

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, March 7, 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.”

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**Approval of January 17, 2023 Finance, Audit, and Human Resources Committee
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of January 17, 2023 are presented for Committee approval.

The February 14, 2023 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, January 17, 2023 @ 5:00 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, January 17, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:03 p.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Dr. Alejo Salinas, Jr.

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

Members absent: Mr. Rene Guajardo and Mr. Paul R. Rodriguez

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Mrs. Rebecca Cavazos, Mrs. Myriam Lopez, Mr. George McCaleb, Mrs. Laura Requena, Ms. Alicia Correa, Dr. Rachel Sale, Mr. Lucio Gonzalez, Ms. Lynda Lopez, Dr. Sylvia Flores, Ms. Monica Perez, Ms. Esmeralda Yniguez, Ms. Aashna Khatwani, and Mr. Andrew Fish.

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

As the sole member of the Committee present, Dr. Alejo Salinas, Jr. approved the Minutes for the Finance, Audit, and Human Resources Committee Meetings of October 11, 2022 and December 13, 2022 as written.

The November 7, 2022 Committee Meeting was cancelled, and therefore no Minutes were presented for that meeting.

Presentation on Status of Fiscal Year 2022 Financial Audit

Ms. Esmeralda Yniguez and staff from Carr, Riggs & Ingram, LLC reviewed the results of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2022

and 2021 with the Committee and responded to questions from the Committee members 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 would be presented at January 31, 2023, Board Meeting for review as required by Policy 5330.

No action was required from the Committee. This item was 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 requested the Committee recommend Board approval of the following award of proposals, rejection of proposal, purchases, renewals, and interlocal agreement.

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

As the sole member of the Committee present, Dr. Alejo Salinas, Jr. recommended Board approval of 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)

Vendor	Vendor
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.

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

Purpose and Justification – Administration requested 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 would 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 were proposed as follows:

Adopt New Policy	Retired Policy(ies)
A-1. CC (Local) Annual Operating Budget	A-2. Policy #5310: Annual Operating Budget <ul style="list-style-type: none"> • Replaced by CC (Local) A-3. Policy #5350: Unrestricted Fund Balance <ul style="list-style-type: none"> • Replaced by CC (Local)

The following policies were also recommended for retirement. They were 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 recommended 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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies were 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 were provided in the packet for the Committee's information and review.

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

As the sole member of the Committee present, Dr. Alejo Salinas, Jr. recommended 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.

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

Purpose and Justification – Administration requested 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 would 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 were currently in place and would continue to be enhanced.

The adoption of new and/or retired policies were proposed 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)

Adopt New Policies	Retired Policy(ies)
	D-4. Policy #4351: Optional Retirement Plan (ORP) <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Replaced by DHB (Local)
F-1. DI (Local) Employee Welfare	

The following policies were also recommended for retirement. They were 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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies were 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 were provided in the packet for the Committee's information and review. The DG (Legal) Policy was included for reference only.

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

As the sole member of the Committee present, Dr. Alejo Salinas, Jr. recommended Board approval to adopt new Personnel policies and retire current policies as listed, presented, and supersedes any previously adopted Board policy.

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 5:32 p.m.

I certify that the foregoing are the true and correct Minutes of the January 17, 2023 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Presiding

Update on Terra-Gen Development Company, LLC (La Joya Windpower, LLC) Tax Abatement Agreement between Terra-Gen Development Company, LLC and South Texas College

Purpose and Justification – The Committee is being updated on Terra-Gen Development Company, LLC (La Joya Windpower, LLC) Tax Abatement Agreement between Terra-Gen Development Company, LLC and South Texas College since they have ceased development efforts due to factors that greatly affected their ability to proceed with this project.

On November 26, 2019, the Board of Trustees approved the Terra-Gen Tax Abatement Agreements for four projects, including La Joya Windpower, LLC project.

On February 25, 2020, the Board of Trustees approved the revisions to the agreements regarding the scholarship's payment dates. The agreements with Terra-Gen Development include the following terms:

- Based on a sliding scale to equal approximately 50% tax abatement for each of the four agreements for a period not to exceed ten years (based on tax abatement percentages scale)
- A \$40,000 lump sum payment to the College for scholarships
- A \$10,000 Payment in Lieu of Taxation (PILOT) for each of the ten years of the abatement period

On February 22, 2022, the Board of Trustees approved the amendment and restatement of agreements regarding the commencement dates of the projects. La Joya Windpower, LLC project commencement date was changed from December 31, 2020 to December 31, 2022 due to the impact of the COVID-19 Pandemic.

On January 25, 2023, Terra-Gen Development Company, LLC notified the College that the development of the La Joya Windpower, LLC project ceased due to development factors that greatly affected their ability to proceed with the project. Terra-Gen Development Company, LLC indicated that they remain diligent in seeing the rest of the projects to continue the process as planned and that the scholarship amount of \$40,000.00 will be paid to the College at this time; although, per the agreement, the scholarship amount was due to the College at the time that the project was started.

The tax abatement agreement, under Section VII, Default and Remedies, states that if construction does not commence by December 31, 2022, the agreement is deemed to be terminated and South Texas College is entitled, if applicable, to recapture previously abated taxes, which is a requirement under the Texas Tax Code. La Joya Windpower, LLC project development was ceased and there are no abated taxes applicable.

Reviewers – The Terra-Gen Development Company, LLC (La Joya Windpower, LLC) Ceased Tax Abatement Agreement Letter has been reviewed by Legal Counsel.

Enclosed Documents – The La Joya Windpower, LLC to Cease Development Tax Abatement Letter follows 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.

No action is required from the Committee. This item is presented for information purposes.

January 25, 2023

South Texas College
Office of the President
Dr. Ricardo Solis, Ph.D.
3201 W. Pecan
McAllen, TX

Re: La Joya Windpower Project

Dear Dr Solis:

The following is intended to notify the College and the Board of Trustees during the calendar year 2022, Terra Gen Development ceased all development efforts regarding the La Joya Windpower project due to development factors that greatly affected our ability to proceed with the project. Although Terra-Gen is sincerely disappointed with the outcome of this particular project, we remain committed to South Texas College and the scholarship pledge made within the agreement. Within the next 60 days, the College will receive the scholarship installment of \$40,000 agreed upon by Terra-Gen.

Terra-Gen remains diligent in seeing the Monte Alto & Monte Cristo Windpower projects continue to progress as planned. In fact, we are pleased to share, the College will encounter very little loss in future tax revenues as the proposed investment is being shifted from the La Joya project and redistributed to expand the development of Monte Alto & Monte Cristo Windpower projects. As such, we are also requesting to amend the current agreements to reflect the additional value adjustments from the La Joya project to Monte Alto & Monte Cristo projects.

As always, Terra-Gen appreciates and remains grateful for the support the College has provided and look forward to great announcements coming soon!

Sincerely,



Milton R Howard
VP Development
Terra-Gen Development

Review and Discussion of Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed and Awarded

Purpose and Justification - A report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust is being presented to provide the status of the MEDA Scholarship Fund Trust, including the annual obligated amount of distribution and the activity of the trust and the distribution of MEDA scholarship funds to the students.

Background – On August 29, 2012, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in excess of \$3 million, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships to students living in the City of Mission as described.

The MEDA Scholarship Fund Trust Agreement and Agreement of Trustee establishes the provision of distributions to South Texas College as the sole beneficiary. According to section 5 of the agreement, **the amount distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.**

According to the December 2022 Monthly Account Statement provided by Edward Jones Trust Company, the amount distributed to the college in the past fiscal years, including for FY 2022, has been based on (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.

MEDA Scholarship Fund Trust

The table below is a recap of the market value activity for the period of January 1, 2022 through December 31, 2022.

Market Value-December 31, 2021	\$4,499,528.71
Cash & Security Transfers	-
Contributions ⁽¹⁾	-
Income & Capital Gain Distributions	93,261.06
Fees	(34,435.45)
Withdrawals (include payments to STC) ⁽¹⁾	(226,770.44)
Realized Gain/Loss	(7,416.04)
Cost Adjustments	265.57
Change in market value	(738,706.75)
Market Value-December 31, 2022	\$3,585,726.66

(1) Includes Federal Fiduciary Income Tax of \$1,794.00.

The distributions paid to the College have been as follows:

Distributions Received by South Texas College	
Month/Year	Amount
June 2013	\$160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
June 2017	180,511.68
May 2018	193,928.47
May 2019	174,239.09
May 2020	198,719.57
May 2021	211,984.14
June 2022	224,976.44
Total Distributions Received	\$1,892,918.99

Fees of the Trust are as follows:

Expense Type:	Year to Date 12/31/22
Fee-applied to Principal Cash	(16,915.21)
Fee-applied to Income Cash	(16,915.32)
Administrative Expenses	(600.00)
Tax Relief Service Fee (MEDTRONIC PLC)	(4.92)
Total Other Disbursements	\$ (34,435.45)

Reviewers – The Vice President for Finance and Administrative Services, Business Office Staff, and Student Financial Services Staff have reviewed the information being presented.

Mary Elizondo, Vice President for Finance and Administrative Services, and Judy Martinez, Coordinator of Scholarships, will be present at the Committee Meeting to address any questions.

Enclosed Documents – A copy of the PowerPoint presentation, the MEDA Scholarship Fund Endowment Agreement and the MEDA Scholarship Fund Trust Agreement and Agreement of Trustee, follow in the packet for the Committee's information and review.

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

MEDA UPDATE

March 2023

STUDENT FINANCIAL SERVICES



Eligibility Requirements

- **Permanent resident of the city limits of Mission**
- **Have completed one semester (full time or part time) at STC with a cumulative GPA of 2.5 or above**
- **Be a US Citizen or legal permanent resident**

Renewal Requirements

- **Maintains residence within the city limits of Mission**
- **Maintain a 2.5 GPA minimum each semester**
- **Maintains enrollment in at least 2 semesters each year and completes a minimum of 12 credit hours per year (year is measured starting for the semester the scholarship was first awarded)**
- **Remains in good standing with STC with respect to Financial, Academic, Disciplinary and Honor Code Matters**

MEDA Scholarship Program

Full-Time Scholarship:

Enrolled for 12+ credit hours during each semester for a maximum of 4 semesters.

\$800

Three Quarter Time

Scholarship:

Enrolled 9 - 11 credit hours during each semester for a maximum of 5 semesters

\$600

Part-Time Scholarship:

Enrolled 6 - 8 credit hours during each semester for a maximum of 8 semesters.

\$400

Scholarship awards are based on enrollment (MAX - \$3,200.00)

MEDA Allocation by Year

Date allocation was received	Allocation Amount
June 2013	\$160,784.54
June 2014	\$185,937.10
July 2015	\$187,900.18
May 2016	\$173,937.78
June 2017	\$180,511.68
May 2018	\$193,928.47
May 2019	\$174,239.09
May 2020	\$198,719.57
May 2021	\$211,984.14
June 2022	\$224,976.44
Funds Received To Date	\$1,892,918.99

Summary of Activity

Fiscal Year	Students	Award
MEDA Funds Received		\$1,892,918.99
2013 - 2014	47	\$64,200
2014 - 2015	96	\$113,000
2015 - 2016	97	\$130,000
2016 - 2017	151	\$156,800
2017 - 2018	143	\$184,600
2018 - 2019	147	\$158,000
2019 - 2020	119	\$139,800
2020 - 2021	99	\$117,600
2021 - 2022	132	\$139,800
2022 - 2023 (Fall & Spring)	158	\$105,100
Disbursed		(\$1,308,900)
Cash Balance		\$584,018.99
Funds Designated		(\$239,500)
Available Balance		\$344,518.99

Less funds Designated / Set aside for current and future semesters		
2020 - 2021	5 students	(\$2,900)
2021 - 2022	66 students	(\$95,200)
2022 - 2023	66 students	(\$141,400)
Total	137 students	(\$239,500)

724 Mission Residents

have benefited from the MEDA scholarship since the start of the program in Fall 2013



MEDA Scholarship Impact to Date

70.44%

**510 students
have graduated**

10.64%

**77 students
currently
enrolled**

18.92%

**137 students are
not enrolled and
have not
graduated**

Student Profile (724)

Fall 2013 - Spring 2023

Age	Female	Male
17 - 20	23	17
21 - 25	106	89
26 - 30	121	76
31 - 35	62	37
36 - 40	46	25
41 - 45	32	15
46 - 50	29	14
51 - 55	12	3
56 - 60	5	3
61 +	4	5
Total	440	284

Academic Standing (724)

Fall 2013 - Spring 2023

GPA	Female	Male
0 to 1.99	5	4
2.0 to 2.49	19	10
2.5 to 2.99	94	71
3.0 to 3.49	199	126
3.5 - 4.0	123	73
Total	440	284

2022-2023 Recipients Pursuing a Bachelor's Degree

GPA	Female	Male
Computer Information Technologies	1	4
Medical & Health Services Management	1	0
Nursing	1	0
Operations Management	0	1
Organizational Leadership	6	5
Total	9	10

2022 - 2023 MEDA Recipients by Division

Division	Female	Male
Business, Public Safety, and Technology	6	18
Liberal Arts	10	4
Math & Science	4	6
Nursing and Allied Health	16	6
Social and Behavioral Sciences	11	5
Total	47	39

Forms of Communication



QUESTIONS?

Mission E.D.A. Scholarship Fund Endowment Agreement

This Mission E.D.A. Scholarship Fund Endowment Agreement ("Agreement") is hereby established and agreed to by and between the Mission Economic Development Authority, Inc. ("MEDA") and South Texas College ("STC") (each of MEDA and STC is sometimes herein referred to as a "Party," and collectively, they are sometimes referred to as the "Parties") to promote economic development for the region by increasing the educational attainment and/or work skill levels for students from the City of Mission who are pursuing programs of study at STC.

Part 1. The Fund.

MEDA has established and funded a trust known as The MEDA Scholarship Fund Trust Agreement dated August 1, 2012 (the "Trust"), of which Edwards Jones Trust Company is the initial sole Trustee (hereinafter Edward Jones Trust Company, together with any other successor Trustee(s), is described as the "Trustee"). The Trust will be funded with assets exceeding the value of \$3,000,000.00.

The Trust is to be managed and administered by the Trustee according to the terms set out in the Trust.

Part 2. Purpose; Uses of Distributions from the Trust.

The purpose of the Trust is to manage and distribute funds to STC for the purpose of awarding and distributing scholarships under this Agreement to students of STC who reside in the City of Mission, Texas, and/or to establish educational facility(ies) within the City of Mission, Texas. As such, the Trust provides that income and certain portions of the corpus of the Trust may be distributed to STC from the Trust to use to provide scholarships under this Agreement and for the alternative use as provided in Part 4 of this Agreement.

Part 3. The Scholarships

STC, through its established and to be established scholarship award protocols and committees, will use distributions from the Trust to provide scholarships to selected students for tuition, books, and/or fees according to the purposes of the Trust and the eligibility criteria established in this Agreement.

A. Each scholarship provided for shall be a commitment by STC to provide at least a two semesters, and maximum of four semesters, scholarship subject to all eligibility criteria being met and maintained. Prior receipt of scholarship funds under this Agreement shall not be a bar to receipt of future scholarship funds under this Agreement. The Scholarship Committee (as defined below) shall establish the payment/reimbursement requirements and schedule for scholarship monies to enable the scholarship monies to be used for their intended purposes and goals and to enable monitoring by STC of compliance with the eligibility criteria for

continuation. Any unused scholarship funds upon which a student defaults may be carried forward by STC and included in the scholarships awarded in a future award period. The scholarships shall begin to be awarded beginning no later than STC's Fall Semester of 2013.

B. Each scholarship shall be for an amount of no less than the amount of two semesters' tuition, and no more than the sum of four semesters' tuition, plus anticipated college fees and textbook costs and educationally related expenses.

C. **Criteria for Eligibility.** In order to be considered for a scholarship, an applicant must:

- Be a Permanent Resident of the City of Mission (as defined below) at the time of application for the scholarship and for two or more consecutive years previously, as well as during the STC semester(s) for which the scholarship is given.
- Have completed one semester (full or part time) at STC with a cumulative Grade Point Average (GPA) of 2.50 or above on a 4.0 scale.
- Any student or potential student shall be eligible for a scholarship regardless of high school performance. However, the scholarships are intended to benefit either students who excelled in high school (or are excelling at STC) or those whom the Scholarship Committee (as defined below) believes need financial assistance in overcoming financial and life difficulties and who are likely to become a productive employed or employing member of the Mission Area business and industrial community.
- Be a U.S. citizen or a legal permanent resident with a permanent resident card or passport stamped I-551.

D. **Need.** While STC may impose a "need" standard of evaluation if it deems appropriate, financial "need" shall not be a requirement to the award of any scholarship.

E. **Criteria for Maintaining Scholarship.** Each committed scholarship award shall continue for the duration of the scholarship period so long as the recipient:

- Maintains a cumulative Grade Point Average (GPA) of 2.50 or above on a 4.0 scale each semester.
- Maintains an enrollment at least two semesters each year and completes a minimum of 12 credit hours per year (the "year" being measured from the start date of the semester for which a scholarship is awarded).
- Remains in good standing with STC with respect to financial, academic, disciplinary, and honor code matters.
- Maintain his/her residence within the city limits of the City of Mission.

F. **Summer Enrollment.** Summer enrollment by any scholarship recipient is not required, but scholarships for summer enrollment shall be permitted and encouraged.

G. Revocation. STC shall revoke any scholarship if the recipient fails to meet the required criteria.

H. Resident. For purposes of this Agreement, "Permanent Resident of the City of Mission" shall be considered a person who has maintained a domicile within the City of Mission (or a in the event of a minor, during the minority a person whose parents, legal guardian, managing or possessory conservator) to which the person intends to return after any temporary absence, within the city limits of the City of Mission. STC shall be entitled, as a condition to considering any scholarship application, to require proof of the required residency of a type satisfactory to STC.

I. Categories of Scholarships. The scholarships shall be available to any category of student, whether Community College, Associate, Undergraduate, Graduate, Technical, Certificate, or Vocational Studies students of STC.

J. Precatory Language. While this desire to STC is advisory only, MEDA hopes that the Scholarship Committee (as defined below) will attempt to apply at least one-half of the scholarship funds to assist students in non-academic courses of study, such as technical, vocational, and certificate courses of study and learning.

K. Scholarship Committee. STC will establish a scholarship committee (which may consist of another committee which handles other scholarships) to administer the scholarship awards under this Agreement, either by year or by semester, as STC deems most advantageous to the students (such committee referred to herein as the "Scholarship Committee"). The Scholarship Committee's duties will include establishment of procedures for the award of the scholarship funds, including, but not limited to the application process, official forms, deadline information, number of recipients, selection process, etc.

L. Community Representatives on Committee. Mission Economic Development Corporation (an affiliate of the City of Mission) and the Mission City Council shall each be invited by STC to designate one member to serve on the Scholarship Committee during each scholarship award period. If no designation is made by either or both groups, the non-designating group need not be represented on the Scholarship Committee.

M. Recruiting Applicants. Each year STC may utilize up to \$5,000.00 of the distributions from the Trust each year to advertise the availability of the scholarships under this Agreement, to educate potential applicants about the scholarships, and to recruit qualified persons to apply for the scholarships.

Part 4. Permitted Alternative Use of Funds

A. Until January 1, 2018, STC and the City Council of the City of Mission may, by joint or separate resolutions (but both entities must pass identical resolutions) provided to the

Trustee, direct the Trustee to distribute the remaining funds in the Trust (leaving sufficient amounts to comply with scholarships to which STC has committed the funds and in order pay debts and expenses of the Trust) to STC to construct and/or operate an Educational Facility (as defined below) within the City of Mission or its urban extra-territorial jurisdiction. The Trust's funds so distributed by the Trustee as detailed in this Part 4 shall be used by STC for such restricted purpose, and this restriction shall be enforceable against STC by the City Council of the City of Mission.

B. STC and the City Council of the City of Mission must pass the resolutions and submit to the Trustee their resolution(s) in writing at least 6 months prior to being entitled to the monies from the Trust. Thus, the latest date any such distribution can be made based upon timely resolution and request is July 1, 2018.

C. An "Educational Facility" is defined as a secondary or post-secondary school to educate students to cause them to be able to earn a degree or to provide them training in a technical or vocational field to teach them work force skills.

Part 5. General Terms

A. **Account For Funds.** In order to administer the funds distributed from the Trust to STC, STC shall establish a separate restricted account for the receipt and distribution of such funds under this Agreement.

B. **MEDA represents and acknowledges that:**

- (a) MEDA understands that applicable federal and state tax regulations may restrict the ability of family members of a scholarship recipient and other persons to provide direct financial support to their choice of students through this scholarship for the purpose of obtaining or creating a tax credit; and
- (b) The Scholarship program provided for in this Agreement is for general scholarships over which STC has full discretion subject to the conditions of this Agreement.

C. **STC represents:**

- (a) STC will not provide scholarships from the funds dedicated to this scholarship program except in accordance with the terms and requirements of this Agreement;
- (b) The scholarships administered under this Agreement serve STC's benevolent and charitable purposes and the provision of the scholarships is a bona fide program operated by STC; and

- (c) STC will provide to the Trustee, upon request, information required to be provided by the Trustee in determining that any distribution to STC from the Trust is a "Qualifying Distribution" as defined in Section 4942 of the Internal Revenue Code of 1986, as amended.

D. **Non-Discrimination.** No applicant for, or recipient of, any scholarship funds or benefits under this Agreement shall be subject, directly or indirectly, to discrimination on the basis of race, sex, color, national origin, religion, age, disability, veteran status, or any other illegal basis with respect to any provision of this Agreement.

E. **No Act Contrary to Law.** MEDA and STC acknowledge and agree that nothing in this Agreement shall be construed so as to require the commission of any act contrary to the law, and whenever there is any conflict between any provision of this Agreement and any present or future law, ordinance, administrative, executive, or judicial regulation, order or degree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision(s) of this Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time(s) such conflict(s) exist.

F. **Counterparts.** This Agreement may be executed by the Parties on any number of separate counterparts, and all such counterparts so executed constitute one agreement binding on all the Parties notwithstanding that all the Parties are not signatories to the same counterpart. Delivery by facsimile or other electronic transmission of an executed counterpart of this Agreement shall bind the Party making such delivery effective as of the time of such delivery, and such Party shall deliver the originally executed counterpart as soon as possible thereafter.

[The remainder of this page is intentionally left blank; signature page follows.]

This Mission E.D.A. Scholarship Fund Endowment Agreement is executed to be effective and established on August 1, 2012.

Mission Economic Development Authority, Inc.


By: _____

Robert J. Goodwin, Chairman and
Member of Board of Directors

Pat Townsend, Jr., Member of Board of Directors

Ben Olivarez, Member of Board of Directors

David Heflin, Member of Board of Directors



Geoff Hall, Member of Board of Directors

South Texas College

By: _____


Dr. Shirley Reed, President

Received and Acknowledged by:

EDWARD JONES TRUST COMPANY

Signature: _____

Printed Name: _____

A Member of the Edward Jones Trust
Company Acceptance Committee

GHG: 1361098.3

MEDA SCHOLARSHIP FUND TRUST AGREEMENT
AND AGREEMENT OF TRUSTEE

By this trust agreement Mission Economic Development Authority, Inc. ("MEDA"), as Trustor, hereby establishes this MEDA SCHOLARSHIP FUND TRUST ("the Trust"), and Edward Jones Trust Company hereby agrees to accept the assets contributed by MEDA and to serve as the initial sole trustee.

PURPOSE

1. The purpose of the Trust is to manage and distribute funds to South Texas College, or its successor in interest, for the purpose of awarding and distributing scholarships under the Mission E.D.A. Scholarship Fund Endowment Agreement effective August 1, 2012 ("Scholarship Endowment") to students of South Texas College who reside in the City of Mission, Texas, and/or to establish educational facility(ies) within the City of Mission, Texas.

