

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Monday, November 7, 2022 @ 5:00 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.”

- I. Approval of October 11, 2022 Finance, Audit, and Human Resources Committee Minutes
- II. Discussion and Action as Necessary on Starr County Tax Resale Private Bid and Resolution #2023-004 Authorizing Tax Resale Private Bid
- III. Review and Action as Necessary on Award of Proposals, Rejection of Proposal, Purchases, and Renewals
 - A. Award of Proposals
 - 1) Audio Visual Equipment and Installation Classroom Upgrades – Mid Valley and Starr County Campuses (Award)
 - 2) Compact Utility Vehicle (Award)
 - 3) Full Size Sport Utility Vehicle (Award)
 - 4) Mid Valley Campus Building G Analog to Digital Audio Visual Upgrade – Phase II (Award)
 - 5) Purchase of Automatic Heavy-Duty Tractor Trailers (Award)
 - 6) Purchase of Portable Air Purifiers - II (Award)
 - B. Rejection of Proposal
 - 7) Technology Campus Building A – Analog to Digital Audio Visual Upgrade (Reject)
 - C. Purchases and Renewals
 - a. Instructional Items
 - 8) Assessments and Study Guides (Purchase)
 - 9) Online Tutoring Services Agreement (Purchase)
 - 10) Case Management Services (Renewal)
 - b. Non-Instructional Items
 - 11) Furniture (Purchase)
 - 12) Training and Consulting Agreement (Purchase)

13) Campus Dining and Food Truck Services - II (Renewal)

c. Technology Items

- 13) Computers, Laptops, and Monitor (Purchase)
- 14) Network Equipment Replacements (Purchase)
- 15) Systems and Network Support Consulting Services (Purchase)
- 16) Mobile Hotspot Services (Renewal)

- IV. Review and Recommend Action on Evaluation Criteria for Competitive Procurement of Non-Construction Products, Services, and Products and Services
- V. Review and Recommend Action to Ratify Revisions and Reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023
- VI. Discussion and Action as Necessary on Amendment to Current Agreement for Legal Counsel Services
- VII. Review and Recommend Action to Revise Policy #5330: Budget and Financial Reporting
- VIII. Review and Recommend Action on Annual Investment Report for FY 2021 – 2022
- IX. Review and Recommend Action on 2022 Tax Roll/Tax Levy for Hidalgo and Starr Counties
- X. Review and Recommend Action on Appraisal District Allocated Cost Payments for Hidalgo and Starr Counties
- XI. Review and Recommend Action on South Texas College Public Transportation Agency Safety Plan

**Approval of October 11, 2022 Finance, Audit, and Human Resources Committee
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of October 11, 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, October 11, 2022 @ 4:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, October 11, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:31 p.m. with Mr. Rene Guajardo presiding.

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

Other Trustees Present: Ms. Rose Benavidez Mr. Danny Guzman, and Mrs. Dalinda Gonzalez-Alcantar

Members absent: Mr. Paul R. Rodriguez

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Javier Villalobos, Mr. Jose Guerrero, Mrs. Rebecca Cavazos, Mr. George McCaleb, Ms. Shannon Perales, Mrs. Laura Requena, Mr. Zachary Suarez, Mr. Rick de la Garza, Mr. Robert Cuellar, Dr. Sylvia Flores, Dr. Carlos Margo, Ms. Nicole Perez, Mr. Don Hollow, Mr. Todd Nelson, Ms. Stephanie Hinojosa, Mrs. Gardenia Perez, and Mr. Andrew Fish.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of September 13, 2022 were approved as written. The motion carried.

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

Approval of the following award of proposals, rejection of qualifications, purchases, renewals, and interlocal agreements will be requested at the October 18, 2022 Board meeting.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of 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
All Affairs and Occasions (Elsa, TX) (New)	Coastal Deli, Inc./ dba Jason's Deli (Corpus Christi, TX)
Cornerstone Catering (Mission, TX)	Mt. Olive, Inc./ dba Subway #60762 (Pharr, TX) (New)
Pappa's Pizza, Inc. (Alton, TX) (New)	Pizza Properties, Inc./ dba Peter Piper Pizza (El Paso, TX)
Pineapple Ninjaz, LLC. (Penitas, TX) (New)	Rise & Shine Café (McAllen, TX)(New)
Riverwinds, Inc./ dba Subway (Rio Grande City, TX)	Zaycor Management Company (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	Strongline Security & Fire (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	Strongline Security & Fire (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	1st FP McAllen, LLC. (San Antonio, TX)	\$4,140.00
4	Kitchen Hood Repairs	1st FP McAllen, LLC. (San Antonio, TX)	10,000.00
5	Fire Sprinkler Inspections	1st FP McAllen, LLC. (San Antonio, TX)	\$20,125.00

#	Services	Vendor	Amount
6	Fire Sprinkler Repairs	1 st FP McAllen, LLC. (San Antonio, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspections	1 st FP McAllen, LLC. (San Antonio, TX)	\$4,360.00
8	Fire Extinguishers / Inspection Rates	El Fire & Safety, Inc. (Mission, TX)	\$10,000.00
9	Hydro Test Rates	El Fire & Safety, Inc. (Mission, TX)	\$10,000.00
10	Recharge Rates	El Fire & Safety, Inc. (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.

Recommend Action - The total for all purchases, renewals, and interlocal agreements was \$1,911,303.98.

The motion carried.

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

Administration requested 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 was 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 was 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 included a score key to assist evaluators in scoring each evaluation criterion. The current and proposed criteria were as follows:

#	Criteria	Product	Services	Product and Services
	Current Criteria			
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	**
	Total Points	100	100	100
	Proposed Criteria To Be Added			

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.		
Current Additional Criteria				
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, were 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 was brought for consideration.

After reviewing the item, the Committee chose to not take any action and leave the evaluation criteria for competitive procurement of products, services, and products and services for Board review and approval at the October 18, 2022 Board meeting.

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 requested 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 was 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:

Peer College (Per THECB)	EAP Provided	EAP Provider
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) were currently being used by other colleges and universities, as follows:

Colleges	Universities
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 were 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 was included in the packet for the Committee's information and review. This document was 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, were present at the Committee Meeting to address questions by the Committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended 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 motion carried.

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

Administration requested 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 was 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 was not intended to cover 100% of the costs incurred by an employee's personal device or equipment given that the device or equipment was 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 would not incur any employer benefit expenses for this reimbursement benefit payment.

A budget amendment to fund this cost from the Unrestricted Fund followed in the agenda for the Committee's consideration and recommendation.

Funding Source – The technology reimbursement benefit payment would 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, were present at the Committee meeting to address any questions by the Committee.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr, the Finance, Audit, and Human Resources Committee recommended 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. The motion carried.

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 requested 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 were eligible for the retention payment.

The retention payment to eligible full-time and part-time employees was 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 were 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 would 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 was as follows:

Full-Time \$1,250.00 and Part-Time \$625.00						
Employee Type	No. of Employees	Average Gross Pay	Average Net Pay	Total Gross Pay	Total Employer Paid Benefits	Total Salaries and Benefits
Full-Time	1,492	\$ 1,250.00	\$ 1,025.00	\$ 1,865,000.00	\$ 142,672.50	\$ 2,007,672.50
Part-Time	347	625.00	556.25	216,875.00	16,590.94	233,465.94
Total	1,839	1,875.00	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 followed in the agenda for the Committee's consideration and recommendation.

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

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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval on the use of unrestricted funds for retention payment for regular and temporary full-time and part-time employees as presented. The motion carried.

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

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

Purpose, Justification, and Benefit - The proposed budget amendment was 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 would 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 were included in the packet for the Committee's information and review.

The budget amendment was proposed as follows:

1. Budget Amendment – Increase the Unrestricted Fund Revenues

A budget amendment was 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
Total Revenue Increase	\$6,902,466

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
Total Unrestricted Fund Revenue Increase	\$46,109,151	\$6,902,466	\$53,011,617

Tuition revenue was 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 was 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 was 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 were proposed to increase by \$6,902,466.

2. Budget Amendment – Increase Unrestricted Fund Expenditures

A budget amendment was 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
Total Expenditure Increase	\$6,902,466

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
Total Unrestricted Fund Expenditures and Reserves Increase	\$177,909,868	\$6,902,466	\$184,812,334

The Salaries expenditure budget was 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 was 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 was proposed to increase as follows:

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

The Travel expenditure budget was proposed to increase as follows:

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

The HEERF Fund Balance Reserve budget was 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 were proposed to increase by \$6,902,466.

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was present to address any questions by the Committee on the Proposed Budget Amendment for FY 2022 – 2023.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2022 – 2023 as presented. The motion carried.

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

Administration requested 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 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 was for a two-year period ending August 31, 2024.

Reviewers – The Investment Policy and the Investment Strategy Statement were 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 complied with the Public Funds Investment Act.

The revision recommended included minor changes to wording in an effort to provide clarification.

The revision included in the Investment Policy was 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 were 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, were present at the Committee meeting to address any questions by the Committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of the revisions to Policy #5120: Investment Policy and Investment Strategy Statement as presented, and which supersedes any previously adopted Board Policy. The motion carried.

Review and Recommend Action on Resolution 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

Administration requested 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 was included in Exhibit "A".

The recommended changes to the investment brokers, dealers, and banks list were as follows:

	Section	From	To
1	List of Authorized Banks:	Allegiance Bank	Stellar Bank (merger)
2		Bank of Texas	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, were present at the Committee meeting to address any questions by the Committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Finance, Audit, and Human Resources Committee recommended Board approval of Resolution 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution. 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 5:39 p.m.

I certify that the foregoing are the true and correct Minutes of the October 11, 2022 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Rene Guajardo
Committee Chair

Discussion and Action as Necessary on Starr County Tax Resale Private Bid and Resolution #2023-004 Authorizing Tax Resale Private Bid

Purpose and Justification – Administration requests the Committee recommend Board approval of a Starr County Tax Resale Private Bid and Resolution #2023-004 authorizing the Tax Resale Bid of one (1) property as requested for consideration and possible action by the law office of Linebarger Goggan Blair & Sampson, LLP.

The Texas Property Tax Code requires approval from all taxing entities for the resale of a property.

Background - On October 17, 2022, Linebarger Goggan Blair & Sampson, LLP received a Private Bid from the City of Roma for one (1) property located within Starr County, and it is presented for consideration.

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration the analysis of the bid received. The total amount the College will receive for this property is \$399.89.

In accordance with Texas Tax Code Sec. 34.05(i), any private bid received must have the approval of all taxing entities. As of the publication of the Committee packet, the private bid is pending approval by Starr County, the City of Roma, and the Roma Independent School District.

Enclosed Documents – The Resolution, a list of the bid, the legal description of the property, as well as the amount of the bid, the South Texas College amount, and the Analysis of the Bid Received follow in the packet for the Committee's information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP will be present at the Committee meeting to address any questions.

It is requested that the Committee recommend Board approval of the Starr County Tax Resale Private Bid and Resolution #2023-004 Authorizing the Tax Resale Bid as presented.

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

1512 S. LONE STAR WAY

EDINBURG, TEXAS 78539

Tel: (956) 383-4500 / Fax: (956) 383-7820

November 08, 2022

Mrs. Rose Benavidez, Chair
South Texas College
3201 W. Pecan
McAllen, Texas, 78501

RE: TS-14-5; Roma Independent School District, Starr County, City of Roma and South Texas College vs. Albeza De La Cruz, aka Maria Albesa Delacruz, Et Al

Dear Mrs. Benavidez,

As your delinquent tax attorneys, we are tasked with foreclosing and selling certain delinquent accounts within your jurisdiction. Although the Texas Property Tax Code allows taxing jurisdictions the ability to sell certain properties thru a *public auction* or a *private bid process*, our firm has a policy to sell most foreclosure properties thru *public auction*. We believe such a policy ensures the greatest financial recovery for taxes owed to our clients and provides the greatest transparency with how foreclosed properties are sold. However, there are a few exceptions when we will consider the acceptance of a *private bid* to be presented for possible approval: when the private bid is made by a taxing entity and/or governmental entity for the purpose of acquiring the property for public use; the private bid offered satisfies all outstanding delinquent taxes, fees and costs, or; the private bid is to accommodate any legal/hardship necessary.

We recently received a private bid from the City of Roma for the above-reference property, which was sold and struck-off on July 05, 2022. After reviewing the file and all applicable circumstances, our firm is of the opinion the board of trustees should be presented with the private bid for discussion and possible approval.

Attached is an analysis of the private bid, Please: 1) review the attached Private Bid Analysis, and if acceptable; 2) place an action item on your next board meeting agenda, 3) if approved, execute the attached Resolution, and; 4) return the executed Resolution to our office.

If you have any questions or would like additional information, please do not hesitate to contact me.

Respectfully,

Linebarger Goggan Blair & Sampson, LLP



Michael G. Cano
Partner

SOUTH TEXAS COLLEGE



SOUTH TEXAS
COLLEGE

TAX RESALE PRIVATE BID
November 08, 2022



LINEBARGER
ATTORNEYS AT LAW

1512 SOUTH LONE STAR WAY, EDINBURG, TEXAS 78539 ★ TEL. (956) 383-4500

SOUTH TEXAS COLLEGE

RESOLUTION NO. _____

On the _____ day of _____, 2022, at the regularly scheduled meeting of the South Texas College Board of Trustees, a motion was duly made and seconded to sell the property described on the attached list, which was bid off to South Texas College through previous tax foreclosure proceedings. All relevant provision of sec. 34.05 of the Texas Property Tax Code have been complied with.

Discussion was then conducted, and upon completion of the same the South Texas College Board of Trustees called for a vote on the motion, and the same was passed by majority. Now therefore:

BE IT RESOLVED that the South Texas College Board of Trustees approved the bid received on the property described in the attached list and authorizes the South Texas College Board President to execute the tax resale deed conveying the approved property.

SIGNED on this _____ day of _____, 2022.

Mrs. Rose Benavidez
Chair
South Texas College

ATTEST:

Mrs. Victoria Cantu
Secretary

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
PROPERTY INFORMATION
SOUTH TEXAS COLLEGE

SUIT NUMBER	LEGAL DESCRIPTION	ACCOUNT NUMBER
TS-14-5	2.02 acres, more or less, situated in Porcion 72, Share 4-A, Parcel 3, J. A. Saenz (Salinas) Survey, Abstract 164, Starr County, Texas, as described in deed dated August 9, 2000, from Albeza De La Cruz to Bertha Munoz etal, in Volume 869, Page 466, Official Records of Starr County, Texas.	0073592 (001640720000401003030)



PROPERTY INFORMATION			
CASE NO / STYLE:	TS-14-5; Roma Independent School District, Starr County, City of Roma and South Texas College vs. Albeza De La Cruz, aka Maria Albesa Delacruz, Et Al		
LEGAL DESCRIPTION:	2.02 acres, more or less, situated in Porcion 72, Share 4-A, Parcel 3, J. A. Saenz (Salinas) Survey, Abstract 164, Starr County, Texas, as described in deed dated August 9, 2000, from Albeza De La Cruz to Bertha Munoz etal, in Volume 869, Page 466, Official Records of Starr County, Texas.		
TAX ACCT. NO.:	0073592 (001640720000401003030)	PROPERTY ADDRESS:	-
JUDGMENT DATE:	February 13, 2020	JUDGMENT YEARS:	2003 - 2019
TAX SALE DATE:	July 05, 2022	SHERIFF'S DEED RECORDED DATE:	August 23, 2022

TAX / BID INFORMATION			
TOTAL BID AMT:		\$10,000.00	
TOTAL JUDGMENT AMT:	\$113,988.78	APP. VALUE AT JUDGMENT:	\$110,000.00
Est. Costs of Sale:	\$2,579.00	CURRENT APP. VALUE:	\$110,000.00
TAXING ENTITIES:	JUDGMENT AMOUNT DUE:	PERCENTAGE TO BE RECEIVED	AMOUNT YOU WILL RECEIVE
Roma I. S. D.	\$56,193.74	49.29%	\$3,658.38
Starr County	\$34,020.35	29.85%	\$2,214.82
City of Roma	\$17,632.23	15.47%	\$1,147.91
South Texas College	\$6,142.46	05.39%	\$399.89

NOTE: All resale proceeds will be distributed pursuant to TEXAS PROPERTY TAX CODE Sec. 34.06 (b-e).

Starr CAD

Property Search > 73592 DE LA CRUZ ALBEZA ETAL for Year 2022 Tax Year: 2022

Property

Account

Property ID: 73592 Legal Description: AB 164 POR 72 J A SAENZPT SH 4-A (PARCEL 3)
Geographic ID: 00164-07200-00401-003030 Zoning:
Type: Real Agent Code:
Property Use Code:
Property Use Description:

Location

Address: Mapsco:
Neighborhood: Map ID:
Neighborhood CD:

Owner

Name: DE LA CRUZ ALBEZA ETAL Owner ID: 43200
Mailing Address: 201 S ESTRELLA % Ownership: 100.000000000000%
ROMA, TX 78584
Exemptions:

Values

(+) Improvement Homesite Value:	+	\$0	
(+) Improvement Non-Homesite Value:	+	\$0	
(+) Land Homesite Value:	+	\$0	
(+) Land Non-Homesite Value:	+	\$110,000	Ag / Timber Use Value
(+) Agricultural Market Valuation:	+	\$0	\$0
(+) Timber Market Valuation:	+	\$0	\$0
<hr/>			
(=) Market Value:	=	\$110,000	
(-) Ag or Timber Use Value Reduction:	-	\$0	
<hr/>			
(=) Appraised Value:	=	\$110,000	
(-) HS Cap:	-	\$0	
<hr/>			
(=) Assessed Value:	=	\$110,000	

Taxing Jurisdiction

Owner: DE LA CRUZ ALBEZA ETAL
% Ownership: 100.000000000000%
Total Value: \$110,000

Entity	Description	Tax Rate	Appraised Value	Taxable Value	Estimated Tax
01	STARR COUNTY	0.525000	\$110,000	\$110,000	\$577.50

01IS	XXXXXSTARR COUNTY I&S	0.000000	\$110,000	\$110,000	\$0.00
01R	STARR COUNTY FM & FC	0.225000	\$110,000	\$110,000	\$247.50
02	STARR COUNTY DRAINAGE DISTRICT	0.013200	\$110,000	\$110,000	\$14.52
10	ROMA CITY	0.602256	\$110,000	\$110,000	\$662.48
31	ROMA I.S.D.	1.411600	\$110,000	\$110,000	\$1,552.76
61	STARR CO HOSP DIST	0.264146	\$110,000	\$110,000	\$290.56
62	SO TEXAS COLLEGE	0.171500	\$110,000	\$110,000	\$188.65
CAD	STARR COUNTY APPR DIST	0.000000	\$110,000	\$110,000	\$0.00
Total Tax Rate:		3.212702			
				Taxes w/Current Exemptions:	\$3,533.97
				Taxes w/o Exemptions:	\$3,533.97

Improvement / Building

No improvements exist for this property.

Land

#	Type	Description	Acres	Sqft	Eff Front	Eff Depth	Market Value	Prod. Value
1	FV-VAC	FLAT VALUE VACANT	2.0200	87991.20	0.00	0.00	\$110,000	\$0

Roll Value History


Year	Improvements	Land Market	Ag Valuation	Appraised	HS Cap	Assessed
2023	N/A	N/A	N/A	N/A	N/A	N/A
2022	\$0	\$110,000	0	110,000	\$0	\$110,000
2021	\$0	\$110,000	0	110,000	\$0	\$110,000

Deed History - (Last 3 Deed Transactions)

#	Deed Date	Type	Description	Grantor	Grantee	Volume	Page	Deed Number
1	2/17/2000				DE LA CRUZ JOSE	0	0	
2	2/18/2000			DE LA CRUZ JOSE	DE LA CRUZ ALBEZA ETAL	855	606	207481

Tax Due

Property Tax Information as of 08/23/2022

Amount Due if Paid on: 

Year	Taxing Jurisdiction	Taxable Value	Base Tax	Base Taxes Paid	Base Tax Due	Discount / Penalty & Interest	Attorney Fees	Amount Due
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NOTE: Penalty & Interest accrues every month on the unpaid tax and is added to the balance. Attorney fees may also increase your tax liability if not paid by July 1. If you plan to submit payment on a future date, make sure you enter the date and RECALCULATE to obtain the correct total amount due.

