South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, January 17, 2023 @ 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 and December 13, 2022 Finance, Audit, and Human Resources Committee Minutes 1-25

II. Presentation on Status of Fiscal Year 2022 Financial Audit 26

III. Review and Action as Necessary on Award of Proposals, Rejection of Proposal, Purchases, Renewals, and Interlocal Agreement 27-70

A. Award of Proposals
   1) Advertising Services (Award)
   2) Digital Advertising Services (Award)
   3) Technology Campus Building A Analog to Digital Audio Visual Upgrade (Award)
   4) Truck Driver Training Simulator (Award)
   5) Virtual Reality Welding Training Simulator (Award)

B. Rejection of Proposal
   6) Purchase and Installation of LED Lights – II (Reject)

C. Purchases and Renewals
   a. Instructional Item
      7) Instructional Equipment (Purchase)
      8) Graduation Facility Agreement (Purchase/Lease)

   b. Non-Instructional Items
      9) Cargo Van (Purchase)
      10) Fitness Equipment (Purchase)
      11) Continuing Disclosure Services (Renewal)
      12) Financial Advisor Services (Renewal)
      13) Moving Services (Renewal)
      14) Network Cabling Services for Building Projects (Renewal)

   c. Technology Items
      15) Computers, Laptops, Tablets, and Monitors (Purchase)
      16) Internet Services Agreement – Tyler Junior College (Renewal)
      17) Red Hat Licenses Maintenance and Support Agreement (Renewal)

D. Interlocal Agreement
   18) State Records Inquiry Access Agreement (Purchase/Renewal)

IV. Review and Recommend Action to Adopt New Business and Support Services Policy and Retire Current Policies 71-79

A-1. Adopt CC (Local) Annual Operating Budget
A-2. Retire Current Policy #5310: Annual Operating Budget
A-3. Retire Current Policy #5350: Unrestricted Fund Balance

Policies Retired with No New Policy Adopted:

B-1. Retire Current Policy #5320: Preparation and Processing of Budget Changes
C-1. Retire Current Policy #5420: State Appropriations

V. Review and Recommend Action to Adopt New Personnel Policies and Retire Current Policies.....80-103

A-1. Adopt DAA Employment Objectives Equal Employment Opportunity
A-2. Retire Policy #4205: Equal Education and Employment Opportunities
B-1. Adopt DBF (Local) Employment Requirements and Restrictions: Outside Employment
B-2. Retire Policy #4800: Outside Employment
C-1. Adopt DDA (Local) Personnel Positions: Qualifications and Duties
D-1. Adopt DF (Local) Retirement Programs
D-2. Retire Current Policy #4341: TexaSaver 457
D-3. Retire Current Policy #4342: Special Pay Plan under §§ 401(a) of the Internal Revenue Code
D-4. Retire Current Policy #4351: Optional Retirement Plan (ORP)
E-1. Adopt DHB (Local) Employee Standards of Conduct: Child Abuse and Neglect Reporting
E-2. Retire Current Policy #4215: Child Abuse and Neglect
F-1. Adopt DI (Local) Employee Welfare

Policies Retired with No New Policy Adopted:

G-1. Retire Current Policy #4209: "The Whistle Blower Act"
H-1. Retire Current Policy #4321: Rights of Nursing Mothers to Express Breast Milk in the Workplace

Approval of October 11, 2022 and December 13, 2022 Finance, Audit, and Human Resources Committee Minutes

The Minutes for the Finance, Audit, and Human Resources Committee Meetings of October 11, 2022 and December 13, 2022 are presented for Committee approval.

The November 7, 2022 Committee Meeting was cancelled.

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

Aproval 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	**1st FP McAllen, LLC.** (San Antonio, TX)	$70,000.00
7	Clean Agent Fire Suppression System Inspections	**1st 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	**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

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

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, December 13, 2022 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:01 p.m. with Mr. Rene Guajardo presiding.

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

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

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Mr. Javier Villalobos, Mrs. Rebecca Cavazos, Mr. George McCaleb, Dr. Sylvia Flores, Mrs. Lynda Lopez, Mrs. Myriam Lopez, Mrs. Jessica Galloso, Dr. Ali Esmaeili, Mrs. Gardenia Perez, and Ms. Stephanie Hinojosa.

Review and Action as Necessary on Purchase of Access to a Comprehensive Remediation, Testing, and Review Program (Purchase)

Purpose and Justification – The Committee was asked to recommend Board approval on the purchase of access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute, LLC**. (ATI) (New), a sole source vendor, for the period beginning December 14, 2022 through August 31, 2023, for a total estimated amount of $180,400.00, which is based on $200 per student.

The access to the program's materials and feedback features provides students with various learning tools that will assist them in learning course content, identifying strengths and weaknesses, reviewing content, and improving test-taking abilities to ultimately succeed in passing the National Council Licensure Examination (NCLEX) for professional licensure.

This program license purchase was requested by the Division of Student Services / PASS Program to aid approximately nine hundred two (902) students in the Associate Degree

Nursing (ADN), Licensed Vocational Nursing (LVN), and Emergency Medical Services (EMS) programs for the Spring 2023, Summer 2023, and Fall 2023 semesters to prepare them for the NCLEX exam.

Funding Source - Funds for this expenditure were budgeted in the Carl Perkins grant budget for FY 2022 – 2023.

Enclosed Documents – The vendor pricing information was included in the packet for the Committee's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, attended the Committee meeting to address any questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of the purchase of access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute, LLC**. (ATI) (New), a sole source vendor, for the period beginning December 14, 2022 through August 31, 2023, for a total estimated amount of $180,400.00, which is based on $200 per student, as presented. The motion carried.

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 was asked to recommend the Board to ratify revisions and reclassifications to the Employee Pay Plan and the Employee Staffing Plan for 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, in collaboration with TASB and College Administration, performed further assessments of FY 2022 – 2023 positions, and actions were taken after the President's approval, as listed in the below Exhibits:

1. Exhibit A – Revisions and reclassifications to the TASB Compensation Study results and are effective September 1, 2022.

2. Exhibit B – Revisions and reclassifications initiated by Administration and reviewed by TASB, as necessary, and are effective in the month in which the President's approval was received.

The revisions and reclassifications were based on an assessment of the position's job duties and responsibilities and college and departmental needs and objectives and include the following:

A. TASB Re-evaluation
B. Fair Labor Standards Act Exempt or Non-exempt Status Re-evaluation
C. Pay Grade Corrections
D. Position Title and/or Salary Adjustments
E. Title Changes
F. Grant Funded New Positions
G. Salary Assessments
H. Delete Position to Create New Position

Funding Source – Funds for these revisions and reclassifications were available in the FY 2023 salary budget, and the net effect on the FY 2023 Salary Budget and Unrestricted Fund Budget was zero.

Reviewers – The revisions and reclassifications were reviewed by the President and all the Vice Presidents.

As the November 7, 2022, Finance, Audit, and Human Resources Committee meeting was cancelled, this item was presented without a recommendation from the Committee to the Board of Trustees at the meeting held on November 29, 2022. At the Meeting held on November 29, 2022, the Board of Trustees asked that the item be presented at the next meeting.

Enclosed Documents – Exhibit A and Exhibit B were included 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, attended the Committee Meeting to address any questions.

Upon a motion by Mr. Rene Guajardo and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval to ratify revisions and reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023 as presented. The motion carried.

Adjournment

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 5:20 p.m.

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

_____

Mr. Rene Guajardo
Committee Chair

Presentation on Status of Fiscal Year 2022 Financial Audit

Ms. Esmeralda Yniguez and staff from Carr, Riggs & Ingram, LLC will review the results of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2022 and 2021 with the Committee and will respond to any questions the Committee members may have on the audit.

Included under separate cover is a draft of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2022 and 2021.

The final Fiscal Year 2022 Financial Audit will be presented at January 31, 2023, Board Meeting for review as required by Policy 5330.

No action is required from the Committee. This item is presented for information and feedback to staff.

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

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

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) Advertising Services (Award)
Award the proposal for advertising services for the period beginning March 1, 2023 through August 31, 2024 with two one-year options to renew, at an estimated total amount of $653,400.00. The vendors are as follows:

Vendor	Vendor
25th Hour Communications, Inc. (Mashpee, MA)	**Acme Partnership, LP.** (Austin, TX)
AIM Media Texas Operating, LLC. (McAllen, TX)	**Buena Aventura, LLC./ dba Mega Doctor News** (McAllen, TX)
Buena Aventura, LLC./ dba Texas Border Business (McAllen, TX)	**De Shopping En Texas** (McAllen, TX)
Entravision Communications (McAllen, TX)	**GC Publishing/ dba Edible RGV** (Brownsville, TX)
I Heart Media (Weslaco, TX)	**Image House Media, LLC.** (McAllen, TX)
International Billboards (McAllen, TX)	**KRGV** (Weslaco, TX)
Lamar Advertising (San Benito, TX)	**Media Choice, LLC.** (Austin, TX)
Mexico Industry/ ICP, LLC. (McAllen, TX)	**National Cinemedia, LLC. (NCM)** (Centennial, CO)
NBC Universal, LLC. Telemundo Rio Grande Valley, LLC. (McAllen, TX)	**Nexstar Media, Inc. (KVEO/ SVEO/ NVEO/ KBGT/ Valleycentral.com)** (Harlingen, TX)
Radio United, LLC. (McAllen, TX)	**RGVision Publications, LLC.** (Mission, TX)
Socialife News, LLC. (McAllen, TX)	**Sombrero Advertising & Marketing** (McAllen, TX) (New)
Spectrum Reach/ Charter Communications Holdings, LLC. (McAllen, TX)	**Starchannel Marketing** (McAllen, TX)
Starr County Town Crier (Rio Grande City, TX)	**Univision Receivables (Univision Radio)** (Los Angeles, CA)

Vendor	Vendor
Urban TVs, LLC. (Palmview, TX) (New)	**VBR Media/ dba Valley Business Report** (Clermont, FL)
VisionPoint Marketing, LLC. (Raleigh, NC) (New)	**Vox Veritas, LLC./ dba Rio Grande Guardian** (McAllen, TX)

Purpose and Justification – Public Relations and Marketing is requesting to purchase advertising services to be used district-wide for marketing purposes and other related services on an as-needed basis. Advertising includes but is not limited to newspaper, magazine, television, radio, website, blog, cinema, billboard, and other out-of-home opportunities.

South Texas College is experiencing an ever-increasing competitive environment at a time of increasingly stretched resources. National demographic changes, and unique regional population shifts, resulting in increasing competition for shrinking numbers of traditional-age college students, require very purposeful strategic positioning of the College, and highly targeted advertising tactics to deliver that message.

Background – The solicitation process was as follows:

Advertised RFP	November 23, 2022 and November 30, 2022
RFP Responses Due	December 13, 2022
RFP Issued To	Forty-Nine (49) Vendors
Responses Received From	Thirty (30) Vendors
Responses Reviewed By	Public Relations and Marketing and the Purchasing Department

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

2) Digital Advertising Services (Award)
Award the proposal for digital advertising services for the period beginning March 1, 2023 through August 31, 2024, with two one-year options to renew, at an estimated total amount of $435,600.00. The vendors are as follows:

Primary: **ReachLocal, Inc.** (McAllen, TX)
Secondary: **Entravision Communications** (McAllen, TX), **KRGV** (Weslaco, TX) and **Nexstar Media, Inc.** (Harlingen, TX)

Purpose and Justification – Public Relations and Marketing is requesting to purchase digital advertising services to be used district-wide for marketing purposes and other related services on an as-needed basis. Digital advertising includes but is not limited to social media, YouTube, streaming TV/radio, displays, pay-per-click, geotargeting, and other digital opportunities.

South Texas College is experiencing an ever-increasing competitive environment at a time of increasingly stretched resources. National demographic changes, and unique regional population shifts, resulting in increasing competition for shrinking numbers of traditional-age college students, require very purposeful strategic positioning of the College, and highly targeted advertising tactics to deliver that message.

Background – The solicitation process was as follows:

Advertised RFP	November 23, 2022 and November 30, 2022
RFP Responses Due	December 13, 2022
RFP Issued To	Sixty-One (61) Vendors
Responses Received From	Twenty-Eight (28) Vendors
Responses Reviewed By	Public Relations and Marketing and the Purchasing Department

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

3) Technology Campus Building A Analog to Digital Audio Visual Upgrade (Award)
Award the proposal for the Technology Campus Building A analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of $228,440.15.

Purpose and Justification - Educational Technology is requesting to upgrade thirteen (13) classrooms at the Technology Campus building A as part of the yearly initiative to upgrade outdated analog audio visual equipment in classrooms/labs in pre-bond buildings to meet the new digital standard developed for the 2013 bond construction. The upgrade will allow the audio visual systems 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 will upgrade to the College's 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 – The solicitation process was as follows:

Advertised RFP	November 23, 2022 and November 30, 2022
RFP Responses Due	December 15, 2022
RFP Issued To	Fifteen (15) Vendors
Responses Received From	Four (4) Vendors
Responses 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.

4) Truck Driver Training Simulator (Award)
Award the proposal for a truck driver training simulator to **Virage Simulation, Inc.** (Montreal, Canada) (New), at a total amount of $96,500.00.

Purpose and Justification – Continuing, Professional, and Workforce Education is requesting to purchase its first truck driver training simulator to aid in the instruction of the Commercial Driver's License (CDL) Program.

Background – The solicitation process was as follows:

Advertised RFP	November 16, 2022 and November 23, 2022
RFP Responses Due	December 6, 2022
RFP Issued To	Six (6) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Continuing, Professional, and Workforce Education and the Purchasing Department

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

5) Virtual Reality Welding Training Simulator (Award)
Award the proposal for a virtual reality welding training simulator to **Triple S Steel Supply, LLC./ dba Alamo Iron Works** (San Antonio, TX), at a total amount of $74,871.89.

Purpose and Justification – The Welding Program in the Division of Business, Public Safety, and Technology is requesting to purchase its third virtual reality welding training simulator for student instruction at the Technology Campus Virtual Reality Lab.

The simulator is necessary for student training and instructor preparation as it realistically simulates the experience of a welding device. It provides a virtual hands-on training experience that allows students to complete more passes in traditional training and provides real-time feedback on different welding techniques and positions to both students and instructors.

This computer-based training system is an educational tool designed to supplement and enhance traditional welding training. It allows students to practice their welding techniques in a simulated and immersive environment.

Background – The solicitation process was as follows:

Advertised RFP	November 2, 2022 and November 9, 2022
RFP Responses Due	November 17, 2022

RFP Issued To	Three (3) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Division of Business, Public Safety, and Technology, Welding Program, and the Purchasing Department

Funds for this expenditure are budgeted in the Carl Perkins Grant and Welding Program budgets for FY 2022 – 2023.

B. Rejection of Proposal

6) Purchase and Installation of LED Lights – II (Reject)
Reject the one (1) proposal received for the purchase and installation of LED lights – II since it was over the estimated budgeted amount. The specifications will need to be updated/reduced in scope to meet the current available budget.

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

7) Instructional Equipment (Purchase)
Purchase instructional equipment from **Municipal Emergency Services, Inc.** (Houston, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of $53,991.00.

Purpose and Justification – The Fire Science Program in the Division of Public Safety and Technology is requesting to purchase firefighter equipment for hands-on student instruction in the Basic Fire Academy courses. It will include seven (7) self-contained breathing apparatuses, cylinder and valve assemblies, and 4-strap facepieces. This equipment will allow students to better understand the use and need of these types of firefighting equipment. It will also help better prepare the students when hired as a firefighter.

Funds for this expenditure are budgeted in the Texas Reskilling and Upskilling through Education (TRUE) grant budget for FY 2022 - 2023.

8) Graduation Facility Agreement (Purchase/Lease)
Purchase/lease of a graduation facility with the **Vipers Arena, LLC. / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, beginning May 4, 2023 through May 6, 2023, at an estimated amount of $60,000.00.

Purpose and Justification – The Division of Student Services is requesting a lease agreement for the rental of a facility for graduation ceremonies, which will be held on Friday, May 4, 2023 and May 6, 2023. The facility will be used for South Texas College Spring graduation ceremonies in May 2023.

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

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

9) Cargo Van (Purchase)
Purchase a cargo van from **Caldwell Country Ford/ dba Rockdale Country Ford, LLC.** (Rockdale, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of $63,269.00.

Purpose and Justification – The Educational Technologies Department is requesting the purchase of a cargo van with powered liftgate accessory to transport audio visual equipment for the College's on and off-campus events. An increase in event requests has facilitated the need for the purchase of a cargo van with the necessary space to safely load and transport large and heavy equipment from campus-to-campus or site-to-site.

