational booth at the Nursing & Allied Health Campus.
February 19, 2019
The Ombuds held an informational booth at the Mid-Valley Campus.
February 18, 2019
The Ombuds held an informational booth at the Starr Campus.
February 15, 2019
Attended Professional Development Day
February 8, 2019
The Ombuds held the Student Academy at the Pecan Campus.

OFFICE OF STUDENT CONDUCT

Office of Student Conduct

Student Violating Student Code of Conduct for the month of February 2019			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	28	137	**165**

Student Conduct Cases per Campus for the month of February 2019		
		YTD Cases
Pecan		99
Nursing & Allied Health		14
Technology		8
Mid Valley		25
Starr County		5
Regional Center for Public Safety Excellence		0
La Joya Teaching Center		0
Pharr College & Career Teaching Center		0
Internet		14
Total		**165**

February 21-22, 2019
Attended Maxient Database Training
February 15, 2019
Attended Professional Development Day

BEHAVIORAL INTERVENTION TEAM

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of February 2019		
Student Conduct		**YTD**
Cases Reviewed		18

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

Human Resources		**YTD**
Cases Reviewed		3
Police Department		**YTD**
Cases Reviewed		0
Title IX		**YTD**
Cases Reviewed		3

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	4	0	6	0	7	0	1	0	0
Human Resources	0	1	0	0	0	2	0	0	0	0
Police & Security	0	0	0	0	0	0	0	0	0	0
Title IX	0	0	0	1	0	1	0	1	0	0

STUDENT ACTIVITIES AND WELLNESS

- Intramural promotion (District Wide)
- Bean Bag Toss Contests (Starr, Tech, Pecan, and NAH)
- Archery Contest (PCN)
- 7v7 Mens, Womens and Coed Soccer League
- Fun at the TECH event
- Game Day (TECH)
- Presentation to High School students (TECH)
- Mardi Gras Celebration (STR)
- Bingo and Banana Split event (STR)
- 14th Annual South Texas Shootout Basketball Tournament Mens and Women's (UTRGV)
- Showing of Black Panther (District Wide)
- Student Leadership Academy Workshops (District Wide)
- Student Government Association Meeting (District Wide)
- Valentine's Day events (District Wide)
- Dating Game (PCN)
- Classroom Presentation (PCN)
- Heartache Karaoke (PCN)
- Valentine's Day Intramural Bean Bag Toss (NAH, TECH, PCN, MV)
- Valentine's Day Archery Target Shot contest (PCN)
- SLA Kickoff (MV)
- Starr County Campus Lounge Day
- Bean Bag Toss Contest (Starr)
- 5v5 Men's, Women's & Coed Basketball Leagues (MV)
- 4v4 Men's & Women's Flag Football Tournament (MV)

- Intramural Sports Promotion (District Wide)
- Super Bowl Tailgate Party- Student Services & Student Activities Information, Hot dogs & Inflatable sports games (PCN)- 500 participants
- Student Activities & Wellness Classroom Presentations (PCN) – 4 presentations

- Student Leadership Academy Kickoff (District Wide)
- Student Government Association Kickoff (PCN, TECH, Starr)
- Club Fair (Starr)
- Game Day (Technology Campus)

- High School Presentation (Technology Campus)

- Super Bowl After Party (Pecan Campus)

- Welcome Week Events (District Wide)

- Care Free Day (NAHC)

- Welcome Week events (District Wide)
- Trip to Community College Day at the Capitol

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	**69**	**82**	**203**	**61**	**2**	**76**	**268**	**760**
Mid-Valley	**7**	**2**	**37**	**9**	**2**	**45**	**12**	**114**
Starr Co.	**17**	**8**	**25**	**12**	**1**	**9**	**35**	**107**
Tech	**0**	**3**	**71**	**1**	**0**	**5**	**20**	**100**
NAH	**1**	**17**	**37**	**31**	**2**	**2**	**24**	**114**
Total	**94**	**112**	**373**	**114**	**16**	**137**	**359**	**1195**

Meetings/Consultations

- President's Administrative Staff Meeting
- SAEM Division Leaders Meeting
- Title IX Pregnant and Parenting Meeting
- Carl Perkins Biannual Report Meeting
- Advocacy Grant Meeting
- ACEN Site Visit-NAH Campus
- Title IX Committee Meeting
- CSDS Technology Campus Case Staffings
- CSDS Mid-Valley Campus Case Staffings
- Title IX Emergency Case Review Meeting
- Title IX Committee Case Process Meeting
- Fast Track Meeting
- South Texas Health Systems-STC NAH Nursing Program Meeting
- CSDS Staff Performance Appraisals
- 24th Annual Texas Crime Stoppers Conference-Laughter Yoga Session
- Crisis Intervention Training-STC Department of Public Safety
- Super Bowl After Party Information Table
- Career Fair-Bentsen Elementary, La Joya ISD
- Weslaco High School Meeting-Education Diagnostician
- CSDS Pecan Campus Case Staffings
- Mental Health Counseling/Case Management Case Reviews

- CARE Team Meeting
- BIT Meeting
- Sign Language Interpreter's Student Schedules Updates
- Note Taker, Reader, Scribe Schedules Updates
- OLLU Intern Supervision
- UT-Arlington Intern Supervision
- LPC-S Supervision Meeting
- Academic progress case management, academic advising, review and completion of academic improvement 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
- BIT Case Management, Referrals and Staffing
- CARE Team Case Management
- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Maintain and track the Counseling Referral Log
- Follow up with mental health counseling screenings
- Review online module Academic Holds
- CSDS Work-study Scheduling/Management
- CSDS Work-study interviews and hiring process
- Review Food Pantry Applications and Referral Log updates
- New CSDS Work-study Orientations
- STC Call Center Retreat Meeting
- Attended Coalition Meetings (UNIDAD/RGV Veterans)

WORKSHOPS/PRESENTATIONS

- Adjusting to College Life
- Building Healthy Relationships Screening
- LGTBQ Community Awareness
- Title IX: Discrimination, Harassment, Sexual Misconduct and Retaliation
- Study Habits for Super Busy Students
- College Response's National Eating Disorders Screening
- Counseling & Student Disability Services
- CSDS Overview and Tips for Academic Success
- Counseling & Student Disability Services Info Session
- Tips to Manage Stress
- He Loves Me, She Loves Me Not
- Title IX: Pregnant and Parenting Basics
- Goal Setting
- Choosing a Career
- The Great Balance: Parenthood, Work & School
- Time-Management vs. Self-Management

- Dealing with Anger & Frustration
- Anger Management Group-Pecan Campus
- Super Bowl Outreach Tabling Event to promote CSDS
- Stop A Suicide Campaign Event – Pecan and NAH Campuses
- Dealing with Anger & Frustration
- Anger Management Group-Pecan Campus
- Super Bowl Outreach Tabling Event to promote CSDS
- Stop A Suicide Campaign Event – Pecan and NAH Campuses
- CIT Training Scenarios and Presentation
- College and Career Readiness Workshop Outreach Event Student Disability Services
- Counseling and Student Disability Services Presentation for ACTA Academy
- Donna Independent School District College and Career Festival at Donna North High School

PROFESSIONAL DEVELOPMENT

- Salome Hayward Best Practices Webinar Series 10, Webinar 2: Documentation Nightmares: Combating false claims, over-stated needs and unreasonable requests
- College Wide Professional Development Day
- Fueling Hope Conference
- Maxient In-House Training

Interpreting Services Report	
Type of Service	**Number of Classes**
Number of Classes Interpreted Total	148
Additional Services	**Number of Students**
Interpreted Admissions/Enrollment	
Interpreted General Advising	
Interpreted Financial Services	2
Interpreted for Testing Services	1
Interpreted Counseling Services	4
Interpreted Student Disabilities Services	
Interpreted orientation/outreach	12
Interpreted for TITLE IX	
Interpreted Tutoring Services	2
Telephone Contacts with Students	
Interpreter Hosted Workshops	1
Interpret student/instructor meeting	
Other	4
Total number of services provided	**174**

Student Success Specialist Activity Report	
Type of Service	**Number of Students**
Interpreter requests	7
Interpreter requests filled	5
Interpreter requests denied/canceled	2
Contacts with SDS Students	38
Meeting with SDS Students	4
Additional Services	**Number of Services/Interns/Interpreters**
ITP Intern supervision	2
Observing part-time Interpreters	5
Interpreter Feedback Session	3
Professional Development	5
Hosted Workshops/Presentations	3
Assigning assignments to Interpreters	76
General Interpreter/community Meetings	4
Conducted Interpreter/Work-study Interviews	1
Total	**155**

COMPREHENSIVE ADVISING

ADVISING STUDENT CONTACTS

Advisor Student Contacts	
Campus	**# of Contacts**
Pecan	981
Mid-Valley	219
Starr	129
Technology	113
Total	**1,442**

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising**
  - Provided advisement sessions
  - Finalized schedule for Priority Advising for Registration (Developmental Reading, Writing, Math, College Success, Education and some CTE courses);

- Trained Academic Advisors on curriculum changes and academic departments: Education, Business Careers, Human Resources, Math Pathways, College Success;
- Trained Academic Advisors in advising students utilizing Multiple Measures Educational Results Partnership (ERP) and Starfish
- Trained Academic Advisors on the documentation process for ERP, Case Management Contacts, Individualized Educational Plan and other services

- **Faculty Advising**
  - Ongoing communication with HSI Grant Leads to prepare and plan for spring semester activities;
  - Coordinator maintained regular contact with Lead Faculty Advisors to review programmatic activities for the semester and grant requirements (i.e. promote Declare Your Major Event)
  - Updated the New and Enhanced Faculty Advising (NEFA) Training materials to reflect updates and best practices and printed training manuals
  - Collaborated with OPOD to provide online registration for trainings
  - Completed the logistics for Spring 2019 trainings
  - Recruiting faculty advisors for advisement at the Enrollment Center for Summer and Fall 2019
  - 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 March 25th – 29th, 2019; 32 presentations have been planned; emails/flyers to K-12 partners have been distributed; an additional training session has also been scheduled for June 10th - 14th, 2019
  - **THECB Work Study Mentorship Grant** – Compiled student mentor report and activities for the month; contacted student mentor weekly; held meeting and interviews with new student mentor applicants for the new semester; a total of eight mentors have been hired; staff development training is planned for March 22, 2019 at the Starr County Campus;
  - **Beacon Mentoring Program** – 10 sections assigned for Spring 2019 semester; four contacts with students focusing early registration for next semester, financial aid, final exam preparation and other related topics are scheduled for the spring term; Beacon Mentor Appreciation Dinner is scheduled for April 30th, 2019 (TBD) and is still being scheduled with Culinary Arts department
- **PASS Program**
  - Met with PASS staff to plan semester activities and marketing for the program
  - Staff reviewed student/program contracts and distributed textbooks to students for Spring 2019
  - Staff working on instructional supplements lists to initiate the Purchase Orders for Summer and Fall 2019 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; HR will be posting them and the hiring process will commence as soon as the position posting closes;
  - Began collecting data for Biannual Report due in March 2019;
  - Sent reminders to SAEM Directors that oversee Carl D. Perkins funded staff and activities in the Carl Perkins Evaluation Plan;

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways**- Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson to review and finalize Action Plan for Pathways; Institute 6 is scheduled for April 24th – 26th in San Antonio, TX
- **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 meetings for preparing for the selection of the topic for 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: MARCH 21, 2019

SUBJECT: ACTIVITY REPORT FOR FEBRUARY 1, 2019 THROUGH FEBRUARY 28, 2019

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Facilities Committee Meeting, Finance, Audit, and Human Resources Committee Meeting, Board of Trustees Meeting, Coordinated Operations Council Meeting, and Planning and Development Council 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 on Financial Landscape Budget Presentation.
  - Held meeting on Property Tax Legislation impact on the College.
  - Held meeting on Legislative Appropriation Request (LAR) HEGI Enrollment Report.
  - Attended meeting with Texas Energy Consultants to discuss potential upcoming Hidalgo County Terra-Gen Wind Tax Abatement Projects.
  - Held meeting with Budget Manager to review the Tax Rollback Limitation Scenarios.
  - Held meeting with Comptroller, Budget Manager, and Accountability, Risk, and Compliance Manager to discuss the Financial Landscape Budget Presentation.
  - Held meeting with Comptroller and Budget Manager to discuss the Finance, Audit, and Human Resources Committee packet items and other outstanding items.
  - Held meeting with Comptroller and Budget Manager to review the Budget for FY 2020.
- 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 Facilities projects, Facilities Committee and Board packet items, and Plant fund budgets.
- Human Resources:
  - Held meeting with the Director of Human Resources, Institutional Equity Manager, and the Dean of Library and Learning Support Services to review Policy 4901: Standards of Conduct.
  - Held conference call with Director of Human Resources, Institutional Equity Manager, and The NCHERM Group, LLC to discuss language on Policy 4901: Standards of Conduct.

- Held meeting with Director of Human Resources and Institutional Equity Manager to review and discuss Policy 4901: Standards of Conduct.
- Held meeting with the Assistant Director of Human Resources to review Policy 4901: Standards of Conduct.

- Accountability, Risk, and Compliance:
  - Attended conference call with the College's Insurance Consultant and the Director of Accountability, Risk and Compliance to discuss the specifics of the Kidnap and Ransom Insurance.
  - Held meeting with the Director of Accountability, Risk, and Compliance to review the Stipends and Special Assignments.
  - Held meeting with the Accountability and Compliance Manager to review the Attorney General questions relating to the Trainings in Mexico and the Non-Profit Corporation.
  - Attended meeting with Director of Accountability, Risk, and Compliance, Comptroller, and Budget Manager regarding dual enrollment indirect expenditures.
  - Held discussions with Director of Accountability, Risk, and Compliance and Chief Information Security Officer regarding sharing files with Legal Counsel.
- Food Services:
  - Held meeting with Food Services Director to discuss the Starr County Cafeteria.
- Institutional Equity:
  - Held meeting with Institutional Equity Manager to discuss pending items for the Office of Institutional Equity.
- Title IX Committee:
  - Held meeting on Title IX case with Legal Counsel, ATIXA attorney, and Title IX Committee members.
  - Held meeting on Student Process and debrief on Title IX case status update with Title IX Committee.
  - Held meeting with Institutional Equity Manager to discuss Title IX pending items.
- Regional Center for Public Safety Excellence (RCPSE):
  - Held meeting with Finance and Administrative Services Project Manager, Accounting Group Manager, Financial Analyst and Accountability and Compliance Manager to review and edit the RCPSE Business Plan.
  - Held meeting with the Dean of Business Public Safety & Technology, Associate Director of Purchasing, Interim Vice President for Academic Affairs, Chief Administrator for Department of Public Safety and RCPSE, Finance and Administrative Services Project Manager, and South Texas College Legal Counsel to review the Pharr Memorandum of Understanding (MOU).
  - Attended meeting to discuss the operation of the Target Range and requirements of the grant from the Texas Parks and Wildlife Department with Chief Administrator for Department of Public Safety and RCPSE, Dean of Business Public Safety and Technology, Executive Officer for External Relations, and Director of Grant Development and Compliance.
- Other Meetings:
  - Attended meeting with College President to review the South Texas College Instituto Internacional de Estudios Superiores Language & Tutoring Center, L.L.C. (IIES) Licensing agreement.
  - Attended Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Compliance Certification meeting to review requirements.
  - Attended conference call with South Texas Counsel Legal Counsel regarding Title IX case.
  - Held meeting with Finance and Administrative Services Project Manager to review and plan for Professional Development Day.
  - Held meeting with Finance and Administrative Services Project Manager, Finance and Administrative Services Graphic Designer, and the Budget Manager to review items for Professional Development Day.
  - Planned and held the morning session during Professional Development Day for all Finance and Administrative Services division titled "The Exemplary Practices of Finance and Administrative Services (FAS) Division".
  - Planned and held the first afternoon session during Professional Development Day titled "Title IX Training".

- Planned and held the second afternoon session during Professional Development Day titled "The College Budget Process".
- Conducted an Employee Performance Appraisal.
- Held meeting with Finance and Administrative Services Project Manager to review the Online Academic Catalog for FY 2019 – 2020.
- Held Finance and Administrative Services Director's meeting at the Starr County Campus and participated in the Faculty/Staff Meeting.
- Attended meeting with the College President and the Board Chairman to discuss recommendations for Budget FY 2020 and Tuition and Fees.
- Attended meeting with the Dean of Institutional Research and Effectiveness to review the Institutional Effectiveness (IE) Budget Integration.

- Conferences/Workshops/Trainings:
  - Attended the Texas Association of Community Colleges Attorneys (TACCA) Conference to learn topics related to the Clery Act, Fair Labor Standards Act, Sexual Misconduct-Title IX, and to be better informed on Legislative updates.

PROJECTS IN PROGRESS:

- Budget and Student Enrollment:
  - Worked on Fiscal Year 2020 Budget Requests Alert Notice and Updated Budget Guidelines.
  - Worked on Budget 2020.
  - Worked on Projected FY 2020 Budget Summary.
  - Worked on Revenue and Expenditure Scenarios for Tuition and Fees for FY 2019 – 2020.
  - Worked on Tuition and Fee Revenue Report.
  - Worked on Presentation for Financial Forecasting for the Next Five Years.
  - Worked on Property Tax Rollback Scenario Graphs.
  - Worked on Staffing Plan Position Request Form for FY 2020.
  - Worked on Cost Analysis for Proposed Direct Wage Hourly Rate Increase.
  - Worked on Financial Literacy Plan.
  - Worked on Faculty Costs.
  - Worked on Faculty Load and Compensation (FLAC) Status Update.
  - Worked on Temporary Agency Employee Expenditures.
  - Worked on Instructional Program Cost Analysis.
  - Worked on State Appropriations worksheet.
  - Worked on Headcount Term Percentages Report for Traditional and Dual Enrollment students.
  - Worked on write-up and backups for the Proposed Tuition, Differential Tuition, and Fees for FY 2019 – 2020 for Tuition and Fees, Differential Tuition, Recommended Base Expenditures, Salary Increase Information, and Base Budget Summary.
  - Worked on revisions for the proposed changes to the Reinstatement Process.
  - Worked on Spring 2019 Registration Report.
  - Worked on Scholarship Balances.
  - Worked on Enrollment Projections for 2019 - 2025.
  - Worked on Students Payment Strategies.
  - Worked Long Term Financial Plan.
- Committee packets:
  - Worked on Facilities Committee Agenda items.
  - Worked on Facilities Planning & Construction Projects Progress.
  - Worked on Finance, Audit, and Human Resources Committee Agenda items.
  - Worked on Terra-Gen Tax Abatement presentation.
- Construction:
  - Worked on reviewing of information for McAllen Independent School District Portables.
  - Worked on changes to the Pharr Police Department Memorandum of Understanding (MOU).
  - Worked on the Hidalgo County Purchasing Department Request for Qualifications (RFQ) Information.

- Title IX:
  - Worked on updates to the South Texas College website as requested by the Board on "Report an Incident or Complaint".
  - Worked on Title IX Procedures and Resources.
  - Worked on Office of Student Rights and Responsibilities (OSRR) Investigative Report comments.
  - Worked on requested for information for Title IX Case with Legal Counsel to Title IX Deputy Coordinator.
  - Worked on completing the Title IX Audit internal control questionnaire for the Internal Auditor.
  - Worked on scheduling Title IX training for Association of Title IX Administrators (ATIXA).
  - Worked on presentation for Professional Development Day on Title IX and Budget.
- Policies and Procedures:
  - Worked on Policy 4714: Acceptable Use of Information Resources.
  - Worked on Policy 4XXX: Staff Performance Appraisal.
  - Worked on Policy 4901: Standards of Conduct.
- Insurance:
  - Worked on Kidnapping and Extortion Insurance write-up.
- Special Projects:
  - Worked on Senate Bill 501 – Study of Costs on Dual Credit Courses.
  - Worked on 86th Legislative Session Update.
  - Worked on State Employee Charitable Campaign (SECC) Contributions by Non-Profit.
  - Worked on Faculty and Staff Scholarship Campaign.
  - Worked on South Texas College Website for Donations and Contributions.
  - Worked on Food Service options for Starr County Campus Cafeteria.
  - Worked on Purchase and Implementation of Dashboard Presentation Software.
  - Worked on Regional Center for Public Safety Excellence (RCPSE) Business Plan.
  - Worked with Director of Accountability, Risk, and Compliance on creating a summary of the purpose, structure, and programs of Austin Community College District's Center for Nonprofit Studies and their Center Public Policy and Political Studies.
  - Updated the Electronic Board Packets, Checklist, Laptop Overview Presentation, and Laptop Procedures.

MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended BUGS (Banner User Group) meeting.
- Attended calls with Human Resources regarding Accounting Assistant-Travel posting.
- Attended calls with Tax Professionals.
- Attended Chrome River Banner Export Workshop.
- Attended Chrome River Implementation conference calls.
- Attended conference call with Alvin College regarding Shooting Range.
- Attended conference call with Docusign to discuss pricing for electronic signatures.
- Attended Finance, Audit, and Human Resources Committee meeting.
- Attended Foreign Vendors meeting.
- Attended Information Technology (IT) Institutional Projects meeting.
- Attended Manager Meeting to discuss work status and Business Office updates.
- Attended meeting with selected Business Office staff to compare transaction process provided by Information Technology (IT) with Travel and Expense transaction posting.
- Attended President's Administrative Staff Meeting.
- Attended Relationship Review meeting with BBVA Compass representatives and Comptroller.
- Attended the Lunch n' Learn conducted by Human Resources.
- Met and discussed investment strategies and cash flow with the investment advisor.
- Met and reviewed bids for the Investment Advisor Services.

- Met and reviewed Business Office handbook with temporary staff.
- Met and reviewed the Local Government Debt Reporting status.
- Met regarding Fraud presentation for Professional Development Day.
- Met to discuss Continuing Education students in Academic courses.
- Met to discuss February Board of Trustees Retreat Presentation.
- Met to discuss fundraising guidelines and forms for the 8th Annual Event at the Technology Campus.
- Met to discuss the Fiscal Year 2020 budget.
- Met to prepare for the City of McAllen monitoring review.
- Met to review McCoys vendor issues.
- Met to review outstanding Bank 32 items.
- Met to work on the Regional Center for Public Safety Excellence (RCPSE) Business Plan.
- Met with Compliance and department on Knapp Medical grant.
- Met with Comptroller on miscellaneous items.
- Met with Facilities and Maintenance staff to discuss space modification for Cashier balancing room 1.908.
- Met with Records Technician staff on file room status.
- Met with Specialist on prepaid reconciliation status.
- Met with the reinstatement task force on proposal of a more structure process to drop students for non-payment effective Spring 2019 term.
- Met with the Vice President of Academic Affairs to discuss faculty expenditures.
- Met with Travel Staff to do a final review of requirements for Chrome River.
- Met with Vice President for Finance and Administrative Services to discuss Investment Policy.
- Participated in Banner access meeting.
- Participated in compliance rules meeting for new Travel and Expense system.
- Participated in Expense & Revenue Report meeting.
- Participated in general ledger & cash advances for new Travel and Expense system.
- Participated in Information Technology (IT) conference call to discuss current Travel and Expense data retention.
- Participated in user interface meeting review for Chrome River.
- Presented at Professional Development Day.
- Trainings/Webinars:
  - Attended Administrative Assistants/Financial Manager Round-up.
  - Attended BBVA Compass Net Cash System Webex.
  - Attended College-Wide Professional Development Day.
  - Attended Lunch N Learn on importance of documentation topic.

WORKED ON THE FOLLOWING ITEMS:

- Management Reports:
  - The Business Office staff worked on the January board and management reports, including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations, and grants reports.
- Accounts Payable/Grants and Contracts:
  - Worked on clearing Bank 31 adjustments related to hotels.
  - Worked on Board Lists.
  - Participated in Chrome River implementation conference calls.
  - Worked with Information Technology staff on Chrome River requirements and capabilities.
  - Worked on SpendNet Payables vendor set-ups and maintenance of existing cards.
  - Reviewed Carl Perkins grant status.
  - Participated in grant monitoring review with financial manager, compliance department and City of McAllen Compliance Officer.

Bank No.	18-Sep	18-Oct	18-Nov	18-Dec	19-Jan	19-Feb
01 E&G	371	553	728	411	640	517
01 Direct Deposit	83	148	255	136	222	139
03 Student	10,020	2,583	1,881	351	16,719	2,471
12 I&S Taxes	-	-	-	-	1	-
16 I&S Bond	-	-	-	-	1	-
17 Plant	17	12	17	9	6	11
31 Virtual Card	271	602	434	254	501	469
32 AP Card	23	28	5	2	2	4
37 Unexp-LT Bond Series 2015	7	9	7	1	2	3
38 Unexp-LT Bond Series 2014	-	-	-	-	-	1

- Property Tax/Budget & Reporting:
  - Prepared Fiscal Year 2020 budget items to be presented at Cabinet.
  - Prepared the Fiscal Year 2020 Budget Commencement alert notice, Budget Guidelines, and Budget Development Application Instructions.
  - Created Fiscal Year 2020 budget revision request forms.
  - Revised the Financial Landscape presentation for the February Board Retreat.
  - Created scenarios for the rollback limitation proposal.
  - Revised the Financial Forecasting for the Next Five Years presentation for the Board Retreat.
  - Revised the Rollback Limitation tax rate and tax revenue scenarios.
  - Discussed and prepared budget revenue and expense scenarios in preparation for the Fiscal Year 2020 Budget.
  - Updated the Rollback Limitation impact scenarios for prior tax levies.
  - Reviewed and provided comments on the Texas Association for Community College's methodology for estimating the impact of the Rollback Limitation legislation on the College.
  - Discussed the tax abatement process with the Comptroller and the Vice President for Finance and Administrative Services in preparation for the proposed Terra-Gen tax abatement.
- Cash Management/Special Projects/Office Support:
  - Analyzed Faculty Cost.
  - Assisted with issuance of new investments.
  - Conducted Reference Checks for Accounting Assistant candidates.
  - Created new Marketplace store for International Management Accountant (IMA) conference.
  - Documented timeline of contract worker issues.
  - Prepared Internal Control Presentation for Professional Development Day.
  - Prepared Investment Advisor Tracker Report.
  - Prepared Legal Litigation Services and other expenses Motion.
  - Researched other colleges on the shooting range.
  - Reviewed Faculty Cost, including Overload details.
  - Reviewed strategic planning committee's goals and definitions.
  - Revised Job Description for the Accounting Assistant for Travel.
  - Submitted back up for FY 2018 Local Government Debt Reporting (code section 140.008).
  - Turned in employee performance appraisals to Human Resources.
  - Updated Ambassadors Cross Training Academy (ACTA) presentations.
  - Worked on Argos reports interface.
  - Worked on making the Business Office access forms and procedures compatible with the accessibility guidelines.
  - Working on implementing emails for requisition approvers using workflow.
  - Reviewed and evaluated Investment Advisor Services Request for Qualifications (RFQs).