Questions Please Call (956) 487-5613





Review and Action as Necessary on Award of Proposals, Rejection of Proposal, Purchases, and Renewals

Purpose and Justification – Administration requests the Committee recommend Board approval of the following award of proposals, rejection of proposal, purchases, and renewals.

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) Audio Visual Equipment and Installation Classroom Upgrades – Mid Valley and Starr County Campuses (Award)

Award the proposal for audio visual equipment and installation classroom upgrades – Mid Valley and Starr County campuses to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$92,359.12.

Purpose, Justification, and Benefit – Educational Technologies is requesting to purchase audio visual equipment for five (5) classrooms at the Mid Valley Campus and one (1) classroom at the Starr County Campus. The purchase will include smart podiums, webcams, document cameras, microphones, table top light stands, switchers, cables, displays, and miscellaneous hardware.

This equipment will provide state-of-the-art resources that will enhance (enrich, elevate) learning experiences for students, faculty, staff, and community and update or replace outdated/obsolete equipment. It will also enhance communication, collaboration, and knowledge sharing across all environments.

Background – Proposal documents were advertised on September 14, 2022 and September 21, 2022 and issued to eleven (11) vendors. Two (2) responses were received on September 29, 2022, and reviewed by Educational Technologies, Information Technology, and the Purchasing Department.

Funds for this expenditure are budgeted in the Educational Technologies - budget for FY 2022 – 2023.

2) Compact Utility Vehicle (Award)

Award the proposal for a compact utility vehicle to **Spikes Ford** (Mission, TX), at a total amount of \$28,355.00.

Purpose, Justification, and Benefit – The Department of Public Safety is requesting to purchase a compact utility vehicle for the day-to-day operation at all campuses, which will be conducted by the Safety and Security staff.

Background – Proposal documents were advertised on September 28, 2022 and October 5, 2022 and issued to nine (9) vendors. One (1) response was received on October 13, 2022, and reviewed by the Department of Public Safety and the Purchasing Department.

Funds for this expenditure are budgeted in the Safety and Security budget for FY 2022 – 2023.

3) Full Size Sport Utility Vehicle (Award)

Award the proposal for a full size sport utility vehicle to **Caldwell Country Chevrolet** (Caldwell, TX), at a total amount of \$64,990.00.

Purpose, Justification, and Benefit – The Department of Public Safety is requesting to purchase a full-size sport utility vehicle that will be used to transport faculty and staff throughout the College district to various College and community events.

Background – Proposal documents were advertised on September 28, 2022 and October 5, 2022 and issued to eleven (11) vendors. Two (2) responses were received on October 13, 2022, and reviewed by the Department of Public Safety, Facilities Operations and Maintenance, and the Purchasing Department.

Funds for this expenditure are budgeted in the Department of Public Safety budget for FY 2022 – 2023.

4) Mid Valley Campus Building G Analog to Digital Audio Visual Upgrade – Phase II (Award)

Award the proposal for the Mid Valley Campus Building G analog to digital audio visual upgrade – phase II to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$468,002.06.

Purpose, Justification, and Benefit – Educational Technology project is a continuation of the ongoing yearly initiative to upgrade outdated analog audiovisual equipment in classrooms/labs in pre-bond buildings to meet the new digital standard developed for the last bond. The upgrade to the equipment will allow the audiovisual systems in the Mid-Valley Campus Building G classrooms to support the digital video signals that are now standard on most new devices. This upgrade will improve faculty instruction and student success by enabling the expanded use of podiums, displays, laptops, tablets, and other digital equipment. This project does not require any new construction or renovation of the existing building, only the replacement of obsolete analog audiovisual equipment.

This project will upgrade twenty-three (23) classroom spaces to the college digital audio visual standard to support the digital video signals provided by modern computing and presentation devices. The upgrade also includes sharper and higher resolution display images and improved sound quality for instruction and student presentations.

Background – Proposal documents were advertised on September 14, 2022 and September 21, 2022, and issued to eleven (11) vendors. One (1) response was received on September

29, 2022, and reviewed by Educational Technologies, Information Technology, and the Purchasing Department.

Funds for this expenditure are budgeted in the Education Technologies budget for FY 2022 – 2023.

5) Purchase of Automatic Heavy-Duty Tractor Trailers (Award)

Award the proposal for the purchase of automatic heavy-duty tractor trailers to **Doggett Freightliner of South Texas, LLC**. (Pharr, TX), at a total amount of \$128,000.00 for one (1) tractor trailer that meets the FY 2023 available budget.

Purpose, Justification, and Benefit – Continuing, Professional, and Workforce Education is requesting to purchase one (1) automatic heavy-duty tractor trailer for the Commercial Driver's License (CDL) Program at the Mid Valley and Starr County campuses.

Background – Proposal documents were advertised on September 28, 2022 and October 5, 2022 and issued to seven (7) vendors. One (1) response was received on October 19, 2022, and reviewed by Continuing, Professional, and Workforce Education and the Purchasing Department.

Funds for this expenditure are budgeted in the Continuing, Professional, and Workforce Education budget for FY 2022 – 2023.

6) Purchase of Portable Air Purifiers - II (Award)

Award the proposal for the purchase of portable air purifiers – II, at a total amount of \$257,450.00. The vendors are as follows:

#	Vendor	Quantity	Amount
1	Esparza Pest Control & Eco-Logic Systems, Inc. (Edinburg, TX)	100	\$136,000.00
2	South Texas Solar Systems (McAllen, TX)	100	\$121,450.00

Purpose, Justification, and Benefit – Facilities Operations and Maintenance are requesting to purchase two hundred (200) portable air purifiers that will be installed in classrooms, libraries, common areas, and instructional labs. This equipment will create a safer classroom environment for students, faculty, and staff by reducing the spread of COVID-19.

Background – Proposal documents were advertised on September 21, 2022 and September 28, 2022 and issued to nine (9) vendors. Four (4) responses were received on October 6, 2022, and reviewed by Facilities Operations and Maintenance, Mid Valley Campus, Starr County Campus, and the Purchasing Department.

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Fund (HEERF) grant budget for FY 2022 – 2023.

B. Rejection of Proposal

7) Technology Campus Building A – Analog to Digital Audio Visual Upgrade (Reject)

Reject the two (2) proposals received for the Technology Campus Building A – analog to digital audio visual upgrade solicitation since one vendor did not receive the addendum issued with the proposal clarifications.

C. Purchases and Renewals (C-a. Instructional Items)

8) Assessments and Study Guides (Purchase)

Purchase assessments and study guides from **National Healthcareer Association** (Leawood, KS), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$62,000.00, which is based on prior year expenditures.

Purpose, Justification, and Benefit – Continuing, Professional, and Workforce Education is requesting to purchase practice tests and study guides that will prepare students in the EKG program for the certification exam.

Funds for this expenditure are budgeted in the Continuing Education – Local Grant budget for FY 2022 – 2023.

9) Online Tutoring Services Agreement (Purchase)

Purchase an online tutoring services agreement from **Upswing International, Inc.** (Durham, NC), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$192,000.00, which includes eight thousand (8,000) professional tutoring service hours.

Purpose, Justification, and Benefit – The Centers for Learning Excellence is requesting to purchase online tutoring service hours which are utilized by students district wide. This service will provide access to online tutoring and retention services in English, Math, Developmental English, Developmental Math, Developmental Reading, History, Economics, Philosophy, Education, Business, Political Science, Nursing, Psychology, Spanish, Allied Health, Biology, Chemistry, Physics, Sociology, and several other subjects.

These services supplement and enhance the College's Centers for Learning Excellence mission of allowing students to access services outside of regular operating hours and from any location, and, in some cases, providing tutors for subjects in which it is difficult to find qualified tutors locally. These tutoring services provide new, enhanced features such as audio and video tutoring capabilities, data and analytics dashboards, and the ability to schedule appointments and select and rate tutors. The provision of online tutoring services is in accordance with SACS Best Practices for Electronically Offered Degree and Certificate Programs, which stipulate that the institution recognizes that appropriate services must be available for students regardless of their location on or off campus.

Funds for this expenditure are budgeted in the Centers for Learning Excellence budget for FY 2022 – 2023.

10) Case Management Services (Renewal)

Renew the case management services with **Valley Initiative for Development and Advancement (VIDA)** (Mercedes, TX), a sole source vendor, for the period beginning January 1, 2023 through December 31, 2023, at a total amount of \$81,000.00.

Purpose, Justification, and Benefit – The Office of Enrollment Services is requesting case management and mentoring services for fifty (50) economically disadvantaged students per semester. These services will be conducted in the Spring, Summer, and Fall 2023 semesters and will include financial assistance (books, childcare, transportation, etc.), intensive case management, and career counseling to help complete their education and training in high-demand occupations.

A qualifying student will have to meet the following requirements:

- Resident of the Rio Grande Valley
- 18 years or older
- Eligible to work in the United States
- Below the 200% federal poverty guidelines, or
- Underemployed with family responsibilities earning less than \$14.00, or
- Underemployed with family responsibilities registered with the Texas Workforce Commission

This is a six (6) week program, which includes one (1) counseling session per week for a total of forty-eight (48) hours per student per semester. An enrolled or qualifying student will automatically roll over to the next semester. Once a student graduates, a new student is accepted into the program.

The vendor has provided these services since FY 2018 – 2019.

Funds for this expenditure are budgeted in the Student Case Management Services budget for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

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

11) Furniture (Purchase)

Purchase furniture from The Interlocal Purchasing System (TIPS) Purchasing Cooperative approved vendors at an estimated total amount of \$117,293.00 as follows.

#	Vendor	Amount
A	9 to 5 Seating, LLC. (Hawthorne, CA) (New)	\$2,417.00

#	Vendor	Amount
B	Jasper Group (JSI, Community and Jasper Desk) (Jasper, IN) (New)	\$93,536.00
C	VIA Seating / Gateway Printing and Office Supply, Inc. (Sparks, NV/Edinburg, TX)	\$21,340.00
Furniture Total		\$117,293.00

The purchases can be summarized as follows:

- 9 to 5 Seating, LLC. (Hawthorne, CA)
 - ⇒ Pecan Campus
 - 5 Staff Chairs for the Administration Offices
- Jasper Group (JSI, Community and Jasper Desk) (Jasper, IN)
 - ⇒ Pecan Campus
 - 1 Reception Desk, 5 Staff Desks, 8 Conference Chairs, 4 Conference Tables, 4 Lateral Files, 1 Credenza, 10 Guest Chairs, 2 Storage Cabinets, 4 Lounge Chairs, and 1 Round Lounge Table for the Administration Offices
- VIA Seating / Gateway Printing and Office Supply, Inc. (Sparks, NV/Edinburg, TX)
 - ⇒ Pecan Campus
 - 22 Conference Chairs for the Administration Offices

Funds for these expenditures are budgeted in the requesting department budget for FY 2022 - 2023 as follows: Pecan Ann Richard Administration Bldg. A Renovation Presidents Office -Furniture, Fixtures, and Equipment.

12) Training and Consulting Agreement (Purchase)

Purchase a training and consulting agreement from **Inside Track, Inc.** (Portland, OR), a sole source vendor, for the period of November 1, 2022 through September 30, 2023, at an estimated total amount of \$75,600.00.

Purpose, Justification, and Benefit – Division of Math, Science, Information Technology, and Bachelor Programs are requesting staff training and consulting services in creating a student journey map that documents the ideal student journey and focuses on improving student impact through role clarity and consistent student continuity of care. This project is intended to break down institutional silos and improve cohesion in supporting student impact. The final product will map key student milestones to the necessary knowledge, skills, and beliefs and include a plan to efficiently support students in navigating their own educational careers.

Funds for this expenditure are budgeted in the Department of Education's Title V Program, Developing Hispanic Serving Institution (DHSI) grant budget for FY 2022 - 2023.

13) Campus Dining and Food Truck Services - II (Renewal)

Renew the campus dining and food truck services – II contract with **All Affairs and Occasions** (Elsa, TX), for the period beginning February 1, 2023 through January 31, 2024, with 0% commission.

Purpose, Justification, and Benefit – Facilities Operations and Maintenance and the Purchasing Department are requesting to renew the campus dining and food truck services for the Mid Valley Campus. The services are necessary Monday through Friday for the faculty, staff, and students. It will include tacos, sandwiches, salads, burgers, oatmeal, sweets, fruit, and various other items.

Background – The Board awarded the contract for campus dining and food truck services as follows:

Term – one year with two one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/25/22	2/1/22 – 1/31/23	
1 st Renewal	11/17/22		2/1/23 – 1/31/24

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

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

14) Computers, Laptops, and Monitor (Purchase)

Purchase of computers, laptops, and monitor from the State of Texas Department of Information Resources (DIR) approved vendors, Dell Marketing, LP. (Dallas, TX) and Apple, Inc. (Dallas, TX), and the E&I Cooperative Services (E&I) approved vendor B&H Foto & Electronics (New York, NY), at a total amount of \$146,254.92.

All purchase requests for computers, laptops, and monitor have been evaluated by 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 the 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 systems 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
 - ⇒ 16 Computers for Educational Technology Maintenance and Replacement
- Staff Computers
 - ⇒ 7 Computers for Computer Science Program
 - ⇒ 1 Computer for Career and Employer Services
 - ⇒ 1 Computer for Division of Nursing and Allied Health
 - ⇒ 1 Computer for Mid Valley Child Care and Development
 - ⇒ 1 Computer for Student Assessment Center
 - ⇒ 1 Computer for Clinical Simulation Lab
- Faculty Computers
 - ⇒ 1 Computer for Division of Social and Behavioral Sciences
- Student Laptops
 - ⇒ 6 Laptops for Physics Program
- Staff Laptops
 - ⇒ 1 Laptop for Institutional Research and Effectiveness Department
 - ⇒ 2 Laptops for Emergency Medical Technology Program
 - ⇒ 1 Laptop for Curriculum Department
 - ⇒ 1 Dual Credit Academies
 - ⇒ 1 Accountability, Risk, and Compliance Department
 - ⇒ 1 Centers for Learning Excellence
- Faculty Laptops
 - ⇒ 7 Laptops for Clinical Simulation Lab
 - ⇒ 1 Laptop for Sociology Program
- Grant Students Laptops
 - ⇒ 48 Laptops for Continuing Education Program
- Grant Staff Laptops
 - ⇒ 7 Laptops for Finance and Administrative Services
- Staff Monitor
 - ⇒ 1 Monitor for Clinical Simulation Lab

Funds for these expenditures are budgeted in the requesting department budgets for FY 2022 - 2023 as follows: Educational Technology Maintenance and Replacement, Computer Science Program, Career and Employer Services, Division of Nursing and Allied Health, Mid Valley Child Care and Development, Division of Social and Behavioral Sciences, Physics

Program, Institutional Research and Effectiveness, Emergency Medical Technology, Curriculum Department, Dual Credit Academies, Accountability, Risk, and Compliance, Centers for Learning Excellence, Clinical Simulation, Sociology, Continuing Education, Higher Education Emergency Relief Funds (HEERF) – Grant, and Prioritizing Adult Community College Enrollment (PACCE) - Grant.

15) Network Equipment Replacements (Purchase)

Purchase network equipment replacements from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$87,647.10.

Purpose, Justification, and Benefit – Information Technology is requesting to purchase ten (10) network switches, ten (10) access points, fiber optic cables, and network peripherals to replace end-of-life and out-of-support equipment district wide. The new access points provide wireless connectivity to students, faculty, and staff.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2022 – 2023.

16) Systems and Network Support Consulting Services (Purchase)

Purchase systems and network support consulting services from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2022 through August 31, 2023, at a total amount of \$9,900.00.

Purpose, Justification, and Benefit – Information Technology is requesting to purchase sixty (60) consulting hours for infrastructure support and assistance. These hours will be used when working on enterprise projects.

Funds for this expenditure are budgeted in the IT Project Management Risk and Security budget for FY 2022 – 2023.

17) Mobile Hotspot Services (Renewal)

Renew the mobile hotspot services with **AT&T Mobility, LLC**. (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning January 1, 2023 through May 31, 2023, at an estimated total amount of \$65,600.00. The monthly subscription cost per device is \$40.00.

Purpose, Justification, and Benefit – Library Public Services is requesting to continue the mobile hotspot services for three hundred twenty-eight (328) mobile broadband hotspot devices that are currently utilized by students. Many students do not have access to reliable internet when attending courses remotely. These devices will provide reliable broadband internet service to students, allowing home access to online courses and learning resources.

Funds for this expenditure are budgeted in the Higher Education Emergency Relief Fund (HEERF) grant budget for FY 2022 – 2023.

Recommendation:

It is requested that the Committee recommend for Board approval the award of proposals, rejection of proposal, purchases, and renewals at a total cost of \$1,876,451.20 as listed below:

A. Award of Proposals

- 1) **Audio Visual Equipment and Installation Classroom Upgrades – Mid Valley and Starr County Campuses (Award):** award the proposal for audio visual equipment and installation classroom upgrades – Mid Valley and Starr County campuses to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$92,359.12;
- 2) **Compact Utility Vehicle (Award):** award the proposal for a compact utility vehicle to **Spikes Ford** (Mission, TX), at a total amount of \$28,355.00;
- 3) **Full Size Sport Utility Vehicle (Award):** award the proposal for a full size sport utility vehicle to **Caldwell Country Chevrolet** (Caldwell, TX), at a total amount of \$64,990.00;
- 4) **Mid Valley Campus Building G Analog to Digital Audio Visual Upgrade – Phase II (Award):** award the proposal for the Mid Valley Campus Building G analog to digital audio visual upgrade – phase II to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$468,002.06;
- 5) **Purchase of Automatic Heavy-Duty Tractor Trailers (Award):** award the proposal for the purchase of automatic heavy-duty tractor trailers to **Doggett Freightliner of South Texas, LLC**. (Pharr, TX), at a total amount of \$128,000.00 for one (1) tractor trailer that meets the FY 2023 available budget;
- 6) **Purchase of Portable Air Purifiers - II (Award):** award the proposal for the purchase of portable air purifiers – II, at a total amount of \$257,450.00. The vendors are as follows:

#	Vendor	Quantity	Amount
1	Esparza Pest Control & Eco-Logic Systems, Inc. (Edinburg, TX)	100	\$136,000.00
2	South Texas Solar Systems (McAllen, TX)	100	\$121,450.00

B. Rejection of Proposal

- 7) **Technology Campus Building A – Analog to Digital Audio Visual Upgrade (Reject):** reject the two (2) proposals received for the Technology Campus Building A – analog to digital audio visual upgrade solicitation since one vendor did not receive the addendum issued with the proposal clarifications;

C. Purchases and Renewals (C-a. Instructional Items)

- 8) **Assessments and Study Guides (Purchase):** purchase assessments and study guides from **National Healthcareer Association** (Leawood, KS), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$62,000.00, which is based on prior year expenditures;
- 9) **Online Tutoring Services Agreement (Purchase):** purchase an online tutoring services agreement from **Upswing International, Inc.** (Durham, NC), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at a total amount of \$192,000.00, which includes eight thousand (8,000) professional tutoring service hours;

- 10)Case Management Services (Renewal):** renew the case management services with **Valley Initiative for Development and Advancement (VIDA)** (Mercedes, TX), a sole source vendor, for the period beginning January 1, 2023 through December 31, 2023, at a total amount of \$81,000.00;

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

- 11)Furniture (Purchase):** purchase furniture from The Interlocal Purchasing System (TIPS) Purchasing Cooperative approved vendors at an estimated total amount of \$117,293.00 as follows:

#	Vendor	Amount
A	9 to 5 Seating, LLC. (Hawthorne, CA) (New)	\$2,417.00
B	Jasper Group (JSI, Community and Jasper Desk) (Jasper, IN) (New)	\$93,536.00
C	VIA Seating / Gateway Printing and Office Supply, Inc. (Sparks, NV/Edinburg, TX)	\$21,340.00
Furniture Total		\$117,293.00

- 12)Training and Consulting Agreement (Purchase):** purchase a training and consulting agreement from **Inside Track, Inc.** (Portland, OR), a sole source vendor, for the period of November 1, 2022 through September 30, 2023, at an estimated total amount of \$75,600.00;
- 13)Campus Dining and Food Truck Services - II (Renewal):** renew the campus dining and food truck services – II contract with **All Affairs and Occasions** (Elsa, TX), for the period beginning February 1, 2023 through January 31, 2024, with 0% commission;

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

- 14)Computers, Laptops, and Monitor (Purchase):** purchase of computers, laptops, and monitor from the State of Texas Department of Information Resources (DIR) approved vendors, Dell Marketing, LP. (Dallas, TX) and Apple, Inc. (Dallas, TX), and the E&I Cooperative Services (E&I) approved vendor B&H Foto & Electronics (New York, NY), at a total amount of \$146,254.92;
- 15)Network Equipment Replacements (Purchase):** purchase network equipment replacements from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$87,647.10;
- 16)Systems and Network Support Consulting Services (Purchase):** purchase systems and network support consulting services from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2022 through August 31, 2023, at a total amount of \$9,900.00;
- 17) Mobile Hotspot Services (Renewal):** renew the mobile hotspot services with **AT&T Mobility, LLC.** (Carol Stream, IL), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning January 1, 2023 through May 31, 2023, at an estimated total amount of \$65,600.00. The monthly subscription cost per device is \$40.00.