TRUSTEE

2. The trustee of the Trust shall be Edward Jones Trust Company, or its successor in interest (hereinafter, together with any other successor Trustee(s), described as the "Trustee"). No bond or other security is required of the Trustee.

BENEFICIARY

3. The initial sole beneficiary of the Trust is South Texas College, or its successor in interest (hereinafter called the "STC Beneficiary"), and the STC Beneficiary shall remain the sole beneficiary of the Trust so long as the STC Beneficiary is and remains an organization to which contributions may be made for the purposes set out in Section 170(c) of the Internal Revenue Code of 1986, as amended (hereinafter, the "Code"). Distributions from the Trust to the STC Beneficiary

shall be for the restricted purpose set forth in Paragraph 1 and shall be made in accordance with the provisions of Paragraph 5 and Paragraph 6.

TRUST ESTATE

4. The Trust shall be funded with any and all assets contributed to it by MEDA. On or before August 8, 2012, MEDA shall contribute all of its assets remaining after the payment of MEDA's outstanding obligations and expenses which shall constitute the initial corpus of the Trust. The trust estate shall be comprised of this initial corpus together with all other assets transferred to the Trust by MEDA, as well as any income earned from such corpus.

DISTRIBUTIONS TO STC BENEFICIARY

5. For Scholarships. Subject to the provisions of Paragraph 6, the Trustee, during each fiscal year of the Trust, shall distribute to the STC Beneficiary such amounts of the Trust's net income and corpus at such times and in such amounts as directed by the STC Beneficiary; provided that the total amount of distributions directed by the STC Beneficiary to be distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year, and all such distributions shall be made to the STC Beneficiary for the restricted purpose of awarding and distributing scholarships under the Scholarship Endowment to students of South Texas College who reside in the City of Mission, Texas. Notwithstanding the foregoing, the Trustee, during each fiscal year of the Trust, shall distribute to the STC Beneficiary at least the minimum amount required to avoid subjecting the Trust to tax under Section 4942 of the Code. The Trustee shall verify that each

distribution made pursuant to this Paragraph 5 will constitute a “Qualifying Distribution” as defined in Section 4942 of the Code.

6. For A Mission Area Educational Facility. Notwithstanding the provisions of Paragraph 5, the Trustee shall distribute the remaining assets of the Trust, less sufficient amounts to fund any distributions to the STC Beneficiary necessary for scholarships to which the STC Beneficiary has committed the funds pursuant to Paragraph 5, and further less debts and expenses of the Trust, to the STC Beneficiary for the restricted purpose of constructing and/or operating an educational facility within the City of Mission or its urban extra-territorial jurisdiction, if on or before January 1, 2018, the STC Beneficiary and the City Council of the City of Mission, Texas, so direct by joint resolution or separate, identical resolutions provided to the Trustee. If the Trustee receives any such joint resolution or separate, identical resolutions on or before January 1, 2018, the Trustee shall distribute such assets less the permitted reserves within six (6) months of the receipt of such resolution(s). In no event shall the Trustee have a continuing obligation to confirm the proper use of the distributed funds by the STC Beneficiary, however, the Trustee shall verify that any distribution made pursuant to this Paragraph 6 will constitute a “Qualifying Distribution” as defined in Section 4942 of the Code.

SPENDTHRIFT PROVISION

7. To the fullest extent allowed by law, no property (whether income or corpus) of the Trust shall be subject to encumbrance by the Trustor or any beneficiary hereof, or to attachment by or the interference or control of any creditor or assignee of the Trustor or any beneficiary hereof, and it may not be taken or reached by any legal or equitable process in satisfaction of any debt or liability of the Trustor or any beneficiary hereof.

TERMINATION

8. If, at any time, the assets of the Trust have a fair market value of less than Five Hundred Thousand Dollars (\$500,000), and the Trustee, in the Trustee's discretion, shall determine that the size of the Trust does not warrant the cost of administering the same in trust or would be otherwise impractical, the Trustee, in full discharge of the Trustee's duties, without formal court accounting, may terminate the Trust. Upon termination of the Trust due to its size, or upon termination or dissolution of the Trust for any other reason, the Trustee shall distribute, free from trust, all of the then remaining trust estate to the STC Beneficiary, for the restricted purpose set forth Paragraph 1.

9. Notwithstanding anything herein the contrary, if, at any time, the STC Beneficiary ceases to exist or to qualify as an organization to which contributions may be made for the purposes set out in Section 170(c) of the Code, the Trustee shall distribute the remaining assets of the Trust to one or more charitable organizations qualified under Sections 501(c)(3), 2055 and 170(a) of the Code that the Trustee believes, in its sole and absolute discretion, will fulfill MEDA's general charitable intent of providing education to students who reside in the City of Mission, Texas. All determinations made by the Trustee under this Paragraph 9 are final and binding on all parties.

IRREVOCABILITY; AMENDMENT

10. This Trust shall not be revoked, altered, or amended by any person or party. Notwithstanding the foregoing, the Trust may be amended, altered or modified at any time or from time to time, by the Trustee by a signed and acknowledged written instrument, for the sole purpose of assuring qualification of the Trust as an organization described in Section 501(c)(3) of the Code, contributions to which are deductible as charitable contributions for Federal income, gift, and estate

tax purposes. Any amendment of the provisions of this Paragraph 10 shall be valid only if and to the extent that such amendment further restricts the power to amend the Trust. All instruments amending the Trust shall be kept with the records of the Trust.

PROVISIONS CONCERNING QUALIFICATION AS CHARITABLE TRUST

11. Income or corpus derived from contributions to the Trust shall be distributed by the Trustee for use solely within the United States or its possessions. No part of the net earnings of the trust estate of the Trust shall inure to, or be payable to or for the benefit of, any private shareholder or individual other than as legitimate objects of exempt purposes, and no substantial part of the activities of the Trust shall be the carrying on of propaganda, or otherwise attempting to influence legislation. No part of the activities of the Trust shall be the participation or intervention in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this trust agreement, the Trustee shall not conduct any activities on behalf of the Trust which are not permitted to be conducted: (i) by an organization exempt from federal taxes pursuant to Section 501(c)(3) of the Code; or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code. In the administration of the Trust, the Trustee shall not exercise any power or authority granted by the provisions of this trust agreement in any manner or for any purpose whatsoever which may not be exercised by an organization described in Section 501(c)(3) of the Code. Notwithstanding any other provisions of this trust agreement, (i) the Trustee shall make distributions each taxable year at such time and in such manner as not to subject the Trust, any foundation manager, or disqualified person to the tax on undistributed income imposed by Section 4942 of the Code; (ii) no Trustee, foundation manager, or disqualified person shall engage in any act of self-dealing as defined in Section 4941(d) of the Code; (iii) no Trustee, foundation manager, or disqualified person shall cause the Trust to retain any excess business holdings as defined in Section

4943(c) of the Code which would subject the Trust to tax under Section 4943 of the Code; (iv) no Trustee, foundation manager, or disqualified person shall cause the Trust to retain or make any investment which would result in tax liability under Section 4944 of the Code; and (v) no Trustee, foundation manager, or disqualified person shall cause the Trust to make any taxable expenditures as defined in Section 4945(d) of the Code.

12. The Trustee shall take such action as shall be necessary and appropriate to qualify the Trust as an organization defined in Section 501(c)(3) of the Code, including, but not limited to, completing and filing all forms and supporting documents which are necessary to meet such definition, within the required deadlines, including any extensions thereto, and the expenses of the Trustee in completing all such filings, forms, and supporting documents, including but not limited to reasonable attorneys' fees, shall be paid from the assets of the Trust. All actions of the Trustee made pursuant to the authority conferred upon the Trustee by the provisions of this trust agreement shall be final and binding upon each and every person or entity who may have an interest in the Trust.

13. The Trustee shall have all of the authority and powers and be subject to all of the provisions of the Trust applicable to the Trustee to the extent that such authority, power, or provision will not (i) disqualify the Trust from qualifying as a Section 501(c)(3) organization, or (ii) subject the Trustee, any foundation manager, or a disqualified person to any excise tax imposed under Sections 4941, 4942, 4943, 4944, or 4945 of the Code.

INVESTMENT AUTHORITY

14. The Trustee shall invest the trust estate in accordance with the standards set forth in Texas Property Code Chapter 113 ("Texas Trust Code"), as amended (or any subsequent applicable law), and the Trustee may also invest all or any part of the trust estate in one or more common trust

funds now or hereafter established by the Trustee pursuant to Texas Property Code § 113.171 and § 113.172. Notwithstanding the foregoing, at any time that Edward Jones Trust Company is serving as Trustee hereunder, the provisions of this Paragraph shall not be applicable, but Paragraph 21, Paragraph 22, and all applicable Missouri law, including but not limited to Sections 456.1-101 to 456.11-1106 of the Revised Missouri Statutes, as amended from time to time (“Missouri Uniform Trust Code”) shall apply to the administration of the Trust.

ADMINISTRATION

15. The Trustee shall be authorized and empowered:

(a) To exercise all of the powers now or hereafter granted to trustees of express trusts by the Texas Trust Code or any corresponding statute, except in any instance in which the Texas Trust Code, or such other statutory provision, may conflict with the express provisions of this trust agreement, in which case the provisions of this trust agreement shall control.

(b) To adjust, compromise, abandon, sue on or defend, and otherwise deal with and settle all claims in favor of or against the Trust.

(c) To engage and retain consultants, attorneys, accountants, or similar advisors at any time when it may be reasonably necessary to do so in order to provide for the prudent management and preservation of the Trust.

(d) To continue to act as Trustee of the Trust regardless of any change of name of the Trustee and regardless of any reorganization, merger or consolidation of the Trustee.

Notwithstanding the foregoing, at any time that Edward Jones Trust Company is serving as Trustee hereunder, the provisions of this Paragraph shall not be applicable, but Paragraph 21, Paragraph 22, and all applicable Missouri law, including but not limited to the Missouri Uniform Trust Code, shall apply to the administration of the Trust.

COMPENSATION AND EXPENSES

16. At any time Edward Jones Trust Company is serving as a Trustee of the Trust, Edward Jones Trust Company shall be compensated:

(a) In accordance with its schedule of rates as published from time to time and as in effect at the time such compensation becomes payable;

(b) Without diminution of any fees that it or any Affiliate (as defined in Paragraph 21(a) below) may receive from mutual funds or money market funds in which the Trust has invested or any financial instrument or investment vehicle in which the trust estate is invested. Such fees may include, but are not limited to, payments for investment advisory or management services and administrative and sub-accounting services, as well as brokerage fees and commissions and payments for other expenses of the funds or investments; and

(c) Without diminution of payments to any Affiliates for services rendered to the Trust.

Any Trustee other than Edward Jones Trust Company shall be entitled to receive for such Trustee's services hereunder reasonable compensation which shall be determined in accordance with Texas law and prevailing standards. The courts of the state having jurisdiction over the administration of the Trust, as determined pursuant to Paragraph 22 herein, shall have the power and authority to review the compensation of any Trustee, and such Court may take any action with respect to such fees as the Court may deem appropriate pursuant to the laws of the state where the Trust is being administered, as determined pursuant to Paragraph 22 herein.

GENERAL PROVISIONS REGARDING TRUSTEE

17. No successor Trustee hereunder shall be required to audit or approve accounts received from a prior trustee nor shall any such Trustee be liable for the actions of a prior Trustee. Prior to delivering the trust assets to a successor Trustee or prior to making any partial or complete distribution of corpus under this trust agreement (other than a distribution authorized pursuant to Paragraph 5 and which does not result in a termination of the Trust) the Trustee (1) may request an approval of the Trustee's accounts and a release and discharge from all beneficiaries that have an interest in the distribution, and if such approval, release and discharge is not granted, may request court settlement of such accounts; or (2) may request court settlement of such accounts. All of the

Trustee's fees and expenses (including attorneys' fees) attributable to court approval of such accounts shall be paid by the Trust to the extent that the accounts are approved.

18. The Trustee shall keep books of account respecting the Trust and all transactions involving the Trust, and shall furnish to the STC Beneficiary, at least annually, statements showing receipts and disbursements of income and corpus of the Trust, and a list of assets held in the Trust.

19. No person or entity dealing with the Trustee hereunder shall be obligated to see to the application of any money or property paid or delivered to the Trustee, and no such person or entity shall be obligated to inquire into the expediency or propriety of any transaction of the authority of the Trustee to enter into and consummate the same upon such terms as the Trustee may deem reasonably appropriate.

20. The Trustee may resign at any time by a signed and acknowledged written notice delivered to the STC Beneficiary. The STC Beneficiary shall appoint a successor Qualified Corporate Trustee by delivering a signed and acknowledged written appointment to such successor Trustee and to the resigning Trustee within ninety (90) days of the STC Beneficiary's receipt of said notice. If the STC Beneficiary fails to appoint a Qualified Corporate Trustee within said ninety (90) day period, the Trustee, at the expense of the Trust, may secure the appointment of a Qualified Corporate Trustee as a successor Trustee by a court in the state where the Trust is being administered, as determined pursuant to Paragraph 22 herein. For purposes of this Paragraph, a "Qualified Corporate Trustee" shall be a national trust company qualified to provide fiduciary services throughout the United States and having at least One Billion Dollars (\$1,000,000,000.00) of assets under management and capital and surplus of at least Twenty-Five Million Dollars (\$25,000,000.00).

SPECIAL PROVISIONS GOVERNING THE ADMINISTRATION OF THE TRUST

WHEN EDWARD JONES TRUST COMPANY IS SERVING AS TRUSTEE

21. Edward Jones Trust Company is a subsidiary of the Jones Financial Companies, L.L.L.P., a Missouri limited liability limited partnership, domiciled in the State of Missouri. While Edward Jones Trust Company is serving as a Trustee hereunder, the following additional provisions shall apply, and to the extent of any inconsistency between the following provisions and the other provisions of this document, the provisions set forth in this Paragraph 21 shall control as follows:

(a) Permitted Activities. Edward Jones Trust Company and any subsidiary or affiliate of the Jones Financial Companies, L.L.L.P. (hereinafter referred to collectively as an "Affiliate") may deal between such trust estate and themselves or any other Affiliate in any principal or agency transaction, either party acting in any capacity, in buying, selling, pledging, leasing, and exchanging assets, in furnishing or receiving goods, services, or facilities, and in borrowing or lending funds or participating in other extensions of credit when, in their discretion, such transaction shall be in the best interests of the beneficiaries of the trust. The foregoing shall apply regardless of any compensation, gain, or profit derived by any Affiliate acting in any capacity in connection with any such transaction. Any Affiliate may furnish services to any trust estate created in this trust agreement in any capacity as may be necessary or desirable in the Trustee's sole discretion for the proper management, protection and sale or other disposition of any part of the trust estate, and may receive customary and reasonable compensation for services in any such capacity without reduction for any compensation paid to Edward Jones Trust Company for its services as Trustee. Edward Jones Trust Company may, from time to time, hold or invest assets in mutual funds, money market funds, annuities or other investments. The fund management companies and their affiliates engaged in operating and distributing such funds or investments receive various commissions or fees for their services as described in the respective funds' prospectus, and such commissions or fees are separate from and will not affect the fees due Edward Jones Trust Company. A portion of such fees received by the fund management companies and their affiliates may, in turn, be paid to Edward Jones Trust Company or its Affiliates, including but not limited to the Edward Jones brokerage firm, for administrative, recordkeeping or shareholder services as and to the extent authorized by Rule 12b-1 under the Investment Company Act of 1940, as amended, or otherwise approved by the fund and its directors. Additionally, Edward Jones Trust Company, or its Affiliates, including but not limited to the Edward Jones brokerage firm, may receive certain payments known as "revenue sharing" from certain mutual fund management companies. Such payments may be based on the average asset values or the sales of fund shares during an applicable period. To the extent the above described fees or payments arise from assets held by Edward Jones Trust Company, they may be retained by or credited to the firm without reducing the amount of fees payable to Edward Jones Trust Company by the accounts

holding such investments. In the event that any person employed by Edward Jones Trust Company or any Affiliate shall also be acting as an officer or director of any corporation in which the trust may own stock or other securities or as an officer or director of any affiliate of such corporation or may be a candidate for election as such officer or director, such person may act as such officer or director and receive compensation therefor in the same manner as if he or she were not employed by Edward Jones Trust Company or Affiliate, and shall not be disqualified from voting for his or her election to such officer or for membership on the board of directors by reason of such employment or by reason of receiving compensation for such employment.

(b) Powers Regarding Affiliates. Edward Jones Trust Company shall have the following specific powers as to the trust estate and may exercise the same in its sole discretion without court order or approval: (i) to engage the services of any Affiliate, and, without limiting the generality of this authorization, the services of Edward Jones, its main operating subsidiary, with respect to the following matters: (A) to manage or advise on the investments of any trust estate created hereunder; (B) to invest the assets of any trust estate in any financial instrument or investment vehicle sold, managed, advised, or currently distributed, underwritten or issued by any Affiliate, including but not limited to money market funds, mutual funds, and certificates of deposit; provided, however that such investment is a qualified investment for a corporate fiduciary under Missouri law; (C) to act as a broker or dealer to execute transactions and to provide other services with respect to any trust estate, including the purchase of any stocks, bonds or other securities, insurance, annuities and any other financial instruments or investment vehicles currently distributed, underwritten or issued by any Affiliate; (D) to perform trust operations, custody and recordkeeping functions on behalf of Edward Jones Trust Company; and (E) to pay for services rendered by any Affiliate from the assets of the trust estate as an expense of trust administration, without diminution of any payment that Edward Jones Trust Company may receive as Trustee, and recognizing that Edward Jones Trust Company may also receive credit or other compensation from any Affiliate for services Edward Jones Trust Company may perform, and may exchange services with any Affiliate; (ii) to cause or permit all or any part of any trust estate to be held, maintained or managed in accounts or deposits administered in any jurisdiction inside or outside the United States of America, and to hold any trust property in the name of its nominee or nominee of any Affiliate; and (iii) to submit to binding arbitration, at its discretion, any claim or dispute that may arise with respect to administration of the trust by Edward Jones Trust Company or any related actions of any Affiliate.

(c) Appointment of Special Trustee. Edward Jones Trust Company is authorized to appoint a person or qualified corporation at any time to act as special Trustee (the "Special Trustee") for the administration of property with respect to which Edward Jones Trust Company shall make the determination, in its discretion, that it is not eligible to act or cannot administer in a practicable manner. This provision is not intended to relieve Edward Jones Trust Company for its obligation to oversee and be responsible for such investments. Edward Jones Trust Company may at any time revoke such appointment. So long as any such appointment is in effect, any power or authority that would be exercisable by Edward Jones

Trust Company with respect to the assets to be administered by the Special Trustee may be exercised by the Special Trustee with the same force and effect as if Edward Jones Trust Company had itself taken such action in the absence of any such restriction or limitation. The Special Trustee shall act without bond or security and need not account to any court. The Special Trustee may receive and retain customary and reasonable compensation for services in such capacity in addition to the compensation to which Edward Jones Trust Company is entitled under this trust agreement.

(d) Nonpublic Information; No Duty to Act. Edward Jones Trust Company shall be under no duty and shall not be liable to any beneficiary for failure to buy, sell or engage in any transaction directly or indirectly involving securities concerning which Edward Jones Trust Company, in its corporate capacity or otherwise, may have acquired any information which has not been disclosed to the public. In this regard, information required by any Affiliate shall not be imputed to Edward Jones Trust Company.

(e) Acceptance of Certain Trust Property and Indemnification for Environmental Expenses. Except as otherwise specifically agreed to by Edward Jones Trust Company, it shall not be deemed to have accepted title to, and shall not act or be obligated to act in any way as a fiduciary with respect to, any real property, including any real property owned or operated by a sole proprietorship, general or limited partnership, limited liability company, or closely held corporation or any interest in any such business enterprise, which is or may become an asset of the trust until (i) an appropriate environmental audit is performed at the expense of the trust to determine that conditions at such real property or operations conducted by such business enterprise are in compliance with state and federal environmental laws and regulations affecting such real property or such business enterprise and (ii) Edward Jones Trust Company has accepted such property as an asset of the trust by a separate writing delivered to the STC Beneficiary. In all events, Edward Jones Trust Company may decline to accept title to or act in any way as a fiduciary as to any such property which it has determined is or thereafter may be in violation of any such environmental law or regulation but accept appointment as a Trustee as to all other trust property. After its qualification, Edward Jones Trust Company shall have the right to reject any property proposed to be transferred to the trust.

Edward Jones Trust Company shall be held harmless from and shall be indemnified from the trust estate for any liability or expense, including reasonable attorneys' fees, incurred as a result of any violation, actual or alleged, of any environmental law or regulation with respect to any property which Edward Jones Trust Company has actually or allegedly accepted.

Edward Jones Trust Company is expressly authorized to take such remedial action as it in its sole and absolute discretion deems appropriate to prevent, abate, remove or otherwise respond to any actual, threatened or alleged violation of, or otherwise comply with, any environmental law or regulation, or federal, state or local agency or Court order, affecting any such property. Edward Jones Trust Company may employ agents, consultants or legal counsel to assist or perform such action. All costs and expenses incurred by Edward Jones Trust Company in connection with such action shall be paid by the Trust. Edward Jones

Trust Company also may establish reasonable reserves for the payment of anticipated environmental expenses.

Edward Jones Trust Company shall not be liable to the beneficiaries or to any other person for any loss or diminution in the value of the trust resulting from any actual, threatened or alleged violation of any such environmental law or regulation affecting any such property or for the payment of any expense of remediation thereof unless Edward Jones Trust Company contributed thereto by its willful misconduct or gross negligence.

(f) Notice of Trust Assets Required. While serving as a Trustee hereunder, Edward Jones Trust Company shall have a duty to administer only those assets of the trust of which it has received written notification of the ownership of such assets by the trust.

(g) Investment Representative. Trustor authorizes the Edward Jones investment representative through whom Trustor conducted investment transactions prior to the transfer to the Trust to review, from time to time, all documents and records related to the trust and investments made thereunder. Upon receipt of a written notification from the STC Beneficiary, the Trustee may provide the Edward Jones investment representative through whom such beneficiary conducts investment transactions to review, from time to time, all documents and records related to such beneficiary's trust estate and investments made thereunder.

GOVERNING LAW

22. This trust agreement, its validity, construction and any questions concerning its amendment or revocation shall be governed by the laws of the State of Texas. The administration of the Trust is to be governed in all respects by the laws of the state in which the Trust is then being administered, based on the location of the principal office of the Trustee then having custody of the Trust's assets and records, which state's courts shall have nonexclusive jurisdiction over the administration of the Trust with respect to any period during which it was being administered in that state. The foregoing shall apply even though the situs of some trust assets or the home or principal place of MEDA or the STC Beneficiary may at some time or times be elsewhere.

INVALIDITY OF PROVISIONS

23. In the event any provision of this trust agreement is held to be illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining parts of this trust agreement,

and this trust agreement shall be construed and enforced as if said illegal or invalid provisions had not been included herein.

INCEPTION

24. This Trust shall become effective upon: (i) the transfer of money and/or property to the Trustee, and (ii) the Trustee's acceptance of the Trust which shall be evidenced by the signature below of the appropriate officer of the Trustee.

[The remainder of this page is intentionally left blank; signature page follows.]

This MEDA Scholarship Fund Trust Agreement is signed in multiple originals, any one of which shall be deemed an original for all purposes on this the _____ day of _____, 2012.