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	9	524
01 Direct Deposit	6	169
02 Payroll	8	471
02 Direct Deposit	4	2,450
03 Student	6	2,471
12 I&S	-	-
16 I&S	-	-
17 Plant	4	11
37 Bond Series 2015	3	3
38 Bond Series 2014	-	-
Total	40	6,099

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	9
Bank Transfers between Bank Accounts	20
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 107 monthly reports during the month of January 2019

Duties	Number
Week ending	Total
Approval Queues	32
Bank Reconciliations	9
Board and Management Reports Prepared	95
Cafeteria daily sales report	24
Cancelled checks provided to AP / Payroll	8
Check verification for AP / Payroll	14
Copies of booklets/journal entries requested	93
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	58
Returned mailed checks - Logged and Filed	105
Returned Mailed checks - Disbursement	101
Financial manager changes	62
FOAP created including activity codes	4
Hours Filing and organizing of Journal Entries and boxing	7

Duties	Number
Hours used for scanning - estimated	74
Hours used to log deleted checks	3
Hours used to prepare documents for scanning	3
Hours used converting BOR and Management reports PDF	8
IDT's - telephone calls received	7
Interdepartmental Transactions reviewed	34
Invoices and encumbrances reviewed	50
Journal entries prepared	28
Journal entries processed including FUPLOAD	1,068
Journal entries- transactions processes	3,286
Journal entries/documents scanned	2,378
Journal Entries Logged	2,181
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	21
Positive Pay Exemption-Number of checks researched	23
Stale dated list prepared	3
Stale dated letters mailed	151
Stop payments processed (includes stale dated checks)	6
Transactions removed from bank reconciliation	46
ACTA and Workplace Answering training Hours	12
Training - meeting Professional Development	24
Banner Testing hours/training - Hours used	1

Description	Number of Transactions
General Journal Entry (Intra-Fund) (JE15)	92
General Journal Entry (Inter-Fund) (JE16)	86
Cash Receipts (CR05)	793
Encumbrance Liquidation (E032)	1
Encumbrance Liquidation (E020)	1
General Ledger Beginning Balance (JE05)	1
General Journal Entry (JE17)	2
Misc. Receipt Payments (CA10)	0
General Journal Entry (STCJ)	0

- <u>The Cashiers/Accounts Receivable:</u>
  - Assisted students with Spring 2019 installment due date (February 13, 2019).
  - Assisted students with Spring 2019 questions and payments during the week prior to census (February 6, 2019).
  - Assisted students with Spring 2019 questions and payments the week of census (February 6, 2019).

- Completed final testing of the new 1098T methodology change from reporting charges to reporting payment for year 2018. 1098Ts made available to students via their JagNet on Thursday, January 31, 2019.
- E-refund project was completed and is now available for students to sign up for Automated Clearing House (ACH) disbursements. Multiple marketing efforts will be utilized to notify students.
- Staff worked on revising the 1098Ts due to box 1 payments received not including scholarships.

- Payroll and Position Control Departments:
  - Updated the TimeClock Plus Training Marketplace site.
  - Payroll processes for the month ending February 28, 2019 are:

Description	Number of Transactions
Payroll Re-issue Processed	6
Payroll Cycles	5
Payroll Checks & DD	3,267
TimeClock Plus Access Forms Processed	70
Number of Employees with OT reviewed for OT Memos	446
NOE's Approved	581
Salary Budget Transfer Forms Processed	12 with multiple transactions

- Business Office Performance Indicators:

Payroll February 2019			
Number of Employee		**Deposits Processed**	
Employees on Monthly Payroll	1,863	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	1,049	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 01/16 - 01/31) SR03	528	Salaried	1
(Waged 02/01 - 02/15) SR04	542	Waged	1
(Salaried: February) MR02	3,237		
		Void Checks Processed	
		Salaried	1
NOE's Approved		Waged	3
Approve NOE's	581		
		Replacement Checks Processed	
NOE's Processed		Salaried	2
(Additions, Deletions, Changes)	30	Waged	3
Salaried	653		
FLAC	292	**Voided Direct Deposits/Checks**	
		Salaried	0
		Waged	0
NOE's Processed			
(Additions, Deletions, Changes)	4	**Salary Budget Transfer Forms Processed**	12
Waged	124		
		Hand Cut/PBK	
Payroll Adjustment Worksheets		Salaried	0
(Additions, Deletions, Changes)	6	Wages	0
Salaried-MR01	61		
		Checks Processed	

Payroll February 2019			
(Additions, Deletions, Changes)	0	Salaried	132
Waged	0	Total Net	$235,105.44
Liabilities Processed		Waged	333
ORP	11	Total Net	$90,511.07
Annuity	11		
Student Loans	2	**Direct Deposit Processed**	
United Way	1	Salaried	2,035
Child Support	3	Total Net	$5,456,558.91
IRS Levy	0		
Withholding & FICA	3	Waged	767
Met Life	1	Total Net	$223,848.90
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 Student Activities Super Bowl Event where Food Services grilled 500 hotdogs for Pecan Students.
- Conducted 200 guest catering at Mid Valley Campus for Texas A & M Kingsville presentation.
- Conducted Work Study Interviews for Mid Valley Campus.
- Conducted meeting with McAllen Health Inspector for approval of Food Carts at Pecan Campus Building P and J with Pecan Food Service Manager.
- Conducted meeting with Technology Campus Lead Cook in regards to sanitation standards and closing duties.
- Attended Professional Development Day.
- Conducted meeting with Nursing Allied Health Campus Cook concerning operations at the Café.
- Conducted conference call with Assistant Director of Purchasing concerning the status of vendor selection for the Starr County Campus Cafeteria.
- Conducted conference call with Student Activities Specialist concerning assisting their Spring Break Round-Up Event with homemade snow cones.
- Attended Finance and Administrative Services Director's meeting at the Starr County Campus.
- Attended meeting with Vice President for Finance and Administrative Services concerning Starr County Campus Food Service issues.
- Conducted Pepsi Bike Give-away Event with Pepsi Company and Public Relations.
- Conducted meeting for Child Development Department Catering Event.
- Attended President's Administrative Staff Meeting.

PROJECTS IN PROGRESS:

- Others:
  - Worked on La Joya Independent School District catering menu.
  - Worked on finalization of CPR training location and attendees list for Professional Development Day.
  - Worked on reference checks for all work study applicants interviewed at the Mid Valley Campus.
  - Requested flyer to be made for delivery advertisement at Pecan Campus.

- Worked on menu for Food Carts at Buildings P and J.
- Requested purchase orders to be open for Commercial Kitchen and Mission Restaurant Supply.
- Worked on new operation hours for Nursing and Allied Health Campus food service locations.
- Hired new temporary agency employee for Nursing and Allied Health Campus.
- Worked on updating all daily sales sheets for the month of February.
- Worked on and finalized Activity Report for the month of January.
- Worked on and submitted Pepsi Order for Mid Valley Campus.
- Worked on acquiring another work study for the Pecan Campus and one for the Mid Valley Campus to assist in operations.
- Worked on acquiring two capstone students to assist in operations at the Pecan Campus Cafeteria.
- Worked on adding a new employee from a temporary agency to assist in operations at Nursing Allied Health Cafeteria.
- Worked on quote for the American Association for Women in Community Colleges (AAWCC) and College Connections event.
- Approved the adjustment of the menu items for the Mid Valley Campus Cafeteria digital signage.
- Reviewed and submitted approval of recommendations for interviews for the Auxiliary Accountant position.
- Worked on and finalized large catering event for IMA Texas Regional Council.
- Worked on large catering quote for the Graduation Ceremony for Student Activities and Wellness.
- Worked on finalizing and choosing winner of the Pepsi Mountain Bike Giveaway.
- Worked on and finalized date of giving Pepsi Mountain winner their prize including a photo op with Pepsi Vendor and Public Relations staff.
- Worked on meal options for high school students that will be conducting a "Disability Awareness Day".
- Worked on all full-time employee evaluations.
- Worked on acquiring Health Permit for Starr County Campus Cafeteria.
- Worked on informal quote for Child Care Development Department.
- Worked on adjusting budget for operating for the Mid Valley Campus Cafeteria.
- Worked on and finalized Pecan Campus Cafeteria Delivery flyer with Public Relations staff to be sent out via general email.
- Worked on Starr County Campus Food Service proposal for interim ideas to be sent to the Vice President for Finance and Administrative Services.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Regional Center for Public Safety Excellence (RCPSE):
  - Attended a meeting to review position description for administrator of the RCPSE.
  - Attended a meeting to discuss the Memorandum of Understanding for the police academy with the Pharr Police Department.
  - Attended a meeting to discuss the process for third party contact hours regarding RCPSE training.
  - Attended a meeting for response to the action plan for the RCPSE Business Plan.
  - Attended a meeting to discuss legislative funding for the RCPSE.
  - Attended a meeting to obtain funds for the updating of RCPSE simulators.
  - Attended a meeting to discuss course development at the RCPSE.
  - Attended a meeting to update the RCPSE Business Plan.
  - Attended a meeting to identify payment procedures for RCPSE training.
  - Attended a meeting to discuss driving and firearms simulators at the RCPSE.
  - Attended a meeting discuss synopsis for upcoming RCPSE training.
  - Attended a meeting with Director of Continuing Education regarding RCPSE courses.
  - Attended a meeting to discuss training schedules at the RCPSE.
  - Attended a meeting to determine space allocation at the RCPSE.

- Other Meetings:
  - Attended a meeting to discuss new security guard hires.
  - Attended a meeting to discuss the purchase of new surveillance cameras.
  - Attended a meeting with the Purchasing department staff concerning a Request for Proposals (RFP) for all-terrain vehicles.
  - Attended a meeting to discuss membership in the FBI-LEEDA program.
  - Attended a meeting to respond to additional cameras needed at the campuses.
  - Attended a meeting to orient the new Transportation Services Manager.
  - Attended a meeting at the Starr County Campus to obtain feedback on services.
  - Attended a meeting to review employee work assignments.
  - Attended a meeting to plan for the Federal Law Enforcement Training Center visit.
  - Attended a meeting with faculty to present an active shooter tabletop exercise.
  - Attended a meeting to further discuss configuration of proposed target range.
  - Attended a meeting to review the target range visit to Austin Community College.
  - Attended a meeting to review new products of Avigilon Surveillance Camera Company.
  - Attended a meeting to update the Texas Commission on Law Enforcement (TCOLE) Contract request.
  - Attended a meeting to discuss equipment purchases.
  - Attended a meeting to review request for assistance from Human Resources.
  - Attended a meeting to review request for release of police reports.
  - Attended a meeting to review process for interviewing job applicants.
  - Attended a meeting to prepare presentation on Emergency Management for Professional Development.
  - Attended a meeting to review police reports.
  - Attended a meeting to review the Automated Records Management System.
  - Attended a meeting to review police training requests.
  - Attended a meeting to discuss citation issuance.
  - Attended a meeting to review Title IX cases.
  - Attended a meeting to discuss process for notification of incidents to student conduct.
  - Attended a meeting to discuss employee resignations with Human Resources.
  - Attended a meeting to discuss parking spaces at the Park and Ride parking lot.
  - Attended a meeting to answer questions regarding release of information.
  - Attended a meeting to discuss Border Patrol training.
  - Attended a meeting to discuss security guard staffing at the Starr County Campus.
  - Attended a meeting to review overtime authorization requests.
  - Attended a meeting with Information Technology to review issues with surveillance camera installations.
  - Attended a meeting to discuss mass notification messaging.
  - Attended a meeting to discuss mandatory report tracking.
  - Attended a meeting to discuss installation of surveillance cameras.
  - Attended a Transportation Services meeting.
  - Attended a meeting to replace malfunctioning surveillance cameras.
  - Attended a Lost and Found items meeting.
  - Attended an equipment acquisition meeting.
  - Attended a meeting to discuss campus map evacuation areas.
  - Attended a meeting to research a Human Resources issue.
  - Attended a yellow line shuttle bus meeting.
  - Attended an employee assignment meeting.
  - Attended a meeting pertaining to visitor parking spaces.
  - Attended a meeting to review operation of generator at the police building.

PROJECTS IN PROGRESS:

- Regional Center for Public Safety Excellence (RCPSE):
  - Worked on legislative funding for the RCPSE.

- Worked on the process for developing contact hours for the RCPSE training.
- Worked on the RCPSE Business Plan.
- Worked to obtain funds for the updating of RCPSE simulators.
- Worked on course development at the RCPSE.
- Worked on training coordination with the Pharr Police Department.
- Worked on continuing education, registration, and course payments at the RCPSE.
- Worked on requirements for Texas Commission on Law Enforcement (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 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 department on advisory board at the RCPSE.
- Worked with the Public Relations Department to expand the RCPSE website.
- Worked on RCPSE assignment of police coordinator.
- Worked with Facilities, Planning, and Construction on projects.
- Worked on Leadership training at the RCPSE.
- Worked with Director of Continuing Education regarding RCPSE courses.
- Worked on the Texas Commission on Law Enforcement Police Academy contract.
- Worked with the University of Texas Rio Grande Valley (UTRGV) concerning RCPSE training.
- Worked on office assignments and 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 developing future goals of the RCPSE.

- <u>Title IX:</u>
  - Worked on Title IX training.
  - Worked on Department of Public Safety Title IX Case Report.
  - Worked on Title IX case.
  - Worked on review of Title IX case process.
  - Worked on Title IX investigation.
  - Worked on Title IX case transmittal to the Office of Student Rights and Responsibilities.
- <u>Police Reports, Incident Reports, and Other Requests for Information:</u>
  - Worked on request for assistance from Human Resources.
  - Worked on request for release of a police report.
  - Worked on an incident at the Pecan Campus.
  - Worked on review of police reports.
  - Worked on notification of incidents involving students.
  - Worked on a college employee issue with Human Resources.
  - Worked with Human Resources on request for information.
  - Worked on employee incident report.
  - Worked on ARMS police report narratives.
  - Worked on an ARMS police report for release to a governmental agency.
  - Worked on Behavioral Intervention Team threat assessments.
  - Worked on investigation reviews.
  - Worked on Department of Education case.
- <u>Surveillance Cameras:</u>
  - Worked on acquisition of new surveillance cameras.
  - Worked on camera repair needed at the Mid Valley Campus.
  - Worked with the Avigilon Surveillance Camera Company on new cameras.
  - Worked on surveillance cameras at emergency beacon locations.
  - Worked on installation of surveillance cameras on shuttle buses.
  - Worked on request for additional surveillance cameras.

- Worked with Information Technology to review issues with surveillance camera installations.
- Worked on resolving packet loss issues with surveillance cameras.

- Training:
  - Worked on police training requests.
  - Worked on Campus Security Authority training.
  - Worked on Emergency Management Training for Professional Development Day.
  - Worked on leadership training course for police supervisors.
  - Worked on Hidalgo County Sheriffs School Alert program.
  - Worked on Customs Border Protection training plan.
  - Worked on Border Patrol training plan.
  - Worked with faculty to develop an active shooter tabletop exercise.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues
  - Worked on new security guard hires.
  - Worked on employee assignments.
  - Worked on process for interviewing job applicants.
  - Worked on applicant recommendations with Human Resources.
  - Worked on request to hire temporary employees for data input.
  - Worked on the drug testing procedure for police officers and dispatchers.
  - Worked on People Admin to process recommendation for hire.
  - Worked on leadership development of a new Transportation Services Manager.
  - Worked on personnel assignments.
  - Worked on position descriptions with Human Resources.
  - Worked on the hiring of an additional temporary bus driver.
  - Worked on overtime authorization requests.
- Purchases and Repairs:
  - Worked on expenditure for repair of police vehicles.
  - Worked on equipment purchases.
  - Worked on bid results for security all-terrain vehicles (ATVs).
  - Worked on emergency equipment need for operations.
  - Worked on purchase order requests.
  - Worked with Purchasing and Facilities, Planning, and Construction on acquisitions.
- Shuttle Buses and Parking
  - Worked on expenses for shuttle bus equipment.
  - Worked on wrapping of shuttle buses.
  - Worked on shuttle bus maintenance.
  - Worked on parking plans.
  - Worked on Park & Ride parking.
  - Worked on Student Transportation Services operation.
  - Worked on parking citation issuances.
- Other:
  - Worked on membership for the FBI-LEEDA program.
  - Worked on procedures for other department requests.
  - Worked with Institute for Advanced Manufacturing on continuing education contact hours.
  - Worked on the target range accoutrements at Austin Community College.
  - Worked on building responder location assignments.
  - Worked on emergency management website.
  - Worked on Cabinet Updates.
  - Worked with Director of Continuing Education on contact hours for courses.
  - Worked with Internal Auditor on audit.
  - Worked on operations plan.
  - Worked on firearms qualification requirements.

- Worked on training issues at the police academy.
- Worked on budget transfers.
- Worked on procedure updates.
- Worked on an update to the police procedure manual.
- Worked on reviewing police activity.
- Worked on internal and external event security planning.
- Worked on time clock verifications.

BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Participated in an online Request for Proposal (RFP) system that will advertise, receive proposals, and tabulate the results.
- Participated in the College-Wide Professional Development Day.
- Reviewed and negotiated changes to six (6) vendor agreement/contracts.
- Attended the following meetings: Finance and Administrative Services Directors meeting, President's Administrative Staff meeting, Finance, Audit, and Human Resources Committee meeting, and Board of Trustees meeting.
- Participated with Facilities, Planning, and Construction in one (1) pre-proposal conference for Request for Proposal (RFP) 18-19-1046 Pecan Campus Demolition of Casso Property.
- Reviewed and updated Department procedures as needed.

PROJECTS IN PROGRESS:

- The Purchasing Department processed nine hundred and sixty-eight (968) purchase orders, approved six hundred twenty-eight (628) requisitions, disapproved two hundred fifty-two (252) requisitions, processed change orders for goods and services, completed eighty-two (82) travel authorizations, and four hundred fifteen (415) new/exiting vendor W-9 forms, which were created or updated in Banner.
- Prepared the following Request for Qualifications/Proposals (RFQ/RFP):
  - RFQ 19-012 District Wide – Wayfinding Signage Installation.
  - RFP 18-19-1052 Building Moving Services.
- Conducted Public Bid Openings for the following:
  - RFP 18-19-1044 District Wide – Marker Board Replacement.
  - RFP 18-19-1045 Pecan Campus – Building J Analog to Digital Audiovisual Upgrade Phase II.
  - RFP 18-19-1046 Pecan Campus Demolition of Casso Property.
  - RFP 18-19-1047 Network Cabling Services for Building Renovation Projects.
  - RFQ 19-012 District Wide – Wayfinding Signage Installation.
- The Fixed Assets Department is currently reviewing all assets purchased since January 1, 2019. The asset review process is as follows:
  - Approved two hundred ninety-four (294) assets through February 15, 2018.
  - Adjusted ninety-three (93) assets in Banner for the month of February.
  - Conducted the monthly inventory spot check for Library Books.
- The Receiving Department completed one thousand and nine (1,009) deliveries (purchase orders and complimentary books) and nine thousand six hundred twelve (9,612) packages/boxes. In addition, five hundred thirty-nine (539) purchase orders were received and posted in Banner, seven thousand six hundred fifty (7,650) assets and/or boxes were transferred/relocated as per move/set up request forms, and sixty-nine (69) faculty/staff moves were completed in February.
- The Mail Services/Copy Center processed the following mail and copy request:
  - Center for Learning Excellence - $4,161.52 and the Office of Financial Aid - $213.48.
  - Two hundred nine thousand nine hundred ninety-eight (209,998) copies were completed at the copy center for the month of February.

- A total of fifteen thousand seven hundred seventy-nine (15,779) letters were mailed out and seven hundred and seven (707) letters were returned to South Texas College due to bad addresses.

BRENDA BALDERAZ, DIRECTOR OF HUMAN RESOURCES

ATTENDED OR HELD MEETINGS AS FOLLOWS:
PROJECTS IN PROGRESS:

- Attended the Behavioral Intervention Team meeting for Risk Assessment of conduct cases.
- Attended Coordinated Operations Council meeting.
- Attended the 504 Coordinator Training for re-certification at Palo Alto College in San Antonio, Texas.
- Attended the College and University Professional Association (CUPA) for Human Resources Webinar "Laying the Foundation for Building a Diverse and Inclusive Workforce".
- Attended the Finance and Administrative Services Division Director's meeting held at Starr County Campus.
- Attended Professional and Organizational Development Day for Spring 2019.
- Attended President's Administrative Staff meeting.
- Attended Planning and Development Council meeting.
- Attended Society for Human Resources Management local chapter meeting regarding Department of Labor presentation on Joint Employment.
- Attended the Information Technology institutional projects meeting.
- Attended Title IX meeting.
- Attended the Essentials of Human Resources Law Seminar 2019 training.
- Attended the Human Resources Payroll Law Seminar training.
- Attended Maxient In House trainings for system review.
- Attended Clery Statistics Review Meeting with the Chief Administrator of Department of Public Safety and Regional Center for Public Safety Excellence.
- Attended McAllen Public Library's bi-annual job fair with over 887 job seekers.
- Conducted interviews for the vacant Human Resources Assistant position.
- Conducted interviews for the vacant Human Resources Administrative Assistant position.
- Hosted Lunch N' Learn Event Series: Importance of Documentation at All Campuses.
- Hosted Lunch N' Learn Event Series: Complaints and Investigations at All Campuses.
- Hosted Supervisory Symposium Event Series.
- Met with Argos Evisions to improve format reporting for Human Resources.
- Met with Accountability, Risk, and Management, Information Services, Security, and Banner data owners regarding Banner access grant and revoke procedures.
- Met with Banner Users Group for monthly meeting.
- Met with Coordinator of Disability Support Services/504 Coordinator to review and discuss student referral processes.
- Met with Director of Purchasing and Associate Director of Purchasing to review and update the recruitment services procedures.
- Met with Faculty Load and Compensation team and administrators to discuss action plan and update the payroll calendar dates.
- Met with Grant Systems, Management and Compliance Officer I for review and discussion of grants document retention and certification forms process.
- Met with Biology Department Chair and Dean for Math, Science, and Bachelor Programs for interactive process of accommodations request.
- Met with AppTrack developers to review the changes for applicant tracking of part time/trainers.
- Met with Human Resources Staffing Specialist/Evaluators on Faculty procedures.
- Met with Human Resources Staffing Specialist and Staffing and Compensation Manager on Center for Learning Excellence (CLE) Direct Wage for employee pay scale setting for degrees earned.

- Met with Information Technology to discuss the termination workflow procedures.
- Met with Information Services, Planning, and Performance staff and Project Manager to review the automated termination workflow procedures.
- Met with PeopleAdmin re-engineering group (weekly meeting).
- Met with Staffing and Compensation Manager to review the FY 2020 Staffing Plan procedures.
- Met with Human Resources Payroll staff and Faculty Load and Compensation (FLAC) Project Team to review and plan for the training phases and summer preparation.
- Met with JagNet content committee.
- Met with Vice President for Finance and Administrative Services, Institutional Equity Manager and Dean of Library and Learning Support Services to review Policy 4901: Standards of Conduct.
- Met with Vice President of Academic Affairs on preparation of Spring Adjunct Job Fair.

PROJECTS IN PROGRESS:

- Others:
  - Assisted High School Programs with guidance on how to lock the dual credit faculty load records.
  - Coordinated Trainer Job Fair for Continuing Education and Regional Center for Public Safety and Excellence scheduled on March 2, 2019.
  - Coordinated Retirement Fair hosted by Employees Retirement Services.
  - Coordinated initial logistics Spring Health Fair.
  - Coordinated initial logistics for Summer Enrollment Fair.
  - Completed American Sign Language (ASL) Interpreter requests for accommodation needs for institution events.
  - Worked on Collin College compensation study market survey.
  - Prepared the Associate Degree Nursing faculty personnel files for Accreditation Commission for Education in Nursing (ACEN) site visit.
  - Worked on Cost Analysis of direct wage increases to minimum pay rate for the Vice President for Finance and Administrative Services.
  - Coordinated the 2019 Job Fair participation at McAllen Public Library.
  - Drafted notice of non-participation for voluntary survey of Occupational Requirements.
  - Worked on Human Resources project updates for the Vice President for Finance and Administrative Services.
  - Worked on International Travel policy survey from fellow community colleges.
  - Modified and published the Forms, Guidelines, and Procedures page for the Human Resources website.
  - Worked on Public Information Request for application document.
  - Reviewed the job description for Dean of Enrollment Services.
  - Reviewed and submitted the Legislative Appropriations Request Schedule 3c report of actual insurance enrollment.
  - Reviewed the scope of work and project plan request for recruiting services for two vacant Dean positions for the President's Office.
  - Reviewed and updated the Statement of Equal Opportunity for Spring 2019 Course schedules.
  - Reviewed and submitted the additional information for Equal Employment Opportunity Commission claim submitted to legal counsel.
  - Reviewed and initiated the Everfi set up of templates for data load.
  - Reviewed and updated the Institutional Grant applications to clarify fees covered.
  - Worked on the State Employee Charitable Campaign contributors list for President's Cabinet review.
  - Worked on 2019 - 2020 Online Catalog updates on policy content, faculty listing, and academic and executive list.
  - Requested new Faculty Load and Compensation (FLAC) app in Faculty section of JagNet system for Faculty to acknowledge their FLAC assignments, which was approved by Jagnet Committee.
  - Worked on Subpoena of records for personnel and payroll records request.
  - Worked on Timekeeping System Compliance Audit response review and update.

