

**South Texas College**  
**Board of Trustees**  
**Finance, Audit, and Human Resources Committee**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas**  
**Tuesday, October 11, 2022 @ 4:30 p.m.**

**Agenda**

“At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code.”

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- II. Review and Action as Necessary on Award of Proposals, Rejection of Qualifications, Purchases, Renewals, and Interlocal Agreements..... 12-56
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    - 1) Catering Services (Award)
    - 2) Equipment Rental Services (Award)
    - 3) Fire Suppression Systems Service (Award)
    - 4) In-Store Purchase of Materials and Supplies (Award)
  - B. Rejection of Qualifications
    - 5) Civil Engineering Services – Subdivision Plat Pecan Campus West Property (Reject)
  - C. Purchases and Renewals
    - a. Instructional Item
      - 6) Admission Assessment Exams (Purchase)
    - b. Non-Instructional Items
      - 7) Chiller Maintenance Agreement and Repair Services (Purchase)
      - 8) Purchase of Materials and Supplies (Purchase)
      - 9) Purchase of Law Enforcement Vehicles (Purchase)
      - 10) Depository Bank Services Agreement (Renewal)
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      - 13) Merchant Services (Renewal)
      - 14) Signs, Banners, and Related Products (Renewal)
      - 15) Vehicle Fuel Program (Renewal)
    - c. Technology Items
      - 16) Computers and Laptops (Purchase)
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D. Interlocal Agreements

18) Facility Usage Interlocal Agreements (Lease/Rental)

19) City Vehicle Usage Interlocal Agreement Ratification (Lease/Rental)

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**Approval of September 13, 2022 Finance, Audit, and Human Resources Committee  
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of September 13, 2022 are presented for Committee approval.

**South Texas College  
Board of Trustees  
Finance, Audit, and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, September 13, 2022 @ 5:00 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, September 13, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:00 p.m. with Mr. Rene Guajardo presiding.

Members present: Mr. Rene Guajardo, Dr. Alejo Salinas, Jr., and Mr. Paul R. Rodriguez

Other Trustees Present: Ms. Rose Benavidez and Mrs. Dalinda Gonzalez-Alcantar

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Mr. Javier Villalobos, Mr. Jose Guerrero, Mrs. Rebecca Cavazos, Mrs. Myriam Lopez, Mr. George McCaleb, Mr. Khalil Abdullah, Mrs. Laura Requena, Mr. Zachary Suarez, Chief Ruben Suarez, Ms. Lauren Starnes, Ms. Sandra Garcia, Ms. Lynda Lopez, Mr. Robert Vela, Dr. Sylvia Flores, Dr. Aaron Wilson, Mrs. Gardenia Perez, and Mr. Andrew Fish.

**Approval of August 9, 2022 and August 23, 2022 Finance, Audit, and Human Resources Committee Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Minutes for the Finance, Audit, and Human Resources Committee Meetings of August 9, 2022 and August 23, 2022 were approved as written. The motion carried.

**Review and Action as Necessary on Purchases, Renewals, and Interlocal Agreements**

Approval of the following purchases, renewals, and interlocal agreements will be requested at the September 27, 2022 Board meeting.

The Director of Purchasing reviewed each item and recommended approval as follows:

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the purchases, renewals, and interlocal agreements as listed below:

**A. Purchases and Renewals (A-a. Instructional Item)**

- 1) Industrial Supplies, Materials, and Accessories (Renewal):** renew the industrial supplies, materials, and accessories contract for the period beginning November 25, 2022 through November 24, 2023, at an estimated total amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors</b>	<b>Vendors</b>
<b>American Industrial Supplies &amp; Tool Repair, Inc.</b> (McAllen, TX)	<b>Burton Companies</b> (Weslaco, TX)
<b>Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Sid Tool Company/ dba MSC Industrial Supply</b> (Melville, NY)
<b>Triple-S Steel Supply, LLC./ dba Alamo Iron Works</b> (San Antonio, TX)	

**A. Purchases and Renewals (A-b. Non-Instructional Items)**

- 2) Audio Visual Equipment and Supplies (Purchase):** purchase audio-visual equipment and supplies for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$225,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>Audio Visual Aids</b> (San Antonio, TX) – Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$70,000.00
<b>AVI-SPL (Tampa, FL)</b> – E&I Cooperative Services, Omnia Partners, and The Interlocal Purchasing System (TIPS) (New)	\$20,000.00
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$75,000.00
<b>Conference Technologies, Inc.</b> (Maryland Heights, MO) – The Interlocal Purchasing Systems (TIPS) (New)	\$20,000.00
<b>Howard Technology Solutions</b> (Ellisville, MS) –The Interlocal Purchasing System (TIPS) and Texas Association of School Boards (TASB) - Buyboard	\$40,000.00

- 3) Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$350,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>AVI-SPL</b> (Tampa, FL) – E&I Cooperative Services, Omnia Partners, and The Interlocal Purchasing System (TIPS) (New)	\$20,000.00
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$80,000.00
<b>CDW Government, LLC.</b> (Vernon Hill, IL) – Choice Partners, E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$50,000.00
<b>Dell Marketing, LP.</b> (Dallas, TX) – Texas Department of Information Resources (DIR)	\$45,000.00
<b>Reyna Enterprise, Inc./ dba Computer Repair Center (CRC)</b> (McAllen, TX) – Texas Department of Information Resources (DIR)	\$80,000.00
<b>SHI Government Solutions</b> (Austin, TX) – Choice Partners, Sourcewell, Omnia Partners, Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	\$75,000.00

- 4) **Maintenance Equipment, Parts, and Supplies (Purchase):** purchase maintenance equipment, parts, and supplies from **McCoy’s Building Supply** (San Marcos, TX/Pharr, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$50,000.00, which is based on prior year expenditures;
- 5) **Mobile Hotspot Services (Purchase);** purchase mobile hotspot services from **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2022 through August 31, 2023, at an estimated total amount of \$33,000.00. The monthly service subscription cost for two hundred (200) mobile hotspots is \$15.00 per device;
- 6) **Institutional Membership – TACC (Renewal):** renew the institutional membership – TACC with the **Texas Association of Community Colleges (TACC)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$75,000.00;

**A. Purchases and Renewals (A-c. Technology Items)**

- 7) **Student Enrollment Management System Agreement (Renewal):** renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2022 through September 26, 2023, at a total estimated amount of \$57,000.00;

**B. Interlocal Agreements**

- 8) **Facility Usage Interlocal Agreements (Lease/Rental):** ratification and approval of lease/rental through facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center and Quinta Mazatlan** (McAllen, TX) for the period

beginning September 8, 2022 through January 27, 2023, at an estimated amount of \$19,307.60.

Recommend Action - The total for all purchases, renewals, and interlocal agreements was \$899,307.60.

The motion carried.

### **Review and Recommend Action on Resolution 2023-002 to Cease Collection Efforts for Delinquent Student Accounts Outstanding More than Ten Years**

Approval of Resolution 2023-002 to cease collection efforts for delinquent student accounts outstanding more than ten (10) years will be requested at the September 27, 2022 Board meeting.

Purpose – To approve Resolution 2023-002 to cease collection efforts for delinquent student accounts with outstanding tuition and fee debt for more than ten years.

Justification – As of July 31, 2022, the College had approximately 13,530 delinquent student accounts for the period of Fiscal Year 1996 - 1997 through Fiscal Year 2011 - 2012 totaling \$6,562,954.43.

During Fiscal Year 2021 - 2022, collections were received for 139 accounts in the amount of \$78,578.02 (1.18%) from student delinquent accounts older than ten years (Fiscal Year 1996 - 1997 to Fiscal Year 2011 - 2012).

Background - The College uses extensive resources to manage student delinquent accounts. These accounts are sent to the approved collection agencies and records are updated on the College's subsidiary Campus Receivables Collector (CRC) system to keep track of the updated balances. Also, students with delinquent accounts requesting to register request payment arrangements requiring resources to monitor and manage through the system holds process and the CRC system.

The College uses the allowance for doubtful accounts method to write-off delinquent accounts whereby a percentage of receivables expected to be uncollectible and a bad debt expense are recorded on an annual basis.

In addition, the College maintains records for all delinquent student accounts outstanding since FY 1996 – 1997. Holds are placed on delinquent student accounts and students are not allowed to register or receive official transcripts unless the account is paid in full or a payment arrangement is established. The College is proposing to discontinue these collection efforts for student accounts from FY 1996 - 1997 through FY 2011 – 2012 and remove holds placed on the students.

Reviewers – Resolution 2023-002 and the eligibility information to cease collection efforts for delinquent student accounts were reviewed by College staff and STC Legal Counsel.

Enclosed documents – Resolution 2023-002 and the Summary of Delinquent Balances report were provided in the packet for the Committee’s information and review.

Presenters – Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, attended the Committee meeting to address questions by the Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of Resolution 2023-002 to cease collection efforts for delinquent student accounts outstanding more than ten years as presented. The motion carried.

### **Discussion and Action as Necessary to Mandate Direct Deposit for Employee Payroll and Expense Reimbursements**

Approval to mandate direct deposit for employee payroll and expense reimbursements will be presented at the September 27, 2022 Board meeting.

Purpose – To have 100% of employees of South Texas College receive payroll and expense reimbursement via direct deposit by March 2023.

Justification – There are many benefits of direct deposit for payroll and expense reimbursements for employees, including, but not limited to, the following:

- Cost – reduce the cost of the College for printing paper checks
  - ⇒ Labor Hours
  - ⇒ Paper checks and special ink
  - ⇒ Postage
- Security – reduce the number of lost paper payroll or other disbursement checks
- Disaster Planning – direct deposit is part of the Business Office Disaster Planning since payroll could be processed from remote locations outside of the College campus
- Fraud Prevention – avoid the risk of duplicate cashing of checks via paper and online deposits since paper checks can be cashed and deposited remotely now, some employees try cashing both the paper check and deposit electronically, which would cause a duplicate payment.
- Reduce re-issuing of paper checks when they are not received by the employee in the mail
- Decrease Unclaimed Payroll and other costs related to remaining compliant with the State of Texas due diligence efforts and reporting.

Background – Employees currently had the option to receive payroll and other disbursements via direct deposit and paper checks. Approximately 3,000 payroll paper

checks were printed in fiscal year 2022. In 2017, the percentage of employees receiving payroll via direct deposit was 72%. After implementing different initiatives and improvements to the direct deposit enrollment process, the percentage of employees receiving payroll via direct deposit has increased to 91%.

This trend was shown graphically in attached Exhibit A.

Many other Texas Community Colleges and Universities mandate direct deposit for all employees for payroll payments and other disbursements. The College will collaborate with ADP, LLC to offer a Payroll Card option starting January 2023 for employees who are unbanked or underbanked, or do not possess a bank account. This Payroll Card option will allow employees to receive both payroll payments along with other disbursements.

There are no fees associated with the pay card, with the exception of a replacement card (1 free per year) and out of network fees.

Automatic Data Processing (ADP, LLC) is an American provider of human resource management software and services. They were founded in 1949 and are now one of the top global leaders in Payroll and Human Resource management. Wisely by ADP, LLC is the pay card offered and offers many benefits to users of the pay card.

A summary of the benefits of a Payroll Card option was shown in attached Exhibit B.

Recommendation – Administration recommended that the College mandate direct deposit for payroll and other disbursement payments for all employees.

Reviewers - The proposed mandate of direct deposit for payroll payments and other disbursements was reviewed by administrative staff and cabinet members.

Mary Elizondo, Vice President for Finance and Administrative Services, attended the Committee Meeting to address any questions by the Committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval to mandate direct deposit for employee payroll and expense disbursements as presented. The motion carried.

### **Review and Recommend Action to Revise Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus**

Approval to revise Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus will be requested at the September 27, 2022 Board meeting.

Purpose – To revise the policy to include a provision that the College President is authorized by the Board to approve the serving and consumption of alcohol at appropriate College facilities and/or functions and instructional programs or classes as permitted by law.

Justification – The revisions to the policy were necessary to be able to serve alcohol at appropriate College facilities and/or functions and instructional programs or classes as permitted by law.

Background – South Texas College adopted Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus on November 09, 1995. The policy was then amended on June 22, 2021.

The key revisions to the policy were as follows:

- To authorize the College President to approve the serving and consumption of alcohol at:
  - ⇒ College facilities and/or functions
  - ⇒ Instructional programs and classes as permitted by law.

Procedures would be maintained by the Office of Human Resources, the Department of Public Safety, and Instructional Programs, and controls would be implemented, including a review by Legal Counsel for each specific event or instructional program or class offered.

Reviewers – The revised policy was reviewed by College administrators and staff.

At the time of the Committee Meeting agenda publication, feedback from Legal Counsel was pending. Legal Counsel did not express any concerns with the proposed revision at the Committee meeting.

Enclosed Documents - The revised policy was provided in the packet for the Committee's information and review.

The additions to the policies were highlighted in yellow, and the deletions were designated with a red strikethrough.

Mary Elizondo, Vice President for Finance and Administrative Services, Laura Requena, Director of Human Resources, and Ruben Suarez, South Texas College Chief of Police for the Department of Public Safety, attended the Committee Meeting to address questions by the Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval to revise Policy #4213: Drug-Free and Alcohol-Free Workplace, as presented and which supersedes any previously adopted Board policy. The motion carried.

## **Presentation and Action as Necessary on Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2021 – 2022 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)**

Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2021 - 2022 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) will be requested at the September 27, 2022 Board Meeting.

Purpose – Under the Texas Education Code (TEC), Section 51.253(a), the institution’s Title IX Coordinator is required to submit a written report no less than every three months to the Institution’s Chief Executive Officer regarding reports **received from employees** who are required to report under the TEC, Section 51.252.

The Chief Executive Officer of every higher education institution must also submit a data report at least once during each fall or spring semester to the Board of Trustees and submit the report to the Texas Higher Education Coordinating Board and certify that it has been presented to the Board and posted on the College’s website.

Justification -- During academic year 2021 - 2022 (commencing September 1, 2021), the College received reports concerning sexual harassment, sexual assault, dating violence, or stalking incidents from employees.

Background – TEC Section 51.252 requires **employees** of higher education institutions to report incidents of sexual harassment, sexual assault, dating violence, or stalking allegedly committed by or against a student or employee to a Title IX Coordinator or Deputy Title IX Coordinator. If an employee fails to report or falsely reports such incidents, SB212 subjects these employees to criminal liability (misdemeanor) and termination of employment.

Thus, these reports **only included incidents submitted by employees** and did not include incidents submitted by students or others. Therefore, this was not a summary of all sexual harassment or sexual misconduct cases received by the College. Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the TEC were omitted for compliance purposes of this specific report.

The College President presented the FY 2021 - 2022 Annual Report.

The Annual Report for the period of September 2021 through August 2022 included incidents defined in the TEC, Section 51.251 as “sexual harassment,” “sexual assault,” “dating violence,” or “stalking,” which are also violations of the sexual misconduct provisions of South Texas College Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited.

For the purposes of complying with the reporting requirements under TEC Section 51.253(a), these reports were modeled following guidance by the Texas Higher Education Coordinating Board.

Reviewers – The Vice President for Finance and Administrative Services and Title IX Coordinator reviewed the information being presented.

Enclosed documents – The South Texas College’s CEO’s SB212 Annual Report for the period of September 2021 through August 2022 was included in the packet for the Committee’s information and review.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services and Title IX Coordinator, attended the Finance, Audit, and Human Resources Committee Meeting to address any questions by the Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2021 - 2022 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented. The motion carried.

### **Review and Recommend Acceptance of Internal Audit Reports in the Areas of HR Processes – Faculty Credentials and the Science Lab Safety and Storage Compliance**

Acceptance of the Internal Audit Reports in the areas of HR Processes – Faculty Credentials and the Science Lab Safety and Storage Compliance will be requested at the September 27, 2022 Board meeting.

Mr. Khalil Abdullah, Internal Auditor, attended the Committee meeting to discuss the results provided in the HR Processes – Faculty Credentials audit report and the Science Lab Safety and Storage Compliance audit report.

Enclosed Documents - A copy of the Internal Audit Reports was provided in the packet for the Committee’s information and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Audit Reports in the areas of HR Processes – Faculty Credentials and the Science Lab Safety and Storage Compliance as presented. The motion carried.

## **Review and Recommend Acceptance of the Internal Audit Annual Report for FY 2022**

Acceptance of the Internal Audit Annual Report will be requested at the September 27, 2022 Board meeting.

Purpose – “Texas Government Code Section 2102.015 *Publication of Audit Plan and Annual Report on Internet* requires state agencies and institutions of higher education to post certain information on their website. To comply with Texas Government Code 2102.015, an Internal Audit Annual Report has been completed.”

Justification – The Internal Audit Annual Report provides the Finance, Audit, and Human Resources Committee with information related to the Internal Audit Function’s activities over the past fiscal year. Specifically, the annual report included the prior year’s approved projects and audit plan; a summary of findings; management’s plan for corrective action; implementation status of corrective action; and the next fiscal year’s approved projects and audit plan.

Enclosed Documents - A copy of the Internal Audit Annual Report was provided in the packet for the Committee’s information and review.

Presenters – Mr. Khalil Abdullah, Internal Auditor, attended the September 13, 2022 Finance, Audit, and Human Resources committee meeting to discuss and address any questions by the committee.

The Internal Audit Annual Report included a summary of audit findings along with management’s planned corrective actions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board acceptance of the Internal Audit Annual Report as presented. The motion carried.

### **Adjournment**

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 5:46 p.m.

I certify that the foregoing are the true and correct Minutes of the September 13, 2022 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Mr. Rene Guajardo  
Committee Chair

**Review and Action as Necessary on Award of Proposals, Rejection of Qualifications, Purchases, Renewals, and Interlocal Agreements**

Administration requests the Committee recommend Board approval of the following award of proposals, rejection of qualifications, purchases, renewals, and interlocal agreements.

The Director of Purchasing has reviewed each item, including the procurement procedures and evaluation of all responses, and recommends approval as follows:

**A. Award of Proposals**

**1) Catering Services (Award)**

Award the proposal for catering services for the period beginning November 28, 2022 through November 27, 2023 with two one-year options to renew, at an estimated amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>All Affairs and Occasions</b> (Elsa, TX) (New)	<b>Coastal Deli, Inc./ dba Jason’s Deli</b> (Corpus Christi, TX)
<b>Cornerstone Catering</b> (Mission, TX)	<b>Mt. Olive, Inc./ dba Subway #60762</b> (Pharr, TX) (New)
<b>Pappa’s Pizza, Inc.</b> (Alton, TX) (New)	<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)
<b>Pineapple Ninjaz, LLC.</b> (Penitas, TX) (New)	<b>Rise &amp; Shine Café</b> (McAllen, TX) (New)
<b>Riverwinds, Inc./ dba Subway</b> (Rio Grande City, TX)	<b>Zaycor Management Company</b> (Brownsville, TX) (New)

Purpose, Justification, and Benefit – Various college departments and instructional programs are requesting to purchase food and drinks for meetings and events attended by faculty, staff, students, and the community.

The catering services are necessary throughout the district for student activities events, professional development events, South Texas College sponsored events, and division meetings.

Background – Proposal documents were advertised on August 31, 2022 and September 7, 2023 and issued to fifteen (15) vendors. Ten (10) responses were received on September 28, 2022 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in various auxiliary budgets for FY 2022 – 2023.

**2) Equipment Rental Services (Award)**

Award the proposal for equipment rental services to **Backstage Productions, LLC.** (McAllen, TX), for the period beginning December 1, 2022 through November 30, 2023 with

two one-year options to renew, at an estimated amount of \$50,000.00, which is based on prior year expenditures.

Purpose, Justification, and Benefit – Student Services – Graduation, Student Activities, and the Office of Public Relations and Marketing rent various types of equipment, tables, chairs, linens, lighting, audio systems, and stages for various College events.

The rental services will be used for South Texas College sponsored events and student events at all campuses.

Background – Proposal documents were advertised on August 31, 2022 and September 7, 2022 and issued to four (4) vendors. Two (2) responses were received on September 28, 2022 and reviewed by Purchasing Department. One (1) vendor did not submit the required documents, therefore was not considered.

Funds for this expenditure are budgeted in Student Services – Graduation, Student Activities, and the Office of Public Relations and Marketing budgets for FY 2022 – 2023.

### 3) Fire Suppression Systems Service (Award)

Award the proposal for fire suppression systems service for the period beginning November 29, 2022 through November 28, 2023 with two one-year options to renew, at an estimated amount of \$218,925.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$4,140.00
4	Kitchen Hood Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	10,000.00
5	Fire Sprinkler Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$20,125.00
6	Fire Sprinkler Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$4,360.00
8	Fire Extinguishers / Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
9	Hydro Test Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
10	Recharge Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00

Purpose, Justification and Benefit – Facilities Operations and Maintenance is requesting fire suppression systems service and repairs for all campuses district-wide.

The building fire suppression systems are inspected and repaired on an annual basis, which includes the fire alarm system, fire sprinkler system, kitchen hoods, and portable fire extinguishers.

Background – Proposal documents were advertised on August 31, 2022 and September 7, 2022 and issued to nine (9) vendors. Three (3) responses were received on September 21, 2022 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Operations and Maintenance budget for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

#### **4) In-Store Purchase of Materials and Supplies (Award)**

Award the proposal for in-store purchase of materials and supplies for the period beginning November 27, 2022 through November 26, 2023 with two one-year options to renew, at an estimated amount of \$80,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Hobby Lobby Stores** (McAllen, TX)
- **Walmart** (Mission, TX)

Purpose, Justification, and Benefit – The in-store purchases of materials, supplies, and miscellaneous items are necessary throughout the College district for the Culinary Arts Program, Food Services, Science Programs (Biology and Chemistry) instructional labs, student activities events, professional development, South Texas College sponsored events, and division meetings.

These items are needed for hosted events and meetings held at all South Texas College campuses for faculty, staff, students, and the community.

Background – Proposal documents were advertised on August 31, 2022 and September 7, 2022 and issued to two (2) vendors. Two (2) responses were received on September 28, 2022 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the various requesting department's budgets for FY 2022 – 2023.

### **B. Rejection of Qualifications**

#### **5) Civil Engineering Services – Subdivision Plat Pecan Campus West Property (Reject)**

Reject the qualifications of two (2) responses that were received for civil engineering services for the subdivision plat for Pecan Campus West property project. The request for qualifications must be re-issued to include the appropriate requirements per the Code of Federal Regulations 2-CFR-200.320 – Methods of Procurement provisions, which were not included in the original request for qualifications.

## **C. Purchases and Renewals (C-a. Instructional Item)**

### **6) Admission Assessment Exams (Purchase)**

Purchase admission assessment exams from **Elsevier, Inc.** (New York NY), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$119,600.00.

Purpose, Justification, and Benefit – The Student Assessment Center is anticipating to purchase up to eighteen hundred (2,600) Registered Nurse Admission Assessment Exams which will be used through the Fall 2022, Spring 2023, and Summer 2023 semesters.

These assessments and preparation products improve student performance, promote clinical judgement, and help students achieve higher levels of success.

Funds for this expenditure are budgeted in the Testing Center budget for FY 2022 – 2023.

## **C. Purchases and Renewals (C-b. Non – Instructional Items)**

### **7) Chiller Maintenance Agreement and Repair Services (Purchase)**

Purchase a chiller maintenance agreement and repair services from **Texas Chiller Systems** (Corpus Christi, TX/Weslaco, TX) (New), a Texas Multiple Award Schedule (TXMAS) and The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2022 through November 20, 2023, at an annual total amount of \$57,784.00 for scheduled services and an estimated total amount of \$80,000.00 for as needed repair services. The estimated total amount is \$137,784.00.

Purpose, Justification, and Benefit – Facilities Operations and Maintenance is requesting to purchase a chiller maintenance agreement and as needed repairs services for the air-cooled and water-cooled chillers districtwide.

The chiller maintenance agreement includes scheduled preventive maintenance inspections and emergency service calls for the various chiller units located districtwide.

- Quarterly Inspections – 18 Chillers
  - ⇒ Check refrigerant circuit for leaks
  - ⇒ Check operating pressures and temperatures
  - ⇒ Oil Analysis
  - ⇒ Check electrical connections
- Annual Inspection – 18 Chillers
  - ⇒ Operating Controls
  - ⇒ Inspect thermal insulation for integrity
  - ⇒ Clean condenser tubes
  - ⇒ Clean control panel interior

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2022 – 2023.

**8) Purchase of Materials and Supplies (Purchase)**

Purchase of materials and supplies from **H-E-B Grocery Company** (San Antonio, TX) and **Sam's Club** (McAllen, TX), Purchasing Association of Cooperative Entities (PACE) approved vendors, for the period beginning November 27, 2022 through August 31, 2023, at an estimated amount of \$70,000.00, which is based on prior year expenditures.

Purpose, Justification, and Benefit – The purchases of materials, supplies, and miscellaneous items are necessary throughout the College district for the Culinary Arts Program, Food Services, Science Programs (Biology and Chemistry) instructional labs, student activities events, professional development, South Texas College sponsored events, and division meetings.

These items are needed for hosted events and meetings held at all South Texas College's campuses for faculty, staff, students, and the community.

Funds for this expenditure are budgeted in the various requesting budgets for FY 2022 – 2023.

**9) Purchase of Law Enforcement Vehicles (Purchase)**

Purchase of law enforcement vehicles from **Caldwell Country Chevrolet** (Caldwell, TX), a Texas Association of School Boards (TASB) Buyboard approved vendor, at a total amount of \$88,750.00.

Purpose, Justification, and Benefit – The South Texas College Department of Public Safety is requesting to purchase two (2) specialized law enforcement vehicles that will serve all the college campuses.

The vehicles are necessary for patrolling, responding to 911 emergency calls, and other incidents at all college campuses. These new vehicles will replace vehicles with high mileage/running engine hours and maintenance repair costs.