Trustor:

Mission Economic Development Authority, Inc.
By and through its Board of Directors

By: _____
Robert J. Goodwin, Chairman and
Member of Board of Directors

Pat Townsend, Jr., Member of Board of Directors

Ben Olivarez, Member of Board of Directors

David Heflin, Member of Board of Directors


Geoff Hall, Member of Board of Directors

Consented to, and Appointment Accepted, by Trustee:

EDWARD JONES TRUST COMPANY

Signature: _____

Printed Name: _____
A Member of the Edward Jones Trust
Company Acceptance Committee

STATE OF TEXAS

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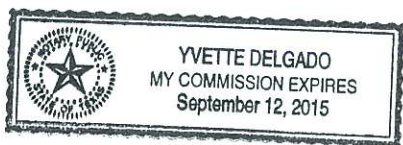
COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared Robert J. Goodwin, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he is the Chairman of the Mission Economic Development Authority, Inc. (MEDA), and he is the authorized representative of MEDA and that he executed the same as the act of MEDA for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1st day of August, 2012.





Notary Public, State of Texas

STATE OF TEXAS

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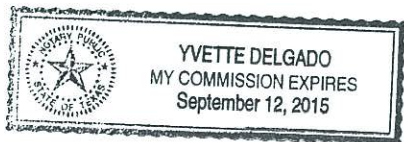
COUNTY OF HIDALGO

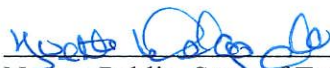
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BEFORE ME, the undersigned authority, on this day personally appeared Pat Townsend, Jr., known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1st day of August, 2012.





Notary Public, State of Texas

STATE OF TEXAS

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COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared Ben Olivarez, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1st day of August, 2012.



Yvette Delgado
Notary Public, State of Texas

STATE OF TEXAS

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COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared Geoff Hall, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the ____ day of _____, 2012.

Notary Public, State of Texas

STATE OF TEXAS

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COUNTY OF HIDALGO

BEFORE ME, the undersigned authority, on this day personally appeared Ben Olivarez, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the ____ day of _____, 2012.

Notary Public, State of Texas

STATE OF TEXAS

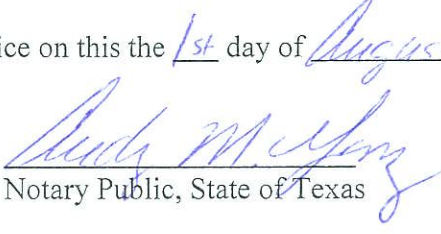
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COUNTY OF ~~HIDALGO~~ MEDINA

BEFORE ME, the undersigned authority, on this day personally appeared Geoff Hall, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1st day of August, 2012.




Notary Public, State of Texas

STATE OF TEXAS

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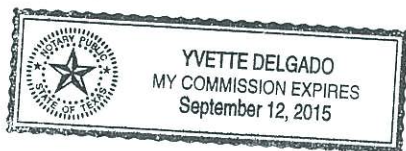
COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared David Heflin, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1st day of August, 2012.



Yvette Delgado
Notary Public, State of Texas

STATE OF MISSOURI
COUNTY OF ST. LOUIS

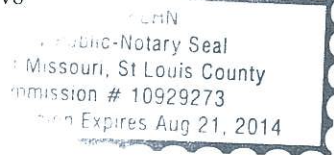
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BEFORE ME, the undersigned authority, on this day personally appeared Kevin J. Hunkler
on behalf of Edward Jones Trust Company, known to me to be the person and officer whose name is
subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said
Edward Jones Trust Company, Trustee, that he executed the same as the act of such
Edward Jones Trust Company with trust powers for the purposes and consideration therein
expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on the 6th day of August,
2012.


Notary Public, State of Missouri

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

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

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

A. Award of Proposals

1) Airway Management Trainers (Award)

Award the proposal for airway management trainers to **DiaMedical USA Equipment, LLC.** (Farmington Hills, MI), at a total amount of \$28,000.00.

Purpose and Justification – The Emergency Medical Services in the Division of Nursing and Allied Health is requesting to purchase seven (7) airway management trainers for student instruction. These trainers provide students with simulated human torsos that allow the application of techniques and airway adjuncts to secure and properly manage the emergent patient's airway intubation.

Background – The project timeline and information are as follows:

Advertised RFP	February 8, 2023 and February 15, 2023
RFP Responses Due	February 23, 2023
RFP Issued To	Eleven (11) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Division of Nursing and Allied Health and the Purchasing Department
Highest Ranked Vendor	DiaMedical USA Equipment, LLC.

Funds for this expenditure are budgeted in the Jobs and Education for Texans (JET) grant and Emergency Medical Services budget for FY 2022 – 2023.

2) Purchase of Clinical Skills Manikins (Award)

Award the proposal for the purchase of clinical skills manikins from **DiaMedical USA Equipment, LLC.** (Farmington Hills, MI), at a total amount of \$176,652.15.

Purpose and Justification – The Vocational Nursing Program in the Division and Nursing and Allied Health is requesting to purchase fourteen (14) manikins for student instruction. Students will use these manikins to meet educational and clinical nursing skill requirements, including task training and advanced patient care scenarios.

Background – The project timeline and information are as follows:

Advertised RFP	February 8, 2023 and February 15, 2023
RFP Responses Due	February 23, 2023
RFP Issued To	Nine (9) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Division of Nursing and Allied Health and the Purchasing Department
Highest Ranked Vendor	DiaMedical USA Equipment, LLC.

Funds for this expenditure are budgeted in the Jobs and Education for Texans (JET) grant and Vocational Nursing budgets for FY 2022 – 2023.

B. Rejection of Proposals

3) Ambulance Cots and Stair Chairs (Reject)

Reject the two (2) proposals received for the purchase of ambulance cots and stair chairs since the vendors did not meet the required specifications. A new solicitation has already been advertised in order to meet the grant deadline.

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

4) Purchase Access to a Comprehensive Remediation, Testing, and Review Program (Purchase)

Purchase access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute, LLC.** (ATI) (Chicago, IL), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$162,000.00.

Purpose and Justification – The Division of Nursing and Allied Health is requesting to purchase access to a comprehensive remediation, testing, and review program that predicts National Council Licensure Examination (NCLEX) success through a proprietary algorithm based on student performance.

Each remediation provided to students is based on their performance to individualize the performance improvement plans for each student. ATI Nursing Education is an undergraduate nursing solutions provider that will allow the College to track the data needed to report to our programmatic and student learning outcomes, including for the Board of Nursing and Accreditation Commission of Education in Nursing (ACEN). They can provide reports to the College, allowing the nursing program to trend and aggregate data at the national level. ATI Computer-Based Aids is for students in the Associate Degree Nursing Clinical V four (4) week course.

Funds for this expenditure are budgeted in the Nursing Shortage Reduction Program – Governor’s Emergency Education Relief Fund - II grant budget for FY 2022 – 2023.

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

5) Building Moving Services (Renewal)

Renew the building moving services contract with **Zuniga's House Mover, LLC.** (San Juan, TX), for the period beginning June 1, 2023 through May 31, 2024, at an estimated total amount of \$50,000.00.

Purpose and Justification – Facilities Planning and Construction is requesting to renew the building moving services for the relocation of portable buildings as needed throughout the College district. These services are necessary to move portable buildings to accommodate enrollment needs at various campuses.

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

May 26, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	5/26/22	6/1/22 – 5/31/23	
1 st Renewal	3/28/23		6/1/23 – 5/31/24 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 Construction – Portable Building Relocation and Moving Services budgets for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

6) Insurance Risk Management Services (Renewal)

Renew the insurance risk management services contract with **Acrisure, LLC./ dba Carlisle Insurance** (Corpus Christi, TX), for the period beginning June 1, 2023 through May 31, 2024, at an estimated total amount of \$25,000.00.

Purpose and Justification – The Vice President for Finance and Administrative Services and the Office of Accountability, Risk, and Compliance has requested insurance risk management consultant services for the annual review and recommendations concerning the College's insurance and ongoing consulting as needed.

The consultant will assist the College in evaluating current insurance coverage to determine if it is adequate and make recommendations regarding any changes needed, soliciting and evaluating bids for insurance coverages, providing evaluations, and making recommendations to the College administration regarding any potential loss situations. In addition, the insurance services consultant assists the College staff in the processing of claims, responding to questions arising from claims, and other insurance-related information, including domestic and international issues.

Background – The Board awarded the contract for insurance risk management services as follows:

May 26, 2022 – one year with four (4) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	5/26/22	6/1/22 – 5/31/23	
1 st Renewal	3/28/23		6/1/23 – 5/31/24 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 Insurance budget for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

7) Recruitment Advertising Services (Renewal)

Renew the recruitment advertising services contract with **JobElephant** (San Diego, CA), for the period beginning May 31, 2023 through May 30, 2024, at no cost to the College for their services for advertising on their website. The cost for advertisement for vacant positions in medias such as Indeed, LinkedIn, and Chronicle of Higher Ed is estimated at \$77,500.00.

Purpose and Justification – The Office of Human Resources is requesting recruitment advertising services to publicly advertise the College’s vacant positions. These services provide access to online job boards where potential applicants are able to view available positions for various employers. The services include ad experts to help fill open positions by publishing ads in appropriate virtual employment websites, trade journals, and newspapers.

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

April 26, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	4/26/22	5/31/22 – 5/30/23	
1 st Renewal	3/28/23		5/31/23 – 5/30/24 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 Human Resources budget for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

8) Vehicle Maintenance and Repair Services (Renewal)

Renew the vehicle maintenance and repair services contracts for the period beginning May 29, 2023 through May 28, 2024, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Art’s Trucks & Equipment (McAllen, TX)	Charles Clark Chevrolet, Co. (McAllen, TX)

Vendor (City/State)	Vendor (City/State)
Haboken Enterprises, LLC./ dba Gold Cart Crossing (Pharr, TX)	Pan American Auto, LLC. (Pharr, TX)
Southern Tire Mart (Columbia, MS)	Spikes Motors, Inc. (Mission, TX)
Stutz Auto Service, Inc. (McAllen, TX)	Trancasa USA, Inc. (Pharr, TX)
Truckers Sales & Service, LLC. (Corpus Christi, TX)	

Purpose and Justification – Facilities Operations and Maintenance, Department of Public Safety, Central Receiving, Mail Services, Police Academy, Fire Science Program, Emergency Medical Services Program, Educational Technologies, and Information Technology are requesting to renew the vehicle maintenance and repair services for the College-owned vehicles.

It is necessary to have multiple vendors due to the various types and sizes of vehicles the College must maintain and service. The vendor availability is also considered in order to reduce the service/wait time of having the vehicle available and on the road.

The maintenance and repair services will include vehicle preventive maintenance, general repair work, air condition system repairs, towing services, state inspections, roadside assistance, and routine oil changes for ninety-eight (98) vehicles. These services will maintain College vehicles in a safe working condition for the South Texas College staff and faculty to drive throughout the district and extend the longevity of the vehicles.

The number of College-owned department vehicles is as follows:

Department	Vehicles	Department	Vehicles
Central Receiving	11	Mail Services	3
Facilities Operations and Maintenance	27	Department of Public Safety (Police/Security/Shuttle Buses)	46
Policy Academy	4	Fire Science Program	2
Emergency Medical Services Program	2	Educational Technologies	2
Information Technology	1		

Background – The Board awarded the contract for vehicle maintenance and repair services as follows:

April 26, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	4/26/22	5/29/22 – 5/28/23	
1 st Renewal	3/28/23		5/29/23 – 5/28/24 First Renewal

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

Funds for this expenditure are budgeted in the Central Receiving, Mail Services, Facilities Maintenance, Department of Public Safety, Security, Policy Academy, Fire Science, Emergency Medical Services, Educational Technologies, and Information Technology for FY 2022 – 2023 and FY 2023 – 2024 pending Board approval of the budget.

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

9) Computers, Laptops, and Monitors (Purchase)

Purchase of computers, laptops, 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 \$59,933.24.

All purchase requests for computers, laptops, 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 an 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
 - ⇒ 4 Computers for Learning Commons and Open Labs
- Staff Computers
 - ⇒ 2 Computers for Division of Math, Science, Information Technology, and Bachelor Programs
 - ⇒ 5 Computers for Technology Support
 - ⇒ 1 Computer for Valley Scholars Student Services
 - ⇒ 4 Computers for Art Program
- Staff Laptops
 - ⇒ 1 Laptop for Dual2Degree Program
 - ⇒ 1 Laptop for College Connections
 - ⇒ 1 Laptop for Dual Credit Academies
 - ⇒ 10 Laptops for Technology Support

- Faculty Laptops
 - ⇒ 1 Laptop for Computer Science Program
 - ⇒ 1 Laptop for Political Science Program
 - ⇒ 1 Laptop for Cybersecurity Program
- Staff Monitors
 - ⇒ 30 Monitors for Technology Support

Funds for these expenditures are budgeted in the requesting department budgets for FY 2022 - 2023 as follows: Learning Commons and Open Labs, Division of Math, Science, Information Technology, and Bachelor Programs, Technology Support, Valley Scholars-Student Services, Art, Dual2Degree, College Connections, Dual Credit Academies, Computer Science, Political Science, and Cybersecurity.

10)Software and Consulting Services (Purchase)

Purchase software and consulting services from **Ellucian Company, LP.** (Reston, VA) through Texas A&M University–Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning April 1, 2023 through March 31, 2026, at a total amount of \$114,811.00. The annual payments are as follows: Year 1 - \$40,542.00, Year 2 - \$36,586.00, and Year 3 - \$37,683.00.

Purpose and Justification – Information Technology is requesting to purchase a software subscription and consulting services to improve functionality between the College's Enterprise Planning System (Ellucian Banner) and the Learning Management System (Blackboard).

The software and services will provide upgraded and/or additional functionality to the Intelligent Learning Platform (ILP). This system allows data to pass from Ellucian Banner to Blackboard. Services will include consulting and training staff to configure and maintain the communication/integration platform.

The subscription software and services were selected from the recommended Ellucian Action Plan created from the 2016 onsite assessment. Renewing these services is vital to continue integrating the Enterprise Resources Planning and Learning Management System.

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

11) Adobe License Subscription Agreement (Renewal/Purchase)

Renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2023 through April 5, 2024, at an estimated amount of \$111,149.73.

Purpose and Justification – Information Technology is requesting to renew the four hundred fifty (450) existing licenses and purchase new licenses as needed. These licenses are used by faculty, staff, and students throughout the district for the day-to-day operation and student instruction. Some instructional programs and labs include Art, Architectural and Engineering Design Technology, Centers for Learning Excellence, and Open Labs. The support services include Public Relations and Marketing, Client Services, Purchasing, Student Financial Services, Vice President for Finance and Administrative Services, Nursing and Allied Health, Institute for Advanced Manufacturing, and various other departments.

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

D. Interlocal Agreements

12) Facility Lease Agreements (Lease/Rental)

Lease/Rental facility lease agreements with the **City of Mission – Mission Event Center** (Mission, TX), through an interlocal agreement, for the period beginning August 20, 2023 through October 5, 2023, at a total amount of \$9,700.00. The events are as follows:

#	Event	Dates	Amount
1	Academic Affairs Fall 2023 Semester Assembly	8/20/23 – 8/21/23	\$6,175.00
2	A Night With The Stars Gala	10/5/23	\$3,525.00

Purpose and Justification – The Division of Academic Affairs and Division of Institutional Advancement and Economic Development are requesting to lease/rent the Mission Event Center for two (2) College hosted events named above.

Funds for this expenditure are budgeted in the Office of Professional Development and RGV Community Foundation President's Discretionary 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 proposals, purchases, renewals, and interlocal agreements at a total cost of \$914,746.12 as listed below:

A. Award of Proposals

- 1) Airway Management Trainers (Award):** award the proposal for airway management trainers to **DiaMedical USA Equipment, LLC.** (Farmington Hills, MI), at a total amount of \$28,000.00;
- 2) Purchase of Clinical Skills Manikins (Award):** award the proposal for the purchase of clinical skills manikins from **DiaMedical USA Equipment, LLC.** (Farmington Hills, MI), at a total amount of \$176,652.15;

B. Rejection of Proposals

- 3) Ambulance Cots and Stair Chairs (Reject):** reject the two (2) proposals received for the purchase of ambulance cots and stair chairs since the vendors did not meet the required specifications. A new solicitation has already been advertised in order to meet the grant deadline.

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

- 4) Purchase Access to a Comprehensive Remediation, Testing, and Review Program (Purchase):** purchase access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute, LLC.** (ATI) (Chicago, IL), a sole source vendor, for the period beginning September 1, 2022 through August 31, 2023, at an estimated total amount of \$162,000.00;

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

- 5) Building Moving Services (Renew):** renew the building moving services contract with **Zuniga's House Mover, LLC.** (San Juan, TX), for the period beginning June 1, 2023 through May 31, 2024, at an estimated amount of \$50,000.00;
- 6) Insurance Risk Management Services (Renewal):** renew the insurance risk management services contract with **Acrisure, LLC./ dba Carlisle Insurance** (Corpus Christi, TX), for the period beginning June 1, 2023 through May 31, 2024, at an estimated total amount of \$25,000.00;
- 7) Recruitment Advertising Services (Renewal):** renew the recruitment advertising services contract with **JobElephant** (San Diego, CA), for the period beginning May 31, 2023 through May 30, 2024, at no cost to the College for their services for advertising on their website. The cost for advertisement for vacant positions in medias such as Indeed, LinkedIn, and Chronicle of Higher Ed is estimated at \$77,500.00;
- 8) Vehicle Maintenance and Repair Services (Renewal):** renew the vehicle maintenance and repair services contracts for the period beginning May 29, 2023 through May 28, 2024, at an estimated total amount of \$100,000.00, which is based on the prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Art's Trucks & Equipment (McAllen, TX)	Charles Clark Chevrolet, Co. (McAllen, TX)
Haboken Enterprises, LLC./ dba Gold Cart Crossing (Pharr, TX)	Pan American Auto, LLC. (Pharr, TX)
Southern Tire Mart (Columbia, MS)	Spikes Motors, Inc. (Mission, TX)
Stutz Auto Service, Inc. (McAllen, TX)	Trancasa USA, Inc. (Pharr, TX)
Truckers Sales & Service, LLC. (Corpus Christi, TX)	

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

- 9) Computers, Laptops, and Monitors (Purchase):** purchase computers, laptops, 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 \$59,933.24;

10)Software and Consulting Services (Purchase): purchase software and consulting services from **Ellucian Company, LP.** (Reston, VA) through Texas A&M University – Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning April 1, 2023 through March 31, 2026, at a total amount of \$114,811.00. The annual payments are as follows: Year 1 - \$40,542.00, Year 2 - \$36,586.00, and Year 3 - \$37,683.00;

11)Adobe License Subscription Agreement (Renewal/Purchase): renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 6, 2023 through April 5, 2024, at an estimated amount of \$111,149.73;

D. Interlocal Agreements

12)Facility Lease Agreements (Lease/Rental): lease/rental facility lease agreements with the **City of Mission – Mission Event Center** (Mission, TX), through an interlocal agreement, for the period beginning August 20, 2023 through October 5, 2023, at a total amount of \$9,700.00. The events are as follows:

#	Event	Dates	Amount
1	Academic Affairs Fall 2023 Semester Assembly	8/20/23 – 8/21/23	\$6,175.00
2	A Night With The Stars Gala	10/5/23	\$3,525.00

SOUTH TEXAS COLLEGE
1. AIRWAY MANAGEMENT TRAINERS
PROJECT NO. 22-23-1052

NAME			BT USA, Inc.		DiaMedical USA Equipment, LLC.		Medical Shipment, LLC.		Pocket Nurse Enterprises, Inc./ dba Pocket Nurse	
ADDRESS			1430 Valwood Pkwy #145		31440 Northwestern Hwy #150		8060 St Louis Ave		610 Frankfort Rd	
CITY/STATE/ZIP			Carrollton, TX 75006		Farmington Hills, MI 48334		Skokie, IL 60076		Monaca, PA 15061	
PHONE			214-580-0747		248-855-3966		847-472-0287		800-225-1600	
FAX					248-671-1550		847-506-0524		800-763-0237	
CONTACT			Jamie Kim		Jeff Ambrose		Samantha Elliott		Bailey Salvati	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	7	Airway Management Trainers	\$ 4,850.00	\$ 33,950.00	\$ 4,000.00	\$ 28,000.00	\$ 4,600.00	\$ 32,200.00	\$ 4,850.00	\$ 33,950.00
2	1	Shipping and Handling	\$ -	\$ -	\$ -	\$ -	\$ 656.25	\$ 656.25	\$ 428.40	\$ 428.40
TOTAL AMOUNT PROPOSED			\$ 33,950.00		\$ 28,000.00		\$ 32,856.25		\$ 34,378.40	
TOTAL EVALUATION POINTS			87.76		91		82.71		82.1	
RANKING			2		1		3		4	

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

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

SOUTH TEXAS COLLEGE
1. AIRWAY MANAGEMENT TRAINERS
PROJECT NO. 22-23-1052
EVALUATION SUMMARY

VENDOR		BT USA, Inc.		DiaMedical USA Equipment, LLC.		Medical Shipment, LLC.		Pocket Nurse Enterprises, Inc./ dba Pocket Nurse	
ADDRESS		1430 Valwood Pkwy #145		31440 Northwestern Hwy #150		8060 St Louis Ave		610 Frankfort Rd	
CITY/STATE/ZIP		Carrollton, TX 75006		Farmington Hills, MI 48334		Skokie, IL 60076		Monaca, PA 15061	
PHONE		214-580-0747		248-855-3966		847-472-0287		800-225-1600	
FAX				248-671-1550		847-506-0524		800-763-0237	
CONTACT		Jamie Kim		Jeff Ambrose		Samantha Elliott		Bailey Salvati	
1	The purchase price. (up to 47 points)	38.76	38.76	47	47	40.05	40.05	38.27	38.27
		38.76		47		40.05		38.27	
		38.76		47		40.05		38.27	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	9	9	9	9	9	9	9	9
		9		9		9		9	
		9		9		9		9	
3	The quality of vendor's goods or services. (up to 16 points)	15	15	15	15	15	14.66	15	14.83
		15		15		15		15	
		15		15		14		14.5	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	17	17	17	17	17	16	17	17
		17		17		17		17	
		17		17		14		17	
5	The vendor's past relationship with the district. (up to 3 points)	3	3	3	3	3	3	3	3
		3		3		3		3	
		3		3		3		3	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0	0	0	0	0	0	0
		0		0		0		0	
		0		0		0		0	
7	For a contract of 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	0	0	0	0
		5		0		0		0	
		5		0		0		0	
TOTAL EVALUATION POINTS		87.76		91		82.71		82.1	
RANKING		2		1		3		4	

The Director of Purchasing has reviewed all the responses and evaluations completed.
 *The proposal criteria follows in the packet for further explanation of each criteria.