The requested cargo van will be used to transport audio visual equipment for all college-wide special events such as commencement ceremonies, college-wide professional development, student first-year connection events, as well as all off-site conferences that are supported by South Texas College. The acquisition of the van will benefit students and the college by maintaining a high level of outreach and visual presence of the college during the full range of events held and/or supported by the college.

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

10) Fitness Equipment (Purchase)
Purchase fitness equipment from **Advance Exercise** (Littleton, CO) (New), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of $119,799.40.

Purpose and Justification – The Kinesiology Program and Wellness Center are requesting to purchase fitness equipment for the faculty, staff, and students. This equipment will be located at the Pecan Plaza Wellness and will upgrade equipment purchased in 2002. The equipment includes some of the following items: rowing machine, bench presses, jungle gym, abdominal crush machine, curl machine, dumbbells, and various stations.

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

11) Continuing Disclosure Services (Renewal)
Renew the continuing disclosure services contract with **Estrada, Hinojosa, & Company, Inc.** (Edinburg, TX), for the period beginning March 1, 2023 through February 29, 2024, at a total annual amount of $3,500.00 per bond.

Purpose and Justification – The Business Office is requesting to renew the necessary services ensuring compliance and reasonable assurance that prompt notice of certain events and certain financial information are met with the Security and Exchange Commission (SEC) 15c2-12 and Municipal Rulemaking Board (MSRB). In addition, their assistance is necessary when submitting the required continuing disclosure on financial and notice of event documentation to the Electronic Municipal Market Access (EMMA) on an annual basis prior to March 1st.

Background – The Board awarded the contract for continuing disclosure services as follows:

February 23, 2021 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/23/21	3/1/21 – 2/28/22	
1st Renewal	2/22/22		3/1/22 – 2/28/23
2nd Renewal	1/31/23		3/1/23 – 2/29/24 **Last Renewal**

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

12) Financial Advisor Services (Renewal)
Renew the financial advisor services contract with **Estrada, Hinojosa, & Company, Inc.** (Edinburg, TX), for the period beginning March 1, 2023 through February 29, 2024, with a cost based on a schedule to be netted against the bond proceeds received at time of a bond issuance.

Purpose and Justification – The Business Office is requesting to renew the service related to the issuance of municipal securities and compliance with the Security and Exchange Commission (SEC) 15c2-12. These services are needed to provide independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness, and other financial matters, such as, credit rating advisability, assist in the negotiation of Paying Agent/Registrar, provide copies of the changes in law, and provide advice and assistance with regard to exercising any call and/or refunding of any outstanding debt instruments. In addition, the financial advisor is registered as a municipal advisor with the Municipal Rulemaking Board (MSRB) and with the Security and Exchange Commission (SEC).

Background – The Board awarded the contract for continuing disclosure services as follows:

February 23, 2021 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/23/21	3/1/21 – 2/28/22	
1st Renewal	2/22/22		3/1/22 – 2/28/23
2nd Renewal	1/31/23		3/1/23 – 2/29/24 **Last Renewal**

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

13) Moving Services (Renewal)
Renew the moving services contracts for the period beginning March 1, 2023 through February 29, 2024, at an estimated amount of $200,000.00. The vendors are as follows:

- **Gateway Printing & Office Supply, Inc.** (San Antonio, TX)

- **Groves Moving & Storage** (McAllen, TX)

Purpose and Justification – Facilities Planning and Construction is requesting to renew the moving services for the various moves needed by departments, instructional programs, faculty, and staff. The services will include relocation of furniture, equipment, and other items as needed throughout the College district.

Background – The Board awarded the contract for moving services as follows:

February 22, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/22/22	3/1/22 – 2/28/23	
1st Renewal	1/31/23		3/1/23 – 2/29/24 **First Renewal**

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

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

14) Network Cabling Services for Building Projects (Renewal)
Renew the network cabling services for building projects contracts for the period beginning March 27, 2023 through March 26, 2024, at an estimated total amount of $26,400.00. The vendors are as follows:

Primary: **Telepro Communications** (Mission, TX)
Secondary: **BridgeNet Communications** (Donna, TX)

Purpose and Justification – Information Technology and Facilities Planning and Construction are requesting to renew the network cabling services for the district-wide building projects as listed below:

Campus	Projects	Amount
Mid Valley Campus	Childcare Development Center Portable Building Expansion (4)	$1,200.00
Nursing and Allied Health Campus	Occupational Therapy Kitchen Lab Expansion (3)	$900.00
Pecan Campus	Library Bldg F Space Modifications (28) North Academic Humanities Bldg P Renovations (27)	$8,400.00 $8,100.00
Starr County Campus	HVAC-R Outdoor Covered Area (26)	$7,800.00

Background – The Board awarded the contract for network cabling service for building projects as follows:

February 22, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	2/22/22	3/27/22 – 3/26/23	
1st Renewal	1/31/23		3/27/23 – 3/26/24 **First Renewal**

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

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

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

15) Computers, Laptops, Tablets, and Monitors (Purchase)
Purchase of computers, laptops, tablets, and monitors from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP**. (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of $97,659.08.

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

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

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

- Systems being requested meet the South Texas College standard configuration
- The new 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
  ⇒ 20 Computers for Learning Commons and Open Labs

- Staff Computers
  ⇒ 8 Computers for Educational Technology Maintenance and Replacement
  ⇒ 1 Computer for Technology Projects
  ⇒ 7 Computers for Safety and Security Department

- Student Laptops
  ⇒ 15 Laptops for Biology Program

- Staff Laptops
  - ⇒ 1 Laptop for Educational Technology Maintenance and Replacement
  - ⇒ 1 Laptop for Technology Campus
  - ⇒ 1 Laptop for Research and Analytical Services

- Faculty Laptops
  - ⇒ 1 Laptop for Business Administration Program
  - ⇒ 4 Laptops for Radiologic Technology Program
  - ⇒ 2 Laptops for Diagnostic Sonograph Program

- Student Tablets
  - ⇒ 1 Tablet for Library Public Services

- Staff Monitors
  - ⇒ 23 Monitors for Mid Valley Campus Bldg F

Funds for these expenditures are budgeted in the requesting department budgets for FY 2022 - 2023 as follows: Learning Commons and Open Labs, Educational Technology Maintenance and Replacement, Technology Projects, Safety and Security, Chemistry, Biology, Technology Campus, Research and Analytical Services, Business Administration, Radiologic Technology, Diagnostic Sonograph, Library Public Services, and Construction – Mid Valley Campus Renewals and Replacements.

16) Internet Services Agreement – Tyler Junior College (Renewal)
Renew the internet services agreement – Tyler Junior College with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX), for the period beginning April 1, 2023 through March 31, 2024, at a monthly amount of $3,696.00 and total annual amount of $44,352.00.

Purpose and Justification – Information Technology is requesting to renew the point-to-point internet services to and from Tyler Junior College (TJC). These services will support the College's assets at the disaster recovery location and the Pecan Campus datacenter services.

If the Pecan Campus datacenter becomes inaccessible due to an unforeseen event, such as fire, power outages or inclement weather the TJC location will support various services. This connection will provide access to Banner data, backups, and other applications that are critical to provide business continuity and support to students, faculty, and staff.

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

17) Red Hat Licenses Maintenance and Support Agreement (Renewal)
Renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR)

approved vendor, for the period beginning February 10, 2023 through February 9, 2024, at a total amount of $68,228.79.

Purpose and Justification – Information Technology is requesting to renew the College wide server operating system licenses maintenance and support agreement for one thousand seven hundred seven (1,707) licenses. The servers running on Red Hat operating system support applications such as Banner and Jagnet that serve students, faculty, and staff district-wide. This support provides critical updates and patches to mitigate security risks along with support for the servers running the Red Hat software.

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

D. Interlocal Agreement

18) State Records Inquiry Access Agreement (Purchase/Renewal)
Enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety (DPS)** (Austin, TX), a state agency/sole source vendor, for the period beginning January 1, 2023 through December 31, 2023, at an estimated amount of $10,000.00.

Purpose and Justification – The Office of Human Resources and the Department of Public Safety are requesting to enter into an interlocal agreement to access driving records (Motor Vehicle Records) that are required as part of their day to day operation for compliance with Policy 6426: Authorization to Drive College-Owned Vehicles.

The access is needed to verify driving records for faculty and staff driving College owned vehicles, including gators. In order to be authorized to drive a College vehicle or any vehicle on behalf of the College, the employee's driving record is authorized, accessed, and evaluated using standard criteria as listed in policy to ensure continued eligibility to drive a college vehicle. This verification process has been conducted since the inception of the College and driving records are verified annually.

Funds for this expenditure are budgeted in the Office of Human Resources and Department of Public Safety budgets for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

Recommendation:
It is requested that the Committee recommend for Board approval the award of proposals, rejection of proposal, purchases, renewals, and interlocal agreement at a total cost of $2,236,011.31 as listed below:

A. Award of Proposals

1) **Advertising Services (Award):** award the proposal for advertising services for the period beginning March 1, 2023 through August 31, 2024 with two one-year options to renew, at an estimated total amount of $653,400.00. The vendors are as follows:

Vendor	Vendor
25th Hour Communications, Inc. (Mashpee, MA)	**Acme Partnership, LP.** (Austin, TX)
AIM Media Texas Operating, LLC. (McAllen, TX)	**Buena Aventura, LLC./ dba Mega Doctor News** (McAllen, TX)
Buena Aventura, LLC./ dba Texas Border Business (McAllen, TX)	**De Shopping En Texas** (McAllen, TX)
Entravision Communications (McAllen, TX)	**GC Publishing/ dba Edible RGV** (Brownsville, TX)
I Heart Media (Weslaco, TX)	**Image House Media, LLC.** (McAllen, TX)
International Billboards (McAllen, TX)	**KRGV** (Weslaco, TX)
Lamar Advertising (San Benito, TX)	**Media Choice, LLC.** (Austin, TX)
Mexico Industry/ ICP, LLC. (McAllen, TX)	**National Cinemedia, LLC. (NCM)** (Centennial, CO)
NBC Universal, LLC. Telemundo Rio Grande Valley, LLC. (McAllen, TX)	**Nexstar Media, Inc. (KVEO/ SVEO/ NVEO/ KBGT/ Valleycentral.com)** (Harlingen, TX)
Radio United, LLC. (McAllen, TX)	**RGVision Publications, LLC.** (Mission, TX)
Socialife News, LLC. (McAllen, TX)	**Sombrero Advertising & Marketing** (McAllen, TX) (New)
Spectrum Reach/ Charter Communications Holdings, LLC. (McAllen, TX)	**Starchannel Marketing** (McAllen, TX)
Starr County Town Crier (Rio Grande City, TX)	**Univision Receivables (Univision Radio)** (Los Angeles, CA)
Urban TVs, LLC. (Palmview, TX) (New)	**VBR Media/ dba Valley Business Report** (Clermont, FL)
VisionPoint Marketing, LLC. (Raleigh, NC) (New)	**Vox Veritas, LLC./ dba Rio Grande Guardian** (McAllen, TX)

2) **Digital Advertising Services (Award):** award the proposal for digital advertising services for the period beginning March 1, 2023 through August 31, 2024 with two one-year options to renew, at an estimated total amount of $435,600.00. The vendors are as follows:
   Primary: **ReachLocal, Inc.** (McAllen, TX)
   Secondary: **Entravision Communications** (McAllen, TX), **KRGV** (Weslaco, TX) and **Nexstar Media, Inc.** (Harlingen, TX)

3) **Technology Campus Building A Analog to Digital Audio Visual Upgrade (Award):** award the proposal for the Technology Campus Building A analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of $228,440.15;

4) **Truck Driver Training Simulator (Award):** award the proposal for a truck driver training simulator to **Virage Simulation, Inc.** (Montreal, Canada) (New), at a total amount of $96,500.00;
5) **Virtual Reality Welding Training Simulator (Award):** award the proposal for a virtual reality welding training simulator to **Triple S Steel Supply, LLC./ dba Alamo Iron Works** (San Antonio, TX), at a total amount of $74,871.89;

B. Rejection of Proposal

6) **Purchase and Installation of LED Lights – II (Reject):** reject the one (1) proposal received for the purchase and installation of LED lights – II since it was over the estimated budgeted amount. This project will be re-solicited with updated specifications;

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

7) **Instructional Equipment (Purchase):** purchase instructional equipment from **Municipal Emergency Services, Inc.** (Houston, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of $53,991.00;
8) **Graduation Facility Agreement (Purchase/Lease):** purchase/lease of a graduation facility with the **Vipers Arena, LLC. / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, beginning May 4, 2023 through May 6, 2023, at an estimated amount of $60,000.00;

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

9) **Cargo Van (Purchase):** purchase a cargo van from **Caldwell Country Ford/ dba Rockdale Country Ford, LLC**. (Rockdale, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of $63,269.00;
10) **Fitness Equipment (Purchase):** purchase fitness equipment from **Advance Exercise** (Littleton, CO) (New), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of $119,799.40;
11) **Continuing Disclosure Services (Renewal):** renew the continuing disclosure services contract with **Estrada, Hinojosa & Company, Inc.** (Edinburg, TX), for the period beginning March 1, 2023 through February 29, 2024, at a total annual amount of $3,500.00 per bond;
12) **Financial Advisor Services (Renewal):** renew the financial advisor services contract with **Estrada, Hinojosa, & Company, Inc.** (Edinburg, TX), for the period beginning March 1, 2023 through February 29, 2024, with a cost based on a schedule to be netted against the bond proceeds received at time of a bond issuance;
13) **Moving Services (Renewal):** renew the moving services contracts for the period beginning March 1, 2023 through February 29, 2024, at an estimated amount of $200,000.00. The vendors are as follows:
    - **Gateway Printing & Office Supply, Inc.** (San Antonio, TX)
    - **Groves Moving & Storage** (McAllen, TX)
14) **Network Cabling Services for Building Projects (Renewal):** renew the network cabling services for building projects contracts for the period beginning March 27, 2023 through March 26, 2024, at an estimated total amount of $26,400.00. The vendors are as follows:
    Primary: Telepro Communications (Mission, TX)

Secondary: BridgeNet Communications (Donna, TX)

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

15) **Computers, Laptops, Tablets, and Monitors (Purchase):** purchase computers, laptops, tablets, and monitors from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of $97,659.08;

16) **Internet Services Agreement – Tyler Junior College (Renewal):** renew the internet services agreement – Tyler Junior College with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX), for the period beginning April 1, 2023 through March 31, 2024, at a monthly amount of $3,696.00 and total annual amount of $44,352.00;

17) **Red Hat Licenses Maintenance and Support Agreement (Renewal):** renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 10, 2023 through February 9, 2024, at a total amount of $68,228.79;

D. Interlocal Agreement

18) **State Records Inquiry Access Agreement (Purchase/Renewal):** enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety (DPS)** (Austin, TX), a state agency/sole source vendor, for the period beginning January 1, 2023 through December 31, 2023, at an estimated amount of $10,000.00.