Funds for this expenditure are budgeted in the STC Police budget for FY 2022 – 2023.

**10) Depository Bank Services Agreement (Renewal)**

Renew the depository bank services agreement with **PNC Bank** (formerly BBVA Compass) (McAllen, TX) for the period beginning February 1, 2023 through January 31, 2025, with a minimal cost to the College.

Purchase, Justification, and Benefit – The Business Office is requesting to renew the depository bank services agreement for an additional two years period.

PNC Bank does not charge for most services, including wire transfers, book transfers, ACH transactions, stop payments, balance reporting, positive pay, and account reconciliation.

Interest bearing accounts have an Annual Percentage Yield Earned (APYE) of 1.00. The bank does not offer Certificates of Deposit (CD).

Background – The Board awarded the contract for the depository bank services at the October 27, 2020 Board of Trustees meeting for two years with three two-year renewals. The first renewal period begins February 1, 2023 and ends January 31, 2025.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/20	02/01/21 – 1/31/23	3 – two year options
1 <sup>st</sup> Renewal	10/18/22		02/01/23 – 1/31/25

**11) Graduation Caps and Gowns (Renewal)**

Renew the graduation caps and gowns contract with **Jostens, Inc.** (Minneapolis, MN), for the period January 1, 2023 through December 31, 2023, at an estimated annual amount of \$66,000.00, which is based on prior year expenditures.

Purpose, Justification, and Benefit – The Office of Admissions and Records is requesting to purchase graduation caps and gowns, as needed, which will be used to distribute to South Texas College graduates.

The graduation caps and gowns will be used for all South Texas College graduates participating in the May 2023 and December 2023 commencement ceremonies.

Background – The Board awarded the contract for the graduation caps and gowns at the October 27, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins January 1, 2023 and ends December 31, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/20	01/01/21 – 12/31/21	2 – one year options
1 <sup>st</sup> Renewal	10/26/21		01/01/22 – 12/31/22
2 <sup>nd</sup> Renewal	10/18/22		01/01/23 – 12/31/23

The vendor has complied with all the terms and conditions of the contract and services have been satisfactory.

Funds for this expenditure are budgeted in the Graduation budget for FY 2022 – 2023 and FY 2023 and 2024 pending Board approval of the budget.

**12) HEP Grant Consultant (Renewal)**

Renew the HEP grant consultant contract with **Leadership Empowerment Group** (Mercedes, TX), for the period beginning February 1, 2023 through January 31, 2024, at an estimated amount of \$60,000.00.

Purpose, Justification, and Benefit – Continuing, Professional, and Workforce Education is requesting to renew the consultant to develop and conduct a longitudinal study to evaluate

the impact of a four (4) year needs-based service delivery model. These services are required under the United States Department of Education and Texas Higher Education Coordinating Board grant. This grant was accepted at the August 27, 2019 Board of Trustees meeting.

The services will require gathering cognitive and noncognitive data for statistical multivariate analysis with the ultimate goal of serving a total of five hundred (500) Migrant and Seasonal Farmworkers that will result in increased educational attainment by providing students with a high school equivalency, and in some cases, an industry recognized certification, a certificate, or a degree program.

Background – The Board awarded the contract for the HEP grant consultant at the January 26, 2021 Board of Trustees meeting for one year with three one-year annual renewals. The second renewal period begins February 1, 2023 and ends January 31, 2024.

Award	Board Meeting Date	Original Term	Renewal Term
Original	1/26/21	02/01/21 – 1/31/22	3 – three year options
1 <sup>st</sup> Renewal	11/23/21		02/01/22 – 1/31/23
2 <sup>nd</sup> Renewal	10/18/22		02/01/23 – 1/31/24

Funds for this expenditure are budgeted in the High School Equivalency Program (HEP) – United States Department of Education grant budget for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

**13) Merchant Services (Renewal)**

Renew the merchant services contract with **PNC Bank Merchant Services** provided by First Data Merchant Services, LLC. (McAllen, TX), for the period beginning December 1, 2022 through November 30, 2023, at an estimated total annual amount of \$350,000.00, which is based on prior year expenditures.

Purpose, Justification, and Benefit – The Business Office is requesting to renew the merchant services contract which will permit students, faculty, staff, and the general public to pay for services provided by the College with credit and debit cards.

The merchant services contract will allow the College to accept credit and debit card transactions using online payments, in-person payments, or point of sale systems without interruption. Credit and debit card payments are processed at the cashier stations throughout the College district.

Background – The Board awarded the contract for merchant services at the November 26, 2019 Board of Trustees meeting for one year with three one-year annual renewals. The last renewal period beginnings December 1, 2022 and ends November 30, 2023.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/26/19	12/01/19 – 11/30/20	2 – one year options
1 <sup>st</sup> Renewal	11/24/20		12/01/20 – 11/30/21
2 <sup>nd</sup> Renewal	11/23/21		12/01/21 – 11/30/22
3 <sup>rd</sup> Renewal	10/18/22		12/01/22 – 11/30/23

Funds for this expenditure are budgeted in the Business Office – Credit Card Charge budget for FY 2022 – 2023 and FY 2023 – 2024

**14) Signs, Banners, and Related Products (Renewal)**

Renew the signs, banners, and related products contracts for the period beginning February 1, 2023 through January 31, 2024, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Ana C. Tobias / Satori Display** (McAllen, TX)
- **FedEx Office and Print Services, Inc.** (Plano, TX)
- **Huntington Sky Production, Ltd./ dba Fastsigns** (McAllen, TX)
- **Imprezos Pro Uniforms, LLC.** (Pharr, TX)

Purpose, Justification, and Benefit – The Office of Public Relations and Marketing, Facilities Planning and Construction, Student Services, Department of Public Safety, and various other departments are requesting to renew the contracts to purchase signs, banners, and related products for identification purposes and event awareness on an as needed basis only.

The signs, banners, and related products will be used college-wide to promote and market the instructional programs, departments, events, and South Texas College in the community and public schools.

Background – The Board awarded the contract for the signs, banners, and related products at the December 15, 2020 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins February 1, 2023 and ends January 31, 2024.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/15/20	2/01/21 – 1/31/22	2 – one year options
1 <sup>st</sup> Renewal	11/23/21		2/01/22 – 1/31/23
2 <sup>nd</sup> Renewal	10/18/22		2/01/23 – 1/31/24

The vendors have complied with all the terms and conditions of the contract and services have been satisfactory.

Funds for this expenditure are budgeted in the various requesting department budgets for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

### **15) Vehicle Fuel Program (Renewal)**

Renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2023 through December 31, 2023, at an estimated amount of \$160,000.00, which is based on prior year expenditures.

Purpose, Justification, and Benefit – The vehicle fuel program is used for College-owned vehicles used by Mail Services, Central Receiving, Operations and Maintenance, Nursing and Allied Health Emergency Medical Technician Program, Police Academy, Fire Science Program, Educational Technologies, Student Activities, Information Technology, and the South Texas College Department of Public Safety for the day-to-day operations of the College.

Use of the fuel cards is controlled by the Business Office and Purchasing Department in coordination with supervisors, financial managers, and program chairs using the cards. The Business Office has the ability to monitor online all fuel purchase transactions.

The advantages of using the vehicle fuel program are as follows:

- Each card is set up with a dollar amount, weekly usage, and daily usage limits
- Each employee using the card has a personal identification number, transaction limit, and dollar amount limit
- Odometer readings are required at the pump
- Business Office staff monitors transactions online
- Rebates/Discounts are paid quarterly
- 40,000 approved locations, which include locations less than a mile from the College's campuses
- The gas station with the best price is selected
- Net 30 days from monthly payment with no additional charge
- Various reports are available online for reference

The College is billed for the actual fuel charges on a monthly basis with no other type of fees assessed. As per the agreement, a quarterly rebate will be sent to the College.

Voyager's rebate is calculated by using their sales volume average for Texas, which can range from 1.150% to 1.760% per gallon, as stated in the agreement.

The rebate amounts vary based on the state's average volume and usage, which brings the overall amount paid per gallon to be reduced by \$.02 to \$.052. The College has received the following rebates:

Fiscal Year	Amount
2022	\$2,875.87
2021	\$1,828.65
2020	\$2,175.31
2019	\$2,459.42
2018	\$2,584.80
2017	\$1,610.82
2016	\$1,435.84

Funds for this expenditure are budgeted in various programs and department budgets for FY 2022 – 2023.

### **C. Purchases and Renewals (C-c. Technology Items)**

#### **16) Computers and Laptops (Purchase)**

Purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, **Dell Marketing, LP.** (Dallas, TX), at a total amount of \$146,715.58.

All purchase requests for computers and laptops have been evaluated by the Information Technology and the Chief Information Officer. Information Technology does not have refurbished systems available for new hires. Instructional and/or business needs must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)

An itemized list with justification is included for your review and information.

Information Technology used the following criteria when recommending the purchase of technology:

- Systems being requested meet the South Texas College standard configuration
- The new system will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity

The purchases can be summarized as follows:

- Student Computers
  - ⇒ 21 Computers for Architectural and Engineering Design Technology Program
- Staff Computers
  - ⇒ 1 Computer for Counseling and Student Access Services
  - ⇒ 1 Computer for Division of Social and Behavioral Sciences
  - ⇒ 3 Computers for Division of Mathematics, Science, Information Technology, and Bachelor Programs

- Staff Laptops
  - ⇒ 1 Laptop for Patient Care Technician Program
  - ⇒ 1 Laptop for Division of Business Public Safety and Technology
  - ⇒ 2 Laptops for Political Science Program
  - ⇒ 1 Laptop for Distance Learning
- Faculty Laptops
  - ⇒ 1 Laptop for Division of Business Public Safety and Technology
  - ⇒ 2 Patient Care Technician Program
  - ⇒ 1 Laptop for College Success Healthcare Program
  - ⇒ 1 Laptop for Mathematics Program
- Grant Staff Laptops
  - ⇒ 2 Laptops for Office of Institutional Equity
  - ⇒ 4 Laptops for the Office of the President
- Grant Student Laptops
  - ⇒ 50 Laptops for Library Public Services

Funds for these expenditures are budgeted in the requesting department budgets for FY 2022 - 2023 as follows: Counseling and Student Access Services, Division of Social and Behavioral Sciences, Patient Care Technician, Division of Business Public Safety and Technology, Division of Mathematics, Science, Information Technology, and Bachelor Programs, Political Science, Distance Learning, College Success Healthcare, Mathematics, and Higher Education Emergency Relief Funds (HEERF) - Grant.

### **17) Microsoft Campus License Agreement (Renewal)**

Renew the Microsoft campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2022, through October 31, 2023, at a total amount of \$204,035.40.

Purpose, Justification, and Benefit - Information Technology is requesting to purchase a non-perpetual license from Microsoft software that includes a one-year price assurance, a non-perpetual license that includes upgrades for currently used software products, and to ensure that all of the College-owned computers have copyright complaint software installed. These software licenses are used by faculty, staff, and students for instructional and operational purposes.

The Microsoft campus license agreement includes the following software: Microsoft Enterprise Client Access License (CAL) Suite, CAL for: Office 365 A3 for faculty and staff, and Office 365 A3 for students, Microsoft Exchange Online Advanced Thread Protection for faculty, staff, and students, one hundred seventy (170) Microsoft Windows Server Datacenter Licenses and software assurance, fifteen (15) Microsoft Visual Studio Professional with MSDN Licenses, four hundred (400) Windows Server Standard Licenses

and software assurance, three hundred fifty (350) Microsoft Windows Virtual Desktop Access, one hundred (100) Microsoft Windows Remote Desktop Services Licenses and software assurance, six (6) Microsoft Project Online Premium Subscription Licenses, twenty (20) Power BI Pro Subscription Licenses five (5) Power BI Premium Subscription USL Edu, and three (3) ProjectPro ALNG LicSPAK MVL.

Funds for this expenditure are budgeted in the Information Technology Client Services budget for FY 2022 - 2023.

**D. Interlocal Agreements**

**18) Facility Usage Interlocal Agreements (Lease/Rental)**

Lease/rental facility usage interlocal agreements with the **City of Edinburg** (Edinburg, TX) and **City of McAllen** (McAllen TX), for the period beginning November 18, 2022 through April 16, 2023, at an estimated total amount of \$19,494.00.

Purpose, Justification, and Benefit – The Center for Mexican American Studies and Ballet Folkloric is requesting to lease/rent several facilities for the upcoming events that facilitate student and community engagement through the fine arts.

Aside from helping promote and advance the culture programming at South Texas College, these annual events are done in an effort to promote student engagement and retention.

Date	Location	Event	Amount
11/18/22	City of Edinburg – Edinburg Municipal Auditorium	Amistades Concert Series 2022 – Fall Showcase	\$1,175.00
01/28/23	City of Edinburg – Edinburg Municipal Auditorium	Amistades Concert Series 2023 – Spring Showcase	\$1,175.00
2/9/23 2/10/23	City of McAllen – McAllen Performing Arts Center	Tradiciones 2023 – Annual Concert Series	\$7,350.00
4/15/23 4/16/23	City of McAllen – McAllen Convention Center	South Texas College State Dance Competition – Folklórico & Contemporary Dance Competition	\$9,794.00

Funds for this expenditure are budgeted in the Center of Mexican American Studies and Ballet Folkloric budget for FY 2022 – 2023.

**19) City Vehicle Usage Interlocal Agreement Ratification (Lease/Rental)**

Lease/rental of a city vehicle usage interlocal agreement ratification with the **City of McAllen** (McAllen, TX), for the period beginning May 1, 2022 through August 1, 2023, at no cost to the College.

Purpose, Justification, and Benefit – Continuing, Professional, and Workforce Education is requesting the city vehicle usage interlocal agreement for the bus driving training program and the ratified of the interlocal agreement.

The interlocal agreement will allow South Texas College to use a city vehicle so students in the two (2) week bus driving program can practice their maneuvers and driving skills in preparation for the skills test to obtain their Class A commercial driver’s license which will include the passenger endorsement. The borrowed bus will eliminate the need for the College to purchase a bus thus keeping the program costs low. Classes are scheduled to start every month with a maximum enrollment of four (4) students per class.

**Recommendation:**

It is requested that the Committee recommend for Board approval the award of proposals, rejection of qualifications, purchases, renewals, and interlocal agreements at a total cost of \$1,911,303.98 as listed below:

**A. Award of Proposals**

- 1) **Catering Services (Award):** award for proposal for catering services for the period beginning November 28, 2022 through November 27, 2023 with two one-year options to renew, at an estimated amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>All Affairs and Occasions</b> (Elsa, TX) (New)	<b>Coastal Deli, Inc./ dba Jason’s Deli</b> (Corpus Christi, TX)
<b>Cornerstone Catering</b> (Mission, TX)	<b>Mt. Olive, Inc./ dba Subway #60762</b> (Pharr, TX) (New)
<b>Pappa’s Pizza, Inc.</b> (Alton, TX) (New)	<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)
<b>Pineapple Ninjaz, LLC.</b> (Penitas, TX) (New)	<b>Rise &amp; Shine Café</b> (McAllen, TX)(New)
<b>Riverwinds, Inc./ dba Subway</b> (Rio Grande City, TX)	<b>Zaycor Management Company</b> (Brownsville, TX) (New)

- 2) **Equipment Rental Services (Award):** award the proposal for equipment rental services to **Backstage Productions, LLC.** (McAllen, TX), for the period beginning December 1, 2022 through November 30, 2023 with two one-year options to renew, at an estimated amount of \$50,000.00, which is based on prior year expenditures:
- 3) **Fire Suppression Systems Service (Award):** award the proposal for fire suppression systems service for the period beginning November 29, 2022 through November 28, 2023 with two one-year options to renew, at an estimated amount of \$218,925.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$20,300.00

#	Services	Vendor	Amount
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$4,140.00
4	Kitchen Hood Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	10,000.00
5	Fire Sprinkler Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$20,125.00
6	Fire Sprinkler Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$4,360.00
8	Fire Extinguishers / Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
9	Hydro Test Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
10	Recharge Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00

**4) In-Store Purchase of Materials and Supplies (Award):** award the proposal for in-store purchase of materials and supplies for the period beginning November 27, 2022 through November 26, 2023 with two one-year options to renew, at an estimated amount of \$80,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Hobby Lobby Stores** (McAllen, TX)
- **Walmart** (Mission, TX)

**B. Rejection of Qualifications**

**5) Civil Engineering Services – Subdivision Plat Pecan Campus West Property (Reject):** reject the qualifications of two (2) responses that were received for civil engineering services for the subdivision plat for Pecan Campus West property project. The request for qualifications must be re-issued to include the appropriate requirements per the Code of Federal Regulations 2-CFR-200.320 – Methods of Procurement provisions, which were not included in the original request for qualifications.

**C. Purchases and Renewals (C-a. Instructional Item)**

**6) Admission Assessment Exams (Purchase):** purchase admission assessment exams from **Elsevier, Inc.** (New York, NY), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated amount of \$119,600.00;

**C. Purchases and Renewals (C-b. Non-Instructional Items)**

**7) Chiller Maintenance Agreement and Repair Services (Purchase):** purchase a chiller maintenance agreement and repair services from **Texas Chiller Systems** (Corpus Christi, TX/Weslaco, TX) (New), The Interlocal Purchasing System (TIPS) purchasing cooperative and Texas Multiple Award Schedule (TXMAS) approved

vendor, for the period beginning November 21, 2022 through November 20, 2023, at an annual amount of \$57,784.00 for scheduled services and an estimated total amount of \$80,000.00 for as needed repair services. The total estimated amount is \$137,784.00;

- 8) Purchase of Materials and Supplies (Purchase):** purchase of materials and supplies from **H-E-B Grocery Company** (San Antonio, TX) and **Sam's Club** (McAllen, TX), Purchasing Association of Cooperative Entities (PACE) approved vendors, for the period beginning November 27, 2022 through August 31, 2022, at an estimated amount of \$70,000.00, which is based on prior year expenditures;
- 9) Purchase of Law Enforcement Vehicles (Purchase):** purchase of law enforcement vehicles from **Caldwell Country Chevrolet** (Caldwell, TX), a Texas Association of School Boards (TASB) Buyboard approved vendor, at a total cost of \$88,750.00;
- 10) Depository Bank Services Agreement (Renewal):** renew the depository bank services agreement with **PNC Bank** (formerly BBVA Compass) (McAllen, TX), for the period beginning February 1, 2023 through January 31, 2025, with a minimal cost to the College;
- 11) Graduation Caps and Gowns (Renewal):** renew the graduation caps and gowns contract with **Jostens, Inc.** (Minneapolis, MN), for the period beginning January 1, 2022 through December 31, 2022, at an estimated annual amount of \$66,000.00, which is based on prior year expenditures. The graduation caps and gowns are for the May 2023 and December 2023 ceremonies;
- 12) HEP Grant Consultant (Renewal):** renew the HEP grant consultant contract with **Leadership Empowerment Group** (Mercedes, TX), for the period beginning February 1, 2023 through January 31, 2024, at an estimated amount of \$60,000.00;
- 13) Merchant Services (Renewal):** renew the merchant services contract with **PNC Bank Merchant Services** provided by First Data Merchant Services, LLC. (McAllen, TX), for the period beginning December 1, 2022 through November 30, 2023, at an estimated total annual amount of \$350,000.00, which is based on prior year expenditures;
- 14) Signs, Banners, and Related Products (Renewal):** renew the signs, banners, and related products contracts for the period beginning February 1, 2023 through January 31, 2024, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:
  - **Ana C. Tobias / Satori Display** (McAllen, TX)
  - **FedEx Office and Print Services, Inc.** (Plano, TX)
  - **Huntington Sky Production, Ltd./ dba Fastsigns** (McAllen, TX)
  - **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
- 15) Vehicle Fuel Program (Renewal):** renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2023 through December 31, 2023, at an estimated amount of \$160,000.00, which is based on prior year expenditures;

**C. Purchases and Renewals (C-c. Technology Items)**

- 16) Computers and Laptops (Purchase):** purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, **Dell Marketing, LP.** (Dallas, TX), at a total amount of \$146,715.58;
- 17) Microsoft Campus License Agreement (Renewal):** renew the Microsoft campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2022 through October 31, 2023, at a total amount of \$204,035.40;

**D. Interlocal Agreements**

- 18) Facility Usage Interlocal Agreements (Lease/Rental):** lease/rental facility usage interlocal agreements with the **City of Edinburg** (Edinburg, TX) and the **City of McAllen** (McAllen, TX), for the period beginning November 18, 2022 through April 16, 2023, at an estimated total amount of \$19,494.00;
- 19) City Vehicle Usage Interlocal Agreement Ratification (Lease/Rental):** lease/rental of a city vehicle usage interlocal agreement ratification with the **City of McAllen** (McAllen, TX), for the period beginning May 1, 2022 through August 1, 2023, at no cost to the College.

**SOUTH TEXAS COLLEGE  
1. CATERING SERVICES  
PROJECT NO. 22-23-1017**

VENDOR	All Affairs and Occasions	Coastal Deli Inc./ dba Jason's Deli	Cornerstone Catering	Mt. Olive Inc./ dba Subway #60762	Pappa's Pizza, Inc.	Pizza Properties, Inc./ dba Peter Piper Pizza	Pineapple Ninjaz, LLC.	Rise & Shine Café	Riverwinds, Inc./ dba Subway	Zaycor Management Company	
ADDRESS	P O Box 2812	6000 S Staples Ste 300	4307 S Conway Ave	2506 S Cage Blvd	301 N Alton Blvd Ste 5	4445 N Mesa Ste 100	401 S 12st St	4001 N 23rd St	164 Mimosa St	950 E Van Buren St	
CITY/STATE/ZIP	Elsa, TX 78543	Corpus Christi, TX 78413	Mission, TX 78572	Pharr, TX 78577	Alton, TX 78573	El Paso, TX 79902	Penitas, TX 78576	McAllen, TX 78504	Rio Grande City, TX 78582	Brownsville, TX 78520	
PHONE	956-451-2590	361-854-5446	956-445-3446	956-655-6340	830-765-7676	915-544-8565	956-432-8345	956-827-5009	956-487-8318/ 956-533-9855	956-546-5060	
FAX		361-854-0565		956-475-3670					956-487-5069	956-546-5067	
CONTACT	Galilea Ozuna	Robert Becquet	Roberto Ravelo	Ramon Ponce, Jr.	Yoly Ramon	Howard Smith	Gerardo Leal	Christina Garza	Rosa Elia Gonzalez	Richard E. Zayas	
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	
1	Mexican	\$9.25 - \$10.50		\$12.00 - \$42.00				\$10.00 - \$60.00		\$1.25 - \$12.00	
2	Bar-B-Que	\$7.50 - \$10.75		\$14.00				\$10.00			
3	Italian	\$9.50 - \$10.25	\$8.39 - \$8.79	\$12.00				\$10.00		\$16.00 - \$64.00	
4	Breakfast Foods	\$1.50 - \$11.00	\$38.79 (servers 12)	\$12.00 - \$16.00				\$8.00			
5	Deli Foods	\$3.00 - \$5.89	\$5.99 - \$11.89	\$12.00 - \$13.00	\$9.18 per box lunch (6" Subway Sub)			\$8.00			
6	Pizza		\$4.09 (kids)	\$18.00 - \$22.00		\$7.50 - \$14.00	\$3.49 - \$15.49			\$18.00 - \$24.00	
7	Reception Trays		\$79.89 - \$168.79	\$41.00 - \$61.00	\$44.99/tray \$11.99 extra topping per tray			Price Varies		Platters: \$18.99 - \$39.99 Lunch Box Bundles: \$113.79	
8	Bakery Foods	\$1.00	\$23.99 - \$49.09	\$31.00 - \$42.00	\$7.39/doz		\$9.49 (serves 12)		\$1.45 - \$4.75	\$6.49/doz (cookies)	
9	Additional Items	Wait Staff \$12.00/hr Linen Rental \$6.00-\$15.00 Dinnerware \$3.00-\$7.00		Water Bottle \$2.25 Tea/Punch \$8.00/gal Coffee \$12.00/gal Wait Staff \$20.00/hr	Water Bottle \$2.19 Tea/Aguas \$6.59/gal			Water Bottle \$1.25 Wait Staff \$15.00/hr	Beverages \$2.45 - \$6.20	Salad \$7.39 Soup \$2.79 Chips \$1.29 Bottle Beverage \$2.49 Gal. Beverage \$5.49	Buffet: \$100 Banquet: \$150 Wait Staff: 20% Service Charge
10	Decorations	No	No	No	No	No	No	Yes	Yes Simple Decorations	No	Yes
14	Advance Order to Assure Delivery	24 Hours	24 Hours	1 Week	Same Day	24 Hours	PO can be turned in at the time of order	24 Hours	Less than 24 Hours or up to 48 Hours	48 Hours	48 Hours
15	Minimum Order Requirement	20 People	\$25 for Delivered Orders	25 People or \$500	\$135	10 Pizzas	Pick Up: No Minimum Delivery: \$100	\$1,000	No Minimum	\$50 - \$100	No Minimum
16	Delivery Fee	\$10.00 - \$100.00 No fee if delivered in Weslaco area.	\$8.00 for most STC locations	Yes Fee not Provided	\$10.00 per campus order	\$5.00: 1-5 miles \$7.50: 5-10 miles	No	\$150 - Hidalgo County \$200 - Cameron & Starr County	Yes Fee not Provided	10% of Total Order/ Minimum \$30	10% Applies to Rio Grande City Campus
Escalation 2nd Year		10%	0%	10%	5%	5% - 10%	5%	5%	0%	10%	5%
Escalation 3rd Year		10%	0%	15%	5%	5% - 10%	5%	5%	0%	12%	5%

The Director of Purchasing has reviewed all the responses.