SOUTH TEXAS COLLEGE
1. AUDIO VISUAL EQUIPMENT AND INSTALLATION CLASSROOM UPGRADES -
MID VALLEY AND STARR COUNTY CAMPUSES
PROJECT NO. 22-23-1025

VENDOR		Audio Visual Aids	Howard Technology Solutions, a Division of Howard Industries, Inc.
ADDRESS		2903 N Flores St	36 Howard Dr
CITY/STATE/ZIP		San Antonio, TX 78212	Ellisville, MS 39437
PHONE		800-422-1282	601-425-3181
FAX			601-399-5077
CONTACT		Ernest Mendez	Darlene Parker
#	Description	Proposed	Proposed
1	Audio Visual Equipment and Installation Classroom Upgrades - Mid Valley and Starr County Campuses	\$ 92,359.12	\$ 120,506.00
TOTAL PROPOSAL AMOUNT		\$ 92,359.12	\$ 120,506.00
TOTAL EVALUATION POINTS		96.5	85.23
RANKING		1	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
1. AUDIO VISUAL EQUIPMENT AND INSTALLATION CLASSROOM UPGRADES -
MID VALLEY AND STARR COUNTY CAMPUSES
PROJECT NO. 22-23-1025
EVALUATION SUMMARY

VENDOR		Audio Visual Aids		Howard Technology Solutions, a Division of Howard Industries, Inc.	
ADDRESS		2903 N Flores St		35 Howard Dr	
CITY/STATE/ZIP		San Antonio, TX 78212		Ellisville, MS 39436	
PHONE		800-422-1282		601-425-3181	
FAX				601-399-5077	
CONTACT		Ernest Mendez		Darlene Parker	
1	The purchase price. (up to 45 points)	45	45	34.48	34.48
		45		34.48	
		45		34.48	
		45		34.48	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	15	14.25	15	14.25
		14		14	
		14		13	
		14		15	
3	The quality of the vendor's goods or services. (up to 16 points)	16	15.5	16	15.25
		15		16	
		15		14	
		16		15	
4	The extent to which the goods or services meet the College's needs. (up to 20 points)	16	18.75	16	18.5
		19		19	
		20		20	
		20		19	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	3	2.75
		3		2	
		3		3	
		3		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)	0	0	0	0
		0		0	
		0		0	
		0		0	
TOTAL EVALUATION POINTS		96.5		85.23	
RANKING		1		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
1. PROPOSAL CRITERIA - PRODUCT AND SERVICE

		Product and Service	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	45	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	15	13-15 8-12 3-7 0-2 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	13-16 8-12 3-7 0-2 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	20	16-20 11-15 6-10 0-5 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost		Up to 5 points will be used from the purchase price if applicable
8	Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals 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
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
2. COMPACT UTILITY VEHICLE
PROJECT NO. 22-23-1030

NAME			Spikes Ford	
ADDRESS			805 E Expway 83	
CITY/STATE/ZIP			Mission, TX 78572	
PHONE			956-519-5521	
CONTACT			Michael Ramirez	
#	Qty	Description	Unit Price	Extension
1	1	Compact Utility Vehicle	\$ 28,355.00	\$ 28,355.00
Unit Proposed:			Ford Escape	
2	1	Delivery Charges, If Any:	\$ -	\$ -
3	1	List Any Other Applicable Charges:	State Inspection - \$23.75	
4	1	Number of Days for Delivery Upon Placement of Order	Possibly 5-8 Months	
TOTAL AMOUNT PROPOSED			\$ 28,355.00	
TOTAL EVALUATION POINTS			96.65	
RANKING			1	

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
2. COMPACT UTILITY VEHICLE
PROJECT NO. 22-23-1030
EVALUATION SUMMARY

VENDOR		Spikes Ford	
ADDRESS		805 E Expway 83	
CITY/STATE/ZIP		Mission, TX 78572	
PHONE		956-519-5521	
CONTACT		Michael Ramirez	
1	The purchase price. (up to 50 points)	50	50
		50	
		50	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	9	9.33
		10	
		9	
3	The quality of vendor's goods or services. (up to 18 points)	18	17.66
		18	
		17	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	17	16.66
		16	
		17	
5	The vendor's past relationship with the district. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0
		0	
		0	
TOTAL EVALUATION POINTS		96.65	
RANKING		1	

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
2. PROPOSAL CRITERIA - PRODUCT ONLY

	Product Only		
	Points	Score Key	
1 Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	50		
2 Criterion 2: The reputation of the vendor and of the vendor's goods or services 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
3 Criterion 3: The quality of the vendor's goods or service 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
4 Criterion 4: The extent to which the goods or services meet the district's needs 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
5 Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0	Yes No
7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
8 Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: 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
3. FULL SIZE SPORT UTILITY VEHICLE
PROJECT NO. 22-23-1027

NAME			Caldwell Country Chevrolet		Spikes Ford	
ADDRESS			P O Box 27		805 E Expy 83	
CITY/STATE/ZIP			Caldwell, TX 77836		Mission, TX 78572	
PHONE			979-567-1500		956-519-5521	
CONTACT			Averyt Knapp		Michael Ramirez	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
1	1	Full Size Sport Utility Vehicle Option 1	\$ 74,290.00	\$ 74,290.00	\$ 61,680.00	\$ 61,680.00
Unit Proposed:			Tahoe Premier (4x2)		Ford Expedition XLT	
2	1	Full Size Sport Utility Vehicle Option 2	\$ 64,190.00	\$ 64,190.00	\$ 61,680.00	\$ 61,680.00
Unit Proposed:			Tahoe LT (4x2)		Ford Expedition LT	
3	1	Delivery Charges, If Any:	\$ 800.00		\$ -	
4	1	List Any Other Applicable Charges:	None		State Inspection - \$23.75	
5	1	Number of Days for Delivery Upon Placement of Order	120 - 150 Days		Possibly 5-8 Months	
TOTAL AMOUNT PROPOSED FOR OPTION 1			\$ 75,090.00		\$ 61,680.00	
TOTAL AMOUNT PROPOSED FOR OPTION 2			\$ 64,990.00		\$ 61,680.00	
TOTAL EVALUATION POINTS			96.99		****	
RANKING			1		****	

****The proposal submitted did not meet the required specifications, therefore not evaluated.
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. FULL SIZE SPORT UTILITY VEHICLE
PROJECT NO. 22-23-1027
EVALUATION SUMMARY

VENDOR		Caldwell Country Chevrolet	
ADDRESS		P O Box 27	
CITY/STATE/ZIP		Caldwell, TX 77836	
PHONE		979-567-1500	
CONTACT		Averyt Knapp	
1	The purchase price. (up to 50 points)	50	50
		50	
		50	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	10	9.66
		10	
		9	
3	The quality of vendor's goods or services. (up to 18 points)	18	17.33
		18	
		16	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	17	17
		18	
		16	
5	The Vendor's past relationship with the district. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0
		0	
		0	
TOTAL EVALUATION POINTS		96.99	
RANKING		1	

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 - PRODUCT ONLY

	Product Only		
	Points	Score Key	
1 Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	50		
2 Criterion 2: The reputation of the vendor and of the vendor's goods or services 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
3 Criterion 3: The quality of the vendor's goods or service 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
4 Criterion 4: The extent to which the goods or services meet the district's needs 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
5 Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0	Yes No
7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
8 Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: 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
4. MID VALLEY CAMPUS BUILDING G
ANALOG TO DIGITAL AUDIO VISUAL UPGRADE PHASE - II
PROJECT NO. 22-23-1024

VENDOR		Audio Visual Aids
ADDRESS		2903 N Flores St
CITY/STATE/ZIP		San Antonio, TX 78212
PHONE		800-422-1282
CONTACT		Ernest Mendez
#	Description	Proposed
1	Mid Valley Campus Building G Analog to Digital Audio Visual Upgrade Phase II (Equipment and Installation)	\$ 468,002.06
TOTAL PROPOSAL AMOUNT		\$ 468,002.06
TOTAL EVALUATION POINTS		97
RANKING		1

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
4. MID VALLEY CAMPUS BUILDING G
ANALOG TO DIGITAL AUDIO VISUAL UPGRADE PHASE - II
PROJECT NO. 22-23-1024
EVALUATION SUMMARY

VENDOR		Audio Visual Aids	
ADDRESS		2903 N Flores St	
CITY/STATE/ZIP		San Antonio, TX 78212	
PHONE		800-422-1282	
CONTACT		Ernest Mendez	
1	The purchase price. (up to 45 points)	45	45
		45	
		45	
		45	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	15	14.5
		14	
		14	
		15	
3	The quality of the vendor's goods or services. (up to 16 points)	13	14.75
		15	
		15	
		16	
4	The extent to which the goods or services meet the College's needs.(up to 20 points)	20	19.75
		19	
		20	
		20	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
		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)	0	0
		0	
		0	
		0	
TOTAL EVALUATION POINTS		97	
RANKING		1	

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
4. PROPOSAL CRITERIA - PRODUCT AND SERVICE

		Product and Service	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	45	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	15	13-15 8-12 3-7 0-2 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	13-16 8-12 3-7 0-2 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	20	16-20 11-15 6-10 0-5 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost		Up to 5 points will be used from the purchase price if applicable
8	Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals 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
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
5. PURCHASE OF AUTOMATIC HEAVY-DUTY TRACTOR TRAILERS
PROJECT NO. 22-23-1028

NAME			Doggett Freightliner of South Texas, LLC.	
ADDRESS			3103 N Cage Blvd	
CITY/STATE/ZIP			Pharr, TX 78577	
PHONE			956-782-8202	
CONTACT			Marco Garcia	
#	Qty	Description	Unit Price	Extension
A	1	Heavy-Duty Tractor (Truck) Option 1	\$ 84,500.00	\$ 84,500.00
Model Year/ Vehicle Mileage			2017 / 527,886	
B	1	Truck Delivery Fee	\$ 500.00	\$ 500.00
C	1	Trailer Option 1	\$ 42,500.00	\$ 42,500.00
Model Year			2015	
D	1	Trailer Delivery Fee	\$ 500.00	\$ 500.00
E	1	Heavy-Duty Tractor (Truck) Option 2	\$ 115,000.00	\$ 115,000.00
Model Year/ Vehicle Mileage			2019 / 382,503	
F	1	Truck Delivery Fee	\$ 500.00	\$ 500.00
G	1	Trailer Option 2	\$ 43,500.00	\$ 43,500.00
Model Year			2017	
H	1	Trailer Delivery Fee	\$ 500.00	\$ 500.00
TOTAL AMOUNT PROPOSED			\$ 287,500.00	
TOTAL AWARD AMOUNT FOR OPTION 1			\$ 128,000.00	
TOTAL EVALUATION POINTS			94.65	
RANKING			1	

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
PURCHASE OF AUTOMATIC HEAVY-DUTY TRACTOR TRAILERS
PROJECT NO. 22-23-1028**

VENDOR		Doggett Freightliner of South Texas, LLC.	
ADDRESS		3103 N Cage Blvd	
CITY/STATE/ZIP		Pharr, TX 78577	
PHONE		956-782-8202	
CONTACT		Marco Garcia	
1	The purchase price. (up to 45 points)	45	45
		45	
		45	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	10	9.66
		9	
		10	
3	The quality of vendor's goods or services. (up to 18 points)	18	16.66
		17	
		15	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	17	16.33
		17	
		15	
5	The Vendor's past relationship with the district. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0
		0	
		0	
7	Maintenance record and overall condition of the vendor’s goods. (up to 5 points)	4	4
		4	
		4	
TOTAL EVALUATION POINTS		94.65	
RANKING		1	

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
5. PROPOSAL CRITERIA - PRODUCT ONLY

	Product Only		
	Points	Score Key	
1 Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	50		
2 Criterion 2: The reputation of the vendor and of the vendor's goods or services 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
3 Criterion 3: The quality of the vendor's goods or service 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
4 Criterion 4: The extent to which the goods or services meet the district's needs 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
5 Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0	Yes No
7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
8 Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: 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
6. PURCHASE OF PORTABLE AIR PURIFIERS - II
PROJECT NO. 22-23-1026

NAME			Esparza Pest Control & Eco-Logic Systems, Inc.		Fastenal Company		Perry Mechanical Systems		South Texas Solar Systems	
ADDRESS			5602 S Sugar Rd		4700 W Military Hwy		3133 W Alberta Rd		405 W Bus 83	
CITY/STATE/ZIP			Edinburg, TX 78539		McAllen, TX 78503		Edinburg, TX 78539		McAllen, TX 78501	
PHONE			956-316-0000		956-658-5839		956-342-6135		956-236-2404	
FAX			956-702-0000		956-688-6196				210-595-6308	
CONTACT			Elma Esparza		Miguel Cantu		Emiliano Ayala		James Hiebert	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Proposed Unit			CIMR 2000				Daikin DAP		Jade Air Purifier 2.0	
1	200	Portable Air Purifier	\$ 1,360.00	\$ 272,000.00	\$ 307.95	\$ 61,590.00	\$ 2,212.00	\$ 442,400.00	\$ 1,175.00	\$ 235,000.00
2	1	Shipping and Handling	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ 7,900.00	\$ 7,900.00
Total Unit Amount			\$ 272,000.00		\$ 64,090.00		\$ 442,400.00		\$ 242,900.00	
3	200	Option 2: Portable Air Purifier Jade 1.0 (while supplies last)							\$ 1,000.00	\$ 200,000.00
4	200	Option 2: Portable Air Purifier Jade 1.0 with warranty and free service (while supplies last)							\$ 1,795.00	\$ 359,000.00
3	1	Carbon Filter					\$ 202.00	\$ 202.00	\$38, \$160, \$99	
4	1	HEPA Filter					\$ 497.00	\$ 497.00		
5	1	Filter Life			Depends on usage, typically 3-4 months		Filter changeout can change depending on the room so a note should be made on the time frame the first replacement took place to create a filter changeout schedule.		8,600 hours of running time	
6	1	UV Light								
7		Light Information							Germicidal UV-C+	
8	200	Vendor Installation of Air Purifiers (Optional)							\$ 12,000.00	
9	1	Include any other consumable items, if applicable, and the current cost for each:	The CIMR 2000 has two (2) cells that need to be replaced every three (3) years at \$399 per cell for a total of \$159,600.00.		\$73.49 filter		The HEPA filter requires changeout when low air velocity is present the pre and/or post filter.			
10	No. of Years in Business		60 Years		55 Years		21 Years		15 Years	
11	Days for Delivery		7 days		10 days		70-80 days		Less than 30 days	
12	Weight				16 lbs		165 lbs		33 lbs	
13	Warranty				Lifetime Warranty using Manufacturer's Filters		1 Year Parts Warranty		1 Year Manufacturer	
TOTAL AMOUNT PROPOSED			\$ 272,000.00		\$ 64,090.00		\$ 442,400.00		\$ 242,900.00	
TOTAL AWARD AMOUNT FOR 100 UNITS			\$ 136,000.00						\$ 121,450.00	
TOTAL EVALUATION POINTS			91.37		****		72.53		94	
RANKING			2		****		3		1	

****Vendor did not submit required product documentation, therefore not evaluated.
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
6. PURCHASE OF PORTABLE AIR PURIFIERS - II
PROJECT NO. 22-23-1026
EVALUATION SUMMARY

VENDOR		Esparza Pest Control & Eco-Logic Systems, Inc.		Perry Mechanical Systems		South Texas Solar Systems	
ADDRESS		5602 S Sugar Rd		3133 W Alberta Rd		405 W Bus 83	
CITY/STATE/ZIP		Edinburg, TX 78539		Edinburg, TX 78539		McAllen, TX 78501	
PHONE		956-316-0000		361-854-7768		956-236-2404	
FAX		956-702-0000		956-342-6135			
CONTACT		Elma Esparza		Emiliano Ayala		James Hiebert	
1	The purchase price. (up to 45 points)	42.17	42.17	25.93	25.93	45	45
		42.17		25.93		45	
		42.17		25.93		45	
		42.17		25.93		45	
		42.17		25.93		45	
2	The reputation of the vendor and of the vendor's goods or services. (up to 15 points)	8	9.2	8	8.2	8	8
		9		8		9	
		10		8		8	
		10		7		7	
		9		10		8	
3	The quality of vendor's goods or services. (up to 16 points)	16	17	16	16.8	16	16.6
		17		16		16	
		17		17		17	
		17		17		17	
		18		18		17	
4	The extent to which the goods or services meet the districts needs. (up to 20 points)	16	16.4	16	15.4	16	17
		16		16		17	
		17		13		18	
		16		15		18	
		17		17		16	
5	The Vendor's past relationship with the district. (up to 3 points)	3	3	3	3	3	3
		3		3		3	
		3		3		3	
		3		3		3	
		3		3		3	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0	0	0	0	0
		0		0		0	
		0		0		0	
		0		0		0	
		0		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	4	3.6	3	3.2	4	4.4
		4		3		4	
		3		3		4	
		3		4		5	
		4		3		5	
TOTAL EVALUATION POINTS		91.37		72.53		94	
RANKING		2		3		1	

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
6. PROPOSAL CRITERIA - PRODUCT ONLY

	Product Only		
	Points	Score Key	
1 Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	50		
2 Criterion 2: The reputation of the vendor and of the vendor's goods or services 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
3 Criterion 3: The quality of the vendor's goods or service 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
4 Criterion 4: The extent to which the goods or services meet the district's needs 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
5 Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0	Yes No
7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
8 Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: 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

NO BACKUP FOR

**7. Technology
Campus Building A –
Analog to Digital
Audio Visual Upgrade
(Reject)**

SOUTH TEXAS COLLEGE
8. ASSESSMENTS AND STUDY GUIDES

VENDOR			National Healthcareer Association	
ADDRESS			11161 Overbrook Rd	
CITY/STATE/ZIP			Leawood, KS 66211	
PHONE			800-499-9092	
CONTACT			Mary Jo Biggs	
#	Qty	Description	Unit Price	Extension
1	1	Assessments and Study Guides Period: 9/1/22 - 8/31/23	\$ 62,000.00	\$ 62,000.00
TOTAL AMOUNT			\$ 62,000.00	

SOUTH TEXAS COLLEGE
9. ONLINE TUTORING SERVICES AGREEMENT

VENDOR			Upswing International, Inc.	
ADDRESS			210 Barton Springs Rd Ste 100	
CITY/STATE/ZIP			Durham, NC 27702	
PHONE			844-879-8779	
CONTACT			Alex Pritchett	
#	Qty	Description	Unit Price	Extension
1	1	Professional Tutoring Hours 24/7 Quantity: 8,000 Service Hours Period: 9/1/22 - 8/31/23	\$ 192,000.00	\$ 192,000.00
TOTAL AMOUNT			\$ 192,000.00	