SOUTH TEXAS COLLEGE
1. ADVERTISING SERVICES
PROJECT NO. 22-23-1044

VENDOR	25th Hour Communications, Inc.	Acme Partnership, LP.	AIM Media Texas Operating, LLC.	Buena Aventura, LLC./ dba Mega Doctor News	Buena Aventura, LLC./ dba Texas Border Business	De Shopping En Texas	Entravision Communications	GC Publishing/ dba Edible RGV	I Heart Media	Image House Media, LLC.
ADDRESS	10 Magnolia Ln	3701 Bee Caves Rd Ste 101	1400 E Nolana	614 S 12th St	614 S 12th St	801 N Ware Rd	801 N Jackson Rd	415 Calle Retama	901 E Pike	P O Box 5051
CITY/STATE/ZIP	Mashpee, MA 02649	Austin, TX 78746	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	Brownsville, TX 78520	Weslaco, TX 78596	McAllen, TX 78502
PHONE	805-221-5988	512-693-9905	956-683-4040	956-467-8223	956-467-8223	956-630-1740	956-929-6499	956-469-4920	956-975-2122	956-534-7741
FAX	805-296-3654	512-693-9904	956-683-4103				956-687-7784		956-973-9364	
CONTACT	Trish Lamantia	Erik Arredondo	Benita Mendell	Sylvia Gonzalez	Sylvia Gonzalez	Monica Villarreal	Laura Lopez	Jacqueline Folacci	Eva Benavidez	Gerardo Sanchez
Company Information										
Firm Information	25th Hour Communications, Inc has been in business since 2011, assisting higher education institutions with their marketing, communications, and advertising needs.		AIM Media Texas is a publisher of daily and non-daily newspapers. It has been in operation since early 1900s.	Mega Doctor News has focused for the past 11 years on providing information on local doctors, their specialties, and health care stories of local interest.	It is a Valley newspaper that is focused on promoting opportunities in business, education, and banking and considered a credible news source.	De Shopping is a media and publishing company, that through its content and marketing strategies promotes shopping, entertainment, and dining the Rio Grande Valley.	Since 1994, Entravision Communication is a diversified media, marketing and technology company that reaches and engages Latino consumers in the U.S. offering performance-based solutions and data insights along with television stations and radio stations that includes Spanish-language.	Edible Rio Grande Valley originated in Ojai, CA 20 years ago and has since then grown into the largest food media company dedicated to telling local food stories. Edible RGV owns over 80 titles across the U.S. and Canada.	With over 30 years in media (radio, television and print) they bring a well rounded understanding of advertising to the table.	Image House Media was established in 2008 providing both private and public entities with complete marketing, communications and advertising services including media management. Aside from serving the RGV market, they've also served Laredo, Corpus Christi, San Antonio, Austin and El Paso.
Number of Years in Business	13	24	113	11	17	16	30	2	50	12
Type of Operation	Corporation	Partnership	Partnership	Partnership	Partnership	Partnership	Corporation	Corporation	Corporation	Corporation
Number of Employees	20	20	190	7	7	8	70	3	9,588	6
Annual Sales Volume	$4,800,000		$18 Million	$137,719	$234,541	$300,000	$7 Million	$120,000	$11 Billion	$1,500,000
Provide a list of three (3) references for which your firm has provided the same type of product and services as requested herein.	- Grossmont-Cuyamaca Community College District - Sinclair Digital - Linn Benton Community College		- UTRGV - IDEA Schools - Vanguard Academy	- DHR Health - Bert Ogden	- Edinburg EDC - Pharr International Bridge - Vantage Bank	- Democrat Printing - II Radiant Development - IDL	- STVT/Ancora Education - UTRGV - Texas Southmost College	- Luke Fruia Motors - Delgado Collective - North Park Plaza	- University of Phoenix - University of Texas Rio Grande - Western Governors University - TSC	- Rio Bank - North Park Lexus - Magic Valley Electric - City of McAllen
Describe your understanding of unique localized interests and experiences of higher education.	Their leadership team has over 100 combined years working within community colleges and agencies serving community colleges prior to the start of the agency. Stated their hearts and souls are committed to the community college mission.		Our company works with multiple institutions of higher learning. We provide them with print, digital, social, direct mail marketing options to meet their specific needs.	The Valley is experiencing growth in the health care industry and needs more education and healthcare careers.	This area is considered a source of local income workers who need education and skills training to improve their future.	An important part of the community is the education.	They provide public service in providing educational news, health and keeping our community informed in day to day events and any educational programs or help available for them.	The STC Culinary program will speak to the Edible reader in a myriad of ways engaging students with creative editorial opportunities.	What sets the Rio Grande Valley apart from other Texas cities is our location and our closeness to Mexico. The culture lends itself to a bicultural environment very different from cities just two hours away. I personally attended college here and this experience made us more determined to make sure our children furthered their education.	ImageHouse Team's connection to the RGV region gives a them a strong foundation of understanding the unique localized interests here. The experience from working with STC on different grant initiatives has given them a lot of experience working with higher education.
Are there any difficulties you anticipate in providing services to STC and how do you plan to manager these?	When any difficulty or issue arises, our first step is to understand the problem then develop the best solutions.		None	None	None	None	None	None	None	None
What assistance will you require from STC to perform services?	To ensure a successful partnership is your time for meetings, occasional telephone calls to discuss any issues that may arise, your creative assets, and your internal approval processes, so we can be sure that we are submitting deliverables in a way that works best for you.		None	None required.	None	Information that STC needs to inform the community.	Will require budgets, scripts, spots, traffic instructions & PO#.	STC will need to select and design the ad and provide file. Design services are available if needed.	Direction and occasional meeting face-to-face.	Will need collaboration on and communicate specs and sizes on creative. Additionally, may request advertising and read-only access to certain digital accounts.
Pricing Information										
Price Range Information	12.5% of Media Spend Includes: Strategic Annual advertising plan		$1,800/mo - $2,200/Mo 14'x48' Billboards	Digital AIM Pricing Sheet provided for various digital solutions	Newsprint: Open Rate Full Page $1,875.00 per monthly ad Half Page $1,140.00 per monthly ad 12- month contract for newsprint ads, we provide (12 Article Inline Web Ads 728px x 160px) monthly web ads valued at $1,650.00 ea for a total of $19,800.00 as added value.	Newsprint: Open Rate Full Page $1,875.00 per monthly ad Half Page $1,140.00 per monthly ad 12- month contract for newsprint ads, we provide (12 Article Inline Web Ads 728px x 160px) monthly web ads valued at $1,650.00 ea for a total of $19,800.00 as added value.	Banner price range: $350 - $800/Mo Spaces: $390 - $1,430 Newsletter: $75 - $150	Television: $20 - $725 Radio: $3 - $35	Full Year Full Page Ad $2,505 Non- Profit Discount 25% Annual Cost Due: $7,515	Broadcast $76,092 9 Month term	Rate Card - Televisa $25 - $400 Additional rates can be access via Dropbox through link/ QR code provided

SOUTH TEXAS COLLEGE
1. ADVERTISING SERVICES
PROJECT NO. 22-23-1044

VENDOR	International Billboards	KRGV	Lamar Advertising	Media Choice, LLC.	Mexico Industry/ICP, LLC.	National Cinemedia, LLC. (NCM)	NBCUniversal, LLC. Telemundo Rio Grande Valley , LLC.	Nexstar Media, Inc. (KVEO/ SVEO/NVEO/KGBT/ Valleycentral.com)	Radio United, LLC.	RGVision Publications, LLC.
ADDRESS	801 N Ware Rd	900 E Expressway 83	2001 Industrial Way	3701 Bee Caves Rd Ste 101	801 N Ware Rd	6300 S Syracuse Way Ste 300	200 S 10th St Fl 2	9201 W Expwy 83	1300 N 10th St Ste 220-I	801 N Bryan Rd
CITY/STATE/ZIP	McAllen, TX 78501	Weslaco, TX 78596	San Benito, TX 78586	Austin, TX 78746	McAllen, TX 78501	Centennial, CO 80111	McAllen, TX 78501	Harlingen, TX 78552	McAllen, TX 78501	Mission, TX 78579
PHONE	956-655-2565	956-968-5555	956-399-4900	512-693-9905	956-630-9571	303-792-3600	956-686-0040	956-366-4444	956-225-3256	956-566-6598
FAX			956-399-4993	512-693-9904				956-366-4409	956-992-8897	
CONTACT	Gloria Gracia	Melinda Reyna	Tracy White	Erik Arredondo	Monica Villarreal	Lindsay Stevens	Norma Espinoza	Ana Vela	Cindy Garza	Gabriel Puente
Company Information										
Firm Information		KRGV-TV Channel 5 began serving the RGV in 1954 with commitment to keep all RGV residents informed about events that affect their families and their lives. Channel 5 also provides state-of-the-art high definition production to our clients, employing quality reporters, the most advanced non-linear editing systems, as well as a full-service creative department.	We have been in business for over 120 years and serve the entire US.		Mexico Industry, a media and publishing company, that thru its content and marketing strategies promotes business and investment in the manufacturing industry in Mexico and the Rio South Texas.	National CineMedia is America's movie Network. As the largest cinema advertising network in the U.S., we unite brands with the power of movie and engage movie fans anytime and anywhere.	Acquired by NBC Universal in 2014 our expertise is TV Advertising & Digital Advertising.		Radio United 2021-2022 R Communications 2012-2021 BMP Radio 2004-2012	RGV based marketing firm serves clients across the state of Texas, focusing on content marketing , storytelling, digital marketing, and marketing strategy for local businesses, government entities, and nonprofits.
Number of Years in Business	12	58	120	24	25	17	9	32	2	13
Type of Operation	Sole Proprietorship	Corporation	Corporation	Partnership	Partnership	Limited Liability Company	Limited Liability Company	Corporation	Partnership	Sole Proprietorship
Number of Employees	1	100	3350	20	6	300+	56	90	75	9
Annual Sales Volume	$156,000		$1.8 Billion		$790,000	$175 - $250 Million			$9 Million	$1,090,000
Provide a list of three (3) references for which your firm has provided the same type of product and services as requested herein.		- UTRGV - Region One - Vanguard Academy			- Democrat Printing - II Radiant Development - IDL	- Meridian College - Georgia Trade School - Thomas Nelson Community College	- UTRGV - TSC - La Joya ISD		- Southmost College - UTRGV - IDEA Academy - Edinburg ECISD - McAllen ISD	- Lone Star Shredding - RGV Cosmetic Surgery Center - Harlingen EDC
Describe your understanding of unique localized interests and experiences of higher education.		Channel 5 continues to be the most recognizable brand in the RGV supporting higher education with localized unique opportunities such as "Student of the Week" now in its 38 year and partnering with Region One, UTRGV, and STC.	STC provides quality education at an affordable price and has worked with STC for 10 years.		As an important part of the community growing is the education.	NCM works with many colleges and universities across the country. Education is in NCM's top three category of business.	Higher education is one our company pillars.		Community sponsorship participation in the local market for STARS Scholarship, VAMOS, IDEA Public School Gala, STC Night with the Stars.	RGVision understands that providing higher education and technical skills training is vital to the region's economic growth.
Are there any difficulties you anticipate in providing services to STC and how do you plan to manager these?		None	None		None	The main challenges when working with clients pro, mid, and post campaign are the following: - Clear, define attainable expectations - Conveying what does success look like - Meeting deadlines	None			No
What assistance will you require from STC to perform services?		Will need STC to assist by providing all material to run on digital and TV broadcast ad campaign schedules.	None		The information that STC needs to relay the community.	To have a successful campaign, NCM will need: - Timely responsiveness from both STC and NCM - Pre -Campaign meeting to go over timelines on signed IO's/Pos, creative, changes in creative and feedback on campaign during the course of the campaign - Clear, define, attainable expectations - Firm, measurable Key Performance Indicators - Accessibility to all parties involved with the success of STC's campaign	We just require communication.		Dialogue and communication to ensure successful execution of campaign. Provide production of commercials or script for production to air for schedules.	Provide data and transparency on efforts to ensure we align on the goals for STC and full collaboration to meet marketing objectives.
Pricing Information										
Price Range Information	$1,300 Monthly 12 Month Term $650 Vinyl and Installation fee	$10,500 Quarterly Includes: 130 spots per month & 55 spots per month on Channel 5	$1,650/ 4 Weeks 14x48 Static Billboards	$1,800/Mo - $2,200/Mo 14'x48' Billboards	Magazines Ads $510 - $4,000 Print & Digital Media Package $2,750 Inside Front cover $3,000	$137.57 - $1,457.33/ Weekly Cinema Onscreen Advertising $17 Weekly Lobby Television Screens	$63.56 - $1,190.48 1 Year Term	2023 Rate Card $10 - $3,000	Rates vary by radio station $60 - $115	Media buying fee: 15% of media ad buys Monthly Retainer Fee $5,350/mo $1,000 Google ad Campaign set up fee: Channel Management RGVision will provide you a monthly Gaant chart report to ensure we are on schedule and under budget - Monthly reports and meetings with your staff to update on KPIS - Coordination with design team to ensure the art work is aligned and on brand and meeting deadlines for channels

SOUTH TEXAS COLLEGE
1. ADVERTISING SERVICES
PROJECT NO. 22-23-1044

VENDOR	Socialife News, LLC.	Sombrero Advertising & Marketing	Spectrum Reach/ Charter Communications Holdings, LLC.	Starchannel Marketing	Starr County Town Crier	Univision Receivables (Univision Radio)	Urban TVs, LLC.	VBR Media/ dba Valley Business Report	VisionPoint Marketing, LLC.	Vox Veritas, LLC./ dba Rio Grande Guardian
ADDRESS	508 E Dove Ave	2205 W Jackson Ave	1400 S McColl Ste 206	4909 N McColl Rd	216 S Norris Dr	PO Box 740721	2933 W Palma Vista Dr Ste 2	P O Box 34713	3210 Fairhill Dr Ste 150	508 E Redbud Ave
CITY/STATE/ZIP	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78504	Rio Grande City, TX 78582	Los Angeles, CA 90074	Palmview, TX 78572	Clermont, FL 34713	Raleigh, NC 27612	McAllen, TX 78504
PHONE	956-683-8499	505-675-5733	956-342-4127	956-972-1117	956-487-6544	956-605-9217	956-539-7123	956-310-8953	919-848-2018	956-605-9380
FAX		512-290-6796	956-687-8890	956-972-0476	956-487-6165					
CONTACT	Rose F. Guerra	Sam Benson	Rosalinda Ramirez	Miguel Mendoza	Jorge Canales	Lizette Montoya	Gilberto Rocha	Todd Breland	Diane Sutton	Stephen J. Taylor
Company Information										
Firm Information	As a premier publication for the RGV, Socialife prides itself on the quality of its content and design and on its advertisers.	Our organization started out in the political campaign advertising, marketing, tracking, research and analyzing arena. And now has branched out to general advertising & marketing venues.				Univision's storied legacy of diversity as a brand and as a company drives us to educate our audience and to ensure we continue to foster a diverse, equitable and inclusive workplace.	With more that 12 years of experience and innovation in digital signage, Urban TVs has deployed more than 200 digital signage solutions inside the most popular venues across premium spots inside these venues in front of their captive audience.		VisionPoint Marketing is an award-winning marketing and advertising agency focused solely on serving higher education institutions throughout the US.	
Number of Years in Business	18	12	29	14	36	76	12	13.5	21	17
Type of Operation	Corporation	Sole Proprietorship	Limited Liability Company	Sole Proprietorship	Corporation	Partnership	Corporation	Sole Proprietorship	Partnership	Corporation
Number of Employees	4	33		10	6	1,500	10	0	90	4
Annual Sales Volume	$390,000	$381,986		$4 Million		$758 Million	$1.2 Million	$140,000	$16.7 Million	$160,000
Provide a list of three (3) references for which your firm has provided the same type of product and services as requested herein.	- UTRGV - McAllen ISD - City of McAllen	- Rapid Response Tactical Apparel - My Medical Health - Salazar Construction				- Texas Southmost College - UTRGV - PSJA ISD - Pueblo Tires	- Payne Auto Group - L&F Distributors - Tito's Vodka		- Northern Virginia Community College - Alabama Community College System - College of DuPage	
Describe your understanding of unique localized interests and experiences of higher education.	The leadership of Socialife Magazine has a keen interest and high involvement in the higher education arena in the RGV.	We feel that our organization is deeply and personally rooted with STC and we have a unique understanding of STC's localized interests and personal experiences since 95% of our staff are graduates of STC.				Corporate Social Responsibility and empowering/encouraging Hispanic community to pursue higher education is not new to Univision. For decades, we have been serving Hispanic America through social impact and community empowerment campaigns and are committed to continuing our efforts for the years to come.	We believe that education changes lives. Higher education is one of the pillars of a community, which helps to provide a better life for graduates and their families.		After years of working alongside higher ed institutions across the country, we've realized that what differentiates us from our competitors is not just the work that we do, but the way that we do it.	
Are there any difficulties you anticipate in providing services to STC and how do you plan to manager these?	No	No				No	We could only devise a problem with content formatting to our display specifications. We will provide resolution and format guidelines, as well as assistance through our digital media team.		No	
What assistance will you require from STC to perform services?	Camera-ready artwork delivered digitally before the first of every month. For editorial content, Socialife Magazine will work closely with STC marketing staff to assure the highest quality content will be published.	Provide our account representatives with a complete & true copy of STC's marketing objectives & advertising plan and detailed concise and timely job orders with job descriptions, specifications and requirements.				STC will need to provide copy points/script info so that Univision can work it into script-spot format and/or Digital content. Frequent feedback on enrollment numbers and media campaign performance is appreciated and needed for a successful partnership and campaign execution.	Direct Communication with the marketing team, as well as advertisement campaigns provided by STC.		Included a detailed description of assumptions that underlie their fixed cost.	
Pricing Information										
Price Range Information	$1,546 Monthly Cover, 4 Page Editorial, Full Page Ad, Full Page Editorial, (Discount applied)	Computer Design Services $45/hr Poster, Banner, backdrop making $189.99 - $210.99 Print, laminating, pamphlet/brochure making services (Prices vary) Sign Making $18.99 - $289.99 Custom embroidery & logos on clothing apparel $20 set up fee Standard size $11.00 2"x2" Additional colors $3.00 per color Marketing & Advertising Consulting $175/hr at 1/4 hour increments Billboards $3,167 - $4,781	$8 CPM Gross - $37 CPM Gross $750 Minimum Investment Required 6 month Minimum Commitment	XERV Rate Card $25 - 350	Discount 1% - 2%	Monthly Investment $5,800 Gross $4,930 Net	Monthly Investment after Discount Bronze $1,184 Gold II $2,368 Premium II $3,168	Magazine Ad (Print & Online) Full Page $1,375/Mo Half Page $790/Mo Quarter Page $495/Mo Includes a 4"x4" digital ad	Discovery & Strategy $14,585 Marketing & Media Planning $15,075 Campaign Management, Optimization, & Reporting $74,502.50 Included hourly rate for several internal resource $85 - $250	$20,000 per year Banner Advertising 24/7 on Rio Grande Guardian, Livestreams, Podcasts, Video Interviews, South Texas College Videos on Home page