- Worked on Title IX case review and update of student cases received by phone call to Human Resources.
- Updated the Texas Workforce Commission information for Business Office.
- Updated the Information Technology – Finance and Administrative Services Action Plan documents.
- Updated all Human Resources forms on Jagnet portal.
- Worked on creating the new Argos access groups for Human Resources and Faculty Load and Compensation (FLAC) users.
- Worked on email reminder notices for employment eligibility expirations.
- Worked on the Associate Degree Nursing department files for Accreditation Commission for Education in Nursing (ACEN).
- Worked on the data entry for credential validation for Dual Enrollment Faculty and Faculty on Banner. Worked on the Statement of Work with the Strata Information Group (SIG) Corporation for Salary Planner
- Worked on the Administrative and Executive Roster.
- Worked with department chairs on lecturer positions and attendance to the Adjunct Job Fair.
- Tested the new AppTrack database for hard copy applications.

- Information Services and Planning (IS&P) Issues:
  - Opened 12
  - Resolved 13
  - Currently Open 8
- Records Management:
  - Total of 3,167 files were worked on:
    - 376 - Transcripts filed away.
    - 105 - Transcript folder was created and filed.
    - 992 - Loose leaf paperwork filed in appropriate files.
    - 13 - Personnel transferred to different position.
    - 12 - Personnel returning to South Texas College.
    - 47 - New Hired Personnel Work Study/Direct Wage.
    - 20 - New Hired Personnel Faculty.
    - 133 - Personnel file requests.
    - 85 - Transcript requests.
    - 755 - Files audited: transcripts, credential evaluations.
    - 604 - Files inventoried, transcript files extracted, created list for boxes.
- Report Development
  - Internal
    - Created Audit Reports and Reports by Request.
    - Created Benefit Medical deductions report.
    - Created an audit report for employee inactivation.
    - Created an employee job history report for administrative positions listing all previous assignments leading up to their current one.
    - Created Faculty Load and Compensation (FLAC) Reports.
      - ⇒ Created and Modified Faculty Load and Compensation Reports.
    - Enhanced Argos Security
      - ⇒ Implemented Argos Faculty Load and Compensation (FLAC) Folder Security.
      - ⇒ Allowed and blocked users from access to specific folders.
    - Created the faculty count report for interim Vice President for Academic Affairs.
    - Full time faculty salary placement for Faculty Salary and Benefits committee review for FY 2020.
  - External
    - Department of Labor employee count at the Pecan Campus in January and February.
    - Department of Labor total number of employees in January and February.
    - Created a list of Everfi users to fit the downloaded template.
    - Created Lecture Hour Equivalent by term report.

- Prepared the monthly Finance and Administrative Services vacancy report and set up for automated issuance.
- Created the FY 2017 special stipends report for Accountability, Risk, and Compliance department.

Staffing & Recruiting (Staff/Faculty)	
Advertisements placed (Faculty & Staff combined)	5 (S)
Search Committees assigned/forms requested	(Faculty) /33 (Staff)
Hiring Proposals reviewed & approved	26(Staff) / (Faculty)
Job Offers	22(Staff) / (Faculty)
New Hire Notifications	22(Staff)15 (DW) 21 (Trainers)/50 (Faculty)
Vacancy Reports completed	1
Educational Supplements	12 (Faculty)

Staffing & Faculty Staffing/Evaluation			
Positions Filled	19 (S)/ 0 (F)	Positions Posted	(S) / (F)
Resignations	0 (F)/ 3 (DW) / 10 (Staff)	Positions Cancelled	0 (F)
PeopleAdmin Sys. User Maintenance	14 (S)/(F)	Adjunct/Dual Credit Applications	30
Staff Email Accounts	IT	Intent to Hire	19
NOEs	380 (F)	*Adjunct*	29
Full Time Temporary	29 (F) / 1 (S)	*Dual Credit*	0
Direct Wage	33	Lecturers	0
Trainer (PT)	246	Transcripts reviewed – People Admin	80
Application Processing		Transcripts entered on the database	165
Applications		NOE's	29 (F)
Staff		*Adjunct*	100
Faculty	---	*Overload*	200
Part-Time (DW/PT/AD)		*Dual Credit*	0
New Hires, Rehires, Transfers		Temporary Agency Employees	
Nepotism Review	44	*Request*	3
		Replacements	3
		Assignment Extensions	5

System/Staffing Support			
Position Requests w/ Job Descriptions	18	New Hire (E-Verify)	87
Positions		Audits *Accepted*	259
Posted	20	Audits *Rejected*	3
Re-Posted	0	Banner Updates (PEAEMPL)	99
Extended	11	Form I-9 Requests	3
Canceled	6	Financial Aid Workstudy review	

System/Staffing Support	
E-Verify TNC cases	1
Name Changes on I-9	
Form I-9 review	
Records	
Records(by page)	
Files scanned & indexed	0
New Hire folders prepared	25
Termed files prepared	na
Boxes to Record Retention	na

Employee Relations					
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	517	112	TWC Claims	27	0
Fingerprints	151	25	Open Records Requests	10	1
DPS Driver Eligibility Checks	65	4			

Benefits & Payroll			
Benefits		Payroll	
New Hire Orientations (FT/PT)	10/6	PDR Notifications	185
Internal Transfers	8	Direct Deposit Transactions	
Benefits Credits/Collections	25	*Full Time*	71
TRS Records Reported	275	*Direct Wage/Work Study*	49
TRS Prior Yrs of Svc Verifications	30	Resignations	
TexaSaver 457/403B Accounts		*Full Time*	2
Benefits Eligibility Review (ACA)		*Direct Wage/Work Study*	10
Faculty (Adjunct, Temporary)	9	Garnishments	60
Staff (Direct Wage, Part Time)	3	TXOAG Reporting	17
Exits		Under Hours/DOC Worksheets	18
Full Time	2	New Hires, Rehires, Transfers	96
Part Time		Name Changes	3
Retirees		Address Changes	20
FMLA Requests		Form W-4 Changes	37
New	15	Verification of Employment	
Closed	14	*Forms processed*	28
Workers Compensation Claims		*Letters sent*	5
New	7	*Phone Calls*	16
Closed	2	Cell Phone Stipends	3
Tuition Reimbursement Applications	1	Adjunct Leave Forms	
Tuition Grant Applications		NOEs	
Employee	1	*Lecturer*	0
Dependent	0	*Direct Wage*	129
Sick Leave Pool		*Work Study*	43
Enrollment	0	*Adjunct*	107
Termed	0	*Overload*	542

Benefits & Payroll			
Donations	0	*Trainers*	118
SECC-State Charitable Deductions	116	*Fac. Special Assignments, Other*	8
Letter/Appointment FT Regular Staff		FLAC	
NOE's Staff Full Time Temporary	2	*FLAC Dual Credit assignments reviewed*	1,195
		FLAC entries reviewed/jobs applied	292
Vacation Settlement worksheets	7	*Fac. Base Salary Pay-Off*	
		Full-time Regular Faculty Pay-Off	
		New Temporary Lecturers	
		Substitute NOEs	54
		Assistant Chairs/Asst Deans	41
		Dual Enrollment Faculty	
		Educational Increases	2
		Mini-mesters	69
		Educational/Certification Stipend	1
		PeopleAdmin Transactions	
		Approvals	12
		Hiring Proposals	22
		Payroll Worksheets	25
		Move Request Updates	25

RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Facilities Planning and Construction staff meetings.
- Attended meeting with Vice President for Finance and Administrative Services to discuss Facilities projects and Facilities Committee packet items.
- Attended February Facilities Committee meeting.
- Attended Special February Board of Trustees meeting and Regular Board of Trustees meeting.
- Attended the President's Administrative Staff meeting.
- Attended Coordinated Operations Council meeting.
- Attended meeting to review and develop online nameplate process.
- Attended meeting with flooring product representative.
- Attended the following for Pecan Campus:
  - Pecan Campus Athletic Field Fence Enclosure II-attended evaluation of bid proposals.
  - Pecan Campus Student Activities Building H Renovation-attended meeting with City of McAllen inspector, design team, faculty, and Maintenance staff to review requirements for grease trap installation.
  - Pecan Campus Student Activities Building H Renovation-attended meeting with Maintenance staff and Engineer to review existing utilities and equipment.
  - Pecan Campus Student Activities Building H Renovation-coordinated meeting with Staff and Maintenance staff to evaluate existing equipment.
  - Pecan Campus Building H Cafeteria-attended meeting to review existing cafeteria equipment with staff from Operations & Maintenance and Culinary Arts department.
  - Pecan Campus Sand Volleyball Courts-attended a Pre-Construction meeting with the contractor and Architect; Issued Notice to Proceed.
  - Pecan Campus Building M Renovation-attended meeting to review schematic plans from Architect with staff.
  - Pecan Campus – Demolition of Dr. Casso's Property-attended the bid opening for construction proposals.
- Attended La Joya Higher Education Center Advisory Board meeting.

- Nursing and Allied Health Campus Student Success Center Renovation-attended and conducted the Pre-Proposal Conference for construction services.
- Nursing and Allied Health Campus Center for Learning Excellence (CLE) Conversion-attended the bid opening for construction proposals.
- Starr County Campus Thermal Plant-attended meeting with staff to discuss Legal Counsel's information request.
- District Wide:
  - District Wide Marker Board Replacement for Technology Campus and Starr County Campus-attended and conducted the Pre-Proposal Conference for construction services.
  - District Wide Marker Board Replacement-attended the bid opening for construction proposals.
  - District Wide Basketball Court Repainting-attended and conducted the Pre-Construction meeting with staff and contractor.
  - District Wide Basketball Court Repainting-attended Pre-Construction meeting with Contractor and College staff.
- Attended meeting with College President to review proposed site drawing revisions.
- Attended Professional Development Day.
- Attended meeting to tour prospective property.
- Attended February Facilities Committee meeting.
- Attended meeting with Legal Counsel at the Starr County Campus for the Thermal Plant Chiller Lines issue.
- Attended meeting with carpet tile vendor.
- Attended meeting to discuss work on Music Room.
- Attended meeting with Dean of Music to review site conditions in preparation for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation.
- Attended meeting with vendor regarding construction audit services.

PROJECTS IN PROGRESS:

- 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 FY 2018 invoices from consultants.
- Reviewed invoices and pay applications from various Architects, Engineers, and Contractors.
- Worked on Space Modification Requests and Move Requests.
- Reviewed final Owner Controlled Insurance Program (OCIP) invoice from Carlisle.
- Worked on finalizing Owner Controlled Insurance Program (OCIP) invoice.
- Worked on warranty item issues.
- Worked on February Facilities Committee agenda and write-ups.
- Worked on February Coordinated Operations Council meeting presentation information.
- Worked on the FY 2017 - 18 Facilities Planning and Construction Staff Performance Evaluations.
- Worked on developing and uploading project information into Owner In-Site software.
- Assisted staff from the Library and Shipping & Receiving to relocate personal items from a previous employee to Human Resources.
- <u>Pecan Campus:</u>
  - Pecan Campus Student Activities Building H Renovation-received and reviewed schematic plans from Architect.
  - Pecan Campus Demolition of Dr. Casso's Property-worked on newspaper ad to advertise for construction proposals.
  - Pecan Campus Demolition of Dr. Casso's Property-coordinated and conducted Pre-Proposal meeting for construction proposals.
  - Pecan Campus Building D Renovations-participated in the evaluation of contractor proposals for construction.
  - Pecan Campus Library Renovations-updated new schematic design layout.

- Pecan Campus Athletic Field Fence Enclosure-worked on updating fence/column presentation.
- Pecan Campus Sand Volleyball Courts- issued Notice to Proceed to contractor.
- Pecan Campus New Library-attended design development meeting with Library staff.
- Pecan Building M Modifications Renovation-reviewed schematic plans from Architect with staff; reviewed Owner/Architect agreement comments from Legal Counsel and provided modifications to Architect.
- Pecan Campus Park and Ride Renovation and Fence Enclosure for College Vehicles- worked on preliminary fence enclosure layout.
- Pecan Campus Arbor Brick Columns Repair and Replacement-performed site visit with engineer to evaluate existing columns.

- Mid Valley Campus:
  - Mid Valley Campus Child Care Development Center Canopy Replacement-performed site visits for final review of punch list.
  - Mid Valley Campus Building F Renovation and Thermal Plant Renovation-worked on and completed revisions to Owner Architect agreement.
- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus Center for Learning Excellence (CLE) Conversion-reviewed and provided comments to Architect for the 95% review set of construction plans and specifications.
  - Nursing and Allied Health Campus Center for Learning Excellence (CLE) Conversion-received construction plans and specifications from Architect; prepared Request for Proposal documents; began soliciting for construction services.
  - Nursing and Allied Health Campus Center for Learning Excellence (CLE) Conversion-received construction plans and specifications from Architect; assisted in preparing addendum for contractors.
  - Nursing and Allied Health Campus Center for Learning Excellence (CLE) Conversion-performed evaluations for construction proposals.
  - Nursing and Allied Health Campus and Starr County Campus Student Services Renovation-participated in the evaluation of Request for Qualifications for Architectural Services.
- Starr County Campus:
  - Starr County Campus Thermal Plant-worked with Broaddus and Associates regarding vault issue.
  - Starr County Campus Thermal Plant-worked on providing documentation to Legal Counsel for chilled water pipe damage issues.
- Regional Center for Public Safety Excellence (RCPSE):
  - Regional Center for Public Safety Excellence Target Range-participated in the evaluation of Request for Qualifications for Architectural Services.
  - Regional Center for Public Safety Excellence-received and processed proposal from testing company to evaluate 3rd party investigation of Cityscape scheduled for Monday, February 4, 2019.
  - Regional Center for Public Safety Excellence-coordinated site visit with the Environmental Assessment Consultant.
  - Regional Center for Public Safety Excellence Portable Buildings-worked on procurement process.
  - Regional Center for Public Safety Excellence-all parties to meet on the 21st to review all documentation and findings.
- District-Wide:
  - District Wide Automatic Door Openers Phase III-reviewed Request for Information with Nursing and Allied Health Campus Library staff to relocate a Counter device impacting the installation of our new opener; .
  - District Wide Automatic Door Openers Phase III-attended a construction meeting; reviewed change proposal to install a new automatic door opener at Technology Campus Building E; performed site visit to confirm contractors pay application.
  - District Wide Automatic Door Openers Phase III-attended a construction meeting; reviewed change order proposal.
  - District Wide Marker Board Replacement-completed marker board replacement drawings for Technology Campus and Starr County Campus.
  - District Wide Wayfinding Signs-worked on drawings to install new signs and sign face plates.

- District Wide Bus Stop Areas-worked on updating Mid Valley Campus drawings for bus shelters new location.
- District Wide Wayfinding Signage II-worked and completed drawings for new sign and new sign panel installation.
- District Wide Wayfinding Signage II-worked on Request for Qualifications (RFQ) for installation of signage.
- District Wide Bus Shelter Areas-coordinated concrete pad design proposal with engineer.
- District Wide Basketball Court Repainting- assisted with coordination of site access for the contractor with Security personnel.

- Worked on the February Coordinated Operations Council meeting presentation-Capital Improvement Proposal, Renewals and Replacements, and signage backup.
- Worked on the FY 2017 - 18 Facilities Planning and Construction Staff Performance Evaluations.
- Worked on developing and uploading project information into Owner In-Site software.
- Worked on Capital Improvement Proposal presentation.
- Provided legal counsel with information regarding Bond Thermal Plant projects.
- Worked on providing Furniture, Fixtures, and Equipment (FFE) and Technology costs and square feet of buildings as requested.
- Followed up with Broaddus and Associates on status of the Update Wage Scale Determination.
- Worked on Online Move/Setup system presentation for Professional Development Day.
- Provided legal counsel with information regarding Bond Thermal Plant projects.
- Worked on Move Setup Request and Asset update with College staff.
- Worked on March Facilities Committee meeting packet.
- Worked on developing and uploading project information into Owner In-Site software.
- Worked on hiring proposal for the Facilities, Planning, and Construction vacancy.

GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction:
  - Attended Marker Board District Wide Replacement Evaluations.
  - Attended Marker Board District Wide Replacement Pre-Proposal Meeting.
  - Attended Nursing and Allied Health Campus Student Success Center Renovation Bid Opening Meeting.
  - Attended Nursing and Allied Health Campus Student Success Center Renovation Proposal Meeting.
  - Attended Pecan Campus Building H Renovations Meeting.
  - Attended Pecan Campus Building H Equipment Meeting.
  - Attended Pecan Campus Demolition of Dr. Casso's Property Bid Opening Meeting.
  - Attended Pecan Campus Demolition of Dr. Casso's Property Pre-Proposal Conference.
  - Attended Pecan Campus Grounds and Facility Use Policy Meeting.
  - Attended Regional Center for Public Safety Excellence Landscape Inspection.
  - Attended Starr County Campus Thermal Plant Chiller Line Damages Meeting.
- Other Meetings:
  - Attended Brightwood College Facility Tour.
  - Attended College Wide Professional Development Day.
  - Attended Coordinated Operations Council Meeting.
  - Attended Facilities Committee Meeting.
  - Attended Finance, Audit, and Human Resources Committee Meeting.
  - Attended Finance and Administrative Services Facilities & Planning Meeting.
  - Attended Pecan Campus Chiller Fire Legal Counsel Depositions.
  - Attended two Pecan Campus Chiller Fire Legal Counsel Meeting.
  - Attended Southern Association of Colleges and Schools Commission on Colleges Standards Update meeting.

- Held Facilities Operations and Maintenance Managers' Meeting.
- Participated in conference call with Cavallo Energy.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus
    - Completed walkthrough with McAllen Fire Department to address issues.
    - Placed service call to address malfunctioning fire alarm in Portable Building 21.
    - Received and submitted quotes for building cleanings from Six Shooter Softwash.
    - Received and submitted quote from utility contractor regarding fire department connections.
  - Regional Center for Public Safety Excellence (RCPSE)
    - Completed installation of air filters.
    - Completed installation of vending machines.
  - Technology Campus
    - Completed walkthrough with McAllen Fire Department to address issues.
  - Mid Valley Campus
    - Received and submitted quotes for building cleanings from Six Shooter Softwash.
  - District Wide Campuses
    - Completed typical pest control issues and equipment rentals.
    - Initiated new project planning to locate/track all fire extinguishers.
    - Received elevator certificates of compliance from State of Texas.
    - Received several equipment rentals for ongoing projects.
    - Requested service agreements for several new compressors and vacuums.

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	214	$ 5,175.07
Electrical	189	$ 3,913.02
Energy Management	140	$ 4,204.92
HVAC	599	$ 4,605.42
Locksmith	147	$ 4,014.31
Painting	29	$ 459.66
Plumbing	158	$ 3,650.26
Plant Services	1	
Total Cost		$ 26,022.66
General Maintenance	8	
Total Work Orders	**1,485**	

- Custodial Department:

Duties	Number of Requests
Set-Ups	315
Moves/Relocations	67

JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended conference call with College President regarding insurance coverage.

- Attended conference call with Facilities, Planning, and Construction Space Management Specialist and Applications Analyst regarding move/setup post-production.
- Attended conference call with Facilities, Planning, and Construction Space Management Specialist and Educational Technologies Specialist regarding the asset only move type.
- Attended interviews for Executive Administrative position for the President's Office.
- Attended meeting with Accountability and Compliance Manager regarding Banner Access meeting, employee stipends, and special assignments.
- Attended meeting with Accountability, Risk, and Compliance Director and Accountability Assistant regarding Banner Access procedures and forms.
- Attended meeting with college staff regarding the Regional Center for Public Safety Excellence (RCPSE) business plan.
- Attended meeting with Director and Project Manager from Institutional Effectiveness to discuss and review Southern Association of Colleges and Schools Commission on Colleges policy requirements.
- Attended meeting with Director of Grant Development and Compliance to discuss stipends and special assignments.
- Attended meeting with Risk Management Consultant and the Vice President for Finance and Administrative Services to discuss coverage concerning specific insurance line.
- Attended meeting with the Vice President for Finance and Administrative Services regarding the Attorney General opinion for the target range, the Instituto Internacional de Estudios Superiores/South Texas College Enterprise Center, and to discuss new scope for stipends and special assignment review.
- Attended meeting with the Vice President for Finance and Administrative Services, Comptroller, and Budget Manager regarding dual enrollment indirect expenditures.
- Attended PowerDMS training webinars.
- Attended Professional Development Day.
- Attended search committee meeting for the President's Office Executive Assistant position.
- Held conversation with Accountability, Risk, and Compliance Support Specialist regarding faculty credentials and Texas Legislature updates.
- Held conversation with Custodial Logistics Supervisor regarding move/setup email notifications.
- Held conversation with Information Technology (IT) Risk and Security Manager regarding Formstack.
- Held discussion with Coordinator of Records regarding Banner Access form.
- Held discussions with Assistant Director of Purchasing regarding Maverick Agreement.
- Held discussions with Art Department Chair regarding fine arts insurance coverage.
- Held discussions with Director of Facilities, Planning, and Construction, Accounting Manager, and Carlisle Insurance regarding Owner Controlled Insurance Program Audit invoices.
- Held discussions with Legal Counsel and various South Texas College Directors regarding Starr County Campus Owner Controlled Insurance Program Claim and associated documents.
- Held discussions with Maverick representative on invoicing and various matters.
- Held discussions with Montalvo Insurance representative on various insurance matters.
- Held discussions with Music faculty regarding potential new insurance coverage for instruments.
- Held discussions with Owner Controlled Insurance Program adjuster regarding Starr County Campus notice.
- Held discussions with Risk Management Consultant regarding FY 2018 - 2019 insurance policies and various insurance matters.
- Held discussions with various faculty and staff regarding Maverick bins.
- Held discussions with Vice President for Finance and Administrative Services and Chief Information Security Officer regarding sharing files with Legal Counsel.
- Held meeting with Applications Analyst concerning the updates and edits made to the asset-only transfer map and asset update map.
- Held meeting with Chief Information Security Officer and Information Security Analyst to discuss risk assessment.

- Held meeting with Director of Grants Development to discuss and review employee stipend and special assignment process.
- Held meeting with Director of Human Resources regarding stipends and special assignments.
- Held meeting with Risk Manager regarding property values and enterprise risk management.
- Held meetings with various college staff to review the Banner Access procedures and form.
- Held various conversations with Purchasing staff concerning vendor contracts.
- Held various discussions with Accountability and Compliance Manager regarding move/setup process.
- Held various discussions with Receiving and Distribution Manager concerning the online move/setup process.
- Held various discussions with Business System Analyst regarding the employee stipend and special assignment.
- Held various discussions with Facilities Planning and Construction Space Management Specialist regarding the online move/setup system.
- Held various meetings with Space Management Specialist to discuss and review updates to asset-only transfer process and development of asset update process.
- Held weekly department huddles.
- Held various meetings with the Vice President for Finance and Administrative Services, Comptroller, and Bursar concerning 10988-T form.

PROJECTS IN PROGRESS:

- Banner Access:
  - Created a meeting recap on Banner access and revised the banner request form.
  - Developed draft Banner Access meeting summary.
  - Reviewed and revised Banner Access procedures and request form.
- Compliance Assessment – Stipends and Special Assignments:
  - Compiled a list of stipends and special assignments pending supporting documentation and approvals.
  - Revised employee stipends and special assignments draft report.
  - Worked on the Academic Affairs Stipends and Special Assignments for FY 2018.
- Insurance:
  - Drafted meeting summary regarding specific insurance coverage for President's Cabinet review.
  - Worked on application for additional coverage for Foreign Insurance.
  - Worked on information to be included in the FY 2018 - 2019 Insurance Request for Proposal.
  - Worked on request for insurance coverage and instrument list for Music Instrument Insurance.
  - Worked on Music Physical Inventory Report.
  - Reviewed FY 2018 - 2019 insurance policies.
  - Reviewed Risk Engineering correspondence from The Hartford Insurance.
  - Worked on student insurance claim.
- Move/Setup Online System:
  - Reviewed the move/setup manual, process map and post-production action plan.
  - Assessed the new online move setup request system to determine continued process improvement points and refinements.
  - Began testing revisions made to the move/setup online system and created a test work matrix and post-production action plan.
- Policy Management:
  - Updated the South Texas College Policy Inventory List, uploaded list to PowerDMS and also uploaded 268 policies.
  - Worked on the Policy Management Program TimeLine PowerDMS User guide, training guidelines, and updated the Policy Template.
- Other:
  - Completed department account reconciliations for December 2018 and January 2019.
  - Completed the Finance and Administrative Services South Texas College Inventory List.

- Created a summary of the purpose, structure, and programs of Austin Community College District's Center for Nonprofit Studies and their Center Public Policy and Political Studies.
- Created failure mode and effects analysis activity for Project Management Fundamentals presentation.
- Created two presentations for Professional Development Day.
- Monitored Banner Workflow for Records Management related requests.
- Performed staff appraisals.
- Researched and prepared information as per Legal Counsel's request.
- Researched and reviewed Senate Bill 2 and House Bill 2.
- Researched past Maverick invoices.
- Researched Texas Statue: Education Code in regards to Senate Bill 501.
- Researched the Texas Legislature and Texas Association of School Board (TASB) in regards to procurement bills.
- Reviewed Maverick invoices and agreement.
- Revised the Attorney General request for opinion for the target range and Instituto Internacional de Estudios Superiores/South Texas College Enterprise Center.
- Revised the Regional Center for Public Safety Excellence (RCPSE) business plan.
- Updated the Electronic Board Packets Checklist, Laptop Overview Presentation, and Laptop Procedures.
- Updated the Texas Legislature Procedures.
- Assisted and worked on drafting letter concerning 1098-T tax form.
- Worked on dual credit cost analysis for FY 2016 and included indirect costs.
- Worked on reconciling department financial accounts for FY 2018.