SOUTH TEXAS COLLEGE
10. CASE MANAGEMENT SERVICES

VENDOR			Valley Initiative for Development and Advancement (VIDA)	
ADDRESS			417 S Ohio Ave	
CITY/STATE/ZIP			Mercedes, TX 78570	
PHONE			956-903-1900	
CONTACT			Maribel Martinez	
#	Qty	Description	Unit Price	Extension
1	1	Case Management Services and Mentoring Services Fifty (50) Students Per Semester Period: 1/1/23 - 12/31/23	\$ 81,000.00	\$ 81,000.00
TOTAL AMOUNT			\$ 81,000.00	

SOUTH TEXAS COLLEGE
11. DISTRICT WIDE FURNITURE REQUEST
NOVEMBER 17, 2022

#	Qty	Description	Unit Price	Extension	Requesting Department
9 to 5 Seating, LLC (TIPS)					
1	1	3065 Vesta Mesh Mid Back Task Chair	\$889.00	\$889.00	Pecan Ann Richard Administration Bldg A Renovation Presidents Office-FFE - Mary G. Elizondo Staff Chairs to used at the Administration Offices
4		205 NCE Mesh Mid Back Task Chair	\$307.00	\$1,228.00	
2	1	Labor to receive, inspect, deliver, install, and remove debris	\$300.00	\$300.00	
		9 to 5 Seating, LLC. Total		\$2,417.00	
Jasper Group (JSI, Community and Jasper Desk) (TIPS)					
1	1	Strata Reception Station	\$ 18,350.00	\$ 18,350.00	Pecan Ann Richard Administration Bldg A Renovation Presidents Office-FFE - Mary G. Elizondo Staff Desk, Chairs, Credenzas, Conference Tables, Storage Cabinets, and Lateral Files to used at the Administration Offices
4		Vision 30x72 Right Pedestal Desk	\$ 925.00	\$ 3,700.00	
4		Vision 24x42 Desk Bridge	\$ 290.00	\$ 1,160.00	
		Vision 24x72 File/File Left Pedestal Credenza	\$ 768.00	\$ 3,072.00	
2		Vision 24D x 36W x 42H 3-Drawer Lateral File Cabinet	\$ 872.00	\$ 1,744.00	
4		Vision 72W Double Height Overhead Storage Cabinet	\$ 1,065.00	\$ 4,260.00	
8		Ramona Guest Chair w/ 1/2 Upholstered Lower Back w/Slats	\$ 596.00	\$ 4,768.00	
1		Vision 42' dia Round Table w/ Metal X-Base	\$ 996.00	\$ 996.00	
4		Trendway Lounge Stack Chair	\$ 115.00	\$ 460.00	
2		Vision 24D x 30W x 56H 4-Drawer Lateral File Cabinet	\$ 1,154.00	\$ 2,308.00	
2		Vision 24D x 30W x 84H Storage Cabinet	\$ 1,392.00	\$ 2,784.00	
1		Apogee 36x72 Double Pedestal Desk w/ Full Modesty	\$ 2,821.00	\$ 2,821.00	
1		Apogee 22D x 120W Custom Wall Credenza	\$ 13,963.00	\$ 13,963.00	
1		Vision 42x96 Veneer Boat Shaped Conference Table	\$ 3,291.00	\$ 3,291.00	
1		Protocol Executive High Back Chair	\$ 1,425.00	\$ 1,425.00	
2		Ramona Guest Chair w/ 1/2 Upholstered Lower Back w/ Slats	\$ 670.00	\$ 1,340.00	
8		Protocol Executive Mid-Back Chair	\$ 1,340.00	\$ 10,720.00	
3		Vision 48x96 Rectangular Conference Table	\$ 4,458.00	\$ 13,374.00	
2	1	Labor to receive, inspect, deliver, install, and remove debris	\$3,000.00	\$3,000.00	
		Jasper Group (JSI, Community and Jasper Desk) Total		\$ 93,536.00	
VIA Seating / Gateway Printing and Office Supply, Inc. (TIPS)					
1	22	5301-11C-4A Dyce Mid Back Chair	\$920.00	\$20,240.00	Pecan Ann Richard Administration Bldg A Renovation Presidents Office-FFE - Mary G. Elizondo Conference Chairs to used at the Administration Offices
2	1	Labor to receive, inspect, deliver, install, and remove debris	\$1,100.00	\$1,100.00	
		VIA Seating Total		\$21,340.00	
		Furniture Total		\$117,293.00	

SOUTH TEXAS COLLEGE
12. TRAINING AND CONSULTING AGREEMENT

VENDOR			Inside Track, Inc.	
ADDRESS			121 SW Salmon St Ste 800	
CITY/STATE/ZIP			Portland, OR	
PHONE			800-884-6371	
CONTACT			Seth Carreiro	
#	Qty	Description	Unit Price	Extension
1	1	Training and Consulting Agreement Period: 11/1/22 - 9/30/23	\$ 75,600.00	\$ 75,600.00
TOTAL AMOUNT			\$ 75,600.00	

SOUTH TEXAS COLLEGE
14. DISTRICT WIDE TECHNOLOGY REQUEST
NOVEMBER 17, 2022

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	7	Dell OptiPlex 5000 Tower Micro BTX, Intel Core i7-12700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 6,290.97	Saeed Molki - Computer Science Program Replacement of out of warranty system for department staff
2	1	Dell OptiPlex 5000 MFF Tower Micro BTX, Intel Core i7-10700T, 16GB Memory 256GB Hard Drive, 55" 4K Interactive Monitor, Warranty	\$ 3,369.95	\$ 3,369.95	Eric Reitinger - Division of Social and Behavioral Sciences New system for department faculty conference room
3	1	Dell OptiPlex 5000 MFF Tower Micro BTX, Intel Core i7-10700T, 16GB Memory 256GB Hard Drive, 55" 4K Interactive Monitor, Warranty	\$ 3,369.95	\$ 3,369.95	Celinda Salinas - Career and Employer Services New system for department staff conference room
4	1	Dell OptiPlex 5000 Tower Micro BTX, Intel Core i7-12700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 898.71	Jayson Valerio - Division of Nursing and Allied Health Replacement of out of warranty system for department staff
5	1	Dell OptiPlex 5000 Tower Micro BTX, Intel Core i7-12700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 898.71	Sylvia Serrano - Mid Valley Child Care and Development Replacement of non-working system for department staff
6	1	Dell OptiPlex 5000 Tower Micro BTX, Intel Core i7-12700, 16GB Memory 512GB Hard Drive, 22" Monitor, Warranty	\$ 1,111.54	\$ 1,111.54	Adrian Lozano - Student Assessment Center New system for department staff
7	16	OptiPlex 5000 Small Form Factor, Intel Core i7-12700, 16GB Memory 512GB Hard Drive, Warranty	\$ 987.92	\$ 15,806.72	Marie Evans - Educational Technology Maintenance and Replacement Replacement of out of warranty systems for students district wide
8	1	Apple Mac Studio M1 Max Chip with 10-Core CPU and 24-Core GPU, 512GB, Apple Care Warranty	\$ 1,958.00	\$ 1,958.00	Ruben Torres - Clinical Simulation Replacement of out of warranty system for department staff
		COMPUTER TOTAL		\$ 33,704.55	
LAPTOPS					
9	1	Laptop Latitude 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Docking Station, Warranty	\$ 1,399.80	\$ 1,399.80	Fernando Chapa - Institutional Research and Effectiveness Replacement of out of warranty system for department staff
10	2	Samsung 12.4" Galaxy Tablet S7 Fe, (Wi-Fi) Only, Mystic Silver) 8GB Memory, 256GB Hard Drive, Adreno 642L Graphics, Case, Warranty	\$ 806.85	\$ 1,613.70	Carlos Tello - Emergency Medical Technology Program New systems for department staff
11	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	Christina Cavazos - Curriculum New systems for department staff
12	7	Laptop Precision Workstation 5570 CTO, Intel Core i7-12800H, 16GB Memory 512GB Hard Drive, NVIDIA RTX A1000, 4GB GDDR6, 24" Monitor, Docking Station, Warranty	\$ 2,577.16	\$ 18,040.12	Myriam Lopez - (HEERF Institutional Award) / Mary Elizondo - FAS Replacement of out of warranty systems for department staff
13	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	Leonardo Castaneda - Dual Credit Academics Replacement of out of warranty system for department staff
14	1	Laptop Latitude 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Docking Station, Warranty	\$ 1,399.80	\$ 1,399.80	Jason Gutierrez - Accountability, Risk, and Compliance New systems for department staff
15	48	Laptop Latitude 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Warranty	\$ 1,136.61	\$ 54,557.28	Olivia De La Rosa - Continuing Education PACCE Grant New systems for student check out

SOUTH TEXAS COLLEGE
14. DISTRICT WIDE TECHNOLOGY REQUEST
NOVEMBER 17, 2022

16	6	Laptop Precision Workstation 5570 CTO, Intel Core i7-12800H, 16GB Memory 512GB Hard Drive, NVIDIA RTX A1000, 4GB GDDR6, Warranty	\$ 2,183.20	\$ 13,099.20	Ravindra Nandigam - Physics Program	New systems for student lab
17	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	Lynell Williams - Centers for Learning Excellence	New system for department staff
18	7	Laptop Precision Workstation 7670 CTO, Intel Core i5-12600HX, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Warranty	\$ 2,167.97	\$ 15,175.79	Ruben Torres - Clinical Simulation	Replacement of out of warranty systems for department faculty
19	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	Rolando Longoria - Sociology Program	Replacement of out of warranty system for department faculty
		LAPTOP TOTAL		\$ 110,992.37		
MONITOR						
20	1	Apple Studio Display Standard Glass, Tilt Adjustable Stand Apple Care Warranty	\$ 1,558.00	\$ 1,558.00	Ruben Torres - Clinical Simulation	Replacement of out of warranty monitors for department staff
		MONITOR TOTAL		\$ 1,558.00		
		COMPUTER/LAPTOP/MONITOR TOTAL		\$ 146,254.92		

SOUTH TEXAS COLLEGE
15. NETWORK EQUIPMENT REPLACEMENTS

VENDOR			Netsync Network Solutions	
ADDRESS			2500 W Loop S Ste 410/510	
CITY/STATE/ZIP			Houston, TX 77027	
PHONE			713-218-5000	
CONTACT			Michelle Bailey	
#	Qty	Description	Unit Price	Extension
1	10	Catalyst 9300 48-port PoE+ K12	\$ 4,763.29	\$ 47,632.90
2	10	C9300 Network Essentials 48-port License	\$ -	\$ -
3	10	Cisco Catalyst 9300 XE 17.6 Universal	\$ -	\$ -
4	10	715W AC 80+ Platinum Config 1 Power Supply	\$ -	\$ -
5	10	715W AC 80+ Platinum Config 1 Secondary Power Supply	\$ 591.44	\$ 5,914.40
6	20	North American AC Type A Power Cables	\$ -	\$ -
7	10	No SSD Card Selected	\$ -	\$ -
8	10	50CM Type 1 Stacking Cable	\$ 47.31	\$ 473.10
9	10	Catalyst Stack Power Cable 30 CM	\$ 44.95	\$ 449.50
10	10	C9300 Network Essentials 48-port Term License	\$ -	\$ -
11	10	C9300 DNA Essentials 48-port 3 Yr Term License	\$ 529.93	\$ 5,299.30
12	10	Catalyst 9300 8x10GE Network Module	\$ 1,206.54	\$ 12,065.40
13	10	Network Plug-n-Play Connect for Zero-Touch Device Deployment	\$ -	\$ -
14	50	10GBase-LR SFP+ 1310nm 10km DOM SMF Duplex LC Cisco Compatible TAA Compliant	\$ 62.50	\$ 3,125.00
15	30	SC to LC 9/125 Singlemode Duplex Yellow 3 Meter Fiber Cable	\$ 8.52	\$ 255.60
16	10	SC to LC 9/125 Singlemode Duplex Yellow 1 Meter Fiber Cable	\$ 8.14	\$ 81.40
17	10	SC to LC 9/125 Singlemode Duplex Yellow 6 Meter Fiber Cable	\$ 15.39	\$ 153.90

SOUTH TEXAS COLLEGE
15. NETWORK EQUIPMENT REPLACEMENTS

VENDOR			Netsync Network Solutions	
#	Qty	Description	Unit Price	Extension
18	5	SC to LC 9/125 Singlemode Duplex Yellow 9 Meter Fiber Cable	\$ 17.04	\$ 85.20
19	10	LC to LC 9/125 Singlemode Duplex Yellow 1 Meter Fiber Cable	\$ 8.14	\$ 81.40
20	10	LC to LC 9/125 Singlemode Duplex Yellow 9 Meter Fiber Cable	\$ 17.04	\$ 170.40
21	10	Cisco Catalyst 9130AX Series - EDU	\$ 1,069.32	\$ 10,693.20
22	10	Capwap Software for Catalyst 9130AX	\$ -	\$ -
23	10	Ceiling Grid Clip for Aps & Cellular Gateways-Recessed	\$ -	\$ -
24	10	802.11 AP Low Profile Mounting Bracket	\$ -	\$ -
25	10	Cisco DNA Subscription Optout for C9130AX	\$ -	\$ -
26	10	Network Plug-n-Play Connect for Zero-Touch Device Deployment	\$ -	\$ -
27	10	Minimum Quantity = 10	\$ -	\$ -
28	1	Top Level SKU for 8540 AP Adder Licenses	\$ -	\$ -
29	10	Cisco 8540 Wireless Controller 1 AP Adder License	\$ 94.63	\$ 946.30
30	10	SWSS Upgrades Cisco 8540 Wireless Duration: 1.00 Years	\$ 22.01	\$ 220.10
31	1	SWSS Upgrades Top Level SKU for 85 Duration: 1.00 Years	\$ -	\$ -
TOTAL AMOUNT			\$ 87,647.10	

SOUTH TEXAS COLLEGE

16. SYSTEMS AND NETWORK SUPPORT CONSULTING SERVICES

VENDOR			Netsync Network Solutions	
ADDRESS			2500 W Loop S Ste 410/510	
CITY/STATE/ZIP			Houston, TX 77027	
PHONE			713-218-5000	
CONTACT			Michelle Bailey	
#	Qty	Description	Unit Price	Extension
1	1	Purchase of Sixty (60) Consulting Hours Period: 10/1/22 - 8/31/23	\$ 9,900.00	\$ 9,900.00
TOTAL AMOUNT			\$	9,900.00

SOUTH TEXAS COLLEGE
17. MOBILE HOTSPOT SERVICES

VENDOR			AT&T Mobility, LLC.	
ADDRESS			P O Box 6463	
CITY/STATE/ZIP			Carol Stream, IL 60197	
PHONE			956-605-4849	
CONTACT			Hector Orellana	
#	Qty	Description	Unit Price	Extension
1	328	Mobile Hotspot Services for 328 units Monthly Amount of \$40.00 for five (5) months Period: 1/1/23 - 5/31/23	\$ 200.00	\$ 65,600.00
TOTAL AMOUNT			\$ 65,600.00	

Review and Recommend Action on Evaluation Criteria for Competitive Procurement of Non-Construction Products, Services, and Products and Services

Purpose and Justification – Administration requests the Committee recommend Board approval of the evaluation criteria for competitive procurement of non-construction products, services and products, and services to update the evaluation criteria used by the College to evaluate competitive sealed proposals with the new criterion listed in Section 44.031 of the Texas Education Code is 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 the administration to be considered in addition to the previously Board approved criteria used by the College. 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 following criteria:

#	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 scoring key to assist evaluators in scoring each evaluation criterion. The current and proposed criteria are as follows:

#	Criteria	Product	Services	Product and Services
Current Criteria				
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	**
Total Points		100	100	100
Proposed Criteria To Be Added				
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
Current Additional Criteria		<p>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.</p>		
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.

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 on October 31, 2022, the item is being brought again for consideration.

Enclosed Documents - The current evaluation criteria and weighted points for the solicitation of products, services and products, and services are 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.

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	
1 Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	50		
2 Criterion 2: The reputation of the vendor and of the vendor's goods or services 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
3 Criterion 3: The quality of the vendor's goods or service 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
4 Criterion 4: The extent to which the goods or services meet the district's needs 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
5 Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0	Yes No
7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
8 Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: 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
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	40	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	18	15-18 10-14 5-9 0-4 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	15	12-15 7-11 3-6 0-2 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost	5	5 3-4 1-2 0 Excellent Acceptable Marginal Poor/No Response
8	Criterion 8: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business		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 - PRODUCT AND SERVICE**

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

Review and Recommend Action to Ratify Revisions and Reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023

Purpose and Justification – The Committee requests the Board to ratify revisions and reclassifications to the Employee Pay Plan and the Employee Staffing Plan FY 2022 – 2023 to include revisions to position pay grades, titles, salaries, and Fair Labor Standards Act (FLSA) status as recommended by the Texas Association of School Boards (TASB) and/or Administrators.

Background - The Office of Human Resources and College Administration performed further review of FY 2022 – 2023 positions in collaboration with the TASB Consultant and revisions and reclassifications were recommended and approved by the President as listed in Exhibit A and Exhibit B.

The changes are based on the position's job duties and responsibilities, departmental needs, and objectives, as necessary, and are as follows:

- A. TASB Compensation Study Updates
- B. Position Title and/or Salary Adjustments
- C. Title Changes

The revisions recommended by TASB are effective September 1, 2022, and the reclassifications are effective after President's approval.

Funding is available in the FY 2023 salary budget.

Reviewers – The changes have been reviewed by the President and all the Vice Presidents.

Enclosed Documents – Exhibit A and Exhibit B follow in the packet for the Committee's information and review.

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 any questions.

It is requested that the Committee recommend Board approval to ratify revisions and reclassifications to the Employee Pay Plan and the Employee Staffing Plan FY 2022 – 2023 as presented.