SOUTH TEXAS COLLEGE

SOUTH TEXAS COLLEGE
2. DIGITAL ADVERTISING SERVICES
PROJECT NO. 22-23-1045

						Secondary	
VENDOR	25th Hour Communications, Inc.	Acme Partnership, LP.	Buena Aventura, LLC./ dba Mega Doctor News	Buena Aventura, LLC./ dba Texas Border Business	De Shopping En Texas	Entravision Communications	I Heart Media
ADDRESS	10 Magnolia Ln	3701 Bee Caves Rd Ste 101	614 S 12th St	614 S 12th St	801 N Ware Rd	801 N Jackson Rd	901 E Pike
CITY/STATE/ZIP	Mashpee, MA 02649	Austin, TX 78746	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	Weslaco, TX 78596
PHONE	805-221-5988	512-693-9905	956-467-8223	956-467-8223	956-630-1740	956-929-6499	956-975-2122
FAX	805-296-3654	512-693-9904				956-687-7784	956-973-9364
CONTACT	Trish Lamantia	Erik Arredondo	Sylvia Gonzalez	Sylvia Gonzalez	Monica Villarreal	Laura Lopez	Eva Benavidez
Company Information							
Firm Information	25th Hour Communications, Inc. has been in business since 2011, assisting higher education institutions with their marketing, communications, and advertising needs.		Mega Doctor News has focused for the past 11 years on providing information on local doctors, their specialties, and health care stories of local interest.	It is a Valley newspaper that is focused on promoting opportunities in business, education, and banking and considered a credible news source.	De Shopping is a media and publishing company, that through its content and marketing strategies promotes shopping, entertainment, and dining the Rio Grande Valley.	Since 1994, Entravision Communication is a diversified media, marketing and technology company that reaches and engages Latino consumers in the U.S. Entravision's portfolio includes digital media properties and advertising technology company that reaches and engages Latino consumers in the US.	With over 30 years in media (radio, television and print) they bring a well rounded understanding of advertising to the table.
Number of Years in Business	13	24	11	17	16	30	50
Type of Operation	Corporation	Partnership	Partnership	Partnership	Partnership	Corporation	Corporation
Number of Employees	20	20	7	7	8	70	9,588
Annual Sales Volume	$4,800,000		$45,870	$45,870	$300,000	$7 Million	$11 Billion
Provide a list of three (3) references for which your firm has provided the same type of product and services as requested herein.	- San Bernardino Valley College - Las Positas Community College District - Community Colleges of Spokane		- DHR Health - Bert Ogden	- Edinburg EDC - Pharr International Bridge - Vantage Bank	- Democrat Printing - II Radiant Development - IDL	- STVT/Ancora Education - UTRGV - Texas Southmost College	- University of Phoenix - University of Texas Rio Grande - Western Governors University - TSC
Describe your understanding of unique localized interests and experiences of higher education.	Their leadership team has over 100 combined years working within community colleges and agencies serving community colleges prior to the start of the agency. Stated their hearts and souls are committed to the community college mission.		The Valley is experiencing growth in the health care industry and needs more education and healthcare careers.	This area is considered a source of local income workers who need education and skills training to improve their future.	An important part of the community growing is the education.	They provide public service in providing educational news, health and keeping our community informed in day to day events and any educational programs or help available for them.	What sets the Rio Grande Valley apart from other Texas cities is our location and our closeness to Mexico. The culture lends itself to a bicultural environment very different from cities just two hours away. I personally attended college here and this experience made us more determined to make sure our children furthered their education.
Are there any difficulties you anticipate in providing services to STC and how do you plan to manager these?	When any difficulty or issue arises, our first step is to understand the problem then develop the best solutions.		None	None	None	None	None
What assistance will you require from STC to perform services?	To ensure a successful partnership is your time for meetings, occasional telephone calls to discuss any issues that may arise, your creative assets, and your internal approval processes, so we can be sure that we are submitting deliverables in a way that works best for you.		None required.	None	Information that STC needs to inform the community.	Will require budgets, scripts, spots, traffic instructions & PO#.	Direction and occasional meeting face-to-face.
Pricing Information							
Price Range Information	12.5% of Media Spend Includes: Strategic Annual advertising plan	$1,800/Mo - $2,200/Mo 14'x48' Billboards	Billboard Wide 1170px X 175px $1,925 Billboard Large 970 px X 250px $2,250 Leaderboard 728p X 90px $1,250 Article Inline 728px X 160 px $1,650 Pop-Up for Desktop 1200 px X 630px $2,500 Mobile Pop-Up 1080 px X 1080px $2,500 Rectangle Medium 300px X 250px $1,400 Skyscraper Large 300 px X 600px $1,700 Social Media: Facebook, Twitter and Linkedln (each per month) $500.00 available as an Added value with 12-month Advertising Agreement for Ads for Ads 1,2 or 3	Billboard Wide 1170px X 175px $1,925 Billboard Large 970 px X 250px $2,250 Leaderboard 728p X 90px $1,250 Article Inline 728px X 160 px $1,650 Pop-Up for Desktop 1200 px X 630px $2,500 Mobile Pop-Up 1080 px X 1080px $2,500 Rectangle Medium 300px X 250px $1,400 Skyscraper Large 300 px X 600px $1,700 Social Media: Facebook, Twitter and Linkedln (each per month) $500.00 available as an Added value with 12-month Advertising Agreement for Ads for Ads 1,2 or 3	Banner price range: $350 - $800/Mo Newsletter: $75 - $150 Social Media $40 - $100 Let's go Shopping $100 weekly Fashion $100 Weekly Entertainment $60-$100 weekly What to do? $100 Weekly Get the Look $100 Stay & Dine $100 monthly	Facebook Live Noticias Ya $700/Mo Social Post $100/Mo Noticias Ya Co-Branded Social Post $500/Mo Geo Fencing $1,500/Mo Youtube $1,500/Mo Youtube Set Up fee $50 Audio Engage $1,000/Mo OTT/CTV $2,000 Social Post $1,500 TicTok $1,500 Social-Facebook Ads $1,000	9 Month Term iHeart Audience Network (iAN) Streaming $8,500 iHeart Audience Network (iAN) - Podcast $17,000 Paid Social $6,800 Facebook Live Post $6,800
TOTAL EVALUATION POINTS	**78.75**	********	********	********	********	**92.25**	**88.25**
RANKING	**12**	********	********	********	********	**2**	**5**

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.
**** Vendor did not meet the proposal requirements, therefore not evaluated.

SOUTH TEXAS COLLEGE
2. DIGITAL ADVERTISING SERVICES
PROJECT NO. 22-23-1045

			Secondary				
VENDOR	Image House Media, LLC.	International Publicity & Representation, Inc.	KRGV	Lamar Advertising	Media Choice, LLC.	Mexico Industry/ICP, LLC.	National Cinemedia, LLC.
ADDRESS	P O Box 5051	300 W Dallas	900 E Expressway 83	2001 Industrial Way	3701 Bee Caves Rd Ste 101	801 N Ware Rd	6300 S Syracuse Way Ste 300
CITY/STATE/ZIP	McAllen, TX 78502	McAllen, TX 78501	Weslaco, TX 78596	San Benito, TX 78586	Austin, TX 78746	McAllen, TX 78501	Centennial, CO 80111
PHONE	956-534-7741	956-686-2604	956-968-5555	956-399-4900	512-693-9905	956-630-9571	303-792-3600
FAX				956-399-4993	512-693-9904		
CONTACT	Gerardo Sanchez	Elizabeth Rios	Melinda Reyna	Tracy White	Erik Arredondo	Monica Villarreal	Lindsay Stevens
Company Information							
Firm Information	Image House Media was established in 2008 providing both private and public entities with complete marketing, communications and advertising services including media management. Aside from serving the RGV market, they've also served Laredo, Corpus Christi, San Antonio, Austin and El Paso.		KRGV-TV Channel 5 began serving the RGV in 1954 with commitment to keep all RGV residents informed about events that affect their families and their lives. Channel 5 also provides state-of-the-art high definition production to our clients, employing quality reporters, the most advanced non-linear editing systems, as well as a full-service creative department.	We have been in business for over 120 years and serve the entire US.		Mexico Industry, a media and publishing company, that through its content and marketing strategies promotes business and investment in the manufacturing industry in Mexico and the Rio South Texas.	National CineMedia is America's movie Network. As the largest cinema advertising network in the U.S., we unite brands with the power of movie and engage movie fans anytime and anywhere.
Number of Years in Business	12	28	58	120	24	25	17
Type of Operation	Corporation		Corporation	Corporation	Partnership	Partnership	Limited Liability Company
Number of Employees	6	8	100	3,350	20	6	300+
Annual Sales Volume	$1,500,000	$139,564		$1.8 Billion		$790,000	$175 - $250 Million
Provide a list of three (3) references for which your firm has provided the same type of product and services as requested herein.	- Rio Bank - North Park Lexus - Magic Valley Electric - City of McAllen		- UTRGV - Region One - Vanguard Academy			- Democrat Printing - II Radiant Development - IDL	- Meridian College - Georgia Trade School - Thomas Nelson Community College
Describe your understanding of unique localized interests and experiences of higher education.	ImageHouse Team's connection to the RGV region gives them a strong foundation of understanding the unique localized interests here. The experience from working with STC on different grant initiatives has given them a lot of experience working with higher education.		Channel 5 continues to be the most recognizable brand in the RGV supporting higher education with localized unique opportunities such as "Student of the Week" now in its 38 year and partnering with Region One, UTRGV, and STC.	STC provides quality education at an affordable price and has worked with STC for 10 years.		As an important part of the community growing is the education.	NCM works with many colleges and universities across the country. Education is in NCM's top three category of business.
Are there any difficulties you anticipate in providing services to STC and how do you plan to manager these?	None		None	None		None	The main challenges when working with clients pro, mid, and post campaign are the following: - Clear, define attainable expectations - Conveying what success looks like - Meeting deadlines
What assistance will you require from STC to perform services?	Will need collaboration on and communicate specs and sizes on creative. Additionally, may request advertising and read-only access to certain digital accounts.		Will need STC to assist by providing all material to run on digital and TV broadcast ad campaign schedules.	None		The information that STC needs to relay the community.	To have a successful campaign, NCM will need: - Timely responsiveness from both STC and NCM - Pre -Campaign meeting to go over timelines on signed IO's/Pos, creative, changes in creative and feedback on campaign during the course of the campaign - Clear, define, attainable expectations - Firm, measurable Key Performance Indicators - Accessibility to all parties involved with the success of STC's campaign
Pricing Information							
Price Range Information	Digital Poster 11' X 23' $281 - $1,500 Digital Jumbo Poster 13' X 28' $383 - $2,045 Digital Junior Bulletin 10'6" X 36' $426 - $2,272 Digital Bulletin 14' X 48' $596 - $3,181	B/N $50 - $1,200 CLR $60 - $1,440	12 Month Commitment $1,375 /Mo Weather App Sponsorship $1,680/Mo KRGV Facebook Advertising $1,000/Mo KRGV Instagram Advertising $350/Mo Digital Campaign $300 - $1,000/Mo	$1,850/ 4 Weeks 14x48 Digital Billboards	$1,800/Mo - $2,200/Mo 14'x48' Billboards	Website - Banners $50 - $1,200 Weekly Newsletter $400 - $1,250 Print & digital Media Package $2,750 Inside Front Cover $3,000 Digital Advertorial $200 - $400 Social Media Posts $300 - $400 Showroom Design $5,000 Webinar Rates $2,000 - $4,000 Lead Generation $2,500 Industrial Requirements and Suppliers Directory $250 - $400/Mo	Digital Activation of Campaign $8.79 - $33.40 CPM
TOTAL EVALUATION POINTS	****	****	**92**	****	****	****	****
RANKING	****	****	**3**	****	****	****	****

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.
**** Vendor did not meet the proposal requirements, therefore not evaluated.

SOUTH TEXAS COLLEGE
2. DIGITAL ADVERTISING SERVICES
PROJECT NO. 22-23-1045

		Secondary		**Primary**			
VENDOR	NBCUniversal, LLC. Telemundo Rio Grande Valley, LLC.	Nexstar Media, Inc.	Radio United, LLC.	ReachLocal, Inc.	RGVision Publications, LLC.	San Antonio Television, LLC./ dba KSCC-TV	Socialife News, LLC.
ADDRESS	200 S 10th St Fl 2	9201 W Expwy 83	1300 N 10th St Ste 220-I	21700 Oxnard St Ste 1600	801 N Bryan Rd	4455 SPID Ste 38	508 E Dove Ave
CITY/STATE/ZIP	McAllen, TX 78501	Harlingen, TX 78552	McAllen, TX 78501	Woodland Hills, CA 91367	Mission, TX 78579	Corpus Christi, TX 78411	McAllen, TX 78504
PHONE	956-686-0040	956-366-4444	956-225-3256	818-274-0260	956-566-6598	361-371-6501	956-683-8499
FAX		956-366-4409	956-992-8897				
CONTACT	Martha Muniz	Ana Vela	Cindy Garza	Jeffrey Protono	Gabriel Puente	Antonia DeFeo	Rose F. Guerra
Company Information							
Firm Information	Acquired by NBC Universal in 2014 our expertise is TV Advertising & Digital Advertising.		Radio United 2021-2022 R Communications 2012-2021 BMP Radio 2004-2012	Have been a Google/YouTube Premier partner for over a decade and has a Premier Partnership with Facebook/Instagram and Snapchat.	RGV based marketing firm serves clients across the state of Texas, focusing on content marketing , storytelling, digital marketing, and marketing strategy for local businesses, government entities, and nonprofits.	Sinclair Broadcast Group, is a diversified media company and leading provider of local sports and news since its founding in 1986.	As a premier publication for the RGV, Socialife prides itself on the quality of its content and design and on its advertisers.
Number of Years in Business	9	32	2	18	13	36	18
Type of Operation	Limited Liability Company	Corporation	Partnership	Corporation	Sole Proprietorship	Limited Liability Company	Corporation
Number of Employees	56	90	75	1,300	9	KSCC-TV -10 Compulse - 200+	4
Annual Sales Volume			$9 Million	$382,597,000	$1,090,000	$2.8 Million	$390,000
Provide a list of three (3) references for which your firm has provided the same type of product and services as requested herein.	- UTRGV - TSC - La Joya ISD		- Southmost College - UTRGV - IDEA Academy - Edinburg ECISD - McAllen ISD	- Palomar College - Fowler Business School - Miracosta College	- Lone Star Shredding - RGV Cosmetic Surgery Center - Harlingen EDC	- South Texas ISD - Bert Ogden Auto Group - Law Office of Ezequiel Reyna	- UTRGV - McAllen ISD - City of McAllen
Describe your understanding of unique localized interests and experiences of higher education.	Higher education is one of our company pillars.		Community sponsorship participation in the local market for STARS Scholarship, VAMOS, IDEA Public School Gala, STC Night with the Stars.	The assigned rep has ran STC's campaigns for years and understands the college's local community, priority audience to target, and demographics.	RGVision understands that providing higher education and technical skills training is vital to the region's economic growth.	Sinclair Broadcast Group operates in over 86 markets across the United States.	The leadership of Socialife Magazine has a keen interest and high involvement in the higher education arena in the RGV.
Are there any difficulties you anticipate in providing services to STC and how do you plan to manager these?	None			No	No	No	No
What assistance will you require from STC to perform services?	We just require communication.		Dialogue and communication to ensure successful execution of campaign. Provide demographics and targeted details in creating a successful campaign.	We don't anticipate any assistance.	Provide data and transparency on efforts to ensure we align on the goals for STC and full collaboration to meet marketing objectives.	Provided a detailed approach of what may be required by the team at STC.	Camera-ready artwork delivered digitally before the first of every month. For editorial content, Socialife Magazine will work closely with STC marketing staff to assure the highest quality content will be published.
Pricing Information							
Price Range Information	One Audience Platform $57,475 10 Month Period	Digital Services 12 Month Commitment $500 - $1,000 The Weather Channel Rate Card $300 - $500/Mo Valley Central Rate Card $300 - $500/Mo	Streaming Media Pricing $25 - $50 CPM Web Banner Pricing $200 -$300/Mo Social Media Pricing $50 - $275 Digital Media Pricing $2 - $1,200	$274,000 - $379,284 1 Year Commitment	Social Media Strategy & Execution $5,800/Mo Digital Artwork & Creative Design $600/Mo Video Production for OTT and SM $1,100/Mo Written Content - SEO Blogs $350/Article Organic SEO Campaign $2,850 Google Ad Campaign Set Up Fee $1,000 RGVision has a media buying fee of 15% of PPC and Paid Ad Campaigns on Social	Rate Card Display $500 - $4,500 Video $500 - $1,500 OTT $1,000 - $1,500 Social Media $500 - $3,000 Geo-Fencing $1,000 Search Engine Marketing $1,000/Mo	$1,546 Monthly Cover, 4 Page Editorial, Full Page Ad, Full Page Editorial, (Discount applied)
TOTAL EVALUATION POINTS	**86.25**	**92**	**87.25**	**92.75**	********	**83.5**	********
RANKING	**8**	**3**	**6**	**1**	********	**9**	********

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.
**** Vendor did not meet the proposal requirements, therefore not evaluated.