JANETTE GARCIA, INSTITUTIONAL EQUITY MANAGER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting with Vice President for Finance and Administrative Services, Director of Counseling, and conferenced in legal counsel regarding Title IX case.
- Conference call with Vice President for Finance and Administrative Services, Director of Counseling, and Coordinator of Student Rights and Responsibilities to discuss Title IX case.
- Attended meeting with Vice President for Finance and Administrative Services, Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence, and legal counsel to discuss Title IX case.
- Attended meeting with Vice President for Finance and Administrative Services, Director of Human Resources, Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence, and The NCHERM Group, LLC attorney to discuss Title IX case.
- Attended meeting with Vice President for Finance and Administrative Services, Director of Human Resources, Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence to discuss Title IX case.
- Attended conference call with Vice President for Finance and Administrative Services, Coordinator of Student Rights and Responsibilities, and Legal Counsel to discuss Title IX case.
- Attended Title IX Meeting with Title IX Committee members, Dean of Students, and Vice President for Student Affairs and Enrollment Management to discuss Title IX student process and Title IX case.
- Attended meeting with Vice President for Finance and Administrative Services to discuss Office of Institutional Equity items.
- Attended conference call with Vice President for Finance and Administrative Services, Director of Human Resources and The NCHERM Group, LLC to discuss language on Policy 4901: Code of Conduct.
- Attended conference call with Vice President of Finance and Administrative Services and Director of Human Resources to discuss language for Policy 4901: Code of Conduct.
- Attended conference call with Director of Human Resources, and The NCHERM Group, LLC to discuss language for Policy 4901: Code of Conduct.
- Attended meeting with Vice President for Finance and Administrative Services, Director of Human Resources and Dean Library and Learning Support Services to discuss language for Policy 4901: Code of Conduct.

- Attended Title IX Committee Meeting.
- Attended ALC Orientation Training with Professional and Development.
- Attended meeting with Director of Counseling, Grant Development Officer, and The University of Texas Rio Grande Valley Director of Victim and Violence Prevention to discuss grant for victim advocacy.
- Attended two-day Maxient In House Training.
- Attended Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standards Update Meeting with Dean for Instructional Research, Effectiveness, and Strategic Planning, Project Manager for Instructional Research, Effectiveness, and Strategic Planning, Dean of Student Affairs, and Director of Student Rights and Responsibilities.
- Held meeting with Director of Counseling and The NCHERM Group, LLC attorney for Title IX Pregnancy and Parenting.
- Attended session on Laying the Foundation: Developing the 2019-2025 Strategic Plan.

PROJECTS IN PROGRESS:

- Title IX
  - Reviewed and worked on incoming case(s).
  - Worked on Title IX Committee Meeting packets.
  - Worked on Title IX Emergency Case Meeting packets.
  - Worked on Title IX Action Plan items.
  - Worked on Title IX Website updates.
  - Worked on The NCHERM Group, LLC campus training logistics.
  - Worked on Consulting Retainer Agreement with The NCHERM Group, LLC.
  - Submitted requisition for The NCHERM Group, LLC Consulting Retainer Agreement.
  - Submitted request to Public Relations Office on the following:
    - Update all File A Report to Report an Incident or Complaint.
    - Add Equal Opportunity language on Title IX webpage.
    - Update contact information language.
    - Update email addresses to TitleIX@southtexascollege.edu.
  - Submitted request to update Eyewitness Report to Report and Incident or Complaint in Jagnet.
  - Worked on presentation for February Professional Development Day.
  - Sent status report to Title IX Committee on Report an Incident or Complaint icon and location in the webpage, updates on Title IX webpage, and Jagnet request.
  - Sent Memorandum of Understanding (MOU) to The NCHERM Group, LLC for review on Title IX related language.
  - Reached out to The NCHERM Group, LLC on pending hours, agreement, and possible projects.
- Potential Lawsuits:
  - Sent three potential lawsuits to insurance.
  - Re-organize files, 80% complete.
- Other:
  - Coordinated the In House Maxient two-day training, which included logistics, requisition, and catering.
  - Worked on and submitted January Activity Report.
  - Worked on weekly Cabinet Report.
  - Submitted request to Public Relations to update the Statement of Equal Opportunity on footer.
  - Sent Policy 4901: Code of Conduct to The NCHERM Group, LLC for review of the language.

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: MARCH 20, 2019

SUBJECT: ACTIVITY REPORT FOR FEBRUARY 1, 2019 THROUGH FEBRUARY 28, 2019

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting regarding Policy 4901 Revision Task Force, Feb 1
- Attended Ballet Folklorico at McAllen Performing Arts Center, Feb 2
- Held Search committee meetings for VPAA vacant positions
- Meeting to plan the Signing Ceremony for Law Enforcement Educational Pathways
- Hosted Retirement event for Sylvia Bernal
- Conference call with Dr. Culliane from THECB, Feb 4, regarding STC field of study success numbers
- Held the Advisory Committee meeting for La Joya, Feb 5
- Held the Calendar Committee meeting for 2020-2021 Academic Calendar
- Met with Music Program Accreditation Consultant, Feb 5
- Met with RAS to discuss SACSCOC Standard Board Policy on Academic Governance, Feb 6
- Met to finalize the Pharr MOU, Feb 7
- Presented for PDC, Program Review, Feb 8
- Presented for BSPT and MSB division, Learning Outcomes Activities, Feb 8 & 11
- Meeting to discuss Policy 3232 Revisions, Dr. King PSJA Monday, Feb 11
- Hosted CWPD Academic Advancement Area: Discovering Your Why: Finding Your Professional Purpose, Feb 15

- Attended LASS Program Chair meeting to present on Learning Outcomes Timeline, Feb 13
- Attended BPST Chair meeting to present on Learning Outcomes Timeline, Feb13
- Attended MSB Chair meeting, to present on Learning Outcome Activities and Timeline, Feb 14
- Participated in STC Tour of PSJA College & University Center, Feb 14
- Presented at EWDC: Topic Overview of Program Review, Feb 19
- Participated in the AND ACEN Accreditation Site visit, Feb 20

- Attended and Presented at Community College Baccalaureate Association, Feb 21 – 23
- Met to review and discuss Grievance and Disciplinary Process for NAH division, Feb 25
- Met with search committee to select qualified applicants for interview, Feb 24

MAJOR PROJECTS IN PROGRESS:

- Coordination of Search Committees for several Vacant Positions
- Development of Budget and Staffing Requests
- Monitoring of Pathway Project
- Monitoring of Starfish Project
- Development of Law Enforcement Educational Pathway Brochure
- Coordination of Faculty Retirement Ceremony
- Coordination of Academic Calendar Taskforce
- Revision of NAH Handbook – Revised Student Discipline Process
- Monitoring of Program under monitoring status (Enrollment, Graduates, Placement, Licenses Pass Rates)
- Review and analyze of instructional pool budgets and expenditures
- Developing guidelines for processing documents to meet HR procedures for compensations
- Developing standardization template for Special Assignments and Stipends by category (including guidelines for backup documentation)
- Prior Learning Procedures Manual
- Working on Classroom Inventory Report and Classroom Usage Report
- Monitoring Academic Affairs Risk Assessment Plans
- Developing Dual Credit Portal for Course Development
- Updating all annual reports for the division
- Development of Partnership Agreement with FLETC, Border Patrol, ad Customs
- Monitoring FLAC implementation
- Developing Instructional Efficiency and Effectiveness Reports
- Monitoring faculty status and course offerings by sites and campuses
- Monitoring Academic Area Grants and Projects

MARIO REYNA
DIVISION DEAN – BUSINESS & TECHNOLOGY

DIVISION DEAN'S REPORT:

- Visited the Regional Center for Public Safety Excellence to meet with the program chair to receive updates on the program, Feb 4
- Visited with Office Administration Program Chair at Pecan Campus to receive updates on the program, Feb 4
- Attended the Coordinated Operations Council meeting held at Pecan Campus, Feb 5
- Participated in the review of Pharr MOU at Pecan Campus, Feb 7
- Attended the Marketable Skill team meeting at Pecan Campus, Feb 7
- Held the BPST Program Chair meeting. Topics/presentations included: PLOs, learning common and open labs, innovative technology week, pueblo tires marketing, borderfest, and faculty advising, Feb 8
- Attended Planning and Development Council meeting held at Pecan Campus, Feb 8
- Met with Law Enforcement Program Chair to receive updates on the program, Feb 13
- Participated in the Tour of Brightwood College building in Pharr, TX, Feb 13
- Participated in the Tour of the PSJA College & University Center, Feb 14
- Faculty and staff participated in the College-Wide Professional Development Day, Feb 15
- Participated in the IT Pathway Discussion with Vanguard meeting, Feb 18
- Attended the Texas Border Coalition in Austin, Texas, Feb 19 – 20
- Attended meeting to Create Organizational Chart for RCPSE, Feb 21
- Attended PSJA ISD – Certificate Program Offering Meeting, Feb 21

- Attended STC CTE Dual Credit Advisory Committee at Pecan Campus, Feb 22
- Attended the Planning and Development Council meeting at Pecan Campus, Feb 22

ASSISTANT DEAN/ADVANCED MANUFACTURING TECHNOLOGY:

- Continued with the plans for the Wonder Women in the Making event, Feb 4
- Met with various program chairs to plan for Innovative Technology Week for March, Feb 5
- Worked on programs that will be deactivated, contacted program chairs to follow up on status, will provide update at Program Chair meeting, Feb 5
- Met with Paralegal Program Chair to discuss LGLA State Certification for his students, will be meeting biweekly on this project, Feb 5
- Met with Welding faculty to continue planning Welding Expo for March and the rest of the Tech Week, Feb 6
- Attended meeting with STEM faculty at Pecan campus to plan for their 2nd Annual STEM Summit. I will contact a speaker in Technology to be a guest and will also contact sponsors for breakfast, Feb 7
- Met with Pueblo Tires and their marketing team to record video for Mechatronics, Feb 7
- Attended Program chair meeting and provided an update on programs to be sunset and the required procedure, Pueblo Tires marketing videos, Innovative Tech Week and STEM Summit, Feb 8
- Attended the Planning and Development Council Meeting at Pecan Campus, Feb 8
- Continued planning for Innovative Technology Week for March, finalized all activities for the week, Feb 12
- Worked on STEM Summit, looking into a possible speaker and table setups
- Attended the Professional development day at Pecan Campus, Feb 15
- Continued planning for the video marking sessions with Pueblo Tires, Feb 18
- Planning for Innovative Technology Week for March, reviewed week events and met with custodian supervisor to follow up on work orders, Feb 19
- Attended the IBC Conversations meeting, Feb 20
- Attended Demo and meeting discussion for Viridis program at Pecan Campus, Feb 21
- Attended the Planning and Development Council committee meeting at Pecan Campus, Feb 22

DIVISION COORDINATOR – MID-VALLEY CAMPUS:

- Worked with Mid-Valley Campus CLE and faculty from AEDT and Business Administration to identify, and recommend for hire, prospective tutors in Accounting, Economics, and AEDT In an effort to increase retention rates in Weslaco during the week of Feb 11 – 15
- In an effort to increase resources for students from our area at the Mid-Valley Campus, worked with Cengage to have numerous student textbooks donated to our Mid-Valley Campus CLE, Feb 12
- Met with Public Administration Program Chair to discuss promotional activities, Feb 19
- Updated DBT Chair on conversations with Campus Administrator about space modification for the new HVAC lab at Mid-Valley. The space modification will allow HVAC to offer courses that require increased ventilation, Feb 21
- Scheduled to present at Mid-Valley Campus Faculty Advisory Committee to promote our programs, advertise our division's upcoming career day, and update all faculty on large enrollment growths and increased facilities for our division (new ELPT and HVAC labs) in Weslaco over the last three years, Feb 28
- Continued plans for our Mid-Valley Campus Business, Public Safety and Technology Career Day on March 29th The event is one month away and we already have over 150 high school students RSVP'd

ADVANCED MANUFACTURING TECHNOLOGY:

- Program Chair and instructor participated in Titans of CNC Saturday Academy and completed Titan 3m project, Feb 23
- Attended meeting with IAM to discuss STC becoming Fanuc Certification Center for Robotics, Feb 26
- Assisted with Wonder Women in the Making – Girls in Technology Event and provided tours of Manufacturing Lab to 4 groups of students, Feb 27
- Represented the AMT program on video shoot for Pueblo Tires program video. Spent 2 hours shooting various parts of the program and discussed manufacturing in the region and how the program promotes regional prosperity, Feb 28

ARCHITECTURAL & ENGINEERING DESIGN TECHNOLOGY:

- Program Chair worked with Information Technology Program Chair and Cybersecurity Program Chair to determine criteria for Kenedy Scholarship and to provide list of students recommended for the scholarship on February 4th & 5th
- Attended Caminos de España-Study Abroad Exhibit & Art Talk at the Pecan Library Rainbow Room, Feb 7
- Program Chair presented an update on Faculty Advising efforts to all program chairs at the Division Program Chair meeting, Feb 8
- Program Chair and instructor attended the Lunch and Learn and Advisory Committee Meeting for ASCE, Feb 13
- Met with the McAllen Chamber of Commerce regarding the latest project on, Feb 13
- Presented at OPOD's Professional Development Day with Assistant Chair and Associate Professor. Presentation was titled "Implementing New Technologies in the Classroom" and was an interactive presentation based on the virtual reality technology that has been introduced to the AEDT classrooms, Feb 15
- Meeting to discuss AEDT Summer Camp "ArchiAdventure" with Weslaco ISD, Feb 25
- Presentation at "I AM" Conference at McAllen Convention Center, Feb 18
- Worked with reporter from Interact to cover the story about the SWAT collaborative project, Feb 19
- Instructor attended Leal Elementary Career Day, Feb 21
- Attended Hidalgo ECHS Career Day, Feb 22

AUTOMOTIVE & DIESEL TECHNOLOGY:

- Program Chair and students met with representative from Pueblo Tire for recruitment, Feb 6
- Diesel Technology program held a Holt Cat Recruitment where Corporate Recruiter, Product Support Branch Manager, and Service Manager met with seventy students. Other attendees were Dean of Business, Public Safety and Technology, Dean of Student Affairs Vice President of Students Affair and Enrollment Management, and Program Chair. The event took place at Technology Campus, Feb 7
- Automotive Technology instructors and students met with MATCO Tooling for a presentation on tool promotions and instructional materials on how to use their tools, Feb 21
- Automotive instructor attended Leal Elementary Career Fair, Feb 21
- Program Chair attended the Certificate Program Offering Meeting to discuss Diesel Dual Certificate at PSJA Administration Building, Feb 21
- Diesel instructor spoke and toured a group of parents from Mission C.I.S.D. and informed them what the Diesel program has to offer at South Texas College for incoming students, Feb 21
- Automotive and Diesel instructors attended Hidalgo Early College School Career Fair Event, Feb 22
- Automotive and Diesel instructors attended UTRGV Talent Event, Feb 28

BUSINESS ADMINISTRATION ACADEMICS:

- Accounting instructor, along with the help of his volunteers, started the Volunteer Income Tax Assistance. VITA completed 39 free income tax on the first day, Feb 4
- Program Chair visited the Regional Center for Public Safety Excellence to promote the Business Administration Programs and recruit students, Feb 4
- Accounting instructor, with the help of his volunteers, started a second week of the VITA Program. With 189 Income Tax Returns worked on the first week, Mr. Wilson expects to increase the numbers compared to last years, Feb 11
- BA Careers Program Chair met with Math, Science and Bachelor Programs Assistant Dean and Professor of Math to prepare a presentation on the Core Objectives to present at the Professional Development meeting, Feb 13
- Human Resources Specialist instructor visited the City of Weslaco, McAllen ISD, and South Texas Credit Union for Human Resources Program Internship Host Sites, Feb 21
- BA Careers Program Chair attended the TxDOT Safety and Wellness Fair to promote the various Business Administration programs offered, Feb 21

COMPUTER & ADVANCED TECHNOLOGIES:

- Assistant Chair assisted with a photo shoot with PR for brochures and rack cards to be printed for the program on Tuesday, Feb 19
- Instructor visited Dual Enrollment classes in Rio Grande HS to promote degrees plans and IT careers

- Instructor visited Weslaco High School and did a demonstration for 19 students on Fiber Optic Fusion Splicing. He will complete the demonstration on Feb 26
- The program will be having a workshop for McAllen ISD Migrant Workshop on Friday, March 1 for 6th, 7th and 8th graders from 9am – 2:30 pm. They will host a second part to it on March 22 for 3rd, 4th and 5th graders.

CULINARY ARTS:

- Culinary Arts Program was highlighted in an article published both in "Texas Border Business" and in "The Monitor," Feb 12
- Culinary Arts program chair and three students appeared on Channel 4 at Noon to highlight upcoming registration and different degree options, Feb 14
- Students made product and prepared 200 treat bags to be used by student activities for their event Feb 14
- Students made 600 cookies for professional development day, Feb 15
- Culinary Arts sent a team of 2 faculty and one student to the Starr County Wild Game Dinner/ Competition to benefit the Starr County Youth Fair Association (SCYFA). Funds raised are used to offer scholarships to a total of 12 qualified recipients from Rio Grande CISD, Roma ISD and San Isidro ISD. The team won the award for most creative preparation, Feb 16

CYBERSECURITY:

- Program Chair attended a discussion for IT Pathways with Vanguard at the Technology Campus, Feb 18
- Program Chair had a couple of workshops in Cybersecurity at the IT Expo at the Technology Campus, Feb 21
- Program Chair attended a meeting with PSJA ISD regarding the Cybersecurity certificate program, Feb 21

DESIGN & BUILDING TECHNOLOGY:

- Reviewed and approved TWC Building Construction Trades Grant, Feb 5
- Met with Hidalgo ISD Superintendent to discuss DBT student internships, Feb 5
- Coordinated and attended photo shoot for the Construction Supervision program with regards to the "She Persists" campaign, Feb 8
- Attended TLA/Focus Academy, Feb 8
- Program Chair, faculty and staff participated in the professional development day, Feb 15
- Began creation of NACEP Statement of Equivalency for Construction Supervision and Electrician Technology dual credit programs, Feb 18 – 22
- Coordinated with Daikin Institutional Training and Technologies Manager, regarding the implementation of the Daikin Lab for the HVACR program. Awaiting responses on further contract concerns, Feb 18
- Attended DBT Department meeting. Topic of discussion was Spring 2019 DBT Expo/Open House tentatively scheduled for March 7th, 2019. Each program will develop a workshop, which will be utilized as a recruitment tool for prospective high school students. Program Coordinators and Chair will begin inviting prospective high schools in the coming weeks, Feb 22
- Attended TLA/Focus Academy, Feb 22
- ELPT attended Career Day 2019 at Hidalgo Early College High School Annual Career Day Event on Feb 22

INFORMATION TECHNOLOGY:

- Assistant program chair attended meeting with City of McAllen regarding IT Expo, Feb 6
- Program chair attended BPST Program Chair meeting, Feb 8
- Assistant program chair attended meeting with McAllen ISD IT Director regarding IT Expo, Feb 8
- Assistant program chairs met to discuss curriculum, Feb 14
- Faculty attended Kennedy Scholarship recipient photoshoot at the Technology Campus, Feb 15
- All IT faculty and staff attended Professional Development, Feb 15
- Program Chair attended meeting with Vanguard to discuss dual-enrollment classes, Feb 18
- Assistant program chair meeting with networking engineer from Insight to discuss technology trends in networking to incorporate into course curriculum, Feb 20
- All IT Faculty and staff attended the IT Career Expo event, Feb 21
- Assistant program chair meeting with networking engineer from Netsync to discuss technology trends in networking to incorporate into course curriculum, Feb 21
- Attended South Texas Information Technology Association Meeting, Feb 22

- Faculty attended Hidalgo Early College High School Career fair, Feb 22

LAW ENFORCEMENT:

- Fire Science instructor gave presentation about the program to the Mission volunteer firefighters, Feb 4
- Program Chair and Fire Science instructor went out to The 24th Annual Texas Crime Stoppers National Night Out, Feb 6
- Program Chair gave a presentation to the Criminal Justice students at Vanguard Academy, Feb 7
- Program Chair and Fire Science instructor presented at the Career Day at Vanguard Academy CTE Career Fair, Feb 20
- Program Chair and Fire Science instructor met with PSJA CTE director in reference to the possibility in having their students attend the Fire Academy and students enrolling in our Emergency Management Specialist program, Feb 21

PUBLIC ADMINISTRATION:

- Presented to employees at City of McAllen, Feb 1
- Attended Career Day at C.E. Vail Elementary La Feria ISD, Feb 7
- Met with PSJA CTE Director Uribe regarding New Public Administration Certificate offering at PSJA ISD, Feb 11
- Met with City of Pharr Communications Director regarding collaborating for an event. Proposed Fall Festival at the Regional Center for Public Safety Excellence on Oct. 31st, Feb 19
- Attended presentations and networking opportunity with Regional P-16 Councils and Counselors Network event, Feb 20
- Attended STC's Dual Enrollment meeting with Dean for Dual Credit Programs and School District Partnerships and Administrator of Dual Credit Instructional Pathways, HS Programs and Services regarding PSJA New Public Administration Certificate. Provided update on meeting with PSJA CTE Director Uribe regarding New Public Administration Certificate offering at PSJA ISD and upcoming outreach to other ISDs, Feb 20
- Attended informational table at the TxDOT Pharr District 2019 Employee Safety & Wellness Fair, Feb 21
- Presented to Hidalgo Early College High School students grades 9 – 12 during Career Day event. Also provided networking opportunity with ECHS Counselors, Feb 22

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

DIVISION DEAN'S REPORT:

- A Coordinated Operations Council meeting was held to discuss a variety building projects and upcoming opportunities. We reviewed a proposal for new signage district wide, a proposal for Building H renovations, and some Real Estate Opportunities. Upcoming Wednesday there will be a walk through the Brigthwood College on Jackson.
- The Marketable Skills team met for the first time and members expressed their ideas and understanding of what needs to be done. A spreadsheet will be circulated similar to the program review spreadsheet where divisions can submit marketable skills for their programs and stake holders they plan to include.
- During an "Art Talk" in the library as part of the "Caminos de Espana" exhibit, the Dean presented photographs and explained some of the cultural backgrounds associated with them. The other faculty who had submitted work also gave their very interesting high lights around their work. Most impressive was Heather Mendoza's work who made a superb lithograph of a picture she had taken of a little girl.
- Student of the week: Returning to college after nearly 30 years, Hilda Pedraza said she took advantage of night and online courses at South Texas College, which enabled her to manage a high-paced career along with her goals for

higher education. The Associates of Applied Science degree in Public Administration program is designed to provide students with the knowledge and skills necessary for employment in the public sector and not-for-profit programs. The program enables students to understand the political, legal, ethical and social context of public administration and includes areas such as public sector management, budgeting, ethics and supervision. The program includes a three-credit hour practicum designed to give the student real-world experience related to the area of their career interest.

- The Planning and Development Council once more reviewed Policies 4904 and 4901 and Fernando Chapa discussed possible topics for the Quality Enhancement plan. Dr. Petrosian enlightened us on the Program Review process.
- A meeting was held to discuss progress concerning the ERP initiative. As it turned out Stephen Crum had been receiving names form the California folks and certain students had been placed according to the ERP rules in Math classes. No word yet on success rates. LASS was asked if they wished high school students to be identified with holistic placement as well in English. Of course, the division would be in support of such an initiative, but it would be of utmost important to know how many of those students we can expect, since it would mean a reduction in INRW offerings. Since the co-requisites are a great success so far, it is regrettable that students with weak test scores would not be offered that opportunity, which could make a difference throughout their academic pursuits. Yet, it is also important that we place students at their best level possible.

- The Vice President for Academic Affairs and Yolonda Jaramillo came to the LASS chair meeting to present on what is needed for Program Outcome processing. Chairs had some questions and overall seem to already know what to do.

- A tour of Brightwood College provided a look into a possible new facility STC could take on. There were many classrooms, very few office spaces, and many break out rooms. The college seemed to have concentrated on STEM. I do not believe LASS was considered as a possible user of the facility, but, if this would be an option, most suitable departments to move there would be Music and Kinesiology. For Music, accommodations we would need to add soundproof cubicles for applied teaching and for Kinesiology, it would probably take stripping big spaces of everything to install multipurpose courts, weight rooms, bowling area, tennis courts, etc. While this may sound expensive: a new building would be 25 million, so if a purchase could be achieve at a reasonable cost, there may be possibilities.

- The next day we all met at the Collegiate High School/University Center, with wide open (empty) classrooms, laboratories, student areas, a theater, a communication arts facility and, in anticipation of a new gym, a very roomy multipurpose physical education court including lockers and dress rooms, and tennis courts. We are requested to collaborate with PSJA on academies. The Art and Communications Chairs are already working closely with PSJA on respective academies. The Kinesiology area would be great to use, but it will be hard to start a Kinesiology academy there.
- On Professional Development day, where the division office concentrated on the professional development of co-requisite faculty: In the morning they were offered an opportunity to meet up with their co-requisite partners, which was very well attended (about 35 folks showed up). In the afternoon, the Dean gave a power point presentation of data, best practices, grant opportunities, and Florinda Rodriguez and Darryl Reynolds presented on teaching ideas that had been proven effective in the co-requisite setting. Overall, there was a great mood and optimistic views on the co-requisite success opportunities.