**SOUTH TEXAS COLLEGE**  
**2. EQUIPMENT RENTAL SERVICES**  
**PROJECT NO. 22-23-1018**

<b>VENDOR</b>		Backstage Productions, LLC.	***United Rentals, Inc.
<b>ADDRESS</b>		711 W Nolana Ste 104D	3925 N Cage Blvd
<b>CITY/STATE/ZIP</b>		McAllen, TX 78504	Pharr, TX 78577
<b>PHONE</b>		956-776-4318	877-874-4468
<b>CONTACT</b>		Maricela Salinas	Marvin Villarreal
<b>#</b>	<b>Type of Equipment</b>	<b>Proposed</b>	<b>Proposed</b>
1	Audio	\$8.00 - \$3,950.00	
2	Lighting	\$30.00 - \$700.00	
3	Audio Visual	\$100.00 - \$2,800.00	
4	Musical Instruments	\$22.00 - \$2,000.00	
5	Drapery	\$2.50 - \$16.00	
6	Event Furniture	\$55.00 - \$350.00	
7	Miscellaneous	\$1.00 - \$650.00	
8	Photo Booth	\$620.00 - \$1150.00	
9	Staging	\$16.00 - \$3,980.00	
10	Professional DJ	\$1950.00 - \$3,500.00	
11	Dance Floor	\$1,800.00	
12	Trussing Tent/Support Systems	\$2,000.00 - \$16,000.00	
13	Special Effects	\$200.00 - \$4,500.00	
14	Audio Systems	\$850.00 - \$3,950.00	
15	Big Letters Marquee	\$69.00	
<b>Delivery/Pick-up &amp; Overtime Charges</b>			
1	Delivery Fee	\$200.00	
2	Set up/ Teardown Fee	Fee may vary depending on the type of equipment rented	
<b>2nd Year Escalation</b>		5%	
<b>3rd Year Escalation</b>		7%	

\*\*\*Vendor did not provide pricing information, therefore not considered.

The Director of Purchasing has reviewed all the responses.

**SOUTH TEXAS COLLEGE**  
**3. FIRE SUPPRESSION SYSTEMS SERVICE**  
**PROJECT NO. 22-23-1019**

<b>VENDOR</b>	1st FP McAllen, LLC.			EI Fire & Safety, Inc.			Luis A. Grimaldo/ dba Strongline Security & Fire		
<b>ADDRESS</b>	11550 N North Loop Rd			3505 San Eugenio			3701 Jesenia St		
<b>CITY/STATE/ZIP</b>	San Antonio, TX 78216			Mission, TX 78572			San Juan, TX 78589		
<b>PHONE</b>	956-682-3473			956-451-8304			956-739-6514		
<b>CONTACT</b>	Pete Desmond			Fernando Rodriguez			Luis A. Grimaldo		
<b>Description</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Fire Alarm Panels</b>									
Pecan Plaza				\$925.00	\$925.00	\$925.00	\$1,050.00	\$1,050.00	\$1,050.00
Pecan Campus				\$4,600.00	\$4,600.00	\$4,600.00	\$6,650.00	\$6,650.00	\$6,650.00
Nursing and Allied Health Campus				\$925.00	\$925.00	\$925.00	\$1,750.00	\$1,750.00	\$1,750.00
Technology Campus				\$1,840.00	\$1,840.00	\$1,840.00	\$2,450.00	\$2,450.00	\$2,450.00
Mid Valley Campus				\$3,395.00	\$3,395.00	\$3,395.00	\$4,550.00	\$4,550.00	\$4,550.00
Starr County Campus				\$2,165.00	\$2,165.00	\$2,165.00	\$3,500.00	\$3,500.00	\$3,500.00
Regional Center for Public Safety Excellence				\$890.00	\$890.00	\$890.00	\$350.00	\$350.00	\$350.00
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$14,740.00	\$14,740.00	\$14,740.00	\$20,300.00	\$20,300.00	\$20,300.00
<b>Fire Alarm Repairs</b>									
Per Hour Weekdays					\$50.00			\$55.00	
Per Hour Weekends and Holidays					\$70.00			\$75.00	
Per Hour Travel					\$30.00			\$35.00	
Per Mile					\$0.00				
<b>Kitchen Hoods</b>									
Pecan Campus	\$1,187.00	\$1,187.00	\$1,187.00	\$380.00	\$380.00	\$380.00			
Culinary Kitchen (Pecan Campus)	\$562.00	\$562.00	\$562.00	\$380.00	\$380.00	\$380.00			
Technology Campus	\$322.00	\$322.00	\$322.00	\$220.00	\$220.00	\$220.00			
Mid Valley Campus	\$945.00	\$945.00	\$945.00	\$400.00	\$400.00	\$400.00			
Starr County Campus	\$562.00	\$562.00	\$562.00	\$240.00	\$240.00	\$240.00			
Nursing/Allied Health Campus	\$562.00	\$562.00	\$562.00	\$360.00	\$360.00	\$360.00			
<b>Total</b>	\$4,140.00	\$4,140.00	\$4,140.00	\$1,980.00	\$1,980.00	\$1,980.00			
<b>Kitchen Hood Repairs</b>									
Per Hour Weekdays		\$85.00			\$55.00				
Per Hour Weekends and Holidays		\$127.00			\$75.00				
Per Hour Travel		\$0.00			\$35.00				
Per Mile					\$0.00				
<b>Fire Sprinkler Inspections</b>									
Pecan Campus	\$975.00	\$975.00	\$975.00						
Pecan Plaza	\$8,025.00	\$8,025.00	\$8,025.00						
Nursing and Allied Health Center	\$2,425.00	\$2,425.00	\$2,425.00						
Technology Center	\$2,450.00	\$2,450.00	\$2,450.00						
Mid Valley Campus	\$2,950.00	\$2,950.00	\$2,950.00						
Starr Campus	\$2,950.00	\$2,950.00	\$2,950.00						
Regional Center for Public Safety Excellence	\$350.00	\$350.00	\$350.00						
<b>Total</b>	\$20,125.00	\$20,125.00	\$20,125.00						
<b>Fire Sprinkler Repairs</b>									
Per Hour Weekdays		\$85.00							
Per Hour Weekends and Holidays		\$127.50							
Per Hour Travel		\$0.00							
Per Mile									

**SOUTH TEXAS COLLEGE**  
**3. FIRE SUPPRESSION SYSTEMS SERVICE**  
**PROJECT NO. 22-23-1019**

VENDOR	1st FP McAllen, LLC.			EI Fire & Safety, Inc.			Luis A. Grimaldo/ dba Strongline Security & Fire			
	Description	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
<b>Clean Agent Fire Suppression System Inspections</b>										
2501 Pecan Plaza Cheetah Xi, FE-25 Chemical	\$2,180.00	\$2,180.00	\$2,180.00							
Pecan Campus Bldg M Notifier AFP-199	\$2,180.00	\$2,180.00	\$2,180.00							
<b>Total</b>	<b>\$4,360.00</b>	<b>\$4,360.00</b>	<b>\$4,360.00</b>							
<b>Fire Extinguishers/Inspection Rates</b>										
Dry Chemical				\$1.50	\$1.50	\$1.50				
CO2				\$1.50	\$1.50	\$1.50				
<b>Hydro Test Rates</b>										
Dry Chemical				\$10.50	\$10.50	\$10.50				
CO2				\$14.50	\$14.50	\$14.50				
<b>Recharge Rates</b>										
2-1/2# ABC BC PK				\$5.00	\$5.00	\$5.00				
5# ABC BC PK				\$8.00	\$8.00	\$8.00				
10# ABC BC PK				\$15.00	\$15.00	\$15.00				
20# ABC BC PK				\$19.00	\$19.00	\$19.00				
5# ABC BC PK				\$15.00	\$15.00	\$15.00				
10# ABC BC PK				\$20.00	\$20.00	\$20.00				
15# ABC BC PK				\$30.00	\$30.00	\$30.00				
20# ABC BC PK				\$35.00	\$35.00	\$35.00				
1.5# Wet Chemical				\$12.00	\$12.00	\$12.00				
Service Charge After Hours (After 5PM weekdays)				\$35.00	\$35.00	\$35.00				
<b>Summary</b>										
Fire Alarm Panels							\$			20,300.00
Fire Alarm Repairs							\$			60,000.00
Kitchen Hoods	\$		4,140.00							
Kitchen Hood Repairs	\$		10,000.00							
Fire Sprinkler Inspections	\$		20,125.00							
Fire Sprinkler Repairs	\$		70,000.00							
Clean Agent Fire Suppression System Inspections	\$		4,360.00							
Fire Extinguishers/Inspection Rates				\$					10,000.00	
Hydro Test Rates				\$					10,000.00	
Recharge Rates				\$					10,000.00	
<b>TOTAL EVALUATION POINTS</b>			96.75						80	91.25
<b>RANKING</b>			1						3	2

The Director of Purchasing has reviewed all the responses and evaluations completed.

The proposal criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE**  
**3. FIRE SUPPRESSION SYSTEMS SERVICE**  
**PROJECT NO. 22-23-1019**  
**EVALUATION SUMMARY**

<b>VENDOR</b>		1st FP McAllen, LLC.	El Fire & Safety, Inc.	Luis A. Grimaldo/ dba Strongline Security & Fire			
<b>ADDRESS</b>		11550 N North Loop Rd	3505 San Eugenio	3701 Jesenia St			
<b>CITY/STATE/ZIP</b>		San Antonio, TX 78216	Mission, TX 78572	San Juan, TX 78589			
<b>PHONE</b>		956-682-3473	956-451-8304	956-739-6514			
<b>CONTACT</b>		Pete Desmond	Fernando Rodriguez	Luis A. Grimaldo			
1	The purchase price. (up to 40 points)	40	40	40	40	35	35
		40		40		35	
		40		40		35	
		40		40		35	
2	The reputation of the vendor and of the vendor's goods and/or services. (up to 18 points)	18	17	12	11	18	17
		17		12		17	
		17		10		17	
		16		10		16	
3	The quality of the vendor's goods and/or services. (up to 18 points)	18	17.25	12	11.5	18	17.25
		18		14		18	
		17		10		17	
		16		10		16	
4	The extent to which the vendor's goods or services meet the college's needs. (up to 15 points)	15	14.5	11	11.25	15	14.5
		15		13		15	
		14		11		14	
		14		10		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2	2	3	3
		3		2		3	
		3		2		3	
		3		2		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	1	1	0	0	0	0
		1		0		0	
		1		0		0	
		1		0		0	
7	The Total long-term cost to the college to acquire the vendor's goods or services. (up to 5 points)	3	4	5	4.25	5	4.5
		5		5		5	
		5		4		4	
		3		3		4	
<b>TOTAL EVALUATION POINTS</b>		96.75		80		91.25	
<b>RANKING</b>		1		3		2	

The Director of Purchasing has reviewed all the responses and evaluations completed.

The proposal criteria follows in the packet for further explanation of each criteria.

**SOUTH TEXAS COLLEGE**  
**3. PROPOSAL CRITERIA - SERVICE ONLY**

		Service Only	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>40</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>18</b>	15-18 10-14 5-9 0-4 <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>18</b>	15-18 10-14 5-9 0-4 <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>15</b>	12-15 7-11 3-6 0-2 <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  ****New Vendors will receive two points	<b>3</b>	3 2 1 0 <b>Excellent Acceptable/New Vendor Marginal Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses</b> a. Provided the Certification	<b>1</b>	1 0 <b>Yes No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost	<b>5</b>	5 3-4 1-2 0 <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

**Definitions of evaluation terms:**

- Excellent** - respondent provided information which fully addressed or exceeded the requirements
- Acceptable** - respondent provided information which addressed most but not all of the requirements
- Marginal** - respondent provided minimal information on requirements
- Poor/No response** - respondent provided inadequate responses to requirements or did not respond

**SOUTH TEXAS COLLEGE**  
**4. IN-STORE PURCHASE OF MATERIAL AND SUPPLIES**  
**PROJECT NO. 22-23-1020**

<b>VENDOR</b>			Hobby Lobby Stores	Walmart
<b>ADDRESS</b>			3300 N Expway 83	2410 E Exp 83
<b>CITY/STATE</b>			McAllen, TX 78501	Mission, TX 78572
<b>PHONE</b>			956-683-1927	956-360-2977
<b>CONTACT</b>			Dave Sobecki	Luis Lozano
#	Qty	Description	Discount	Discount
1	1	In-Store Purchase of Materials and Supplies Period: 11/27/22 - 11/26/23	0%	0%

The Director of Purchasing has reviewed all the responses.

**NO  
BACKUP  
FOR**

**5. Civil Engineering  
Services – Subdivision  
Plat Pecan Campus  
West Property  
(Reject)**

**SOUTH TEXAS COLLEGE  
6. ADMISSION ASSESSMENT EXAMS**

<b>VENDOR</b>			Elsevier, Inc.	
<b>ADDRESS</b>			P O Box 9555	
<b>CITY/STATE/ZIP</b>			New York, NY 10087	
<b>PHONE</b>			314-447-8581	
<b>CONTACT</b>			Jizelle Conopio	
#	Qty	Description	Unit Price	Extension
1	2,600	Registered Nurse Admission Assessment Exams Period: 9/1/22 - 8/31/23	\$ 46.00	\$ 119,600.00
<b>TOTAL AMOUNT</b>			\$	119,600.00

**SOUTH TEXAS COLLEGE**  
**7. CHILLER MAINTENANCE AGREEMENT AND REPAIR SERVICES**

<b>VENDOR</b>			Texas Chiller Systems	
<b>ADDRESS</b>			5405 Agnes St	
<b>CITY/STATE/ZIP</b>			Corpus Christi, TX 78405	
<b>LOCAL ADDRESS</b>			502 E Expway 83 Ste 11 Weslaco, TX	
<b>PHONE</b>			956-764-0354	
<b>CONTACT</b>			Noe Salinas	
#	Qty	Description	Unit Price	Extension
1	4	Chiller Maintenance Agreement Quarterly Scheduled Services Period: 11/21/22 - 11/20/23	\$ 14,446.00	\$ 57,784.00
2	1	Repair Services Period: 11/21/22 - 11/20/23	\$ 80,000.00	\$ 80,000.00
<b>TOTAL AMOUNT</b>			\$	137,784.00

**SOUTH TEXAS COLLEGE**  
**8. PURCHASE OF MATERIALS AND SUPPLIES**

<b>VENDOR</b>			H-E-B Grocery Company		Sam's Club	
<b>ADDRESS</b>			646 S Flores St		1400 E Jackson	
<b>CITY/STATE/ZIP</b>			San Antonio, TX 78204		McAllen, TX 78501	
<b>PHONE</b>			800-987-4438		479-418-9365	
<b>CONTACT</b>			Mary Gast		Carlos Garcia	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
1	1	Purchase of Materials and Supplies Period: 11/27/22 - 8/31/23	\$ 40,000.00	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00
<b>TOTAL AMOUNT</b>			\$ 40,000.00		\$ 30,000.00	

**SOUTH TEXAS COLLEGE**  
**9. PURCHASE OF LAW ENFORCEMENT VEHICLES**

<b>VENDOR</b>			Caldwell County Chevrolet	
<b>ADDRESS</b>			P O Box 27	
<b>CITY/STATE/ZIP</b>			Caldwell, TX 77836	
<b>PHONE</b>			800-299-7283	
<b>CONTACT</b>			Averyt Knapp	
#	Qty	Description	Unit Price	Extension
1	2	2023 Chevrolet Tahoe PPV	\$ 43,375.00	\$ 86,750.00
2	2	Delivery of Vehicles	\$ 800.00	\$ 1,600.00
3	1	Buyboard Fee	\$ 400.00	\$ 400.00
<b>TOTAL AMOUNT</b>			\$	88,750.00



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

October 18, 2022

PNC Bank  
Attn: Ms. Gina Garcia  
3900 N 10<sup>th</sup> St 2<sup>nd</sup> Fl  
McAllen, TX 78501

Dear Ms. Garcia:

On October 27, 2020, South Texas College awarded a contract to PNC Bank to provide Depository Bank Services. The award allowed for three two-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first term of the contract and would like to renew for an additional two-year period. The first renewal period will be from February 1, 2023 through January 31, 2025.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through January 31, 2025 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

October 18, 2022

Jostens, Inc.  
Attn: Chris Poitras  
7760 France Ave S Ste 400  
Minneapolis, MN 55435

Dear Mr. Poitras:

On October 27, 2020, South Texas College awarded a contract to Jostens, Inc. for Graduation Caps and Gowns. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from January 1, 2023 through December 31, 2023.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through December 31, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

October 18, 2022

Leadership Empowerment Group  
Attn: Dr. Barbara Baggerly-Hinojosa  
805 S Missouri  
Mercedes, TX 78570

Dear Dr. Baggerly-Hinojosa:

On January 26, 2021, South Texas College awarded a contract to the Leadership Empowerment Group for a HEP Grant Consultant. The award allowed for three one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The second renewal period will be from February 1, 2023 through January 31, 2024.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through January 31, 2024 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



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[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

October 18, 2022

PNC Bank Merchant Services provided by  
First Data Merchant Services, LLC.  
Attn: Ms. Gina Garcia  
3900 N 10<sup>th</sup> St 2<sup>nd</sup> Fl  
McAllen, TX 78501

Dear Ms. Garcia:

On November 26, 2019, South Texas College awarded a contract to the PNC Bank Merchant Services provided by First Data Merchant Services, LLC. for Merchant Services. The award allowed for three one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the third year of the contract and would like to renew for an additional one-year period. The last renewal period will be from December 1, 2022 through November 30, 2023.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through November 30, 2023 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

October 18, 2022

Ana C. Tobias / Satori Display  
Attn: Ms. Ana C. Tobias  
1201 N 48<sup>th</sup> St  
McAllen, TX 78501

Dear Ms. Tobias:

On December 15, 2020, South Texas College awarded a contract to Ana C. Tobias / Satori Display for Signs, Banners, and Related Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from February 1, 2023 through January 31, 2024.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through January 31, 2024 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

14b

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

October 18, 2022

FedEx Office and Print Services, Inc.  
Attn: Ms. Aimee DiCicco  
7900 Legacy Dr  
Plano, TX 75024

Dear Ms. DiCicco:

On December 15, 2020, South Texas College awarded a contract to FedEx Office and Print Services, Inc. for Signs, Banners, and Related Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from February 1, 2023 through January 31, 2024.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through January 31, 2024 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

October 18, 2022

Huntington Sky Production, Ltd./ dba Fastsigns  
Attn: Mr. Ernest Macias  
4117 N 10<sup>th</sup> St  
McAllen, TX 78504

Dear Mr. Macias:

On December 15, 2020, South Texas College awarded a contract to Huntington Sky Production, Ltd./ dba Fastsigns for Signs, Banners, and Related Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from February 1, 2023 through January 31, 2024.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through January 31, 2024 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



14d

Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

November 9, 2021

Imprezos Pro Uniforms, LLC.  
Attn: Mr. Francisco J. Morales  
1317 W US Hwy 83 Ste A  
Pharr, TX 78577

Dear Mr. Morales:

On December 15, 2020, South Texas College awarded a contract to Imprezos Pro Uniforms, LLC. for Signs, Banners, and Related Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from February 1, 2023 through January 31, 2024.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through January 31, 2024 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

**SOUTH TEXAS COLLEGE**  
**15. VEHICLE FUEL PROGRAM**

<b>VENDOR</b>			U. S. Bank / Voyager Fleet Systems	
<b>ADDRESS</b>			P O Box 412535	
<b>CITY/STATE/ZIP</b>			Kansas City, MO 64141	
<b>PHONE</b>			800-987-6591	
<b>CONTACT</b>			Pam Pradhan	
#	Qty	Description	Unit Price	Extension
1	1	Vehicle Fuel Program Period: 1/1/23 - 12/31/23	\$ 160,000.00	\$ 160,000.00
<b>TOTAL AMOUNT</b>			\$	160,000.00

**SOUTH TEXAS COLLEGE**  
**16. DISTRICT WIDE TECHNOLOGY REQUEST**  
**OCTOBER 18, 2022**

<b>COMPUTERS</b>					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	1	Dell OptiPlex 5000 Tower Micro BTX, Intel Core i7-12700, 16GB Memory 512GB Hard Drive, (2) 22" Monitor, Warranty	\$ 1,324.37	\$ 1,324.37	Santa E. Pena - Counseling & Student Access Services New system for department staff
2	1	Dell OptiPlex 5000 Tower Micro BTX, Intel Core i7-12700, 16GB Memory 512GB Hard Drive, (2) 24" Monitor, Warranty	\$ 1,361.93	\$ 1,361.93	Eric L. Reitinger - Division of Social & Behavioral Sciences New system for department staff
3	3	Dell OptiPlex 5000 Tower Micro BTX, Intel Core i7-12700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 2,696.13	Dr. Ali Esmaeili - Division of Mathematics, Science, IT and Bachelor Programs Replacement of out of warranty systems for department staff
4	21	Dell Precision 3650 Tower, Intel Core i7-11700K, 32GB Memory, 512GB Hard Drive, Warranty	\$ 2,317.41	\$ 48,665.61	Laura Salas - Architectural and Engineering Design Technology Replacement of out of warranty systems for student lab
<b>COMPUTER TOTAL</b>				<b>\$ 54,048.04</b>	
<b>LAPTOPS</b>					
5	1	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty	\$ 1,426.67	\$ 1,426.67	Sharon Rice - Patient Care Technician Program New system for department staff
6	2	Laptop Latitude 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Warranty	\$ 1,136.61	\$ 2,273.22	Myriam Lopez - (HEERF Institutional Award) for Lauren Starnes - Office of Institutional Equity New systems for department staff
7	1	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty	\$ 1,426.67	\$ 1,426.67	Sara Lozano - Division of Business Public Safety and Technology New system for Cosmetology department staff
8	1	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty	\$ 1,426.67	\$ 1,426.67	Sara Lozano - Division of Business Public Safety and Technology New system for Cosmetology department faculty
9	2	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty	\$ 1,426.67	\$ 2,853.34	Robert Ballinger - Political Science Program New systems for department staff
10	2	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty	\$ 1,426.67	\$ 2,853.34	Sharon Rice - Patient Care Technician Program New systems for department faculty
11	1	Laptop Precision Workstation 5570 CTO, Intel Core i7-12800H, 16GB Memory 512GB Hard Drive, NVIDIA RTX A1000, 4GB GBDR6, Docking Station, Warranty	\$ 2,375.57	\$ 2,375.57	Antonio S. Nunez - College Success Healthcare Program Replacement of out-of-warranty system for department faculty
12	50	Laptop Latitude 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, backpacks, Warranty	\$ 1,371.31	\$ 68,565.50	Myriam Lopez - (HEERF Institutional Award) for Lisa Walters - Library Public Services New systems for student check out district-wide
13	1	Laptop Latitude 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Warranty	\$ 1,136.61	\$ 1,136.61	Mario Morin - Mathematics Program New system for department faculty

**SOUTH TEXAS COLLEGE**  
**16. DISTRICT WIDE TECHNOLOGY REQUEST**  
**OCTOBER 18, 2022**

<b>LAPTOPS</b>					
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Requesting Department</b>
14	1	Laptop Precision Workstation 5570 CTO, Intel Core i7-12800H, 32GB Memory	\$ 2,618.79	\$ 2,618.79	Rachel Sale - Distance Learning
		512GB Hard Drive, NVIDIA RTX A1000, 4GB GDDR6, Warranty			Replacement of non-working system for department staff
15	4	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory,	\$ 1,427.79	\$ 5,711.16	Myriam Lopez - (HEERF Institutional Award) for
		256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty			Dr. Ricardo Solis - President's Office
					New systems for department staff
		<b>LAPTOP TOTAL</b>		\$ 92,667.54	
		<b>COMPUTER/LAPTOP TOTAL</b>		\$146,715.58	

**SOUTH TEXAS COLLEGE**  
**17. MICROSOFT CAMPUS LICENSE AGREEMENT**

<b>VENDOR</b>			Software House International (SHI) Government Solutions, Inc.	
<b>ADDRESS</b>			3828 Pecana Trail	
<b>CITY/STATE/ZIP</b>			Austin, TX 78749	
<b>PHONE</b>			512-914-3884	
<b>CONTACT</b>			Valerie Vacek	
#	Qty	Description	Unit Price	Extension
<b>Period: 11/1/2022 - 10/31/2023</b>				
1	2,400	Microsoft 365 A3 - Subscription License - 1 User - Hosted - Academic EES All Languages	\$ 61.68	\$ 148,032.00
2	96,000	Microsoft 365 A3 - Subscription License - 1 User-Hosted-Academic, Student-EES All Languages	\$ -	\$ -
3	170	Microsoft Windows Server Datacenter Edition - License and Software Assurance - 2 Cores - Enterprise - All Languages	\$ 39.86	\$ 6,776.20
4	15	Microsoft Visual Studio Professional with MSDN - License and Software Assurance - 1 User - Select ESS - Win - All Languages	\$ 56.32	\$ 844.80
5	350	Microsoft Windows Virtual Desktop Access - Subscription License - 1 Device Select, Select Plus EES - Win - All Languages	\$ 12.52	\$ 4,382.00
6	2,400	Microsoft Exchange Online Advanced Threat Protection - Subscription License - 1 User - Hosted - Academic Faculty - Campus School EES - All Languages	\$ 16.08	\$ 38,592.00
7	36,000	Microsoft Exchange Online Advanced Threat Protection - Subscription License - 1 User - Hosted - Academic, Student	\$ -	\$ -
8	6	Microsoft Project Online Premium - Subscription License - 1 User - Hosted - Academic, Faculty - Campus School EES - All Languages	\$ 126.34	\$ 758.04
9	5	Power BI Premium USL Edu a Sub Per User	\$ 51.68	\$ 258.40
10	3	ProjectPro ALNG LicSAPk MVL w/1PRjctSvrCAL	\$ 61.52	\$ 184.56
11	400	Microsoft Windows Server Standard Edition - License & Software Assurance - 1 Cores - Enterprise - All Languages	\$ 6.93	\$ 2,772.00
12	100	Microsoft Windows Remote Desktop Services - License & Software Assurance - 1 Device CAL - Academic - Campus, School, Enterprise, Select, SelectPlus, EES, Win - All Languages	\$ 9.53	\$ 953.00
13	20	Power BI Pro - Subscription License - 1 User - Hosted - Academic - Campus, School, EES - All Languages	\$ 24.12	\$ 482.40
<b>TOTAL AMOUNT</b>			<b>\$</b>	<b>204,035.40</b>

**SOUTH TEXAS COLLEGE**  
**18. FACILITY USAGE INTERLOCAL AGREEMENTS**

<b>VENDOR</b>			City of Edinburg		City of McAllen	
<b>ADDRESS</b>			415 W University Dr		1300 Houston Ave	
<b>CITY/STATE/ZIP</b>			Edinburg, TX 78539		McAllen, TX 78501	
<b>PHONE</b>			Jaime Acevedo		Yajaira Flores	
<b>CONTACT</b>			956-388-8204		956-681-3111	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Edinburg Municipal Auditorium - Amistades Concert Series 2022 - Fall Showcase	\$ 1,175.00	\$ 1,175.00		
2	1	Edinburg Municipal Auditorium - Amistades Concert Series 2023 - Spring Showcase	\$ 1,175.00	\$ 1,175.00		
3	1	McAllen Performing Arts Center - Tradiciones 2023 - Annual Concert Series			\$ 7,350.00	\$ 7,350.00
4	1	McAllen Convention Center - South Texas College State Dance Competition			\$ 9,794.00	\$ 9,794.00
<b>TOTAL AMOUNT</b>			\$ 2,350.00		\$ 17,144.00	

**INTERLOCAL AGREEMENT FOR USE OF CITY VEHICLE**

**THIS AGREEMENT** is entered into by and between the CITY OF McALLEN, Texas, a home-rule municipal corporation situated in Hidalgo County, Texas, hereinafter called “City,” and SOUTH TEXAS COLLEGE, a public institution of higher education, hereinafter referred to as “STC.”