SOUTH TEXAS COLLEGE
2. DIGITAL ADVERTISING SERVICES
PROJECT NO. 22-23-1045

VENDOR	Sombrero Advertising & Marketing	Spectrum Reach/ Charter Communications Holdings, LLC.	Star Digital Media	Starr County Town Crier	Univision Receivables/ Univision Radio	VisionPoint Marketing, LLC.	Vox Veritas LLC/ dba Rio Grande Guardian
ADDRESS	2205 W Jackson Ave	1400 S McColl Ste 206	4909 N McColl Rd	216 S Norris Dr	PO Box 740721	3210 Fairhill Dr Ste 150	508 E Redbud Ave
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78504	Rio Grande City, TX 78582	Los Angeles, CA 90074	Raleigh, NC 27612	McAllen, TX 78504
PHONE	505-675-5733	956-342-4127	956-972-1117	956-487-6544	956-605-9217	919-848-2018	956-605-9380
FAX	512-290-6796	956-687-8890	956-972-0476	956-487-6165			
CONTACT	Sam Benson	Rosalinda Ramirez	Miguel Mendoza	Jorge Canales	Lizette Montoya	Diane Sutton	Stephen J. Taylor
Company Information							
Firm Information	Our organization started out in the political campaign advertising, marketing, tracking, research and analyzing arena. And now has branched out to general advertising & marketing venues.				Univision's storied legacy of diversity as a brand and as a company drives us to educate our audience and to ensure we continue to foster a diverse, equitable and inclusive workplace.	VisionPoint Marketing is an award-winning marketing and advertising agency focused solely on serving higher education institutions throughout the US.	
Number of Years in Business	12	29	3	36	76	21	17
Type of Operation	Sole Proprietorship	Limited Liability Company	Sole Proprietorship	Corporation	Partnership	Partnership	Corporation
Number of Employees	33		3	6	1,500	90	4
Annual Sales Volume	$381,986				$758 Million	$16.7 Million	$160,000
Provide a list of three (3) references for which your firm has provided the same type of product and services as requested herein.	- Rapid Response Tactical Apparel - My Medical Health - Salazar Construction				- Texas Southmost College - UTRGV - PSJA ISD - Pueblo Tires	- Milwaukee Area Technical College - College of The Albemarle - Alabama Community College System	
Describe your understanding of unique localized interests and experiences of higher education.	We feel that our organization is deeply and personally rooted with STC and we have a unique understanding of STC's localized interests and personal experiences since 95% of our staff are graduates of STC.				Corporate Social Responsibility and empowering/encouraging Hispanic community to pursue higher education is not new to Univision. For decades, we have been serving Hispanic America through social impact and community empowerment campaigns and are committed to continuing our efforts for the years to come.	After years of working alongside higher ed institutions across the country, we've realized that what differentiates us from our competitors is not just the work that we do, but the way that we do it.	
Are there any difficulties you anticipate in providing services to STC and how do you plan to manager these?	No				No	No	
What assistance will you require from STC to perform services?	Provide our account representatives with a complete & true copy of STC's marketing objectives & advertising plan and detailed concise and timely job orders with job descriptions, specifications and requirements.				STC will need to provide copy of points/script information so that Univision can work it into script-spot format and/or Digital content. Frequent feedback on enrollment numbers and media campaign performance is appreciated and needed for a successful partnership and campaign execution.	Included a detailed description of assumptions that underlie their fixed cost.	
Pricing Information							
Price Range Information	Digital Advertising Service $75/Hr plus the fees and charges associated from the individual platform(s) media providers Out of Home Advertising $950/Mo per item, plus the cost of the poster boards	Adults 18+, Adults 18-34, Adults 35+ $2.50 - $28 Digital Advertising Strategy $8 CPM Gross - $37 CPM Gross $750 Minimum Investment Required 6Month Minimum Commitment	SEO Support Package $500 - $1,190/Mo Set Up fee $250 - $350 Preferred Google Ad Package $399 - $1,190 Set Up Fee $150 - $350 Social Media Package $399 - $900 Geo Fencing Campaign $275 - $890 Display Ads $8 -11CPM Mobile Based Video Ads(all Platforms $22 - $32 CPM OTT at Home TV $48 - $70 CPM Digital Radio $24 - $44 CPM Add Ons $25 - $220	Discount 1% - 2%	Univision Digital Campaign $5,000/Mo Net 3 Month Minimum Term Required	Discovery & Strategy $14,585 Marketing & Media Planning $15,075 Campaign Management, Optimization, & Reporting $74,502.50	$20,000 per year Banner Advertising 24/7 on Rio Grande Guardian, Livestreams, Podcasts, Video Interviews, South Texas College Videos on Home page, Guest Columns
TOTAL EVALUATION POINTS	**80.75**	**90.5**	**79.25**	********	**86.5**	**77.125**	********
RANKING	**10**	**4**	**11**	********	**7**	**13**	********

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.
**** Vendor did not meet the proposal requirements, therefore not evaluated.

SOUTH TEXAS COLLEGE
2. DIGITAL ADVERTISING SERVICES
PROJECT NO. 22-23-1045
EVALUATION SUMMARY

				Secondary				Secondary				Secondary				Primary											
	VENDOR	25th Hour Communications, Inc.		Entravision Communications		I Heart Media		KRGV		NBCUniversal, LLC. Telemundo Rio Grande Valley, LLC.		Nexstar Media, Inc.		Radio United, LLC.		ReachLocal, Inc.		San Antonio Television, LLC./ dba KSCC-TV		Sombrero Advertising & Marketing		Spectrum Reach/ Charter Communications Holdings, LLC.		Star Digital Media		Univision Receivables (Univision Radio)		VisionPoint Marketing, LLC.	
	ADDRESS	10 Magnolia Ln		801 N Jackson Rd		901 E Pike		900 E Expway 83		200 S 10th St Fl 2		9201 W Expwy 83		1300 N 10th St Ste 220-I		21700 Oxnard St Ste 1600		4455 SPID Ste 38		2205 W Jackson Ave		1400 S McColl Ste 206		4909 N McColl Rd		PO Box 740721		3210 Fairhill Dr Ste 150	
	CITY/STATE/ZIP	Mashpee, MA 02649		McAllen, TX 78501		Weslaco, TX 78596		Weslaco, TX 78596		McAllen, TX 78501		Harlingen, TX 78552		McAllen, TX 78501		Woodland Hills, CA 91367		Corpus Christi, TX 78411		McAllen, TX 78501		McAllen, TX 78501		McAllen, TX 78504		Los Angeles, CA 90074		Raleigh, NC 27612	
	PHONE	805-221-5988		956-929-6499		956-975-2122		956-968-5555		956-686-0040		956-366-4444		956-225-3256		818-274-0260		361-371-6501		505-675-5733		956-342-4127		956-972-1117		956-605-9217		919-848-2018	
	FAX	805-296-3654		956-687-7784		956-973-9364						956-366-4409		956-992-8897						512-290-6796		956-687-8890		956-972-0476					
	CONTACT	Trish Lamantia		Laura Lopez		Eva Benavidez		Melinda Reyna		Martha Muniz		Ana Vela		Cindy Garza		Jeffrey Protono		Antonia DeFeo		Sam Benson		Rosalinda Ramirez		Miguel Mendoza		Lizette Montoya		Diane Sutton	
1	The purchase price (up to 35 points)	29	29	35	35	31	31	33	33	31	31	33	33	35	35	29	29	33	33	35	35	33	33	35	35	31	31	29	29
		29		35		31		33		31		33		35		29		33		35		33		35		31		29	
		29		35		31		33		31		33		35		29		33		35		33		35		31		29	
		29		35		31		33		31		33		35		29		33		35		33		35		31		29	
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	10	12	16	15.25	15	15.25	17	16.75	13	14.75	16	16.25	11	14	18	17.75	14	14.75	10	12	17	16.5	9	11	15	15.75	10	13.125
		10		15		15		16		16		17		15		18		14		10		15		10		16		14	
		14		16		16		16		16		16		15		18		16		14		16		13		14		14.5	
		14		14		15		18		14		16		15		17		15		14		18		12		18		14	
3	The quality of the vendor's goods or services. (up to 18 points)	14	13.5	16	15.5	15	15.75	16	16.25	14	15.75	17	16.5	12	14.25	18	18	10	13	10	11.5	15	16.25	10	11.75	15	15.75	10	13.25
		10		15		16		17		17		16		15		18		14		9		16		10		16		14	
		15		17		17		17		17		18		16		18		14		13		18		13		17		15	
		15		14		15		15		15		15		14		18		14		14		16		14		15		14	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	10	11.75	13	13.75	13	14	13	13.25	11	13.25	14	14	11	12	15	15	10	11.75	10	11.25	11	12.5	10	11	12	12.5	9	10.75
		10		14		14		13		14		14		11		15		11		10		13		10		13		9	
		14		15		15		15		15		15		13		15		13		13		15		13		13		13	
		13		13		14		12		13		13		13		15		13		12		11		11		12		12	
5	The vendor's past relationship with the College. (up to 3 points)	2	2.5	3	3	2	2.5	3	3	3	2.25	3	2.5	3	2.5	3	3	2	2	2	2	2	2.75	2	2	2	2.25	2	2
		2		3		3		3		2		2		2		3		2		2		3		2		2		2	
		3		3		3		3		2		3		3		3		2		2		3		2		3		2	
		3		3		2		3		2		2		2		3		2		2		3		2		2		2	
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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
		0		0		0		0		0		0		0		0		0		0		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)	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
		5		5		5		5		5		5		5		5		5		5		5		5		5		5	
		5		5		5		5		5		5		5		5		5		5		5		5		5		5	
		5		5		5		5		5		5		5		5		5		5		5		5		5		5	
8	Capability and Experience (up to 5 points)	5	5	4	4.75	4	4.75	4	4.75	3	4.25	4	4.75	3	4.5	5	5	3	4	3	4	3	4.5	3	3.5	3	4.25	3	4
		5		5		5		5		5		5		5		5		3		3		5		3		4		3	
		5		5		5		5		5		5		5		5		5		5		5		5		5		5	
		5		5		5		5		4		5		5		5		5		5		5		3		5		5	
	TOTAL EVALUATION POINTS	78.75		92.25		88.25		92		86.25		92		87.25		92.75		83.5		80.75		90.5		79.25		86.5		77.125	
	RANKING	12		2		5		3		8		3		6		1		9		10		4		11		7		13	

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 - SERVICE ONLY

		Service 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)	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
3. RE-BID TECHNOLOGY CAMPUS BLDG A ANALOG TO DIGITAL AUDIO VISUAL UPGRADE
PROJECT NO. 22-23-1042

VENDOR		Audio Visual Aids	Howard Technology Solutions, a Division of Howard Industries, Inc.	RP Tellone and Company, LLC./ dba AVSANT	Telepro Communications
ADDRESS		2903 N Flores St	36 Howard Dr	1819 Firman St Ste 115	12005 N Bryan Rd
CITY/STATE/ZIP		San Antonio, TX 78212	Ellisville, MS 39437	Richardson, TX 75081	Mission, TX 78573
PHONE		800-422-1282	601-425-3181	903-268-7670	956-618-2360
FAX			601-399-5077		
CONTACT		Ernest Mendez	Michelle Brady	David Hoyle	Daniel Backhaus
#	**Description**	**Proposed**	**Proposed**	**Proposed**	**Proposed**
1	Technology Campus Bldg A Analog to Digital Audio visual Upgrade (Equipment and Installation)	$ 228,440.15	$ 250,219.00	$ 285,320.87	$ 143,540.00
TOTAL PROPOSAL AMOUNT		$ 228,440.15	$ 250,219.00	$ 285,320.87	$ 143,540.00
TOTAL EVALUATION POINTS		98.375	89.09	86.87	****
RANKING		1	2	3	****

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.
****The proposal was incomplete, therefore not evaluated.

SOUTH TEXAS COLLEGE
3. RE-BID TECHNOLOGY CAMPUS BLDG A ANALOG TO DIGITAL AUDIO VIUSAL UPGRADE
PROJECT NO. 22-23-1042
EVALUATION SUMMARY

	VENDOR	Audio Visual Aids		Howard Technology Solutions, a Division of Howard Industries, Inc.		RP Tellone and Company, LLC./ dba AVSANT	
	ADDRESS	2903 N Flores St		35 Howard Dr		1819 Firman St Ste 115	
	CITY/STATE/ZIP	San Antonio, TX 78212		Ellisville, MS 39436		Richardson, TX 75081	
	PHONE	800-422-1282		601-425-3181		903-268-7670	
	FAX			601-399-5077			
	CONTACT	Ernest Mendez		Darlene Parker		David Hoyle	
1	The purchase price. (up to 42 points)	42	42	38.34	38.34	33.62	33.62
		42		38.34		33.62	
		42		38.34		33.62	
		42		38.34		33.62	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	15	14.625	15	14.25	15	13.25
		14.5		13		12	
		15		15		13	
		14		14		13	
3	The quality of the vendor's goods or services. (up to 14 points)	14	13.75	14	13.5	12	13
		14		14		14	
		14		14		14	
		13		12		12	
4	The extent to which the goods or services meet the College's needs. (up to 20 points)	20	20	20	20	20	20
		20		20		20	
		20		20		20	
		20		20		20	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	3	3	2	2
		3		3		2	
		3		3		2	
		3		3		2	
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		0		0	
		0		0		0	
7	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. (up to 5 points)	5	5	0	0	5	5
		5		0		5	
		5		0		5	
		5		0		5	
TOTAL EVALUATION POINTS		98.375		89.09		86.87	
RANKING		1		2		3	

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 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)	42		
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	14	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: 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	4-5 3 1-2 0	Excellent Acceptable Marginal Poor/No Response
9	**Criterion 9: 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
4. TRUCK DRIVER TRAINING SIMULATOR
PROJECT NO. 22-23-1041

NAME		Technical Laboratory Systems, Inc.	Virage Simulation, Inc.
ADDRESS		P O Box 218609	85 Montpellier
CITY/STATE/ZIP		Houston, TX 77218	Montreal, QC H4N 2G3 Canada
PHONE		800-445-1088	877-456-1556
FAX		281-391-1113	514-556-8025
CONTACT		Timothy M. Brown	Danny Grenier
#	**Description**	**Proposed**	**Proposed**
1	Truck Driver Training Simulator	$184,375.00	System Price: $96,500 per unit Includes hardware, software, training programs, shipping, setup, and training at facility.
2	Training Options	Included with the cost of the simulator.	Included in system price.
3	Preventive Maintenance	Full-service warranty includes all parts, labor, and software upgrades. Price is per simulator. Additional warranty after year 1 would cost $11,875. If purchasing 2 additional years on 1 PO $22,500. and 3 years at $31,875.	Includes remote preventative maintenance with its support and extended warranty offers. For a specific onsite preventative maintenance after the warranty period the current price is $3,900.
4	Service Support	Service and support is included with initial purchase. See warranty costs above.	The cost for support (includes an extended warranty) after the warranty period is $4,000. This is an optional feature. If customer does not purchase this service, and requires support, Virage will invoice on an hourly basis. This includes remote and on-site support.
5	Offered Options	N/A	School bus vehicle with the training program: $7,900 Solid Waste & Recycling vehicles with the hardware and training program: $23,500
6	Number of Days for Delivery Upon Placement of Order	90-120 days	60-90 days
TOTAL AMOUNT PROPOSED		$ 184,375.00	$ 96,500.00
TOTAL EVALUATION POINTS		73.86	94.32
RANKING		2	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. TRUCK DRIVER TRAINING SIMULATOR
PROJECT NO. 22-23-1041
EVALUATION SUMMARY