EDUCATION/COLLEGE SUCCESS:

- Education instructor was invited to serve as judge for La Joya ISD Elementary Science Fair. He will continue to serve a science fair judge during the semester.
- Education Department Chair participated in the La Joya ISD Why La Joya event. Parents and the community had the opportunity to learn about the Education Program at South Texas College, February 09.
- The Starr County Campus Education Club was represented at the Student Organizations Recruitment Fair. Our members were promoting their club with interactive activities, sweet treats with inspirational messages, and Education program information.
- The ATPE Education Club at Mid-Valley participated in the Club Fair! Members have also been

FROM THE PSYCHOLOGICAL SCIENCE:

- STC Psychological Science Instructor participated at the annual Career Day at Rio Grande City CISD Academy for Academic Enhancement Elementary School
- The Starr County Campus Psychology Club participated in its 7th Adopt-A-Highway Trash Pick-Up
- "La Voz de Starr" is a new show on La Pistolera 95.1 FM radio station and Facebook Live that keeps the Starr County Community informed of the latest news and events throughout the county. A Psychological Science instructor was invited to talk about a local organization, business, or project/initiative.
- A Psychological Science instructor presented at Spring 2019 College-Wide Professional and Organizational Development Day on the topic of "How to Live a Happier Life"
- A Psychological Science Instructor was invited to be co-host of the show "Talk The Talk: Rio Grande Valley Stars" soon on YouTube and two more episodes.

ASSISTANT DEAN'S REPORT - HUMANITIES:

- The Assistant Dean of Humanities and Co-Lead of STC's Guided Pathways Team met with the Chair of the Education Department to begin drafting processes and corresponding timelines for the discussion of the design and implementation of a Learning Frameworks course across the College
- The Assistant Dean of Humanities, the Dean of Liberal Arts and Social Sciences, and the Chair of Developmental Reading and Writing convened and met with faculty currently teaching co-requisite courses to (A) discuss data and lessons learned from the Fall 2018 implementation, (B) discuss issues and progress in Spring 2019 offerings, and (C) plan for scaling to 50% next Fall
- The Assistant Dean of Humanities and the Dean for Liberal Arts and Social Sciences met with representatives from Educational Results Partnership to discuss plans for placing students into ENGL-1301 via "multiple measures" – pending data from the early implementation of a similar initiative in MATH
- The History Department is nearing completion on the selection/development of two comprehensive Open Educational Resources for both HIST-1301 and HIST-1302 (especially intended for the Dual Credit offerings of these courses)
- The Assistant Dean of Humanities met with and is assisting the Dual Credit Liaisons in various Departments in the Division of Liberal Arts and Social Sciences with the composition of their respective (NACEP) "statements of equivalency"
- The Assistant Dean of Humanities continued to help steer undergoing reform efforts in both Core Objective and Program Learning Outcome assessment and reporting
- The History Program held its third semi-annual orientation for History majors
- The History Department continued their sponsorship of various Black History Month activities and events, including a screening of the film, **Black Panther**
- The Philosophy Club held its first Club meeting, on Valentine's Day, on the topic of "Loneliness and Heartache," with upcoming meetings devoted to discussions of "Punishment" and "The Origins of Morality"

- The English Department kicked off its Women Writers Speaker Series with a talk on Emily Dickinson, with multiple talks on both the Pecan and Mid-Valley campuses scheduled throughout the remainder of the semester on Gloria Anzaldua, Virginia Woolf, Flannery O'Connor, Dorothy Parker, Zora Neale Hurston, and Anais Nin
- A meeting has been scheduled with representatives from STC's Mexican American Studies Program and their counterparts from UTRGV, to begin finalizing our new program and course articulation agreement

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

DIVISION DEAN'S REPORT:

- Attended South Texas Transfer Goal Setting/Tackling Transfer at TAMUK, Feb 1
- Held Math, Science, and Bachelor Programs Division Chair Meeting, Feb 4 – 11
- Met with Assistant Deans and Search Committee to review and identify candidates to interview for Project Manager position, Feb 4
- Attended Coordinated Operations Council meeting, Feb 4
- Attended La Joya Higher Education Center Advisory Board meeting in La Joya, Feb 5
- Met with Biology faculty regarding marketing requests, Feb 7
- Worked on Fiscal Year 2020 Budget Development, Feb 11 – 12
- Attended ERP meeting regarding Math Multiple Measures data, Feb 12
- Participated in webinar with Regent and South Texas College, Introductory Meeting, Feb 12
- Met with grant department and TAB Grant Principal Investigator regarding the three TAB grants submitted to the Board, Feb 19
- Attended Education & Workforce Development Committee meeting to discuss the college's program review process, Feb 19
- Attended and presented at the Community College Baccalaureate Association (CCBA) in New York City, NY, Feb 22 – 23
- Attended the League for Innovation Conference in New York City, NY, Feb 24

ASSISTANT DEAN'S REPORT - BACHELOR PROGRAMS:

- Participated in the Fast-Track to Success Steering Committee Meeting, Feb 4
- Participated in the MSB Project Manager Search Committee Meeting, Feb 4
- Participated in the MSB Division Chair Meeting, Feb 4
- Met with Bellevue University to discuss partnership opportunities, Feb 7
- Attended the McAllen Chamber of Commerce Ambassador Meeting, Feb 7
- Met with Program Chairs and Public Relations to discuss the Bachelor Program Marketing Strategies, Feb 7
- Participated in the MSB Project Manager Candidate Interviews, Feb 8
- Attended the Planning and Development Council, Feb 8
- Participated in the Distance Learning Course Approval Forms Committee, Feb 12
- Attended the MSB Curriculum Committee, Feb 12
- Participated in the Brightwood College Tour, Feb 13
- Participated in the ROI of CBE Webinar by the Institute of Competency-Base Education, Feb 14
- Conducted a Bachelor Programs Department Meeting and discussed the PLOs, Feb 15 and 18
- Presented at College-Wide Development Day, "What is Competency-Based Education? How does it work?", Feb 15
- Participated in the Comprehensive Learning Record (CLR) Collaboratory Workshop held in Washington D.C, Feb 20
- Attended and presented at the Community College Baccalaureate Association (CCBA) in New York City, NY, Feb 22 - 23
- Attended the League for Innovation Conference in New York City, NY, Feb 24

COMPUTER & INFORMATION TECHNOLOGY:

- Computer Science Instructors attended the "Designing and Delivering Student-Centered Lectures workshop. The workshop introduced attendees the opportunity to explore the best practices and small changes that instructors can incorporate to make lectures more student-centered and engaging, Feb 1
- Computer Science Instructors attended the UTRGV Programming Competition to support STC Computer Science students who are participating in the competition, Feb 2
- Program Chair conducted BAT in CITP Advisory Meeting, Feb 6
- Attended the Bachelor Programs Marketing Strategy Meeting with Public Relations, Feb 7
- Program Chair attended the Early College High Schools Symposium, Feb 8
- Attended presentations at College-Wide Professional Development Day, Feb 15
- Program Chair attended the IT Pathway Discussion with Vanguard at the STC Technology Campus, Feb 18
- Program Chair and Faculty worked on the Statement of Equivalency NACEP, Feb 18
- Academic Coach for BAT in CITP attended the College Fairs at TSTC in Harlingen and Brownsville to market the program to students in their community, Feb 18
- Program Chair, Academic Coach, Student Success Specialist and Lab Assistant I attended College Fair Recruitment Table to market the CS and BAT in CITP at Pecan Campus, Feb 19
- Academic Coach for BAT in CITP marketed the program to interested students during the recruitment session at the Pecan Campus, Feb 19
- Program Chair and Student Success Specialist attended the Councils with Counselors' Network, Feb 20
- Academic Coach for BAT in CITP marketed the program to interested students during the recruitment session at the Mid-Valley Campus, Feb 20
- Lab Assistant II marketed the CS and BAT in CIT degrees to interested students during the College Fair Recruitment Session at Starr County Campus, Feb 21
- CS Instructor attended the STEM Summit Planning Meeting, Feb 21
- CIT Assistant Professor attended the NSF S-STEM Grant Meeting, Feb 21
- CS Instructor attending the South Texas STEM Summit in South Padre Island, TX, Feb 21 – 22
- Program Chair, Assistant Program Chair, CS Assistant Professor and CS Instructor attending the Community College Baccalaureate Association Conference in New York, NY, Feb 21 - 24
- Academic Coach attending the Hidalgo Early College High School Annual Career Day Event, Feb 22
- Program Chair and Assistant Program Chair presenting: Design and Implement Competency Based Education Live Course Demo at CCBA Conference in New York, NY, Feb 23
- Program Chair attended the League for Innovations Conference in New York, NY, Feb 24 – 27

MEDICAL & HEALTH SERVICES MANAGEMENT:

- Attended the Bachelor Programs Marketing Strategy Meeting with Public Relations, Feb 7
- Conducted a Bachelor Programs Department Meeting and discussed the PLOs, Feb 15
- Attended presentations at College-Wide Professional Development Day, Feb 15
- Participated in Texas State Technical Institute Career Fair, Harlingen Texas, Feb 18

TECHNOLOGY MANAGEMENT:

- Held the Spring 2019 Advisory Board Committee Meeting, Feb 7
- Attended the Bachelor Programs Marketing Strategy Meeting with Public Relations, Feb 7
- Attended the High School Early College Counselor's Symposium, Feb 8
- Attended the MSB Curriculum Committee, Feb 12
- Conducted a Bachelor Programs Department Meeting and discussed the PLOs, Feb 15
- Attended presentations at College-Wide Professional Development Day, Feb 15
- Participated in Texas State Technical Institute Career Fair, Harlingen Texas, Feb 18
- Attended the Bachelor programs Chair meeting, Feb 18
- Participated in the STC College Spring 2019 Fair, Pecan Campus, Feb 19
- Participated in the P-16 Councils RGV LEAD Meeting, Feb 20
- Participated in the Hidalgo Early College High School Annual Career Day, Feb 22
- Conducted Mock Interviews Business like interviews for Capstone students in BAT-TMGT, Feb 23

ASSISTANT DEAN'S REPORT - MATH & SCIENCE:

- Compiled MSB department SWOT Analysis feedback and shared with Dean and Department Chairs, Feb 1
- Hosted Project Manager Search Committee meeting to review candidates and identify candidates to interview, Feb 4
- Attend Division Chairs Meeting and presented on SWOT analysis, QEP, and Catalog, Feb 4
- Met with Dean of Dual credit Programs to review materials needed from departments for NACEP documentation, Feb 5
- Met with STEM Summit team to discuss plans for second STEM summit scheduled for March 29th, Feb 7
- Attended meeting with Bellevue University to discuss transfer opportunities for our students, Feb 7
- Participated in search committee for MSB Project Manager interviews, Feb 8 and 11
- Began preparation for Forensics Science Olympiad Event, Feb 12
- Attended PSJA Collegiate Highs School Tour, Feb 14
- Presented at Empirical Quantitative Skills Core Objective findings at Professional Development, Feb 15
- Attended STEM Summit Planning meeting. The committee reviewed the proposed agenda, presenters, and event survey questions, Feb 18
- Held Division Grants committee meeting with Grant Office representative to discuss the NSF S-STEM grant and possible plans of action, Feb 21
- Met with Dean, Grant Office Representatives, Academic Affairs Project Manager, and Developmental Math Department Chair regarding Rand grant budget and requirement, Feb 20
- Attended meeting hosted by Developmental Math Chair regarding RAND grant, Feb 21
- Attended Physical Science department meeting during which Chemistry, Physics, and Engineering faculty reviewed the results of Fall 2018 Core Objective assessment data and drafted a list of improvement strategies, Feb 22
- Served as Forensics Event Science Coordinator at Regional Science Olympiad, Feb23
- Assisted with Regional Science Olympiad Award Ceremony, Feb 23

BIOLOGY:

- Chair attended the HIS Program PI Webinar, Feb 5
- Biology Faculty attended the DEPA (Dual Enrollment Pre-Pharmacy) recruitment event, Feb 7
- Biology Faculty attended the 73rd ANNUAL MEETING of the Subtropical Agriculture and Environments Society conference held at MidValley campus, Feb 8
- Biology faculty member at Weslaco is mentoring a 6th grade student from Fossum Middle School on her science fair project to move on to the state level competition to be held on March 28 at Texas A&M University, Feb 11
- Biology faculty member had his presentation titled **A Model for a Collaborative Grant Program Involving Students in Scientific Research**, accepted for presentation at the 4th Annual South Texas STEM Summit being held, Feb 13
- Biology Chair attended a meeting to discuss feasibility of LightBoard technology on campus, Feb 13
- Biology faculty with the Biology Club at Starr County Campus, volunteered in a Science Camp at Roque Guerra Jr. Elementary School in Rio Grande City. The purpose was to expose 5th grade children to the sciences. They had an audience of about 45 kids and provided hands-on activities such as making paper out of recycled paper, microscope observations and ocean acidification awareness, Feb 9
- Biology faculty attended the Hidalgo ISD Career Day to speak about their careers as instructors and researchers to groups of high school students, Feb 22
- Biology Chair held a phone conference to discuss the possible partnership with UTRGV and UTSA on their renewal of the USDA BE AWARE (BioEnergy And Water for Agriculture Research and Education) grant, Feb 18
- Biology Chair met with Lightboard team to discuss the room modifications and equipment purchase needed for this project, Feb 19 – 20
- Biology Chair held a phone conference with representative for Visible Body, a new possible innovative tool that could be used to supplement the anatomy and physiology courses especially for online students, Feb 19
- Biology Chair and three other Biology faculty attended the General Education Team meeting for the ACEN accreditation process for the ADN program, Feb 21
- Biology Department Grants committee met to discuss departmental grants and upcoming renewal grants such as the STEP 2 grant and the USDA BE AWARE grant.
- Biology faculty and STC student presented at the 4th Annual STEM symposium at South Padre Island, Feb 22

- Biology Department met to discuss improvement plans for the Core Objectives and the PLOs, Feb 22
- Biology department PR committee met to create CANVAS posters to showcase our department at recruiting events at all three campuses, Feb 22

COMPUTER SCIENCE:

- Computer Science Instructors attended the "Designing and Delivering Student-Centered Lectures workshop. The workshop introduced attendees the opportunity to explore the best practices and small changes that instructors can incorporate to make lectures more student-centered and engaging, Feb 1
- Computer Science Instructors attended the UTRGV Programming Competition to support STC Computer Science students who are participating in the competition, Feb 2
- Program Chair and Assistant Program Chair gave Blackboard Collaborate Ultra trainings to CIT Assistant Professor and CS Instructor; also spoke about industry certification, Feb 4
- Program Chair attended the Division Chair Meeting, Feb 4
- Program Chair attended the Online Catalog Updates Meeting, Feb 4
- Program Chair and Assistant Program Chair gave Blackboard Collaborate Ultra trainings to two Adjunct Faculty, Feb 5
- Program Chair and Assistant Program Chair gave Blackboard Collaborate Ultra trainings to CS Instructor and informed about industry certification, Feb 6
- Program Chair and Assistant Program Chair gave Blackboard Collaborate Ultra trainings to CS Instructors and informed them about industry certification, Feb 7
- Program Chair attended the Online Bachelor Program Marketing Strategies Meeting, Feb 7
- Lab Assistant II from Starr County attended the Career Day Event at R.T. Barrera Elementary. The students were very interested in knowing how the robotics moved by using an application on a smartphone, Feb 8
- Program Chair attended the Early College High Schools Symposium, Feb 8
- Lab Assistant II marketed the CS and BAT in CIT degrees to interested students during the College Fair Recruitment Session at Starr County Campus, Feb 21
- Instructor attended the STEM Summit Planning Meeting, Feb 21
- Instructor attended the South Texas STEM Summit in South Padre Island, TX, Feb 21 – 22
- Program Chair, Assistant Program Chair, CS Assistant Professor and CS Instructor attending the CCBA Conference in New York, NY, Feb 21 – 24
- Academic Coach attended the Hidalgo Early College High School Annual Career Day Event, Feb 22
- Program Chair and Assistant Program Chair presenting: Design and Implement Competency Based Education Live Course Demo at CCBA Conference in New York, NY, Feb 23
- Program Chair attended the League for Innovations Conference in New York, NY, Feb 24 – 27

DEVELOPMENTAL MATH:

- Held a combined meeting with Academic Math and Developmental Math Assistant Chairs to discuss future Co-Requisite Courses; schedules, and committees, Feb 1 & 11
- Met with Mr. Johnson from Advising pertaining to Developmental Math faculty advising incoming high school students from March through May; Thursday, Feb 7
- Met with Web Designer to update the Department Math web link; Thursday, Feb 7
- Held a meeting with Developmental Math Faculty to discuss Pathways and future textbook adopts; Friday, Feb 8

MATHEMATICS:

- Dev Math and Academic Math combined department meetings to discuss and evaluate Fall 2019 course offering/ assessment/ text-book committee members, Feb 1
- Faculty member attended Competency-Based Education (CBE) grant meeting with the Dean and UTRGV Feb 7
- Assistant Chairs attended STEM Summit Committee Meeting to assist on the planning of the upcoming event scheduled for March 29, 2019, Feb 7
- Assistant Chairs discussed and worked on NACEP (Statement of Equivalent), Feb 8
- Assistant Chairs held and attended their assistant chairman meeting to discuss and work on NACEP (Statement of Equivalent), Feb 8
- Chair and Assistant Chairs attended STEM Summit Preparation Meeting, Feb 21
- Math Faculty conducted Dual Credit Faculty observations, Feb 22

- Math Faculty attended grant meetings for STEM and Future Elementary Teachers, Feb 20
- Faculty attended a meeting with advisors regarding co-requisite courses, Feb 22

PHYSICAL SCIENCE:

- Department Chair, Assistant Chair, Chemistry faculty, Chemistry Laboratory staff, and College Public Relations office staff participated in the making of National Periodic Table day promotional video: https://www.youtube.com/watch?v=zuFUKbz2lio&feature=youtu.be, Feb 1
- Department Chair attended Division Chair meeting. The attendees reviewed Fall 2018 Core Objective Assessment results, SACS Reaffirmation visit components, Quality Enhancement Plan, 2019-2020 Catalog, SOWT results. Feb 4
- Department Chair attended Council of Chairs meeting. The discussion items during the meeting included SACS reaffirmation timeline, Credit for Prior Learning Options matrix, Academic Assessment Timeline, Feb 5
- Department Chair, MS Assistant Dean, and Chemistry Faculty attended a Parent Information Session presented by the South Texas College Dual Enrollment Pharmacy Academy. The presentation reviewed the student eligibility requirements, due dates, and career opportunities. Parents of the prospective students enquired about the prospects of the program, Feb 7
- Department Chair attended Core Objective Assessment Taskforce meeting. The taskforce members evaluated the Fall 2018 Core Objective Assessment results and developed strategies for the College-wide Professional Development day breakout sessions, Feb 7
- Department Chair attended STEM Summit Planning meeting, Feb 18
- Department Chair and chemistry faculty attended NSF S-STEM grant proposal development committee meeting. The committee reviewed the requirements of the grant proposal and deliberated on the proposal ideas, Feb 21
- Department Chair met with Assistant Chair to discuss the issues of Dual Enrollment sections, Feb 21
- Physics and Chemistry Faculty attended a Career Day at Hidalgo Early College High School, Feb 22

UNIVERSITY RELATIONS:

- Attended the South Texas Transfer Convening at Texas A&M University – Kingsville, Feb 1
- Coordinated a meeting with Pati Moore from Bellevue University about the possibility of becoming a Premier Partner and creating pathways to degree completion both at the bachelor's level and the graduate level, Feb 7
- Attended the monthly meeting of the American Association of Women in Community Colleges, Feb 7
- Met with representatives from the Public Relations Office about creating an infographic for our office to be published in the Staying Connected magazine, Feb 8
- Attended the RGV STEM Conference, Feb 9
- Presented to the participant of the Early College High School Symposium about the University Relations, Transfer and Articulation Center, Feb 8
- Spring 2019 College Fair at Pecan Campus, Feb 19
- Spring 2019 College Fair at Mid Valley Campus, Feb 20
- Participated in the RGV Lead P-16 Council Meeting and the subsequent Counselor's Meeting, Feb 20
- Spring 2019 College Fairs at Starr County Campus, Feb 21

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended Policy 4901 Revision Task Force at the Human Resources Conference Room, Feb 1
- Attended NAH webmaster collaboration meeting to redesign NAH division website and add important division information, Feb 6
- Attended NAH-ISS collaboration meeting to improve transparency of program data for all pertinent agencies and to work together to gather data, particularly survey data, required by program accreditation agencies, Feb 7
- Met with Physical Therapy Program Chair to discuss PTA program handbook and how to align it with the NAH division handbook, Feb 7
- Attended NAH-Marketing Collaboration meeting to discuss plans for marketing the NAH division as a whole rather than a couple of programs per year, Feb 13
- Finalized data on ADN pass rates and admission requirements and sent to ADN Program Chair for review, Feb 14
- Attended ADN Professional Development session to prepare for ACEN accreditation survey, Feb 15
- Attended Academic Calendar Committee meeting to discuss the calendar for AY2021, Feb 19
- Met with ACEN accreditation surveyors, STC President, and Vice President of Academic Affairs to answer administrative questions from the surveyors, Feb 20
- Held Program Chair meeting to discuss division issues and updates, Feb 20
- Attended PSJA ISD-Certificate Program Offering Meetings at PSJA Administration building to discuss possibility of offering the Radiology program as a certificate, Feb 21
- Attended ACEN exit meeting to learn results of accreditation survey, Feb 22
- Participated in a discussion on Grievance and Disciplinary Process to identify a single position and process, Feb 25
- Conducted a meeting of the NAH Readmission Committee to discuss student petitions, Feb 28
- Reviewed and provided feedback to HMAS program chair on the annual report to AHIMA which is due March 30th, Feb 25
- Reviewed and provided feedback to OTA program chair on the follow up report to ACOTE which is due March 1st, Feb 28

PROJECT MANAGER

- Held staff and secretary meeting, Feb 6
- Attended a meeting to discuss Medical Assistant Technology Lab Renovation, Feb 8
- Attended FLAC follow up session, Feb 19
- Worked on the Knapp Community Grant Project submission
- Held a Budget workshop for Program Chairs, Feb 26
- Attended Laying the Foundation: Developing the 2019-2025 Strategic Plan, Feb28
- Conducted site visits to Mid-Valley
- Worked on submittal for Medical Assistant Lab renovation

DIAGNOSTIC IMAGING DEPARTMENT

- Attended a career fair at Rio Hondo Middle School, Feb 1
- DID acquired a clinical affiliation agreement with VA Texas Valley Coastal Bend HCS to include placement for both RADT and DMS students
- Program Chair met with McAllen North Imaging Inc and Texas Health Care Imaging LLC in seeking clinical affiliation agreements
- Held Department meeting, Feb 15
- Attended a career fair at IDEA Public Schools, Feb 27
- Prepared RADT Program app which will be ready for distribution in March

EMERGENCY MEDICAL TECHNOLOGY

- EMT department held meeting with Curriculum Department on EMT Program for Summer 2019, Feb 1
- Reviewed dual credit textbook adoption list, Feb 4

- Attended a career fair at Wilson Elementary in McAllen, Feb 8
- EMT department continued working with Sharyland ISD on new EMT program for Fall 2019
- EMT leadership worked on changed to catalog, Feb 7
- EMT leadership continued working on the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions annual report
- Department continued working on NACEP Accreditation documents for Dual Enrollment program
- Department worked on the Spring 2019 Prospective Graduation Review report, Feb 12
- Department held meeting with Weslaco ISD at the Mid-Valley campus on obtaining the EMT Program for Fall 2020
- EMT leadership continued with budget planning and development
- EMT department meeting was held Feb 15
- EMT department attended College Wide Professional Development, Feb 15
- Attended a career fair at Hidalgo Early College High School, Feb 22
- Department submitted additions to the Prospective Graduation Report for further review, Feb 25
- EMT leadership worked on JagPride course selection for changes to PLO courses and instructor assignment, Feb 25
- EMT leadership finalized the Committee of Accreditation of Educational Programs for the Emergency Medical Services Professions annual report. Forwarded to Dean of NAH for review, Feb 28

ASSOCIATE DEGREE NURSING

- Attended career fair and presented to 280 students in Rio Hondo, Feb 1
- Level 1 Traditional group along with a faculty member participated in a community project titled "Range of Motion Exercises to Prevent Muscle Atrophy at El Rancho Grande Adult Day Care in Pharr, Feb 8
- Level 1 ADN students along with a faculty member conducted their Group-Teaching Community Project at Colonial Manor Advanced Rehab & Healthcare in Pharr, Feb 8
- Level 1 Traditional students under the supervision of a faculty member presented a community project on diabetes mellitus at Lindos Momentos Adult Day Care, Feb 8
- Level 1 Traditional students along with a faculty member completed their community project on Maintaining a Healthy Range of Motion at Heritage Retirement Village in McAllen, Feb 8
- Level 1 Traditional students along with a faculty member completed their community project at El Chaparral Adult Day Care in McAllen on the topic of "Performing Range of Motion Exercise and Choosing Healthy Foods," Feb 8
- Level 1 Traditional students along with a faculty member completed their community project at La Victoria Adult Day Care in McAllen on Oral Hygiene and Medication Information, Feb 8
- Level 1 Traditional students along with a faculty member completed their community project at Centro D Amistad Adult Day Care on the topic of Diet and Exercise and Prevention of Complications Associated with Diabetes, Feb 8
- Level 1 Traditional students along with a faculty member completed their community project at DHR Rehabilitation Hospital on the topic of Healthy Lifestyle, Feb 8
- Level 1 students along with a faculty member completed their community project at Mi Casita Adult Day Care in Pharr on the topic of Love your Heart; Cardiovascular Issues, Feb 8
- Level 3 MS students along with a faculty member had their community teaching at BrookRidge Retirement Center in Pharr, Feb 12
- Level 3 MS students along with a faculty member completed their community project at the Farmer's Market at The Bryan House in Mission by teaching about obesity to the community, Feb 13
- Level 3 MS students along with a faculty member completed their community project about obesity at La Grulla High School during a faculty meeting, Feb 13
- ADN Student Affairs Committee held their monthly meeting, Feb 14
- OB/Pedi group along with a faculty member presented to children at the Catholic Charities Respite Center in McAllen about Handwashing Infection Control, Feb 16
- ADN department was visited by the ACEN site visitors in conjunction with the department's current candidate status and in pursuit of national accreditation for the ADN program, Feb 20-22
- LVN to RN cohort along with a faculty member presented a community project on the topic of urinary tract infections at Grand Terrance Nursing Home in McAllen, Feb 20