South Texas College
Revisions to Positions FY 2022 - 2023

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
Office of the President							
1	Public Relations/Marketing	Digital Services Manager - Vacant Position# 705462 Revised: Pay Grade TECH 6	Prof/Tech Support Exempt	EAP 4	\$ 69,045.00	\$ (4,045.00)	\$ 65,000.00
Rationale: • Re-evaluation of duties and placed accordingly; Marketing Manager positions classified under the EAP Pay Group 4.							
Total for Office of the President					\$69,045.00	(\$4,045.00)	\$65,000.00
Vice President for Academic Affairs							
2	Computer Information Tech Prg -CITP	Academic Coach - Filled Position# 701293 Revised: Pay Grade EAP 1	Prof/Tech Support Exempt	EAP 3	\$ 42,404.00	\$ 7,014.59	\$ 49,418.59
Rationale: • Re-evaluation of duties and placed accordingly; position requires a Master's degree.							
3	Distance Learning	Academic Coach - Filled Position# 622374 Revised: Pay Grade EAP 1	Prof/Tech Support Exempt	EAP 3	\$ 44,919.00	\$ 4,499.59	\$ 49,418.59
Rationale: • Re-evaluation of duties and placed accordingly; position requires a Master's degree.							
4	Bachelor's of Nursing	Academic Coach - Filled Position# 700569 Revised: Pay Grade EAP 1	Prof/Tech Support Exempt	EAP 3	\$ 63,150.00	\$ 508.29	\$ 63,658.29
Rationale: • Re-evaluation of duties and placed accordingly; position requires a Master's degree.							
5	Distance Learning	E-Instructional Manager - Filled Position# 711276 Revised: Pay Grade EAP 3	Prof/Tech Support Exempt	TECH 5	\$ 65,858.00	\$ 1,166.00	\$ 67,024.00
Rationale: • Reclassification of Position Group.							
6	Distance Learning	Student Success Specialist - Filled Position# 713276 Revised: Pay Grade EAP 2	Prof/Tech Support Non-Exempt	EAP 1	\$ 42,184.00	\$ (3,196.00)	\$ 38,988.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position.							
7	Starr County Campus?	Student Success Specialist - Filled Position# 704267 Revised: Pay Grade EAP 2	Prof/Tech Support Non-Exempt	EAP 1	\$ 53,607.00	\$ (243.00)	\$ 53,364.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							
8	Distance Learning	Student Success Specialist - Filled Position# 727332 Revised: Pay Grade EAP 2	Prof/Tech Support Non-Exempt	EAP 1	\$ 42,184.00	\$ (4,984.00)	\$ 37,200.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							
9	Div. of Math Science IT & BA Prog.	Guided Pathway Specialist - Filled Position# 707426 Revised: Pay Grade EAP 2	Prof/Tech Support Exempt	EAP 1	\$ 42,184.00	\$ (1,184.00)	\$ 41,000.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							
10	Distance Learning	Guided Pathway Specialist - Filled Position# 722332 Revised: Pay Grade EAP 2	Prof/Tech Support Non-Exempt	EAP 1	\$ 42,184.00	\$ (4,984.00)	\$ 37,200.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							
11	Division of Liberal Arts	Guided Pathway Specialist - Filled Position# 713150 Revised: Pay Grade EAP 2	Prof/Tech Support Non-Exempt	EAP 1	\$ 51,444.00	\$ (232.00)	\$ 51,212.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							

Exhibit A

South Texas College Revisions to Positions FY 2022 - 2023

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
12	Div of Business Public Safety & Tech	Guided Pathway Specialist - Filled Position# 708426 Revised: Pay Grade EAP 2	Prof/Tech Support Non-Exempt	EAP 1	\$ 42,184.00	\$ (1,678.00)	\$ 40,506.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							
13	Division of Liberal Arts	Guided Pathway Specialist - Filled Position# 709426 Revised: Pay Grade EAP 2	Prof/Tech Support Non-Exempt	EAP 1	\$ 42,184.00	\$ (756.00)	\$ 41,428.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							
14	Div of Business Public Safety & Tec	Guided Pathway Specialist - Filled Position#721332 Revised: Pay Grade EAP 2	Prof/Tech Support Non-Exempt	EAP 1	\$ 47,480.00	\$ (765.00)	\$ 46,715.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							
15	Div Nursing & Allied Health	Guided Pathway Specialist - Filled Position# 623557 Revised: Pay Grade EAP 2	Prof/Tech Support Exempt	EAP 1	\$ 44,553.00	\$ (763.00)	\$ 43,790.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							
16	Div of Social & Behavioral Sciences	Guided Pathway Specialist - Filled Position# 712150 Revised: Pay Grade EAP 2	Prof/Tech Support Non-Exempt	EAP 1	\$ 45,213.00	\$ (232.00)	\$ 44,981.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							
17	Div of Social & Behavioral Sciences	Guided Pathway Specialist - Filled Position# 720332 Revised: Pay Grade EAP 2	Prof/Tech Support Non-Exempt	EAP 1	\$ 50,383.00	\$ (243.00)	\$ 50,140.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							
18	Div. of Math Science IT & BA Prog.	Guided Pathway Specialist - Filled Position# 702416 Revised: Pay Grade EAP 2	Prof/Tech Support Non-Exempt	EAP 1	\$ 51,652.00	\$ (765.00)	\$ 50,887.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							
19	Div Nursing & Allied Health	Guided Pathway Specialist - Filled Position# 714557 Revised: Pay Grade EAP 2	Prof/Tech Support Non-Exempt	EAP 1	\$ 42,928.00	\$ (761.00)	\$ 42,167.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							
20	Center for Learning Excellence - NAH	Title Change from DW Staff - Pres to DW Staff - CPWE Vacant Position# 840593	Direct Wage/Hourly	N/A	\$ 10,000.00	\$ -	\$ 10,000.00
Rationale: • N/A							
21	Center for Learning Excellence - NAH	Title Change from DW Staff - Pres to DW Staff - CPWE Vacant Position#840594	Direct Wage/Hourly	N/A	\$ 10,000.00	\$ -	\$ 10,000.00
Rationale: • N/A							
Total for Vice President for Academic Affairs					\$876,695.00	\$ (7,597.53)	\$869,097.47
Vice President for Finance and Administrative Services							
22	Human Resources	Asst Dir of Human Resources - Filled Position#704240 Revised: Pay Grade EAP 6	Administrative Exempt	EAP 7	\$ 78,442.00	\$ 1,254.96	\$ 79,696.96
Rationale: • Reclassification of Position Grade for Assistant Director							
23	Dir Fac Planning & Construction	Asst Dir Facil Plng & Constr - Filled Position# 721501 Revised: Pay Grade EAP 6	Administrative Exempt	EAP 7	\$ 81,819.00	\$ 1,254.96	\$ 83,073.96
Rationale: • Reclassification of Position Grade for Assistant Director							

South Texas College
Revisions to Positions FY 2022 - 2023

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
24	Facilities Operations & Maintenance	Asst Dir Facil Maint Svcs - Filled Position# 715499 Revised: Pay Grade EAP 6	Administrative Exempt	EAP 7	\$ 76,376.00	\$ 1,254.96	\$ 77,630.96
Rationale: • Reclassification of Position Grade for Assistant Director							
25	Facility Maintenance	Asst Dir Custodial Supp Svcs - Filled Position# 740499 Revised: Pay Grade EAP 6	Administrative Exempt	EAP 7	\$ 75,346.00	\$ 676.37	\$ 76,022.37
Rationale: • Reclassification of Position Grade for Assistant Director							
26	Purchasing	Buyer – Technical - Filled Position# 700580 Revised: Pay Grade EAP 2	Prof /Tech Support Exempt	EAP3	\$ 48,027.00	\$ 1,391.59	\$ 49,418.59
Rationale: • Re-evaluation of duties and placed accordingly; position emphasizes on the acquisition of automated information systems, software, and other information technology products							
27	Cashiers Office	Business System Analyst - Filled Position# 739184 Revised: Pay Grade EAP 4	Prof /Tech Support Exempt	Tech 6	\$ 53,372.00	\$ 6,936.00	\$ 60,308.00
Rationale: • Reclassification of Position Group							
28	Human Resources	HR Support Specialist - Vacant Position# 707240 Revised: Pay Grade ATS 5	Professional Technical Non Exempt	Tech 2	\$ 31,035.00	\$ -	\$ 31,035.00
Rationale: • Reclassification of Position Group							
29	Human Resources	HRIS Analyst - Filled Position# 705240 Revised: Pay Grade ATS 5	Prof /Tech Support Non-Exempt	Tech 3	\$ 45,490.00	\$ 1,910.08	\$ 47,400.08
Rationale: • Reclassification of Position Group							
30	Human Resources	HRIS Reporting and Data Analyst - Vacant Position# 732240 Revised: Pay Grade ATS 5	Prof /Tech Support Non-Exempt	Tech 3	\$ 46,000.00	\$ -	\$ 46,000.00
Rationale: • Reclassification of Position Group							
31	Business Office	Accountant - Filled Position# 701184 Revised: Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 53,833.00	\$ (668.00)	\$ 53,165.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
32	Business Office	Accountant - Filled Position# 791184 Revised: Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 52,231.00	\$ (515.00)	\$ 51,716.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
33	Business Office	Accountant - Filled Position# 749184 Revised: Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 56,287.00	\$ (667.00)	\$ 55,620.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
34	Business Office	Accountant - Filled Position# 724184 Revised: Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 54,291.00	\$ (668.00)	\$ 53,623.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							

South Texas College
Revisions to Positions FY 2022 - 2023

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
35	Business Office	Accountant - Filled Position# 746184 Revised: Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 50,401.00	\$ 263.00	\$ 50,664.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
36	Business Office	Accountant - Filled Position# 728184 Revised: Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 50,318.00	\$ 346.00	\$ 50,664.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
37	Business Office	Accountant - Filled Position# 710184 Revised: Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 59,433.00	\$ (49.00)	\$ 59,384.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
38	Finance & Administrative Services	FAS Reporting Coordinator - Filled Position# 700002 Revised: Pay Grade EAP 3	Prof /Tech Support Non-Exempt	ATS 6	\$ 54,894.00	\$ 1,030.00	\$ 55,924.00
Rationale: • After further review of exemption criteria, positions were reclassified to non-exempt							
39	Purchasing	Senior Buyer (currently Buyer - Construction) - Filled Position# 727580 Revised: Pay Grade EAP 3	Prof /Tech Support Exempt	EAP 3	\$ 65,236.00	\$ 148.94	\$ 65,384.94
Rationale: • Re-evaluation of duties and placed accordingly.							
40	Business Office	Financial Information Systems Manager (currently Business System Analyst) - Filled Position# 714184 Revised: Pay Grade EAP 4	Prof /Tech Support Exempt	Tech 7	\$ 65,961.00	\$ 9,039.00	\$ 75,000.00
Rationale: • Reclassification of Position Group and Grade							
41	Human Resources	HRIS Officer (currently HRIS Manager) - Filled Position# 701360 Revised: Pay Grade EAP 6	Prof /Tech Support Exempt	EAP 7	\$ 83,254.00	\$ 2,746.00	\$ 86,000.00
Rationale: • Reclassification of Position Group and Grade							
Total for Vice President for Finance and Administrative Services					\$1,182,046.00	\$25,684.86	\$1,207,730.86
Vice President for Student Affairs and Enrollment Mgmt.							
42	Admissions & Records	Institutional Research Analyst - Filled Position# 710612 Revised: Pay Grade EAP 3	Prof /Tech Support Exempt	TECH 5	\$ 59,417.00	\$ 1,166.00	\$ 60,583.00
Rationale: • Reclassification of Position Group							
43	Student Financial Services	Data Management Coordinator - Filled Position# 720440 Revised: Pay Grade EAP 3	Prof /Tech Support Non-Exempt	TECH 5	\$ 50,312.00	\$ 9,996.00	\$ 60,308.00
Rationale: • Reclassification of Position Group							
44	Counseling & Student Access Svcs	Student Success Specialist - Filled Position# 700336 Revised: Pay Grade EAP 2	Prof /Tech Support Non-Exempt	EAP 1	\$ 42,490.00	\$ (765.00)	\$ 41,725.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							

Exhibit A

South Texas College Revisions to Positions FY 2022 - 2023

#	Organization Name	Title	Classification	TASB Pay Grade	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
45	Counseling & Student Access Svcs	Student Success Specialist - Filled Position# 725332 Revised: Pay Grade EAP 2	Prof /Tech Support Exempt	EAP 1	\$ 41,928.00	\$ (4,728.00)	\$ 37,200.00
Rationale: • Re-evaluation of duties and placed accordingly; position considered advising position							
Total for Vice President for Student Affairs and Enrollment Mgmt.					\$194,147.00	\$5,669.00	\$199,816.00
Vice President for Information Services, Planning, Performance and Strategic Initiatives							
46	Educational Technologies	Asst Dir of Educational Tech - Filled Position# 723271	Administrative Exempt	EAP 7	\$ 79,509.00	\$ 1,254.96	\$ 80,763.96
Rationale: • Reclassification of Position Group							
47	Center for Learning Excellence - NAH	Title Change from DW Staff - Pres to DW - Learning Excellence - Vacant Position# 842426	Direct Wage/Hourly	N/A	\$ 8,290.00	\$ -	\$ 8,290.00
Rationale: • N/A							
Vice President for Information Services, Planning, Performance and Strategic Initiatives					\$87,799.00	\$ 1,254.96	\$89,053.96
TOTALS							
					\$ 2,409,732.00	\$20,966.29	\$ 2,430,698.29

South Texas College
Reclassifications and Salary Adjustment of Vacant and Filled Positions for FY 2022-2023

#	Organization Name	Title	Classification	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
Office of the President						
1	Public Relations / Marketing	Title and Salary Change for Digital Services Developer (Position 705462) to Digital Services Manager - Filled	Prof/Tech Support Exempt	\$ 51,855	\$ 13,145	\$ 65,000
Rationale: • Reclassified due to retention						
2	Public Relations / Marketing	Title and Salary Change for Web Specialist (Position 709462) to Digital Services Developer - Filled	Prof /Tech Support FT Non-Ex	\$ 44,596	\$ 10,404	\$ 55,000
Rationale: • Reclassified due to retention						
3	Office of President	Salary Change for Projects/Events Manager (Position 700404) - Filled	Prof /Tech Support FT Exempt	\$ 53,478	\$ 7,522	\$ 61,000
Rationale: • Salary review conducted due to retention of employee.						
Total for Office of the President				\$ 149,929	\$ 31,071	\$ 181,000
Vice President for Institutional Advancement and Economic Development						
4	Resource Dev., Mgt. and Compliance	Title, Salary, FLSA and Grade Change for Project Coordinator (Position 624420) to CTE Projects Manager - Filled	Prof /Tech Support FT Non-Ex	\$ 49,754	\$ 2,910	\$ 52,664
Rationale: • Position Upgrade required to reflect the position functions and Carl D. Perkins Basic Grant federal requirements. Upgrade will allow the CTE Projects Manager to streamline continuous improvement and data accessibility with staff across the College in support of Career and Technical Education Initiatives.						
Total for Vice President for Institutional Advancement and Economic Development				\$ 49,754	\$ 2,910	\$ 52,664
Vice President for Academic Affairs						
5	Academic Advancement	Salary adjustment for Project Manager-Academic Affairs (Position 704272) - Filled	Prof /Tech Support FT Exempt	\$ 57,500	\$ 2,500	\$ 60,000
Rationale: • Salary Adjustment for the Project Manager position (filled) within the Office of the Vice President. The salary adjustment is needed due to the increased level of responsibilities and to ensure retention. Due to the elimination of a vacant position, the responsibilities had to be transitioned to the staff member.						
6	Academic Advancement	Salary adjustment for Project Manager-Academic Affairs (Position 709279) - Filled	Prof /Tech Support FT Exempt	\$ 57,684	\$ 4,259	\$ 61,943
Rationale: • Salary Adjustment for the Project Manager position (filled) within the Office of the Vice President. The salary adjustment is needed due to the increased level of responsibilities and to ensure retention. Due to the elimination of a vacant position, the responsibilities had to be transitioned to the staff member.						
7	Associate Degree Nursing	New Grant funded position for Clinical Teaching Assistant (Position 641559) - Vacant	Faculty FT 9 Mos Paid Over 9	\$ -	\$ 55,000	\$ 55,000
Rationale: • New grant-funded position. The position will provide academic and clinical learning support for students as directed, including tutoring students, conducting supplemental instruction, and performing other learning support duties.						

South Texas College
Reclassifications and Salary Adjustment of Vacant and Filled Positions for FY 2022-2023

#	Organization Name	Title	Classification	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
8	Chemistry	Title and Salary change for Lab Specialist II - Chemistry (Position 704200) to Chemistry Science Lab Coordinator - Vacant	Faculty FT 9 Mos Paid Over 9	\$ 31,000	\$ 21,875	\$ 52,875
Rationale: • Position is needed to oversee lab personnel (Lab Specialist II, DW employees, and work-study employee), develop/update on boarding lab personnel procedures and emergency lab safety training records, and coordinate lab waste management with the Environmental Health & Safety office.						
9	Culinary Arts	Title Change for Developmental Reading Instructor (Position 312422) to Culinary Arts Instructor - Vacant	Faculty FT 9 Mos Paid Over 12	\$ 55,000	\$ -	\$ 55,000
Rationale: • The vacant Developmental Reading Instructor position will be transferred to the Culinary Arts Department to support the program's new Culinary Arts Kitchen, located at the Mid-Valley Campus, that is scheduled to be completed in September 2022.						
10	Div of Business Public Safety & Tec	Organization change for Administrative Assistant (Position 702144) - Vacant	Classified Non-Exempt FT	\$ 31,179	\$ -	\$ 31,179
Rationale: • The Administrative Assistant position (702144) will transition from RCPSE (150050) to the Business Public Safety & Technology (221001) division. This position will provide Administrative support to center and staff by performing the following essential duties and other duties as assigned.						
11	Div. of Math Science IT & BA Prog.	Title, Salary, FLSA and Grade Change for Faculty Secretary (702135) to Science Lab Safety Compliance Manager - Vacant	Classified Non-Exempt FT	\$ 24,080	\$ 30,920	\$ 55,000
Rationale: • Title and grade change of Faculty Secretary to Science Lab Safety Compliance Manager. This position will oversee the safety of hazardous materials and equipment used in the MSITB instructional labs. This reclassification requires a change in grade, salary, and FLSA status.						
12	Division of Liberal Arts	Reclassification and Title change for Lab Technician - Liberal Arts (Position 702426) to Coordinator of Center for Mexican American Studies - Vacant	Prof /Tech Support FT Non-Ex	\$ 18,979	\$ 33,896	\$ 52,875
Rationale: • Title change needed to support, implement, and evaluate the activities related to the Center of Mexican American Studies and Ballet Folklorico South Texas College (BFSTC). For several years, a faculty has been overseeing the center and Ballet Folklorico; however, the division has identified the need to establish a full-time staff position to oversee the duties and responsibilities associated with the center and BFSTC.						
13	Fire Science	Title and Salary Change for Lab Assistant - Fire Science (Position 702312) to Lab Coordinator-Public Safety - Vacant	Faculty FT 9 Mos Paid Over 12	\$ 26,809	\$ 26,066	\$ 52,875
Rationale: • Position would assist both credit and non-credit programs and courses, and would oversee all labs (indoor and outdoor activity), including the virtual simulation equipment and technology.						
14	History	Title, Salary, and Grade Change for Secretary (Position 716272) to Senior Administrative Assistant - Filled	Classified Non-Exempt FT	\$ 29,266	\$ 10,734	\$ 40,000
Rationale: • Reclassification of Secretary (ATS 1) to Senior Administrative Assistant (ATS 4) is needed to assist the Dean of Liberal Arts with high-level administrative support to meet the division goals.						
Total for Vice President for Academic Affairs				\$ 331,497	\$ 185,250	\$ 516,747

South Texas College
Reclassifications and Salary Adjustment of Vacant and Filled Positions for FY 2022-2023

#	Organization Name	Title	Classification	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
Vice President for Finance and Administrative Services						
15	Accountability, Risk, and Compliance	Title Change for Accountability & Compliance Coordinator (Position 705160) to Accountability & Records Management Coordinator - Filled	Classified Non Exempt	\$ 49,419	\$ -	\$ 49,419
Rationale: • Update the department title and position title to reflect the essential work functions of the department.						
16	Accountability, Risk, and Compliance	Title Change for Accountability & Compliance Manager (Position 701160) to Accountability & Records Management Manager - Filled	Prof /Tech Support FT Exempt	\$ 70,524	\$ -	\$ 70,524
Rationale: • Update the department title and position title to reflect the essential work functions of the department.						
17	Accountability, Risk, and Compliance	Title Change for Accountability & Compliance Assistant (Position 701396) to Accountability, Risk, & Records Management Assistant - Filled	Classified Non-Exempt FT	\$ 34,778	\$ -	\$ 34,778
Rationale: • Update the department title and position title to reflect the essential work functions of the department.						
18	Accountability, Risk, and Compliance	Title Change for Accountability, Risk, & Compliance Support Specialist (Position 701162) to Accountability, Risk, & Records Management Support Specialist - Vacant	Professional Technical Support Exempt	\$ 44,491	\$ -	\$ 44,491
Rationale: • Update the department title and position title to reflect the essential work functions of the department.						
19	Accountability, Risk, and Compliance	Title Change for Director of Accountability, Risk, & Compliance (Position 702160) to Director of Accountability, Risk, & Records Management - Filled	Administrative Exempt	\$ 89,547	\$ -	\$ 89,547
Rationale: • Update the department title and position title to reflect the essential work functions of the department.						
20	Facilities Operations & Maintenance	Title and Salary Change for Facilities Operations & Maintenance Administrative Coordinator (Position 726501) to Project Manager-Facilities Operations & Maintenance - Filled	Prof /Tech Support FT Non-Ex	\$ 59,613	\$ 58	\$ 59,671
Rationale: • The FOM Administrative Coordinator's duties have expanded to include project management for Environmental Health and Safety project and inspections, FOM staff team building workshops and district wide key management. Title change and reclassification is needed to accurately reflect the complex functions and project management skills such as initiation projects, monitoring project deliverables, tracking project costs and facilitating communication between project team and customers.						