VENDOR		Technical Laboratory Systems, Inc.		Virage Simulation, Inc.	
ADDRESS		P O Box 218609		85 Montpellier	
CITY/STATE/ZIP		Houston, TX 77218		Montreal, QC, H4N 2G3 Canada	
PHONE		800-445-1088		877-456-1556	
FAX		281-391-1113		514-556-8025	
CONTACT		Timothy M. Brown		Danny Grenier	
1	The purchase price. (up to 45 points)	23.55	23.55	45	45
		23.55		45	
		23.55		45	
2	The reputation of the vendor and of the vendor's goods or services. (up to 15 points)	13	14.33	13	14
		15		15	
		15		14	
3	The quality of vendor's goods or services. (up to 16 points)	13	14.66	13	14.66
		16		16	
		15		15	
4	The extent to which the goods or services meet the districts needs. (up to 20 points)	17	18.66	18	18.66
		20		18	
		19		20	
5	The Vendor's past relationship with the district. (up to 3 points)	3	2.66	2	2
		2		2	
		3		2	
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	
TOTAL EVALUATION POINTS		73.86		94.32	
RANKING		2		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 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
5. VIRTUAL REALITY WELDING TRAINING SIMULATOR
PROJECT NO. 22-23-1039

NAME		Technical Laboratory Systems, Inc.	Triple S Steel Supply, LLC./ dba Alamo Iron Works
ADDRESS		P O Box 218609	943 AT&T Ctr Pkwy
CITY/STATE/ZIP		Houston, TX 77218	San Antonio, TX 78219
PHONE		800- 455-1088	800-292-7818
FAX		281-391-1113	
CONTACT		Warner Brown	Wayne Dennis
#	**Description**	**Proposed**	**Proposed**
1	Welding Training Simulator	$ 79,865.00	$ 74,871.89
2	Training Options	Instructor orientation will be completed after the installation is completed at no charge.	Did Not Respond
3	Preventive Maintenance	Service call might be necessary after warranty period expires and technicians cannot troubleshoot issue over the phone.	Did Not Respond
4	Offered Options	K4485-1 VRTEX Oxyfuel upgrade for one side costs $3,525.00. For both sides (Qty: 2) it would cost $7,050.00	Did Not Respond
TOTAL AMOUNT PROPOSED		$ 79,865.00	$ 74,871.89
TOTAL EVALUATION POINTS		93.16	95.66
RANKING		2	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. VIRTUAL REALITY WELDING TRAINING SIMULATOR
PROJECT NO. 22-23-1039
EVALUATION SUMMARY

VENDOR		Technical Laboratory Systems, Inc.		Triple S Steel Supply, LLC./ dba Alamo Iron Works	
ADDRESS		P O Box 218609		943 AT&T Ctr Pkwy	
CITY/STATE/ZIP		Houston, TX 77218		San Antonio, TX 78219	
PHONE		(800) 455-1088		800-292-7818	
FAX		(281) 391-1113			
CONTACT		Warner Brown		Wayne Dennis	
1	The purchase price. (up to 45 points)	42.18	42.18	45	45
		42.18		45	
		42.18		45	
2	The reputation of the vendor and of the vendor's goods or services. (up to 15 points)	14	13.66	14	14
		14		13	
		13		15	
3	The quality of vendor's goods or services. (up to 16 points)	16	16	15	15.33
		16		16	
		16		15	
4	The extent to which the goods or services meet the districts needs. (up to 20 points)	19	18.66	18	18.33
		19		19	
		18		18	
5	The Vendor's past relationship with the district. (up to 3 points)	3	2.66	3	3
		3		3	
		2		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	
TOTAL EVALUATION POINTS		93.16		95.66	
RANKING		2		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 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

NO BACKUP FOR

6. Purchase and Installation of LED Lights – II (Reject)

SOUTH TEXAS COLLEGE
7. INSTRUCTIONAL EQUIPMENT

VENDOR			Municipal Emergency Services, Inc.	
ADDRESS			335 Pennbright Dr Ste 104	
CITY/STATE/ZIP			Houston, TX 77090	
PHONE			800-784-0404	
CONTACT			Patrick Guzman	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	7	Air-Pak X3 Pro SCBA with CGA Parachute Buckles 4.5 Standard	$ 6,173.00	$ 43,211.00
2	7	CYL&VLV ASSY CARB 45 MIN 4500	$ 1,230.00	$ 8,610.00
3	7	AV3000 HT with Kevlar Lining and 4-Strap Harness Red Medium	$ 310.00	$ 2,170.00
TOTAL AMOUNT			$ 53,991.00	

SOUTH TEXAS COLLEGE
8. GRADUATION FACILITY AGREEMENT

NAME	Vipers Arena, LLC. / dba Bert Ogden Arena
ADDRESS	4900 S I-69
CITY/STATE/ZIP	Edinburg, TX 78539
PHONE	956-562-7362
CONTACT	Hondo Candelaria

#	Qty	Description	Unit Price	Extension
1	1	Purchase/Lease Graduation Facility for Spring 2023 Ceremonies Dates: 5/4/23 - 5/6/23	$ 60,000.00	$ 60,000.00
TOTAL AMOUNT			$ 60,000.00	

SOUTH TEXAS COLLEGE
9. CARGO VAN

VENDOR	Caldwell Country Ford/ dba Rockdale Country Ford, LLC.
ADDRESS	P O Box 72
CITY/STATE/ZIP	Rockdale, TX 76567
PHONE	979-567-6155
CONTACT	Ben Laureano

#	Qty	Description	Unit Price	Extension
1	1	2023 Ford Transit Cargo Van	$ 62,165.00	$ 62,165.00
2	1	Delivery Charge	$ 704.00	$ 704.00
3	1	Buyboard Fee	$ 400.00	$ 400.00
TOTAL AMOUNT			$	63,269.00

SOUTH TEXAS COLLEGE
10. FITNESS EQUIPMENT

VENDOR			Advance Exercise	
ADDRESS			862 SouthPark Dr #100	
CITY/STATE/ZIP			Littleton, CO 80120	
PHONE			800-520-1112	
CONTACT			Gus Rodriguez	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	Model E Indoor Rower with PM5 (Black)	$ 1,050.00	$ 1,050.00
2	1	Olympic Flat Bench	$ 991.20	$ 991.20
3	1	Olympic Incline Bench	$ 1,223.20	$ 1,223.20
4	2	Olympic Bench Weight Storage (4-Weight Horns)	$ 472.80	$ 945.60
5	1	HD Athletic Adjustable Bench-Non Dock n Lock	$ 975.20	$ 975.20
6	1	Iso-Lateral Rowing	$ 2,471.20	$ 2,471.20
7	1	Iso-Lateral Decline Press	$ 2,727.20	$ 2,727.20
8	1	Linear Leg Press	$ 5,431.20	$ 5,431.20
9	2	Cable Motion Multi-Jungle MJ Core	$ 1,415.20	$ 2,830.40
10	1	Cable Motion Multi-Jungle Adjustable Cable Crossover (Connects Cores)	$ 4,799.20	$ 4,799.20
11	1	Cable Motion Multi-Jungle Triceps Pushdown	$ 1,847.20	$ 1,847.20
12	1	Cable Motion Multi-Jungle Lat Pulldown	$ 2,567.20	$ 2,567.20
13	1	Cable Motion Multi-Jungle Row	$ 2,567.20	$ 2,567.20
14	1	Cable Motion Multi-Jungle Dual Pulley Row	$ 2,927.20	$ 2,927.20
15	1	Cable Motion Multi-Jungle Dual Pulley Pulldown	$ 2,927.20	$ 2,927.20
16	1	Cable Motion Multi-Jungle Adjustable Pulley 4:1 Ratio	$ 2,847.20	$ 2,847.20
17	1	Hammer Select Abdominal Crunch	$ 3,855.20	$ 3,855.20
18	1	Hammer Select Abdominal Crunch SE Upgrade	$ 315.20	$ 315.20
19	1	Hammer Select Biceps Curl	$ 3,391.20	$ 3,391.20
20	1	Hammer Select Biceps Curl SE Upgrade	$ 421.60	$ 421.60
21	1	Hammer Select Triceps Extension	$ 3,391.20	$ 3,391.20
22	1	Hammer Select Triceps Extension SE Upgrade	$ 421.60	$ 421.60
23	1	Hammer Select Leg Curl	$ 3,615.20	$ 3,615.20
24	1	Hammer Select Leg Curl SE Upgrade	$ 526.40	$ 526.40

SOUTH TEXAS COLLEGE
10. FITNESS EQUIPMENT

VENDOR			Advance Exercise	
#	**Qty**	**Description**	**Unit Price**	**Extension**
25	1	Hammer Select Leg Extension	$ 3,855.20	$ 3,855.20
26	1	Hammer Select Leg Extension SE Upgrade	$ 632.00	$ 632.00
27	3	Deluxe Weight Tree	$ 495.20	$ 1,485.60
28	2	Dumbbell Rack-Double Tier	$ 1,103.20	$ 2,206.40
29	1	Signature Series Adjustable Decline/Abdominal Crunch	$ 1,111.20	$ 1,111.20
30	1	Iso-Lateral Bench Press (Horizontal Handles)	$ 2,727.20	$ 2,727.20
31	1	Iso-Lateral High Row	$ 2,727.20	$ 2,727.20
32	1	Hammer Select Assist Dip / Chin	$ 4,407.20	$ 4,407.20
33	1	Hammer Select Assist Chin Dip SE Upgrade	$ 315.20	$ 315.20
34	1	Seated Calf Raise	$ 1,511.20	$ 1,511.20
35	1	Hammer Select Seated Leg Press	$ 6,343.20	$ 6,343.20
36	1	Hammer Select Seated Leg Press SE Upgrade	$ 315.20	$ 315.20
37	1	Iso-Lateral Shoulder Press	$ 2,823.20	$ 2,823.20
38	1	Lateral Raise	$ 2,415.20	$ 2,415.20
39	1	Flat Bench	$ 427.20	$ 427.20
40	18	Hammer Strength Round Olympic Rubber Plate 2.5lb	$ 8.80	$ 158.40
41	22	Hammer Strength Round Olympic Rubber Plate 5lb	$ 14.40	$ 316.80
42	30	Hammer Strength Round Olympic Rubber Plate 10lb	$ 28.80	$ 864.00
43	36	Hammer Strength Round Olympic Rubber Plate 25lb	$ 68.00	$ 2,448.00
44	34	Hammer Strength Round Olympic Rubber Plate 35lb	$ 95.20	$ 3,236.80
45	48	Hammer Strength Round Olympic Rubber Plate 45lb	$ 120.00	$ 5,760.00
46	2	7' 1000lb Olympic Bar	$ 204.40	$ 408.80
47	2	Hammer Strength Round Rubber Encased Dumbbell 5lb	$ 53.60	$ 107.20
48	2	Hammer Strength Round Rubber Encased Dumbbell 7.5lb	$ 64.80	$ 129.60

SOUTH TEXAS COLLEGE
10. FITNESS EQUIPMENT

VENDOR			Advance Exercise	
#	**Qty**	**Description**	**Unit Price**	**Extension**
49	2	Hammer Strength Round Rubber Encased Dumbbell 10lb	$ 73.60	$ 147.20
50	2	Hammer Strength Round Rubber Encased Dumbbell 12.5lb	$ 91.20	$ 182.40
51	2	Hammer Strength Round Rubber Encased Dumbbell 15lb	$ 96.00	$ 192.00
52	2	Hammer Strength Round Rubber Encased Dumbbell 17.5lb	$ 103.20	$ 206.40
53	2	Hammer Strength Round Rubber Encased Dumbbell 20lb	$ 105.60	$ 211.20
54	2	Hammer Strength Round Rubber Encased Dumbbell 22.5lb	$ 114.40	$ 228.80
55	2	Hammer Strength Round Rubber Encased Dumbbell 25lb	$ 116.80	$ 233.60
56	2	Hammer Strength Round Rubber Encased Dumbbell 27.5lb	$ 125.60	$ 251.20
57	2	Hammer Strength Round Rubber Encased Dumbbell 30lb	$ 134.40	$ 268.80
58	2	Hammer Strength Round Rubber Encased Dumbbell 35lb	$ 140.80	$ 281.60
59	2	Hammer Strength Round Rubber Encased Dumbbell 40lb	$ 152.00	$ 304.00
60	2	Hammer Strength Round Rubber Encased Dumbbell 45lb	$ 161.60	$ 323.20
61	2	Hammer Strength Round Rubber Encased Dumbbell 50lb	$ 168.80	$ 337.60
62	2	Hammer Strength Round Rubber Encased Dumbbell 55lb	$ 200.80	$ 401.60
63	2	Hammer Strength Round Rubber Encased Dumbbell 60lb	$ 211.20	$ 422.40
64	2	Hammer Strength Round Rubber Encased Dumbbell 65lb	$ 218.40	$ 436.80
65	2	Hammer Strength Round Rubber Encased Dumbbell 70lb	$ 237.60	$ 475.20
66	2	Hammer Strength Round Rubber Encased Dumbbell 75lb	$ 249.60	$ 499.20
67	1	Shipping and Handling	$ 12,599.00	$ 12,599.00
TOTAL AMOUNT			$	119,799.40

SOUTH TEXAS COLLEGE
15. DISTRICT WIDE TECHNOLOGY REQUEST
JANUARY 31, 2023

#	Qty	Description	Unit Price	Extension	Requesting Department
COMPUTERS					
1	1	Dell OptiPlex 5000 MFF Tower Micro BTX, Intel Core i7-10700T, 16GB Memory	$ 4,534.63	$ 4,534.63	Maria Evans - Technology Projects
		256GB Hard Drive, 65" 4K Interactive Monitor, Warranty			New system for department staff
2	20	Dell OptiPlex 5000 Micro XCTO Tower, Intel Core i7-12700T, 16GB Memory	$ 1,192.15	$ 23,843.00	Arturo Solano - Learning Commons and Open Labs
		512GB Hard Drive, Stand Kit, Laptop Lock, 22" Monitor, Warranty			New systems for student lab
3	7	Dell OptiPlex 5000 Micro Tower, Intel Core i7-12700T, 16GB Memory	$ 984.41	$ 6,890.89	Maria Evans - Educational Technologies Maintenance & Replacement
		256GB Hard Drive, (8) Keyboard and Mouse Combo, Warranty			Replacement of out of warranty systems for department staff
4	1	Dell Precision 3660 Tower, i7-12700K, 32GB Memory,	$ 2,553.48	$ 2,553.48	Maria Evans - Educational Technologies Maintenance & Replacement
		512GB Hard Drive, Nvidia GeForce RTX3070, Warranty			Replacement of out of warranty system for department staff
5	7	Dell Precision 3660 Tower, i7-12700, 32GB Memory,	$ 2,704.01	$ 18,928.07	Ruben Suarez - Safety and Security
		512GB Hard Drive, Nvidia RTXA4000, Warranty			Replacement of out of warranty systems for department staff
		COMPUTER TOTAL		**$ 56,750.07**	
LAPTOPS					
6	1	Dell Laptop Precision Workstation 5770 CTO, Intel Core i7-12700H, 16GB Memory	$ 3,509.18	$ 3,509.18	Maria Evans - Educational Technologies Maintenance & Replacement
		512GB Hard Drive, NVIDIA RTX A1000, 4GB GDDR6, Warranty			New system for department staff
7	1	Dell Laptop Precision Workstation 5570 CTO, Intel Core i7-12700H, 16GB Memory	$ 2,432.29	$ 2,432.29	Sara Lozano - Technology Campus
		512GB Hard Drive, NVIDIA RTX A1000, 4GB GDDR6, Docking Station, Warranty			New system for department staff
8	1	Dell Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory,	$ 1,426.67	$ 1,426.67	Serkan Celtek - Research and Analytical Services
		256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty			Replacement of out of warranty system for department staff
9	1	Dell Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory,	$ 1,426.67	$ 1,426.67	Ruby Campuzano - Business Administration Program
		256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty			Replacement of out of warranty system for department faculty
10	15	Dell Laptop Latitude 5430 BTX Base, Intel Core i5-1245U, 8GB Memory,	$ 1,136.61	$ 17,049.15	Maria Cervantes - Biology Program
		256GB Hard Drive, Intel Iris Xe Graphics, Warranty			New systems for student lab
11	4	Dell Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory,	$ 1,426.67	$ 5,706.68	Crystal Bird - Radiologic Technology Program
		256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty			Replacement of out of warranty systems for department faculty
12	2	Dell Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory,	$ 1,426.67	$ 2,853.34	Crystal Bird - Diagnostic Sonograph Program
		256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty			Replacement of out of warranty systems for department faculty
		LAPTOP TOTAL		**$ 34,403.98**	