- Level 3 MS students along with a faculty member presented on obesity to the firefighters at the McAllen Fire Department, Feb 20
- Level 3 MS students along with a faculty member presented about obesity at El Chapparral Adult Day Care Center in McAllen, Feb 22
- Program Chair and Assistant Program Chair attended a meeting at Texas Higher Education Coordinating Board in Austin to present the year one findings of their NIG Grant, Feb 26
- Program Chair, Assistant Program Chairs, and faculty members attended the TOADN conference in Houston, Feb 28
- Level II Med/Surgical students along with a faculty member completed their community project on Cancer Awareness at the McAllen Central Fire Station to a cohort of cadets, Feb 27
- LVN to RN cohort along with a faculty member had a community teaching on diabetes mellitus at The Bridges at Edinburg Retirement Home, Feb 27
- Level 3 OB/Pedi students along with a faculty member had a community project on hand hygiene and prevention of communicable diseases to toddlers and preschoolers at Mommie Janie's Daycare in Edinburg, Feb 27

OCCUPATIONAL THERAPY ASSISTANT

- OTA Program students attended the Texas Occupational Therapy Association Day at the Capital in Austin. OTA students joined Occupational Practitioners, as well as students, from other colleges, to speak to their local representatives and legislative aides regarding the importance of occupational therapy and the impact recent funding changes has affected the practice of occupational therapy for practitioners and those who are served by the profession. Feb 19
- Students from the OTA program collaborated with the RGV Downs Association and its participants providing methods on completing life skills, such as, laundry, money management and household management

PHYSICAL THERAPY PROGRAM

- Program Chair attended meeting to discuss NAH Handbook, Feb 7
- Program Chair attended BIT Committee meeting, Feb 13
- Attended Supervisor Symposium workshop, Feb 28
- Attended NAH Budget meeting held by NAH Project Manager, Feb 26
- PTA faculty attended SPTA club meetings, Feb 8 and 21st
- PTA faculty attended the Starr Campus faculty meeting, Feb 19
- PTA faculty and staff attended STC Professional Development Day, Feb 15
- SPTA Clubs and faculty volunteered at the Annual Comfort House Walk, Feb 23
- PTA program hosted guest speakers Dr. Proctor and Mr. Newton of the Chatanooga Group, who presented an interactive session to students regarding electrical stimulation, laser therapy, and shock wave therapy, Feb 28
- PTA faculty met with ExamSoft representative to discuss option to transition for testing and outcome tracking, Feb 12
- Staff attended the Advisor Presentation, Feb 8
- Program staff attended a career fair at Hidalgo Early College, Feb 22
- PTA faculty collaborated with Del Mar CC ACCE for concurrent placement of a Del Mar student and STC student for practicum experience
- Faculty member visited various area clinics to provide on-site training for new Clinical Instructors
- Faculty member visited area facilities to complete individual Mid-Term assessments of all Level II students during Practicum II
- PTA Instructor attended CEU programming, "Changing How We Feel By Changing How We Think", at the Casa de Palmas Hotel in McAllen, Feb 22
- CAPTE Coordinator met with OTA Program Chair to facilitate improved alignment of application deadlines and requirements.
- CAPTE Coordinator worked on modifying candidate selection process in preparation for 2019 cycle
- CAPTE Coordinator developed HESI testing requirement statement for advising and developed proposed changes for altering percentages to increase value of assessment of interpersonal skills to align with current national trend as per CSM session information, this will be presented to the Advisory Board during the next meeting for feedback.
- CAPTE Coordinator met with PTA faculty to provide summary of January 2019 CAPTE Self-Study program as well as results of CSM meetings and educators forum.

- CAPTE Coordinator reviewed data related to assessment of Level 1 student performance deficits and identified need to initiate changes for improved alignment of Intro to PT midterm testing content and materials to support depth and breadth of cohort curriculum.
- CAPTE Coordinator reviewed and updated PTA website accreditation and outcomes information to meet stated CAPTE requirements.

MEDICAL ASSISTANT DEPARTMENT

- Faculty member attended a Board Meeting held at El Milagro Clinic, Feb 2
- Faculty member attended HOSA Event held at the McAllen Convention Center, Feb 16
- Program Chair meet with NAH Project Manager to discuss MAT Skills Lab renovation
- MAT department attended a college recruitment fair at Hidalgo High School, Feb 22
- MAT department attended a college and career recruitment fair at Idea High School, Feb 27

PATIENT CARE DEPARTMENT

- PTCA students volunteered to help with a Virtual Dementia Tour with the Shields of Care Agency for the Leadership of McAllen, Feb 12
- PTCA department attended a career fair at Hidalgo High School, Feb 22
- Faculty members attended a conference for Positive Approach for Care in Houston. Faculty was trained on connecting with the elderly as well as teaching strategies when caring for residents. Feb 22-23
- Students from McAllen, Mid-Valley, and Rio Grande City campuses prepared for NACES state exam, Feb 25-28
- PTCA department attended a career fair at Idea San Juan, Feb 27
- PTCA students volunteered for the End Alzheimer's Walk registration sponsored by Shield of Care Agency, Feb 27

PHARMACY DEPARTMENT

- Held a lunch time presentation during which a Recruiter for Feik School of Pharmacy UIW discussed requirements of pharmacy school with Pharmacy Technology students, Feb 7
- Conference call with Sharyland ISD to determine course offering for Fall 2019, Feb 12
- Submitted annual program data to ASHP/ACPE, Feb 13
- Met with Sociology Department to discuss creation of sociology class focusing on pharmacy related sociology issues, Feb 19
- Held department meeting with Pharmacy Technology faculty and staff, Feb 22
- Attended a Budget Development session to determine and notate the AY2020 budget for the Pharmacy Technology department, Feb 26
- Obtained quotes from Scriptpro for a retail pharmacy workflow system and automation, Feb 28
- Faculty member completed curriculum crosswalk to include didactic, simulation, and experiential activities
- Clinical Education Director revised entry-level CAPSTONE institutional and community rotation evaluations to align with new ASHP/ACPE standards
- Clinical Education Director began practicum handbook revisions for Fall 2019
- Clinical Education Director verified four student's TSBP tech trainee registration
- Clinical Education Director completed McAllen Medical Center experiential site visit and created a list of qualified pharmacy personnel able to train students during experiential rotation at South Texas Health System

VOCATIONAL NURSING PROGRAM

- Student Success Coordinator coordinated with a faculty member on the creation of HESI Online Remediation Folder, reviewed attendance of first Student Success session, and reviewed and revised Student Conference Form, Feb 1
- Student Success Coordinator worked with ExamSoft to resolve BB course linking issues, Feb 2
- Clinical Coordinator coordinated with Mission Hospital Education Department for Spring Clinical, Feb 4
- Clinical Coordinator coordinated with Mission Hospital Education Department for IT access, Feb 5
- VN Department held a Faculty Meeting, Feb 6
- Student Success Coordinator coordinated with Leticia Mondragon from *Be the Match* for her presentation during our VN Huddle, Feb 8

- Clinical Coordinator worked with STC compliance staff for clinical clearance letters for Rio Grande Hospital, Feb 12
- Clinical Coordinator worked with STC compliance staff for clinical clearance letters for Mission Hospital, Feb 12
- Student Success Coordinator presented on Caring and Compassion to Level 1 students, Feb 13
- Attended Texas Board of Nursing Conference in Austin, Feb 14 – 15
- Student Success Coordinator along with a faculty member presented Professional Development CWPD to VN faculty, Feb 15
- Clinical Coordinator worked with faculty to meet clinical requirements of Mission Hospital, Feb 20
- Clinical Coordinator contacted Rio Grande Hospital education regarding status of facility liaison, Feb 20
- Attended College Fair in Rio Grande City, Feb 21
- Attended Hidalgo High School College Fair, Feb 22

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

COMMUNITY ENGAGEMENT:

- MVC welcomes many outside organizations to promote their businesses, job opportunities and services to students.
    - Customs and Border Protection Recruitment Table, Feb 5
    - UTRGV Transfer Information and Admissions Outreach Table, Every Tuesday
    - OLLU Recruitment Table, Feb 6
    - Access Esperanza Information and Services Table, Every Tuesday
    - UTRGV Baptist Student Ministry Recruitment, Feb 13 & 27
    - Census Recruitment, Feb 26-28

ENROLLMENT ACTIVITIES:

- College Connections and Dual2 Degree Departments collaborate with local school districts to schedule campus tours for students interested STC.
    - Lasara Elementary Campus Tour, Feb 7
- STC Departments promote courses and answer questions regarding degree plans and transfer opportunities.
    - University Relations Information Table, Feb 6

CAMPUS EVENTS:

- Page Turners Club Valentine Button Fundraiser, Feb 14
- Transgender 101 Presentation hosted by Sociology Department featured Ms. Antonia Harter discussing transgender issues with students., Feb 18 & 21
- Cello Duo Concert, Feb 21
- MVC Education Club Fundraiser, Feb 28

HIGHLIGHTS:

- MVC hosted 73rd Annual Subtropical Ag & Environment Society Meeting, Feb 8
- Leadership Mid Valley – Education Session toured new MVC facilities and held workshops, Feb 14

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

COMMUNITY ENGAGEMENT:

- Worked with Student Services to coordinate community involvement on campus (faith-based groups)
- Continued work to find Campus Catholic Ministries a more accessible area for volunteers to serve students
- Worked with Director of Student Activities to confirm and prepare space for food pantry on campus
- Continue work with County Head Start Program to provide training area on campus
- Coordinating with Student Activities to promote golf as an activity on campus
- Celebrated official partnership with Barrera Elementary school in Roma with Dr. Reed as guest speaker
- Continue working relationship with the Starr County Coalition to help students stay off drugs
- Collaborating with Starr County to bring awareness to drinking and driving in time for spring break 2019
- Working with Starr County Head Start to plan Week of the Young Child event in March
- Preparing for annual Starr County Fair events
- Preparing for Week of the Young Child Event on campus
- Preparations for no drinking and driving message for spring break by Starr County Coalition
- Continue partnership with Head Start Starr County
- Working with Roma ISD to provide meeting room facility for collaboration
- Attended RGCCISD School Board Meeting
- Meeting with Roma ISD CATE directors to offer workforce programs on campus
- Meet with Roma ISD CATE director look over welding shop for potential future use at high school

ENROLLMENT ACTIVITIES:

- Continued working with Dual Credit to coordinate March 22nd Informational Event on campus
- Seeking help from PR to identify and contact new publication in county for possible advertising to promote college
- Worked with PR writers to promote campus facilities in selected publications
- Ordered 3000 technology program promotional fliers to be sent out to graduating seniors of local ISD
- Coordinated with Industrial Foundation to host event for Grant Award
- Continued planning enrollment information session event at the Starr County Campus for the community
- Approved PO for recruiting flyer to continue promotion for technical programs at the Starr County Campus
- Partnered with Starr County ISD to contact 2019 graduating senior for recruiting purposes
- Identified through data the demographics for Starr County population to target recruiting
- Prepared visits to academic high school counselors to discuss graduation of seniors
- Prepared visits to CATE counselors and directors regarding graduation and transfer of students
- Followed up with high school counselors campus visits fast track events for March
- Completed preparations for semester faculty/staff meeting
- Explored options to increase retention and completion rates across campus
- Finalized PO for flier on Technology Programs for recruiting
- Met with SAEM team for fast track recruiting
- Completed roster for priority Registration March 4 begin
- Confirmed roster for regular registration core classes middle March after Spring Break
- Continued recruiting for Biology Hybrid Course Spring 2019 minimester
- Worked with Academic Affairs to provide faculty with Starfish training

CAMPUS EVENTS:

- Pesticide Training USDA, Feb 4 – 5
- Starr County Industrial Foundation EDA Grant Check Presentation, Feb 4
- Student Activities and Wellness "Intramural Sports Kickoff Event," Feb 05
- Student Activities and Wellness "Student Organization Fair," Feb 6
- Student Government Association Mixer, Feb 6

- Human Resources Faculty/Staff and Learn, Feb 7
- CDI Head Start, Feb 8
- Dual Enrollment Academy Program Workshop, Feb 8
- Mayor's Prayer Breakfast, Feb12
- Valentine's Day Social/Dance, Feb 13
- Week of the young Child Planning Meeting, Feb 13
- Counseling and Student Disability Services "Time-Management vs. Self-Management," Feb 18
- Office of Student Rights & Responsibilities, Feb 18
- Human Resources "Faculty/Staff-Launch and Learn," Feb 18
- Counseling and Student Disability Services "Study Habits for Super Busy Students," Feb 19
- College Connections "Parent info Session," Feb 19
- Psychology Club Meeting, Feb 20
- Black History Month Film Series, Feb 20
- University Relations "College Fair," Feb 21
- Student Activities and Wellness Department "Showing of Black Panther," Feb 21
- Student Leadership Academy Workshop, Feb 22
- Dual Enrollment Academy Workshops, Feb 22
- FAS Meeting, Feb 25
- Counseling and Student Disability Services "Eating Disorders Screening," Feb 27
- Student Activities and Wellness "Mardi Gras Celebration," Feb 28

ANA PEÑA
DIRECTOR – DISTANCE LEARNING DEPARTMENT

DIRECTOR'S REPORT:

- Status Report for Division Deans
  - Continue working on developing status report for Division Deans as to number of online faculty who have completed their online certification. An updated list has been emailed to all division Deans for awareness of their pending online faculty who need to complete their certification.
- Developing Distance Learning department handbook.
  - The Department Handbook provides employees with guidance on general procedures and practices of the Distance Learning Department. It is the purpose of this manual to establish and maintain a uniform system for managing personnel matters. Employees are expected to familiarize themselves with the contents of this manual to maintain effective performance and proper personal conduct.
- Worked on documentation used for the SACSCOC Compliance Writing Team, Feb 14
- Worked on 2017-2018 Staff Performance Evaluation, Feb 6 – 7
- Continue working on PowerPoint presentation for First Time Online Student Orientation, Feb 25
- Updated several job descriptions for the department, Feb 27
- Presented at Professional College Wide on the Final Grade Submission training for faculty/staff, Feb 15

PROJECTS

- Course Development
  - Distance Learning Staff and the Office of Professional and Organizational Development launched SPARK Academy training to pilot group of 11 faculty members, Feb 15.
  - Distance Learning Staff met with IS&P department to work on the Distance Learning Course Approval form to modify and change the current process into Sharepoint or workflow.
- First Time Online Student Orientation
  - Distance Learning Staff enrolled 2,295 students to the new mandatory student orientation which new first time online students will become familiarized with Blackboard prior to the first day of class and 986 took and passed orientation.

        - Control group data needed for random sampling to track success in their online course.
- Implementation of the Pronto Instant Messenger that integrates with all Blackboard courses using LTI and API and training to the Distance Learning Staff, Feb 25-26.

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
    - Numbers for the month of February
        - Students/Faculty Chats: 176
        - Students/Faculty Tickets: 227
        - Helpdesk Phone Calls: 488
        - **Total 891**

- **Distance Learning Helpdesk- Afterhours**
    - Numbers for the month of February
        - Students/Faculty Chats: 11
        - Students/Faculty Calls: 37
        - **Total 47**

- **Trainings/Workshops**
    - Trainings
        - Blackboard Fundamentals
            - 52 adjuncts/dual faculty certified
        - Blackboard Certification
            - 36 faculty certified
        - Online Teaching Certification
            - 14 faculty certified
        - Final Grade Submission
            - 59 faculty/staff trained
- **Student Success Activities:**

Type of Service	Number of Students
General Advising:	773
Distance Learning Walk-Ins:	2
Telephone Contacts:	227
Virtual Campus Advising Email:	240
First-Time Online Student Orientation	4,227
Total:	***5,469***

DISTANCE LEARNING MEETINGS:

- Participated at the President's Administrative Staff Meeting, Feb 1
- Participated at the Texas Higher Education Coordinating Board for the Learning Technology Advisory Committee at Austin Texas, Feb 8
- Participated at the Banner User's Group committee, Feb 12
- Distance Learning staff met with Assistant Dean of Bachelor Programs to create policies and procedures on the Distance Learning Course Approval forms, Feb 12
- Distance Learning staff met with Lightboard core team to determine the latest scope of the project, Feb 13
- Met with Dean of Inst'l Research & Effectiveness to go over the SACSCOC Reaffirmation write up, Feb 14
- Met with Project Manager of OSI, Office of Strategic Initiatives to continue the student life cycle for online students by journey mapping after census date, Feb 14
- Distance Learning staff met with Lightboard core team to determine the latest scope of the project, Feb 19
- Blackboard onsite visit to meet the new account executive and CEO of Blackboard Analytics, Feb 21
- Participated with the Intellus Platform kick-off LTI integration meeting with core team, Feb 21
- Participated in a search committee to review applications for DL Administrative Assistant, Feb 27
- Participated in the Jagnet Content Committee, Feb 28

JESSICA SANDOVAL GARCIA
ACADEMIC EXCELLENCE PROGRAM OFFICER

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Contacted sponsors pending payment. Finalized event center for 2019 A Night with the Stars Gala. Worked with Vice President's Office to create Sponsorship Brochure for 2019 ANWTS. Received $5,000 Diamond Sponsorship Pledge from ERO Architects for the 2019 ANWTS. Submitted application to Wells Fargo for donation to 2019 scholarship gala ANWTS. Finalized details for the STC K-12 Scholastic Chess Fundraiser benefitting Valley Scholars Program scholarships.
- **Retention** – Held Valley Scholars Meetings at Starr and Mid Valley Campuses on Feb. 1, 2019. Finalized list of students who will be attending the College Tour from March 28-29, 2019 to visit University of Houston, UT Austin, Texas State University, and UTSA. Worked with admissions to verify all VS students on track to graduate were included in the list of Spring 2019 prospective graduate list and contacted students pending information.
- **Recruitment** – AE Student Success Specialist attended Student Organization Recruitment Fair at Starr and Mid Valley Campus. Reviewed Valley Scholars Applications and notified eligible students of acceptance. Continued to schedule presentations and recruitment events for Spring semester. Invited eligible Bachelor Program students to apply for the Valley Scholars Bachelor Program Scholarship. Worked with Distance Education to update online orientation for Valley Scholars Bachelor Program Scholarship recipients.
- **Volunteer/Community Service** – Valley Scholar students volunteered at the RGVision Honor Roll Gala benefitting Teach for America held on Feb. 1, 2019. Valley Scholars held the first Adopt A Highway Cleanup for the STC Valley Scholar's two mile radius in La Joya, Texas on Feb. 2, 2019. Students volunteered at the STC College Wide Professional Development Day on Feb. 15, 2019. Students participated in a picture session with the STC Public Relations department.
- **Administrative** – AE Staff attended the STC College Wide Professional Development Day. AE Programs Officer attended HR Workshop "Importance of Documentation" on Feb. 4, 2019 and Heart Centered Leadership Lecture Series on Feb. 14, 2019. Worked with HR to start hiring process for new Administrative Assistant and Valley Scholars Specialist.

PHI THETA KAPPA:

- **Meetings** – Held PTK Officer and General Meeting, Feb 21
- **Recruitment** – AE Student Success Specialist attended Student Organization Recruitment Fair at Starr and Mid Valley Campus. Answered emails, phone calls, and met with students interested in joining Phi Theta Kappa.
- **Administrative** – Requested report of eligible students for Spring 2019 recruitment. Submitted nominations for the Texas Region District V Hall of Honors. Coordinated necessary paperwork with Business Office for travel to the Phi Theta Kappa Texas Regional Convention and Phi Theta Kappa International Convention - student waiver forms, requisitions for hotel, car rental/ airfare expenses and per diems.

HONORS PROGRAM:

- Assisted incoming students with inquiries about the Honors Program and referred students to Honors Program Director, Dr. Eric Reittinger
- AE Student Success Specialist attended Student Organization Recruitment Fair at Starr and Mid Valley Campuses.

YOLONDA JARAMILLO
PROJECT DIRECTOR – HSI GRANT

TITLE V GRANT & PROJECTS:

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Continued collaboration with both ET, and IT Departments to upgrade the following classrooms:
    - Upgrade NAH 3.422 from a Tier 1 ALC to a Tier 2 (AV expansion)
    - Fully upgrade P2.112 from a standard classroom to a Tier 2 ALC.
      - Tables have been delivered and installed.
      - Credenzas, glass-boards, and 13 chairs have been delivered.
    - Coordinating a new ALC project in NAH Building B. NAH B2.504 has designated for this project. Space Modification Request has been requested.
- **FOCUS Academy**
  - Second and third sessions of the spring 2019 cohort of FOCUS Academy were held on February 8, and 22, 2019. Session#2 covered the concepts of Scaffolding and the Rounds Process. Session#3 covered the concepts of Classroom Talk and Questioning Concepts.
  - NOE's have been pre-filled for each FOCUS Academy participant.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - First NEFA workshop about the FAFSA verification process was held on February 14, 2019.
  - Continued planning and updating materials for the NEFA workshops and trainings.
  - NOE's have been pre-filled for each lead faculty advisor.

Component 3

- **Enhancement of Technology Infrastructure/ Remote Delivery Courses**
  - Coordinated electronic display board and social media posting promoting PTHA1409.GZ section for Starr County Campus.
  - Continued to track GZ course enrollment for the spring 2019 semester.
  - Coordinated MDCA 1343 software installation in the instructional computer lab at Starr County Campus.
  - Compiled an additional list of interdisciplinary studies majors shared with PTA staff and faculty in efforts to recruit for the mini-mester GZ course section.

Component 4

- **Financial Literacy**
  - The Financial Literacy Coordinator finalist was hired on February 11, 2019.
  - The 450 financial literacy books were delivered to the Financial Literacy Coordinator.
  - Researching best practices for program roll out, recruitment, as well as developing the curriculum and evaluation component.

South Texas College/ Department of Education

- Continued to collaborate with RAS to complete Year 4 data requests for the APR. When all data is received, it will allow a better analysis of the project. Year 4 Annual Progress Report (APR) link is available and due March 11, 2019.
- Submitted scanned documentation of stipend paperwork for the Lead Faculty Advising and FOCUS Academy grant components to the Department of Grant Compliance.

CURRICULUM AND STUDENT LEARNING

MANAGER'S REPORT – CHRSTINA CAVAZOS:

- Curriculum & Student Learning staff hosted a Program Development Workshop for assigned program developers proposing workforce degree scheduled for development in the upcoming academic year. A question and answer session was provided as well as materials were provided.
- Attended the NACEP Application & Evidence Review meeting to assist with evidence items for standards related to student evaluation data and course syllabi.
- Attended meeting with Information Technology and Admissions regarding Education Results Partnership (ERP) project and the impact on testing and prerequisites for a select group of academic courses.
- Attended the Banner User Group committee meeting to discuss the impact of meta-majors on various student service departments, including Financial Aid, Admissions and Advising.
- Worked with the Academic Affairs Project Manager on the College-Wide Professional Development presentation for the Faculty Load and Compensation (FLAC) Module breakout sessions scheduled in the afternoon.
- Presented at the College-Wide Professional Development Day on the FLAC Spring Pilot, including providing an overview of the process as well as successes and lessons learned, Feb 15
- Organized and attended Academic Calendar Committee meeting, Feb 19
- Conducted one-to-one program development workshop sessions with the program developers for the proposed AA-Dance, AS-Public Health and AAS-Restaurant Management. Resource materials were provided and questions were answered regarding best practices and next steps.
- Met with FLAC Pilot team to obtain feedback on the recent FLAC Spring Pilot implementation. A discussion was held regarding next steps in training the rest of the admin staff for full implementation in Fall 2019.
- Met with Information Technology Faculty to discuss the curriculum process regarding Occupational Skill Award and provided guidance on how to proceed with OSA proposals.
- Attended the Faculty Load and Compensation (FLAC) Implementation Team meeting to discuss the success off the Spring pilot as well as plan for next steps including training the remaining Administrative Staff and Program Chairs for preparation to fully implement FLAC for Fall 2019.
- Attended LeepFrog User Conference (CourseLeaf) On February 17 – March 1. The Conference included sessions that covered updated to the catalog system, how to apply patches for fixes and text on our own before applying in production, and sessions covering other products. The purpose of attendance is to visit workshops and sessions that discussed implementation and best practices for the Curriculum Management system (CIM) which is listed on our IEA plan for purchase in the near future.

- Finalized student evaluations for the following part of terms: B1, M5, N12 and N5. Final response rates are indicated below.
- Conducted final review of 2019-2020 catalog for go live date in March 4

YOLONDA JARAMILLO – ACADEMIC ASSESSMENT DIRECTOR:

DIRECTOR'S REPORT:

- Attended the NACEP Application and Evidence Review meeting to review reporting responsibilities due March 1.
- Facilitated Core Leads meeting to prepare for College Wide Core Objective breakout sessions.
- Presented the PLO Continuous Improvement Plan to all Division Chairs (BPST, MSB, LASS, & NAH) throughout the month.
- Collaborated with Deans and Chairs to temporarily Sunset Fall 2018 courses of faculty on FMLA.
- Collaborated with Human Resources to update Learning Outcomes Specialist job description to finalize for posting.
- Collaborated with Information Technology to develop JagPRIDE reports for Program Learning Outcomes and Core Objectives.
- Developed a general user guide for CO assessment leads to utilize for the upcoming PD breakout sessions.