South Texas College
Reclassifications and Salary Adjustment of Vacant and Filled Positions for FY 2022-2023

#	Organization Name	Title	Classification	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
21	Facilities Operations & Maintenance	Title, Salary, FLSA and Grade Change for Plumber (Position 727499) to Environmental, Health, Safety, and Sustainability Specialist - Vacant	Administrative Exempt	\$ 2	\$ 50,105	\$ 50,107
Rationale: • Delete Plumber position and create the new position. This position will manage college-wide incident reporting, investigation procedures, and prepare corrective action strategies. Will also oversee areas such as environmentally preferable procurement, resource conservation and recycling, waste reduction, sustainable transportation, and energy efficiency.						
22	Facility Maintenance	Title and Salary Change for Maintenance Technician (Position 700499) to Facilities Operations & Maintenance Administrative Coordinator - Filled	Classified Non-Exempt FT	\$ 49,171	\$ 2,459	\$ 51,630
Rationale: • Duties have expanded to include assisting supervisor Environmental Health and Safety projects and inspections. FOM staff team building workshops and district wide key management Title change and reclassification is needed to accurately reflect the complex functions and coordinating skills such as coordinating projects, monitoring project deliverables, tracking project costs and facilitating communication between project team and customers.						
23	Facility Maintenance	Title and Salary Change for Construction Supervisor (Position 739499) to Operations Supervisor - Filled	Prof /Tech Support FT Non-Ex	\$ 48,984	\$ 12,016	\$ 61,000
Rationale: • Re-evaluation of duties and placed accordingly to better align with increased responsibilities.						
24	Human Resources	Salary Adjustment for Director of Human Resources (Position 700010) - Filled	Administrative Exempt	\$ 103,625	\$ 4,128	\$ 107,753
Rationale: • Salary review						
25	Human Resources	Title, Salary, and Grade Change for Human Resources Information Systems Manager (Position 701360) to Human Resources Information Officer - Filled	Prof /Tech Support FT Exempt	\$ 83,254	\$ 2,746	\$ 86,000
Rationale: • Expand duties to include College-wide ERP evaluation and implementation and other FAS departments' computer systems and processes.						
26	Human Resources	Title, Salary, FLSA, and Grade Change for FAS Business Systems Position (Position 706360) to Executive Director of Human Resources and Talent Development - Vacant	Prof /Tech Support FT Non-Ex	\$ 39,875	\$ 75,125	\$ 115,000
Rationale: • Delete FAS Business Systems Specialist position. Create Executive Director of Human Resources and Talent Development position.						
27	Purchasing	Title and Salary Change for Contracts Manager (Position 725580) to Contract & Regulatory Resources Officer - Filled	Prof /Tech Support FT Exempt	\$ 74,416	\$ 15,533	\$ 89,949
Rationale: • Expand duties to assist with College-wide regulatory matters in addition to contracts.						
Total for Vice President for Finance and Administrative Services				\$ 747,699	\$ 162,170	\$ 909,869

South Texas College
Reclassifications and Salary Adjustment of Vacant and Filled Positions for FY 2022-2023

#	Organization Name	Title	Classification	Current Salary	Salary Adjustment	TASB Adjusted Salary Budget
Vice President for Student Affairs and Enrollment Mgmt.						
28	College Connections	Title Change for Student Services Specialist (Position 702461) to Student Services Specialist II - Filled	College Work Study	\$ 30,000	\$ -	\$ 30,000
Rationale: • Title change only						
29	Student Financial Services	Title Change for Coordinator of Scholarship (Position 725440) to Coordinator of Scholarships and Outreach - Vacant	Prof /Tech Support FT Non-Ex	\$ 34,590	\$ -	\$ 34,590
Rationale: • Coordinator of Scholarships was given the responsibility to handle all of the FA Outreach events. FAFSA drives, TASFA drives, FSA ID drives, classrooms presentation, FA parent night, counselor's workshop, table set-ups, and First Year Connection. There are over 200 FA events scheduled every year.						
Total for Vice President for Student Affairs and Enrollment Mgmt.				\$ 64,590	\$ -	\$ 64,590
TOTALS:				\$ 1,343,469	\$ 381,401	\$ 1,724,870

Discussion and Action as Necessary on Amendment to Current Agreement for Legal Counsel Services

Purpose and Justification – The Committee requests Board approval on the amendment to the current agreement for legal counsel services for the Guerrero Law Firm to change the hourly rate from \$185.00 to \$200.00 and continue with the reimbursement of out-of-pocket expenses at the actual cost.

Guerrero Law Firm is authorized to represent the College on specific matters as designated by the Board or President and offers counsel and representation specifically related to personnel matters, employment law, Title IX, policy development, and Public Information Act.

Background – At the November 24, 2015 Board Meeting, the Board of Trustees approved the legal counsel services with Guerrero Law Firm. The 2016 agreement was at an hourly rate of \$175.00 per hour and in 2019 the Board approved to amend the hourly rate to \$185.00 per hour.

On October 21, 2022, the Guerrero Law Firm submitted for approval, a proposed amendment to his legal services agreement for an hourly rate increase as follows:

Rates/Services	Current Terms	Proposed New Terms
Services	Counsel and representation specifically related to personnel matters	Counsel and representation specifically related to personnel matters
Hourly Rate	\$185.00	\$200.00
Litigation (Hourly Rate)	Separate Agreement Needed	Separate Agreement Needed
Paralegal Services (Hourly Rate)	N/A	N/A
Reimbursements	Reimbursement of out-of-pocket expenses at actual cost	Reimbursement of out-of-pocket expenses at actual cost

Under Board Policy #2200: *Legal Counsel*, the Board is able to designate legal counsel as necessary to protect the College and provide advice and representation in legal matters. South Texas College continues to grow and expand and in doing so must maintain adequate legal coverage in today's rapidly changing environment. Legal counsel services allow the College to manage legal risk and develop plans and programs to manage and address legal matters that may arise. The scope and volume of legal work have increased alongside the College's growth and increased accountability from state and federal agencies.

Legal counsel services include but are not limited to the following:

- Attending, as requested, Board and Committee meetings and advising Board members, Committee members, and Administration;

- Providing legal counsel and guidance to the Board of Trustees and administrative staff on such matters as:
 - ⇒ Employment law (Title IX federal regulations, review of practices regarding federal laws on discrimination, retaliation, equal opportunity, veterans employment preference, human resources development)
 - ⇒ Personnel matters (Development, review, and recommendation for updates of personnel policies)
 - ⇒ Policy Drafting, reviewing, and Advising
 - ⇒ Legal Counsel Advising
 - ⇒ Public Information Responses
 - ⇒ Title IX issues
 - ⇒ Texas Public Information Act
- Additional legal services as requested and authorized by the Board

Funding Source – Expenditures are budgeted in the Legal Services budget for FY 2022 - 2023.

Enclosed Documents - The amendment to the Agreement follows in the packet for the Committee's review and information.

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

It is requested that the Committee recommend Board approval on the amendment to the current agreement for legal counsel services for a change in hourly rate from \$185.00 to \$200.00 for the Guerrero Law Firm and continue with the reimbursement of out-of-pocket expenses at the actual cost as presented.

**Amendment to
LEGAL SERVICES AGREEMENT**

This is an Amendment to the Legal Services Agreement made on **June 4, 2019** by and between South Texas College, a political subdivision of the State of Texas, hereafter referred to as “STC”, and Jose R. Guerrero d/b/a Guerrero Law Firm, hereafter referred to as “Attorney”.

This Amendment is made pursuant to Section 3 of the Legal Services Agreement between the parties dated June 4, 2019, which provides:

“The rates of compensation may be adjusted by mutual agreement of both parties. Such adjustment shall be subject to the approval of the STC Board of Trustees and shall require a written amendment to this Agreement.”

Therefore, Section 3 of the Legal Services Agreement between the parties, dated June 4, 2019, is amended to read, as follows:

Attorney Fees \$200.00 per hour

All other terms and conditions of the Legal Services Agreement between the parties, dated June 4, 2019, shall remain the same.

Approved by the South Texas College Board of Trustees at a duly called meeting of the South Texas College Board of Trustees held on the ____ day of _____, 2022.

SOUTH TEXAS COLLEGE

ATTORNEY

By: _____
Dr. Ricardo J. Solis
College President

Jose R. Guerrero
GUERRERO LAW FIRM

Review and Recommend Action to Revise Policy #5330: Budget and Financial Reporting

Purpose and Justification – Administration requests the Committee recommend Board approval to revise Policy #5330: Budget and Financial Reporting to delete the requirement that the Board of Trustees formally approves the annual financial statement.

Background – The Texas Administrative Code, Chapter 13, Subchapter D Financial Reporting, Rule 13.62 requires that Community Colleges submit their audited annual financial reports to the Coordinating Board by January 1st of each year. The Code does not require that the Board of Trustees approve the annual financial report.

The revisions recommended are as follows:

- The annual financial statement prepared by external auditors shall also be prepared and ~~submitted~~ **presented** to the Board ~~for formal approval~~ and distributed ~~ed ion~~ to other agencies as required.

Revisions to Policy #5330 were last approved and authorized on November 19, 1998, by the Board of Trustees.

Enclosed Documents – The revised Policy #5330 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.

It is requested that the Committee recommend Board approval to revise Policy #5330: Budget and Financial Reporting as presented, and which supersedes any previously adopted Board Policy.

MANUAL OF POLICY

Title	Budget and Financial Reporting	5330
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education Approval of Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 As Amended by Board Minute Order dated November 17, 2022	

The College's financial reporting system and system of accounts shall conform to the standards required by State regulatory agencies. Monthly reports shall be prepared and submitted to the Board and to departments and budget managers within the College for their review and information.

Monthly reports shall be prepared and submitted to the Board for formal approval at each regular meeting of the Board.

The annual financial statement prepared by external auditors shall also be prepared and ~~submitted~~ **presented** to the Board ~~for formal approval~~ and distributed ~~ion~~ to other agencies as required.

Review and Recommend Action on Annual Investment Report for FY 2021 - 2022

Purpose and Justification – Administration requests the Committee recommend Board approval of the Annual Investment Report for FY 2021 - 2022.

The State Auditor's Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College's Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Background - The Administration brings the Annual Investment Report to the Board of Trustees annually, as required.

Reviewers – The College's Investments were reviewed by Carr, Riggs & Ingram, LLC (external auditors).

Enclosed Documents – The report prepared for the State Auditor's Office follows in the packet for the Committee's review and information.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, will be present at the Committee Meeting to address any questions.

It is requested that the Committee recommend Board approval of the Annual Investment Report for FY 2021 – 2022, as presented.

South Texas College

Annual Investment Report (Including Deposits)

August 31, 2022
Market Value

Investment or Deposit Type

Publicly Traded Equity and Similar Investments

Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)

Equity/Stock Mutual Funds

Balanced Mutual Funds (where target allocation is > 50% equities)

"Commonfund" Equity Commingled Funds

Other Equity Commingled Funds (if primarily invested in publicly traded equities)

Preferred Stock

Other - list by type

Total Publicly Traded Equity and Similar Investments	0.00
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"Other" Investments - Other than Publicly Traded Equity and Debt Investments

Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio)

Other Real Asset Investments (e.g. investments in infrastructure funds)

Private Equity

Hedge Funds

"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds, Commodities, etc.)

Annuities

Commodities

Collectibles

Other - Miscellaneous Coins

5,589.70

Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments	5,589.70
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Publicly Traded Debt & Similar Investments > 1 year maturity

U.S. Government Securities ("Treasuries")	22,668,986.00
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U.S. Government Agency Securities ("Agencies")	85,323,360.76
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Mortgage Pass-Throughs - "Agency"

Mortgage Pass-Throughs - "Private Label"

Asset-Backed Securities (ABS) (other than mortgage-backed securities)

Sovereign Debt (non-U.S.)

Municipal Obligations

Collateralized Mortgage Obligations (CMOs) - list below by category

Interest Only Strips (IOs)

Principal Only Strips (POs)

Inverse Floaters

Stated Final Maturity longer than 10 years

Other CMOs - "Agency"

Other CMOs - "Private Label"

Corporate Obligations (U.S. or foreign companies) - list below by rating

Highly Rated (AAA/AA or equivalent)

Other Investment Grade (A/BBB or equivalent)

High Yield Bonds (<BBB or equivalent)

Not Rated (NR)

Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)

Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)

"Commonfund" Fixed Income/Bond Commingled Funds

South Texas College
Annual Investment Report (Including Deposits)

Investment or Deposit Type	August 31, 2022 Market Value
Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)	
GICs (Guaranteed Investment Contracts)	
Other - list by type	
Total Publicly Traded Debt & Similar Investments >1 year	107,992,346.76
Short-Term Investments & Deposits	
U.S. Government Securities ("Treasuries")	10,185,819.00
U.S. Government Agency Securities ("Agencies")	
Bankers' Acceptances	
Commercial Paper - A1/P1 (or equivalent)	
Other Commercial Paper - lower rated	
Repurchase Agreements (Repos)	
Money Market Mutual Funds (registered with the SEC)	
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	
but "2a7-like")	
TexPool (and TexPool Prime)	1,629,024.44
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	
Certificates of Deposit (CD) - Nonnegotiable	152,610,878.23
Certificates of Deposit (CD) - Negotiable	
Bank Deposits	91,187,052.67
Cash Held at State Treasury	
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	
Other - Cash on Hand	6,375.00
Total Short-Term Investments & Deposits	255,619,149.34
TOTAL INVESTMENTS and DEPOSITS	363,617,085.80

Review and Recommend Action on 2022 Tax Roll/Tax Levy for Hidalgo and Starr Counties

Purpose and Justification – Administration requests the Committee recommend Board approval on the 2022 Tax Roll/Tax Levy for Hidalgo and Starr Counties in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code.

Background - The 2022 Tax Roll/Tax Levy for Hidalgo and Starr Counties requires approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

“The assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit’s tax roll.”

Mr. Pablo “Paul” Villarreal, Jr., RTA, Assessor-Collector of Hidalgo County, and Ms. Maria Amedia Salinas, TAC, Assessor-Collector of Starr County, have entered in the appraisal roll the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and have submitted to South Texas College the tax roll/tax levy totaling \$80,251,063.07.

The tax rolls for Tax Years 2021 and 2022 are as follows:

Tax Year	Hidalgo County	Starr County	Total
2022	\$75,735,088.72	\$4,515,974.35	\$80,251,063.07
2021	71,315,412.72	4,418,023.95	75,733,436.67
Increase/(Decrease)	<u>\$ 4,419,676.00</u>	<u>\$97,950.40</u>	<u>\$ 4,517,626.40</u>

Enclosed Documents - The 2022 Tax Roll Totals documents from each county follow in the packet for the Committee’s information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, will be presented at the Committee Meeting to address any questions.

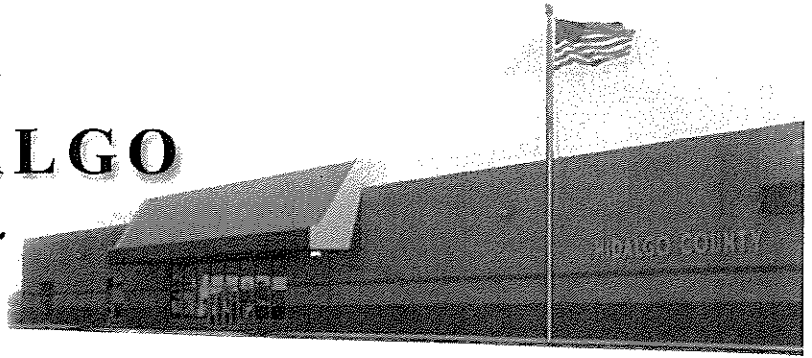
It is requested that the Committee recommend Board approval of the 2022 Tax Roll/Tax Levy for Hidalgo and Starr Counties in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, as presented.

Office of Tax Assessor-Collector

COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. PCC.

November 1, 2022



Dr. Ricardo J. Solis, President
South Texas College
P.O. Box 9701
McAllen, TX. 78502

P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

Dear Dr. Solis,

Enclosed please find the 2022 Tax Roll Totals for your district.

Be advised these totals do not include totals for accounts currently under protest. Those totals will be added once the protests are resolved.

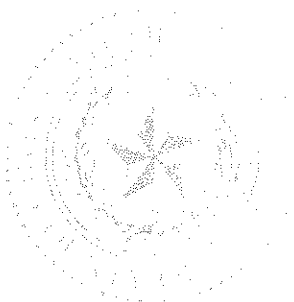
Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,

Pablo (Paul) Villarreal Jr., PCC
Hidalgo County Tax Assessor-Collector

Xc: Hon. Maria Arcilia Duran, CPA
Hidalgo County Auditor



SOUTH TEXAS COLLEGE

ENTITY

The Following information is furnished as requested.

NOTE: IT IS IMPORTANT YOU COMPLETE EACH SECTION SEPARATELY.

Itemized 2022 Tax Rate (per \$100 valuation):

(A) Maintenance and Operation (M and O) \$ 0.1388

(B) Debt Service (I and S) \$ 0.0227

Total TAX RATE (A + B) FOR 2022 \$ 0.1615

Total TAX LEVY FOR 2022 \$ 75,735,088.72

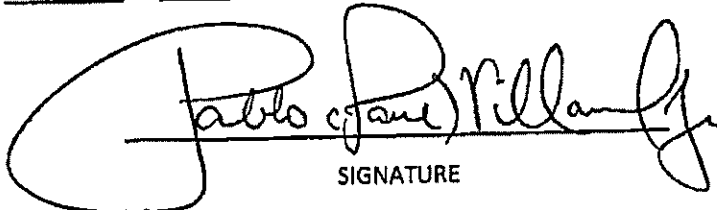
No-New-Revenue Rate 2022 \$ 0.1571

Voter-Approval Rate 2022 \$ 0.1687

Average Residential Value 2022 \$ 138,204

10/14/2022

DATE


SIGNATURE

HIDALGO COUNTY TAX ASSESSOR-COLLECTOR

TITLE

PLEASE RETURN AS SOON AS POSSIBLE TO:

HIDALGO COUNTY APPRAISAL DISTRICT
Attn: Lydia Elizondo, Finance/Personnel Director
PO BOX 208
EDINBURG, TX 78540-0208
FAX: (956) 289-2120

ENTITY	South Texas College	2022
JURISDICTION	55	
EXEMPT VALUE (EXXV)		TOTAL PARCELS 349,752
AG EXCLUSION 4,324,934,340		TOTAL MARKET VALUE 61,660,481,818
HS CAPPED AMOUNT 1,924,423,442		TOTAL EXEMPT PROPERTY - 13,552,375,212
ABATED AMOUNT		TAXABLE VALUE = 48,108,106,606
FREEPORT VALUE 462,363,988		TAX RATE PER \$100 * 0.1615
HB366 VALUE 2,825,392		LEVY (Before Frozen Levy Loss) = 77,694,592.17
POLLUTION VALUE 44,491,993		LEVY LOSS DUE TO FREEZE - 2,187,518.28
CHDO EXEMPTION 16,295,653		2525D + 402.99
		LATE AG + 4,302.92
PRO CHARITABLE ORG 1,267,699		LATE RENDITION + 223,293.26
PRO CHARITBLE FUNCT 2,248,698		LEVY = 75,735,073.06
100% EXEMPT VET 477,852,682		TOTAL LEVY (From TC502) = 75,735,088.72
HOMESTEAD OVER 65 HOMESTEAD EXEMPTION OVER 65 HOMESTEAD SURVIVING SPOUSE		VARIANCE +/- -15.66
DISABLED		
VETERAN EXEMPTIONS 43,485,511		
SURVIVING SPOUSE 1ST RESPONDER 3,025,795		
PRORATED EXXV 6,127,883,660		
PRORATED EXXA		
PRO MISC EXEMPTS 32,461,025		
PRO YOUTH ASSOC 668,255		
SOLAR EXEMPTION 1,424,477		
PRO SCHOOLS 26,139,319		
EXEMPT 37,296,850		
PRO NON PROFIT 21,943,678		
CHARITABLE ORG		
VET CHARITABLE HS DP 131,426		
PRORATED EXXL 1,211,329		
TOTAL EXEMPT PROPERTY 13,552,375,212		

Tax Collection System - HIDALGO COUNTY

Certified Roll Jurisdiction Summary

Jurisdiction: 55 SOUTH TEXAS COLLEGE

Total Parcels:	349,752	Tax Rate:	0.1615000	Opt Hom:	0.0000000
Market Value:	61,660,481,818	State Hom:	0	Opt O65:	0
		State O65:	0	Opt Disabled:	0
		Disabled:	0		

AG Exclusion Count:	18,097	AG Exclusion Amt:	4,324,934,340
Timber Exclusion Count:	0	Timber Exclusion Amt:	0
HS Capped Count:	107,193	HS Capped Amt:	1,974,423,442
Assessed Value:	55,411,124,036		