SOUTH TEXAS COLLEGE
15. DISTRICT WIDE TECHNOLOGY REQUEST
JANUARY 31, 2023

TABLETS					
13	1	Apple 12.9 Inch iPad, WiFi 128GB, Space Gray MNXP3LL/A	$ 1,178.00	$ 1,178.00	Lisa Walters - Library Public Services
		3-Year AppleCare Warranty			New system for student check out
		TABLET TOTAL		**$ 1,178.00**	
MONITORS					
14	23	Dell 24" Monitor P2422H - 3 Year Warranty	$ 231.61	$ 5,327.03	Mary Elizondo - Construction - Renewals and Replacements
					Replacement monitors for department staff at the
					Mid Valley Campus Bldg F
		MONITOR TOTAL		**$ 5,327.03**	
		COMPUTER/LAPTOP/TABLET/MONITOR/TOTAL		**$ 97,659.08**	

SOUTH TEXAS COLLEGE
16. INTERNET SERVICES AGREEMENT - TYLER JUNIOR COLLEGE

VENDOR			Spectrum Enterprise through the Texas Department of Information Resources (DIR)	
ADDRESS			P O Box 13564	
CITY/STATE/ZIP			Austin, TX 78744	
PHONE			877-472-4848	
CONTACT			John Batiste	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	12	Internet Services From: Pecan Campus to Tyler Junior College Period: 4/1/23 - 3/31/24	$ 1,848.00	$ 22,176.00
2	12	Internet Services From: Tyler Junior College to Pecan Campus Period: 4/1/23 - 3/31/24	$ 1,848.00	$ 22,176.00
TOTAL AMOUNT			$ 44,352.00	

SOUTH TEXAS COLLEGE
17. RED HAT LICENSES MAINTENANCE AND SUPPORT AGREEMENT

VENDOR	Netsync Network Solutions
ADDRESS	2500 W Loop S Ste 410/510
CITY/STATE/ZIP	Houston, TX 77027
PHONE	713-218-5000
CONTACT	Michell Bailey

#	Qty	Description	Unit Price	Extension
1	1,707	Red Hat Enterprise Linux Academic Site Subscription with Smart Management + Satellite Premium 24x7 Phone & Web Support Period: 2/10/23 - 2/9/24	$ 39.97	$ 68,228.79
TOTAL AMOUNT			$	68,228.79

SOUTH TEXAS COLLEGE
18. STATE RECORDS INQUIRY ACCESS AGREEMENT

VENDOR			Texas Department of Public Safety (DPS)	
ADDRESS			P O Box 4087	
CITY/STATE/ZIP			Austin, TX 78773	
PHONE			512-424-7813	
CONTACT			Lorinda Eccles	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	State Records Inquiry Access Period: 1/1/23 - 12/31/23	$ 10,000.00	$ 10,000.00
TOTAL AMOUNT			$ 10,000.00	

Review and Recommend Action to Adopt New Business and Support Services Policy and Retire Current Policies

Purpose and Justification – Administration requests the Committee recommend Board approval to adopt new Business and Support Services Policy and retire current policies as listed below to align with the Texas Association of School Boards (TASB) policy manual.

These changes will align the policies with the comprehensive, current, and legally sound policy manual, to strengthen the policies' language, and transition policies to a standardized format. In addition to the policy, internal procedures are currently in place and will continue to be enhanced.

The adoption of new and/or retired policies are as follows:

Adopt New Policy	**Retired Policy(ies)**
A-1. CC (Local) Annual Operating Budget	A-2. Policy #5310: Annual Operating Budget • Replaced by CC (Local) A-3. Policy #5350: Unrestricted Fund Balance • Replaced by CC (Local)

The following policies are also recommended for retirement. They are duplicative with existing legal policies as maintained for South Texas College by TASB, or TASB recommends transitioning to a procedure, as deemed appropriate, by College staff based on internal operations and functions:

B-1. Retire Current Policy #5320: Preparation and Processing of Budget Changes

- TASB recommends development as a Procedure Document instead of a Board Policy

C-1. Retire Current Policy #5420: State Appropriations

- Replaced by CAAA (Legal) - State and Federal Revenue Sources: State

Administration also recommends to change the unrestricted designated and undesignated fund balance reserve level from four months to three months of budgeted expenditures.

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022 and FY 2023, current

College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents - The new and or retired policies follow in the packet for the Committee's information and review.

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

It is requested that the Committee recommend Board approval to adopt the new Business and Support Services policy and retire current policies as listed, presented, and supersedes any previously adopted Board policy.

Budget Planning

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the College District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

Budget Preparation

The budget shall conform to Coordinating Board requirements and meet the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Budget Meeting

The annual public meeting to discuss the proposed budget shall be conducted as follows:

1. The presiding officer shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget sign up on the sheet provided.
2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.
3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.
4. No officer or employee of the College District shall be required to respond to questions from speakers at the meeting.

Budget Adoption

The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College District's approved purchasing procedures. The expenditure of funds shall be under the direction of the College President or designee who shall ensure that funds are expended in accordance with the adopted budget.

Budget Amendments

The Board may amend the budget at any time during the fiscal year. The College District shall develop procedures for budget amendments.

Unrestricted Fund Balance

The College District shall maintain an unrestricted fund balance sufficient to cover no less than three months of budgeted expenditures, unless the Board approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount.

MANUAL OF POLICY

Title	**Annual Operating Budget**	**5310**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 2**
Date Approved by Board	**Board Minute Order dated November 9, 1995** **As Amended by Board Minute Order dated September 18, 2008**	

RETIRE

The President is responsible for preparing the Annual Operating Budget, submitting the budget to the Board of Trustees for approval, and implementing the budget as approved by the Board.

The College Annual Operating Budget must be prepared in accordance with the budget format set forth by the Texas Higher Education Coordinating Board. The College also must follow the Legislative General Appropriations Act guidelines for the related College budget year, and meet the standards of the Commission on Colleges of the Southern Association of Colleges and Schools.

Adoption

An itemized budget covering the operation of the College shall be approved on or before September 1 of each year for the fiscal year beginning on September 1 of each year. After it is presented to the Board and prior to adoption, a copy of the proposed budget shall be available for inspection during regular business hours.

Public Hearing

The annual public hearing on the proposed budget shall be conducted as follows:

1. The Board Chair shall request at the beginning of the hearing that all persons who desire to speak on the budget give their names to the secretary. Only those who sign in with the secretary shall be heard.

2. Prior to the beginning of the hearing, the Board may establish time limits for speakers and may determine the number of speakers for group presentation.

3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.

4. No officer or employee of the College shall be required to respond to questions from speakers at the hearing.

MANUAL OF POLICY

Title	**Annual Operating Budget**	**5310**
Legal Authority	**Approval of the Board of Trustees**	**Page 2 of 2**
Date Approved by Board	**Board Minute Order dated November 9, 1995** **As Amended by Board Minute Order dated September 18, 2008**	

RETIRE

Distribution

Copies of the annual operating budget along with the list of salaries shall be furnished to the state offices as required by the Texas Higher Education Coordinating Board, including the Governor's Budget and Planning Office, Legislative Budget Board, and Legislative Reference Library. Additional copies shall be delivered to the Coordinating Board as required.

Authority to Amend

The Board shall have the authority to amend the approved budget or to adopt a supplemental emergency budget to cover necessary unforeseen expenses.

Budget Planning

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the College's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered.

The President or designee shall supervise the development of a budget calendar and a specific plan for budget preparation that ensures appropriate input from all levels of operation within the College. The budget shall conform to Texas Higher Education Coordinating Board requirements and meet the standards of the Commission on Colleges of the Southern Association of Colleges and Schools

MANUAL OF POLICY

Title	**Unrestricted Fund Balance**	**5350**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 1**
Date Approved by Board	**Board Minute Order dated October 28, 2013** **Board Minute Order dated November 26, 2013**	

Maintaining an adequate level of unrestricted fund balance is a necessary component of the College's overall financial management strategy and long-term financial planning. An adequate level of unrestricted fund balance is a key factor in assessing the College's financial strength.

The College shall maintain an unrestricted fund balance sufficient to cover no less than four months of budgeted expenditures, unless the Board of Trustees approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount. This level of fund balance shall provide protection against the need to reduce service levels resulting from possible revenue shortfalls or unanticipated expenditures due to federal government shutdowns, weather-related property damages from hail storms or hurricanes, or other fiscal uncertainties.

The College's fund balance will be reviewed by the Board of Trustees on an annual basis at the time the Comprehensive Annual Financial Report is presented to the Board by the external auditors.

RETIRE

MANUAL OF POLICY

Title	**Preparation and Processing Of Budget Changes**	**5320**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 2**
Date Approved by Board	**Board Minute Order dated November 9, 1995** **As Amended by Board Minute Order dated September 28, 2021**	

I. Purpose

Changes to the approved Operating Budget are processed through established procedures and approval requirements. The budget approved by the Board of Trustees at the beginning of each fiscal year is the operating document for all College activities for that year.

II. Policy

Approval Levels for Budget Changes are as follows:

A. Board and President approval is required for:
   1. Increases or decreases in total budgeted revenues and expenditures except restricted, auxiliary, and agency funds; or
   2. Increases or decreases to the number of authorized positions in the staffing plan except restricted, auxiliary, and agency funds; or
   3. Increases or decreases between fund types.

B. President and Vice-President for Finance and Administrative Services approval is required for:
   1. Increases or decreases to the Benefits budget.
   2. Decreases to capital budget for use of other than intended purpose.

C. President, Vice-President, and Financial Manager approval is required for budget changes resulting in:
   1. Increases or decreases of $25,000 and over within the Unrestricted, Auxiliary, and Restricted Funds for:
      a. Salary budgeted positions;
      b. Operating or Travel budgets; or
      c. Capital budget for expenditure reclassification purposes
   2. Increases or decreases of $50,000 and over within Plant Funds construction budgets.

D. Vice President and Financial Manager approval is required for budget changes resulting in:
   1. Increases or decreases of less than $25,000 within the Unrestricted, Auxiliary, and Restricted Funds for:
      a. Salary budgeted positions;
      b. Operating or Travel budgets; or
      c. Capital budget for expenditure reclassification purposes
   2. Increases or decreases of less than $50,000 within Plant Funds construction budgets.

E. Vice-President for Finance and Administrative Services or Comptroller approval is required for budget changes resulting in:
   1. Reallocations due to regular maintenance of the General Ledger.

RETIRE

Monthly Reporting

A. A report on all budget transfers will be provided to the President by the Business Office on a monthly basis.

III. Definitions

N/A

IV. History

Origination Date Approved by Board	November 9, 1995
Dates Amended and Approved by Board	August 16, 2001 October 27, 2016 September 28, 2021

RETIRE

MANUAL OF POLICY

Title	**State Appropriations**	**5420**
Legal Authority	**Approval of the Board of Trustees**	
Date Approved by Board	**Board Minute Order dated November 9, 1995**	

The College shall receive funds for the proper support, maintenance, operation, and improvement of the District from biennial appropriations of the State Legislature.

State funds the College receives entitled "Public Junior Colleges-Academic Programs and Vocational/ Technical Programs" shall be limited to the payment of:

1. Instructional administration
2. General administration and student services
3. Faculty salaries
4. Departmental operating expense
5. Library
6. Staff benefits
7. General institutional expense and organized activities

State funds, with the exception of those necessary for paying the costs of required audits, shall be used exclusively for the purpose of paying salaries of the instructional and administrative forces of the College and the purchase of supplies and materials for instructional purposes.

The College shall comply with the basic standards and operational provisions as prescribed in the administrative procedures of the Coordinating Board. Each year, when it is determined that satisfactory effort has been made to comply with these standards and that all operational provisions have been met, the Commissioner of Higher Education will certify to the proper officials that the College is entitled to receive its allocated apportionment in compliance with the current appropriation act of the legislature.

The College shall report to the Coordinating Board the number of students enrolled on the twelfth class day of each semester who were exempt from the payment of tuition and laboratory fees.

RETIRE

Review and Recommend Action to Adopt New Personnel Policies and Retire Current Policies

Purpose and Justification – Administration requests the Committee recommend Board approval to adopt new Personnel policies and retire current policies as listed below to align with the Texas Association of School Boards (TASB) policy manual.

This will align the policies with the comprehensive, current, and legally sound policy manual, strengthen the policies' language, and transition policies to a standardized format. In addition to the policies, internal procedures are currently in place and will continue to be enhanced.

The adoption of new and/or retired policies are as follows:

Adopt New Policies	Retired Policy(ies)
A-1. DAA Employment Objectives Equal Employment Opportunity	A-2. Policy #4205: Equal Education and Employment Opportunities • Replaced by DAA (Local)
B-1. DBF (Local) Employment Requirements and Restrictions: Outside Employment	B-2. Policy #4800: Outside Employment • Replaced by DBF (Local)
C-1. DDA (Local) Personnel Positions: Qualifications and Duties	
D-1. DF (Local) Retirement Programs	D-2. Policy #4341: TexaSaver 457 • Replaced by DF (Local) D-3. Policy #4342: Special Pay Plan under §§ 401(a) of the Internal Revenue Code • Replaced by DF (Local) D-4. Policy #4351: Optional Retirement Plan (ORP) • Replaced by DF (Local)
E-1. DHB (Local) Employee Standards of Conduct: Child Abuse and Neglect Reporting	E-2. Policy #4215: Child Abuse and Neglect • Replaced by DHB (Local)

Adopt New Policies	Retired Policy(ies)
F-1. DI (Local) Employee Welfare	

The following policies are also recommended for retirement. They are duplicative with existing legal policies as maintained for South Texas College by TASB.

G-1. Retire Current Policy #4209: "The Whistle Blower Act"

- Replaced by DG (Legal) – Employee Rights and Privileges

H-1. Retire Current Policy #4321: Rights of Nursing Mothers to Express Breast Milk in the Workplace

- Replaced by DG (Legal) – Employee Rights and Privileges

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022 and FY 2023, current College board policies will be reviewed, retired, and transitioned into the TASB formatted policies. TASB will then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents - The new and or retired policies follow in the packet for the Committee's information and review. The DG (Legal) Policy is included for reference only.

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

It is requested that the Committee recommend Board approval to adopt new Personnel policies and retire current policies as listed, presented, and supersedes any previously adopted Board policy.

Equal Employment Opportunity Statement

The College District is an equal education and equal employment opportunity/affirmative action employer. The College District does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College District complies with all applicable policies and state and federal legislation in order to combat discrimination.

An employee of the College District shall not engage in employment with another employer or as self-employment when such employment interferes with the employee's performance of his/her job duties and obligations with the College District or creates a conflict between the employee's personal interests and the interests of the College District.

An employee shall expeditiously notify, in writing, his or her immediate supervisor of any employment that he or she has with another employer or as self-employment. At a minimum, the employee shall disclose to his or her supervisor the name, address, and telephone number of the other employer or of the self-employment activity, the working days and hours, and the job duties and responsibilities in the other employment. The supervisor may request such additional information from the employee that will reasonably assist the supervisor in determining whether the employee's other employment interferes with the employee's job duties and responsibilities at the College District or creates a conflict between the employee's personal interests and the interests of the College District.

A violation of this policy may result in disciplinary action and/or termination of employment.

The College President or designee, in consultation with the appropriate deans, department heads, and Vice-Presidents shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

RETIREMENT PROGRAMS

DF
(LOCAL)

All College District employees shall be required to participate in a retirement program. Part-time employees who are not members of the Teacher Retirement System (TRS) or an optional retirement program shall be required to participate in a retirement program selected by the College District.

Reporting

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 48 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the Texas Abuse Hotline Website[1];
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the College President or another College District staff member. The College

District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.

Confidentiality

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and shall be disclosed only in accordance with the rules of the investigating agency.