**WHEREAS**, Texas Government Code, Chapter 791, authorizes the formulation of interlocal cooperation agreements between and among local governments; and

**WHEREAS**, Texas Government Code, §791.011 provides that a local government may contract or agree with another to perform governmental functions and services under the terms of the Interlocal Cooperation Act; and

**WHEREAS**, City will collaborate with STC to make the most efficient use of their resources for necessary training, networking, and educational/professional development as stated herein in the most practicable and efficient manner possible by allowing the use of a certain City vehicle for an educational purpose; and

**WHEREAS**, each party paying for the performance of governmental functions or services, if any, from current revenues available to each party; and

**WHEREAS**, City and STC mutually desire to enter into and be subject to the provisions of Texas Government Code, Chapter 791, also known as the Interlocal Cooperation Act.

**NOW THEREFORE**, it is agreed as follows:

**1. Term.** City hereby permits, at no cost, full use of the vehicle described below (“Vehicle”) to STC for a term beginning on May 01, 2022 and ending on August 01, 2023.

2011 Gillig 35’ Low Floor, Unit #80. VIN: 15GGB271XB1176487, TX. Lic. # 107-0165

**2. Vehicle.** The Vehicle shall remain in the exclusive possession, control and use of STC during the term of this Agreement.

**3. Purpose.** STC shall use the Vehicle exclusively in connection with the education and training of individuals enrolled in STC’s Commercial Truck License Institute – Bus Driving with Passenger Endorsement.

**4. Termination.** Either party may terminate this Agreement prior to the end of the Term for any reason or no reason by giving at least five (5) days advance written notice to the other party of the intention to terminate. Notwithstanding the foregoing, if a Commercial Truck License Institute – Bus Driving with Passenger Endorsement training course is in session during the time the notice of termination is issued, termination under this paragraph shall become effective only upon the

completion of the training course. If STC is in default of any provision of this Agreement, then City may terminate this Agreement immediately.

**5. Possession and Return.** STC shall be entitled to possession of the Vehicle on the first day of the Term. At the expiration of the Term, STC shall surrender the Vehicle to City by delivering the Vehicle to City or the City's agent in the same condition and working order, ordinary wear and tear excepted, as it was when STC took possession of the Vehicle. The Vehicle is and shall remain the exclusive property of the City. It is understood and agreed by City and STC that this Agreement does not convey title or ownership of the Vehicle to STC.

**6. Use.** STC shall, at all times during the Term, use the Vehicle in a careful and proper manner and comply with all laws, rules, ordinances, statutes and orders regarding the use, maintenance, and storage of the Vehicle. All operators of the Vehicle must be STC program instructors or students currently enrolled in the program.

**7. Condition.** STC or its agent shall inspect the Vehicle upon taking possession and acknowledge that the Vehicle is in good and acceptable condition subject to any visible damage or defects which shall be noted by STC.

**8. Maintenance.** STC shall, at its sole cost and expense, keep and maintain the Vehicle clean and in good working order during the Term. STC shall pay all operating and routine maintenance expenses, including the cost of fuel, incurred in connection with the operation of the Vehicle during the Term.

**9. Insurance.** STC shall be responsible for maintaining insurance on the Vehicle with losses payable against fire, theft, collision, and other such risks as are appropriate and specified by the City. STC shall provide proof of such insurance upon request by the City.

**10. Indemnification.** To the extent allowed by law, STC shall indemnify and hold harmless the City and its officers, agents, elected officials and employees, individually and collectively from any and all claims and demands by third parties, including, without limitations, employees and agents of STC arising from STC's possession or use of the vehicle. In any such indemnity, STC may assert the City's existing immunity from suit or limitation on liability as against any of such third-party claims against the City.

**11. Protection of Title.** STC shall keep the Vehicle free and clear of any liens or other encumbrances and shall not permit any act where the Lender's title or rights may be negatively affected. STC shall be responsible for complying with and conforming to all laws and regulations relating to the possession, use or maintenance of the Vehicle.

**12. Quiet Enjoyment.** The City represents and warrants that it has the right to grant the use of the Vehicle as provided in this Agreement, that STC shall be entitled to quietly hold and possess the Vehicle and that the City will not interfere with that right as long as STC complies with and performs all obligations under this Agreement.

**13. Sovereign Immunity:** This Agreement shall not constitute or be construed as a waiver of any of the privileges, rights, defenses, remedies, or immunities available to either party.

**14. Survival of Terms:** The terms and conditions of this Agreement that by their nature require performance by either party after the termination shall be and remain enforceable after such termination for any reason whatsoever.

**15. Force Majeure.** Neither party hereto will be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character.

**16. Independent Contractor:** In providing any goods or performing any services under the Agreement, the parties are, and undertake performance thereof, as independent contractors with sole responsibility for their own debts, obligations, acts, and omissions as well as for all persons employed in connection with the Agreement. Neither party shall have any authority to act for or on behalf of the other party except as may be expressly provided for in the Agreement.

**17. No Assignment or Delegation without Consent:** Neither party may assign or subcontract its rights, duties or obligations under the Agreement without the prior written approval of the other party and any attempt to do so shall be a breach of this Agreement and void.

**18. Entire Agreement:** The Agreement, and each of its provisions, shall inure to the benefit of, be binding upon, and be enforceable against each party hereto and their respective permitted successors, assigns, transferees and delegates and, unless otherwise expressly provided for herein, shall not be subsequently waived, amended, modified or altered except by mutual written agreement signed by each party's authorized agent.

**19. Severability; No Implied Waiver:** If a court of competent jurisdiction finds any provision of this Agreement illegal, ineffective or beyond the contractual authority of either party, then the offending provision will be stricken and the remainder of the agreement between the parties will remain in effect. No delay, failure, or waiver of either party's exercise or partial exercise of any right or remedy under the Agreement shall operate to limit, impair, preclude, cancel, waive or otherwise affect such right or remedy.

**20. No Third-Party Beneficiaries:** The Agreement is made solely and specifically among and for the benefit of the parties named herein and their respective successors and assigns, and no other person shall have any right, interest, or claims hereunder or be entitled to any benefits pursuant to or on account of the Agreement as a third-party beneficiary or otherwise.

**IN WITNESS WHEREOF**, the authorized representatives of the parties have caused this Agreement to be executed.

CITY OF McALLEN

SOUTH TEXAS COLLEGE

By \_\_\_\_\_  
Roel "Roy" Rodriguez, P.E.  
City Manager

\_\_\_\_\_  
Dr. Ricardo J. Solis, President

Approved as form:

\_\_\_\_\_  
Evaristo Garcia, Jr.  
Asst. City Attorney

**Review and Recommend Action on Evaluation Criteria for Competitive Procurement of Products, Services, and Products and Services**

Administration requests the Committee recommend Board approval of the evaluation criteria for competitive procurement of products, services, and products and services.

Purpose, Justification, and Benefit –To update the evaluation criteria used by the College to evaluate the competitive procurement of products, services, and products and services to include the new criteria listed in Section 44.031 of the Texas Education Code as follows:

- (8) for a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor’s ultimate parent company or majority owner:
  - a. has its principal place of business in this state; or
  - b. employs at least 500 persons in this state;

This new criterion is proposed by administration to be considered in addition to the previously Board approved criteria used by the College when evaluating the competitive procurement of products, services, and products and services. The inclusion of this criterion is reasonable as almost all other states’ procurement law allows for an advantage to vendors in their state.

Background – On November 26, 2013 the Board of Trustees approved the criteria used by the College for evaluating competitive proposals for the purchase of products, services, and products and services as listed in Section 44.031 of the Texas Education Code and are as follows:

#	Criteria
1	the purchase price
2	the reputation of the vendor and of the vendor’s goods or services
3	the quality of the vendor’s goods or services
4	the extent to which the goods or services meet the district’s needs
5	the vendor’s past relationship with the district
6	the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses
7	the total long-term cost to the district to acquire the vendor’s goods or services
8	any other relevant factor specifically listed in the request for bids or proposals.

An evaluation point scale or rubric was also approved for each criterion and follows in the packet. Each point scale also includes a score key to assist evaluators in scoring each evaluation criterion. The current and proposed criteria are as follows:

#	Criteria	Product	Services	Product and Services
<b>Current Criteria</b>				
1	the purchase price	50	40	45
2	the reputation of the vendor and of the vendor's goods or services	10	18	15
3	the quality of the vendor's goods or services	18	18	16
4	the extent to which the goods or services meet the district's needs	18	15	20
5	the vendor's past relationship with the district	3	3	3
6	the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses	1	1	1
7	the total long-term cost to the district to acquire the vendor's goods or services	**	5	**
<b>Total Points</b>		<b>100</b>	<b>100</b>	<b>100</b>
<b>Proposed Criteria To Be Added</b>				
8	for a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner:  a. has its principal place of business in this state; or  b. employs at least 500 persons in this state.	5	5	5
		It is recommended that 3 points be reduced from Criteria 1 and that 2 points be reduced from Criterion 3 for all types of procurement.		
<b>Current Additional Criteria</b>				
9	any other relevant factor specifically listed in the request for bids or proposals.	**Up to 5 points will be used from the purchase price if applicable		

It was requested that the Committee recommend that the use of the new criterion not be used for those purchases made with federal funds but instead continue to use the criteria and weights previously approved by the Board in 2013. While it was reasonable that vendors from Texas have an advantage when funds were generated from taxpayers within the state, this would not be the case for federal funds. Federal procurement requirements required that competition be encouraged to the maximum extent practical.

Enclosed Documents - The current evaluation criteria and weighted points for the solicitation of products, services, and products and services were provided in the packet for Committee's information and review.

Mrs. Mary G. Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, will be present at the Committee meeting to address any questions by the Committee.

The criteria was presented at the August 9, 2022 Committee meeting for approval and the Committee requested that it be discussed further with legal counsel. After further discussion with legal counsel, the item is being brought for consideration.

It is requested that the Committee recommend Board approval of the evaluation criteria for competitive procurement of products, services, and products and services as presented.

**SOUTH TEXAS COLLEGE  
PROPOSAL CRITERIA - PRODUCT**

	Product		
	Points	Score Key	
<b>1 Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	50		
<b>2 Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects)	10	8-10 5-7 2-4 0-1	Excellent Acceptable Marginal Poor/No Response
<b>3 Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
<b>4 Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
<b>5 Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
<b>6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b> a. Provided the Certification	1	1 0	Yes No
<b>7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services</b> a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
<b>8 Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business c. Trade-In of outdated equipment			Up to 5 points will be used from the purchase price if applicable

**Total Points**

**100**

**Definitions of evaluation terms:**

- Excellent** - respondent provided information which fully addressed or exceeded the requirements
- Acceptable** - respondent provided information which addressed most but not all of the requirements
- Marginal** - respondent provided minimal information on requirements
- Poor/No response** - respondent provided inadequate responses to requirements or did not respond

**SOUTH TEXAS COLLEGE  
PROPOSAL CRITERIA - SERVICE**

		Service	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>40</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>18</b>	<b>15-18</b> <b>10-14</b> <b>5-9</b> <b>0-4</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>18</b>	<b>15-18</b> <b>10-14</b> <b>5-9</b> <b>0-4</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>15</b>	<b>12-15</b> <b>7-11</b> <b>3-6</b> <b>0-2</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	<b>3</b>	<b>3</b> <b>2</b> <b>1</b> <b>0</b> <b>Excellent</b> <b>Acceptable/New Vendor</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses</b> a. Provided the Certification	<b>1</b>	<b>1</b> <b>0</b> <b>Yes</b> <b>No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost	<b>5</b>	<b>5</b> <b>3-4</b> <b>1-2</b> <b>0</b> <b>Excellent</b> <b>Acceptable</b> <b>Marginal</b> <b>Poor/No Response</b>
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

**Definitions of evaluation terms:**

- Excellent** - respondent provided information which fully addressed or exceeded the requirements
- Acceptable** - respondent provided information which addressed most but not all of the requirements
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**SOUTH TEXAS COLLEGE  
PROPOSAL CRITERIA - PRODUCT AND SERVICE**

		Product and Service	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>45</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>15</b>	<b>13-15 8-12 3-7 0-2</b> <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>16</b>	<b>13-16 8-12 3-7 0-2</b> <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>20</b>	<b>16-20 11-15 6-10 0-5</b> <b>Excellent Acceptable Marginal Poor/No Response</b>
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  <b>****New Vendors will receive two points</b>	<b>3</b>	<b>3 2 1 0</b> <b>Excellent Acceptable/New Vendor Marginal Poor/No Response</b>
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses</b> a. Provided the Certification	<b>1</b>	<b>1 0</b> <b>Yes No</b>
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost		Up to 5 points will be used from the purchase price if applicable
<b>8</b>	<b>Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals</b> a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		Up to 5 points will be used from the purchase price if applicable
<b>Total Points</b>		<b>100</b>	

**Definitions of evaluation terms:**

- Excellent** - respondent provided information which fully addressed or exceeded the requirements
- Acceptable** - respondent provided information which addressed most but not all of the requirements
- Marginal** - respondent provided minimal information on requirements
- Poor/No response** - respondent provided inadequate responses to requirements or did not respond

**Review and Recommend Action on an Interagency Contract for an Employee Assistance Program (EAP) between South Texas College and The University of Texas Health Science Center at Houston (UTHealth - UTEAP)**

Administration requests the Committee recommend Board approval of an Interagency Contract for an Employee Assistance Program (EAP) between South Texas College and the University of Texas Health Science Center at Houston (UTHealth - UTEAP) for the period of November 1, 2022 through October 31, 2023 at a total estimated amount of \$21,120 with an option to renew annually.

Purpose, Justification, and Benefit – To enter into an interagency contract with the University of Texas Health Science Center at Houston (UTHealth -UTEAP) to provide an Employee Assistance Program (EAP) for Benefit Eligible College employees for resources related to mental health services, work-life services, and leadership development services to resolve some of the gaps in employee benefits that currently exist at South Texas College.

Background – A core value of South Texas College is a commitment to excellence and innovation in teaching, learning, and services. This EAP proposal takes a holistic approach to supporting workplace issues by enhancing employee morale, increasing productivity, and improving quality of life, resulting in providing a better service to students. As such, Administration recommends that South Texas College enter into an interagency contract with the University of Texas Health Science Center at Houston (UTHealth - UTEAP) for the EAP needs of the College. Participation in the Employee Assistance Program (EAP) by College Faculty and Staff is in accordance with Policy #4300, Eligibility for Employee Benefits.

Administration conducted research on employee assistance programs and found that UTEAP meets the College's needs. In addition to providing EAP services to their own employees, UTEAP has been providing Employee Assistance Program services throughout Texas to municipalities, and institutions of higher learning for almost 40 years. Correspondingly, UTEAPs focus on providing supplemental well-being services to institutions of higher education ensures that the College augments employee benefits in a manner that is responsive and reflective of current standards within the industry.

The estimated annual cost of this contract of \$21,120 is for 1,600 full-time employees at a per employee monthly rate of \$1.10.

The Finance and Administrative Services Division evaluated the gap between the College's current workplace benefit structure and desired goals for its future state. The analysis identified three areas that could be supplemented in the College's benefit resources. These unduplicated benefit resources relate to employee mental health services, work-life resources, and leadership development resources. The supplemental benefit resources as part of this proposal are summarized as follows:

- Mental Health Services: With recent national concern about the mental health of students and school staff, providing mental health resources/services to employees

provides a valued resource to address workplace stress, fatigue, and life balance issues.

- **Work-Life Services:** Offering work-life service resources (i.e., financial consultations, estate planning resources, identity theft support, etc.) assist employees in dealing with personal and work-related concerns that can increase their stress and lessen their productivity.
- **Leadership Development Services:** A major component for the continued success of the College is the development of faculty and staff. The availability of leadership development service gives employees an instrumental tool to refine their leadership approach, understand their leadership styles, evaluate areas for improvement, and strengthen skills based on identified goals.

Currently, eight of the nine (89 percent) South Texas College peer colleges make an Employee Assistance Program available to their employees. A detail of these findings is outlined in the following table:

<b>Peer College (Per THECB)</b>	<b>EAP Provided</b>	<b>EAP Provider</b>
Alamo CC District	Yes	Deer Oaks
Austin CC	Yes	Deer Oaks
Collin County CC District	Yes	Deer Oaks
Dallas County CC District	Yes	Alliance Work Partners
El Paso CC	No	N/A
Houston CC System	Yes	COMPSYCH
Lone Star College District	Yes	UTHealth - UTEAP
San Jacinto College District	Yes	UTHealth -UTEAP
Tarrant County College District	Yes	Alliance Work Partners

In addition, the services provided through this proposed partnership between South Texas College and the University of Texas Health Science Center at Houston (UTHealth - UTEAP) are currently being used by other colleges and universities, as follows:

<b>Colleges</b>	<b>Universities</b>
Alvin Community College	Baylor College of Medicine
College of the Mainland	Stephen F. Austin State University
Lee College	Rice University
	Texas Southern University
	University of Texas HSC at San Antonio
	University of Texas – Rio Grande Valley
	University of Texas Medical Branch Galveston

Funding Source - Funds for this expenditure are budgeted in the Human Resources Department Employee Wellness budget for FY 2022 - 2023.

Reviewers – The interagency contract was reviewed by Todd Nelson, South Texas College Contract Manager - Purchasing, and by South Texas College's legal counsel, Mr. Jose Guerrero. The suggested revisions provided by Mr. Todd Nelson and Mr. Jose Guerrero have been adopted into the interagency contract presented as part of this packet.

Enclosed Documents – The EAP interagency contract, summary of components, and Employee Assistance Program Executive Summary follows in the packet for the Committee's information and review. This document is considered a draft at the time of this publication, since the UTEAP Legal Counsel has not completed their review of the revisions presented by South Texas College. A final contract will be presented at the October 18, 2022, Board meeting.

Mary Elizondo, Vice President for Finance and Administrative Services, and Laura Requena, Director of Human Resources, will be present at the Committee Meeting to address questions by the Committee.

It is requested that the Committee recommend Board approval of an Interagency Contract for an Employee Assistance Program (EAP) between South Texas College and The University of Texas Health Science Center at Houston (UTHealth - UTEAP) for the period of November 1, 2022 through October 31, 2023 at a total estimated amount of \$21,120 with an option to renew annually as presented.

THE STATE OF TEXAS

COUNTY OF HIDALGO

INTERAGENCY COOPERATION CONTRACT

THIS CONTRACT is entered into by and between the State agencies shown below as Contracting Parties, pursuant to the authority granted and in compliance with the provisions of the *Interagency Cooperation Act*, Chapter 771, *Texas Government Code*.

I. CONTRACTING PARTIES:

<b>Receiving Agency:</b>	South Texas College
<b>Agency Address:</b>	2501 W. Pecan Blvd.
<b>City/State/Zip:</b>	McAllen, TX 78501
<b>Agency Contact:</b>	Maria G. Elizondo
<b>Contact Telephone No.:</b>	956-872-3559
<b>FAX No.:</b>	956-872-8304
<b>Contact E-mail:</b>	marye@southtexascollege.edu

<b>Performing Agency:</b>	The University of Texas Health Science Center at Houston
<b>Agency Address:</b>	7000 Fannin, Suite 1670
<b>City/State/Zip:</b>	Houston, TX 77030
<b>Agency Contact:</b>	Monica Guidry, Executive Director UTEAP
<b>Contact Telephone No.:</b>	(713) 500-3321
<b>FAX No.:</b>	(713) 500-3330
<b>Contact E-mail:</b>	Monica.K.Guidry@uth.tmc.edu

II. STATEMENT OF SERVICES TO BE PERFORMED:

Unless otherwise expressly stated in the Contract, all representations, claims, warranties, descriptions and services set forth in the Employee Assistance Program Executive Summary for South Texas College, dated September 16, 2022 which is attached hereto as Exhibit "B" and prepared by Performing Agency, are incorporated herein by reference for all purposes.

See Exhibit A - Summary of Components for a listing of services to be performed.

III. BASIS FOR CALCULATING REIMBURSABLE COSTS:

Cost will be billed monthly at a per employee per month (PEPM) rate of \$1.10 PEPM. The initial employee count will be provided by Receiving Agency upon execution of this Contract and will be updated annually and the PEPM will be adjusted accordingly via an amendment to this Contract.

IV. PAYMENT FOR SERVICES:

Receiving Agency shall pay for services received from appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon vouchers drawn by the Receiving Agency payable to Performing Agency.

Payments for services performed shall be billed: **monthly**. Electronic wire transfer is the preferred method of payment.

V. TERM OF CONTRACT:

This Contract is to begin November 1, 2022 and shall remain in effect until canceled as provided for herein.

V . OTHER PROVISIONS, IF ANY:

- The Contract may be canceled by either party by giving 60 days written notice to the other party of its intention to terminate. The Receiving Agency shall remain liable for prorated monies outstanding as of the date of termination.
- The Receiving Agency shall pay the Performing Agency on a monthly basis for services rendered under this Contract. Payment shall be made within 10 days after receipt of billing. Reimbursement shall be made payable as designated on billings received from the Performing Agency.
- All notices, consents, approvals, demands, requests or other communications provided for, or permitted to be given, under any of the provisions of this Contract shall be in writing and shall be deemed to have been duly given or served when delivered by hand delivery or when deposited in the U.S. mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to Receiving Agency:           Mary Elizondo  
  South Texas College  
  2501 W. Pecan Blvd.  
  McAllen, TX 78501

If to Performing Agency:        Attention: Monica Guidry, Executive Director, UTEAP  
  The University of Texas Health Science Center at Houston  
  7000 Fannin, Suite 1670  
  Houston, TX 77030

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that, (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of State Government, (2) the proposed arrangements serve the interest of efficient and economical administration of the State Government, and (3) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the *Constitution of Texas* to be supplied under contract given to the lowest responsible bidder.

RECEIVING AGENCY further certifies that it has the authority to contract for the above services by authority granted in: Texas Education Code, Section 130.010 and the current General Appropriation for the biennium.

PERFORMING AGENCY further certifies that it has the authority to contract for the above services by authority granted in: Texas Education Code, Section 65.31 and the current General Appropriation for the biennium.

WITNESS THE DULY AUTHORIZED SIGNATURES of the persons hereinafter set out. The undersigned parties bind themselves to the faithful performance of this contract.

**RECEIVING AGENCY**

**PERFORMING AGENCY**

South Texas College

The University of Texas Health Science Center at Houston

(Name of Agency)

Name of Agency

By: \_\_\_\_\_

By: \_\_\_\_\_

Authorized Signature

Authorized Signature

Dr. Ricardo J. Solis, President

T. Kevin Dillon, Senior Executive Vice President, Chief Operating Office

Title

Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A - SUMMARY OF COMPONENTS**

The annual cost of performance of this Agreement for 1,600 full-time employees is Twenty-one Thousand One Hundred Twenty and 00/100 Dollars (\$21,120.00). The payment schedule is as follows:

Number of Employees.....	1,600
Total Annual Cost .....	\$21,120.00
Monthly cost per employee & family .....	\$1.10
Monthly installments.....	\$1,760.00

**Included in the PEPM rate:**

**Mental Health Services**

- ◆ Assessment, referral and short-term counseling (up to 3 sessions per employee/retiree per issue)
- ◆ Management/HR referrals for performance based issues

**Legal/Financial/Identity Theft Services**

- ◆ Free 30-minute (telephonic or in-person) consultation with an attorney
- ◆ 25% discount on hourly attorney fees for issues requiring representation
- ◆ Toll-free access to qualified financial advisors for a wide variety of financial issues along with supporting educational materials
- ◆ Online access to downloadable legal documents, legal/financial articles, and financial calculators
- ◆ Free 30-minute phone consultation with an identity recovery specialist

**WorkLife Services**

- ◆ Telephonic access to Child Care/Elder Care/Adoption resources and referrals
- ◆ Consultation, Interactive Tools and Resources for Daily Living issues

**Promotional**

- ◆ Trifolds/Posters/Wallet Cards available upon request
- ◆ Electronic promotional materials for distribution and posting on website
- ◆ Monthly on-line newsletter for employees, “Frontline Employees”
- ◆ Monthly on-line newsletter for Supervisors, “Frontline Supervisor”
- ◆ Monthly on-line worklife newsletter for employees

**On-site/Virtual Services**

- ◆ 2 Onsite Orientation, Kickoff, or Healthfair/Benefits to be agreed upon.
- ◆ 3 Virtual training, webinar and presentations topics to be agreed upon.