- Collaborated with JagPRIDE applications team to review issues identified in JagPRIDE. The IT Team will make corrections and republish the application.
- Provided assistance and co-facilitated for the six Core Objective College Wide breakout sessions.
- Participated in a conference call with learning outcomes consultant to review institutional assessment needs and plan for visit on March 8.
- Met with IE team to review evidence needs and plans for narrative reports for SACSCOC due March 31.
- Attended the Community College Conference on Learning Assessments to review best practices in learning outcomes processes and reporting February 17-19.
- Met with Dual Credit Programs to review NACEP Accreditation and pending CSL items.
- Facilitated COAT meeting to review improvement recommendations from College Wide Core Objective breakout sessions, next steps and direct normed assessment status.
- Continued collaboration with Dr. Cleary to provide Core Objective rubrics, process maps and Core Lead presentations. Compiled data analysis samples and action plans to share with Dr. Cleary for his upcoming visit and professional development training.
- Developed a User Guide for Program Chairs for the 2018-2019 AY PLO reporting.

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

DEAN'S REPORT:

- Dean held the Dual Credit Advisory Committee Meeting on Friday, February 8th with approximately 30 school district representatives. The audience included representatives from 19 out of our 24 partnering school districts who had the opportunity to provide feedback on the current program operations. The agenda for the meeting included: overview of the NACEP Accreditation, Policy 3232 Updates, Success Metrics Status Updates on the Advising Model and Progress Monitoring, and recommendation for upcoming initiatives.
- The Dual Credit CTE Advisory Committee Meeting was held on Friday, February 22nd with ten of twelve school districts were represented. The meeting provided insight on the committee expectations, NACEP, Policy 3232 Revisions, First Time Dual Credit Student Module, and CTE Booklets. Additionally, members provided insight, feedback and recommendations for the Dual Credit Program.

- On February 24-27th, Dean along with the Director of Academies High School Projects attended the League of Innovations Conference in New York. On Tuesday, February 26th, a presentation on Middle College Academies: Roadmap to Success was held to conference participants on our Dual Enrollment Academy Programs.
- **Upcoming Events & Activities for March 2019**
    - Attend the UTSA TexPREP Site Director's Meeting in San Antonio, March 4-5
    - Attend the 3rd Annual ECHS Conference at South Padre Island, March 28-29
    - Finalize the logistics for the Starr County Campus Information Session
    - Coordinate the annual College Readiness Summit for April 2019

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Director of Academies and High School Projects hosted a break out session for Organizational and Professional Development Day at South Texas College. The topic was *The Dual Enrollment Academy Programs: So Much More Than Just Dual Credit,* which focused on providing an overview of the program, its student population, the application and selection process, and defining staff's role. The break out session was hosted on February 15, 2019.
- Staff held a Dual Enrollment Pharmacy (DEPA) parent information session at the Pecan Campus to provide parents and students an overview of the benefits, support services provided, pre-pharmacy degree plan, and college of pharmacy admissions preparation that is to be offered. The event was held on February 7, 2019.
- Academy Staff conducted review of the Prospective Graduate list for the Pecan, Starr, and Mid Valley Campuses. Staff identified Academy students that were not on the list to resolve any issues to ensure that they are on the Prospective Graduate List. Review was conducted for one hundred forty-five Academy students.

- The Dual Enrollment Academy Program Staff continued to conduct recruitment presentations, follow up visits, and parent information sessions in the evening, with an extended application deadline of Friday March 8, 2019. Staff held the following Recruitment meetings at the following campuses:

Date	Location	Student Count
February 1st	Donna HS	70
February 3rd	Roma High School	50
February 5th	PSJA T-STEM ECHS	23
February 5th	Mercedes High School	40
February 6th	Weslaco HS	30
February 11th	Vanguard Mozart Academy	11
February 13th	Mission HS	18
February 14th	Sharyland Advanced Academics	26
February 13th	Sharyland Pioneer HS	30
February 13th	Mercedes Early College Academy	3
February 14th	Weslaco East HS	6
February 19th	Valley View HS	30
February 21st	Vanguard Rembrandt Academy	5
February 25th	PSJA HS	8
February 27th	Weslaco HS	13

- Staff provided Dual Enrollment Academy Program's application tracking reports to 40 partnering high schools for 843 applicants. Detailed reports provided the status of each student's application and staff checked for application requirements, such as essay, resume, recommendations, transcript, and TSI scores. Two thousand eight hundred ninety-nine interest forms were manually inputted through the 2018-2019 recruitment period, which consisted of student biographical information, academy of interest, and high school information.
- Staff held TexPREP Summer Program recruitment presentations at Hidalgo, Weslaco, and PSJA ISD. Attendance was as follows:

Date	Location	Student Count
February 5th	Roma HS	15
February 6th	Weslaco ISD	14
February 7th	PSJA Kennedy & Escalante Middle School	26
February 18th	Roma ISD: Roma MS	29
February 25th	PSJA ISD: Audie Murphy MS	16
February 14th	PSJA ISD: LBJ MS	6
February 28th	Alamo Middle School	5
February 28th	Raul Yzaguirre Middle School	13

- Staff collected TexPREP returner application for Year 2, 3, & 4 by coordinating with counselors from over fifteen middle schools and seven high schools from PSJA, Hidalgo, Roma, and Weslaco ISD. The application deadline for returning students was February 15, 2019.

- Staff continued hiring of TexPREP Instructor and Program Assistants in preparation for Summer 2019. Staff interviewed six Instructors and one Program Assistant.
- Academy Staff conducted case management with five students to advise them and discuss current academic progress and program participation.
- Staff coordinated the DEMSA Junior's College Tours and the Education STEM Senior Trip, which consisted of coordinating visits to designated venues, hotel room reservations, securing charter buses, and developing trip agendas.
- Academy staff held Friday workshops for over two hundred ninety students across the Mid Valley, Starr, and Pecan Campuses. Workshops were hosted by the Texas Parks and Wildlife Department, STC Student Activities, STC University Transfer Department,

PROJECT MANAGER'S REPORT:

- Continued to work with STC chairs to develop their discipline's National Alliance of Concurrent Enrollment Partnerships (NACEP) Statement of Equivalency and submit the required curriculum and assessment evidence by March 1. Expanded the guiding questions for writing the Statement of Equivalency to provide chairs with detailed instructions on how Statement sections relate to NACEP standards as practiced in the department/program.
- Continued to write and edit NACEP Standards coversheets required for the August accreditation application.
- Attended Dual Credit Matriculation Task Force Meeting hosted by Dual2Degree with focus on increasing matriculation of dual credit students to STC. Met on February 13.
- Continued to follow up with Dual Credit Faculty not completing the Developing Excellence in Learning & Teaching Academy (DELTA) Online course, as is required in the DC MOU. Of the total 48 new Dual Credit Faculty approved to teach in fall 2018 and spring 2019, there are 20 who have not yet completed the course.
- Continued the full review and revision of the Dual Credit textbook adoption list for distribution to partner schools by early April 2019. Following up with chairs who did not respond by the March 1 deadline.
- Participating in work group to develop of a portal for Dual Credit textbook adoptions for partner schools to access and possibly develop a database of DC textbook inventory at partner schools.
- Working with Cengage publishing rep, VP of Higher Education, and regional rep to include multiple access codes in bundles purchased for DC courses by our partner schools. The additional access codes would be at no additional cost.
- Adapted the DCF onboarding list to accommodate onboarding adjunct faculty. Forwarding to OPOD for inclusion in the Chair Reference Guide. According to the *Faculty Handbook*, the President of the Council of Chairs works with OPOD to review the Chair Reference Guide; so chair review of checklist is through that process.
- Assisted with follow up on Dual Credit Faculty who did not submit JagPRIDE learning outcomes reporting for fall 2018 to ensure compliance with MOU provisions.
- Continuing to revise the *Dual Credit Programs Instructional & Quality Standards Manual* as changes in policy and procedures occur.
- Coordinate logistics for the following events:
    - Dual Credit Advisory Committee Meeting, Feb 8
    - CTE Advisory Committee Meeting, Feb 22
    - Retirement Ceremony for Administrator for Dual Credit Instructional Pathways
    - Starr County Campus Information Session
- Assist with coordinating logistics for 14th Annual Summit on College & Career Readiness event
    - Seek Guest Speaker(s), Workforce Panelist, and Student Panelist
    - Creation of Presentation Proposal Submission via Formstack

NICOLAS GONZALEZ – DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS ADMINISTRATOR:

- Faculty Standard F1 was composed, compiled and submitted to the Dean of DCP&SDP for review. The coversheet and evidence are due March 1st and were submitted February 22nd.
- The Dual Credit Program has received 30 Dual Credit Faculty applicants for Summer and Fall 2019; 2 of which did not qualify to proceed with the process.

- Working with STC programmers on adding the STRE 4000 prerequisite test code to all S-Sections for Summer I and II 2019. STRE 4000 is the minimum test score students need on the English II STARR test to qualify to enroll in dual courses that have a reading and writing prerequisite(s).
- Worked with IT and programmers on the new Dual Credit Scheduling Portal, which will allow our school district partners to request changes to dual credit courses and view their schedule(s). The portal is ready to be tested before piloting effective Summer I 2019.
- Coordinated and planned trainings for HS school counselors and web operators who will be piloting the New Dual Credit Scheduling Portal effective Summer I 2019. The following school district partners will be our pilots: Vanguard, PSJA, Sharyland, Weslaco, Progreso, Valley View, Edinburg and Hidalgo.
- A request for all faculty to roll over from Summer 2018 to Summer 2019 was submitted.
- Continue working with Program Chairs and High School Administrators on finalizing Summer and Fall 2019 Dual Credit Courses.
- Over the course of the Spring semester we have added 367 Dual Credit Faculty members to the pilot Faculty Load And Compensation (FLAC). As of March 7th 357 DCF have acknowledged their Dual credit courses.
- All Dual Credit Course Agreements have been emailed to our School District Partners.

ANTONIO DE LA CRUZ – EARLY COLLEGE HIGH SCHOOL DIRECTOR:

- ECHS staff has conducted individual and group advisement with more than 4000 students this academic school year.
- The department has begun to absorb and onboard 7 addition TSTEM schools, and work with 4 new-planning year ECHS schools. Event has been schedule to onboard as a group.
- Coordinators began hosting informational sessions with TSTEM schools (Starr County and Mid-Valley)
- The ECHS Department held the Annual ECHS Symposium with approximately 41 counselors and administrators from thirteen partnering school district were in attendance. The Symposium included a presentation on new staff allocation, live view of the new First Time Dual Credit Student Advising Module, review and discussion of Policy 3232 and breakout sessions.
- Held several informational sessions throughout the month with districts concerned about the implementation and expectations of policy 3232.
- Began the initial steps of creating a Textbook portal which will allow partnering districts access to a uniform textbook list for all dual credit textbooks.
- The team worked to verify and validate potential May 2019 graduates. This requires evaluating all students with 96% or greater Degreeworks completion and provide spring semester changes to increase the number of graduates.
- All ECHS coordinators began meeting with assigned schools and Educate Texas leadership coaches as support to partnering districts.

ERIKA LEAL
PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- College-Wide PD Meeting — OPOD staff met discuss the upcoming College Wide PD to be held on Friday, Feb 15th at the Pecan Campus and Region One Education Center, along with upcoming trainings were also discussed, Feb 4
- NACEP Application & Evidence Review– OPOD Instructional Coach and Manager presented and updated information on Adjunct& Dual Credit PD to Dean of Dual Credit Programs and staff in preparation for the August 1st deadline, Feb 6
- SPARK Meeting - HSI Instructional Coach met with Distance Learning staff to review SPARK On-Line course before launching, Feb 15 – 13
- 4th Annual Faculty Retirement Ceremony Meeting – OPOD Staff and AA Project Manager met to discuss the upcoming Faculty Retirement Ceremony scheduled for April 23, 2019, Feb 19
- Academic Calendar Committee Meeting – OPOD Manager met with committee members to develop the Academic Calendar for FY 20-12 in preparation for review and approval by STC's Board of Trustees, Feb 19
- Faculty Awards Meeting – met with Interim VPAA to discuss faculty awards and upcoming OPOD college events, Feb 27

ACADEMIES AND TRAININGS:

- DELTA Academy Kick-Off —33 Adjunct & Dual Credit faculty have registered for the on-line academy. The purpose for DELTA will help Dual Credit & Adjunct Faculty to become part of the South Texas College family. This academy will provide participants with support and guidance as well an information and faculty expectations, resources, policies, procedures, and creating a college environment, Feb 4
- SkillsPath Training Coaching and Team Building Conference – OPOD Instructional Coaches attended an all-day conference on Coaching and Team Building. Topics of discussion *"How to give feedback on Team that gets results", "Conducting meetings that trigger action", How to create a Collaborative Environment", Inspiring others to reach high and succeed", "Meetings that trigger actions" and "Becoming a team leader famous for results,"* Feb 7
- College-Wide Professional Development Day – Approximately 1318 STC faculty and staff attended an all-day Professional Development Day trainings held at the Pecan Campus and Region One Education Center, with faculty having morning department meetings. IS&P Division held their all day Professional Development at Region One Education Center with approximately 147 staff attending a morning general session on *"Heart-Centered Leadership, Lead Well, Live Well"*, followed by afternoon breakout sessions. The FAS Division held their morning meeting at the Student Union Center on *"Exemplary Practices of the Division of Finances and Administrative Services"*, the staff attended afternoon breakout sessions. Approximately 1171 participants attended the afternoon breakout sessions held at the Pecan Campus. A variety of sessions was offered from *Organizational and Leadership Developmen*t with sessions such as College Budget Process, STC Social Media, Title IX Training, among others offered. *Teaching Excellence* such as Blackboard Fundamentals, Dynamic Lecture in: Help Your Students See how their Major Improves the Community and trainings were offered. Also offered was *Digital Communication Tools* such as Classroom AV Equipment, Mobile Security among others an finally *Personal & Professional Growth* such as Active Shooter Defense training, Becoming Aware of Your Stress, Federal Income Tax and others, Feb 15

PROGRAMS IN DEVELOPMENT:

- FOCUS/TLA Sessions - March & April
- ACTA Academy Sessions - March & April
- Customer Service Trainings – March & April
- Great Teaching Seminar – April 26 & 27, 2019

YVETTE GONZALEZ, MONICA PEREZ, AND LISA ALEMAN
PROJECT MANAGERS – ACADEMIC AFFAIRS

PROJECTS - HIGHLIGHTS, DESIGN, AND ANNUAL REPORTS:

- Continued to email supervisors, department/program chairs to submit student/program successes.
- Artwork Design and Content Updates
    - Continued to assist with content for Educational Pathways - Law Enforcement Professionals booklet
    - Continued to assist with content for Law Enforcement brochures
        - Customs and Border Protection brochure (tri-fold)
            - Border Patrol and Field Operations
        - FLETC brochure (tri-fold)
            - Uniform Police, Criminal Investigator, Land Management
    - Assisted with design for Knapp/STC Diabetes and Obesity Awareness fliers
        - Exercise, Culinary, and Recipe/Workout fliers
    - Updated Public Administrations Program Course Offerings Fliers
    - Designed A Night with the Stars Web Banner
    - Updated Faculty Recognition Certificate
    - Designed and update HR Spring Adjunct Job Fair flier and registration form
    - Assisted Distance Learning Department with department flier and upcoming project design
    - Assisted with flier design for Dr. Cleary's Visit
    - Continued to assist with content updates to Computer Maintenance Technology booklet
- Coordinated final design for the Valley Scholars Program scholarship fundraiser, "A Night with the Stars"
    - Developing Sponsorship Request booklet
- Finalized 2019 Faculty Retirement Ceremony invitation, flyer, and agenda design
- Assisted OPOD with coordination of Faculty/Staff Awards & Recognitions
    - Coordinated webpage updates
    - Assisted with production of Faculty Spotlight
- Assisted with coordination of STC K-12 Scholastic Chess Tournament

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:
    - Worked with graphic designer regarding in progress and upcoming booklets/reports/fliers
    - Continued to assist with timeline activities for 4th Faculty Retirement Ceremony
    - Continued to assist with timeline activities for Chair Evaluation for Spring 2019
    - Assisted with presentation review for Instructional Program Review Process for EWDC
    - Continued to update Faculty Status and Faculty/Staff Count reports for review
    - Assisted Curriculum & Student Learning update membership for Academic Calendar Taskforce
    - Assisted with finalizing flier for Dr. Cleary's visit in March
    - Assisted with updating STC & UTRGV Leadership workgroups table
    - Communicated with PR regarding Law Enforcement website update and program video requests
    - Assisted OVPAA with agenda items for February and March EWDC
    - Assisted with Faculty Growth Report – Budget and Instructional Pools updates
    - Updated Baccalaureate Programs Executive Report for 2018

PROJECTS - INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- BOND Construction
    - Continued working with FPC and Purchasing regarding M&O Fund requests across all divisions
- Continued working on office space for Pecan Campus, includes existing buildings and portables
- Continued working with HR on Faculty Load and Compensation (FLAC) pilot implementation and Adjunct Faculty Job Fair (scheduled for April 27)

- Continued reviewing the Policy Inventory List for Academic Affairs Division
- Continued working on the Light Board project pertaining to advanced educational technologies for classrooms
- Continued working with Maintenance and Facilities on office/building renovations/moves across all campuses
- Continued working with the Grant Office on the following grants:
    - Carl Perkins Biannual Report
    - Knapp Grant
    - RAND Grant
    - Carl Perkins Reserve
- Began working on the FY 19-20 Staffing Plan

MEETINGS:

- Met with Grant Management & Compliance Officer II to discuss the Carl Perkins Biannual Report, Feb 4
- Attended meeting to discuss updates on Perkins Reserve, Feb 6
- Attended meeting to discuss status on Knapp Grant, Feb 7
- Met with Public Administration Coordinator to discuss program course offering flier for Fall semester and program booklet, Feb 8
- Met with Human Resources to discuss logistics of the 2019 Adjunct Faculty Job Fair, Feb 12
- Met with Enrollment Services to discuss the Spring 2019 Commencement logistics, Feb 13
- Met with OPOD staff to discuss Faculty Retirement Ceremony timeline, Feb 19
- Attended monthly EWDC board meeting regarding Program Review Process, Feb 19
- Met with FLAC pilot group to discuss feedback/concerns regarding pilot, Feb 19
- Attended meeting to discuss the budget and activity plan for the RAND grant, Feb 20
- Met with GMCPO II and NAH PM to begin reviewing the Fiscal/Programmatic review of the Knapp Grant, Feb 21
- Met with Maintenance, FPC, and Culinary Arts to test out existing cafeteria equipment related to the PCN H renovation, Feb 21
- Met with NAH Division and Culinary Arts chair to discuss potential workshops for the Knapp Grant, Feb 25
- Met with FPC to conduct walkthrough of Portables on south side of Pecan Campus, Feb 26
- Met with OPOD to discuss Faculty/Staff Awards & Recognitions, Feb 27
- Attended the staff session for *Laying the Foundation: Developing the 2019-2025 Strategic Plan*, Feb 28

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:	MARCH 18, 2019
SUBJECT:	ACTIVITY REPORT FOR FEBRUARY 1, 2019 THROUGH FEBRUARY 28, 2019

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

INTELIGENT LEARNING PLATFORM (ILP)

The ILP application, which is schedule to go live by the end of the fall term, was demoed for the faculty group at the College Wide Professional Development Day. The Intelligent Learning Platform allows a seamless transferal of student and class data including grades from Blackboard to Banner and vice versa. The technical piece of this project is complete and will be removed from this document.

JAGMOBILE

The IT team met with the JagNet content committee on February 28 and finalized the process to allow personalized messages to students who have downloaded the app, as well as, training for the JagNet administrators. The first targeted message to students is regarding the Financial Aid process and verification.

TIME CLOCK PLUS PHASE II

After deploying the new TCP online forms to the staging environment, the Business Office team continues to test and use the new electronic time adjustment form and workflow process as a pilot only. No go-live date has been established for this project.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING (DR) – STARR DATA CENTER

A full DR test is tentatively scheduled for March 29, when the IT team will be conducting a tabletop exercise with clients. The 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 and budget pertaining to the generator replacement in building M is included in the plans for next fiscal year. The current generator runs for only 16 consecutive hours and the fueling services are not reliable during weather contingencies; a gas

generator will replace it.

OFFICE 365 MIGRATION

The Office 365 SharePoint team conducted training sessions with faculty and staff during Professional Development Day and with main stakeholders during the month of February. This project, which includes migration of the current local SharePoint sites, governance for the new solution, and communication to the STC community, will be complete by the end of July 2019.

VIRTUALIZATION PHASE II

The VMware server and endpoint upgrades were postponed due to Horizon software requirements; as a result, the existing "thin" clients were upgraded. The team will begin with the server and endpoint upgrade the week of March 18. The upgrade is needed to augment the number of virtual computers in the virtual environment by 100 making the total 500. These Virtual computers are distributed around the different campuses in class podiums and the Student Enrollment Center.

WINDOWS 10 UPGRADE

The IT department continues to work on the institutional-wide Windows 10 operating system upgrade project. The amount of computer upgrades at this time totals 5,880. This number includes student labs in all STC campuses and any new faculty and staff computer acquisitions.

VACANT, CISO
INFORMATION SECURITY

OFFICE 365 EMAIL SECURITY

- We met with IT Risk & Security to assign all of the tasks for the O365 MFA implementation project.
- 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 training session for Proofpoint Targeted Attack Protection (TAP) was developed and administered to the IT Client Services team.
- The IT Client Services team was also provided access to the TAP dashboards to better assist when responding to phishing email alerts.
- The TAP dashboards provide critical information on phishing alerts, campaigns, and targeted attacks on the organization.

RISK MANAGEMENT

- The scheduled meeting with IT Risk & Security and Risk Management concluded with an evaluation of solutions for managing risk from an organizational perspective.
- Gartner consulting services will be leveraged to assess the draft risk management documentation and provide further feedback on applicable frameworks.
- The system will allow us to consolidate all of the risk data into a single location, propagate risk data from many locations, and access to the risk data is role-based controlled.

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.

MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES DEPARTMENT

MEETINGS:

- 2/1/2019-2/28/2019: FMLA

Monthly Special Events Comparison

2018	
Jan	96
Feb	140
Mar	110
Apr	236
May	140
Jun	107
Jul	113.5
Aug	128
Sept	127
Oct	183
Nov	198
Dec.	84

2019	
Jan	90
Feb	160
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	

Total Man Hours

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

2019	
Jan	117.25
Feb	269.75
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	0	8	0	3	1
Data Projector	41	0	16	0	13
Laptop	6	0	7	0	15
PA System	3	4	0	2	0
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	2	0	0	0	0
TV	4	0	0	17	16
Microphone	104	0	18	6	11
Direct Box	4	0	0	2	0
Digital Camera	0	0	0	0	0
Speakers	4	8	0	0	1
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	0	0	0	2	1
Document Camera	2	8	1	16	0
DVD/VCR Player	4	0	1	0	0
Wireless Lab	0	1	0	0	0
Keyboard/Mouse	0	0	6	0	1
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	3	0	0	2	2
Tripod	0	0	0	0	0
Webcam	1	0	0	0	4
Computer	56	0	12	0	12
Portable Table	1	0	0	4	3
Microphone Stand	10	0	0	0	0
HD Video Streamer	0	0	0	0	0
Polycom Phone	1	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	2	0	0	0	0
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	0	0	0	0	0
Tabletop Mic Stands	0	0	0	0	0
IPad	0	0	0	2	0
Interactive Display	0	0	5	1	0
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	1	0	0	2	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	40	3	2	3	3
TOTAL	***289***	**32**	**68**	**62**	**83**

DR. FERNANDO CHAPA, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSITUTIONAL EFFECTIVENESS

- ✓ 2015-2017 IE Final Reports Grade Level - Comparison to 2017-2019 Mid-Bi Reports - Tracking
- ✓ 2017-2019 Mid-Bi - PDF Tracking of Selected IE Mid-Bi and IE Plans
- ✓ 2017-2019 Mid-Bi Completion Tracking
- ✓ Academic Affairs - 2015-2017 Mid-Bi IE Reports
- ✓ Academic Affairs - 2015-2017 IE Reports
- ✓ Academic Affairs - 2015-2017 IE Plans
- ✓ Academic Affairs - 2017-2019 Mid-Bi IE Reports
- ✓ Academic Affairs - 2017-2019 IE Plans
- ✓ Create 2017-2019 IE Plans on PDF files and logo
- ✓ Division of the Office of the President - 2015-2017 IE Plans
- ✓ Division of the Office of the President - 2015-2017 IE Reports
- ✓ Division of the Office of the President - 2015-2017 Mid-Bi IE Reports
- ✓ Division of the Office of the President - 2017-2019 IE Plans
- ✓ Division of the Office of the President - 2017-2019 Mid-Bi IE Reports
- ✓ Office of the President 2017-2019 Mid-Bi IE Report
- ✓ ISPPSI - 2015-2017 IE Plans
- ✓ ISPPSI - 2015-2017 IE Reports
- ✓ ISPPSI - 2015-2017 Mid-Bi IE Reports
- ✓ SEAM - 2015-2017 IE Plans
- ✓ SEAM - 2015-2017 IE Reports
- ✓ SEAM - 2015-2017 Mid-Bi IE Reports
- ✓ FAS - 2015-2017 IE Plans
- ✓ FAS - 2015-2017 Mid-Bi IE Reports
- ✓ FAS - 2017-2019 Mid-Bi IE Reports
- ✓ FAS - 2017-2019 IE Plans
- ✓ Task Force
- ✓ Grade Level Rubrics
- ✓ Review of 2017-2019 Mid-Bi IE Reports
- ✓ Updating 2017-2019 Mid-Bi Reports with Fall-to-Fall Persistence Reports from FactBook
- ✓ Updating IEA website with updated IE Calendar
- ✓ Creating Mid-Bi 2017-2019 IE Reports by each “Strategic Directions” 6 categories
- ✓ 2017-2019 IE Reports - PPT
- ✓ 2017-2019 IE Planning and Budget Training - PPT
- ✓ Planning and Budget Calendar
- ✓ Currently review 2009-2011 to 2011-2013 cycles and save on share folder

ACCREDITATION

- ✓ QEP Meeting and Planning - Ongoing
- ✓ QEP Topic Selection - Ongoing
- ✓ SACSCOC Standard Board Policy Audits/Development
- ✓ SACSCOC Standard Updates - Compliance Certification - Ongoing

ASSESSMENT/EVALUATION

- ✓ CLE - Assessment Brief
- ✓ CLE - Research Brief

PROJECTS

- ✓ Strategic Planning
- ✓ Civitas Updates
- ✓ IRE&SP Website
- ✓ New FTIC Persistence Reports
- ✓ STC KPIs Goals/Minimum Standards
- ✓ QEP Leadership Team
- ✓ Closing the 2013-2018 Strategic Plan
- ✓ Strategic Planning Website

OTHER

- ✓ Preparation for Attending TAIR 2019 Conference
- ✓ Staff Performance Appraisals

MEETINGS / TRAININGS

- ✓ Core Objective Assessment Taskforce
- ✓ IEA weekly meeting with Dean of IRE & SP - ongoing
- ✓ SACSCOC Compliance Certification - Ongoing
- ✓ Marketable Skills Task Force
- ✓ NAH and IRE&SP Support/Meeting
- ✓ Dual Credit Matriculation Task Force
- ✓ IE Budget Integration
- ✓ Continuing, Professional and Workforce Education
- ✓ Educational Technologies
- ✓ Laying the Foundation: Developing the 2019-2025 Strategic Plan
- ✓ Texas Association for Institutional Researchers (TAIR) 2019 Conference
- ✓ PDC Meeting Notes

FACTBOOKS

- ✓ New FTIC Fall to Spring Retention Reports
- ✓ New FTIC Fall to Fall Retention Report
- ✓ Enrollment: Headcount and Course Section Count by Instructional Mode
- ✓ Enrollment: Headcount and Number of Sections by Division, by Department, by Course, and by Time Frame
- ✓ Enrollment: Headcount and Number of Sections by Division, by Department and by Course
- ✓ Enrollment by Campus - Spring Semesters
- ✓ Enrollment - Internal FactBook
- ✓ New FTIC Fall to Spring Retention Report
- ✓ Tested external STC FactBook via mobile device
- ✓ New FTIC Retention Report
- ✓ Collected Census Day Data – Spring 2019

DATA REQUESTS

- ✓ ST-2161 Incompletes Report
- ✓ Census Course Enrollment - Evening/Online LASS
- ✓ CtN Course Success Reporting - Fall 2018
- ✓ ST-2402 Fall to Spring FTIC Retention Report
- ✓ Ascenders Courses and Persistence Reports

DR. JESUS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES

Project Highlights

Pecan Campus Library Assessment	**Progress:** 85%	**End Date:** March 2019
Continued developing programming and space requirements for Pecan Campus Library renovation proposal. Renovation layout planning meetings continue. Adjacency sketches were updated and feasibility of design are being evaluated.		
Completing and furnishing Bond Construction Libraries	**Progress:** 99%	**End Date:** March 2019
Corresponded with Purchasing staff regarding remaining installation issues, including finalizing the installation of a wall shelf at the Starr Campus Library and processing a quote for shelf end panels at the Nursing and Allied Health Library.		
Installation of Interior Directional Signage	**Progress:** 50%	**End Date:** May 2019
Directional Signage quotes were submitted requesting M&O funding.		