SOUTH TEXAS COLLEGE
1. PROPOSAL CRITERIA - PRODUCT 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)	47		
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	16	14-16 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: For a contract for goods and services, other that 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 place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0	Yes No
9 Criterion 9: 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
2. PURCHASE OF CLINICAL SKILLS MANIKINS
PROJECT NO. 22-23-1056

NAME			DiaMedical USA Equipment, LLC.		Pocket Nurse Enterprises, Inc./ dba Pocket Nurse	
ADDRESS			31440 Northwestern Hwy #150		610 Frankfort Rd	
CITY/STATE/ZIP			Farmington Hills, MI 48334		Monaca, PA 15061-2218	
PHONE			248-855-3966		800-225-1600	
FAX			248-671-1550		800-763-0237	
CONTACT			Jeff Ambrose		Bailey Salvati	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
1	14	Nursing Skills Manikin Product No.: JUN-300	\$ 11,494.95	\$ 160,929.30	\$ 13,316.25	\$ 186,427.50
2	1	On-Site Training for item A Product No.: TRN-JUN01	\$ 3,670.95	\$ 3,670.95	\$ 4,362.56	\$ 4,362.56
3	1	Complete Wound Kit Product No: ACC-JUN09	\$ 1,078.95	\$ 1,078.95	\$ 1,199.45	\$ 1,199.45
4	4	Fundus Assessment Product No: ACC-JUN06	\$ 640.95	\$ 2,563.80	\$ 718.12	\$ 2,872.48
5	4	Injectable Abdomen Product No: I-A-001-S-PR-M	\$ 218.95	\$ 875.80	\$ 228.19	\$ 912.76
6	4	Geriatric Mask Product No: B-MV-001-M	\$ 775.95	\$ 3,103.80	\$ 812.00	\$ 3,248.00
7	1	Skin Pad Product No: IV-P-002-TC-S-M	\$ 183.95	\$ 183.95	\$ 191.98	\$ 191.98
8	2	Complete Wound Kit Product No: ACC-JUN19	\$ 1,078.95	\$ 2,157.90	\$ 1,199.45	\$ 2,398.90
9	2	Fundus Assessment Product No: ACC-JUN16	\$ 640.95	\$ 1,281.90	\$ 718.12	\$ 1,436.24
10	2	Injectable Abdomen Product No: I-A-001-S-PR-N	\$ 218.95	\$ 437.90	\$ 812.00	\$ 1,624.00
11	2	Skin Pad Product No: IV-P-002-TC-S-N	\$ 183.95	\$ 367.90	\$ 191.98	\$ 383.96
12	1	Shipping and Handling	\$ -	\$ -	\$ -	\$ 1,641.00
TOTAL AMOUNT PROPOSED			\$ 176,652.15		\$ 206,698.83	
TOTAL EVALUATION POINTS			91.66		84.65	
RANKING			1		2	

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

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

SOUTH TEXAS COLLEGE
2. PURCHASE OF CLINICAL SKILLS MANIKINS
PROJECT NO. 22-23-1056
EVALUATION SUMMARY

VENDOR		DiaMedical USA Equipment, LLC.		Pocket Nurse Enterprises, Inc./ dba Pocket Nurse	
ADDRESS		31440 Northwestern Hwy #150		610 Frankfort Rd	
CITY/STATE/ZIP		Farmington Hills, MI 48334		Monaca, PA 15061	
PHONE		248-855-3966		800-225-1600	
FAX		248-671-1550		800-763-0237	
CONTACT		Jeff Ambrose		Bailey Salvati	
1	The purchase price (up to 47 points)	47	47	40.16	40.16
		47		40.16	
		47		40.16	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	9	9	9	9
		9		9	
		9		9	
3	The quality of vendor's goods or services. (up to 16 points)	15	15	15	14.83
		15		14.5	
		15		15	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	18	17.66	18	17.66
		17		17	
		18		18	
5	The vendor's past relationship with the district. (up to 3 points)	3	3	3	3
		3		3	
		3		3	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
7	For a contract of 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)	0	0	0	0
		0		0	
		0		0	
TOTAL EVALUATION POINTS		91.66		84.65	
RANKING		1		2	

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

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

SOUTH TEXAS COLLEGE

2. PROPOSAL CRITERIA - PRODUCT ONLY

	Product Only		
	Points	Score Key	
1 Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	47		
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	16	14-16 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: For a contract for goods and services, other that 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 place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0	Yes No
9 Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business c. Trade-In of outdated equipment			Up to 5 points will be used from the purchase price if applicable
Total Points	100		

Definitions of evaluation terms:

Excellent - respondent provided information which fully addressed or exceeded the requirements

Acceptable - respondent provided information which addressed most but not all of the requirements

Marginal - respondent provided minimal information on requirements

Poor/No response - respondent provided inadequate responses to requirements or did not respond

NO BACKUP FOR

**3) Ambulance Cots
and Stair Chairs
(Reject)**

SOUTH TEXAS COLLEGE
4. PURCHASE ACCESS TO A COMPREHENSIVE REMEDIATION,
TESTING, AND REVIEW PROGRAM

VENDOR			Assessment Technologies Institute, LLC.	
ADDRESS			62277 Collection Ctr Dr	
CITY/STATE/ZIP			Chicago, IL 60693	
PHONE			800-667-7531	
FAX			913-685-2381	
#	Qty	Description	Unit Price	Extension
1	1	Access to a Comprehensive Remediation, Testing, and Review Program Period: 9/1/22 - 8/31/23	\$ 162,000.00	\$ 162,000.00
TOTAL AMOUNT			\$ 162,000.00	

SOUTH TEXAS COLLEGE
9. DISTRICT WIDE TECHNOLOGY REQUEST
MARCH 28, 2023

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	1	Dell OptiPlex 5000 Tower 12th Gen, Intel Core i7-12700, 16GB Memory, 512GB Hard Drive, Warranty	\$ 898.71	\$ 898.71	Ali Esmaili - Division of Math, Science, Information Technology, and Bachelor Programs Replacement of out-of-warranty system for conference room
2	1	Dell OptiPlex 5000 Micro Tower, 12th Gen Intel Core i7-12700T, 16GB Memory, 256GB Hard Drive, Warranty	\$ 985.03	\$ 985.03	Ali Esmaili - Division of Math, Science, Information Technology, and Bachelor Programs Replacement of out-of-warranty system for conference room
3	5	Dell OptiPlex 5000 Tower 12th Gen, Intel Core i7-12700, 16GB Memory, 512GB Hard Drive, Warranty	\$ 898.71	\$ 4,493.55	Lucio Gonzalez - Technology Support Replacement of out-of-warranty systems for department staff
4	4	Dell OptiPlex 5000 Micro XCTO Tower, 12th Gen Intel Core i7-12700T, 16GB Memory, 512GB Hard Drive, Stand Kit, Laptop Lock, 22" Monitor, Warranty	\$ 1,186.77	\$ 4,747.08	Arturo Solano - Learning Commons and Open Labs New systems for student lab
5	1	Dell OptiPlex 5000 Tower 12th Gen, Intel Core i7-12700, 16GB Memory, 512GB Hard Drive, Warranty	\$ 898.71	\$ 898.71	Anahid Petrosian - Valley Scholars-Student Services Replacement of out-of-warranty system for department staff
6	1	Dell OptiPlex 5000 Tower 12th Gen, Intel Core i7-12700, 16GB Memory, 512GB Hard Drive, Warranty	\$ 898.71	\$ 898.71	Luis Corpus - Art Program Replacement of non-working system for department faculty
7	3	Apple 24" iMac with Retina 4.5k Display, Apple M1 Chip with 8-Core GPU, 16GB Memory, 512GB Hard Drive, 3 Year Apple Care Warranty	\$ 1,866.00	\$ 5,598.00	Luis Corpus - Art Program New systems for department staff
COMPUTER TOTAL				\$ 18,519.79	
LAPTOPS					
8	1	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty	\$ 1,426.67	\$ 1,426.67	Otoniel Matamoros - Dual2Degree New system for new department staff
9	1	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Docking Station, Warranty	\$ 1,399.80	\$ 1,399.80	Lazaro Barroso - College Connections New system for new department staff
10	1	Laptop Latitude 5430 BTX Base, Intel Core i5-1245U, 16GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Warranty	\$ 1,161.94	\$ 1,161.94	Saeed Molki - Computer Science Program New system for department faculty
11	1	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty	\$ 1,426.67	\$ 1,426.67	Leonardo Castaneda - Dual Credit Academics Replacement system for department staff
12	1	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty	\$ 1,426.67	\$ 1,426.67	Mark Murray - Political Science Program New system for department faculty
13	10	Laptop Mobile Precision 5570 CTO, Intel Core i7-12700H, 32GB Memory, 512GB Hard Drive, NVIDIA RTX A1000, 4GB DDR6, Docking Station, Warranty	\$ 2,589.60	\$ 25,896.00	Lucio Gonzalez - Technology Support New systems for new department staff
14	1	Apple MacBook Pro 14", 10-Core CPU and 16-Core GPU, 16GB Memory, 512GB Hard Drive, 3 Year Apple Care Warranty	\$ 2,016.00	\$ 2,016.00	Francisco Salinas - Cybersecurity Program New system for department faculty
LAPTOP TOTAL				\$ 34,753.75	
MONITORS					
15	30	Dell 24" Monitor P2422H, 3 Year Warranty	\$ 221.99	\$ 6,659.70	Lucio Gonzalez - Technology Support New monitors for new department staff
MONITOR TOTAL				\$ 6,659.70	
COMPUTER/LAPTOP/MONITOR TOTAL				\$ 59,933.24	

SOUTH TEXAS COLLEGE
10. SOFTWARE AND CONSULTING SERVICES

VENDOR			Ellucian Company, LP through Texas A&M University–Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC)	
ADDRESS			2003 Edmund Halley Dr Ste 500	
CITY/STATE/ZIP			Reston, VA 20191	
CONTACT			Tim Lees	
#	Qty	Description	Unit Price	Extension
1	1	Year 1: Software and Subscriptions and Consulting Services Period: 4/1/23 - 3/31/24	\$ 40,542.00	\$ 40,542.00
2	1	Year 2: Software and Subscriptions Period: 4/1/24 - 3/31/25	\$ 36,586.00	\$ 36,586.00
3	1	Year 3: Software and Subscriptions Period: 4/1/25 - 3/31/26	\$ 37,683.00	\$ 37,683.00
TOTAL AMOUNT			\$ 114,811.00	

SOUTH TEXAS COLLEGE
11. ADOBE LICENSE SUBSCRIPTION AGREEMENT

VENDOR			Software House International (SHI) Government Solutions	
ADDRESS			3828 Pecana Trail	
CITY/STATE/ZIP			Austin, TX 78749	
PHONE			800-870-6079	
CONTACT			Marc Keyasko	
#	Qty	Description	Unit Price	Extension
1	419	Adobe Creative Cloud for Teams - Teams Licensing Subscription	\$ 248.35	\$ 104,058.65
2	10	Adobe Acrobat Pro for Teams - Subscription	\$ 118.76	\$ 1,187.60
3	15	Adobe Captivate for Teams - Subscription	\$ 162.49	\$ 2,437.35
4	5	Adobe Creative Cloud for Teams - Teams Licensing Subscription	\$ 248.35	\$ 1,241.75
5	1	Adobe Stock for Teams - Team Licensing Subscription	\$ 2,224.38	\$ 2,224.38
TOTAL AMOUNT			\$ 111,149.73	

SOUTH TEXAS COLLEGE
12. FACILITY LEASE AGREEMENTS

VENDOR			City of Mission - Mission Event Center	
ADDRESS			200 N Shary Rd	
CITY/STATE/ZIP			Mission, TX 78572	
PHONE			956-584-4321	
CONTACT			Diana Guerrero	
#	Qty	Description	Unit Price	Extension
1	1	Facility Lease Agreement - Academic Affairs Assembly Date: 8/20/23 - 8/21/23	\$ 6,175.00	\$ 6,175.00
2	1	Facility Lease Agreement - A Night With The Stars Gala Date: 10/05/23	\$ 3,525.00	\$ 3,525.00
TOTAL AMOUNT			\$ 9,700.00	

Discussion and Action as Necessary to Modify the College Bookstore Contract

Purpose and Justification – Administration requests the Committee recommend Board approval to modify the College Bookstore contract with Barnes & Noble College Booksellers minimum annual guarantee from \$500,000 to \$300,000 for the period beginning November 1, 2021 through October 31, 2022.

On February 10, 2023, Barnes & Noble College Booksellers contacted the College to request a contract modification to their current five-year contract (November 1, 2019 through October 31, 2024) due to COVID-19 and the College's lack of foot traffic on campus because of increased online classes. The contract modification requested is for the third year of the five-year contract, November 1, 2021 through October 31, 2022.

Background - On August 27, 2019, the Board of Trustees awarded a five-year contract to Barnes & Noble College Booksellers, for the period beginning November 1, 2019 through October 31, 2024.

The terms of the current contract are as follows:

- The vendor is currently obligated to pay the College the greater of the Minimum Annual Guarantee or the total commissions received on Commissionable Sales and Digital Sales during the period.
- The vendor remits commissions periodically during the term. If the total commissions are less than the Minimum Annual Guarantee, the vendor pays the difference to the College at the end of the period.

Within the existing contract, the force majeure clause allows either party to amend the contract due to governmental regulations or controls, or acts of God. Due to this uncontrollable event, Barnes and Noble has asked that the College consider a third contract modification to the existing contract.

The current, previously modified, and proposed terms are as follows:

Minimum Annual Guarantee	Period	Amount
Original Contract	11/11/19 – 10/31/24	\$500,000
1 st Contract Modification Amount Board Approved 5/26/20	11/1/19 – 10/31/20	\$400,000
2 nd Contract Modification Amount Board Approved 3/29/22	11/1/20 – 10/31/21	\$325,000
Proposed 3 rd Contract Modification Amount	11/1/21 – 10/31/22	\$300,000

Note: According to Barnes & Noble College Booksellers, the contract terms revert back to the original minimum guaranteed payment amount of \$500,000 for the period of 11/01/22 to 10/31/23.

Commissionable Sales	Percentage Rate of Sales
• No change requested	• 14.5% of Commissionable Sales up to \$2,000,000.00
	• 15.5% of Commissionable Sales from \$2,000,001.00 to \$3,000,000.00
	• 17% of Commissionable Sales in excess of \$3,000,000.00

The proposed contract modification seeks to replace the Minimum Annual Guarantee for the period beginning November 1, 2021 through October 31, 2022 from \$500,000 to \$300,000.

The current and previous commission history is as follows:

Contract	Commission Amount
November 2021 – August 2022	\$203,368.68
November 2020 – October 2021	\$340,700.79
November 2019 – October 2020	\$479,889.53
Previous Contract	
November 2018 – October 2019	\$487,495.00
November 2017 – October 2018	\$538,879.00
November 2016 – October 2017	\$607,112.00
November 2015 – October 2016	\$601,327.00
November 2014 – October 2015	\$593,622.00

Enclosed Documents – The Barnes & Noble College Booksellers Contract Modification letter follows in the packet for the Committee’s information and review.

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

It is requested that the Committee recommend Board approval to modify the College Bookstore contract with Barnes & Noble College Booksellers minimum annual guarantee from \$500,000 to \$300,000 for the period beginning November 1, 2021 through October 31, 2022 as presented.

February 9, 2023

George McCaleb
Director of Operations
South Texas College

Re: Agreement for Bookstore Services dated November 1, 2019 ("Agreement")

Dear George:

Thank you for your time discuss our business. As a result, we'd like to make temporary adjustments to certain financial terms in the Agreement. This letter outlines our understanding of that arrangement.

Effective November 1, 2021, the Minimum Annual Guarantee as stated in Section 14.1D of the Agreement shall be reduced from \$500,000 to \$300,000. The parties acknowledge and agree this letter agreement shall control over their prior letter agreement dated January 20, 2022 with respect to the Minimum Annual Guarantee as of November 1, 2021.

Except as expressly modified in this letter, all other terms and conditions of the Agreement shall remain the same. All capitalized terms used but not defined in this letter refer to the definitions in the Agreement.

If you agree with the terms outlined above, please confirm by signing below and returning a copy of this letter to me via email at your earliest possible convenience.

Please let me know if you have any questions or would like to discuss the above. As always, I thank you in advance for your consideration and for your ongoing support and partnership.

Very truly yours,

Bobby Hamous
VP, Stores

ACKNOWLEDGED AND AGREED:

South Texas College

Sign: _____

George McCaleb
Director of Operations

Review and Action as Necessary on Disposal of Surplus Property Valued at \$5,000 and Over

Purpose and Justification – Administration requests the Committee recommend Board approval on the disposal of surplus property valued at \$5,000 and over through a live auction.

The Fixed Assets Department is also requesting that these assets, which are part of the College's inventory, be removed from the inventory and general ledger.

It is necessary to dispose of obsolete, damaged, and not functioning property for safety purposes and due to the lack of storage area for surplus property.

Background – The surplus property goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to be utilized throughout the College district. After this evaluation process, the department submits a request to have the property removed from their department and relocated to the Shipping and Receiving Warehouse surplus area.

The auction items are located at the South Texas College Receiving Department, 3700 W Military Hwy, McAllen, TX. The auction will be scheduled in the Spring at the auctioneers' site due to a lack of space at the Central Receiving Warehouse.

The items valued over \$5,000 are included in the College's inventory through the Banner system.

Enclosed Documents - The list of the items to be auctioned follows in the packet for the Committee's review and information.

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

It is requested that the Committee recommend Board approval on the disposal of surplus property valued at \$5,000 and over through a live auction and for these capital assets to be removed from the College's fixed assets ledger as presented.

SOUTH TEXAS COLLEGE
SURPLUS PROPERTY VALUED AT \$5,000 AND ABOVE - LIST #130
FEBRUARY 22, 2023

Recap: 1 ea Screen, 1 ea A/C Controls Trainer, 1 ea Computerized Engine Analyzer, 1 ea Jaws IV Ironworker, 1 ea Golf Cart, 1 ea Ford Pick Up, 1 ea Dodge Caravan, 757 bxs Library Books, 1 ea Gator, 1 ea Marquee Sign, 1 ea Chiller Unit

Pallet	Qty	Description	Serial Number	Silver Tag	Purchase Date	Amount	Ptag	Net Book Value	Condition
91	1 EA	Tension Screen		0000011776	8/5/2005	\$ 5,461.21	000012502		Obsolete
93	1 EA	Hampden H-ACCS Roof Top A/C Controls Trainer	66641	0000000783	10/16/1996	\$ 6,514.00	000000783		Obsolete
94	1 EA	Snap-On EOS108 Computerized Engine Analyzer	0141D0934	0000006706	4/18/2002	\$ 20,511.59	000007488		Obsolete
95	1 EA	Edwards 60 Ton Jaws IV Ironworker	3866008	14461	6/16/2008	\$ 7,349.00	N00016744		Obsolete
96	1 EA	2012 John Deere XUV 825i Golf Car - Unit #43 (Gator 33)	1M0825GSLCM049979	20557	7/25/2012	\$ 9,703.99	N00020436		Damaged
97	1 EA	2011 Ford F350 Pickup - Unit #35 (PD Unit 6)	1FT8W3A6XBEA30716	13334	7/8/2010	\$ 23,070.00	N00018174		Damaged
98	1 EA	2005 Dodge Caravan - Unit #13	1D4GP25B75B241777	16121	6/21/2007	\$ 9,954.49	N00015871		Damaged
99	12 BXS	Library Books (06/2022)							Obsolete
100	12 BXS	Library Books (06/2022)							Obsolete
101	12 BXS	Library Books (06/2022)							Obsolete
102	12 BXS	Library Books (06/2022)							Obsolete
103	12 BXS	Library Books (06/2022)							Obsolete
104	21 BXS	Library Books (06/2022)							Obsolete
105	19 BXS	Library Books (06/2022)							Obsolete
106	18 BXS	Library Books (06/2022)							Obsolete
107	18 BXS	Library Books (06/2022)							Obsolete
108	18 BXS	Library Books (06/2022)							Obsolete
109	18 BXS	Library Books (06/2022)							Obsolete
110	18 BXS	Library Books (06/2022)							Obsolete
111	18 BXS	Library Books (06/2022)							Obsolete
112	18 BXS	Library Books (06/2022)							Obsolete
113	18 BXS	Library Books (06/2022)							Obsolete
114	18 BXS	Library Books (06/2022)							Obsolete
115	18 BXS	Library Books (06/2022)							Obsolete
116	18 BXS	Library Books (06/2022)							Obsolete
117	12 BXS	Library Books (06/2022)							Obsolete
118	12 BXS	Library Books (06/2022)							Obsolete
119	10 BXS	Library Books (06/2022)							Obsolete
120	10 BXS	Library Books (06/2022)							Obsolete
121	10 BXS	Library Books (06/2022)							Obsolete
122	1 EA	2010 XUV 825i Gold Car - Unit #45 (PD Gator 1)	1M0825GSCBM031730	19906	10/24/2011	\$ 9,826.32	N00019393		Damaged
124	1 EA	2-Sided Marquee Sign		21603	4/3/2003	\$ 5,207.46	000009155		Damaged
125	25 BXS	Library Books (10/2020 / 1/2021)							Obsolete
126	24 BXS	Library Books (10/2020 / 1/2021)							Obsolete
127	33 BXS	Library Books (10/2020 / 1/2021)							Obsolete
128	27 BXS	Library Books (10/2020 / 1/2021)							Obsolete
129	18 BXS	Library Books (10/2020 / 1/2021)							Obsolete
130	27 BXS	Library Books (10/2020 / 1/2021)							Obsolete
131	18 BXS	Library Books (10/2020 / 1/2021)							Obsolete
132	20 BXS	Library Books (10/2020 / 1/2021)							Obsolete
133	35 BXS	Library Books (10/2020 / 1/2021)							Obsolete
134	36 BXS	Library Books (10/2020 / 1/2021)							Obsolete
135	12 BXS	Library Books (10/2020 / 1/2021)							Obsolete
136	13 BXS	Library Books (10/2020 / 1/2021)							Obsolete
137	19 BXS	Library Books (10/2020 / 1/2021)							Obsolete
138	28 BXS	Library Books (10/2020 / 1/2021)							Obsolete
139	34 BXS	Library Books (10/2020 / 1/2021)							Obsolete
140	20 BXS	Library Books (10/2020 / 1/2021)							Obsolete
141	16 BXS	Library Books (10/2020 / 1/2021)							Obsolete
142	1 EA	Technology Campus 2007 Chiller Unit		21305	5/31/2007	\$143,628.00	N00016195	\$0.00	Obsolete

List# 130

Review and Recommend Action on Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County

Purpose and Justification – Administration requests that the Finance, Audit, and Human Resources Committee recommends to the Board approval to award a contract to Linebarger Goggan Blair & Sampson, LLP. (Edinburg, TX) for delinquent tax collection services for Hidalgo and Starr Counties at a fee of 15% that is based on the amount of delinquent tax, penalty, and interest collected for the period beginning May 1, 2023 through April 30, 2024 with two (2) one-year options to renew, contingent on all terms and conditions remaining the same.

The current contract with Linebarger Goggan Blair & Sampson, LLP. expires on April 30, 2023. Approval to contract with a firm for delinquent tax collection services is needed in order to provide collection services for delinquent property taxes that are owed to the College.

Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee. The additional penalty is due on July 1 to the previous tax year.

Background – On March 21, 2020, the Board awarded the current contract with Linebarger Goggan Blair & Sampson, LLP. for delinquent tax collection services as follows:

March 21, 2020 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	03/21/20	05/01/20 – 04/30/21	2 – one year options
1 st Renewal	02/23/21		05/01/21 – 04/30/22
2 nd Renewal	04/26/22		05/01/22 – 04/30/23 Last Renewal

The recent solicitation project timeline and information are as follows:

Advertised RFP	January 11, 2023 and January 18, 2023
RFP Responses Due	February 2, 2023
RFP Issued To	Two (2) Vendors
Responses Received From	Two (2) Vendor
Responses Reviewed By	Business Office and the Purchasing Department
Highest Ranked Vendor	Linebarger Goggan Blair & Sampson, LLP.

Effective September 1, 2019, the Legislature passed HB 2826 related to the procurement of a contingent fee contract for legal services, including the amendment to Texas Government Code 2254.102, that adds a new subsection (e) that applies to a contract for legal services entered into under Section 6.30 of the Tax Code. In addition, Section 2254.1036 of the Texas Government Code requires written notice of the meeting before governing body approves to go into a contingent fee contract for legal services.

The notice of the public meeting has been published together with the meeting agenda, in accordance with the Texas Government Code requirements, on the South Texas College website.

The Finance, Audit, and Human Resources Committee has the option to interview the two (2) firms that submitted qualifications prior to the Board of Trustees meeting.