**Other Services**

- ◆ Ready access to UT Counseling and WorkLife Services website & resources ([www.uteap.org](http://www.uteap.org))
- ◆ Quarterly Utilization Reports

**Optional services to be provided on a fee-for-service basis:**

Additional Critical Incident Stress Debriefings.....	\$300.00 hr. plus travel
Additional Topical Seminars/Workshops, Leadership Trainings .....	\$250.00 hr.
Attendance at Wellness Fairs and Health Promotion Events .....	\$500.00/day

***\*Fitness for Duty evaluations and management of the return to work are not included but can be arranged through the EAP***



**Employee Assistance Program  
Executive Summary  
for South Texas  
College  
September 16, 2022**

# Introductory Letter

Maria G. Elizondo  
Vice President for Finance and Administrative Services  
South Texas College  
2501 W. Pecan Blvd.  
McAllen, TX 78501

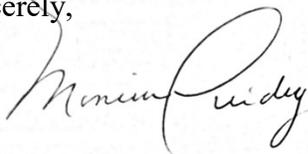
Dear Mrs. Elizondo:

Enclosed please find UTEAP's Employee Assistance Program Executive Summary for South Texas College. We are honored to be considered as a possible service vendor for the South Texas College campuses. UTEAP brings unique qualifications which include providing EAP services to our own employees as well as more than 50 external customers for more than thirty years. UTEAP has an unsurpassed level of experience in dealing with institutions of higher learning staff and faculty. We understand issues, successes, and challenges higher education experiences on a daily basis and are committed to a holistic approach in the design of our proposed services.

The attached proposal provides you with our core EAP services which are based on the information that we discussed previously which includes some your organization's commitment to address the mental health needs of your employees and their family members. An EAP program provides your employees and their family members with the knowledge that leadership cares and they have the ability to confidentially reach out when they require counseling assistance or other resources to address the challenges. You mentioned that South Texas College was also looking at developing relationships through a MOU with some local mental health providers as an alternative to the EAP. If chosen as your EAP partner, we are willing to include these providers in our network, if they are not already contracted with us.

Our goal is to provide employees with 24/7 access to WorkLife and counseling services before there are workplace performance concerns and or in response to any community incident that might occur requiring a mental health response. Our work is to enhance employee engagement through our proposed activities and services, as well as be a partner with management regarding distressed employees and workplace productivity. We want to be your EAP. Please do not hesitate to contact me if I can provide any additional information regarding UTEAP or the services we provide.

Sincerely,



Monica Guidry, LCSW  
Executive Director UTEAP  
7000 Fannin Street, Suite 1670  
Houston, TX 77030  
[Monica.K.Guidry@uth.tmc.edu](mailto:Monica.K.Guidry@uth.tmc.edu)

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## About UTEAP

UTEAP is based in Houston, Texas, and is a program of The University of Texas Health Science Center at Houston (UTHealth). In addition to providing EAP services to our own employees, we have been providing Employee Assistance Program services throughout Texas to institutions of higher learning as well as Texas non-profit organizations and municipalities for almost forty years. Our EAP has been successful in meeting the needs of these organizations by building our service around the unique requirements in today's workplace. Our focus is on providing EAP services to Texas Employers only, thus allowing us to better respond to the needs of Texas employers.

It is our experience that most organizations need more than an insurance network of mental health clinicians. Organizations need a partner that can help their employees with personal well-being and managing life during difficult times. South Texas College deserves an EAP partner that is experienced in an evolving landscape as well as understands the unpredictability and unique situations that can occur with institutions of Higher Education. We also understand that South Texas College employees, in all positions, must be exceptional in their ability to maintain composure when dealing with the students, the parents and the community. Employees in various departments must always be professional with their students, peers, and the community, as a whole. We are aware that issues such as Title IX investigations, diversity and inclusion among faculty, staff and students, as well as violence at the workplace or away from work, may affect your employees, their families, and your organization. Alcohol and drug use can also a significant risk for any of your employees. We also recognize the impact that the COVID pandemic has had on mental health as a whole and UTEAP has the resources available to assist employees and family members find tools to deal with this.

UTEAP has a state-wide network of providers and can deliver both tele-health and in-person counseling. Over the years, we have increased our offerings of WorkLife services, to address the ever-changing needs of the employees we serve, including legal consultations, identity theft, financial services and consultations, caregiver support, online workshops, and online health screenings to bring awareness to and support the well-being of any organization.

Our front-line staff and clinicians are acutely aware of the need to deliver a unique and individualized service for every telephone caller. We recognize that when individuals call us, they may be in emotional distress. We listen respectfully to each caller and take the time to understand the concerns of each situation. We recognize we have that one moment in time to make a difference with every call. Assisting callers with drug and alcohol problems or mental health concerns is a specialized skill that we take pride in facilitating immediately. This may include guiding the employee or family members through the multitude of choices using their insurance plan, selecting the best level of care or closest available facility on their health plan. We will continue to engage and monitor that employee through the entire treatment process. If there is concern at the workplace, we are available to consult with HR and the manager to discuss the best way to approach the employee. We also offer bilingual counselors, a language line, match counselors to fit the needs of employees and their family members, and provide 24-hour crisis assistance. Our goal is to assist your employees in solving their personal problems and develop strategies for well-being before their workplace performance suffers. We also offer ways to manage risk for supervisors and managers when dealing with difficult workplace situations. **We are that EAP!**

## Why We Are Different

**UTEAP offers more than counseling services.** You have described your specific employee demographic in the South Texas region. Many of them are impacted by the mental and physical impact of COVID, are teaching, guiding and graduating first generation college students, or may even be part-time students themselves. And although there is a willingness to recognize the mental health needs of our employees and our community, there are still employees who experience stigma or fear in reaching out for help. Even with the most sophisticated promotional program, many of your employees will not always reach out for counseling but our goal is to offer more than counseling. Some employees do not know that the EAP can assist them in developing new skills to manage stress, get along with co-workers or effectively resolve conflict. Although our counseling services provide exceptional and effective resources to those who call for help, UTEAP provides avenues for those employees who may not have a need for personal or family counseling, but instead have a life issue and need guidance or coaching. Our mission is to find opportunities to reach out to all employees about ways to be successful in their personal and professional lives. Our strategy is multi-focused:

- **Individual and family services through our network of mental health professionals as well as our Resources for Living** (WorkLife services) to assist employees with solutions for their legal, financial, childcare and eldercare issues, family and other personal needs that may impact their performance and productivity.
- **Organizational support to ensure that our services are aligned with South Texas College’ policies and procedures as well as your institution’s benefits and other programs.** As a part of the organizational support, UTEAP will assign an account manager who will be your first point of contact for issues or requests regarding workplace consultation. UTEAP strives to integrate our services into all aspects of the health and safety of your organization. If there is an annual benefits fair, we can also use that opportunity to offer employee or management skill-building. We can offer live-streaming workshops or information sessions as well as recorded, on-demand, workshops or resources. Our website provides webinars on a wide range of topics to assist employees and leadership who may need additional tools for workplace success such as anger management and dealing with difficult people.
- **Unlimited management and supervisory consults and resources to become knowledgeable about what prevents them from having crucial conversations with employees as well as how to approach and deal with distressed, disruptive, or impaired staff.** These services assist the organization in managing overall workplace productivity and employee engagement. The workplace is not immune from the personal life events as well as professional challenges our employees experience. 20% of our previously productive employees may have a change in the ability to perform their jobs due to a personal or workplace event or challenge. Traditional management techniques do not seem to be effective typically because it is about a life situation or emotional well-being of the employee. Employee retention can be a focus of the discussion and UTEAP can be a thought partner with you and your leadership to collaborate to identify and develop the right strategy to refer the employee to the EAP for assistance in addressing the issue that is impacting on their performance. This process and scope of services is more completely explained on page 8 and 9 of this document.

## Program Promotion

Making the EAP easily accessible for both managers and employees involves much more than simply handing your employees an EAP brochure during orientation or open enrollment. At UTEAP, we are committed to ongoing promotion of the EAP for your employees. We will work with you to identify avenues in which the EAP can be integrated, such as web links specific for South Texas College, articles in your employee newsletters, webinars at department meetings, joining with your wellness promotions, etc. Some examples include:

**Promotional Materials:** As part of our implementation plan, we will send you a variety of electronic materials that you can distribute promoting the EAP. These include electronic brochures (in English and Spanish) that you can display on your HR website and other material that you can place in break rooms or at key locations for employees to see. In addition, we send the Human Resources liaison links to the monthly newsletters for supervisors and employees on key topics that impact both the workplace and work life. The HR Liaison can then distribute these or post on your website. Many promotional materials are available in both English and Spanish.

**Employee Orientation:** This orientation available through a webinar, online, or in-person (if agreed upon), provides your employees with valuable information about who is eligible for the services, the process for making an appointment and what the employee can expect when they call in. In addition, the information session also covers confidentiality, how to use the website, and will provide your employees with examples of the most common type of problems that are helped through the EAP. This training is also available on-demand on our website or recorded for your website.

**Wellness/Benefit Fair:** Many organizations have a yearly benefits fair or a wellness/health fair. These types of events give us the opportunity to be visible, answer questions for those employees who may not pick up the phone and call us and enables us to demonstrate the website resources we will make available to South Texas College employees. UTEAP can also partner with your wellness program staff as a way to connect mental health into the in-person or for live virtual events.

**Management and other Training:** South Texas College may choose to also provide a workshop for your HR staff as well as your department leaders and/or managers. The typical format includes a review of the Employee Assistance Program so that supervisors can remind employees of the services when life events happen to your employees; and not all of these are negative life events. For example, when an employee submits a request for FMLA due to the birth or adoption of a child, it is a good time to also mention the services provided through the EAP and WorkLife. Our WorkLife team offers tool kits for expecting parents and new parents as a means to help deal with the stress, suggestions on taking care of yourself as well as ways to re-organize your life as a new parent. Examples of difficult situations are also included in the management training which can include a roundtable of various issues that managers can experience along with examples of how to be compassionate but also aware of trends that may be happening. Supervisory training can be delivered via webinar or streamed to various locations. It is also available online for viewing anytime and can be presented as a part of any new manager's orientation. As part of this proposal, we have provided some workshop/training hours that can provide employees tools on a variety of topics, such as Managing Stress, Dealing with Difficult Situations, Resiliency, Mindfulness, Positive Self-Care and many

other informative seminars, geared to meet your organization's needs. These can also be delivered virtually or in-person, if agreed upon.

**Trauma/Critical Incident Services:** Trauma in the workplace is a frightening and unfortunate reality that occurs unexpectedly. Serious injury or death of an employee following a workplace accident, an act of violence, the death of a beloved employee or a natural disaster can have unforeseen repercussions throughout your entire organization. Should South Texas College experience a traumatic event, we will arrange for your employees to speak with a professional. In addition, we can discuss ways we can assist you in crisis management response that begins with a consultation with your account manager to determine the best approach to the situation.

## Clinical Component

**(1) 24-hour Access:** Employees and family members can contact the EAP in a variety of ways: telephone, email, or via our website just to name a few. During normal business hours, callers will reach our office and the customer service triage staff are there to assist. Employees can also use our online request for services form to begin the EAP process. Regardless of how they contact us, the EAP is available 24 hours a day, seven days a week, for crisis situations. All calls after-hours and on weekends/holidays are answered by masters-level mental health clinicians who assess the needs of the caller and ensure that any crisis/emergency situation is handled according to our protocol. Our Houston based on-call counselors are also available for in the moment support if needed. We also offer a language line that is accessible 24/7.

**Emergent Issues during Business Hours:** During normal office hours, if a client states that they are in crisis and/or they request to speak with a counselor immediately, our normal procedure is to have the caller speak to one of our Houston licensed mental health staff at the time of the call. A clinician will assess the client by phone to determine stabilization or need for immediate referral to a local resource.

**Telephone Assistance:** Many employees call to simply gather information about UTEAP or to have a specific question answered. These may involve questions such as the following:

"I'm really having some problems with my teenage daughter. It seems like every time we talk, we end up yelling at each other."

"My mother needs in-home meal services. She refuses to allow me to set up the delivery, what can I say to her to encourage her to take advantage of the services?"

"I have been really feeling depressed lately. I really don't want an appointment; can I just talk with someone?"

Regardless of the question or the need for support, we are here to provide reassurance, offer solutions and encourage face-to-face services.

**(2) Short Term Counseling and Referrals to Private Practitioner and Community Resources:** We understand that often it is difficult to make the first call to the EAP to ask for help. Our goal is always to make that call as easy as possible. All UTEAP Customer Service staff receive extensive training in telephone response and etiquette and are experts in arranging individualized services to meet the needs of each caller. Through

reassurance and a calm approach, our front office triage staff provide a list of referrals that meet the caller's needs for counseling, WorkLife services, or schedule multiple levels of service. The employee or family member can then choose which provider they want to see for their EAP issues. We match callers to counselors best suited to help them.

At times callers are distressed, tearful or in need of immediate therapeutic support. These callers will be triaged and able to talk with one of our licensed staff. On more routine calls, the employee will be welcomed to UTEAP, reassured, and asked a few brief questions to determine where they work, the type of problem they are experiencing and what geographic area they would like to be seen. A coordinated referral is then made to one of our UTEAP network providers who is skilled in treating the presenting concern and also covered under the individual's health benefit plan. UTEAP can assist with any work or personal related issue/problem that is causing the employee or family member distress. Our clinicians are trained to start the sessions based upon what the client identifies as the issue. *What is most critical is to help the employee explore the extent to which the problem is affecting the workplace.* This can include traditional mental health issues, stress, depression, alcohol/drug addiction, marriage and family issues etc.

In addition, our EAP counselors can assist with co-worker communication, time management, and identify ways to handle issues with a supervisor. Of greatest concern are also issues associated with safety including unsafe relationships, spousal abuse, child abuse and elder abuse. Although our counselors do not provide legal or financial advice, these types of problems greatly upset an individual's ability to concentrate and can generate significant stress for the individual. Our counselors are available to provide support during these stressful times. The counseling provides employees and their eligible dependents face-to-face (or virtual) assessment and counseling sessions per problem area at no cost to the client, addressing any of the issues below, or any other problems that may be influencing the individual's work performance or home life. If individuals require long-term counseling or more intensive treatment, a referral will be made to the benefit plan or a community resource. The number of sessions is listed at the end of this document.

Recently it has been our experience that many employees identify workplace stress, fatigue, and life balance issues as some of the major reasons for needing assistance. In addition, clients calling in for some of the issues below (legal, financial, retirement, health, and wellness) are helped through our WorkLife services.

Issues may include:

- Marital, family, or relationship issues
- Substance abuse/addictions
- Job dissatisfaction
- Workplace professionalism
- Conflicts with co-workers
- Financial and legal issues
- Emotional problems
- Health and wellness
- Legal issues
- Retirement transition
- Elder Care and Child Care Resources and Tools

### **(3) Confidentiality**

Confidentiality, recordkeeping, and the release of information related to EVERY employee or family member's contact with UTEAP is held in strict confidence. Exceptions to Confidentiality are defined by law and include the threat of harm to self or others, child abuse/elder abuse and court-ordered release of Protected Health Information. Information regarding the use of the EAP by employees or family members is never released to the college without the written consent of the employee.

### **(4) Credentialed Provider Network**

About 10% of the + 300+ statewide providers in UTEAP's network are licensed psychologists; the remainder are licensed professional counselors, licensed marriage and family therapists, licensed social workers, and licensed alcohol and drug counselors. Requirements for acceptance to the UTEAP Network include that a provider must be licensed to practice in their state, with no actions recorded against them from the licensing Board. They must practice in a professional office location and adhere to our Practitioner Credentialing and Re-Credentialing Policies and Procedures. All providers must re-apply for continued provider status every three years. We currently have 142 providers who speak a second language. Many providers offer evening appointment hours and some practices offer services on weekends. In addition, some of our providers also have been approved to offer telephone or confidential telehealth counseling services for those employees or family members who are unable to meet face to face with a counselor.

### **(5) Online Web Services**

UTEAP offers those employees and family members, who wish to explore in the comfort of their own home, a website with all of our EAP offerings as well as information on how to access our WorkLife portal. If chosen as the EAP vendor, UTEAP will create a landing page with login credentials specific to the South Texas College, which will also give us aggregate statistics on the EAP websites most visited by your employees or family members.

#### **[www.uteap.org](http://www.uteap.org) Web Resources available include:**

- Online information request and appointment availability requests
- Direct access to the WorkLife portal through [www.mylifevalues.com](http://www.mylifevalues.com)
- Online trainings geared towards staff, and supervisors on a variety of topics
  - Trainings for Employees
    - Customer Service Fundamentals
    - Dealing with Conflict
    - Effective Communication
    - Effective Time Management
    - Employee Drug Free Workplace Education
    - Valuing Diversity
  - Trainings for Supervisors
    - UTEAP Leadership Training
    - Workplace Harassment Prevention

## South Texas College Leadership and Management Services

**Liaison Coordination:** UTEAP will assign an Account Manager, who is an experienced licensed clinician, to meet with the South Texas College at contract award and periodically throughout the term of the agreement. The Account Manager will be the first point of contact for all questions regarding the contract, specific customer issues and management consultations and referrals.

**Management Consultations:** UTEAP will provide coordinate with your HR team to provide *unlimited* telephonic management consultations with your UTEAP Account Management team. UTEAP realizes that it is essential our team be available to your supervisors and managers at times where they may need help, suggestions, and support in approaching difficult situations or confronting behavior and performance concerns within the workplace.

When job performance problems surface, we will encourage your supervisors and leadership to coordinate with your HR staff and to call our office and discuss methods to approach the troubled employee and confront the behavior or concern. We find that the longer a manager waits to address the behavior the more other employees become angry or disengaged. Consultation with UTEAP staff offers an opportunity to discuss various aspects of the behavior and to develop a “plan of action” that will result in change while ensuring that the action taken is not discriminating or harassing. We want to reassure you that we will always involve your Human Resource Department or other designated individuals in these consultations and always refer the supervisor or manager back to your organizational Policies and Procedures prior to taking any action.

Supervisors call for consultation for many reasons, below are examples of a few recent requests.

- *You have a relatively new but skilled IT Help Desk Technician. This employee is always responsive to internal customers and adds a great deal to the team. Unfortunately, the employee has been late for work three times in the past week and shares “I am just not a morning person.” Your staff expects you to “deal with the situation.”*
- *It is Performance Appraisal time again. You have documented several performance concerns on a long-time employee but last time you confronted the behaviors, she became angry. You need some ideas on a new approach.*
- *Leadership discovers that an incident happened over the weekend at a bar that involved a teacher. There were claims that alcohol played a role in the incident, but what is your role in addressing the issue since it was off hours?*
- *Three of your administrative support staff members who have always worked well together are “no longer speaking with each other.”*
- *A long-term employee collapses at work and his co-workers take heroic measures to assist the employee prior to being transported to the hospital. The co-worker seems medically critical. Your team is very upset.*

We will coordinate with your HR team to understand the policies and procedures of your organization. We are aware of the critical regulatory responsibilities of the College.

**Management Referrals:**

If South Texas College wants to consider using management referrals through the EAP, UTEAP will work with your South Texas College HR Leadership to define a process for Management Referrals. Management Referrals can be a very proactive tool to assist employees in changing their performance or workplace behavior. Typically, Management Referrals are included in the organization's policies and procedures as an optional tool available to managers and/or the HR performance improvement process. Most often, this type of referral is made following a policy violation. Perhaps an employee has an anger problem and is explosive in the workplace, or a harassment complaint is filed, maybe two team members are in constant conflict, or an employee fails a drug or alcohol screen. These are only a few of the many reasons your leadership may wish to make a management referral to UTEAP.

The first step in making a management referral is a telephone consultation with a UTEAP management referral specialist. This individual has received special training, will be assigned to your account and will be your primary contact for making a referral. During the consult, your supervisor will be coached through the process of securing a Release of Information, having the Supervisory Referral Agreement signed, conducting the meeting with the employee along with the exact process of making the referral.

Our team will be there to assist you in supporting your Drug Free Workplace and in meeting State and/or Federal Regulations for education, testing, documentation, treatment compliance, follow-up testing and providing continued support to your leadership in confronting and dealing with substance abuse issues.

The EAP Account Managers' role is to support your leadership in applying your policy and freeing your supervisors, safety managers and human resource staff from the tedious and time-consuming monitoring of countless details associated with the return of an employee to full production following a failed drug screen. All compliance monitoring, case management and monthly reporting is included in our quoted costs.

**Utilization Reports:** Utilization Reports are sent to the district every quarter. These reports are easy to read and present a confidential review of clinical assessments and WorkLife cases, types and number of issues presented, some demographics of the users (faculty/staff; number of users by gender, ethnicity, and even campus, supervisor consultations) and other information important in measuring the value of your program and in evaluating the services received. Your organization can use this information to plan future health benefits, select topics for health fairs and other education events and begin to design strategies to contain health care costs. Reports are also available On Demand at no additional cost, if they are part of our data gathering process. When you are preparing reports or budget meetings and have a need for utilization information, simply call our office and your latest utilization information will be sent to you via e-mail. Website utilization will be available every six months.



## Legal Resources and Referrals

Our network of legal professionals can assist your employees with everything from preparing a simple will to handling a liability lawsuit. Core benefits include:

- **Consultation:** Each employee is entitled to one initial thirty-minute office or telephone consultation per issue at no cost with a network attorney. If the employee wishes to retain the participating attorney after the initial consultation, they will receive a preferred rate reduction of 25% from the attorney's normal hourly rate.
- **"Do It Yourself" Legal Forms Document Preparation:** Our simple and inexpensive online/assisted (access to telephonic document preparers) process will enable consumers to complete their own legal document preparation from the comfort of their own home, without incurring the cost of an attorney, or dealing with lengthy completion and delivery periods. Employees will receive a preferred discount of 10% off regular rates.

*"When I heard at our open enrollment meeting that we were able to do a Simple Will through our EAP service I was surprised. Today, for the first time we have a Will. This is something my husband and I had discussed for years and never contacted an attorney. We are so happy to finally have this done."*

*--Lone Star College - North Harris*

Types of forms include divorce, wills, living wills, powers of attorney, immigration, and much more.

- **Free Simple Will:** Employees may complete a simple will at no charge. Our interactive Online Will Program provides employees with a resource to create their own State-specific Will privately in a secure online environment.
- **Estate Planning:** Through relationships with estate planning law firms, employees can access the most popular of estate planning/asset preservation vehicles at prices as low as 25% off the normal fees. These services include Wills, Revocable Living Trusts, Charitable Trusts, and others.
- **Online Services:** Each employee has unlimited access to our legal web platform which includes over 5,000 enhanced legal and financial forms, more than 45 financial calculators, professionally written articles, FAQs, and much more.

The above services are available for a variety of legal issues that may be concerning your employees. Some of the more common issues that we see legal referrals for include:

- **Civil/Consumer:** Retail transactions, warranty, and other consumer product matters, issues relating to governmental entitlements and benefits, advice on small claims court and other general legal matters

- Personal/Family: Adoption and guardianship, custody and support matters, divorce, separation, and annulment issues, name changes, other domestic or family law issues
- Financial: bankruptcy representation and defense of related legal issues
- Real estate: assistance in the sale or acquisition of property, lease and other rental agreements, property boundary disputes, and other matters surrounding personal property
- Criminal: defense of both misdemeanor and felony criminal acts
- IRS/Taxes: negotiation with the IRS, whether in an audit environment or to assist them with a lien or balance due, in order to affect the most favorable outcome
- Immigration and Naturalization: green cards, U.S. citizenship, work and student visas, family- based immigration, deportation and removal defense, INS and immigration court appeals, asylum and many immigration issues

*Matters involving disputes or actions between employees and their employer, plan sponsors, agents or their offices, directors or employees are specifically excluded from eligibility of this plan. Also excluded are matters that in the attorney's opinion, lack merit. Court costs, filing fees, and fines are the responsibility of the employee.*

## Financial Consultations and Referrals

**Financial Consultations:** Each employee is entitled to a no-cost telephonic consultation with our financial counselors. Typical matters include credit-counseling, debt and budgeting assistance, tax planning, retirement, and college planning questions. These services are provided by seasoned financial professionals and licensed CPAs. Telephone consultations are generally limited to 60 minutes per issue.



**Tax Preparation and Consultation Component:** Employees are entitled to receive a 30-minute income tax planning related consultation per year on each separate tax issue they encounter. Preparation of all personal income tax documents are prepared by a CPA at a preferred rate reduction of 25% from the CPA's normal fee.

Examples of the types of covered matters include:

- Developing a Spending Plan
- Rebuilding Your Credit
- Getting Out of Debt
- Tax Levy/Wage Garnishment Resolution
- Pre-Retirement Analysis
- Home Buying Strategies
- Mortgage Refinance Check-Up
- College Funding Analysis
- Income Tax Services

## Identity Theft Resolution Service

Identity theft and other related crimes can be devastating. Our comprehensive free program provides legal, financial and ID theft resolution services. Employees will have one point of contact for all their ID theft resolution needs. These services can save the employee thousands of dollars in legal expenses and countless hours of valuable time.