Activity Highlights

- Continued task force review and revision of Policy 4901: Standards of Conduct.
- Continued review and preparation of ACRL/IPEDS report.
- Revised catalog entries for Library Services and updated affiliations list.
- Continued review and preparation of ACRL/IPEDS report.
- Communicated with La Joya Principal regarding final layout of workstation at Higher Education Center at La Joya Library.
- Reviewed ACRL/IPEDS report.
- Participated in Library and Learning Support Services presentation at Starr County faculty and staff meeting.
- Worked on library clerk hiring committee.
- Visited Higher Education Center at La Joya to discuss progress of information commons at that location and coordinated IT inspection of reassigned data drops.
- Followed up on staff member departure involving the CLE.
- Finalized ACRL report.
- Participated in Library & Learning Support Services presentation at Mid-Valley Advisory Committee meeting.
- Worked on CLE Administrative Assistant hiring committee.
- Completed and submitted CIP proposal for CLE Mid-Valley A-107 SI Collaboration Room project.
- Followed up on CLE staffing matter.

Meeting Highlights

- Convened search committees for Library Clerk and for Librarian I Public Services.
- Participated in meeting with consultant and Music Department staff to review library collections and support to prepare for National Association of Schools of Music accreditation process.
- Continued work-involving committees for Library Clerk and for Librarian I Public Services.
- Met with SACS administrative team to discuss standards and narratives.
- Met with RAS staff to discuss surveys for Library and Learning Support Services.
- Met with staff to discuss surveys for Library and Learning Support Services.
- Met with VP of Finance and HR Director to discuss revision of Policy 4901 – Standards of Conduct
- Participated in webinar meeting to review Asset Panda, an inventory software.
- Met with CLE staff to discuss surveys for Library & Learning Support Services.
- Met with CLE staff to discuss strategy for upcoming projects.
- Met with ET staff to discuss strategy for upcoming projects.

Training Highlights

- Participated in College-Wide Professional and Organizational Development Day at Region One Training Center.

ASSOCIATE DEAN OF LIBRARY SERVICES

Monthly Statistics

- Visitors # __77313_____
- Reference Questions # __42____
- Art Gallery Events # ___4____
  - Attendance # __243_____
- Active Community Users # __155_____

Events and Library Art Gallery Highlights

Caminos de España

STC Faculty	**Pecan Library**	**Exhibition:** January 22- February 28

The works in this exhibition were created by ten South Texas College faculty members who participated in Study Abroad trips to Spain during the summer of 2018. Each artist found artistic inspiration in the experience and brought back with them unique creative perspectives on what it means to travel in Spain.

STC Alumni

Carmen Castillo & Gabriela Cantú	**Technology Library**	**Exhibition:** January 29 – May 9

This show celebrates Castillo and Cantu who both began their education at South Texas College and continue to contribute to the visual arts community in the Rio Grande Valley.

I Miss That Feeling

Bárbara Miñarro	**Mid Valley Library**	**Exhibition:** February 5 – 25, 2019

Bárbara Miñarro was born in Monterrey, Mexico and currently lives and works in San Antonio, Texas. As an artist influenced between two cultures, Miñarro's work explores ideas of the body in migration. Her soft sculptures utilize the tactile memory of clothing to express the emotional journey of immigration.

Black History Month – Movie Screenings

Broken on All Sides	**Streaming:**

February 12, 2019 - Technology Campus Library

February 13, 2019 - Mid-Valley Campus Library

February 18, 2019 – Pecan Campus Library

How Jack Became Black	Streaming:

Caminos de España

February 12, 2019 – Nursing & Allied Health Campus Library

February 20, 2019 – Pecan, Starr, Technology Campus Libraries

The Souls of Black Girls	Streaming:

February 20, 2019 - Mid Valley Campus Library

Heart Centered Leadership

Susan Steinbrecher	**Pecan Library**	**Events:** February 14, 2019

The Information Services, Planning, Performance & Strategic Initiatives and Library Service Presents Heart Centered Leadership Lecture Series, presented by Susan Steinbrecher. Please join us, Thursday, February 14 at 4:00 pm in the Pecan Campus Library Rainbow Room.

Black History Month – Lectures, Starr and Pecan Campuses

"As We Saw It" by Virginia Cumberbatch and Leslie Blair	**Lecture:** February 28, 2019

In 2016, the University of Texas at Austin celebrated two important milestones: the thirtieth anniversary of the Heman Sweatt Symposium on Civil Rights and the sixtieth anniversary of the first black undergraduate students to enter the university. Hosted author presentation at Starr County and Pecan Libraries.

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 – 50% 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.

BLUEcloud Circ	Progress: 50%	End Date: April 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. The team is in the process of configuring system settings in the test environment. The end date was extended due to unexpected issues that are currently being addressed.

Symphony Server Migrations and Upgrades	**Progress: 0%** **Phase I – 0%** **Phase II – 0%**	**End Date: January 2020**
Migrate test and production Symphony servers to Windows 2016 servers and upgrade Symphony Workflows. Phase I involves the test server and phase II involves the production server. The server requirements have been released and provided to the IT department so that the test server can be created.		

Nursing and Allied Health Campus Library **Inventory of Furniture at NAH**	Progress: 95%	End Date: February 2019
Inventory of new furniture and equipment.		

Activity Highlights

- Completed new tutorial on Filtering Search Results.
- Library Art Gallery renovations at Mid Valley Campus are complete.
- Provided outreach services to Weslaco CTE High School.
- Reported incident to STC Police Department with STC student at Technology Campus on 1/29/2019.
- Library Art Gallery held reception and talk for "Caminos de España".
- Bárbara Miñarro exhibit opened at Mid Valley library.
- Artist Jesse Amado visited Pecan Campus Library to plan layout of upcoming exhibition.
- Pecan Library staff participated in table event for "After Super Bowl Party" with Student Activities.
- Mid Valley Library staff participated in Student Activities Club Recruitment Fair.
- Starr Campus Library hosted, Student Activities Club Fair Recruitment in the Library Lobby. Student Activities coordinated event.
- Completed the Physical Inventory Report under the Custodian and Equipment Manager for this past year and updating some library binders.
- Gateway assembled the group station on February 7, 2019 at La Joya Jimmy Carter Library.
- Library Newsletter for faculty was released.
- Staff member presented to Telemundo about the Black History Month documentary series.
- Staff member gave presentation to ACTA group with colleague from Open Labs.
- Staff member was interviewed by "The Rider" at UTRGV regarding upcoming exhibit.
- ACEN commission accreditation visit at the Nursing & Allied Health and Mid Valley Campus Libraries for the ADN Program.
- Staff member presented to UTRGV at the Brownsville campus about the "100 Women" exhibit.

Meetings Highlights

- Met with colleague at Pecan regarding upcoming presentation to A.C.T.A. group.
- Staff member presented overview to colleagues on Blackboard Collaborate for the online library instruction.
- Mid Valley Library staff member attended Reading Committee meeting.
- Met with colleague at Pecan regarding upcoming presentation to Ambassadors Cross- Training Academy group.
- Met with colleague regarding library instruction to the Art Department.
- Technology Library staff attended Business Public Safety and Technology Meeting.
- Met with colleague at Pecan regarding upcoming presentation to Ambassadors Cross- Training Academy group.
- Met with colleague regarding library instruction needs and upcoming RAS meeting.
- Met with colleagues from the library and RAS department regarding data needs and surveys.
- Staff member met with potential artist for Pecan gallery.
- Staff member held meeting with the Monitor about promoting upcoming art exhibits.
- Attended Mid Valley Campus Faculty Advisory meeting.
- Attended Mid Valley Library staff the Reading Committee meeting.
- Starr County Library staff attended the Finance & Administrative Services Division departments meeting.

Trainings Highlights

- Staff members attended training on Objectives and Key Results.
- Staff members attended the Ambassadors Cross Training Academy.
- Staff members attended training on Blackboard Collaborate Ultra.
- Staff members attended training with Pryor Learning Solutions, "Be the Leader Your Employees Want to Follow".
- Staff member attended HR Training on "Importance of Documentation".
- Staff members attended Ambassadors Cross- Training Academy

- Staff members attended Active Learning Classroom Training in Mid-Valley Library.
- Staff members attended Ambassadors Cross- Training Academy.
- Staff members attended Professional Development Day training.
- Staff members attended Ambassadors Cross- Training Academy.
- Attended Human Resources Lunch N Learn Series (Complaints and Investigations).
- Staff members attended Ambassadors Cross- Training Academy.
- Staff members attended the Amigos Library Services "Open Doors: Reaching Underserved Populations" online conference.
- Staff members attended the Supervisory Symposium.
- Staff member attended "Using Poll Everywhere in Blackboard" workshop.
- Attend Laying the Foundation: Developing the 2019-2025 Strategic Plan Workshop.
- Staff member attend CPR/First Aid/ AED training class at Pecan Plaza on Friday

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

Activity Highlights

- 02-01-2019/A work-study Open Lab Customer Service Clerk attended orientation at the Office of Human Resources. She began her assignment at the Mid-Valley Campus.
- 02-14-2019/A work-study Open Lab Customer Service Clerk attended the New Hire Orientation at the Human Resources office. She will be at the Nursing and Allied Health Campus.
- The Pecan Campus Community User Corner has been relocated to Pecan F-117 and construction has begun on the PCN F-183 3D Printer room.
- Preparations have begun to convert Pecan V 2.107 into a new Information Commons location.

February 2019 Attendance Statistics:

District Grand Totals

	Number of Unduplicated Students	Number of Student Visits	Gate Counts (Where Available)
District Totals:	**11,170**	**62,247**	**53,391**

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	1,685	5,394	17,458
Pecan F-134 Internet Café	659	1,826	9,407
Pecan P 3.102 Open Lab	442	1,002	2,422
Mid-Valley E 1.316 Open Lab	1,309	5,004	
Mid-Valley E 1.304 Vestibule	330	751	
Mid-Valley E 1.102 Ext. Hours	130	380	
Mid-Valley G-144 Lab	741	1,725	
Mid-Valley G-270 Open Lab	1,001	3,556	
Mid-Valley K 2.801 Open Lab	312	918	1,931
Technology B-141 Open Lab	524	1,805	
Technology B-160 Internet Café	394	1,535	
District Total:	**5,415**	**23,896**	**31,218**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	2,669	7,429
Pecan F-117 Community User Corner	65	176
Pecan F-222	213	531
NAH B Library Open Lab	740	3,012
NAH B Library Cyber Café	450	1,156
Mid-Valley Quiet Study E 1.200	390	1,184
Starr K 1.300 Library	679	3,391
Starr Library Extended Hours K 1.102	384	884
Technology A-136 Library	207	528
District Total:	**4,824**	**18,291**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	1,793	6,454
Mid-Valley A101A Open Labs	319	816
NAH CLE Open Lab	805	3,112
NAH CLE Lab Lobby	706	1,764
Starr CLE Open Labs	201	1,095
Tech CLE Open Labs	203	708
District Total:	**3,497**	**13,949**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	119	187
Pecan F-130 Group Stations	16	32
NAH CLE Lab Group Stations	174	468
District Total:	**306**	**687**

Study Rooms

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	89	156
Mid-Valley E-Library Study Rooms	199	522
Starr K-Library Study Rooms	46	76
District Total:	**331**	**754**

Veteran's Rooms

Campus	Number of Groups	Number of Logins
Pecan C-123 Veteran's Room	48	132
Mid-Valley E 1.222 Veteran's Room	13	48
Starr K 1.322 Veteran's Room	6	10
District Total:	**66**	**190**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	536	1,107	3,508
Pecan P2.102 Info. Commons	187	355	2,625
Pecan V1.111 Info. Commons	484	1,015	6,696
Pecan Y1.107 Info. Commons	404	774	3,526
Mid-Valley K1.801 Info. Commons	130	281	2,349
Starr L2.102 Info. Commons.	125	496	1,573
Technology E 1.503 Info. Commons	123	412	1,896
La Joya Teaching Center	19	40	
District Total:	**1,804**	**4,480**	**22,173**

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

- 02-01-2019/The Director attended the President's Administrative Staff meeting.
- 02-04-2019/An Open Lab Supervisor gave a presentation to a College Success Class with information regarding the services we offer, hours of operation and locations of our Open Labs and Information Commons areas.
- 02-06-2019/The Director traveled to the Nursing and Allied Health Campus to oversee the operations of the labs and to meet with an employee.
- 02-06-2019/An Open Lab Supervisor gave a presentation to an English class with information regarding the services we offer, hours of operation and locations of our Open Labs and Information Commons areas.
- 02-08-2019/The Director attended a Business, Public Safety and Technology Program Chair meeting at the Technology Campus.
- 02-08-2019/The Director attended a meeting to discuss the Pecan Campus Library renovations.
- 02-08-2019/The Administrative Assistant attended an ISPP&SI Administrative Professional Monthly meeting.
- 02-12-2019/The Director met with two students who were interested in a capstone opportunity with the Learning Commons and Open Labs.
- 02-15-2019/The Learning Commons and Open Labs full-time employees reported to the Region One Center in Edinburg, TX for Professional Development Day.
- 02-20-2019/The Director attended a Library and Learning Support Quality Survey Discussion meeting.
- 02-22-2019/The Administrative Assistant attended the AA/FM Roundup for February 2019.
- 02-25-2019/The Director and Open Labs Logistic Manager traveled to the Technology and Nursing & Allied Health Campuses to complete Performance Evaluations.
- 02-28-2019/The Director attended a Pecan Campus Library Renovations meeting.
- 02-28-2019/The Director attended the Mid-Valley Campus Advisory Committee meeting with the Dean of Library and Learning Support Services.

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics	**February 2019**
▪ **Visitors: 40788** ▪ **Tutoring Sessions: 7882** ▪ **Workshops: 29** ▪ **Workshops Attendance #:263**	

Event Highlights

Online Applications	**Event Dates: Feb. 14-15**
On Feb. 14 an AVID Coach visited the Centers for Learning Excellence to assist the CLE Leadership Team in assessing Intercampus Tutoring and Online Tutoring. Part-time staff also attending an afternoon training on using online applications for student support. The AVID Coach also conducted a faculty training on Feb. 15 for CWPD called, "Using WICOR Strategies in an Online Teaching Environment".	
AECN Visit	**Event Dates: Feb.20-22**

Online Applications	Event Dates: Feb. 14-15

The CLE at the Nursing and Allied Health Campus met with ACEN representatives on Feb. 21st to discuss student resources and CLE services available for the ADN Program. On Feb. 22nd the ACEN reported their overall findings and will be recommending our Nursing program to receive additional accreditation. The CLE was noted as being "impressive" and providing exceptional student resources and support.

New Staff	Event Date: February

The Center for Learning Excellence welcomes Amanda Barron, MVC Coordinator.

Amanda brings extensive experience as a Student Activities Specialist at Mid Valley and Nursing and Allied Health.

CLE Tabling	Event Date: February

The Center for Learning Excellence had several Tabling events at different campuses to market the services the CLE provides. The CLE will continue to promote their services provided to STC students throughout the next several months.

Project Highlights

TSI Boot Campus & Collaboration Team	Progress: 30%	End Date: January 2020
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 have been sent to public schools through dual enrollment. January 2019 workshops were conducted; results are being tabulated for distribution. Currently exploring partnership with Dev. Math regarding joining TSI Camp Projects for the summer.		
TSI Workshop Videos	Progress: 60%	End Date: July 2019
CLE is beginning the 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". Recording began during November 2018. Staff has been trained on Play posit to incorporate into TSI video workshops.		
NAH Writing Center	Progress: 19%	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. Building workshops with active components.		
Shared Drive Redesign	Progress: 35%	End Date: June 2019

The CLE will redesign the unrestricted and restricted sections of the shared drive. The shared drive will be re-organized with folders for district use and campus use. Team is meeting weekly to continue with this project.		
Floor Plan Redesign for PCN and MVC	**Progress: 48%**	**End Date: December 2019**
The CLE will re-design two rooms at PCN and MVC to utilize for SI collaboration sessions. Floor plans are developed and furniture will be identified. Space Modification forms for redesign have been submitted as a Capital Improvement Plan proposal.		
CLE Employee Handbook	**Progress: 35%**	**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 rough draft of the CLE Employee Handbook is completed and awaiting feedback from full-time supervisory staff. The committee will meet on March 6th to proceed with this project.		

Meeting Highlights

- Intercampus Tutoring Meeting
- GPA Meeting
- Met regarding the OPOD Preparation
- Met regarding Space modification – Pecan
- Met regarding the ADN Faculty Meeting concerning Program Requirements and tutor collaboration
- Met regarding the Assessing Intercampus and Online Tutoring.
- Staff members attended faculty meeting at STARR Campus.
- Met regarding Marketing ideas for the CLE services
- Met regarding Perkins Biannual Report Meeting
- Met regarding CLE Shared Drive
- Met with College Success faculty to facilitate workshops
- Met with MVC Operations Coordination Meeting
- Met with ACTA
- Assessment meeting with RAS and LSSS Dean
- Staff members attended MVC Faculty Advisory Board.
- Meeting with Specialist over technology options from TECA conference
- Met with EMT Faculty over Pharmacy component
- Business and Technology division meeting
- Starr Campus Administrator meeting over Starfish integration
- Meeting with Library Public Service to discuss CLE Library Cross Promotion
- Library Renovation Meeting
- Leadership Meeting with Dean
- TSIA Procedure Development Meeting
- Student Success Specialist at Nursing to receive Academic Coaching Support
- OPOD updating Tutor Cycle

Training Highlights

- Training calendar has been distributed
- A&P Content Tutor Training
- Staff members attended Active Engagement with Online Learners.
- Staff members attended College Wide Professional Development.
- Training With Academic Coaches over Financial Aid
- CRLA Content Training
- Staff members attended HR Training on the Importance of Documentation.
- Staff members attended Student Disabilities Awareness Planning Day Meeting.

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- IPEDS Financial Aid
- IPEDS Graduation Rate
- IPEDS Outcomes Survey
- Spring 2019 Campus Enrollment Report

SURVEYS

- ADN simulation surveys Spring 2019
- BUSA student satisfaction
- Continuing Ed evals
- Co-Requisite Faculty Survey
- Co-Requisite Student Survey
- Dual Credit counselor-side
- Dual Credit student-side
- Ed. Tech. faculty podium eval
- EMT employer survey
- EMT graduates survey
- Enrollment Plan employee survey
- Faculty Satisfaction Survey
- Hotel employer survey
- Library Instruction Survey
- New program student surveys 2019

QUALITATIVE STUDIES

- Co-requisites

DATA REQUESTS

- A list of ERP students and their performance in Fall 2018
- Awards Earned by HS Dual Seniors AY 2017 – 2018
- AY 2018 Academies Contact and Credit Hours
- Breakdown Ticket 2230 BAT graduates Transfer in 2007-2017 - Graduates, Transfer, Transfer % breakdown by program
- College Demographics Historic
- Contact List for students enrolled in Paralegal Program and stopped out
- Continuing Education Enrollment
- Core Objective Report
- Dual Senior Credit Hours Earned
- Dual Spring Courses With Zero Enrollment This Week
- Fall 2013 - Spring 2019 Track Enrollment for Dual, Online, and Traditional
- Fall 2017 ADN graduates
- HB2223 Spring 2019 Co-req. Section Enrollment
- INRW Co-requisite Rate in Dev. Ed. Spring
- INRW Non-repeaters
- INRW Repeaters
- Library Instruction Exploratory Analysis
- Non-Traditional Enrollment by Workforce Program for Fall 2018 data
- Online Enrollment for Fall 2018, Dual and Traditional Students
- Online Enrollment Review and Data Observation
- Persistence of Starfish Alert recipients (Fall2018-Spring 2019)
- Percentage of STC students graduating with an associate degree that transfer the subsequent fall to a four-year institution for AY 15-16, 16-17, 17-18
- Police and Fire Science enrollment data
- Promise data review and edits
- PSJA ISD Dual Summer Enrollment in Non S Sections
- SCLA and TPIA Open Records/Spring Undergrad Info
- Starr County Campus Enrollment Review
- Spring Enrollment Breakdown for VP. Hebbard PPT
- Spring 2018 to Spring 2019 Mid Valley Campus Enrollment

- Spring 2019 Application received and total number enrolled by student type
- Spring 2019 Enrollment and Historical Awards Count
- Spring 2019 Student Composition by Age Categories
- THECB Reverse Transfer Survey Data
- The Health Information Technology program major -enrolled, FT, PT and graduates from August 1, 2017 - July 31, 2018
- Traditional Enrollment
- UTRGV Denied List Enrolled in STC During AY 2017-18
- Valley Scholars' spring 2019 Demographics? Grant

MEETINGS

- Building M plan review
- Demo and discussion on RAND/Viridis Grant
- HR Workshop: Complaints and Investigations
- IE/KPI Review IRE&SP Updates
- IRE&SP Updates
- Online Enrollment Review
- PDC
- Professional Development Day
- QEP Team
- Qual weekly
- PAS
- RAS weekly
- Review and Discuss Starr Campus Enrollment Analysis
- SACSCOC Compliance Certification meeting Qual weekly

OTHER RESEARCH/SUPPORT

- Almanac data review and summary
- Carnegie Classification Review
- HEDS survey launched
- Post Census Enrollment Review
- Review Marketable Skills Goal Implementation Guidelines
- Review RAND/Viridis Letter of Agreement
- Review wording in NSF grant application for TX-Learn

MISCELLANEOUS

- CDW Mini Display Port Requisition
- Computer Installation
- Enterprise Car Rental Purchase Order
- IBM SPSS Licenses Requisition
- Nvivo certification
- Performance Appraisals
- Qualtrics Certification
- Qualtrics Renewal License
- RAS website review
- Research Agenda 18-19
- Review and discuss M building design
- TAIR Conference 2/25 to 2/28
- TAIR Membership
- TAIR Presentation

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Project Name	Description	PMBOK Project Phase	Project Notes
Distance Learning	Journey Mapping		Mapping of Online Student Business Process Continues. Final Edits meeting will be completed in March. Post mapping process steps have begun.
Recruitment	Business Process Mapping of K-12 Recruitment for College Connections		Final Edits meeting will be completed in March. Post mapping process steps have begun.
Training RFT 2.0	Institutional Training Project	Requirements Gathering	Gathering Requirements to prepare Request for Proposal. Exploratory Meeting has been scheduled.