Funding Source – The delinquent tax collection services fee was paid to the delinquent tax attorney from the delinquent tax collection revenues from Hidalgo County and Starr County.

Enclosed Documents – A Proposal Summary, an Evaluation Summary, a Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year, and a Summary of Total Tax Levy Uncollected follow in the packet for the Committee's information and review.

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

It is requested that the Finance, Audit, and Human Resources Committee recommends Board approval to award a contract to Linebarger Goggan Blair & Sampson, LLP. (Edinburg, TX) for delinquent tax collection services for Hidalgo and Starr Counties at a fee of 15% that is based on the amount of delinquent tax, penalty, and interest collected for the period beginning May 1, 2023 through April 30, 2024 with two (2) one-year options to renew, contingent on all terms and conditions remaining the same.

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 22-23-1050**

VENDOR	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
ADDRESS	1512 S Lone Star Way	2805 Fountain Plaza Blvd Ste B
CITY/STATE/ZIP	Edinburg, TX 78539	Edinburg, TX 78539
PHONE	956-383-4500	956-631-4026
FAX	956-383-7820	956-289-1023
CONTACT	Lucy G. Canales	Hiram A. Gutierrez
1. Years In Business	47 years; Established: 1976	53 years; Established: 1970
2. Type of Operation	Limited Liability Partnership	Limited Liability Partnership
3. Staff	120 Attorneys Nationwide 1,036 Full-Time Employees 175 Technology Staff Edinburg location has 50 highly trained staff, including attorneys, litigation support, collection staff, researchers, and information technology professionals.	60 Full-time Attorneys 295 Full-time Employees, not including attorneys
4. Key Team Members	Listed the following as key team members: Lucy G. Canales, Capital Partner and Management Committee Member Kelly Rivera Salazar, Capital Partner Michael G. Cano, Partner Jaime "Jimmy" Eduardo Gonzalez, Attorney John D. Franz, Local Counsel Diane W. Sanders, Partner Anthony W. Nims, Capital Partner Lori Gruver, Capital Partner and General Counsel Kevin Underwood, Chief Compliance Officer and Partner, Gig Harbor Office Tito Salinas, Director of Operations Martha Lopez, Auditor/Bankruptcy Manager Gonzalo Villagomez, Local Network Administrator Elvira Hernandez, Assistant Office Manager Anissa L. de la Garza, Data Specialist	Listed the following as key team members: Hiram Gutierrez, Partner, Project Manager Janelle Caso, Associate Attorney Melissa E. Valdez, Partner, Bankruptcy Carl Sandin, Partner, Title Research Daniel Torres, Director of Information Technology Marisa Cortez, Office Manager, Client Services Romero Cantu, Communication/Tax Sale Manager Perla Longoria, Lead Legal Assistant Rachel Salinas, Suit Prep Supervisor Veronica Mendoza, Collection Center Supervisor
5. Contracts with Taxing Jurisdictions in Texas	Indicated that they represent over 1,800-plus delinquent tax clients, including 446 school districts in Texas.	Indicated that they represent over 1,600 taxing jurisdictions, including 350 school districts.
6. Tax Collection Efforts	Listed the delinquent taxes rate collected after adjustments (Base, P & I) and litigation rate collected on the last 3-year average for the following clients: Edinburg ISD: 37.4%, 48.4% & 48.6% Hidalgo County: 37.7%, 44.8% & 46.4% Pharr-San Juan-Alamo ISD- 37.67%, 47.54% & 44.34%	Listed the delinquent taxes rate collected after adjustments (Base, P & I) and litigation rate collected on the last 3-year average for the following clients: Ford Bend ISD: 61.76%, 50.41% & 54.11% Alvin ISD: 67.64%, 51.94% & 53.47% Garland ISD: 41.20%, 48.55% & 49.13%
7. Reports	Indicated they can provide the following reports: -Annual performance report -Report identifying accounts owing more than \$500 and their current collection status -Monthly collection reports that provide Year-to-Date activities -Bankruptcy activity reports -Post-Judgement sales reports -Quarterly and yearly reports -Other reports as specified by STC	Indicated they can provide the following reports: -Litigation Reports -Bankruptcy Reports/Pending Bankruptcy Report -Collection Report (Monthly/Annual) -Client Analysis/Inventory Report -Property Analysis Report -Top Account Reports -Bad Address Report -Installment Agreement Report (Default) -Descending and Alpha Order Tax Rolls

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 22-23-1050**

VENDOR	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
8. References	Hidalgo County Pablo Villarreal, Jr. Hidalgo County Tax Assessor-Collector Contract Period: 2015 - Present	La Joya ISD Dr. Gisela Saenz Contract Period: 2016 - Present
	South Texas ISD Dr. Marco A. Lara, Jr., Superintendent Contract Period: 1990 - Present	City of Weslaco David Suarez, Mayor Contract Period: 2015 - Present
	Rio Grande City Grulla ISD Laura V. Garcia, RTA, CSTA Tax Assessor-Collector (956) 716-6700 Contract Started: May 2006 - Present	Hill College Billy Don Curbo Vice President of Administrative Services Contract Period: 1991 - Present
		Panola College Karie Lindsay, Controller Contract Period: 2014 - Present
9. Bilingual Collection Services	Many of our professional customer service agents are bilingual or multilingual and have translation assistance available in cases where we do not have staff with the requisite language skills. Edinburg office maintains a toll-free telephone number and a local number both of which are printed on our collection notices to assure that property owners may contact us at no expense. Toll free number is (800) 414-3961	Employs a diverse group of collection professionals, including qualified multilingual staff members. Many of our staff speak Spanish and are available to assist taxpayers. Also utilize a language line that provided translation services in virtually any language. Toll free number is (877) 631-4026
10. Fees	15% of the total tax, penalty, and interest collected by firm. The fee includes all mailings, title and address research, publication costs associated with our collection program and comprehensive delinquent tax litigation. It also includes unlimited legal advice in response to telephone or letter inquiries, attendance at official meetings, and appearances at other, non-litigation functions where our presence is requested or required. Provide comprehensive delinquent tax bankruptcy litigation services, including nationwide representation, for 15% of all taxes, penalties and interest collected by our attorneys.	Proposed fee for delinquent tax attorney services is 13.5%.
11. Tax Suit Procedures	Provided detailed tax suit procedures described in writing and summarized in a flowchart.	Provided detailed tax suit procedures described in writing.
12. Tax Collection Procedures	Provided detailed tax collection procedures, which include the following: - Send a tax collection letter to every eligible account. - Follow with second letter 60 days later if no payment is made. - Real property lawsuits are often filed simultaneously with the second mailing to ensure that the collection process maintains credibility. - Meet with taxpayers - All Edinburg office personnel are available to meet with taxpayers in person and to respond to all phone inquiries and letters from taxpayers. - Use of several national electronic database programs to increase the likelihood of finding delinquent taxpayers that move frequently.	Automated Collection Processes Customized Collection Program: Response taxpayer assistance Quick routing for taxpayer inquiries Dispute resolution Account Association Customizable Letters, Scripts & Reports Automated Communications Campaigns Automated payment agreements and notification Skilled, Multilingual Collections center Extensive Research Property visits
TOTAL EVALUATION POINTS	92.15	91.66
RANKING	1	2

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

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

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 22-23-1050 -- EVALUATION SUMMARY**

VENDOR		Linebarger Goggan Blair & Sampson, LLP.		Perdue Brandon Fielder Collins & Mott, LLP.	
STREET		1512 S Lone Star Way		2805 Fountain Plaza Blvd Ste B	
CITY/STATE/ZIP		Edinburg, TX 78539		Edinburg, TX 78539	
PHONE		956-383-4500		956-631-4026	
FAX		956-383-7820		956-289-1023	
CONTACT		Lucy G. Canales		Hiram A. Gutierrez	
1	The purchase price. (up to 35 points) a. The lower bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	31.5	31.5	35	35
		31.5		35	
		31.5		35	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points) a. Number of years in business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	17	16.66	16	15.33
		16		14	
		17		16	
3	The quality of the vendor's goods and/or services. (up to 18 points) a. Warranty b. Service/Response Time c. Goods/Products (manufacturer life) d. Product Performance	15	15.33	15	15.33
		16		16	
		15		15	
4	The extent to which the goods and/or services meet the District's needs. (up to 15 points) a. Time frame to complete the project b. Delivery time frame of product(s) c. Number of staff d. Meet or exceed the specifications	14	14	13	13
		14		13	
		14		13	
5	The vendor's past relationship with the College. (up to 3 points) a. Quality of past performance with STC	3	3	2	2
		3		2	
		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) a. Provided the certification document	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) a. Annual escalation increase b. Annual maintenance cost	5	4.66	4	4
		4		4	
		5		4	
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 place of business in this state; or b. Employs at least 500 persons in the state. (up to 5 points)	5	5	5	5
		5		5	
		5		5	
9	Any other relevant factor specifically listed in the request for bids or proposals. (up to 2 points) a. The experience of the firm in the area of tax collection	2	2	2	2
		2		2	
		2		2	
TOTAL EVALUATION POINTS		92.15		91.66	
RANKING		1		2	

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

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

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections ¹
As of Each Fiscal Year End

Hidalgo and Starr County - Combined

Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2005	7,227,802.27	2,302,797.10	31.86%	4,925,005.17	68.14%
8/31/2006	8,102,218.40	2,548,230.04	31.45%	5,553,988.36	68.55%
8/31/2007	8,743,052.44	2,965,049.45	33.91%	5,778,002.99	66.09%
8/31/2008	8,785,837.53	2,594,375.18	29.53%	6,191,462.35	70.47%
8/31/2009	9,373,403.56	2,716,703.89	28.98%	6,656,699.67	71.02%
8/31/2010	10,238,243.49	2,915,022.32	28.47%	7,323,221.17	71.53%
8/31/2011	10,711,114.63	2,734,335.40	25.53%	7,976,779.23	74.47%
8/31/2012	11,073,203.32	2,788,413.96	25.18%	8,284,789.36	74.82%
8/31/2013	10,914,477.70	2,630,960.02	24.11%	8,283,517.68	75.89%
8/31/2014	10,884,605.37	2,566,025.45	23.57%	8,318,579.92	76.43%
8/31/2015	10,800,006.57	2,612,116.17	24.19%	8,187,890.40	75.81%
8/31/2016	11,203,905.43	2,586,659.21	23.09%	8,617,246.22	76.91%
8/31/2017	11,820,122.79	2,793,290.16	23.63%	9,026,832.63	76.37%
8/31/2018	12,412,493.39	3,051,544.15	24.58%	9,360,949.24	75.42%
8/31/2019	12,501,578.09	2,938,633.63	23.51%	9,562,944.46	76.49%
8/31/2020	12,692,792.74	2,718,590.36	21.42%	9,974,202.38	78.58%
8/31/2021	13,407,753.31	3,392,141.95	25.30%	10,015,611.36	74.70%
8/31/2022	13,031,483.88	3,347,219.00	25.69%	9,684,264.88	74.31%
1/31/2023	12,612,072.55	1,412,276.83	11.20%	11,199,795.72	88.80%

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections
Hidalgo County and Starr County
As of Each Fiscal Year End

Hidalgo County					
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2005	5,978,239.23	2,085,693.50	34.89%	3,892,545.73	65.11%
8/31/2006	6,746,745.98	2,358,746.57	34.96%	4,387,999.41	65.04%
8/31/2007	7,224,499.45	2,769,522.98	38.34%	4,454,976.47	61.66%
8/31/2008	7,129,924.85	2,420,602.01	33.95%	4,709,322.84	66.05%
8/31/2009	7,556,574.12	2,498,540.41	33.06%	5,058,033.71	66.94%
8/31/2010	8,258,756.74	2,729,121.63	33.05%	5,529,635.11	66.95%
8/31/2011	8,530,967.53	2,523,445.77	29.58%	6,007,521.76	70.42%
8/31/2012	8,752,982.60	2,582,406.29	29.50%	6,170,576.31	70.50%
8/31/2013	8,447,972.68	2,451,424.36	29.02%	5,996,548.32	70.98%
8/31/2014	8,177,151.97	2,332,595.47	28.53%	5,844,556.50	71.47%
8/31/2015	7,962,716.58	2,398,069.32	30.12%	5,564,647.26	69.88%
8/31/2016	8,126,450.21	2,363,719.49	29.09%	5,762,730.72	70.91%
8/31/2017	8,425,936.98	2,438,224.01	28.94%	5,987,712.97	71.06%
8/31/2018	8,862,522.79	2,687,463.75	30.32%	6,175,059.04	69.68%
8/31/2019	8,823,166.91	2,566,786.26	29.09%	6,256,380.65	70.91%
8/31/2020	8,880,508.11	2,386,507.72	26.87%	6,494,000.39	73.13%
8/31/2021	9,382,482.47	2,971,926.77	31.68%	6,410,555.70	68.32%
8/31/2022	8,901,654.14	2,884,501.90	32.40%	6,017,152.24	67.60%
1/31/2023	8,746,802.97	1,253,339.91	14.33%	7,493,463.06	85.67%

Starr County					
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2005	1,249,563.04	217,103.60	17.37%	1,032,459.44	82.63%
8/31/2006	1,355,472.42	189,483.47	13.98%	1,165,988.95	86.02%
8/31/2007	1,518,552.99	195,526.47	12.88%	1,323,026.52	87.12%
8/31/2008	1,655,912.68	173,773.17	10.49%	1,482,139.51	89.51%
8/31/2009	1,816,829.44	218,163.48	12.01%	1,598,665.96	87.99%
8/31/2010	1,979,486.75	185,900.69	9.39%	1,793,586.06	90.61%
8/31/2011	2,180,147.10	210,889.63	9.67%	1,969,257.47	90.33%
8/31/2012	2,320,220.72	206,007.67	8.88%	2,114,213.05	91.12%
8/31/2013	2,466,505.02	179,535.66	7.28%	2,286,969.36	92.72%
8/31/2014	2,707,453.40	233,429.98	8.62%	2,474,023.42	91.38%
8/31/2015	2,837,289.99	214,046.85	7.54%	2,623,243.14	92.46%
8/31/2016	3,077,455.22	222,939.72	7.24%	2,854,515.50	92.76%
8/31/2017	3,394,185.81	355,066.15	10.46%	3,039,119.66	89.54%
8/31/2018	3,549,970.60	364,080.40	10.26%	3,185,890.20	89.74%
8/31/2019	3,678,411.18	371,847.37	10.11%	3,306,563.81	89.89%
8/31/2020	3,812,284.63	332,082.64	8.71%	3,480,201.99	91.29%
8/31/2021	4,025,270.84	420,215.18	10.44%	3,605,055.66	89.56%
8/31/2022	4,129,829.74	462,717.10	11.20%	3,667,112.64	88.80%
1/31/2023	3,865,269.58	158,936.92	4.11%	3,706,332.66	95.89%

South Texas College
Summary of Total Tax Levy Uncollected
By Tax Year for Hidalgo County and Starr County
As of January 31, 2023

Year	Adjusted Tax Levy	Tax Levy Collections	Tax Levy Uncollected	Percentage of Uncollected Levy	Penalty, Interest, and Other Collections	Total Tax Levy, Penalty, Interest, and Other Collections **	Total Percentage Collected Including Penalty, Interest, and Other Collections **
1996	10,210,191.92	10,197,485.19	(12,706.73)	-0.12%	617,901.33	10,815,386.52	105.93%
1997	10,579,719.46	10,566,343.85	(13,375.61)	-0.13%	649,081.93	11,215,425.78	106.01%
1998	10,938,034.89	10,923,354.60	(14,680.29)	-0.13%	726,028.36	11,649,382.96	106.50%
1999	11,611,970.66	11,597,185.04	(14,785.62)	-0.13%	430,145.67	12,027,330.71	103.58%
2000	12,494,467.31	12,478,780.67	(15,686.64)	-0.13%	894,080.14	13,372,860.81	107.03%
2001	13,849,020.47	13,712,991.66	(136,028.81)	-0.98%	818,523.15	14,531,514.81	104.93%
2002	29,261,667.07	29,108,205.61	(153,461.46)	-0.52%	1,572,937.44	30,681,143.05	104.85%
2003	30,501,756.42	30,348,086.39	(153,670.03)	-0.50%	1,547,224.94	31,895,311.33	104.57%
2004	32,841,542.76	32,665,445.88	(176,096.88)	-0.54%	1,794,217.50	34,459,663.38	104.93%
2005	34,323,740.52	34,128,226.45	(195,514.07)	-0.57%	1,697,446.74	35,825,673.19	104.38%
2006	36,806,532.36	36,597,296.41	(209,235.95)	-0.57%	1,974,930.31	38,572,226.72	104.80%
2007	41,500,474.58	41,263,961.07	(236,513.51)	-0.57%	2,639,594.92	43,903,555.99	105.79%
2008	44,601,738.15	44,340,931.81	(260,806.34)	-0.58%	3,049,216.46	47,390,148.27	106.25%
2009	45,072,493.34	44,769,949.69	(302,543.65)	-0.67%	1,918,271.01	46,688,220.70	103.58%
2010	44,722,658.11	44,408,516.48	(314,141.63)	-0.70%	1,443,487.60	45,852,004.08	102.53%
2011	44,075,877.49	43,760,985.15	(314,892.34)	-0.71%	1,236,929.04	44,997,914.19	102.09%
2012	44,190,642.70	43,867,662.78	(322,979.92)	-0.73%	1,166,562.30	45,034,225.08	101.91%
2013	45,112,915.49	44,773,309.48	(339,606.01)	-0.75%	1,224,965.54	45,998,275.02	101.96%
2014	56,746,998.30	56,316,432.16	(430,566.14)	-0.76%	2,070,016.25	58,386,448.41	102.89%
2015	60,379,154.80	59,850,323.81	(528,830.99)	-0.88%	1,631,396.47	61,481,720.28	101.83%
2016	63,112,879.75	62,513,073.70	(599,806.05)	-0.95%	1,351,808.48	63,864,882.18	101.19%
2017	66,989,391.71	66,301,711.19	(687,680.52)	-1.03%	1,915,439.09	68,217,150.28	101.83%
2018	67,271,329.10	66,416,494.53	(854,834.57)	-1.27%	1,281,457.67	67,697,952.20	100.63%
2019	68,797,028.47	67,735,520.70	(1,061,507.77)	-1.54%	1,426,569.08	69,162,089.78	100.53%
2020	71,722,580.70	70,328,325.93	(1,394,254.77)	-1.94%	1,877,012.63	72,205,338.56	100.67%
2021	77,222,301.89	74,766,712.47	(2,455,589.42)	-3.18%	2,574,622.87	77,341,335.34	100.15%
Delinquent Subtotal	1,074,937,108.42	1,063,737,312.70	(11,199,795.72)	-1.04%	\$ 39,529,866.92	\$1,101,391,237.48	100.15%

* The Tax Levy Uncollected for Levy 2022 will become delinquent 7/1/2023-unaudited

Review and Recommend Action on Resolution 2023-005 to Impose an Additional Percent Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney's Compensation

Purpose and Justification – Administration requests the Committee recommend Board approval on Resolution 2023-005 to impose an additional percent penalty for the collection cost of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney's compensation.

The resolution authorizing the College to levy an additional percent penalty to the delinquent 2022 district taxes is needed to enforce the collection of delinquent taxes by compensating the attorney for the collection of delinquent taxes, penalty, and interest which will remain delinquent on July 1, 2023.

Board action will be necessary on the Resolution previously prepared by legal counsel to approve the additional percent penalty for the attorney's compensation for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

Background – According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded for the collection of Delinquent Taxes follows 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.

It is requested that the Committee recommend Board approval on Resolution 2023-005 to impose an additional percent penalty for collection cost of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney's compensation and as presented.

RESOLUTION NO. 2023-005

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF ___% TO THE DELINQUENT 2022 DISTRICT TAXES PURSUANT TO SECTION 33.07 OF THE STATE OF TEXAS PROPERTY TAX CODE.

STATE OF TEXAS §
COUNTY OF STARR §
AND HIDALGO §
SOUTH TEXAS COLLEGE §
DISTRICT

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2021; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2021 taxes which remain delinquent on July 1, 2023; and,

WHEREAS, the College has contracted _____ for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of _____ percent of collections.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE, THAT;

1. Pursuant to Section 33.07 of the Texas Property Tax Code, there is hereby levied on all 2022 delinquent taxes, the penalty of _____ percent on the amount of taxes, penalty and interest due as of July 1, 2023, and thereafter for taxes levied for the tax year 2022. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. The Tax Assessor-Collectors for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2022 at least thirty (30) and not more than sixty (60) days before July 1, 2023.
3. A tax lien shall attach to the property on which the 2022 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this _____ day of _____, 2023 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: _____
Chair

ATTEST:

BY: _____
Secretary

Discussion and Action as Necessary to Implement a 36-Hour Work Week Summer Schedule Starting May 15, 2023 and Ending on August 13, 2023

Purpose and Justification – Administration requests the Committee recommend Board approval to implement a 36-hour work week Summer Schedule starting May 15, 2023 and ending on August 13, 2023 by reducing the number of working hours for all full-time employees, from 40 hours per week to 36 hours per week, and granting 4-hours summer leave paid per week resulting in no reduction in pay. The College will close on Fridays.

The modified 36-hour work week Summer Schedule will consist of the following:

- Full time employees will work four (4) days (Monday – Thursday) for nine (9) hours each day, totaling 36 hours.
⇒ Exceptions or flexible schedules may be applied for positions required to work on Friday.
- A 4-hour Summer Paid Leave will be populated every week for the duration of the Summer schedule for non-exempt employees.

Background – Since the pandemic, different work arrangements have been accepted by employers across industries, including the reduction of work days in a week. The College implemented a summer pilot program of a four-and-a-half-day workweek in May 2022, which was extended through fiscal year 2022 - 2023. Employees work 40 hours in the reduced work week.

In continuing to expand employees' benefits in order to improve retention and employee satisfaction, Administration is proposing to reduce the work week to 36 hours worked over 4 days, as noted above. Exceptions will apply for positions required to work on Friday.

Studies have shown that benefits of the proposed 36-hour workweek include, but are not limited to:

- Increased employee satisfaction
- Extended weekend time to spend with family/children on summer break
- Reduced monthly utility cost
- Attract and retain employees and reduce turnover
- Improved overall employee mental health
- Higher employee productivity despite fewer hours

The modified work week schedule would begin the week of May 15, 2023 and end August 13, 2023. Employees will work with their supervisor to implement their new schedule for this period with the goal of working 36 hours each week. Supervisors will ensure that administrative offices are open during regular business hours of 8:00 a.m. – 5:00 p.m. Monday – Thursday, or as otherwise required by specific departments and programs.

Reviewers – The Summer Schedule has been reviewed by Administrative Staff, President's Cabinet, and Legal Counsel.

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

It is requested that the Committee recommend Board approval to implement a 36-hour work week Summer Schedule starting May 15, 2023 and ending on August 13, 2023 by reducing the number of working hours for all full-time employees, from 40 hours per week to 36 hours per week, and granting 4-hours summer leave paid per week resulting in no reduction in pay, and includes closing the College on Fridays as presented.

Review and Recommend Action on Proposed Revisions to Credit Students Tuition and Fees Schedule for FY 2023 – 2024 to Include Simplified Tuition Rate and Bachelor's Degrees

Purpose and Justification – Administration requests the Committee recommend Board approval on proposed revisions to the Credit Students Tuition and Fees Schedule for FY 2023 – 2024 to include Simplified Tuition Rate (STR) and to four (4) Bachelor's Degrees.

The tuition and fees schedule has been separated into ten separate schedules in order to assist the students to easily determine the tuition and fees associated with the type of programs in which they are enrolled.