The Identity Theft Resolution Service is an interactive advocacy service that provides education, guidance, counseling, legal, and financial assistance to victims of fraud related crimes. This service includes:

- Fraud resolution counseling, deterrence, and education
- Assistance with notification to creditors and third parties of ID theft
- Case file preparation
- Assistance with ID theft affidavits and fraudulent account summaries
- Financial counseling
- Legal document preparation assistance
- Free legal consultations and discounts on legal services
- Mediation assistance

## WorkLife Resources and Referrals

As part of the EAP benefit, UTEAP offers a variety of different WorkLife services for your employees and their family members. Employees can receive immediate, one-on-one assistance from our WorkLife Counselors. In addition, employees may also seek assistance on their own via UTEAP's confidential website.

Below are examples of WorkLife referrals that are commonly provided:

- Child care centers
- Care for children with special needs
- Adoption agencies and services
- Before- and after-school child care programs
- In-home child care (nanny, au pair)
- Emergency and back-up care
- Tool kits for new parents
- Tool kits for expecting parents
- Enrichment programs
- Schools
- Adult day care
- Assisted living facilities
- Senior centers and housing
- Respite and home health care
- Geriatric care management
- Tool kits for adult care-givers
- Tool kits for healthy living and exercise

Our WorkLife counselors are uniquely poised to respond to your employees' dependent care needs based on their outstanding educational credentials and professional experience. Each counselor is familiar with a wide range of care resources and is adept at customizing searches for the best possible solutions for the employee's WorkLife problems.



What this means for your employee is that the WorkLife counselor will handle all the legwork: calling every prospective provider to verify pricing and availability and to make sure the services provided by that organization meet the needs of the employee.

WorkLife counselors will call providers, facilities, and agencies in order to find appropriate referrals with openings that meet the employee's needs. Finding appropriate referrals can take 50 or more phone calls that the counselor (not the employee) makes. Once providers are identified, the WorkLife counselor calls the employee back with confirmed referrals. As per the employee's needs, the WorkLife counselor will mail, and also fax or email the provider profiles. They will also read and explain the referrals over the phone.



The provider profiles that the employee will receive are comprehensive summaries of the provider's services and features. Each profile contains information about the provider including name of the provider, service(s) provided, location, phone number, price, provider training, staff to child/elder ratio, health and safety information, availability of service and other essentials. The WorkLife counselor always emphasizes that, after receiving the profiles and referral packet, the employee is encouraged to call back as needed to clarify and discuss the referrals and care issues. In addition, the WorkLife counselor will follow-up with the employee two weeks after the referral packet is mailed to confirm that all materials were received and understood and that a decision about care has been reached.



## Summary

Thank you very much for reviewing our proposal. When we spoke, South Texas College was looking for ways to provide confidential and local mental health services to your employees and their family members. During our conversation, we shared that there are many life events that impact on an employee's energy, productivity and satisfaction with their career, life, and family. We would appreciate the opportunity to work in partnership with South Texas College to design and provide the Employee Assistance Program to serve your employees and families. From the first call, your employees will receive the best of care from our Customer Service Representatives who will arrange service personalized to your employee or family member's needs through our network of community-based clinicians. Our Account Managers are here to support you, your leadership, and your employees dealing with difficult situations and it is our belief that you will see a change in employee performance and morale, reduce absenteeism and accidents, and assist you in maintaining a positive and supportive work environment, conducive to employee retention, health, loyalty, and dedication.

Our intention in delivering EAP services to the South Texas College is to establish a long-lasting business relationship. We promise we will listen and respond to your business concerns, needs, and preferences.

We want to be that EAP for South Texas College.

We look forward to future discussions and welcome further questions.

Respectfully submitted by

*Monica*

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<b>EAP SERVICE GRID COST FOR SOUTH TEXAS COLLEGE COVERAGE OF 1600 EMPLOYEES</b>		
<b>Clinical Service</b>		
Face to Face and Virtual Assessment and Short-Term Counseling with Licensed Clinician	Three (3) Visits per Issue plus trainings: 2 Onsite trainings & 3 Virtual trainings	Five (5) Visits per Issue plus trainings : 2 Onsite trainings & 3 Virtual trainings
Specialized services for emergency personnel on burn-out prevention and crisis response	Included	Included
<b>Program Features</b>		
24-Hour Phone Access-Licensed Counselor ALWAYS available	Included	Included
Internet Appointment Request	Included	Included
ATT Language Line--140+ languages	Included	Included
Toll Free Number	Included	Included
Houston Based Designated Account Manager	Included	Included
<b>Program Promotion and Training</b>		
Program Launch with live-streamed presentation at key events such as health fair, benefit fair, convocation. Recordings Available	One live-stream session within 2 weeks of program launch	One live-stream session within 2 weeks of program launch
Monthly Employee Newsletter in English and Spanish emailed to your HR Liaison for distribution	Included	Included
Monthly Leadership/Supervisor Newsletters emailed to your HR Liaison for distribution	Included	Included
Pamphlets at Program Introduction & Health Fairs	Included	Included
Color Posters as well as Electronic File	Included	Included
Promotional materials available in Spanish	Included	Included
Virtual Training or Onsite Workshops – Topics at the Choice of Leadership (Grief Groups, Leadership Training, Stress, Mindfulness, etc.)	5 virtual	5 virtual
Onsite or Virtual Services in excess of hours above	\$300 per hour	\$300 per hour
<b>Online Presence and Online Education</b>		
Unlimited webpage browsing, access to tools within robust work-life services	Included	Included
Harassment Prevention	Included	Included
Violence Prevention Training	Included	Included
Workplace Diversity Training	Included	Included
Conflict Resolution Training	Included	Included
Drug Free Workplace (Employee)	Included	Included
Online and on-demand Leadership Training for EAP	Included	Included
Employee and Family Orientation	Included	Included
<b>Work Life Services</b>		
Care Kits for the Following Life Events: Pregnancy Care Kit, New Baby Care Kit, Child Safety Care Kit, Active Adult Care Kit, Elder Care Kit	Included	Included
Elder Care and Child Care Consultation & Referral	Included	Included
Financial Consultation-Free Phone Consultation with Certified Financial Consultant	Included	Included
Legal Consultation/Referral – 30 min Free Consultation with Network Attorney	Included	Included
ID Theft & Fraud Protection	Included	Included
Financial and Legal Forms including Free Simple Will	Included	Included
<b>Leadership Support</b>		
Quarterly Utilization Reports	Included	Included
Unlimited Leadership Consultation Re: Difficult Workplace Situations	Included	Included
Unlimited Performance Related Management Referrals. Case Management	Included	Included
<b>Cost</b>		
<b>Per Employee Per Month (Guaranteed for 3 Years Under Interagency Agreement) Based on 1600 Employees</b>	<b>\$1.10</b>	<b>\$1.18</b>

## **Our Featured Clients**

Alvin Community College  
Baylor College of Medicine  
College of the Mainland  
Stephen F. Austin State University  
San Jacinto College District  
Lone Star College System  
Rice University  
Texas Southern University  
Lee College  
University of Texas HSC at San Antonio  
University of Texas – Rio Grande Valley  
University of Texas Medical Branch Galveston

UTEAP can provide you with references from any of our current customers.



## People Who Use UTEAP Say, "It Works!"

"...My counselor really listened to my concerns, and he was genuinely interested in helping me."

"...I was so anxious when I called. My counselor calmed my fears in no time, and found care for my mother in another state!"

"...She was professional, knowledgeable and did all the legwork — saving me many hours of frustration and effort."

"...I was relocating from another state. Having this service to help me find child care was tremendously valuable."

"...The referrals and educational materials are all first-rate. My counselor was helpful, kind, and efficient!"

*Child Care • Elder Care  
Care for Disabilities*

*Legal Services • Financial Counseling  
Counseling Services • Wellness Resources*

**Your Free One-Stop  
Referral Benefit**

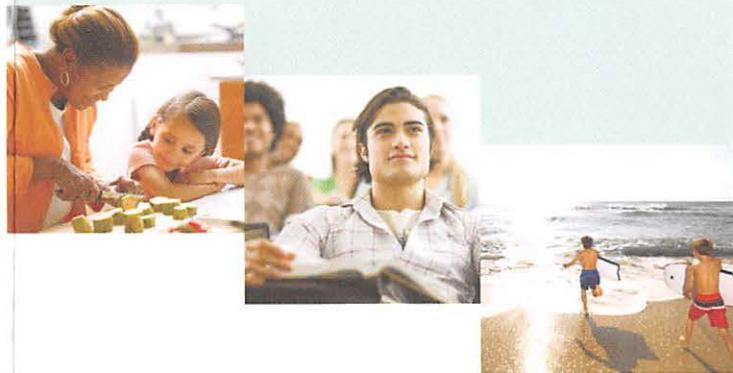


UT Employee Assistance Programs (UTEAP)  
7000 Fannin, Suite 1670,  
Houston, TX 77030

The EAP and Worklife Services are administered by UTEAP. All calls are confidential, except as required by law. This material is for informational purposes only. Information is believed to be accurate as of the production date; however, it is subject to change. 44.02.953.1-UTE (9/15)



We are here  
to **help** you when  
**life** happens



## Life is a balancing act between work and family...

...and UTEAP is the resource you can turn to for expert, caring help when “life happens.”

UTEAP provides an Employee Assistance Program, (EAP) for you and your family members. Through the EAP, you can access free, convenient, and confidential services. The EAP offers a variety of services including counseling with a licensed mental health professional.

## What types of problems can UTEAP help with?

UTEAP provides counseling and consultative services for all types of life concerns. Some of the most common reasons that employees contact the EAP are:

- Stress & Anxiety
- Depression
- Alcohol/Drug problems
- Parenting & Family Concerns
- Couples & Relationship Issues
- Grief or Bereavement
- Anger Management
- Change & Life Transitions
- Work Conflicts
- Communication Skills

## You Have A Need. We Find A Solution.

- UTEAP provides you and your family with personalized consultation and referral services.
- We specialize in care for children, elders, people with disabilities, and caregivers.
- We can locate care anywhere in the United States.
- We help you and your dependents.
- Services provided by UTEAP are free and confidential.

## What can you expect when you call UTEAP?

You'll talk to one of our experienced EAP staff who take the time to fully understand your concerns and explore care options with you.

For Worklife services, the counselor will start researching your care needs immediately.

You'll receive a return call and a packet containing educational materials to help you and your family make informed decisions.

Two weeks later, your counselor will follow up to find out if you have all the information you need, and to answer any questions you may have.

- Can you help me find child care for my toddler, and an after-school program for my third grader?
- What transportation is available for my frail grandfather who lives in another state and must get to weekly doctor appointments?
- How do I prepare a simple will and health care power of attorney?
- If I am interested in adopting a child, what resources are available?
- How will I ever pay off my credit card debt?
- Can you locate an attorney in my town to help me with my legal issue, at a discounted rate?
- Where can I find a program to lose weight or stop smoking?

***Not sure if we can help you with your situation? Contact us!***



## How do I make an appointment?

Making an appointment is easy. Simply call us or visit our website to request an appointment or Worklife services.

***And of course, UTEAP counselors are available to help you at anytime!***

## We are here to help you when life happens!

**(713) 500-3327**  
**or toll free (800) 346-3549**  
[www.uteap.org](http://www.uteap.org)

**UT Employee Assistance Program**

**(713) 500-3327**  
**or toll free (800) 346-3549**

[www.uteap.org](http://www.uteap.org)

## EMPLOYEE ASSISTANCE PROGRAM

uteap.org

The UT Employee Assistance program is available for you and your family members. Through the EAP, you can access free, convenient and confidential services.



### COUNSELING

You and your family members can access convenient and confidential services at no cost to you. The EAP offers a variety of services including counseling and consultation services with a licensed mental health professional.

## WORKLIFE SERVICES MyLifeValues.com | user:uteap pass: uteap

Consultation and assistance for a wide range of WorkLife referrals are available through the EAP. We can help you find real solutions for childcare, elder care, legal and financial assistance, and other convenience and wellness issues. When you call or go to our website, Worklife staff can assist you with:



### ELDER CARE AND CARE FOR ADULTS WITH DISABILITIES:

Home health care, rehabilitation centers, nursing homes, adult day care, transportation services, support groups, meal programs, assisted living, emergency response, independent and assisted living options, and more.



### CHILD CARE:

Childcare centers, family daycare homes, summer camps, nanny/au pair agencies, nursery schools, before and after-school programs, care for children with special needs, pregnancy resources and adoption information.



### PERSONAL RESOURCES:

Relocation guidance, home cleaning, lawn and landscaping, plumbing, automotive, travel information, pet care, entertainment and dining. Help with long-distance caregiving issues, respite services, community resources, and support groups.



### LEGAL/FINANCIAL:

You can receive legal and financial guidance from qualified professionals, including a free initial consultation for each issue. Typical financial matters include tax, retirement and college planning, debt and budgeting assistance and credit counseling.



### DISASTER RESOURCES:

Emergency preparedness, coping with disasters, disaster resources

### WEBINARS:

Free webinars are available for a variety of topics: Supervisor trainings, Communication, stress management, emotional intelligence, anger management, powerful parenting, relationships, are but a fraction of the list of webinars.

KITS for expecting parents, child safety, caring for elderly and more.

# BE WELL

wherever you are

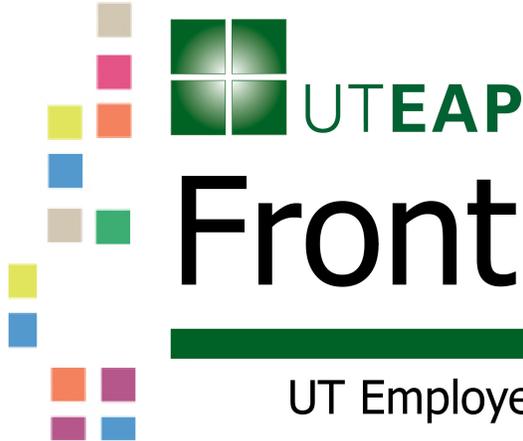
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user: uteap | pass: uteap

uteap.org





# FrontLine Employee

UT Employee Assistance Program • (800) 346-3549

## Could Keeping a Happiness Journal Lengthen Your Life?



**J**ournaling (expressive writing) has been studied scientifically. It's considered a powerful tool to support change, overcome challenges, and accelerate goal achievement. It is often used to support therapy and medical treatment. This includes anxiety, depression, grief, and stress. It's not a gimmick. UCLA scientists in a brain-imaging study discovered that putting feelings into words produces therapeutic changes in the brain. The real news is that everyone can benefit from journaling, and the theme you might want to consider is "happiness." Journaling daily about happy moments in your life may lead to more of them, an upbeat mood, and perhaps a longer life, because happy people have been shown to live longer. Learn more by reading "The Healing Power of Journaling" by Zoe McKey.

Source: [www.newsroom.ucla.edu/releases/Putting-Feelings-Into-Words-Produces-8047](http://www.newsroom.ucla.edu/releases/Putting-Feelings-Into-Words-Produces-8047)

## Dial 988 for Suicide Prevention



**O**n July 16, 2022, "988," the new suicide and mental health crisis hotline, became active in the United States. (The newly named "Talk Suicide Canada" suicide prevention phone number is 1-833-456-4566.) 988 callers are connected to "a compassionate, supportive, and trained counselor" ready to give assistance to callers experiencing thoughts of suicide, a mental health crisis, and/or a substance use-related crisis. 988 is also for those concerned about someone they care about who may be in crisis. A network of over 200 locally operated and funded crisis centers across the country make it all possible.

Learn more at [www.samhsa.gov/find-help/988/key-messages](http://www.samhsa.gov/find-help/988/key-messages).

## What You Forgot About Dietary Fat



**M**any dietary fats are healthy. They give you energy and support cell growth, but they are calorie dense, and more so than carbohydrates are. Olive oil is a healthy fat, but do you know a tablespoon of it has around 120 calories? Use it in many dishes, but sparingly—splashing it on with abandon every day can add 3,500–4,000 calories to your diet each month! When you consider that a person who weighs 155 lbs. uses fewer than 100 calories to walk a mile, you can see how consuming even healthy fats can

Learn more: "Dietary Fats: Balancing Health & Flavor"; International Food Information Council

## Family Goals: Making Good Stuff Happen



**H**elping to ensure plenty of happy, memorable moments with your family is something no one would consciously shy away from; however, most people do just that, by default. Busyness gets in the way. Time passes and it is finite, so don't let happiness be something that happens only by accident. 1) Decide what you and your partner or spouse want to do for the family. Try making weekly, monthly, and yearly goals. 2) Get everyone involved in the discussions and decisions. 3) Conduct these discussions at regular intervals as part of a larger family meeting. 4) Get things scheduled. 5) Consider scrapbooking everything so memories stick around. Get more ideas from [www.lifehack.org/864433/family-goals](http://www.lifehack.org/864433/family-goals).

# Chronic Pain and the Family



**C**hronic pain has many secondary effects. You know this already if you live with a chronic pain sufferer or endure chronic pain yourself. Pain can influence moods because of the resulting associated irritability it creates. Communication dysfunction can contribute to everyone becoming angry and snappy. Family members of the pain-impacted individual—the ones who care the most and feel helpless—become victims. But it doesn't end there. Family members also develop unhealthy coping strategies like avoidance and isolation. Household conflicts may be frequent, and even normal conversations become triggers for conflict. The pain sufferer's personality may be wrongly labeled as selfish, narcissistic, or anxiety disordered rather than simply pain affected. Change and relief begin with education about chronic pain dynamics, particularly the "mind body" connection and how pain creates mental stress and how mental stress makes pain worse. If your family or relationship is affected by chronic pain, it is not just about pain medication. It is also about education for learning how to communicate effectively with real conversations, avoiding triggers, separating the pain from the person you love, and dropping the blame game. Seek to overcome personal resistance to professional counseling with experts who specialize in the psychological issues associated with pain. Discover the life-changing positivity of self-help support groups for family members and the pain sufferer. And learn how to take care of your personal physical and mental health so you are more resilient in a relationship with the person experiencing chronic pain. Start with a visit to your company EAP, but also review the educational resources at [www.uspainfoundation.org](http://www.uspainfoundation.org), [www.paincanada.ca](http://www.paincanada.ca), and [painscale.com](http://painscale.com).

# Renewing Relationships at Work



**D**oes your team or employee group need to get reacquainted after its return to on-site work? Being deliberate and organized about this goal can greatly improve communication, reduce any stress associated with leaving a remote job, and rekindle trust so you are in sync with your peers. Try weekly meetings to discuss ongoing concerns about interpersonal communication and teamwork; talk about your individual roles/duties, successes, and need for support and resources as well as any issues relating to the work environment, customer stress, and growing concerns. Make honesty a tradition of this group, and follow up at the next meeting. Start the meeting and end it on time. Make it unvaryingly regular. You will quickly refresh your commitment to each other and fire up the productivity of your group.

# Don't Skip Your Health Checkups

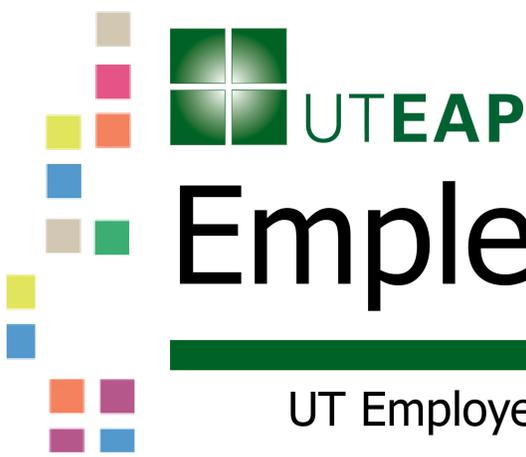
**S**o, you are feeling well and are without any apparent health problems? Great, but are you postponing preventive health care, screenings, and examinations because you don't seem to have any cause for concern? Don't do it, especially as you grow older. Delays in identifying and treating some medical conditions can make doing so harder or even futile later. Many detectable health conditions, like high blood pressure, diabetes, vision problems, and cancer, can be cured when they are spotted early, and you won't notice any symptoms in early stages. Postponing preventive health care might be more likely if you live alone, without someone who may urge and prod you to see a doctor because of conditions like sleep apnea. Use this month (August is National Wellness Month) as your reason for making preventive health care a routine part of your life, so you can enjoy your life longer.



# What Women Should Know About Alcohol

**M**en have higher rates of alcohol-related hospitalizations and deaths than women do, but unfortunately these statistics overshadow alcohol's *disease effects* on women: Illnesses associated with alcohol use claim more lives of women than of men. Women who drink alcohol face a higher risk of alcohol-related problems than men do because women, on average, weigh less and have less water in their bodies than men, so their blood alcohol concentration will be higher after the same number of drinks. Because most women do not metabolize alcohol as quickly as men do, they also are more susceptible to long-term health problems. The risk of alcohol-related liver disease, brain shrinkage, heart damage, and breast and other cancers are all greater for women, even if they consume less alcohol over a lifetime than men.





# Empleado de FrontLine

UT Employee Assistance Program • (800) 346-3549

## ¿Llevar un diario de felicidad podría alargar tu vida?



**El** diario (escritura expresiva) ha sido estudiado científicamente. Se considera

una herramienta poderosa para respaldar el cambio, superar desafíos, acelerar el logro de objetivos y respaldar la terapia y los tratamientos médicos usados para muchos desafíos. Estos incluyen ansiedad, depresión, duelo y estrés. No es un truco. Científicos de La Universidad de California en Los Ángeles, en un estudio de imágenes cerebrales descubrieron que poner sentimientos en palabras produce cambios terapéuticos en el cerebro. La verdadera noticia es que todos pueden beneficiarse de escribir un diario, y el tema que tal vez usted quiera considerar es la “felicidad”. Escribir un diario sobre los momentos felices de su vida puede generar más de ellos, un estado de ánimo optimista y quizás una vida más larga, porque se ha demostrado que las personas felices viven más tiempo. Obtenga más información leyendo “El Poder Curativo de Escribir un Diario” de Zoe McKey.

Fuente: [www.newsroom.ucla.edu/releases/Putting-Feelings-Into-Words-Produces-8047](http://www.newsroom.ucla.edu/releases/Putting-Feelings-Into-Words-Produces-8047)

## Marque 988 para la prevención del suicidio



**El** 16 de julio de 2022, “988” la nueva línea directa de crisis de salud mental y suicidio, se activó en los Estados Unidos. (El nuevo número de teléfono de prevención del suicidio llamado “Talk Suicide Canada” es 1-833-456-4566). Las personas que llaman al 988 están conectadas con “un consejero compasivo, comprensivo y capacitado” listo para brindar asistencia a las personas que llaman con pensamientos suicidas, una crisis de salud mental y/o una crisis relacionada con el uso de sustancias. El 988 también es para aquellos preocupados por alguien cercano y que puede estar en crisis. Una red de más de 200 centros de crisis operados y financiados localmente en todo el país lo hace posible.

Obtenga más información en [www.samhsa.gov/find-help/988/key-messages](http://www.samhsa.gov/find-help/988/key-messages).

## Lo que olvidó de la grasa dietética



**M**uchas grasas dietéticas son saludables. Le dan energía y apoyan el crecimiento celular, pero son densas en calorías, y más que los carbohidratos. El aceite de oliva es una grasa saludable, pero ¿sabe que una cucharada tiene alrededor de 120 calorías? Úselo en muchos platos, pero con moderación: ¡rociarlo sin cuidado todos los días puede agregar de 3.500 a 4.000 calorías a su dieta cada mes! Cuando considera que una persona que pesa 155 libras, usa menos de 100 calorías para caminar una milla, ¡puede ver cómo incluso el consumo de grasas saludables puede hacerle subir de peso!

Obtenga más información: “Grasas Dietéticas: Equilibrando la Salud y el Sabor”; Consejo Internacional de Información Alimentaria

## Metas familiares: hacer que sucedan cosas buenas



**A** ayudar a garantizar muchos momentos felices y memorables con su familia es algo que nadie evitaría conscientemente; sin embargo, la mayoría de la gente hace precisamente eso, de forma predeterminada. El ajetreo se interpone en el camino. El tiempo pasa y es finito, así que no dejes que la felicidad sea algo que sucede solo por accidente. 1) Decida lo que usted y su pareja o cónyuge quieren hacer por la familia. Trate de hacer metas semanales, mensuales y anuales. 2) Involucre a todos en las discusiones y decisiones. 3) Lleve a cabo estas discusiones a intervalos regulares como parte de una reunión familiar más grande. 4) Programe las cosas. 5) Considere hacer un álbum de recortes para que los recuerdos se queden. Obtenga más ideas en [www.lifehack.org/864433/family-goals](http://www.lifehack.org/864433/family-goals).

## El dolor crónico y la familia



**E**l dolor crónico tiene muchos efectos secundarios. Ya lo sabe si vive con una persona que sufre de dolor crónico o si usted mismo sufre de dolor crónico. El dolor puede influir en el estado de ánimo debido a la irritabilidad asociada resultante que crea. La disfunción de la comunicación puede contribuir a que todos se enojen y se vuelvan irritables. Los familiares de la persona afectada por el dolor, los que más se preocupan y se sienten impotentes, se convierten en víctimas. Pero esto no termina ahí. Los miembros de la familia también desarrollan estrategias de afrontamiento poco saludables como la evasión y el aislamiento. Los conflictos domésticos pueden ser frecuentes, e incluso las conversaciones normales se convierten en desencadenantes de conflictos. La personalidad de la persona que sufre dolor puede etiquetarse erróneamente como egoísta, narcisista o de trastorno de ansiedad en lugar de simplemente afectada por el dolor. El cambio y el alivio comienzan con educación sobre la dinámica del dolor crónico, particularmente la conexión “mente-cuerpo” y cómo el dolor crea estrés mental y cómo el estrés mental empeora el dolor. Si su familia o relación se ve afectada por el dolor crónico, no se trata solo de medicamentos para el dolor. También se trata de educación para aprender a comunicarse de manera efectiva con conversaciones reales, evitando desencadenantes, separando el dolor de la persona que usted ama y abandonando el juego de la culpa. Busque superar la resistencia personal a través de asesoramiento profesional con expertos que se especializan en los problemas psicológicos asociados con el dolor. Descubra la positividad que cambia la vida de los grupos de apoyo de autoayuda para familiares y personas que sufren dolor. Y aprenda a cuidar su salud personal, física y mental para ser más resistente en una relación con la persona que experimenta dolor crónico. Comience con una visita al Programa de Asistencia para Empleados (EAP) de su empresa, pero también revise los recursos educativos en [www.uspainfoundation.org](http://www.uspainfoundation.org), [www.paincanada.ca](http://www.paincanada.ca) y [painscale.com](http://painscale.com).