Exempt Count/Amt:	106	Pro Charitable Org Count/Amt:	12	1,267,699
Pollution Control Count/Amt:	24	Chdo Count/Amt:	24	16,295,653
Pro Non Profit Count/Amt:	97	Vet Charitable Homestead Disability Count/Amt:	1	131,426
HB366 Count/Amt:	1,894	Surviving Spouse First Responder Count/Amt:	13	3,025,795
Prorated-Excl Count/Amt:	3	Solar Exemption Count/Amt:	35	1,424,477
Freeport Count/Amt:	189	Pro Misc Exempts Count/Amt:	24	32,461,025
Prorated-Exxv Count/Amt:	8,705	Pro Schools Count/Amt:	15	26,139,319
100% Exempt Vet Count/Amt:	2,743	Pro Charitable Functions Count/Amt:	8	2,248,698
Pro Youth Associations Count/Amt:	1			

State Homestead Count:	130,802	State Homestead Amt:	0
Local Homestead Count:	0	Local Homestead Amt:	0
State Over 65 Count:	46,659	State Over 65 Amt:	0
Local Over 65 Count:	0	Local Over 65 Amt:	0
Surviving Spouse Count:	2,571	Surviving Spouse Amt:	0
State Disabled Count:	0	State Disabled Amt:	0
Local Disabled Count:	4,775	Local Disabled Amt:	0
Total VET Count:	4,045	Total VET Amt:	43,485,511
*VET Surviving Spouse Count:	229	*VET Surviving Spouse Amt:	2,140,734

*included in the Total VET Count/Amt

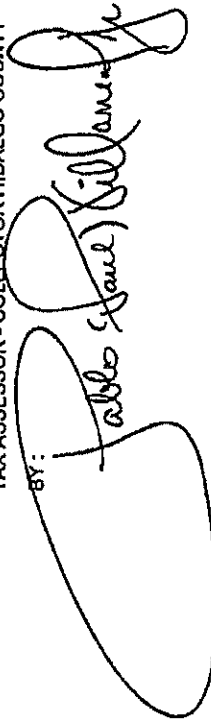
Partial Exempt Values:	43,485,511	2525D Amt:	402.99
Taxable Value:	48,108,106,606	Late AG Penalty Amt:	4,302.92
Total Levy Amt:	75,735,088.72	Late Rendition Penalty Amt:	223,293.26
2525D Count:	9	BPP Interstate Alloc. Penalty Amt:	0.00
Late AG Penalty Count:	147		
Late Rendition Penalty Count:	11,825		
BPP Interstate Alloc. Penalty Count:	1		
Frozen Account Count:	51,776		
Frozen Homestead Value:	5,578,173,622		
Frozen Taxable Value:	5,332,805,315		
Unfrozen Levy Amt:	8,612,482.64		
Frozen Levy Amt:	6,424,964.36		
Frozen Levy Loss Amt:	2,187,518.28		
Total Non-Exempt Parcel Count:	349,646		

CERTIFIED TAX ROLL AS OF OCTOBER 1, 2022

TAX ASSESSMENT ROLLS OF SOUTH TEXAS COLLEGE FOR THE YEAR 2022 SHOW THE FOLLOWING SUMMARIES:

ROLL	NUMBER ACCTS	MARKET VALUE	TAXABLE VALUE	FREEZE LOSS	TOTAL LEVY
REAL PROPERTY	324,307	56,390,832,538	43,445,912,277	2,187,518.28	67,982,349.74
PERSONAL PROPERTY	25,445	5,269,649,280	4,662,194,329	.00	7,752,738.98
MOBILE HOME PROPERTY	0	0	0	.00	.00
MINERAL PROPERTY	0	0	0	.00	.00
OTHER PROPERTY	0	0	0	.00	.00
TOTAL	349,752	61,660,481,818	48,108,106,606	2,187,518.28	75,735,088.72

RATE OF TAXATION ASSESSMENT RATIO 100%
TOTAL TAX RATE 00.161500

PABLO (PAUL) VILLARREAL JR., PCC
TAX ASSESSOR - COLLECTOR HIDALGO COUNTY
BY: 

COUNTY OF



STARR

AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

Dr. Ricardo J. Solis, President
South Texas College
P.O.Box 9701
McAllen , Texas 78502


Dear Dr. Solis:

Enclosed please find the 2022 Tax Roll totals for your district.

Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,



Maria Ameida Salinas
Starr Co. Tax Assessor/Collector



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR

COUNTY OF



STARR

AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

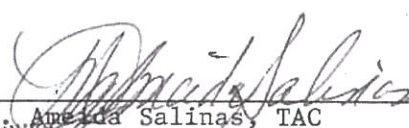
COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

2022 Starr Co. Tax Rates & Levy

Starr County - (GST)- \$13,468,774.02
FM/FC - (SF) - \$ 5,936,906.82
Drainage Dis.- (SDD) -\$ 415,714.20
Starr Co. Mem Hos(SH)- \$7,180,278.57
South Texas College (S1)- \$4,515,974.35
City Of Escobares (CES)- \$197,501.69
TOTALS - \$31,715,149.65


Ma. Ameida Salinas, TAC



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR

2022 CERTIFIED TOTALS

Property Count: 82,314

62 - SO TEXAS COLLEGE
ARB Approved Totals

7/26/2022

9:06:16AM

Land		Value			
Homesite:		297,537,576			
Non Homesite:		396,352,232			
Ag Market:		1,231,639,691			
Timber Market:		6,020	Total Land	(+)	1,925,535,519
Improvement		Value			
Homesite:		962,321,827			
Non Homesite:		413,440,796	Total Improvements	(+)	1,375,762,623
Non Real		Count	Value		
Personal Property:	3,670		1,282,543,880		
Mineral Property:	30,660		232,766,060		
Autos:	0		0		
			Total Non Real	(+)	1,515,309,940
			Market Value	=	4,816,608,082
Ag	Non Exempt	Exempt			
Total Productivity Market:	1,231,410,781	234,930			
Ag Use:	73,432,475	13,310	Productivity Loss	(-)	1,157,977,806
Timber Use:	500	0	Appraised Value	=	3,658,630,276
Productivity Loss:	1,157,977,806	221,620	Homestead Cap	(-)	108,535,322
			Assessed Value	=	3,550,094,954
			Total Exemptions Amount (Breakdown on Next Page)	(-)	793,851,813
			Net Taxable	=	2,756,243,141

Freeze	Assessed	Taxable	Actual Tax	Celling	Count		
DP	35,353,975	34,177,701	38,687.53	39,711.79	797		
OV65	134,166,502	131,267,501	160,135.77	163,488.58	2,898		
Total	169,520,477	165,445,202	198,823.30	203,200.37	3,695	Freeze Taxable	(-) 165,445,202
Tax Rate	0.1715000						
						Freeze Adjusted Taxable	= 2,590,797,939

APPROXIMATE LEVY = (FREEZE ADJUSTED TAXABLE * (TAX RATE / 100)) + ACTUAL TAX
 4,642,041.77 = 2,590,797,939 * (0.1715000 / 100) + 198,823.30

Certified Estimate of Market Value: 4,816,608,082
 Certified Estimate of Taxable Value: 2,756,243,141

Tax Increment Finance Value: 0
 Tax Increment Finance Levy: 0.00

2022 CERTIFIED TOTALS

Property Count: 82,314

62 - SO TEXAS COLLEGE
ARB Approved Totals

7/26/2022

9:06:17AM

Exemption Breakdown

Exemption	Count	Local	State	Total
AB	14	592,100,002	0	592,100,002
DP	958	0	0	0
DV1	30	0	174,590	174,590
DV2	18	0	145,430	145,430
DV3	21	0	196,690	196,690
DV4	139	0	1,496,770	1,496,770
DV4S	1	0	12,000	12,000
DVHS	98	0	8,128,672	8,128,672
EX	433	0	8,661,224	8,661,224
EX-XU	1	0	409,290	409,290
EX-XV	1,382	0	178,192,445	178,192,445
EX366	7,427	0	1,216,100	1,216,100
HS	12,475	0	0	0
OV65	3,747	0	0	0
OV65S	13	0	0	0
PC	4	3,118,600	0	3,118,600
Totals		595,218,602	198,633,211	793,851,813

Review and Recommend Action on Appraisal District Allocated Cost Payments for Hidalgo and Starr Counties

Purpose and Justification – Administration requests the Committee recommend Board approval on appraisal district allocated cost payments for Hidalgo and Starr Counties for property valuation assessments provided annually for taxes imposed during the tax year.

The Appraisal Districts are considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties.

Background - Each year the chief appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County's Appraiser submits copies of the budget to each taxing unit participating in the district and an estimated budgeted amount that will be allocated to each taxing unit.

Texas Property Tax Code, Chapter 6 Section 6.06 (d) Appraisal District Budget and Financing, indicates that the cost is allocated as follows: "Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year."

Each taxing unit pays its allocation in four equal payments.

The Tax Year 2022 estimated allocations, per the District's budgets, are \$785,368.00 for Hidalgo County Appraisal District and \$121,334.03 for Starr County Appraisal District, for a total of \$906,702.03. The first quarterly invoice is due by December 31, 2022 for Starr County and by February 2, 2023 for Hidalgo County.

The Tax Year 2022 allocations changed from the Tax Year 2021 allocations as follows:

<u>Tax Year</u>	<u>Hidalgo County</u>	<u>Starr County</u>	<u>Total</u>
2022	\$785,368.00	\$121,334.03	\$906,702.03
2021	<u>738,652.00</u>	<u>131,023.50</u>	<u>869,675.50</u>
Increase/(Decrease)	<u>\$ 46,716.00</u>	<u>\$ (9,689.47)</u>	<u>\$ 37,026.53</u>

The changes are based on the new year budgets of each Appraisal District.

The Hidalgo County Appraisal District Budget increased by \$977,720 from \$10,518,478 to \$11,496,198 and the Starr County Appraisal District Budget increased by \$18,767 from \$1,747,264 to an adjusted budget of \$1,766,031 due to an audit credit of \$27,283.

Funding Source – Funds for these expenditures are budgeted in the Hidalgo Appraisal/Collection Fee budget and the Starr Appraisal/Collection Fee budget for FY 2023-2024.

Enclosed Documents – The 2023 allocation payments for Tax Year 2022 follow in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, will be present at the Committee Meeting to address any questions.

It is requested that the Committee recommend Board approval for the appraisal district allocated cost payments for Hidalgo and Starr Counties in order to process payments to the Hidalgo County and the Starr County Appraisal Districts as presented.

2023
PROJECTED
ENTITY ASSESSMENT

ENTITY:	2022 Tax Levied	2022 Percent	2022 Official Assessment	2023 Projected Assessment
<u>Cities:</u>				
Alamo	\$ 5,103,714	0.46%	\$ 45,147.00	\$ 52,925.00
Alton	\$ 3,103,203	0.28%	\$ 26,408.00	\$ 32,180.00
Donna	\$ 6,551,936	0.59%	\$ 60,988.00	\$ 67,944.00
Edcouch	\$ 622,717	0.06%	\$ 5,959.00	\$ 6,457.00
Edinburg	\$ 38,127,169	3.44%	\$ 380,888.00	\$ 395,376.00
Elsa	\$ 1,762,298	0.16%	\$ 15,927.00	\$ 18,276.00
Granjeno	\$ 30,754	0.003%	\$ 268.00	\$ 318.00
Hidalgo	\$ 3,085,315	0.28%	\$ 26,759.00	\$ 31,995.00
La Joya	\$ 1,209,519	0.11%	\$ 11,456.00	\$ 12,542.00
La Villa	\$ 661,394	0.06%	\$ 6,412.00	\$ 6,859.00
McAllen	\$ 58,106,007	5.24%	\$ 549,322.00	\$ 602,556.00
Mercedes	\$ 5,957,425	0.54%	\$ 54,850.00	\$ 61,778.00
Mission	\$ 28,910,952	2.61%	\$ 264,664.00	\$ 299,805.00
Palmview	\$ 3,676,160	0.33%	\$ 32,187.00	\$ 38,121.00
Penitas	\$ 1,711,540	0.15%	\$ 15,255.00	\$ 17,749.00
Progreso	\$ 967,912	0.09%	\$ 9,561.00	\$ 10,037.00
Pharr	\$ 28,727,505	2.59%	\$ 260,422.00	\$ 297,902.00
San Juan	\$ 10,077,462	0.91%	\$ 94,133.00	\$ 104,503.00
Sullivan City	\$ 739,543	0.07%	\$ 6,628.00	\$ 7,669.00
Weslaco	\$ 16,103,016	1.45%	\$ 146,832.00	\$ 166,987.00
Entity Totals	\$ 215,235,542	19.41%	\$ 2,014,066.00	\$ 2,231,979.00
<u>Schools:</u>				
Donna	\$ 22,534,056	2.03%	\$ 209,208.00	\$ 233,677.00
Edcouch-Elsa	\$ 5,402,674	0.49%	\$ 51,953.00	\$ 56,026.00
Edinburg	\$ 91,362,000	8.24%	\$ 915,010.00	\$ 947,419.00
Hidalgo	\$ 8,845,402	0.80%	\$ 72,347.00	\$ 91,726.00
La Joya	\$ 41,386,168	3.73%	\$ 397,395.00	\$ 429,173.00
La Villa	\$ 1,808,783	0.16%	\$ 18,550.00	\$ 18,757.00
Lyford	\$ 198,030	0.02%	\$ 1,640.00	\$ 2,053.00
McAllen	\$ 96,621,136	8.72%	\$ 937,252.00	\$ 1,001,956.00
Mercedes	\$ 9,261,699	0.84%	\$ 91,106.00	\$ 96,044.00
Mission	\$ 31,332,081	2.83%	\$ 293,778.00	\$ 324,912.00
Monte Alto	\$ 2,193,628	0.20%	\$ 21,601.00	\$ 22,748.00
PSJA	\$ 70,777,785	6.38%	\$ 685,346.00	\$ 733,962.00
Progreso	\$ 3,013,695	0.27%	\$ 27,471.00	\$ 31,252.00
Sharyland	\$ 46,548,429	4.20%	\$ 444,795.00	\$ 482,704.00
So Tx College	\$ 75,735,089	6.83%	\$ 738,652.00	\$ 785,368.00
South Texas ISD	\$ 23,974,661	2.16%	\$ 219,744.00	\$ 248,616.00
Valley View	\$ 11,639,286	1.05%	\$ 105,468.00	\$ 120,698.00
Weslaco	\$ 28,409,990	2.56%	\$ 271,488.00	\$ 294,610.00
Entity Total	\$ 571,044,591	51.51%	\$ 5,502,804.00	\$ 5,921,701.00
GRAND TOTALS	\$ 1,108,607,525	100%	\$ 10,518,478.00	\$ 11,496,198.00
BUDGET TOTAL			\$ 10,518,478.00	\$ 11,496,198.00

2023
PROJECTED
ENTITY ASSESSMENT

ENTITY:	2022 Tax Levied	2022 Percent	2022 Official Assessment	2023 Projected Assessment
Hidalgo County	\$ 264,653,740	23.87%	\$ 2,434,942.00	\$ 2,744,445.00
Drainage Dist.#1	\$ 54,854,200	4.95%	\$ 538,706.00	\$ 568,835.00
Entity Totals	\$ 319,507,941	27.57%	\$ 2,973,648.00	\$ 3,313,280.00

Fire Districts:

EMS District #1	\$ 235,123	0.02%	\$ 2,224.00	\$ 2,438.00
EMS District #2	\$ 419,891	0.04%	\$ 4,000.00	\$ 4,355.00
EMS District #3	\$ 490,808	0.04%	\$ 5,116.00	\$ 5,089.00
EMS District #4	\$ 283,157	0.03%	\$ 2,678.00	\$ 2,936.00
Entity Totals	\$ 1,428,978	0.13%	\$ 14,018.00	\$ 14,818.00

Irrigation Districts:

Donna #1	\$ 715,476	0.06%	\$ 7,410.00	\$ 7,420.00
Delta Lake	\$ 600,413	0.05%	\$ 5,818.00	\$ 6,226.00
Kennedy Co GCD	\$ 1,098	0.0001%	\$ 12.00	\$ 11.00
Brush Country GCD	\$ 402	0.00004%	\$ 4.00	\$ 5.00
Red Sands GCD	\$ 73,084	0.01%	\$ 698.00	\$ 758.00
Entity Totals	\$ 1,390,474	0.14%	\$ 13,942.00	\$ 14,420.00



Starr County Appraisal District

100 N. FM 3167, STE 300
Rio Grande City, Texas 78582
Phone: 956-487-5613 Fax: 956-487-8555

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Chief Appraiser

November 1, 2022

Dr. Ricardo J. Solis, President
South Texas College
3201 W. Pecan
McAllen, Texas 78501

Dear Dr. Solis:

In accordance with section 6.06 of the Texas Property Code, I am hereby submitting a payment schedule for 2023 based on the 2023 budget and your tax levy for 2022 – 2023.

Total allocation for the year 2023 is	<u>\$121,334.03</u>
First quarter installment for 2023 due 12/31/2022	\$30,333.50
Second quarter installment for 2023 due 3/31/2023	\$30,333.51
Third quarter installment for 2023 due 6/30/2023	\$30,333.51
Fourth quarter installment for 2023 due 9/30/2023	\$30,333.51

Please remit all payment s to Starr County Appraisal District, 100 N. FM 3167 STE 300, Rio Grande City, Texas 78582. If you may have any questions, please feel free to contact me at the office. Your full cooperation in this matter is greatly appreciated.

Respectfully,

A handwritten signature in blue ink, appearing to read "Rosalva Guerra", is written over a horizontal line.

Rosalva Guerra, RPA, CTA, CCA
Starr County Appraisal District Chief Appraiser

RG: mrl
xc: Mr. Jesus Ramirez, Attorney
xc: Ms. Rose Benavides, Chairperson
xc: Ms. Maricarmen Ramirez, Accts. Payable
xc: Ms. Yvette M. Ortiz, Business Office

Review and Recommend Action on South Texas College Public Transportation Agency Safety Plan

Purpose and Justification – Administration requests the Committee recommend Board approval of the South Texas College Public Transportation Agency Safety Plan in order to be in compliance with the Federal Transit Administration requirements when operating the STC Jag Express.

The Federal Transit Administration published a final rule as authorized by the Moving Ahead for Progress in the 21st Century Act (MAP-21) that requires operators of public transportation systems that receive Federal financial assistance to develop a Public Transportation Agency Safety Plan based on the Safety Management System approach. The safety plans will help ensure that public transportation systems are safe nationwide.

Background - In July 2021, the Lower Rio Grande Valley Development Council (LRGVDC) - Valley Metro Transit notified South Texas College that it needed to create its own Public Transportation Agency Safety Plan. The Safety Plan must be adopted by the Board of Trustees as stated in the United States Code, Title 49- Transportation, Section 5329.1. “(A) a requirement that the Board of Trustees (or equivalent entity) of the recipient approve the agency safety plan and any updates to the agency safety plan.”

To improve public transportation safety to the highest practicable level in the State of Texas and comply with Federal Transit Administration (FTA) requirements, the South Texas College Transportation Services Department has developed its own Agency Safety Plan with collaboration from the Texas Department of Transportation (TxDOT).

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Safety Plan, the Agency Safety Plan and the tenets of Safety Management System including a Safety Management Policy and the processes for Safety Risk Management, Safety Assurance, and Safety Promotion, per 49 U.S.C. 5329.1, must be adopted by the board of directors. While safety has always been a primary function at South Texas College, this document lays out a process to fully implement a Safety Management System over the next several years that complies with the Public Transportation Agency Safety Plan final rule.

Reviewers – The Safety Plan was reviewed by the Vice President for Finance and Administrative Services, the Chief of Police for the Department of Public Safety, and the Manager for Public Safety and Transportation Services.

Enclosed Documents – The Safety Plan follows in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police for the Department of Public Safety, and Alina O. Cantu, Public Safety and Transportation Services Manager, will be present at the Committee Meeting to address any questions.

It is requested that the Committee recommend Board approval of the South Texas College Public Transportation Agency Safety Plan as presented.