A. Simplified Tuition Rate (STR)

A major revision is proposed for FY 2023 - 2024 in order to implement the Simplified Tuition Rate (STR) in the Credit Students Schedule, whereby In-District Tuition, Out-of-District Tuition, majority of the mandatory fees, Program Differential Tuition, and selected other fees are rolled into one Simplified Tuition Rate applied per semester credit hour.

The STR being proposed will generate an additional \$1,000,000 in student tuition revenue necessary to cover increasing expenditures.

The Simplified Tuition Model will allow students to easily determine the total charges for the semester, allow College staff to communicate and explain the total charges to the students, and reduce the amount of manual work involved in assessing tuition and fees and refunding credits to students, among other positive factors.

Differential Tuition for the Nursing Allied Health Programs and certain mandatory, incidental, and course fees such as for Fire Science, Police Academy, Welding, and Cosmetology would remain and still be charged separately.

Differential Tuition for all programs, with the exception of Nursing Allied Health Programs, will be deleted and rolled into the STR. Active Military tuition rate will be transitioned into the STR. Other fees that will be deleted and rolled into the STR include the Registration Fee, Information Technology Fee, Learning Support Fee, Lab Fee, Electronic Distance Learning Fee, Physical Education Special Activity Fee, Developmental Studies Fee, Drop Fee, and Withdrawal Fee.

The Tuition and Fees Schedules and a presentation that follows in the packet reflect the proposed detailed revisions and other information including other colleges using this model and an example of the impact on students' cost when STR is implemented with a \$1,000,000 increase to total revenue.

B. Bachelor Degrees

Although the Bachelor's Degrees are not rolled into the STR Method, a revision is proposed which is dependent on whether the STR is approved. Changes are as follows:

1. Credit Students Tuition and Fees

- Increase four (4) Bachelor's Degrees
- Deletion of the term Competency Based Format

On February 14, 2023, the Board of Trustees reviewed this item and did not take action. They recommended that Administration work with the Public Relations department to develop a marketing strategy on how to best advertise the new STR changes to students and gather feedback from students. In addition, the Board requested an analysis of how many students will have an increase or decrease in the total cost and include how many students will be covered by Financial Aid, Pell Grant, and other forms of scholarships and bring it back to the Committee for consideration.

If the **Simplified Tuition Rate (STR)** and **Bachelor Degrees** are not approved by the Committee, Administration requests that the Tuition and Fees will remain unchanged from Fiscal Year 2022 – 2023.

Reviewers - The proposed revisions to the Credit Students Schedule have been reviewed by staff and President's Cabinet.

Enclosed Documents - The proposed Schedules on Exhibit A and B and a Presentation on the FY 2023-2024 Tuition and Fees follow in the packet for the Committee's information and review. The proposed revisions are highlighted in yellow on the Schedule.

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

It is requested that the Committee recommend Board approval on proposed revisions to the Credit Students Tuition and Fees Schedule for FY 2023 – 2024 to include Simplified Tuition Rate (STR) and to four (4) Bachelor's Degrees as presented.



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024 (Not Simplified Tuition)	PROPOSED FY 2023-2024 (Simplified Tuition)
RESIDENT TUITION-IN-DISTRICT HIDALGO & STARR COUNTIES PER CREDIT HOUR:			
• In-District per credit hour	77.00	77.00	160.00
RESIDENT TUITION-OUT OF DISTRICT-OTHER TEXAS COUNTIES PER CREDIT HOUR:			
• Out-of-District per credit hour	87.00	87.00	170.00
NON-RESIDENT TUITION-OUT OF STATE/INTERNATIONAL PER CREDIT HOUR:			
• Out-of-State/International per credit hour	0.00	0.00	0.00
OUT-OF-STATE/INTERNATIONAL FLAT TUITION RATE PER CREDIT HOUR:			
• Out-of-state /International Flat Tuition per credit hour *	250.00 flat rate	250.00 flat rate	250.00 flat rate
*All fees will be assessed, except mandatory and course fees.			
*Applicable fees will be assessed.			
DIFFERENTIAL TUITION PER CREDIT HOUR:			
Biology	15.00	15.00	Deleted
Chemistry	20.00	20.00	Deleted
Physics	20.00	20.00	Deleted
Astronomy	10.00	10.00	Deleted
3000/4000 level courses	30.00	30.00	Deleted
Nursing and Allied Health (NAH)			75.00
Associate Degree Nursing	75.00	75.00	Deleted
Emergency Medical Technology	55.00	55.00	Deleted
Occupational Therapy Assistant	55.00	55.00	Deleted
Patient Care Assistant	35.00	35.00	Deleted
Pharmacy Tech	55.00	55.00	Deleted
Physical Therapist Assistant	55.00	55.00	Deleted
Radiologic Technology/Sonography	65.00	65.00	Deleted
Respiratory Therapy	65.00	65.00	Deleted
Vocational Nursing	75.00	75.00	Deleted
Physical Science	20.00	20.00	Deleted
Geology	20.00	20.00	Deleted
Engineering	20.00	20.00	Deleted
Architectural & Engineering Design Technology	30.00	30.00	Deleted
Automotive & Diesel Technology	20.00	20.00	Deleted
Culinary Arts	15.00	15.00	Deleted
Electronic Equipment & Computer	15.00	15.00	Deleted
Electrician Assistant	10.00	10.00	Deleted
Fire Science	10.00	10.00	Deleted
Heating, Ventilation & Air Conditioning	20.00	20.00	Deleted
Legal Assisting	10.00	10.00	Deleted
Manufacturing Technology	10.00	10.00	Deleted
Child Care and Development	20.00	20.00	Deleted
Drama	20.00	20.00	Deleted
Law Enforcement	10.00	10.00	Deleted
Welding	15.00	15.00	Deleted



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024 (Not Simplified Tuition)	PROPOSED FY 2023-2024 (Simplified Tuition)
ACTIVE DUTY MILITARY, SPOUSES, AND DEPENDENTS FLAT TUITION PER CREDIT HOUR:			
In-District per credit hour *	127.00	127.00	Deleted
Out-of-District per credit hour *	137.00	137.00	Deleted
Out-of-State per credit hour *	250.00	250.00	Deleted
*All fees will be assessed, except mandatory and course fees.			
MANDATORY FEES:			
Registration Fee: Fall and Spring:			
• Registration Fee per semester	150.00	150.00	Deleted
Summer Minimesters:			
• Registration fee (one-time fee) per student for Summer Minimesters with start dates of May 15th through June 30th	150.00	150.00	Deleted
• Registration fee (one-time fee) per student for Summer Minimesters with start dates of July 1st through August 10th	150.00	150.00	Deleted
Information Technology Fee per credit hour	31.00	31.00	Deleted
Learning Support Fee per credit hour	14.00	14.00	Deleted
Student Activity Fee per credit hour -(Summer 2020 Sessions – Fee waived)	4.00	4.00	4.00
COURSE FEES:			
Lab Fee per lab credit hour for applicable courses with labs	24.00	24.00	Deleted
Electronic Distance Learning/VCT Course Fee per credit hour • Summer 2020 traditional (non-"S" section) courses – Fee waived • Fall 2020 traditional (non-"S" section) courses – Fee waived • Spring 2021 traditional (non-"S" section) courses – Fee waived	10.00	10.00	Deleted
Physical Education Special Activity Fee per course	55.00	55.00	Deleted
INCIDENTAL FEES:			
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Course Repeat Fee per credit hour			
• Third or more attempt (Excludes Developmental)	125.00	125.00	125.00
• Enrollment in Developmental Studies Courses (>18 credit hours)	125.00	125.00	125.00
Developmental Studies Fee: One-time fee per semester	29.00	29.00	Deleted
Drop Fee (one-time fee)-1st class day through Census date	25.00	25.00	Deleted
Emergency Loan Late Payment Fee Spring 2020 – Fee waived when incurred on or after March 13, 2020	35.00	35.00	35.00
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee Spring 2020 – Fee waived when incurred on or after March 13, 2020	35.00	35.00	35.00



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024 (Not Simplified Tuition)	PROPOSED FY 2023-2024 (Simplified Tuition)
Reinstatement Fee (after Census date) Spring 2020 – Fee waived when incurred on or after March 13, 2020	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
Withdrawal Fee (from all courses-one-time fee)-after Census date	50.00	50.00	Deleted
PROGRAM SPECIFIC FEES:			
Fire Academy Fees: (per student/per semester) includes: • Gear Rental • Self Contained Breathing Apparatus • Testing • Ambulance Standby (Live Fire) • Uniform	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Police Academy Fees: (per student/per course) Includes: Ammunition (pistol, rifle, and shotgun), less lethal (taser cartridges, OC Canisters), duty gear (holster, pouches, handcuffs, etc.), uniform • For the following courses: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524, CJLE 1429	165.00	165.00	165.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Welding and Other Course Fees: Certification (non- "S" Section) (per course) • For the following courses: WLDG 1312, WLDG 1457, WLDG 1428, WLDG 2406, WLDG 2451	150.00	150.00	150.00
Information Technology and Other Course Fees: Certification (per course) • For the following courses: CPMT 1166 and CPMT 2350	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Technology Programs Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Law Enforcement and Fire Safety Programs Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Culinary Arts Program Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024 (Not Simplified Tuition)	PROPOSED FY 2023-2024 (Simplified Tuition)
Cosmetology Program Fees			
• Tool Kit - CSME 1401	575.00	575.00	575.00
• Register in SHEARS – CSME 1401	25.00	25.00	25.00
• Testing Fee - CSME 2441	131.00	131.00	131.00
Cosmetology Program Fees: Insurance	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024 (Not Simplified Tuition)	PROPOSED FY 2023-2024 (Simplified Tuition)
COMPETENCY-BASED COURSES (CERTIFICATE, ASSOCIATE, EDUCATION BACHELOR FLAT TUITION:			
BACHELOR DEGREES: • Computer and Information Technologies • Medical and Health Services Management • Organizational Leadership • Operations Management			
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms * (per Term) (In District)	850.00	850.00	900.00
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms * (per Term) (Out-of- District)	910.00	910.00	960.00
Competency-Based Format Courses Offered during Seven-Week Accelerated Terms * (per Term) (Out-of-State)	1500.00	1500.00	1500.00
*All fees will be assessed, except mandatory and course fees.			
*Applicable fees will be assessed.			



Proposed Simplified Tuition Rate for Fiscal Year 2023 - 2024

March 7, 2023 Finance, Audit & Human Resources Committee

Mary G. Elizondo, MBA, CPA, CFE, CGMA
Vice President for Finance & Administrative Services

1

Simplified Tuition Rate (STR)

Introduced the proposed Simplified Tuition Rate (STR) with certain tuition, differential tuition, and fees rolled into the STR.

Tuition

- Reviewed tuition and fees history
- Last tuition change occurred in 2020 (\$70 to \$77)

Mandatory Fees

- Registration Fee – Last increase occurred in 2020 (\$100/\$160 per semester to \$150)
- Student Activity Fees - Last increase occurred in 2018 (\$2 to \$4 per semester credit hour)
- Information Technology Fee – Last increase occurred in 2021 (\$30 to \$31 per semester credit hour)
- Learning Support Fee – Last increase occurred in 2021 (\$12 to \$14 per semester credit hour)

Differential Tuition

- Reviewed differential tuition per credit hour history
- Last differential tuition change occurred in 2020 (\$10 - \$55 to \$10 - \$75)
- (4) four new programs were added in 2020 and (2) two new programs were added in 2021

2

What is a Simplified Tuition Rate?

- In-District Tuition, Out-of-District Tuition, majority of the mandatory fees, Program Differential Tuition, and selected other fees are rolled into one Simplified Tuition Rate applied per semester credit hour.

3

Benefits of a Simplified Tuition Rate

Benefits to Students

- Simplify and clarify students total cost of attendance
- Simplify and clarify student bills and statements
- Reduce questions from students and parents
- Provide equity
- Provide transparency

Benefits to College

- Reduce manual work
- Simplify and streamline tuition tables
- Simplify communication
- Reduce errors in assessing changes and refunding credits

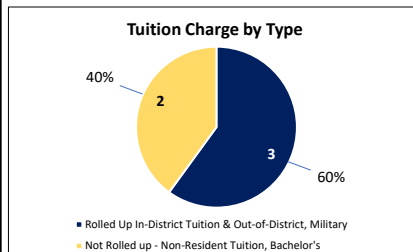
4

List of Other Colleges with Simplified Tuition Rates

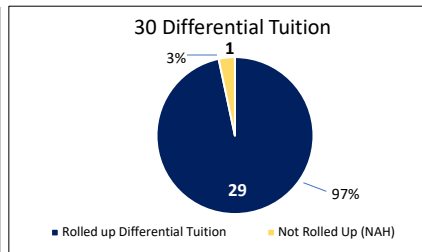
#	Other Colleges with Simplified Tuition Rates
1	Central Texas College
2	Coastal Bend
3	Collin College
4	Dallas College
5	Lone Star College
6	San Jacinto College
7	Tarrant County College

5

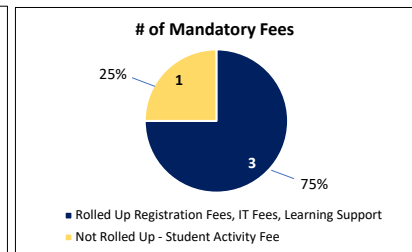
Number of Fees Rolled Up Into STR



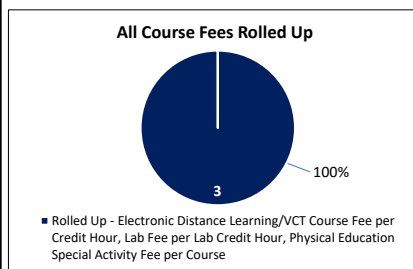
There are 5 types of tuition charges. 2 out of the 5 will be rolled up.



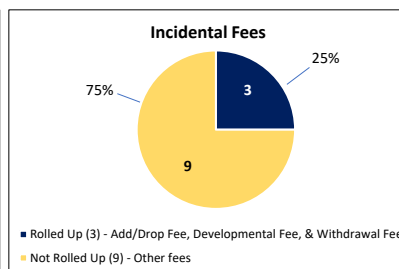
There are 30 differential tuitions. 29 out of the 30 will be rolled up. 9 NAH differential tuitions rolled into 1.



There are 4 Mandatory fees. 3 out of the 4 will be rolled up.



There are 3 Course fees. All fees rolled up.

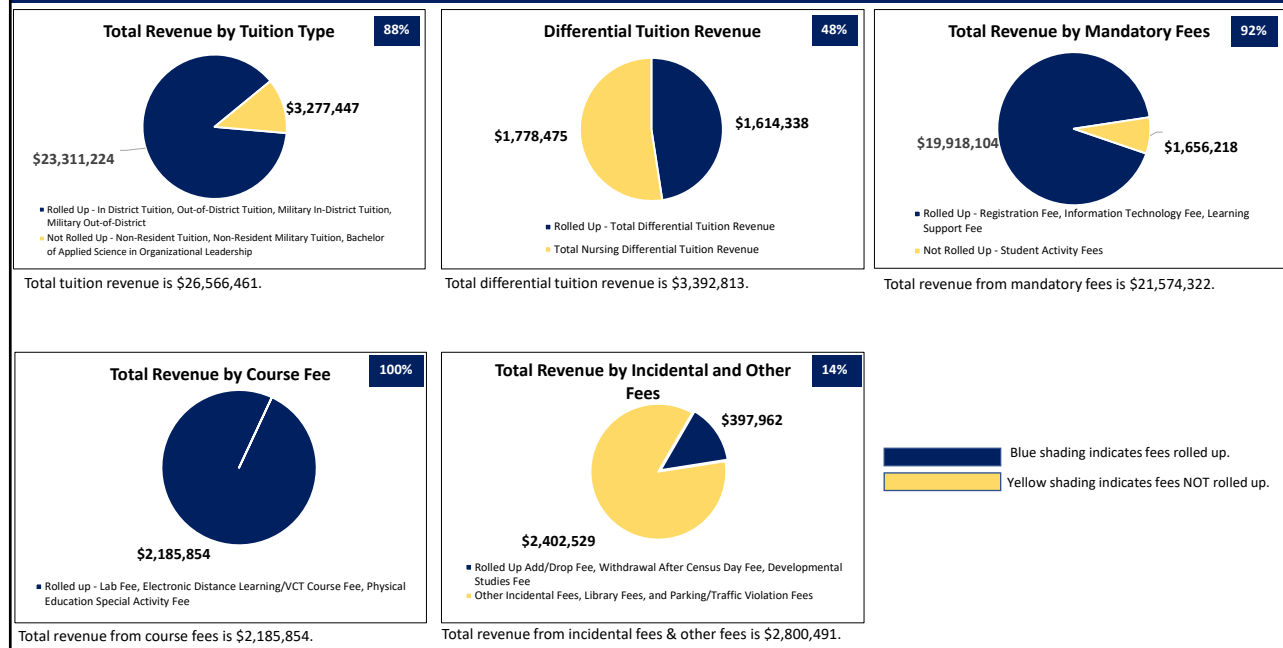


There are 12 Incidental fees. 3 out of 12 are rolled up.

Blue shading indicates fees rolled up.
Yellow shading indicates fees NOT rolled up.

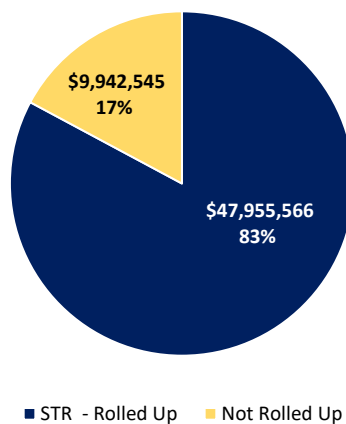
6

Total Revenue of Tuition and Fees Rolled Up



Total Tuition and Fees Revenue

Tuition and Fees Revenue
Rolled Up into STR and Not Rolled UP



STR Rates

Tuition Residency	STR Rates
In District Rate	\$160
Out-of-District Rate	\$170
Non-Resident	\$250

9

UTRGV & STC Comparative Fees

Institutions	In-District Resident				Out-of-District			
	Tuition (12 SCH)	Fees (12 SCH)	Total (12 SCH)	Total per SCH	Tuition (12 SCH)	Fees (12 SCH)	Total (12 SCH)	Total per SCH
UTRGV*	\$4,770.56	\$842.16	\$5,612.72	\$667.23	\$9,666.56	\$842.16	\$10,508.72	\$875.73
South Texas College (Current Rate)	\$924.00	\$738.00	\$1,662.00	\$138.50	\$1,044.00	\$738.00	\$1,782.00	\$148.50
South Texas College (Simplified Tuition Rate)	\$1,920.00	\$48.00	\$1,968.00	\$164.00	\$2,040.00	\$48.00	\$2,088.00	\$174.00

*Source: UTRGV website

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Board Requested Items

- On February 14, 2023, the Board of Trustees reviewed the proposed STR and did not take action. The following items were requested from Administration:
 - 1. Student Input on the STR**
 - 2. Analysis on Impact on Student**
 - 3. Analysis on Financial Aid and Scholarship Support**
 - 4. Marketing Strategy**

11

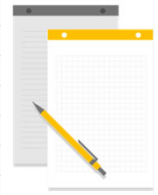
Student Input

Student Affairs and Student Activity student focus group

- The student focus group included 40 students from 15 different programs



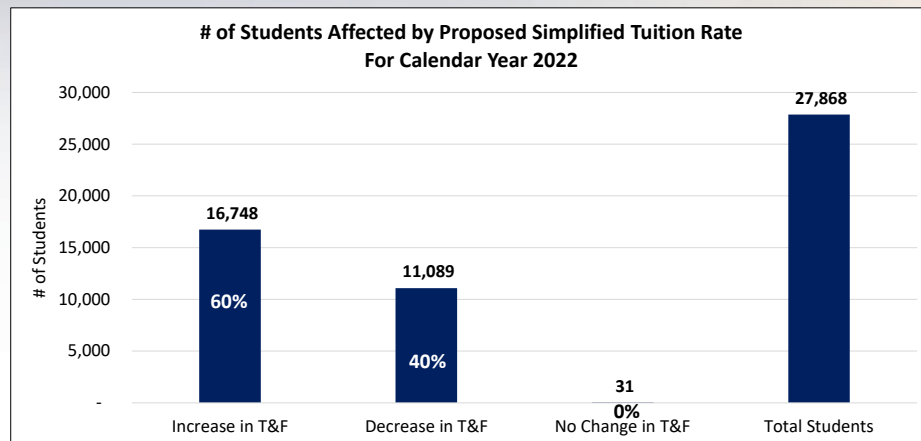
Student Comments
"Currently the bill is confusing on how much to pay."
"Great way to know the cost and have a set amount (to plan)."
"Good idea, no extra information needed to explain to parents"
"Explaining an increase is easier than explaining all the fees"
"As a student you focus on tuition"
"All inclusive is easier "I like it"
"All inclusive less confusing"
"Really great idea currently focus on tuition and don't even look at the fees, but still need to pay them."
"Do like, it easier to understand, concerned about out of pocket payees"
"Good idea, had a student calling to question the IT fee and other fees."
"All inclusive don't have time to go through it, combined fees"
"Eliminate the stress of calculating the extra fees."
"Easier less confusing without the detail."
"Show them up-front easier to explain on the system"
"Current bill is long, confusing, and hard to explain and understand"
"Currently have fees for everything and is hard to explain"



12

Analysis of Student Impact Students Affected by Proposed Simplified Tuition Rate Regular Semester for Calendar Year 2022

The table below shows a total of 27,868 students impacted by implementing STR using enrollment data from Calendar Year 2022. An estimated 16,748 students would be impacted negatively (paying more) and an estimated 11,089 of students would be impacted positively (paying less). A total of 31 students were not impacted.

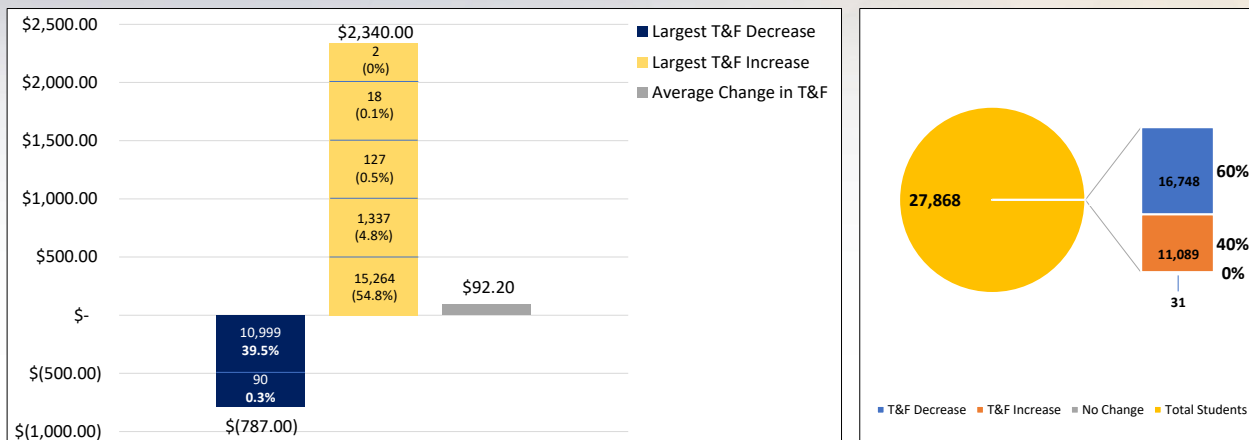


13

Data analyzed includes In District, Out of District, Military In District, Military Out of District students and excludes CBE Bachelor's, Dual Enrollment, CE, Work Credit and Differential Fees

Analysis of Student Impact Monetary Impact by Proposed Tuition Rate Regular Semester for Calendar Year 2022

The table below shows a total of 27,868 students impacted by implementing STR using enrollment data from the Calendar Year 2022. An estimated 15,264 students would have paid a range from \$1 to \$500 more and an estimated 10,999 students would have paid a range from \$1 to \$500 less.