## Renovar las relaciones en el trabajo

**¿**Su equipo o grupo de empleados necesita volver a familiarizarse después de su regreso al trabajo en sitio? Ser deliberado y organizado con respecto a este objetivo puede mejorar en gran medida la comunicación, reducir el estrés asociado con dejar un trabajo remoto y reavivar la confianza para estar sincronizado con sus compañeros. Intente realizar reuniones semanales para discutir las preocupaciones actuales sobre la comunicación interpersonal y el trabajo en equipo; hable sobre sus roles/deberes individuales, éxitos y necesidad de apoyo y recursos, al igual que de cualquier problema relacionado con el entorno de trabajo, el estrés del cliente y las preocupaciones crecientes. Haga de la honestidad una tradición de este grupo y haga un seguimiento en la próxima reunión. Comience la reunión y térmela a tiempo. Hágala invariablemente regular. Rápidamente refrescarán su compromiso mutuo y aumentarán la productividad de su grupo.



## No se salte sus chequeos de salud

**E**ntonces, ¿se siente bien y no tiene ningún problema de salud aparente? Genial, pero ¿está posponiendo la atención médica preventiva, las pruebas de detección y los exámenes porque no parece tener ningún motivo de preocupación? No lo haga, especialmente a medida que envejece. Los retrasos en la identificación y el tratamiento de algunas afecciones médicas pueden hacer que sea más difícil o incluso inútil en el futuro. Muchas condiciones de salud detectables, como presión arterial alta, diabetes, problemas de visión y cáncer, se pueden curar cuando se detectan temprano y usted no notará ningún síntoma en las primeras etapas. Es más probable posponer la atención médica preventiva si vive solo, sin alguien que pueda instarlo y empujarlo a ver a un médico debido a afecciones como la apnea del sueño. Use este mes (agosto es el Mes Nacional del Bienestar) como su razón para hacer de la atención médica preventiva una parte rutinaria de su vida, para que pueda disfrutar de su vida por más tiempo.



## Lo que las mujeres deben saber sobre el alcohol

**L**os hombres tienen tasas más altas de hospitalizaciones y muertes relacionadas con el alcohol que las mujeres, pero desafortunadamente estas estadísticas eclipsan los efectos de las enfermedades del alcohol

en las mujeres: las enfermedades asociadas con el consumo de alcohol cobran más vidas de mujeres que de hombres. Las mujeres que beben alcohol enfrentan un mayor riesgo de problemas relacionados con el alcohol que los hombres porque las mujeres, en promedio, pesan menos y tienen menos agua en el cuerpo que los hombres, por lo que su concentración de alcohol en la sangre será mayor después de la misma cantidad de tragos. Debido a que la mayoría de las mujeres no metabolizan el alcohol tan rápido como los hombres, también son más susceptibles a problemas de salud a largo plazo. El riesgo de enfermedad hepática relacionada con el alcohol, encogimiento del cerebro, daño cardíaco y cáncer de mama y otros tipos de cáncer es mayor para las mujeres, incluso si consumen menos alcohol que los hombres a lo largo de su vida.



### **Discussion and Action as Necessary on a Technology Support Reimbursement Benefit Payment for Full-Time Regular and Full-Time Temporary Employees**

Administration requests the Committee recommend Board approval of a technology support reimbursement benefit payment for full-time regular and full-time temporary employees for the period of January 2022 through December 2022.

**Purpose, Justification, and Benefit** –To reimburse Regular and Temporary full-time employees for expenses conducted by means of an employee’s personal device or equipment (non-College-owned asset), including, but not limited to cell phones, home printer, home virtual broadband service, personal computer/laptop, and other technology resources used to perform College related operations while working remotely. The reimbursement benefit is proposed to be \$600 per qualified employee or \$50 a month for 12 months, January 2022 through December 2022, and to be paid in December 2022.

**Background** – As a result of the pandemic, various operations and functions, including instructional courses, transitioned to be conducted remotely (off campus). College departments incorporated employee rotational work schedules to complete business functions.

It is proposed that qualifying employees receive reimbursement to assist in defraying the costs associated with performing College-related business on personally owned devices and equipment. This reimbursement benefit would provide employees with payment for costs of acquiring and maintaining technology resources, such as internet, cell phone data plans, etc. used to conduct College business. The reimbursement benefit is not intended to cover 100% of the costs incurred by an employee’s personal device or equipment given that the device or equipment is expected to be owned by the employee and used for both personal and business use.

To assist in defraying costs employees incurred in all of the calendar year 2022 and in conducting work-related duties on a personally owned device and equipment, the College will issue a \$50 reimbursement benefit payment for each qualifying month.

The proposed monthly \$50 reimbursement benefit payment will be paid as follows:

- Employees will be required to submit a request electronically by November 18, 2022, in adherence to the College’s reimbursement process.
- The reimbursement benefit payment will be reduced by the amount the employee received in Cell Phone Stipend Payments in calendar year 2022.
- Reimbursement for the months of January 2022 through December 2022 will be non-taxable and will be paid to eligible current full-time regular employees and full-time temporary employees upon request, at a rate of \$50 per month per the qualifications for reimbursement benefit as specified below.

- The proposed monthly amount of \$50 is an average cost of cell phone expenses and is a reasonable amount for reimbursement.
- This reimbursement benefit payment will be issued in December 2022.
- Qualifications for reimbursement benefit:
  - ⇒ Regular or Temporary Full-time employment status.
  - ⇒ Employees must have received a payroll check in the month during the time period of January 2022 to December 2022 in order for the month to qualify for reimbursement benefit.
  - ⇒ Employees must have worked in the month.
  - ⇒ Employees out for specific month(s) due to approved leave such as FMLA, will not qualify for payment for that specific month(s).
  - ⇒ Employees must request reimbursement electronically from the College by November 18, 2022.
  - ⇒ Employees must have an active assignment date as of December 5, 2022.

**Total Estimated Reimbursement Benefit for January 2022 to December 2022**

Estimated Number of Employees Eligible to Receive Payment	Estimated Total Reimbursement
1,491	\$831,000

The College will not incur any employer benefit expenses for this reimbursement benefit payment.

A budget amendment to fund this cost from the Unrestricted Fund follows in the packet for the Committee’s consideration.

Funding Source – The technology reimbursement benefit payment will be funded by Unrestricted Funds.

Reviewers – The Technology Reimbursement Benefit Payment was reviewed by Cabinet Members and Administrative Staff.

Dr. Ricardo Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Committee meeting to address any questions by the Committee.

It is requested that the Committee recommend Board approval of a technology support reimbursement benefit payment for full-time regular and full-time temporary employees for the time period of January 2022 through December 2022, subject to approval of budget amendment as presented.

### **Discussion and Action as Necessary on Use of Unrestricted Funds for a Retention Payment for Regular and Temporary Full-Time and Part-Time Employees**

Administration requests the Committee recommend Board approval on use of unrestricted funds for a retention payment for regular and temporary full-time and part-time employees.

Purpose, Justification, and Benefit – To provide a retention payment to regular and temporary full-time and part-time employees active on October 18, 2022 and November 23, 2022 using the unrestricted funds. Employees paid from the Unrestricted, Auxiliary, and Restricted Funds are eligible for the retention payment.

The retention payment to eligible full-time and part-time employees is proposed in appreciation and acknowledgment from the College Board and College Leadership for the extraordinary contribution made by faculty and staff in fulfilling the mission of the College during the pandemic and the current state of fewer applicants, higher turnover, and competing opportunities.

Requirements of eligibility are as follows:

- Regular and temporary full-time and part-time employees with an active position on October 18, 2022, and November 23, 2022.
- Employees in the Unrestricted Fund, Auxiliary Fund, and Restricted Fund in the following categories will be eligible for the retention payment.
  - Executive
  - Administrative
  - Professional/Technical Support Full-Time Exempt
  - Professional/Technical Support Full-Time Non-Exempt
  - Classified
  - Faculty (Including Full-Time Lecturers)
  - Adjunct Faculty
  - Direct Wage
  - Trainers
  - Work Study
- Part-time employees in the following category will not be eligible for the retention payment:
  - Dual Credit Faculty (High School Employees)

The total estimated cost for the retention payment to regular and temporary full-time and part-time employees, including employer paid benefits costs, who are paid from the Unrestricted, Auxiliary, and Restricted Funds is as follows:

<b>Full-Time \$1,250.00 and Part-Time \$625.00</b>						
Employee Type	No. of Employees	<b>Gross Pay</b>	Average Net Pay	Total Gross Pay	Total Employer Paid Benefits	Total Salaries and Benefits
Full-Time	1,492	<b>\$ 1,250.00</b>	\$ 1,025.00	\$ 1,865,000.00	\$ 142,672.50	\$ 2,007,672.50
Part-Time	347	<b>625.00</b>	556.25	216,875.00	16,590.94	233,465.94
<b>Total</b>	<b>1,839</b>	<b>1,875.00</b>	1,581.25	2,081,875.00	159,263.44	2,241,138.44

A budget amendment to fund this cost from the Unrestricted Fund follows in the packet for the Committee’s consideration.

Funding Source – The reimbursement payment will be funded by Unrestricted Funds.

Reviewers – Cabinet members have reviewed this information and recommend the proposed payment.

Dr. Ricardo Solis, College President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Committee meeting to any address questions by the Committee.

It is requested that the Committee recommend Board approval on the use of unrestricted funds for retention payment for regular and temporary full-time and part-time employees as presented.

**Discussion and Action as Necessary on Proposed Budget Amendment for  
 FY 2022 – 2023**

Administration requests the Committee recommend Board approval on a proposed budget amendment for FY 2022 – 2023.

Purpose, Justification, and Benefit - The proposed budget amendment is necessary to increase the Unrestricted Fund revenue and expenditure budgets for the following reasons:

1. To increase the Unrestricted Fund Industrial Training and Economic Development (ITED) Mexico revenue and expenditure budget.
2. To increase the Unrestricted Fund Industrial Training and Economic Development (ITED) revenue and expenditure budget.
3. To increase the Unrestricted Fund Higher Education Emergency Relief Fund (HEERF) lost revenue and fund balance reserve.
4. To increase the Unrestricted Fund revenue and expenditure budget as a result of the proposed Retention Incentive Payment and the proposed Technology Support Reimbursement Payment for eligible employees.

Background - The total budgeted revenues and expenditures for the Unrestricted Fund for fiscal year 2022 – 2023 will increase as follows:

**Fiscal Year 2022 - 2023  
 Budgeted Revenues and Expenditures**

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$186,693,736	\$6,902,466	\$193,596,202

The budget amendment details and presentation follow in the packet for the Committee’s information and review.

The budget amendment is proposed as follows:

**1. Budget Amendment – Increase the Unrestricted Fund Revenues**

A budget amendment is proposed to increase the Unrestricted Fund by \$6,902,466 as follows:

**Fiscal Year 2022 – 2023  
 Summary of Unrestricted Fund Revenue Increase**

Revenue Source	Proposed Amendment
Total Tuition	\$405,358
Total HEERF Lost Revenue	3,424,970
Total Carryover Allocations	3,072,138
<b>Total Revenue Increase</b>	<b>\$6,902,466</b>

**Fiscal Year 2022 - 2023  
 Unrestricted Fund Revenue Increase**

Revenue Source	Original Budget	Proposed Amendment	Amended Budget
Total Tuition	\$33,038,685	\$405,358	\$33,444,043
Total HEERF Lost Revenue	4,082,685	3,424,970	7,507,655
Total Carryover Allocations	8,987,781	3,072,138	12,059,919
<b>Total Unrestricted Fund Revenue Increase</b>	<b>\$46,109,151</b>	<b>\$6,902,466</b>	<b>\$53,011,617</b>

Tuition revenue is proposed to increase \$405,358 as follows:

- \$182,360 due to the increase for the ITED Mexico fund, and
- \$222,998 due to the increase in the ITED fund.

HEERF Lost Revenue is proposed to increase as follows:

- \$3,424,970 due to the increase in the amount of lost revenue funded by the HEERF III Institutional portion allocated to the College. The HEERF Lost Revenue represents the revenues expected by the College but were reduced or eliminated as a result of the COVID-19 pandemic.

Carryover Allocations revenue is proposed to increase \$3,072,138 as follows:

- \$2,241,138 for the purpose of funding the proposed Retention Incentive Payment for eligible employees, and
- \$831,000 for the purpose of funding the proposed Technology Support Reimbursement Benefit Payment for eligible employees.

In total, the Unrestricted Fund Revenues are proposed to increase by \$6,902,466.

**2. Budget Amendment – Increase Unrestricted Fund Expenditures**

A budget amendment is proposed to increase the Unrestricted Fund Expenditures by \$6,902,466.

**Fiscal Year 2022 - 2023  
 Summary of Unrestricted Fund Expenditures and Reserve Adjustments**

Expenditures	Proposed Amendment
Total Salaries	\$2,347,689
Total Benefits	1,046,067
Total Operating	75,740
Total Travel	8,000
Total HEERF Fund Balance Reserve	3,424,970
<b>Total Expenditure Increase</b>	<b>\$6,902,466</b>

**Fiscal Year 2022 - 2023**  
**Unrestricted Fund Expenditures and Reserves Increase**

Expenditures	Amended Budget	Proposed Amendment	Amended Budget
Total Salaries	\$105,614,008	\$2,347,689	\$107,961,697
Total Benefits	24,328,765	1,046,067	25,374,832
Total Operating	41,536,642	75,740	41,612,382
Total Travel	2,347,768	8,000	2,355,768
Total HEERF Fund Balance Reserve	4,082,685	3,424,970	7,507,655
<b>Total Unrestricted Fund Expenditures and Reserves Increase</b>	<b>\$177,909,868</b>	<b>\$6,902,466</b>	<b>\$184,812,334</b>

The Salaries expenditure budget is proposed to increase by \$2,347,689 as follows:

- \$83,866 due to the additional funds for the ITED Mexico fund,
- \$181,948 due to the additional funds for the ITED fund, and
- \$2,081,875 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees.

The Benefits expenditure budget is proposed to increase by \$1,046,067 as follows:

- \$14,754 due to the additional funds for the ITED Mexico fund,
- \$41,050 due to the additional funds for the ITED fund,
- \$159,263 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees, and
- \$831,000 due to the projected total cost of the proposed Technology Support Reimbursement Benefit Payment for eligible employees.

The Operating expenditure budget is proposed to increase as follows:

- \$75,740 due to the additional funds for the ITED Mexico fund.

The Travel expenditure budget is proposed to increase as follows:

- \$8,000 due to the additional funds for the ITED Mexico fund.

The HEERF Fund Balance Reserve budget is proposed as follows:

- \$3,424,970 due to the increase in the amount of lost revenue funded by the HEERF III Institutional portion allocated to the College. The HEERF Lost Revenue represents the revenues expected by the College, but were reduced or eliminated as a result of the COVID-19 pandemic.

In total, the Unrestricted Fund Expenditures and Reserves are proposed to increase by \$6,902,466.

Enclosed Documents - The budget amendment details and presentation follow in the packet for the Committee's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Proposed Budget Amendment for FY 2022 – 2023.

It is requested that the Committee recommend for Board approval of the proposed budget amendment for FY 2022 – 2023 as presented.

## South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2023  
AMENDED

### Revenue Summary

Revenue Source and Carryover Allocations	Original Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 40,139,033	\$ -	\$ 40,139,033
Total Tuition	33,038,685	405,358	33,444,043
Total Fees	26,617,493	-	26,617,493
Total M&O Property Taxes	65,888,360	-	65,888,360
Total Other Revenues	7,939,699	-	7,939,699
Total HEERF Lost Revenue	4,082,685	3,424,970	7,507,655
Total Carryover Allocations	8,987,781	3,072,138	12,059,919
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 186,693,736</b>	<b>\$ 6,902,466</b>	<b>\$ 193,596,202</b>

### Expenditures Summary

Expenditures/Transfers & Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 105,614,008	\$ 2,347,689	\$ 107,961,697
Total Benefits	24,328,765	1,046,067	25,374,832
Total Operating	41,536,642	75,740	41,612,382
Total Travel	2,347,768	8,000	2,355,768
Total Capital Outlay	3,283,868	-	3,283,868
<b>Total Expenditures</b>	<b>\$ 177,111,051</b>	<b>\$ 3,477,496</b>	<b>\$ 180,588,547</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund - Construction	3,500,000	-	3,500,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
HEERF Fund Balance Reserve	4,082,685	3,424,970	7,507,655
<b>Total Transfers &amp; Reserves</b>	<b>9,582,685</b>	<b>3,424,970</b>	<b>13,007,655</b>
<b>Total Expenditures/Transfers &amp; Reserves</b>	<b>\$ 186,693,736</b>	<b>\$ 6,902,466</b>	<b>\$ 193,596,202</b>

**South Texas College**  
**Proposed Budget Amendment for**  
**Unrestricted Fund**  
**FY 2022 - 2023**  
 October 11, 2022

**MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA**  
 VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

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**Summary of Proposed Budget Amendment**

**Budgeted Revenues and Expenditures**

Fund	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	\$186,693,736	\$6,902,466	\$193,596,202

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**Proposed Budget Amendment Summary  
Unrestricted Fund**

**Revenue Summary**

Revenue Source and Carryover Allocations	Original Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 40,139,033	\$ -	\$ 40,139,033
Total Tuition	33,038,685	405,358	33,444,043
Total Fees	26,617,493	-	26,617,493
Total M&O Property Taxes	65,888,360	-	65,888,360
Total Other Revenues	7,939,699	-	7,939,699
Total HEERF Lost Revenue	4,082,685	3,424,970	7,507,655
Total Carryover Allocations	8,987,781	3,072,138	12,059,919
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 186,693,736</b>	<b>\$ 6,902,466</b>	<b>\$ 193,596,202</b>

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**Summary of Budget Changes  
Unrestricted Fund – Revenues and Carryover Allocations**

Revenue Source	Increase/ (Decrease)	Description
Total Tuition	\$405,358	To increase the ITED Mexico fund by \$182,360 and increase the ITED fund by \$222,998
Total HEERF Lost Revenue	3,424,970	To increase the amount of lost revenue funded by the HEERF III Institutional portion allocated to the College
Total Carryover Allocations	3,072,138	To fund the proposed Retention Incentive Payment in the amount of \$2,241,138 and the proposed Technology Support Reimbursement Payment in the amount of \$831,000
<b>Total Revenue Increase</b>	<b>\$6,902,466</b>	

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## Proposed Budget Amendment Summary Unrestricted Fund

### Expenditures Summary

Expenditures/Transfers & Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 105,614,008	\$ 2,347,689	\$ 107,961,697
Total Benefits	24,328,765	1,046,067	25,374,832
Total Operating	41,536,642	75,740	41,612,382
Total Travel	2,347,768	8,000	2,355,768
Total Capital Outlay	3,283,868	-	3,283,868
<b>Total Expenditures</b>	<b>\$ 177,111,051</b>	<b>\$ 3,477,496</b>	<b>\$ 180,588,547</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund - Construction	3,500,000	-	3,500,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
HEERF Fund Balance Reserve	4,082,685	3,424,970	7,507,655
<b>Total Transfers &amp; Reserves</b>	<b>9,582,685</b>	<b>3,424,970</b>	<b>13,007,655</b>
<b>Total Expenditures/Transfers &amp; Reserves</b>	<b>\$ 186,693,736</b>	<b>\$ 6,902,466</b>	<b>\$ 193,596,202</b>

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## Summary of Budget Changes Unrestricted Fund Expenditures and Reserves

Expenditures and Reserves	Increase/ (Decrease)	Description
Total Salaries	\$2,347,689	To increase the ITED Mexico fund by \$83,866, increase the ITED fund by \$181,948, and fund the proposed Retention Incentive Payment in the amount of \$2,081,875
Total Benefits	1,046,067	To increase the ITED Mexico fund by \$14,754, increase the ITED fund by \$41,050, fund the proposed Retention Incentive Payment in the amount of \$159,263, and fund the proposed Technology Support Reimbursement Payment in the amount of \$831,000
Total Operating	75,740	To increase the ITED Mexico fund
Total Travel	8,000	To increase the ITED Mexico fund
Total HEERF Fund Balance Reserve	3,424,970	To increase the HEERF Fund Balance Reserve due to the increase in the amount of lost revenue funded by the HEERF III Institutional portion allocated to the College
<b>Total Expenditures Increase</b>	<b>\$6,902,466</b>	

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**Thank You**

**Questions?**

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**Review and Recommend Action to Revise Policy #5120: Investment Policy and Investment Strategy Statement**

Administration requests the Committee recommend Board approval of Policy #5120: Investment Policy and Investment Strategy Statement.

Purpose, Justification, and Benefit – The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) and the College’s Policy requires the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

Revisions to Policy #5120: *Investment Policy* and Investment Strategy Statement were last approved and authorized on October 26, 2021. The administration brings the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

Background – The College has received the Certification of Investment Policy from the Government Treasurers’ Organization of Texas (GTOT) for the past seven two-year periods, beginning August, 2009. The College’s Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers’ Organization of Texas (GTOT). In September 2020, the College was awarded the Certificate of Distinction by GTOT for the Investment Policy. This Certificate is for a two-year period ending August 31, 2024.

Reviewers – The Investment Policy and the Investment Strategy Statement have been reviewed by staff and also by South Texas College’s legal counsel, Valley View Consulting, LLC (Investment Advisor) and Carr, Riggs & Ingram, LLC (external auditors).

The current Investment Policy complies with the Public Funds Investment Act.

The revisions recommended include minor changes to wording in an effort to provide clarification.

The revisions included in the Investment Policy are as follows:

	Section	From	To
1	On page 7, Section III E 4 b	Must at all times be	Must be

Enclosed Documents – The Investment Policy and Investment Strategy Statement and the Certification of Investment Policy follow in the packet for the Committee’s information and review.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Committee meeting to address any questions by the Committee.

It is requested that the Committee recommend Board approval of the revisions to Policy #5120: Investment Policy and Investment Strategy Statement as presented, and which supersedes any previously adopted Board Policy.

## MANUAL OF POLICY

<b>Title</b>	<b>Investment Policy</b>	<b>5120</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 12</b>
<b>Date Approved by Board</b>	<b>As Amended by Board Minute Order Dated October 18, 2022</b>	

### PREFACE

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Tax Exempt Bond Issue requirements, adopted Investment Policy and adopted Investment Strategy Statement.

Effective cash management is recognized as essential to good fiscal management. Aggressive cash management and effective investment strategy development will be pursued to take advantage of interest earnings as viable and material revenue to all South Texas College funds. The South Texas College investment portfolio shall conform to the strict requirements of the Act and this Policy.

Investments shall be made with the primary objectives of:

Preservation of capital and safety of South Texas College funds,  
Maintenance of sufficient liquidity,  
Maximization of return within acceptable risk constraints, and  
Diversification of investments.

## I. PURPOSE

### A. Formal Adoption

This Investment Policy (hereinafter “Investment Policy” or “Policy”) is adopted by South Texas College (hereinafter “South Texas College” or the “College”) in accordance with Chapter 2256, Texas Government Code, the Public Funds Investment Act (hereinafter the “Act,” “Public Funds Investment Act,” or “PFIA”) and shall be interpreted at all times to comply with the Act.

### B. Scope

This Investment Policy applies to all financial assets of South Texas College and includes the following funds or fund types: Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency, Funds for Renewal and Replacement, Unexpended Plant Funds, Funds for Retirement of Indebtedness, and any other funds which have been contractually delegated to South Texas College for management purposes.

This Policy establishes guidelines for:

- 1) Designation of Investment Officers and Investment Committee to invest South Texas College funds,
- 2) Authorized investments, and
- 3) Review and oversight of investments.

In addition to this Policy, bond funds (as defined by the Internal Revenue Service) shall be managed in accordance with their issuing documentation and all applicable State and Federal Laws.

# MANUAL OF POLICY

<b>Title</b>	<b>Investment Policy</b>	<b>5120</b>
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## **C. Review and Amendment**

This Policy shall be reviewed annually by the Board of Trustees. Amendments must be adopted by the Board of Trustees.

## **D. Investment Strategy**

In conjunction with the annual Policy review, the Board of Trustees shall review the separate written investment strategy for each of South Texas College's funds. The investment strategy must describe the investment objectives for each fund according to the following priorities:

- 1) understanding of the suitability of the investment to the financial requirements of South Texas College,
- 2) preservation and safety of principal,
- 3) liquidity,
- 4) marketability of the investment if the need arises to liquidate the investment prior to maturity,
- 5) diversification of the investment portfolio, and
- 6) yield.

## **II. INVESTMENT OBJECTIVES**

### **A. Safety of Principal**

The primary objective of all investment activity is the preservation of capital and the safety of principal in the overall portfolio. Each investment transaction shall seek to ensure first that capital losses are minimized, whether they result from securities investments defaults or erosion of market value.

The objective will be to mitigate credit and interest rate risk.