Immunity

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

Failure to Report

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

Responsibilities Regarding Investigations

In accordance with law, College District officials shall be prohibited from:

1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;
2. Requiring a parent or College District employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.

Adverse Employment Action Prohibited

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in good faith reports child abuse or neglect or participates in a related investigation.

Training

The College District shall provide training to employees as required by law. Training shall address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.

[1] Texas Abuse Hotline Website: https://www.txabusehotline.org

Drug-Free Awareness Program

The College District shall maintain a drug-free environment and shall establish, as needed, a drug-free awareness program complying with federal requirements. [See DH] The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The College District's policy of maintaining a drug-free environment. [See DH(LOCAL)]
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions.

Employee Responsibility

All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.

Whistleblower Protection

A state or local governmental entity, including a college district, may not suspend or terminate the employment of, or take other adverse personnel action against, a public employee who in good faith reports a violation of law by the employing governmental entity or another public employee to an appropriate law enforcement authority.

A report is made to an appropriate law enforcement authority if the authority is a part of a state or local governmental entity or the federal government that the employee in good faith believes is authorized to:

1. Regulate under or enforce the law alleged to be violated in the report; or
2. Investigate or prosecute a violation of criminal law.

Gov't Code 554.002

A supervisor who in violation of Government Code Chapter 554 suspends or terminates the employment of a public employee or takes an adverse personnel action against the employee is liable for a civil penalty not to exceed $15,000. *Gov't Code 554.008*

Definitions

"Public employee" means an employee or appointed officer other than an independent contractor who is paid to perform services for a state or local governmental entity. *Gov't Code 554.001(4)*

"Law" means a state or federal statute, an ordinance of a local governmental entity, or a rule adopted under a statute or ordinance. *Gov't Code 554.001(1)*

A "good faith belief that a violation of the law occurred" means that:

1. The employee believed that the conduct reported was a violation of law; and
2. The employee's belief was reasonable in light of the employee's training and experience.

Wichita County v. Hart, 917 S.W.2d 779 (Tex. 1996)

A "good faith belief that an entity is an appropriate law enforcement authority" means:

1. The employee believed the governmental entity was authorized to:
    a. Regulate under or enforce the law alleged to be violated in the report, or
    b. Investigate or prosecute a violation of criminal law; and

2. The employee's belief was reasonable in light of the employee's training and experience.

Tex. Dept. of Trans. v. Needham, 82 S.W.3d 314 (Tex. 2002)

Whistleblower Complaints

A public employee whose employment is suspended or terminated or who is subjected to an adverse personnel action in violation of Government Code 554.002 is entitled to sue for injunctive relief, actual damages, court costs, and reasonable attorney fees, as well as other relief specified in Government Code 554.003. A public employee whose employment is suspended or terminated in violation of Government Code Chapter 554 is entitled to reinstatement to the employee's former position or an equivalent position, compensation for wages lost during the period of suspension or termination, and reinstatement of fringe benefits and seniority rights lost because of the suspension or termination. *Gov't Code 554.003*

Initiate Grievance

A public employee must initiate action under the grievance or appeal procedures of the employing state or local governmental entity relating to suspension or termination of employment or adverse personnel action before suing under Chapter 554.

The employee must invoke the applicable grievance or appeal procedures not later than the 90th day after the date on which the alleged violation of Chapter 554 occurred or was discovered by the employee through reasonable diligence.

Gov't Code 554.006(a)–(b)

Legal Action

If a final decision is not rendered before the 61st day after the date procedures are initiated under Government Code 554.006(a), the employee may elect to:

1. Exhaust the applicable procedures, in which event the employee must sue not later than the 30th day after the date those procedures are exhausted to obtain relief under Government Code Chapter 554; or

2. Terminate procedures, in which event the employee must sue within time remaining under Government Code 554.005 to obtain relief under Government Code Chapter 554.

Gov't Code 554.006(c)–(d)

Burden of Proof

A public employee who sues under Chapter 554 has the burden of proof, except that if the suspension or termination of, or adverse personnel action against, a public employee occurs not later than the 90th day after the date on which the employee reports a viola-

tion of law, the suspension, termination, or adverse personnel action is presumed, subject to rebuttal, to be because the employee made the report. *Gov't Code 554.004(a)*

Affirmative Defense

It is an affirmative defense to a suit under Chapter 554 that the employing state or local governmental entity would have taken the action against the employee that forms the basis of the suit based solely on information, observation, or evidence that is not related to the fact that the employee made a report protected under Chapter 554 of a violation of law. *Gov't Code 554.004(b)*

Notice of Rights

A state or local governmental entity shall inform its employees of their rights under Chapter 554 by posting a sign in a prominent location in the workplace. The attorney general shall prescribe the design and content of the sign. *Gov't Code 554.009*

Right to Express Breast Milk

Discrimination Prohibited

An employee of a public employer, including a college district employee, is entitled to express breast milk at the employee's workplace. A public employer may not suspend or terminate the employment of, or otherwise discriminate against, an employee because the employee has asserted the employee's rights under Government Code Chapter 619. *Gov't Code 619.002, .005*

Policy

A public employer shall develop a written policy on the expression of breast milk by employees under Government Code Chapter 619. The policy developed must state that the public employer shall:

1. Support the practice of expressing breast milk; and
2. Make reasonable accommodations for the needs of employees who express breast milk.

Gov't Code 619.003

Employer Responsibilities

A public employer shall:

1. Provide a reasonable amount of break time for an employee to express breast milk each time the employee has need to express the milk; and
2. Provide a place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk.

Gov't Code 619.004

Breaks for Nursing Mothers

An employer shall provide a nonexempt employee a reasonable break to express breast milk, each time the employee needs to express breast milk for her nursing child, for one year after the child's birth. An employer shall provide a place, other than a bathroom,

that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

An employer is not required to compensate the employee receiving reasonable break time for any work time spent for such purpose.

An employer that employs fewer than 50 employees is not subject to these requirements if the requirements would impose an undue hardship by causing the employer significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business.

29 U.S.C. 207(r)

Stem Cell Treatments

A governmental entity, including a college district, or an officer, employee, or agent of a governmental entity may not interfere with an eligible patient's access to or use of a stem cell treatment authorized under Health and Safety Code Chapter 1003, Subchapter B. *Gov't Code 1003.058*

Prohibitions

A state officer or employee, including a college district employee, may not use official authority or influence or permit the use of a program administered by the state agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose. A state employee may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose. *Gov't Code 556.004(c)–(d)*

Notice by Electronic Media

If a state law requires an institution of higher education, including a college district, to provide written notification to its officers or employees of any requirement, right, duty, or responsibility provided by state law, the institution may provide the notification by use of electronic media.

An institution of higher education may adopt rules and guidelines to ensure that notification provided by electronic media is effective and that any required notification is provided to officers and employees who do not have access to electronic media.

Education Code 51.965

Protection of Nurses

A person, including a college district, may not suspend, terminate, or otherwise discipline, discriminate against, or retaliate against a nurse who refuses to engage in an act or omission as provided by Occupations Code 301.352(a-1) or a person who advises a nurse of the nurse's rights under Occupations Code 301.352. *Occupations Code 301.352(a)*

A nurse may refuse to engage in an act or omission relating to patient care that would constitute grounds for reporting the nurse to the Board of Nurse Examiners under Occupations Code Chapter 301, Subchapter I; that constitutes a minor incident, as defined at Occupations Code Section 301.419; or that violates Occupations Code Chapter 301 or a rule of the Board of Nurse Examiners if the nurse notifies the person at the time of the refusal that the reason for refusing is that the act or omission constitutes grounds for reporting the nurse to the Board of Nurse Examiners or is a violation of Occupations Code Chapter 301 or a rule of the Board of Nurse Examiners. *Occupations Code 301.352(a-1)*

Immunity for Shelter Workers

A service member of the Texas military forces ordered into service of this state by proper authority is not personally liable in the person's private capacity for any act performed or for any contract or other obligation entered into or undertaken in an official capacity in good faith and without intent to defraud in connection with the administration, management, or conduct of the department in business, programs, or other related affairs, under the limited waiver of governmental immunity provided by the Texas Tort Claims Act (Civil Practice and Remedies Code Chapter 101). *Gov't Code 437.222*

An officer or employee of a state or local agency, including a college district, is considered for purposes of Government Code 437.222 to be a member of the Texas military forces ordered into active service of the state by proper authority and is considered to be discharging a duty in that capacity if the person is performing an activity related to sheltering or housing individuals in connection with the evacuation of an area stricken or threatened by disaster. *Gov't Code 418.006*

Note: For information regarding when the carry of weapons is permitted on campus, see CHF.

MANUAL OF POLICY

Title	**Equal Education and Employment Opportunities**	**4205**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 2**
Date Approved by Board	**Board Minute Order dated November 9, 1995** **As amended by Board Minute Order dated May 26, 2015** **As amended by Board Minute Order dated April 26, 2016**	

Equal Education Institution and Equal Employment Opportunity

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.

As an equal opportunity employer, the College will appoint employees in full compliance with existing laws. Qualification guidelines for all positions will be published by the Office of Human Resources and shall be applied consistently and fairly to all applicants. "Qualified" is defined as having the requisite education, training, and/or skills required of the position as defined in the approved job announcement.

The College shall actively seek to increase the number of minority personnel, as defined by the U.S. Equal Employment Opportunity Commission, through recruiting and other similar activities.

Title IX Statement

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and it's implementing regulations, 34 C.F.R. Part 106 (Title IX),

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex-based harassment and/or sexual violence.

Age Discrimination Employment Act

South Texas College is committed to ensuring compliance with the Federal Age Discrimination in Employment Act Amendments of 1986 and with the Texas Commission on Human Rights Act (Article 5221K, VACS) which prohibits discrimination on the basis of age.

Retire

Employees are not required to retire at any specific age and employees age 40 and over are protected from Age Discrimination.

Section 504 of the Rehabilitation Act of 1973 / American with Disabilities Act

The College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act, and does not discriminate on the basis of a disability in the areas of admissions, accessibility, treatment, and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with services and resources accordingly.

South Texas College shall not exclude from consideration of employment otherwise qualified applicants with a disability or disabilities because such applicants may require reasonable accommodations for known physical and mental impairments.

During any aspect of the employment process, including without limitation, hiring, promotion, transfer, training, evaluation, and compensation increases, the College shall consider the issues of a reasonable accommodation to the known physical or mental disability or disabilities of an otherwise qualified handicapped or disabled person.

South Texas College supports efforts in making the campus more accessible and encourages individuals with disabilities to participate in all activities. In compliance with regulations listed in Section 504, the College will designate an ADA compliance coordinator.

Retire

MANUAL OF POLICY

Title	**Outside Employment**	**4800**
Legal Authority	**Approval of the Board of Trustees**	
Date Approved by Board	**Board Minute Order dated November 9, 1995**	

An employee of the College may engage in outside employment, operate a business, or hold elective or non-elective office when such is in compliance with the following applicable State statutes and regulations and when:

1. The outside job/activity does not interfere with performance of assigned duties and responsibilities;

2. There is no conflict of interest;

3. The outside employment is not undertaken with the claim that the individual is an official representative of South Texas College;

4. No resources of the College are used in conjunction with the outside employment; and

5. The immediate supervisor provides written approval and is notified of activity, including scheduled times, place and telephone or other contact source.

Retire

MANUAL OF POLICY

Title	**TexaSaver 457**	**4341**
Legal Authority	**Approval of the Board of Trustees**	
Date Approved by Board	**Board Minute Order dated September 29, 2005**	

All benefit-eligible employees of South Texas College are eligible to participate in the TexaSaver 457 Plan in accordance with the Texas Employees Group Benefit Program, as administered and implemented by the Employees Retirement System of Texas.

The TexaSaver 457 Plan is a voluntary retirement plan that allows employees to defer a dollar amount of their salary, not to exceed the yearly maximum set by the IRS, toward retirement savings.

Retire

MANUAL OF POLICY

Title	**Special Pay Plan under §§ 401(a) of the Internal Revenue Code**	**4342**
Legal Authority	**Approval of the Board of Trustees**	
Date Approved by Board	**Board Minute Order Dated August 23, 2007**	

The President of South Texas College is eligible to participate in Defined Contribution plans qualified under section 401(a) of the Internal Revenue Code.

A Defined Contribution plan under section 401(a) may be established per the Board approved employment contract of the College President.

The use of any or all of these plans would be allowed in order to fund retirement contributions within the President's contract up to the maximum limit of the referenced plans.

Retire

MANUAL OF POLICY

Title	**Optional Retirement Plan (ORP)**	**4351**
Legal Authority	**Approval of the Board of Trustees**	
Date Approved by Board	**Board Minute Order dated September 28, 1995** **As Amended by Board Minute Order dated September 17, 2009** **As Amended by Board Minute Order dated July 25, 2011**	

South Texas College will distribute to eligible employees the 2.5% optional retirement contribution to the extent local funds are available. Eligible employees will be limited to those employees who received the grandfathered ORP contribution during the 1994-95 academic year.

Retire

MANUAL OF POLICY

Title	**Child Abuse and Neglect**	**4215**
Legal Authority	**Senate Bill 939** **Passed by 83rd Texas Legislation,** **Chapter 51 Education Code, Chapter 261 Family Code** **Approval of the Board of Trustees**	**Page 1 of 1**
Date Approved by Board	**Board Minute Order dated September 18, 2013**	

The 83rd Texas Legislature determined that institutions of higher education create a policy governing the reporting of child abuse and neglect and training as required by Chapter 261, Family Code. This policy is necessary to increase awareness of issues regarding sexual abuse and other maltreatment of children. A child means a person under 18 years of age who is not and has not been married or who has not had the disabilities of minority removed for general purposes.

DUTY TO REPORT

The College's employees must report child abuse and neglect in the manner required by Chapter 261, Family Code.

TRAINING

The College shall provide training for employees, as defined by Section 261.101, Family Code, in prevention techniques for and the recognition of symptoms of sexual abuse and other maltreatment of children and the responsibility and procedure of reporting suspected occurrences of sexual abuse and other maltreatment. The training must include:

(1) techniques for reducing a child's risk of sexual abuse or other maltreatment;

(2) factors indicating a child is at risk for sexual abuse or other maltreatment;

(3) the warning signs and symptoms associated with sexual abuse or other maltreatment and recognition of those signs and symptoms; and

(4) the requirements and procedures for reporting suspected sexual abuse or other maltreatment as provided by Chapter 261, Family Code.

HOTLINE TELEPHONE NUMBER

The College shall post in clearly visible locations in public areas that are readily accessible to students, a sign in English and in Spanish that contains the toll-free telephone number operated by the Department of Family and Protective Services to receive reports of child abuse or neglect.

Retire

MANUAL OF POLICY

Title	**"The Whistle Blower Act"**	**4209**
Legal Authority	**Approval of the Board of Trustees**	
Date Approved by Board	**Board Minute Order dated November 9, 1995**	

South Texas College complies with the provisions of the “Whistle Blower Act.” The 68th Texas Legislative Session passed H.B. 1075 relating to the protection of public employees who report a violation of the law. It protects a public employee from retaliation, such as being fired, put on leave or otherwise discriminated against, by a government employer, if the employee acting in good faith reports a violation of law to an appropriate law enforcement authority.

The law is commonly referred to as the "Whistle Blower Act." For additional information or for a copy of H.B. 1075 contact the Office of Human Resources.

Retire

MANUAL OF POLICY

Title	**Rights of Nursing Mothers to Express Breast Milk in the Workplace**	**4321**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 1**
Date Approved by Board	**Board Minute Order dated October 27, 2015**	

The College complies with State and Federal Laws regarding the right of nursing mothers to express breast milk in the workplace. These State and Federal laws include the Texas Health & Safety Code, Chapter 165; the United State Code, as amended by the Patient Protection and Affordable Care Act, Title 29, Chapter 8 (Fair Labor Standards Act of 1938), Section 207(r); and the Texas Government Code, Chapter 619.

The College supports the rights of nursing mothers in the workplace. The College shall provide an employee a reasonable break time and a reasonable space for the employee to express breast milk for up to one year from the child's birth. Requests for extensions to the one-year provision will be considered on a case by case basis.

The College shall provide a space reasonably accessible to the employee, except a bathroom, which is shielded from view and free from intrusion by the employee's co-workers or by the public.

The College shall provide a break time to the employee, reasonably sufficient to accommodate the employee's particular need to express breast milk.

The employee shall submit a written request to the Office of Human Resources for the accommodation to express milk. The written request shall be submitted at least two weeks prior to the accommodation being required.

Procedures to implement this policy shall be developed by the Office of Human Resources and approved by the President.

Retire