Data analyzed includes In District, Out of District, Military In District, Military Out of District students and excludes CBE Bachelor's, Dual Enrollment, CE, and Work Credit

Analysis on Financial Aid and Scholarship Support Financial Aid and Scholarship Coverage

- Federal Pell Grants
- Veteran Affairs Funds (VA)
- Workforce Investment Grant (WIA)
- Texas Educational Opportunity Grant (TEOG)
- Texas Public Education Grant (TPEG)
- Third Party Scholarships
 - Valley Alliance of Mentors for Opportunities and Scholarships (VAMOS)
 - Valley Initiative for Development and Advancement (VIDA)
 - Rising Star Scholarship
- Nursing student grants/scholarships
- Private Scholarships
- Loans
- Creating Magic Scholarship

Semester Term	Enrollment	% Covered by Pell Grants	% Covered by Other Aid	Total
Fall 2022	18,012	56%	8%	64%
Spring 2023	14,832	55%	8%	63%

*Approximately 1,000 students do not apply for financial aid each semester.

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Marketing Strategy

- Develop an interactive calculator placed on the College's webpage.
- Marketing strategies include the following:



Post Cards



Text Messages



Social Media

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Marketing Strategy Proposed Calculator Example

- An interactive calculator will be posted online to assist students in determining their total charge.



Fall 2022 - Spring 2023 Tuition Calculator

Undergraduate | Graduate | Online | Other Fees | Study Abroad

Undergraduate Tuition and Fee Calculator

Fall 2022 or Spring 2023

Estimated Academic Tuition & Fees:

Please fill out all options below:

Student Type
(None)

Student Class
(None)

Full/Part Time
☐ Full Time
☐ Part Time

PT Credits: 0

Residency
(None)

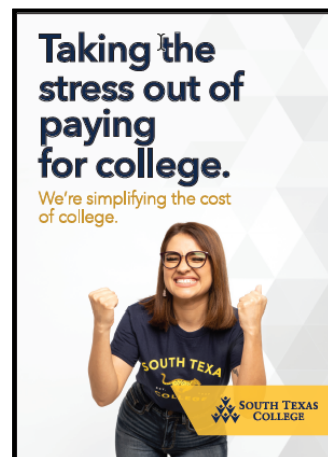
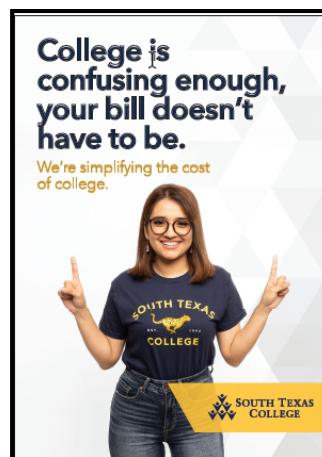
Program Name
(None)

Program Location
(None)

*This is not your final bill, this is an estimation of general tuition and fees. Other fees may apply.

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Marketing Strategy Mock Ups of Post Cards



18

Maximum Amount per Student by Fiscal Year Pell Grant Award and Total Pell Grant

Semesters	FY 2022 - 2023	FY 2023 - 2024	Difference
Fall Semester	\$3,448.00	\$3,698.00	\$250.00
Spring Semester	\$3,447.00	\$3,697.00	\$250.00
Summer Semester	\$1,594.00	\$1,594.00	\$0.00
Total Award per Student	\$8,489.00	\$8,989.00	\$500.00

Semesters	Amount Awarded
Fall Semester	\$23,000,000
Spring Semester	23,000,000
Summer Semester	6,100,000
Total Pell Grant Award Estimate for FY 2023 - 2024	\$52,100,000

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Thank you



Review and Recommend Action on Proposed Revisions to Tuition and Fees Schedules for FY 2023 – 2024

1. Credit Students Tuition and Fees
2. Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees
3. Dual Credit Students- Non-Sponsored Tuition and Fees
4. Non-Credit Students Tuition and Fees
5. International Concurrent Enrollment Tuition and Fees
6. Child Development Center Students Tuition and Fees
7. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees
8. Testing Fees
9. Employee Fees
10. Non-Employees/Non-Student Fees

Purpose and Justification – Administration requests the Committee recommend Board approval on proposed revisions to the Tuition and Fees Schedules for FY 2023 – 2024 for credit students, dual credit students sponsored by partnering school districts, dual credit students- non-sponsored, non-credit students, international concurrent enrollment, child development center students, Regional Center for Public Safety Excellence (RCPSE), testing, employee, and non-employee/non-student.

The tuition and fees schedules have been separated into ten separate schedules in order to assist the students in easily determining the tuition and fees associated with the type of programs in which they are enrolled.

The proposed revisions to the tuition and fees schedules include the following:

1. Credit Students Tuition and Fees
 - Parking/Moving Traffic Violations Fees
⇒ Addition of Fire Lane Violations
2. Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees
 - Increase Out-of-District tuition
 - Delete Electronic Distance Learning/VCT Course Fee
 - Addition of Fire Academy Fees
 - Parking/Moving Traffic Violations Fees
⇒ Addition of Fire Lane Violations
 - Addition of Library Fees
3. Dual Credit Students- Non-Sponsored Tuition and Fees
 - Increase In-District tuition
 - Delete Non-Resident Dual Credit students who do not receive approval
 - Increase Out-of-District tuition
 - Parking/Moving Traffic Violations Fees
⇒ Addition of Fire Lane Violations
 - Addition of Library Fees

4. Non-Credit Students Tuition and Fees
 - No proposed revisions
 - Parking/Moving Traffic Violations Fees
 - ⇒ Addition of Fire Lane Violations
5. International Concurrent Enrollment Tuition and Fees
 - Addition of International concurrent enrollment per credit hour
6. Child Development Center Students Tuition and Fees
 - Increase in Tuition per week
 - Revision to the Registration Fee
 - Revision of Reservation Fee for Spring Semester
 - Addition of Returned Check Fee
7. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees
 - Revisions for Continuing Education Public Safety Courses
8. Testing Fees
 - No proposed revisions
9. Employee Fees
 - Child Development Center Students Tuition and Fees
 - ⇒ Increase in Tuition per week
 - ⇒ Revision to the Registration Fee
 - ⇒ Revision of Reservation Fee for Spring Semester
 - Parking/Moving Traffic Violations Fees
 - ⇒ Addition of Skateboard and Other Appliance Violation and Fire Lane Violations
10. Non-Employees/Non-Student Fees
 - Child Development Center Students Tuition and Fees
 - ⇒ Increase in Tuition per week
 - ⇒ Revision to the Registration Fee
 - ⇒ Deletion of Reservation Fee for Spring Semester
 - ⇒ Addition of Returned Check Fee
 - Parking/Moving Traffic Violations Fees
 - ⇒ Addition of Skateboard and Other Appliance Violation and Fire Lane Violations

Reviewers - The proposed revisions to the Schedules have been reviewed by staff and President's Cabinet.

Enclosed Documents - The ten (10) proposed Schedules and a Presentation on the FY 2023-2024 Tuition and Fees follow in the packet for the Committee's information and review. The proposed revisions are highlighted in yellow on the Schedules.

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

It is requested that the Committee recommend Board approval on proposed revisions to the Tuition and Fees Schedules for FY 2023 – 2024 for credit students, dual credit students sponsored by partnering school districts, dual credit students- non-sponsored, non-credit students, international concurrent enrollment, child development center students, Regional Center for Public Safety Excellence (RCPSE), testing, employee, and non-employee/non-student as presented.



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
PARKING/MOVING TRAFFIC VIOLATIONS FEES:		
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>		
Parking Permit Fee (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00	25.00
Parking Permit Replacement Fee		
Additional Parking Permit Fee	25.00	25.00
Parking Permit Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	80.00	80.00
<i>Fourth</i>	100.00	100.00
<i>Fifth</i>	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00
Fire Lane Violations*:		
<i>First</i>		50.00
<i>Second</i>		90.00
Handicap Parking Violations *	150.00	150.00
Moving Traffic Violations: *		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>		
Proposed Skateboard and Other Appliance Violation:		
<i>First</i>	Warning	Warning
<i>Second</i>	30.00	30.00
<i>Third</i>	50.00	50.00
<i>Fourth</i>	70.00	70.00
<i>Fifth</i>	90.00	90.00



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
DUAL CREDIT TUITION:		
Per credit hour tuition for in-district dual credit students <u>in</u> <u>in-district</u> sponsored by partnering school districts	0.00	0.00
Per credit hour tuition for out-of-district dual credit students sponsored by partnering school districts (within Texas, outside of service district)	87.00	100.00
Per credit hour tuition for non-resident dual credit students sponsored by partnering school districts	87.00	Deleted
COURSE FEES:		
Electronic Distance Learning/VCT Course Fee per credit hour (Summer 2020 Sessions – Fee waived) (Fall 2020 Session – Fee waived)	10.00	Deleted
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees
PROGRAM SPECIFIC FEES:		
Fire Academy Fees: (per student/per semester) includes: <ul style="list-style-type: none"> • Gear Rental • Self Contained Breathing Apparatus • Testing • Ambulance Standby (Live Fire) • Uniform 		Recovery of costs and processing fees
INCIDENTAL FEES:		
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00
PARKING/MOVING TRAFFIC VIOLATIONS FEES:		
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>		
Parking Permit Fee (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00	25.00



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
Parking Permit Replacement Fee		
Additional Parking Permit Fee	25.00	25.00
Parking Permit Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	80.00	80.00
<i>Fourth</i>	100.00	100.00
<i>Fifth</i>	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00
Fire Lane Violations*:		
<i>First</i>		50.00
<i>Second</i>		90.00
Handicap Parking Violations *	150.00	150.00
Moving Traffic Violations: *		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>		
Proposed Skateboard and Other Appliance Violation:		
<i>First</i>	Warning	Warning
<i>Second</i>	30.00	30.00
<i>Third</i>	50.00	50.00
<i>Fourth</i>	70.00	70.00
<i>Fifth</i>	90.00	90.00
LIBRARY FEES:		
Lost or Damaged Library Item		Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item		10.00
Overdue Inter-Library Loan or TexShare Item per day		Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day		Fine and/or replacement cost as assessed and charged by lending library



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
INDEPENDENT DUAL CREDIT TUITION PER CREDIT:		
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	50.00 Plus applicable differential tuition	75.00 Plus applicable differential tuition
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	50.00 Plus applicable differential tuition	75.00 Plus applicable differential tuition
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	87.00 Plus applicable differential tuition	100.00 Plus applicable differential tuition
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	87.00 Plus applicable differential tuition	100.00 Plus applicable differential tuition
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College. (Outside of Texas, but within U.S.)	87.00 Plus applicable differential tuition	100.00 Plus applicable differential tuition
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	87.00 Plus applicable differential tuition	Deleted
INDEPENDENT DUAL CREDIT FEES:		
In-district dual credit student who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable fees and will not be assessed waived
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable fees and will not be assessed waived



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable fees and will not be assessed waived
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable fees and will not be assessed waived
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	All fees, including course and incidental fees are applicable and will not be waived	All fees, including course and incidental fees are applicable fees and will not be assessed waived
(Outside of Texas, but within U.S.)		
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	All fees, including course and incidental fees are applicable and will not be waived	Deleted
DUAL CREDIT ACADEMIES PARTICIPATION FEES:		
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester (charged to School District)	\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees
Dual Credit Academies Participation Fee-Summer, per student per credit hour (charged to School District)	\$50 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
DUAL CREDIT REIMBURSEMENT OF COSTS:		
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per course per semester	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees
Late Cancellation Fee for Dual Credit Sections Assigned to South Texas College Faculty to Teach, per section per semester	900.00	900.00
COURSE FEES:		
Lab Fee per lab credit hour for applicable courses with labs	24.00	Deleted
Electronic Distance Learning/VCT Course Fee per credit hour • Summer 2020 traditional (non-"S" section) courses - Fee waived • Fall 2020 traditional (non-"S" section) courses - Fee waived • Spring 2021 traditional (non-"S" section) courses - Fee waived	10.00	Deleted
Physical Education Special Activity Fee per course	55.00	Deleted
INCIDENTAL FEES:		
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00
Reinstatement Fee (after Census date) Spring 2020 - Fee waived when incurred on or after March 13, 2020	200.00	200.00
Returned Check	30.00	30.00
Student ID Replacement Fee	15.00	15.00
Withdrawal Fee (from all courses-one-time fee)-after Census date	50.00	Deleted
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change	Fee is paid to approved insurance carrier. Subject to change
LIBRARY FEES:		
Lost or Damaged Library Item		Cost of item plus processing fee



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
Lost or Damaged Library Item Processing Fee per item		10.00
Overdue Inter-Library Loan or TexShare Item per day		Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day		Fine and/or replacement cost as assessed and charged by lending library
PARKING/MOVING TRAFFIC VIOLATIONS FEES:		
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>		
Parking Permit Fee (except when parking at Pecan Campus- Park and Ride location during scheduled operating hours)	25.00	25.00
Parking Permit Replacement Fee		
Additional Parking Permit Fee	25.00	25.00
Parking Permit Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	80.00	80.00
<i>Fourth</i>	100.00	100.00
<i>Fifth</i>	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00
Fire Lane Violations*:		
<i>First</i>		50.00
<i>Second</i>		90.00
Handicap Parking Violations *	150.00	150.00
Moving Traffic Violations: *		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>		
Skateboard and Other Appliance Violation:		
<i>First</i>	Warning	Warning
<i>Second</i>	30.00	30.00
<i>Third</i>	50.00	50.00



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
<i>Fourth</i>	70.00	70.00
<i>Fifth</i>	90.00	90.00



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:		
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition *Effective date: On or after December 14, 2021	7.00 or variable tuition including zero	7.00 or variable tuition including zero
Workforce/Continuing Education Non-Credit Late Registration Fee	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00
Continuing Education Non-Credit Installment Plan Late Payment Fee	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/Summer Camps/Workshops/Customized Training/Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both	Negotiated recovery of costs and processing fees including exemption of both
LIBRARY FEES:		
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
PARKING/MOVING TRAFFIC VIOLATIONS FEES:		
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>		
Parking Permit Fee (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00	25.00
Parking Permit Replacement Fee		
Additional Parking Permit Fee	25.00	25.00
Parking Permit Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	80.00	80.00



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
<i>Fourth</i>	100.00	100.00
<i>Fifth</i>	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00
Fire Lane Violations*:		
<i>First</i>		50.00
<i>Second</i>		90.00
Handicap Parking Violations *	150.00	150.00
Moving Traffic Violations: *		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	90.00	90.00
*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.		
Proposed Skateboard and Other Appliance Violation:		
<i>First</i>	Warning	Warning
<i>Second</i>	30.00	30.00
<i>Third</i>	50.00	50.00
<i>Fourth</i>	70.00	70.00
<i>Fifth</i>	90.00	90.00



SOUTH TEXAS COLLEGE

INTERNATIONAL CONCURRENT ENROLLMENT TUITION AND FEES FY 2023-2024

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
INTERNATIONAL CONCURRENT ENROLLMENT TUITION: *		
International Concurrent Enrollment per credit hour		100.00

** Pre-college students in Mexico attending high schools.*



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
CHILD DEVELOPMENT CENTER FEES:		
Tuition fee per week		
• 0 - 17 months		130.00/week 26.00/day
• 18 months - 12 years	125.00/week 25.00/day	125.00/week 25.00/day
Registration Fee: (per semester/session) (upon enrollment)		
• Fall Semester	50.00	Deleted
• Spring Semester	50.00	Deleted
• Fall - Spring		50.00
• Summer Session	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea.	\$5/first 5 minutes and \$1/ea.
Supply Fee: (per semester/session)		
• Fall Semester	40.00	40.00
• Spring Semester	40.00	40.00
• Summer Session	20.00	20.00
Reservation Fee: (per semester/session) (optional)		
• Fall Semester	65.00	65.00
• Spring Semester	65.00	Deleted
• Summer Session	25.00	25.00
INCIDENTAL FEES:		
Returned Check		30.00

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
CONTINUING EDUCATION PUBLIC SAFETY COURSES:		
<u>Continuing Education Public Safety Courses Tuition and Fees</u>	As per Workforce/Continuing Education Tuition and Fees Section on 2021-2022 Student Tuition and Fee Schedule	As per Workforce/Continuing Education Tuition and Fees Section on 2023-2024 <u>Non-Credit</u> Students Tuition and Fee Schedule
FEES:		
• Firearms Scenario-Based Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs
• Target Range Qualifier Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs
• Driving Simulator Training (per student for 30 minutes)	Variable, based on recovery of costs	Variable, based on recovery of costs
• Car Fire Simulator Training (per 4 hours) (Effective July 27, 2021)	Variable, based on recovery of costs	Variable, based on recovery of costs
• Emergency Vehicle Operations Course (EVOC) (per agency)	Variable, based on recovery of costs	Variable, based on recovery of costs
• Skills Pad (per agency per hour)	Variable, based on recovery of costs	Variable, based on recovery of costs
• Classroom w/Technology (per day beyond 3 days of consecutive usage)	114.00	114.00
• TCOLE Licensing Certification Exam		
• Basic Peace Officer Exam	35.00	35.00
• Basic Jailer Exam	35.00	35.00
• Telecommunicator Exam	35.00	35.00
• Police Officer to Jailer Exam	35.00	35.00



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
TESTING FEES:		
American Welding Society Certification Testing and Material Fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Credit By Examination	Tuition	Tuition
Proctoring/Professional Testing Services Fee	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
Health Education Services Inc. (HESI) Exam Fee	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change	45.00 Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change
TCOLE Licensing Examination (per exam)		
• Basic Peace Officer Exam	35.00	35.00
• Basic Jailer Exam	35.00	35.00
• Telecommunicator Exam	35.00	35.00
• Police Officer to Jailer Exam	35.00	35.00
GED Exam Fee- 1st and 4th Attempts		
• GED Exam Fee- \$36.25 English Language Arts	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
• GED Exam Fee- \$36.25 Mathematics only		
• GED Exam Fee- \$36.25 Science only		
• GED Exam Fee- \$36.25 Social Studies only		



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
GED Retest Exam Fee-2nd, 3rd, 5th, and 6th Attempts <ul style="list-style-type: none"> • GED Retest Exam Fee-\$16.25 English Language Arts • GED Retest Exam Fee-\$16.25 Mathematics only • GED Retest Exam Fee-\$16.25 Science only • GED Retest Exam Fee-\$16.25 Social Studies only 	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change
HiSET Exam Fee (All Five Exams-1st and 4th Attempts) <ul style="list-style-type: none"> • HiSET Exam Fee-Reading only \$25.00 • HiSet Exam Fee-Writing only \$25.00 • HiSET Exam Fee-Math only \$25.00 • HiSET Exam Fee-Science only \$25.00 • HiSET Exam Fee-Social Studies only \$25.00 	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
HiSET Exam Fee (All Five Exams-2nd, 3rd, 5th, and 6th Attempts) <ul style="list-style-type: none"> • HiSET Exam Fee-Reading only \$15.00 • HiSET Exam Fee-Writing only \$15.00 • HiSET Exam Fee-Math only \$15.00 • HiSET Exam Fee-Science only \$15.00 • HiSET Exam Fee-Social Studies only \$15.00 	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change
TSI Assessment Exam Fees: Effective January 11, 2021		
• TSI Assessment Reservation Fee	25.00	25.00
• TSI Assessment Exam Fee- Both exams	29.00	29.00
• TSI Assessment Exam Fee - Math only	15.00	15.00
• TSI Assessment Exam Fee-English Language Arts and Reading only	15.00	15.00
TSI Assessment Exam Retesting Fees: Effective January 11, 2021		
• TSI Assessment Reservation Fee	25.00	25.00
• TSI Assessment Exam Retesting Fee- Both exams	29.00	29.00
• TSI Assessment Exam Fee - Retesting Math only	15.00	15.00
• TSI Assessment Exam Fee-Retesting English Language Arts and Reading only	15.00	15.00



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
CHILD DEVELOPMENT CENTER FEES:		
Tuition fee per week		
• 0 - 17 months		130.00/week 26.00/day
• 18 months - 12 years	125.00/week 25.00/day	125.00/week 25.00/day
Registration Fee: (per semester/session) (upon enrollment)		
• Fall Semester	50.00	Deleted
• Spring Semester	50.00	Deleted
• Fall - Spring		50.00
• Summer Session	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea.	\$5/first 5 minutes and \$1/ea.
Supply Fee: (per semester/session)		
• Fall Semester	40.00	40.00
• Spring Semester	40.00	40.00
• Summer Session	20.00	20.00
Reservation Fee: (per semester/session) (optional)		
• Fall Semester	65.00	65.00
• Spring Semester	65.00	Deleted
• Summer Session	25.00	25.00
PARKING/MOVING TRAFFIC VIOLATIONS FEES:		
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>		
Parking Permit Fee (except when parking at Pecan Campus-Park and Ride location during scheduled operating hours)	25.00	25.00
Parking Permit Replacement Fee		
Additional Parking Permit Fee	25.00	25.00
Parking Permit Violations:		
First	30.00	30.00
Second	50.00	50.00
Third	80.00	80.00
Fourth	100.00	100.00
Fifth	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
Fire Lane Violations*:		
<i>First</i>		50.00
<i>Second</i>		90.00
Handicap Parking Violations *	150.00	150.00
Moving Traffic Violations: *		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	90.00	90.00
<i>*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.</i>		
Proposed Skateboard and Other Appliance Violation:		
<i>First</i>		Warning
<i>Second</i>		30.00
<i>Third</i>		50.00
<i>Fourth</i>		70.00
<i>Fifth</i>		90.00
INCIDENTAL FEES:		
Keyless Access Card Replacement Fee	10.00	10.00
Returned Check	30.00	30.00
LIBRARY FEES:		
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library

	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
INCIDENTAL FEES:		
Returned Check	30.00	30.00
LIBRARY FEES:		
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	10.00	10.00
CHILD DEVELOPMENT CENTER FEES:		
Tuition fee per week		
• 0 - 17 months		130.00/week 26.00/day
• 18 months - 12 years	125.00/week 25.00/day	125.00/week 25.00/day
Registration Fee: (per semester/session)- (upon enrollment)		
• Fall Semester	50.00	Deleted
• Spring Semester	50.00	Deleted
• Fall - Spring		50.00
• Summer Session	25.00	25.00
Late Pick-Up Fee	\$5/first 5 minutes and \$1/ea.	\$5/first 5 minutes and \$1/ea.
Supply Fee: (per semester/session)		
• Fall Semester	40.00	40.00
• Spring Semester	40.00	40.00
• Summer Session	20.00	20.00
Reservation Fee: (per semester/session) (optional)		
• Fall Semester	65.00	65.00
• Spring Semester	65.00	Deleted
• Summer Session	25.00	25.00
PARKING/MOVING TRAFFIC VIOLATIONS FEES:		
<i>Stated fees are for administrative parking citations issued by an STC security guard only. STC Police Officers also issue citations but those citations are referred to the municipal or justice of the peace courts in which the campus is located.</i>		
Parking Permit Fee (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00	25.00
Parking Permit Replacement Fee		
Additional Parking Permit Fee	25.00	25.00



	Board Approved FY 2022-2023	PROPOSED FY 2023-2024
Parking Permit Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	80.00	80.00
<i>Fourth</i>	100.00	100.00
<i>Fifth</i>	120.00	120.00
Vehicle Boot Removal Fee	100.00	100.00
Fire Lane Violations*:		
<i>First</i>		50.00
<i>Second</i>		90.00
Handicap Parking Violations *	150.00	150.00
Moving Traffic Violations: *		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	90.00	90.00
*If a citation for fire lane parking, handicap parking, or moving violations is issued by an STC Police Officer the fees will vary depending on the municipal or justice of the peace courts in which the campus is located.		
Proposed Skateboard and Other Appliance Violation:		
<i>First</i>		Warning
<i>Second</i>		30.00
<i>Third</i>		50.00
<i>Fourth</i>		70.00
<i>Fifth</i>		90.00



Proposed Revisions to Tuition and Fees Schedule Fiscal Year 2023 - 2024

March 7, 2023 Finance, Audit & Human Resources Committee

Mary G. Elizondo, MBA, CPA, CFE, CGMA
Vice President for Finance & Administrative Services

1

Proposed Revisions to Tuition and Fee Schedules

1. Credit Students Tuition and Fees

- Parking/Moving Traffic Violations Fees
 - Addition of Fire Lane Violations

2. Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees

- Increase Out-of-District tuition
- Delete Electronic Distance Learning/VCT Course Fee
- Addition of Fire Academy Fees
- Parking/Moving Traffic Violations Fees
 - Addition of Fire Lane Violations
- Addition of Library Fees

3. Dual Credit Students – Non-Sponsored Tuition and Fees

- Increase In-District tuition
- Delete Non-Resident Dual Credit Students who do not receive approval
- Increase out Out-of-District tuition
- Parking/Moving Traffic Violation Fees
 - Addition of Fire Lane Violations
- Addition of Library Fees

2

Proposed Revisions to Tuition and Fee Schedules

4. Non-Credit Students Tuition and Fees

- No proposed revisions
- Parking/Moving Traffic Violations Fees
 - Addition of Fire Lane Violations

5. International Concurrent Enrollment Tuition and Fees

- Addition of International concurrent enrollment per credit hour

6. Child Development Center Students Tuition and Fees

- Increase in Tuition per week
- Revision to the Registration Fee
- Revision of Reservation Fee for Spring Semester
- Addition of Returned Check Fee

7. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees

- Revisions for Continuing Education Public Safety Courses

8. Testing Fees

- No proposed revisions

3

Proposed Revisions to Tuition and Fee Schedules

9. Employee Fees

- Child Development Center Students Tuition and Fees
 - Increase in Tuition per week
 - Revision to the Registration Fee
 - Revision of Reservation Fee for Spring Semester
- Parking/Moving Traffic Violations Fees
 - Addition of Skateboard and Other Appliance Violation and Fire Lane Violations

10. Non-Employee/Non-Student Fees

- Child Development Center Students Tuition and Fees
 - Increase in Tuition per week
 - Revision to the Registration Fee
 - Deletion of Reservation Fee for Spring Semester
 - Addition of Returned Check Fee
- Parking/Moving Traffic Violations Fees
 - Addition of Skateboard and Other Appliance Violation and Fire Lane Violations

4

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

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

This will align the policy 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 Policy	Retired Policy(ies)
A-1. CG (Local) Safety Program	A-2. Policy #6225: Safety
B-1. CGC (Local) Safety Program: Emergency Plans and Alerts	B-2. Policy #4405: Hazard Communication Program B-3. Policy #6220: Emergency Closing of the College

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, and Ruben Suarez, South Texas College Chief of Police for the Department of Public Safety, will be present at the Committee Meeting to address questions.