- **Credit Risk:** In accordance with State law and the College's Investment Policy, the College limits its exposure to credit risk (the risk that the issuer of a debt security will not pay its par value upon maturity) by limiting its investments to only those authorized in Section III.A in accordance with the PFIA. In Section III.E.1, the College's Investment Policy seeks to further minimize its concentration of credit risk by establishing maximum investment percentages of classes of investments and a diversification strategy for the total College portfolio.
- **Interest Rate Risk:** In accordance with its Investment Policy, the College limits its exposure to interest rate risk by utilizing investments whose maturities will not exceed the anticipated cash flow requirements for the funds. College policy states that investments of all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness, are limited to a weighted average maturity of 365 days for all investments, with a maximum allowable maturity of two years for any investment type. The investment maturities of Unexpended Plant Funds and of Funds for Retirement of Indebtedness are generally limited to the anticipated cash flow requirements of the funds.

## MANUAL OF POLICY

<b>Title</b>	<b>Investment Policy</b>	<b>5120</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 3 of 12</b>

### **B. Maintenance of Adequate Liquidity**

The investment portfolio will remain sufficiently liquid to meet the cash flow requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturity with forecasted cash flow requirements, investing in securities with active secondary markets, and maintaining appropriate portfolio diversification.

### **C. Market Rate of Return (Yield)**

The College's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, consistent with the College's investment risk constraints and the cash flow needs projected. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk investments in anticipation of earning a fair return relative to the risk being assumed. Weighted Average Yield to Maturity shall be the standard for calculating portfolio rate of return.

## **III. INVESTMENT POLICIES**

### **A. Authorized Investments**

South Texas College restricts its investments to the following eligible securities, as authorized by the Act.

- 1) Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks.
- 2) Direct obligations of the State of Texas, or its agencies and instrumentalities.
- 3) Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.
- 4) Obligations of states, agencies, counties, cities, and other political subdivisions of any State rated as to investment quality by a nationally recognized investment rating firm not less than "A" or its equivalent.
- 5) Financial institution deposits issued by a depository institution that has its main office or branch in Texas and is:
  - a) guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or its successors or the National Credit Union Share Insurance Fund or its successor,
  - b) secured by obligations that are described by the Public Funds Collateral Act (Chapter 2257, Texas Government Code), including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than 102% of the principal amount plus accrued interest of the deposit less the applicable level of FDIC insurance, or by Letters of Credit issued by the Federal Home Loan Bank with a value of 100% of the principal amount plus accrued interest of the deposit less the applicable level of FDIC insurance, or
  - c) secured in any other manner and amount provided by law for deposits of the College,
  - d) issued in a manner consistent with the Act that distributes the deposit among multiple financial institutions to effectively provide FDIC insurance for the entire deposit,
  - e) governed by a Depository Agreement, as described in Section E.4 herein, that complies with Federal and State Regulation, and
  - f) solicited for bid orally, in writing, electronically, or any combination of those methods, unless acquired exclusively from the South Texas College depository.

## MANUAL OF POLICY

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- 6) No-load government money market mutual funds registered with and regulated by the Securities and Exchange Commission whose investment objectives seek to maintain a stable \$1.0000 net asset value and that comply with the requirements of State law.
- 7) Eligible investment pools organized and operating in compliance with the Act that have been authorized by the Board of Trustees by rule, order, ordinance, or resolution and whose investment philosophy and strategy is consistent with this Policy and South Texas College's ongoing investment strategy. A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

To the extent the bonds or other obligations of the College or a municipal bond insurance policy further limits the types of investments the College makes with funds pledged to the payment of those bonds or obligations, the provisions thereof shall govern.

### **B. Existing Investments**

The College is not required to liquidate investments that were authorized investments at the time of the purchase.

### **C. Prohibited Investment**

In accordance with Texas state law, the following are not authorized investments:

- 1) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal,
- 2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest,
- 3) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years, and
- 4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

### **D. Credit Rating Review and Effect of Loss of Required Rating**

The College will seek to control the risk of loss due to failure of an investment issuer by monitoring the ratings of portfolio positions to ensure compliance with the rating requirements imposed by the Act. Not less than quarterly, the Investment Officers will obtain, from a reliable source, the current credit rating for each held investment that has a PFIA-required minimum rating. Any authorized investment that requires a minimum rating does not qualify during the period the investment does not have the minimum rating. All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

### **E. Protection of Principal**

South Texas College shall seek to control the risk of loss due to the failure of an investment issuer or grantor. Such risk shall be limited by utilizing only the least-risk types of investments as defined in the Act and the Policy, by qualifying the broker, dealer, and financial institution with whom the College will transact, by collateralization as required by law, and through portfolio diversification by maturity and type.

## MANUAL OF POLICY

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The purchase of individual securities shall be executed on “delivery versus payment” (DVP) terms through the South Texas College Safekeeping Agent. By so doing, South Texas College’s funds are not released until South Texas College has received, through the Safekeeping Agent, the securities purchased.

### **1. Diversification by Investment Type**

Diversification by investment type shall be maintained by ensuring an active and efficient secondary market in portfolio securities and by opportunity risks associated with specific security types.

Diversification by investment type shall be established by the following maximum percentages of investment type to the total South Texas College investment portfolio at the time of each investment transaction:

- a. U.S. Treasury Bills/Notes/Bonds 100%
- b. U.S. Agencies and Instrumentalities 100%
- c. States, Counties, Cities, and Other 25%
- d. Financial Institution Deposits 100%
- e. Government Money Market Mutual Funds 25%
- f. Eligible Investment Pools 50%

Bond proceeds may be invested in a single security or investment if the Investment Committee determines that such an investment is necessary to comply with Federal arbitrage restrictions or to facilitate arbitrage record-keeping and calculations.

### **2. Diversification by Investment Maturity**

To minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Maturity guidelines by fund are as follows: (Investment transactions made prior to the adoption of this Policy are not subject to these guidelines).

#### **a) Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency and Plant Renewal and Replacement Funds**

The weighted average days to maturity for the portfolio of these funds shall be less than 365 days and the maximum allowable maturity shall be two years for any investment type.

#### **b) Unexpended Plant Funds**

The investment maturity of Unexpended Plant Funds, allocable to a bond issue, shall generally be limited to the anticipated cash flow requirements or the “Temporary Period,” as defined by the U.S. Tax Code and the regulations thereunder. During the Temporary Period, bond proceeds may be invested at an unrestricted yield. After the expiration of the Temporary Period, bond proceeds subject to yield restriction shall be invested consistent with the yield restrictions under the U.S. Tax Code and the regulations thereunder.

The weighted average days to maturity for the Unexpended Plant Funds not allocable to a bond issue shall be less than 365 days and the maximum allowable maturity shall be two years for any investment type.

# MANUAL OF POLICY

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## c) Funds for Retirement of Indebtedness

Funds, along with other available monies, shall be invested to ensure adequate funding for debt service payment. The Investment Officers shall ensure that the investments mature on dates such that the available monies and the anticipated receipts from investments will be sufficient to pay, when due, the principal, interest and call premiums, if any, of the outstanding obligations.

South Texas College's funds that are considered "bond proceeds" for arbitrage purposes will be invested using a more conservative approach than the standard investment strategy when arbitrage rebate rules require rebate of excess earnings. All earnings in excess of the allowable arbitrage earnings ("rebate liability") will be segregated and made available for any necessary payments to the U.S. Treasury.

## 3. South Texas College Liquidity

Liquidity shall be achieved by investing in securities with active secondary markets and by maintaining minimum balances in financial institution deposits, eligible money market mutual funds and eligible investment pools.

A security may be liquidated to meet unanticipated cash requirements, to redeploy cash into other investments expected to outperform current holdings, or to otherwise adjust the portfolio.

## 4. Depository Agreements

Consistent with the requirements of State law, South Texas College requires all bank deposits to be federally insured or collateralized with eligible securities. Financial institutions serving as South Texas College's Depositories will be required to sign a Depository Agreement (hereinafter "Agreement") with South Texas College and South Texas College's safekeeping agent.

The safekeeping portion of the Agreement shall define South Texas College's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing,
- the Agreement has to be executed by the Depository and South Texas College contemporaneously with the acquisition of the asset,
- the Agreement must be executed in compliance with the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) and approved by the Board of Directors or the loan committee of the Depository and a copy of the meeting minutes must be delivered to South Texas College,
- the Agreement must be part of the Depository's "official record" continuously since its execution, and
- the Agreement states the securities and collateral will be held in South Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

### a) Allowable Collateral

Eligible securities for collateralization of deposits are defined by the Public Funds Collateral Act, Chapter 2257, Texas Government Code, as amended, and those that meet the constraints of this Policy.

## MANUAL OF POLICY

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### b) Collateral Levels

The market value of the principal portion of securities that are pledged as collateral must **at all times** be equal to or greater than 102%, or 100% for Letters of Credit issued by a Federal Home Loan Bank, of par value of the time and demand deposits plus accrued interest, less the applicable level of FDIC insurance.

### c) Monitoring Collateral Adequacy

South Texas College shall require monthly reports with market values of pledged securities from all financial institutions with which South Texas College has collateralized deposits. The bank shall be responsible and liable for monitoring and maintaining the collateral and collateral margins on a daily basis and for reporting these activities monthly. The Investment Officers will monitor adequacy of collateralization levels to verify market values and total collateral positions.

### d) Additional Collateral

If the market value of the securities pledged as collateral for a deposit falls below 102%, or 100% for Letters of Credit issued by a Federal Home Loan Bank, of par value of time and demand deposits plus accrued interest, less the applicable level of FDIC insurance, the institution holding the deposit will be notified by the Investment Officers and will be required to pledge additional allowable collateral as defined above no later than the end of the next succeeding business day.

### e) Security Substitution

Collateralized deposits often require substitution of securities. Any financial institution requesting substitution must contact the Investment Officers for approval and settlement. The substituted security's value will be calculated and substitution approved if the substitution maintains a pledged value equal to or greater than the required security level. An Investment Officer must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The Investment Officers may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

## 5. Safekeeping

### a) Safekeeping Agreement

South Texas College shall contract with a bank or banks for the safekeeping and custody of securities either owned by South Texas College as a part of its investment portfolio or as part of its depository agreements or held as collateral to secure time and demand deposits. Securities and collateral will be held in an account in South Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

### b) Safekeeping of Deposit Collateral

All collateral securing bank and savings and loan deposits must be held by a third-party banking institution acceptable to and under contract with South Texas College or by the Federal Reserve Bank.

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### 6. Competitive Bidding

The College will require at least three competitive offers or bids for all individual security purchases and sales (excluding those transactions with financial institution deposits, eligible money market mutual funds, and eligible investment pools) and require any investment advisor to do the same. Rather than relying solely on yield, investments in financial institution deposits, eligible money market mutual funds, and eligible investment pools shall be based on criteria determined by the Investment Officers.

#### F. Investment Advisors and Investment Providers

Investment Advisors shall adhere to the spirit, philosophy, and terms of this Policy and shall invest within the same “Standard of Care.” Investment Providers shall adhere to the spirit and philosophy of this Policy and shall avoid recommending or suggesting transactions outside that “Standard of Care.”

Selection of Investment Advisors and Investment Providers will be performed by the Board of Trustees. The Board of Trustees may contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for the investment and management of public funds under its control. The contract period will be for a maximum of two years, and a renewal or extension of the contract must be made by the Board of Trustees by order, ordinance, or resolution. The criteria to evaluate Investment Advisors and Investor Providers include the following:

- a) Adherence to South Texas College’s policies and strategies,
- b) Investment performance and transaction pricing within accepted risk constraints,
- c) Responsiveness to South Texas College’s requests for services, information and open communication,
- d) Understanding of the inherent fiduciary responsibility of investing public funds, and
- e) Similarity in philosophy and strategy with South Texas College’s objectives.

Selected Investment Advisors and Investment Providers shall provide timely transaction confirmations and monthly activity reports.

Business organizations eligible to transact investment business with South Texas College shall be presented a written copy of this Investment Policy. Local Government Investment Pools and discretionary investment management firms seeking to transact investment business shall execute a written instrument substantially to the effect that the qualified representative has:

- 1) received and thoroughly reviewed this Investment Policy, and
- 2) acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between South Texas College and the organization that are not authorized by the College’s Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the College’s entire portfolio or requires an interpretation of subjective investment standards, or relates to investment transactions that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority .

South Texas College shall not enter into an investment transaction with a Local Government Investment Pool or discretionary investment advisor prior to receiving the written instrument described above.

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The Board of Trustees of South Texas College shall, at least annually, review, revise, and adopt a list of qualified Investment Providers (brokers/dealers/banks/pools) that are authorized to engage in investment transactions with the College.

## **G. Responsibility and Controls**

### **1. Authority to Invest**

South Texas College's "Investment Officers" are the Vice President for Finance and Administrative Services, the Comptroller, and one of South Texas College's elected officials (selected by the Board of Trustees). The Investment Officers are authorized to deposit, withdraw, invest, transfer, execute documentation, and otherwise manage South Texas College's funds according to this Policy. The Investment Officers may authorize one Investment Officer to deposit, withdraw, or transfer funds out of or into financial institutions, an investment pool or money market mutual fund to meet daily operating needs of South Texas College.

The Board of Trustees' Finance and Human Resources Committee shall be the Investment Committee. The Investment Committee shall review the investment portfolio's status and performance, determine, and implement appropriate portfolio adjustments, review brokers/dealers/banks/pools and independent training sources, oversee South Texas College's Investment Advisor, monitor compliance with the Investment Policy and Investment Strategy Statement, and perform other duties as necessary to manage South Texas College's funds.

Each member of the Board of Trustees and the Investment Officers shall attend at least one training session, relating to the person's responsibilities under the Act within six months after taking office or assuming duties. The Texas Higher Education Coordinating Board shall provide the training.

The Investment Officers shall accumulate not less than 5 hours of instruction within the first twelve months after taking office or assuming duties. The Investment Officer shall prepare a report on any changes in the Act and deliver the report to the Board of Trustees not later than the 180<sup>th</sup> day after the last day of each regular session of the legislature.

To ensure qualified and capable investment management, the Investment Officers shall receive investment training not less than once each state fiscal biennium and accumulate not less than 5 hours of instruction relating to investment responsibilities that addresses investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with the Act. The investment training shall be provided by the following approved training sources: the Texas Higher Education Coordinating Board, the Government Finance Officers Association of Texas, the Government Treasurers' Organization of Texas, the Texas Municipal League, Texas Association of Community College Business Officers, or the University of North Texas Center for Public Management.

### **2. Prudent Investment Management**

The Investment Officers shall perform their duties in accordance with the adopted Investment Policy and internal procedures. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the investment of all funds over which the Investment Officer had responsibility, rather than the prudence of a single investment, shall be considered. Investment Officers acting in good faith and in accordance with these policies and procedures shall be relieved of personal liability.

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### 3. Standard of Care

The standard of care used by the College shall be the “prudent person rule” and shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The Act states:

“Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.”

### 4. Standard of Ethics and Conflicts of Interest

The Investment Officers shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. If the Investment Officer has a personal business relationship with a business organization offering to engage in an investment transaction with South Texas College, the Investment Officer shall file a statement disclosing that personal business interest. If the Investment Officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to sell an investment to South Texas College, the Investment Officer shall file a statement disclosing that relationship as stated in the Act. This disclosure statement must be filed with the Texas Ethics Commission and the Board of Trustees. An Investment Officer has a personal business relationship with a business organization if:

- a) the Investment Officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization,
- b) funds received by the Investment Officer from the business organization exceed 10 percent of the Investment Officer’s gross income for the previous year, or
- c) the Investment Officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the Investment Officer.

### 5. Establishment of Internal Controls

South Texas College’s Investment Officers will maintain a system of internal controls over the investment activities of South Texas College.

### 6. Reporting

Investment performance will be monitored and evaluated by the Investment Officers. The Investment Officers shall submit an investment report to the Board of Trustees and the President quarterly. This investment report shall:

- 1) describe in detail the investment position of South Texas College,
- 2) be prepared jointly by all Investment Officers of the College,
- 3) be signed by each Investment Officer of the College,
- 4) contain a summary statement of each pooled fund group that states the:
  - a. beginning market value for the reporting period,
  - b. ending market value for the period, and

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- c. fully accrued interest for the reporting period,
- 5) state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested,
- 6) state the maturity date of each separately invested asset that has a maturity date,
- 7) state the account or fund or pooled group fund in the College for which each individual investment was acquired,
- 8) provide the credit rating for each separately invested asset that has a required minimum rating, and
- 9) state the compliance of the investment portfolio of the College as it relates to:
  - a) the investment strategy expressed in the College's Investment Policy, and
  - b) relevant provisions of the Act.

### **7. Methods used to Monitor the Market Price of Acquired Investments**

The methods/sources to be used to monitor the market price of investments that have been acquired with public funds shall be from sources deemed reliable by an Investment Advisor, including safekeeping agent, brokers/dealers, the Wall Street Journal, Bloomberg, or other market pricing services.

### **8. Investment Transactions must be Settled on a Delivery Versus Payment Basis**

Investment transactions will be settled on a delivery versus payment (DVP) basis with the exception of financial institution deposits, investment pool funds and mutual funds.

### **9. Review by Independent Auditor**

In conjunction with its annual financial audit, the auditor shall perform a compliance audit of management controls on investments and adherence to the College's established Investment Policy.

If the College invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the Investment Officers must be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board of Trustees by the auditor.

### **10. Investment Policy Adoption**

The Investment Policy and Investment Strategy Statement shall be reviewed annually by the Investment Committee and any modifications made thereto must be approved by the Board of Trustees. The Board of Trustees shall review the Investment Policy and Investment Strategy Statement not less than annually. The Board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

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**IV. HISTORY**

Origination Date Approved by Board	October 12, 1995
Date Amended and Approved by Board	August 8, 1996 December 11, 1997 October 15, 1998 October 17, 2002 October 16, 2003 October 21, 2004 November 17, 2005 October 19, 2006 February 15, 2007 October 18, 2007 October 13, 2008 June 25, 2009 November 23, 2009 October 25, 2010 October 27, 2011 October 30, 2012 October 28, 2013 October 28, 2014 October 27, 2015 October 25, 2016 October 24, 2017 October 30, 2018 October 29, 2019 October 27, 2020 October 26, 2021

# INVESTMENT STRATEGY STATEMENT

## PAGE 1

### PREFACE

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Bond Resolution requirements, adopted Investment Policy and adopted Investment Strategy Statement.

In accordance with the Act, South Texas College's investment strategies shall address the following priorities (in order of importance):

- \* Understanding of the suitability of the investment to the financial requirements of South Texas College,
- \* Preservation and safety of principal,
- \* Liquidity,
- \* Marketability of the investment if the need arises to liquidate the investment prior to maturity,
- \* Diversification of the investment portfolio, and
- \* Yield

Effective investment strategy development coordinates the primary objectives of South Texas College's Investment Policy and cash management procedures to enhance interest earnings and reduce investment risk. Aggressive cash management will increase the available "investment period" and subsequently interest earnings. Maturity selections shall be based on cash flow and market conditions to take advantage of various interest rate cycles. South Texas College's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with the Investment Policy.

Each major fund type has varying cash flow requirements and liquidity needs. Therefore, specific strategies shall be implemented considering the fund's unique requirements. South Texas College's funds shall be analyzed and invested according to the following fund types:

- a) Unrestricted,
- b) Auxiliary,
- c) Restricted,
- d) Loan,
- e) Endowment,
- f) Agency,
- g) Funds for Renewal and Replacement,
- h) Unexpended Plant Funds, and
- i) Funds for Retirement of Indebtedness

### INVESTMENT STRATEGY

To minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the fund. Investment guidelines for all fund-types are as follows:

#### A. Funds

South Texas College's funds include:

- Unrestricted Fund
- Auxiliary Fund
- Restricted Fund
- Loan Fund
- Endowment Fund
- Agency Fund
- Funds for Renewal and Replacement

# INVESTMENT STRATEGY STATEMENT

## PAGE 2

Unexpended Plant Funds  
Funds for Retirement of Indebtedness

**Suitability:** Any investment eligible in the Investment Policy is suitable for all fund types.

**Safety of Principal:** All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur, however by managing the weighted average days to maturity for all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness, to less than 365 days for all investments and restricting the maximum allowable maturity to two years for any investment type, the price volatility of the overall portfolio will be minimized. Unexpended Plant Funds investments should be as per Section III.E.2.b and Funds for Retirement of Indebtedness investments should be as per Section III.E.2.c.

**Marketability:** Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement. Historical market “spreads” between the bid and offer prices of a particular security-type of less than ten basis points shall define an efficient secondary market. Unexpended Plant Funds investment should be as per Section III.E.2.b and Funds for Retirement of Indebtedness investment should be as per Section III.E.2.c.

**Liquidity:** All fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness require short-term liquidity. Short-term investment pools, bank deposits, and eligible money market mutual funds shall provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

**Diversification:** Investment maturities shall be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of South Texas College. Market cycle risk will be reduced by diversifying the appropriate maturity structure out over two years.

**Yield:** Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of a rolling three-month Treasury bill portfolio shall be the minimum yield objective.

**Review and Recommend Action on Resolution 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools**

Administration requests the Committee recommend Board approval of Resolution 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools.

Purpose, Justification, and Benefit – To approve Resolution 2023-003 to update the Investment Brokers, Dealers, Banks and Investment Pools list.

The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College’s Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on October 26, 2021, as amended. A revised list of brokers, dealers, banks, and investment pools is included in Exhibit “A”.

The recommended changes to the investment brokers, dealers, and banks list are as follows:

	Section	From	To
1	List of Authorized Banks:	Allegiance Bank	Stellar Bank (merger)
2		<del>Bank of Texas</del>	Remove - acquired by BOK
3		Capital One Bank	Remove – no longer service public funds
4		Comerica Bank	Remove – no longer service public funds
5		Southwest Bank	Remove – no longer service public funds

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on October 26, 2021, as amended. Valley View Consulting, LLC, the investment advisor under contract with the College, has confirmed the changes.

Reviewers – The Resolution 2023-003 was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College’s legal counsel.

Enclosed Documents – The revised Resolution 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools follows in the packet for the Committee’s information and review.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Committee meeting to address any questions by the Committee.

It is requested that the Committee recommend Board approval of Resolution 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

## **Resolution No. 2023-003**

**A RESOLUTION BY THE SOUTH TEXAS COLLEGE RELATING TO THE COLLEGE'S ADOPTION AND ANNUAL REVIEW OF ITS LIST OF AUTHORIZED BROKERS/DEALERS/BANKS/INVESTMENT POOLS AND AMENDING SUCH BROKERS/DEALER/BANK/INVESTMENT POOL LIST AS REQUIRED BY BOARD POLICY AND STATE LAW; AND AUTHORIZING OTHER MATTERS INCIDENT AND RELATED THERETO.**

WHEREAS, the Board of Trustees (the "Board") of the South Texas College (the "College") has adopted a written Investment Policy which primarily emphasizes safety of principal and liquidity and addresses investment diversification, yield, and maturity and the quality and capability of investment management provisions in accordance with the Public Funds Investment Act, Texas Government Code Chapter 2256, Subchapter A, as amended, (the *Act*); and

WHEREAS, the Board must annually review the list of authorized brokers/dealers/banks/investment pools that are authorized to engage in investment transactions with the College and adopt a written instrument stating that it has reviewed such list of authorized brokers/dealers/banks/investment pools; and

WHEREAS, a written copy of the College's Investment Policy must be presented to any person offering to engage in an investment transaction with an investment entity or to an investment management firm under contract with an investing entity to invest or manage the entity's investment portfolio; and

WHEREAS, the authorized representatives of a business organization offering to engage in an investment transaction with the College must provide a written acknowledgement that the business organization has received the College's Investment Policy; now, therefore,

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE THAT:**

**SECTION 1:** The Board has reviewed list of authorized brokers/dealers/banks/investment pools authorized to engage in investment transactions with the College (Exhibit "A" attached hereto), and the Board further wishes to memorialize this review by the adoption of this Resolution.

**SECTION 2:** Prospective authorized brokers/dealers/banks/investment pools will be provided with written copies of the College's Investment Policy and such authorized representatives will provide written acknowledgments of receipt of the College's Investment Policy.

**SECTION 3:** This Resolution may be relied upon by all appropriate government officials and others interested in this Resolution and establishes the College's compliance with the requirements of the Act and the College's Investment Policy.

**SECTION 4:** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

**SECTION 5:** All ordinances and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 6: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 7: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 8: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

PASSED AND APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

SOUTH TEXAS COLLEGE

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Rose Benavidez, Chair  
Board of Trustees

ATTEST:

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Alejo Salinas, Jr., Vice Chair  
Board of Trustees

(COLLEGE SEAL)

## Exhibit “A”

### List of Authorized Brokers/Dealers:

FHN Securities  
Duncan Williams  
Multi-Bank Securities  
Rice Financial  
SAMCO  
Wells Fargo Securities

### List of Authorized Banks:

~~Allegiance Bank~~ Stellar Bank  
~~Bank of Texas~~ *acquired by BOK*  
Bank OZK  
Bank of South Texas  
BTH Bank  
BOK Financial  
~~Capital One Bank~~  
~~Comerica Bank~~  
East West Bank  
Falcon Bank  
First Community Bank  
Frost Bank  
Greater South Texas Bank  
Veritex Bank  
Independent Financial  
International Bank of Commerce  
Vantage Bank  
JPMorgan Chase  
Lone Star National Bank  
NexBank  
Plains Capital Bank  
PNC Bank  
Prosperity Bank  
Rio Bank  
Southside Bank  
~~Southwest Bank~~  
Texas Capital Bank  
Texas Regional Bank  
Wallis Bank  
Wells Fargo Bank

### List of Authorized Investment Pools:

TexPool  
TexStar