South Texas College

Public Transportation Agency Safety Plan

Version 1

Adopted November 17, 2022

In compliance with 49 CFR Part 673

**Developed in conjunction with
the Texas Department of
Transportation**

TABLE OF CONTENTS

Executive Summary	3
Plan Adoption – 673.11(a)(1)	4
Certification of Compliance – 673.13(a)(b)	4
Transit Agency Information	5
Authorities & Responsibilities – 673.23(d)	7
Safety Management Policy	8
Policy Statement – 673.23(a)	8
Employee Safety Reporting Program – 673.23(b)	8
Communicating the Policy Throughout the Agency – 673.23(c)	9
PTASP Development and Coordination with TxDOT – 673.11(d)	9
PTASP Annual Review – 673.11(a)(5)	9
PTASP Maintenance – 673.11(a)(2)(c)	10
PTASP Documentation and Recordkeeping – 673.31	10
Safety Performance Measures – 673.11(a)(3)	10
Safety Performance Target Coordination – 673.15(a)(b)	11
Safety Management System	12
Safety Risk Management – 673.25	13
Safety Hazard Identification – 673.25(b)	13
Safety Risk Assessment – 673.25(c)	14
Safety Risk Mitigation – 673.25(d)	15
Safety Assurance – 673.27 (a)	16
Safety Performance Monitoring and Measuring – 673.27 (b)	16
Monitoring Compliance and Sufficiency of Procedures – 673.27 (B)(1)	16
Monitoring Operations – 673.27(B)(2)	17
Safety Event Investigation – 673.27(B)(3)	17
Monitoring Internal Safety Reporting Programs – 673.27(B)(4)	18
Safety Promotion – 673.29	18
Safety Competencies and Training – 673.29(a)	18
Safety Communication – 673.29(b)	19
APPENDIX A:	20
Glossary of Terms	20
Acronyms Used	23

Executive Summary

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At South Texas College (STC), all levels of management, administration and operations are responsible for safety. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with STC.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Safety Plan, the STC Board of Trustees adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329.¹ While safety has always been a primary function at STC, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

¹ Federal Register, Vol. 81, No. 24

Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Ruben Suarez, Chief of Police

Date

The main governing body of STC is the STC Board of Trustees. Approval of this plan by the STC Board of Trustees occurred on November 17, 2022 and is documented in Board Meeting Minutes (minute identifier) from the Board meeting.

Certification of Compliance – 673.13(a)(b)

TxDOT certifies on November 17, 2022 that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by STC as evidenced by the plan adoption signature and necessary Board of Trustees approvals under Section 1.A of this plan.

Transit Agency Information

The South Texas College – Jag Express provides public transportation in McAllen, Texas. The South Texas College Transportation Services main office is located at 2509 W. Pecan Blvd. McAllen, Texas 78501.

South Texas College currently operates 2 fixed shuttle bus routes. The fixed route service is operated five (5) days a week, Monday through Friday ranging from 7:00 am to 7:20 pm depending on the route.

The Transportation Services for the College are managed by the South Texas College Department of Public Safety. No additional transit service is provided by South Texas College on behalf of another transit or entity at the time of the development of this plan.

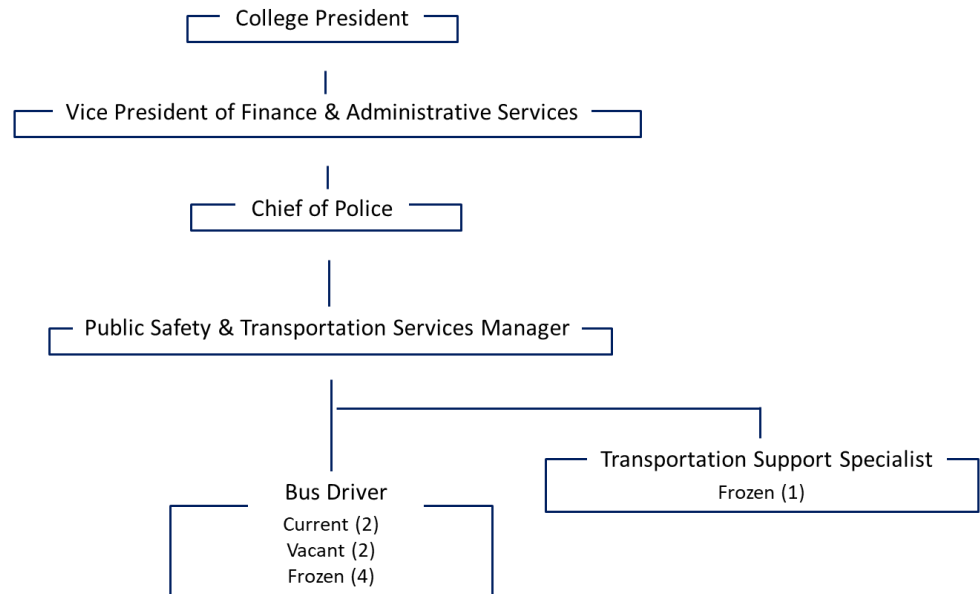
Table 1 contains agency information while an organizational chart for STC is provided in Figure 1.

TABLE 1: AGENCY INFORMATION

Information Type	Information
Full Transit Agency Name:	South Texas College
Transit Agency Address:	2509 Pecan Blvd, McAllen, TX 78501
Name and Title of Accountable Executive 673.23(d)(1)	Ruben Suarez, Chief of Police
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Alina O. Cantu, Public Safety and Transportation Services Manager
Key Staff	Administrative staff and Drivers
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed route
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed route – Directly Operated
Number of Vehicles Operated	Two

FIGURE 1: STC ORGANIZATIONAL CHART

South Texas College Transportation Organizational Chart



Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), STC is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP (in accordance with 49 U.S.C. 5329), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the STC SMS, per 673.23(d)(1).

Agency leadership and executive management are those members of our agency leadership or executive management, other than the Accountable Executive, Chief Safety Officer (CSO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the STC SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

Key staff are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

Front line employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

Safety Management Policy

Policy Statement – 673.23(a)

Safety is STC's first priority. STC is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System.

For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We will also work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives.

Employee Safety Reporting Program – 673.23(b)

Frontline employees are a significant source of safety data because they are often the first to spot unsafe conditions. For this reason, the employee safety reporting program is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

STC has an open-door policy that allows for communication of complaint, question, or suggestion for improvement. This process encourages the employee to first approach their respective immediate supervisor. If the matter cannot be resolved with the immediate supervisor, the employee can move up to the next management channel. The CSO may also receive employee complaints, questions, or safety improvement suggestions. Additionally, a Human Resources representative may be involved at any level.

The employee safety reporting program will ensure that all employees are encouraged to report safety conditions directly to management or their direct supervisor for elevation to senior management. Any employee reports of safety concerns such as near misses, accidents, hazards, or any other event will not result in disciplinary action, unless the actions were a willful act and rule violations. Employees are protected from retaliation when reporting safety concerns in good faith.

Communicating the Policy Throughout the Agency – 673.23(c)

STC is committed to ensuring the safety of our riders, personnel, and public. Part of that commitment is developing an SMS and agency wide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agency wide safety culture is communicating our SMP throughout our agency.

The Safety Management Policy and safety objectives include posting the policy in prominent work locations for existing employees. In addition, the policy statement will become part of our agency's safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

PTASP Development and Coordination with TxDOT – 673.11(d)

This PTASP has been developed by TxDOT on behalf of South Texas College in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. The draft ASP was delivered to STC in April 29, 2022 for review and comment. Once review was completed and any adjustments made, the final was delivered to STC for review and adoption.

PTASP Annual Review – 673.11(a)(5)

Per 49 U.S.C. 5329, this plan includes provisions for annual updates of the SMS. As part of STC's ongoing commitment to developing a robust safety culture, STC, in cooperation with frontline employee representatives, will review the ASP and all supporting documentation annually. The review will be conducted before certifying to FTA that the ASP is compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through STC's annual Certifications and Assurances.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOPs], Policies, Manuals, etc.) that are used to implement all the processes used to manage safety at STC. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the STC Board of Trustees whether by signature or by reference to resolution. The annual ASP review follows the table below.

TABLE 2: ASP ANNUAL UPDATE TIMELINE

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations	→							
Review SMS Documentation								
<ul style="list-style-type: none"> Safety Policy; Risk Management; Safety Assurance; and Safety Promotion. 		→						
Review Previous Targets and Set or Continue Targets			→					
Report Targets to National Transit Database (NTD), TxDOT, and MPO					→			
Make Any Necessary Adjustments to PTASP						→		
Update Version No., Adopt & Certify Plan Compliance								★

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

TABLE 3: ASP RECORD OF CHANGES

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text
Header	Text	Text	Text	Text

PTASP Maintenance – 673.11(a)(2)(c)

STC will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as STC continues to develop and refine our SMS implementation.

PTASP Documentation and Recordkeeping – 673.31

At all times, STC will maintain documents that set forth our ASP, including those documents related to the implementation of STC's SMS and those documents related to the results from SMS processes and activities. STC will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entities, or TxDOT. STC will maintain these documents for a minimum of three years after the documents are created.

Safety Performance Measures – 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include Safety Performance Targets based on the safety performance measures established under the National Safety Plan. The safety performance measures outlined in the National Safety Plan were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the National Safety Plan are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the National Safety Plan. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as

presented in Table 4. Table 5 presents baseline numbers for each of the performance measures.

TABLE 4: National Safety Plan SAFETY PERFORMANCE MEASURES

Safety Performance Measure	SPT	SPT
Fatalities	Total Number Reported	Rate Per Total VRM
Injuries	Total Number Reported	Rate Per Total VRM
Safety Events (Accident, Incident, Occurrence)	Total Number Reported	Rate Per Total VRM
System Reliability	Mean distance between major mechanical failure	

TABLE 5: SAFETY PERFORMANCE Targets

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Fixed Route (Bus)	0	0%	1	0.002%	3	0.0072%	13,890

*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, STC will reevaluate our safety performance targets and determine if they need to be refined.

Safety Performance Target Coordination – 673.15(a)(b)

STC will make our safety performance targets available to TxDOT and the Rio Grande Valley MPO to aid in those agencies' respective regional and long-range planning processes. To the maximum extent practicable, STC will coordinate with TxDOT and the MPO in the selection of safety performance targets during the annual PTASP update process.

Safety Management System

As previously noted, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, STC is adopting SMS as the basis for directing and managing safety and risk at our agency. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components – Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. The Safety Management Policy and Safety Promotion are the enablers that provide structure and supporting activities that make Safety Risk Management and Safety Assurance possible and sustainable. The Safety Risk Management and Safety Assurance are the activities for effectively managing safety as presented in Figure 2.

FIGURE 2: SAFETY MANAGEMENT SYSTEMS



Safety Risk Management – 673.25

By adopting this ASP, STC is establishing the Safety Risk Management (SRM) process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25.

FIGURE 3: SAFETY RISK MANAGEMENT PROCESS



Safety Hazard Identification – 673.25(b)

The STC safety risk management process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. A hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infra-structure of a public transportation system; or damage to the environment. STC uses a variety of mechanisms for identifying and documenting hazards, namely:

- STC ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified.
- Employee hazard training coupled with the employee safety report program ensures that STC has information for hazard identification.
- Upon receiving notification of a potential hazard, the CSO will enter the hazard into the Hazard Log. Next, the CSO will conduct the risk assessment by utilizing the Risk Matrix presented in figure 5 to determine the frequency and severity of hazard.
- Staff are responsible for performing and documenting regular safety assessments, which include reporting and recommending methods to reduce identified hazards.
- If a hazard is such that an employee would be reluctant to report the information an alternative, anonymous reporting mechanisms are available through an anonymous suggestion box.
- To increase safety knowledge, personnel are also encouraged to participate in professional development activities and training as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification may include:
 - Employee safety reporting program
 - Inspections of personnel job performance, vehicles, facilities and other data

- Investigations of safety events
- Safety trend analysis on data currently collected
- Training and evaluation records
- Internal safety audits
- External sources of hazard information could include:
 - FTA and other federal or state authorities
 - Reports from the public
 - Safety bulletins from manufacturers or industry associations

FIGURE 4: Sample Hazard Log

Hazard	Identification Source/Date	Date of Analysis	Worst Credible Potential Consequence(s)	Defenses in place (hard or soft)	Probability of Consequences	Severity of Consequences	Safety Risk Evaluation Index	Further Mitigation Action, if Required	Revised Safety Risk Evaluation Index	Revised Safety Risk Evaluation Index Date	Department Responsible for Mitigation	Estimated Date Mitigation(s) is Fully Implemented	Contact Person	Department/Individual Responsible for Monitoring Mitigation Effectiveness
Bus mis-aligned over pit	Employee safety reporting	Date	Bus falling into pit resulting in property damage	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	C (Marginal)	3C (Acceptable based upon existing mitigations)	NA	NA	NA	Bus Vehicle Maintenance	NA	Name	Bus Operations Safety Department
			Bus falling into pit resulting in injury to worker	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	B (Critical)	3B (Acceptable based upon existing mitigations)	N/A	N/A	NA	Bus Vehicle Maintenance	NA	Name	Bus Operations Safety Department
			Bus falling into pit resulting in worker fatality	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	A (Catastrophic)	3A (Unacceptable under the existing circumstances)	1. Revise SOP and Rulebook to require a second worker to watch and signal for bus placement. (s) 2. Establish speed restrictions moving in and out of shop. (s) 3. Stripe lines around pits with high visibility fluorescent paint. (h) 4. Revise SOPs to ensure pit is not occupied during bus movements over pit. (s) 5. Install bus tire guides on pit edge. (h)	4A (Acceptable based upon mitigations)	Date	Bus Vehicle Maintenance	Date	Name	Bus Operations Safety Department
Corroded/cracked rail fasteners in tunnel	Employee safety reporting	Date	Derailment with fatalities	1. Routine inspections (s) 2. Periodic maintenance is conducted. (s)	3 (Occasional)	A (Catastrophic)	3A (Unacceptable under the existing circumstances)	1. Increased inspection frequencies (s) 2. Corrosion mitigation (s) 3. Speed Restrictions(s) to be implemented (s)	4A (Acceptable based upon mitigations)	Date	Track Maintenance	Date	Name	Track Maintenance Safety Department

Safety Risk Assessment – 673.25(c)

As part of the new SRM process, STC has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk process.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. As stated above, the CSO will log hazards utilizing a Hazard Log that resembles Figure 4. The CSO will evaluate the hazard for severity, probability and level of risk utilizing the criteria in the Tables listed in figure 6.

FIGURE 5: SAFETY RISK ASSESSMENT MATRIX

Severity of the Consequence		
Definition Category	Meaning	Value
Catastrophic	<ul style="list-style-type: none"> Equipment destroyed Multiple deaths 	A
Critical	<ul style="list-style-type: none"> A large reduction in safety margins, physical distress or a workload such that the operators cannot be relied upon to perform their tasks accurately or completely Serious injury Major equipment damage 	B
Marginal	<ul style="list-style-type: none"> A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of increase in workload, or as a result of conditions impairing their efficiency Serious incident Injury to persons 	C
	<ul style="list-style-type: none"> Nuisance Operating limitations Use of emergency procedures Minor incident Little consequences 	D

RISK ASSESSMENT MATRIX				
SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation

If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard's likelihood and severity have been assessed, the information is used to move to the next step, which is hazard mitigation.

Safety Risk Mitigation – 673.25(d)

Upon completion of the risk assessment, the CSO will identify mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level. To accomplish this objective, the CSO, works with subject matter experts from respective department or section to which the hazard applies to determine a mitigation strategy.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member, team or department for implementation. The assigned personnel and the personnel's specific responsibilities are entered into the Hazard Log (figure 4). Among the responsibilities of the staff member, department or team is to communicate the mitigation effort to the CSO, who will document whether the mitigation was carried out as designed and whether the intended safety objectives were achieved.

Safety Assurance – 673.27 (a)

Safety Assurance means processes within the STC SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) STC meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting STC's critical safety objectives and contribute towards SPTs.

Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the STC Safety Assurance program, STC collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. STC currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, STC will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

Monitoring Compliance and Sufficiency of Procedures – 673.27 (B)(1)

STC monitors our system for personnel compliance with operations and maintenance procedures and monitors these procedures for sufficiency in meeting safety objectives.

Supervisors monitor employee compliance with STC SOPs through direct observation and review of information from internal reporting systems such as pre-trip inspection forms and employee safety reporting.

STC addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance

procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the CSO will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The CSO will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

Monitoring Operations – 673.27(B)(2)

Department Heads are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

Safety Event Investigation – 673.27(B)(3)

STC currently conducts investigations of safety events. From a SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that STC can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. STC gathers various information to help in identifying and documenting root causes of accidents and incidents, including but not limited to:

1. The purpose of these investigations is to:
 - a. Identify probable causes and contributing factors.
 - b. Verify identified hazards.
 - c. Implement remedies to eliminate, reduce or control recurrences of a similar accident.
 - d. Provide a means of checking the adequacy of past training.
 - e. Make personnel aware of unsafe acts and conditions.
2. Investigations:
 - a. STC Police, Local Police and the CSO will conduct investigations for all minor and major accidents or incidents.
 - b. .
3. The following are necessary for effective investigations:
 - a. Determine field personnel responsibilities for investigation.
 - b. Utilize the Supervisor's Accident Investigation Procedures.
 - c. Integrate Claims' findings into investigations.
 - d. Ensure STC Police and Risk Management are notified of minor and major accidents, on both

an immediate and routine basis.

- e. Develop criteria for investigations.
- f. Prepare procedures, checklists and formats for conducting investigations.
- g. Adopt policies for major accident investigation report publication and follow up systems for compliance with report recommendations. In addition, the CSO will establish procedures for coordinating investigations by outside agencies, or peer reviews.

Monitoring Internal Safety Reporting Programs – 673.27(B)(4)

As a primary part of the internal safety reporting program, STC monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that STC will implement and how safety related information will be communicated.

Safety Competencies and Training – 673.29(a)

STC provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to the employee's position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency's safety processes.

As part of SMS implementation, STC will be conducting the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (STC is not subject to the requirements under 49 CFR Part 672 but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Identify trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.

- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all trainings and apply it to agency personnel and contractors.

Safety Communication – 673.29(b)

STC regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP or other means.

STC will ensure that any safety related information is shared with STC staff. STC also posts safety related and other pertinent information in a common room for all employees.

STC will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, STC will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up-to-date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, STC will review its current communications strategies and determine whether others are needed.

APPENDIX A:

Glossary of Terms

Accident: means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

Accountable Executive (typically the highest executive in the agency): means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C., and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

Agency Leadership and Executive Management: Those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Chief Safety Officer (CSO): means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Corrective Maintenance: Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

Equivalent Authority: means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

Event: means an accident, incident, or occurrence.

Federal Transit Administration (FTA): means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident: means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation: means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Key staff: means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

National Public Transportation Safety Plan (NSP): means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence: means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a Public Transportation System: means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger: means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target: means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Preventative Maintenance: means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk: means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: means a method or methods to eliminate or reduce the effects of hazards.

Road Calls: means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

Safety Assurance (SA): means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy (SMP): means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's

employees regarding safety.

Safety Management System (SMS): means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive: means a CSO or an equivalent.

Safety Objective: means a general goal or desired outcome related to safety.

Safety Performance: means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Indicator: means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Safety Performance Monitoring: means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

Safety Performance Target (SPT): means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

Safety Promotion (SP): means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM): means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date

that the injury was received;

- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency: means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329 and the regulations set forth in 49 CFR part 674.

Transit Agency: means an operator of a public transportation system.

Transit Asset Management (TAM) Plan: means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Vehicle Revenue Miles (VRM): means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

Acronyms Used

ADA: Americans with Disabilities Act

ASP: Agency Safety Plan

CAF: Customer Assistance Form

STC: South Texas College

ESRP: Employee Safety Reporting Program

FAST Act: Fixing America's Surface Transportation Act

MAP-21: Moving Ahead for Progress in the 21st Century Act

MOU: Memorandum of Understanding

MPO: Metropolitan Planning Organization

NTD: National Transit Database

SOP: Standard Operating Procedure

SSPP: System Safety Program Plan

TxDOT: Texas Department of Transportation