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

**Comprehensive
Safety Program**

The College District shall take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator shall be responsible for developing, implementing, and promoting a comprehensive safety program.

The general areas of responsibility include, but are not limited to, the following:

1. Guidelines and procedures for responding to emergencies.
2. Program activities intended to reduce the frequency of accident and injury, including:
 - a. Inspecting work areas and equipment.
 - b. Training frontline and supervisory staff.
 - c. Establishing safe work procedures and regulations.
 - d. Reporting, investigating, and reviewing accidents.
 - e. Promoting responsibility for College District property on the part of students, employees, and the community.
3. Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.
4. Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.
5. Driver education programs, when available.
6. Vehicle safety programs.

**Information
Management**

The College President or designee shall be responsible for the collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.

MANUAL OF POLICY

Title

Safety

6225

Legal Authority

Approval of the Board of Trustees

Page 1 of 1

Date Approved by Board

Board Minute Order Dated November 9, 1995

As Amended by Board Minute Order dated November 26, 2019

I. Purpose

The purpose of the Safety policy is to provide provisions regarding South Texas College's commitment for a safe and healthy environment for all students, employees, and visitors.

II. Policy

South Texas College endeavors to provide and maintain a safe and supportive learning and working environment and is committed to protecting the health and safety of its students, employees, and visitors as well as the environment.

The College maintains environmental, health, and safety procedures and plans focusing on the following areas, including, but not limited to, workplace safety, campus security, emergency preparedness, and fire safety. The procedures and plans shall meet or exceed applicable laws, standards, and best practices. Plans and procedures are maintained on the College's website and by individual departmental units.

The administration and dissemination of environmental, health, and safety procedures and plans are delegated to the Vice President of Finance and Administrative Services.

Employees, students, and visitors shall cooperate fully with all aspects of the environmental, health, and safety policies, procedures, and plans.

The College conducts a safety and security audit of the College's facilities, pursuant to Texas Education Code, Sec. 37.108, at least once every three years. The College shall follow safety and security audit procedures developed by the Texas School Safety Center. The results of the safety and security audit shall be reported to the College's Board of Trustees and to the Texas School Safety Center.

III. Definitions

Not Applicable

IV. History

Origination Date Approved by Board	November 9, 1995
Date Reviewed and Approved by Board	November 9, 1995 November 26, 2019

**Emergency
Operations Plan**

In accordance with state requirements, the College District shall maintain a multihazard emergency operations plan that provides for appropriate employee training; adequate communications technology and infrastructure, including employee access to emergency communication devices; coordination with state and local entities; and implementation of a safety and security audit.

**Emergency
Response and
Evacuation
Procedures**

In accordance with federal law, the College District shall maintain effective emergency response and evacuation procedures that can be implemented on short notice and that will ensure optimum safety for students and personnel.

**Emergency Alert
System**

In accordance with state requirements, the College District shall maintain an emergency alert system that provides for timely notification to students, faculty, and staff of emergencies affecting the College District or its students and employees.

MANUAL OF POLICY

Title	Hazard Communication Program	4405
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 19, 1998	

South Texas College shall comply with the requirements of the Hazard Communication Act (Chapter 502 of the Texas Health and Safety Code).

Furthermore, the College shall communicate any information regarding hazardous chemicals in the workplace to employees who are involved in these work areas.

It will be the responsibility of the supervisory administrator and instructor to ensure the proper information is obtained and disseminated to the appropriate employees. It will be the employee's responsibility to follow safe practices as outlined in the Hazard Communication Program procedures.

MANUAL OF POLICY

Title	Emergency Closing of the College	6220
Legal Authority	Approval of the Board of Trustees	
Date Approved By Board	Board Minute Order Dated November 9, 1995	

The President or designee shall have the authority to cancel classes and close the College because of extreme weather or other emergency conditions.

Revised

Review and Recommend Action to Adopt New Community and Governmental Relations Policy and Retire Current Policy

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

This will align the policy 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 Policy	Retired Policy
A-1. GDA (Local) Community Expression and Use of College Facilities: Conduct on College District Premises	A-2. Policy #6322: Smoke/Tobacco/E-Cigarette Free Environment

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, and Ruben Suarez, South Texas College Chief of Police for the Department of Public Safety, will be present at the Committee Meeting to address questions.

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

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES
CONDUCT ON COLLEGE DISTRICT PREMISES

GDA
(LOCAL)

**Withdrawal of
Consent to Remain
on Campus**

In accordance with law, during a period of disruption, the College President or designee may notify a person that consent to remain on a College District campus or facility has been withdrawn for no longer than 14 days if there is reasonable cause to believe that the person willfully disrupted the orderly operation of the College District and that his or her presence on College District property will constitute a substantial and material threat to the orderly operation of the College District.

Hearing Procedures

A party from whom consent has been withdrawn may request a hearing on the withdrawal to be held in accordance with law.

Appeal

The person may appeal the outcome of the hearing through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

**Tobacco and
E-cigarettes**

With the exceptions of designated areas and parking lot, the College District prohibits the use of tobacco products and e-cigarettes on College District property, in College District vehicles, and at College District-related activities, unless authorized by the College President or designee. [See FLBD]

Alcohol

The College District prohibits using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, and at College District-related activities. With the prior consent of the Board or the College President, these provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

MANUAL OF POLICY

Title	Smoke/Tobacco/E-Cigarette Free Environment	6322
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated November 9, 1995 As Amended by Board Minute Order Dated September 2, 1999 As Amended by Board Minute Order Dated July 18, 2007 As Amended by Board Minute Order dated January 26, 2016	

South Texas College, including all its facilities and grounds, is a smoke/tobacco/e-cigarette free environment except in designated areas and parking lots.

Persons violating this policy shall be subject to appropriate disciplinary action.

Revised

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 Policies and Retire Current Policies 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 Policy	Retired Policy(ies)
A-1. CDDA (Local) Payroll Procedures: Salary Deductions	
B-1. DLA (Local) Employee Performance: Evaluation	<p>B-2. Retire Policy #3812: Faculty Evaluation</p> <ul style="list-style-type: none"> • Transition and maintained as an administrative procedure. <p>B-3. Retire Policy #4160: Non-Faculty Performance Appraisal</p> <ul style="list-style-type: none"> • Transition and maintained as an administrative procedure.

The following policy is also recommended for retirement. It is duplicative with the existing legal framework as maintained for South Texas College by TASB.

C-1. Retire Current Policy #4710: Public Statements Regarding Personnel Matters

- Replaced by GCA (Legal Framework) – Public Information Program: Access to Information

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, Employee Relations Officer, 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, Alicia Correa, Interim Director of Human Resources, and Zachary Suarez, Employee Relations Officer, will be present at the Committee Meeting to address questions.

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

The College District shall make deductions from an employee's salary or wages or shall reduce an employee's wages in accordance with law or salary reduction agreements executed between the College District and its employees.

**State Employee
Charitable
Contribution
Program**

By April 1 of each year, the Board shall decide whether to participate in the state employee charitable contribution (SECC) program for the following fiscal year.

Additional Amounts

In addition to legally required deductions, the Board has determined it to serve a public purpose and benefit employees to permit voluntary deductions for:

1. Approved insurance programs;
2. Annuities/deferred compensation programs;
3. College District cafeteria plan options authorized by the Internal Revenue Service;
4. Area credit unions as specified in administrative procedures; and
5. Miscellaneous reimbursements to the College District, authorized by the employee; and
6. Charitable organizations as approved by the Board. If the Board participates in the SECC program, an employee may choose not to participate in the program and may authorize a deduction(s) for charitable organizations approved by the Board.

To qualify for a deduction listed above, the employee must submit a request in writing, specifying the category of the deduction, the amount to be deducted, and the entity to which the deducted amount is to be transferred, in accordance with administrative procedures. The procedures must address:

1. Enrollment periods, if any; and
2. Any administrative fee to cover the cost of making a deduction.

Social Security All employees shall be covered by social security.

Optional Tax-
Sheltered Annuity An optional tax-sheltered annuity shall be available to all employees regardless of the retirement system they have chosen.

Excess Leave Deductions shall be made for unauthorized leave or leave taken in excess of earned leave. [See DEC]

DATE ISSUED:

ADOPTED:

1 of 1

The College District shall regularly evaluate the effectiveness of each employee in accordance with the criteria and procedures developed with employee input and described in administrative regulations.

MANUAL OF POLICY

Title	Faculty Evaluation	3812
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

Evaluation is a continuous process designed to improve the performance of those being evaluated. As part of this process, at least once a year all faculty members of the College will be evaluated in accordance with the Faculty Evaluation Procedures, which specify the means and extent of participation by students, peers, supervisor and self.

Evaluation of faculty performance should take place under the policies which declare the College's values regarding instruction and which make clear its expectations of instructors.

The development and implementation of the faculty evaluation policy is a shared responsibility of both faculty and administration. No faculty member is to be subject to an evaluation characterized by unilateral judgments based upon insufficient data and casual procedures.

The criteria for evaluation should be clearly stated and disseminated to faculty. The procedures for applying these criteria and the time schedule for the evaluation process should be specified.

Successful faculty evaluation depends upon open communication between those who are evaluated and those who evaluate.

Evaluation of faculty performance inevitably involves judgment and subjectivity. Therefore, the administrators of the evaluation policy should be judicious in recognizing the complex nature of teaching, the broad range of effective teaching styles, and the variety of teaching methods. Procedures for faculty input in the development and review of evaluation policies are provided.

The evaluation policies recognize the concepts of academic freedom and responsibility and provide for due process whenever grievances arise.

MANUAL OF POLICY

Title	Non-Faculty Performance Appraisal	4160
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated May 30, 2019	

I. Purpose

Performance appraisals are an integral part of the College's ongoing commitment to annually measure the extent to which the employee's performance meets the requirements of their employment and to establish goals for the future; strengthen the relationship between the supervisor and the employee; facilitate clear channels of communication; appraise and recognize performance; identify areas that might require improvement; and assess communication and supervisory skills.

II. Policy

It is the policy of South Texas College to provide a process for performance appraisal of full-time non-faculty personnel. Full-time non-faculty personnel include Classified, Professional Support, Administrative, and Executive positions. Each non-faculty full time employee shall be evaluated annually in accordance with the established guidelines and procedures as maintained by the Office of Human Resources and approved by the President. Performance appraisals will be retained at the Office of Human Resources upon completion.

Performance appraisals are expected to be a fair, accurate, and complete reflection of the employee's performance. If an employee disagrees with the performance appraisal, the employee may submit a statement within three (3) business days of the performance appraisal meeting and the statement will be attached to the performance appraisal to be included in the employee's personnel file. The employee may also elect to submit a grievance as per Policy #4904 Employee Complaint Procedure.

Faculty appraisals will follow the Faculty Evaluation procedures as per Policy #3812 Faculty Evaluation.

The President's appraisal will follow Policy #2140 Evaluation of the President.

The Internal Auditor's appraisal will follow Policy #2250 Evaluation of the Internal Auditor.

III. History

Origination Date Approved by Board:
May 30, 2019

Date Amended and Approved by Board:

MANUAL OF POLICY

Title	Public Statements Regarding Personnel Matters	4710
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

Any personnel matter which is under discussion or in the process of being resolved between employees or between employees and the College shall not be discussed in any manner or way with any person not directly involved in resolving the particular issue.

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**Section I: Public
Information
Generally**

It is the policy of this state that each person is entitled, unless otherwise expressly provided by law, at all times to complete information about the affairs of government and the official acts of public officials and employees.

Access to public information is addressed by the Public Information Act (PIA), Government Code Chapter 552. This chapter shall be liberally construed in favor of granting a request for information.

Gov't Code 552.001

Definitions

*Public
Information*

"Public information" means information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business:

1. By a governmental body, including a college district board of trustees;
2. For a governmental body and the governmental body:
 - a. Owns the information;
 - b. Has a right of access to the information; or
 - c. Spends or contributes public money for the purpose of writing, producing, collecting, assembling, or maintaining the information; or
3. By an individual officer or employee of a governmental body in the officer's or employee's official capacity and the information pertains to official business of the governmental body.

The definition of "public information" applies to and includes any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business.

Information is in connection with the transaction of official business if the information is created by, transmitted to, received by, or maintained by an officer or employee of the governmental body in the officer's or employee's official capacity, or a person or entity performing official business or a governmental function on behalf of a governmental body, and pertains to official business of the governmental body.

Gov't Code 552.002(a)–(a-2)

Official Business

"Official business" means any matter over which a governmental body has any authority, administrative duties, or advisory duties.
Gov't Code 552.003(2-a)

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Availability of Public
Information

Public information is available to the public at a minimum during the normal business hours of the governmental body. *Gov't Code 552.021*

Information That
Must Be Disclosed
Unless Confidential
Under Law

Without limiting the amount or kind of information that is public information under the PIA, the following categories of information are public information and not excepted from required disclosure unless made confidential under the PIA or other law:

1. A completed report, audit, evaluation, or investigation made of, for, or by the governmental body, except by provided in Government Code 552.108.
2. The name, sex, ethnicity, salary, title, and dates of employment of each employee and officer of a governmental body.
3. Information in an account, voucher, or contract relating to the receipt or expenditure of public or other funds by a governmental body.
4. The name of each official and the final record of voting on all proceedings of the board.
5. All working papers, research material, and information used to estimate the need or expenditure of public funds or taxes by a governmental body, on completion of the estimate.
6. The name, place of business, and the name of the municipality to which local sales and use taxes are credited, if any, for the named person, of a person reporting or paying sales and use taxes under Tax Code Chapter 151.
7. A description of an agency's central and field organizations, including the established places at which the public may obtain information, submit information or requests, and obtain decisions; the employees from whom the public may obtain information, submit information or requests, or obtain decisions; and the methods by which the public may obtain information, submit information or requests, or obtain decisions.
8. A statement of the general course and method by which an agency's functions are channeled and determined, including the nature and requirements of all formal and informal policies and procedures.
9. A rule of procedure, description of forms available or the places at which forms may be obtained, and instructions relating to the scope and content of all papers, reports, or examinations.

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10. A substantive rule of general applicability adopted or issued by an agency as authorized by law, and a statement of general policy or interpretation of general applicability formulated and adopted by an agency.
11. Each amendment, revision, or repeal of information described in items 7–10.
12. Final opinions, including concurring and dissenting opinions, and orders issued in the adjudication of cases.
13. A policy statement or interpretation that has been adopted or issued by an agency.
14. Administrative staff manuals and instructions to staff that affect a member of the public.
15. Information regarded as open to the public under an agency's policies.
16. Information that is in a bill for attorney's fees and that is not privileged under the attorney-client privilege.
17. Information that is also contained in a public court record.
18. A settlement agreement to which a governmental body is a party.

Gov't Code 552.022

*Contracts for
Lobbying
Services*

Information related to contracts for lobbying services required to be displayed on a political subdivision's internet website under Government Code 2254.030 is public information subject to disclosure under the PIA. *Gov't Code 2254.030(c)*

*Contracting
Information*

Contracting information is public and must be released unless excepted from disclosure under the PIA.

"Contracting information" means the following information maintained by a governmental body or sent between a governmental body and a vendor, contractor, potential vendor, or potential contractor:

1. Information in a voucher or contract relating to the receipt or expenditure of public funds by a governmental body;
2. Solicitation or bid documents relating to a contract with a governmental body;
3. Communications sent between a governmental body and a vendor, contractor, potential vendor, or potential contractor during the solicitation, evaluation, or negotiation of a contract;

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4. Documents, including bid tabulations, showing the criteria by which a governmental body evaluates each vendor, contractor, potential vendor, or potential contractor responding to a solicitation and, if applicable an explanation of why the vendor or contractor was selected; and
5. Communications and other information sent between a governmental body and a vendor or contractor related to the performance of a final contract with the governmental body or work performed on behalf of the governmental body.

Gov't Code 552.0222(a), .003(1-a) [See CM for construction contract evaluation document disclosures]

*Investment
Information*

The categories of information held by a governmental body relating to its investments, as specified by Government Code 552.0225(b), are public information and not excepted from disclosure under the PIA. *Gov't Code 552.0225(b)*

*Expenditures for
a Security
System*

Financial information in the possession of a governmental entity that relates to the expenditure of funds by a governmental entity for a security system is public information that is not excepted from required disclosure under the PIA. *Gov't Code 418.182(b)*

*Security
Cameras in
Private Offices*

Information in the possession of a governmental entity that relates to the location of a security camera in a private office at a state agency, including an institution of higher education, is public information and is not excepted from required disclosure under the PIA unless the security camera is located in an individual personal residence for which the state provides security or is in use for surveillance in an active criminal investigation. *Gov't Code 418.182(c)*

*Body-Worn
Cameras*

Information recorded by a body-worn camera that is or could be used as evidence in a criminal prosecution is subject to disclosure under the PIA. Information recorded by a body-worn camera and held by a law enforcement agency under Occupations Code Chapter 1701, Subchapter N, is not subject to disclosure under the PIA. A recording is confidential and excepted from the requirements of Government Code Chapter 552 if the recording:

1. Was not required to be made under Occupations Code Chapter 1701, Subchapter N, or another law or under a policy adopted by the appropriate law enforcement agency; and
2. Does not relate to a law enforcement purpose.

A law enforcement agency may not release any portion of a recording made in a private space, or of a recording involving the investigation of conduct that constitutes a misdemeanor punishable by fine only and does not result in arrest, without written authorization

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from the person who is the subject of that portion of the recording or, if the person is deceased, from the person's authorized representative.

Occupations Code 1701.661(c)–(d), (f), (h)

Permitted
Viewing

A permitted viewing of a recording under Occupations Code 1701.660(a-1) is not considered to be a release of public information for purposes of the PIA. *Occupations Code 1701.660(a-1)*

*Communications
with Voting
Systems Vendors*

A written letter, email, or other communication, including a communication made confidential by other law, between a public official and a voting systems vendor is not confidential, is public information for purposes of the PIA, and is not subject to an exception to disclosure provided by the PIA other than Government Code Sections 552.110 and 552.1101. *Election Code 121.004(a)*

Exception

A written letter, email, or other communication between a public official and a voting systems vendor is excepted from disclosure under Government Code Chapter 552 if the communication discloses information, data, or records relating to the security of elections critical infrastructure. *Election Code 121.004(b)*

*Agreements to
Assess Course
Material Fees
and Charges*

Any agreement between an institution of higher education and an entity under which the institution agrees to assess or allows the entity to assess a fee or charge for course materials to students enrolled at the institution is public information under Government Code Chapter 552. *Education Code 51.4521(e)*

**Section II:
Information that is
Confidential**

The certified agenda or recording of a closed meeting is available for public inspection and copying only under a court order issued under Government Code 551.104(b)(3). *Gov't Code 551.104(c)*

Certified Agenda or
Recording of a
Closed Meeting

"Recording" means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed. *Gov't Code 551.001(7)*

Personal
Information

*Employees and
Officials*

Each employee, with the exception of a current or honorably retired peace officer, security officer, or elected public officer to whom Government Code 552.1175 applies, or official of a governmental body and each former employee or official of a governmental body shall choose whether to allow public access to information in the custody of the governmental body that relates to the person's home address, home telephone number, emergency contact information, or social security number, or that reveals whether the person has family members.

Each employee and official and each former employee and official shall state that person's choice to the main personnel officer of the

governmental body in a signed writing not later than the 14th day after the date on which the employee begins employment with the governmental body, the official is elected or appointed, or the former employee or official ends service with the governmental body. If the employee or official or former employee or official chooses not to allow public access to the information the information is protected under Government Code Chapter 552, Subchapter C and the governmental body may redact the information from any information the governmental body discloses under the PIA without the necessity of requesting a decision from the attorney general. If an employee or official or a former employee or official fails to state the person's choice within the 14-day period, the information is subject to public access.

An employee or official or former employee or official of a governmental body who wishes to close or open public access to the information may request in writing that the main personnel officer of the governmental body close or open access.

A governmental body that redacts or withholds information under this section shall provide the following information to the requestor on a form prescribed by the attorney general:

1. A description of the redacted or withheld information;
2. A citation to Government Code 552.024; and
3. Instructions regarding how the requestor may seek a decision from the attorney general regarding whether the redacted or withheld information is excepted from required disclosure.

If a governmental body redacts or withholds information without requesting a decision from the attorney general about whether the information may be redacted or withheld, the requestor is entitled to seek a decision from the attorney general about the matter.

Gov't Code 552.024; Att'y Gen. ORD-530 (1989)

*Elected Public
Officers and
Peace Officers /
Security Officers*

Information that relates to the home address, home telephone number, emergency contact information, date of birth, or social security number of any elected public officer, current or honorably retired peace officer as defined by Code of Criminal Procedure article 2.12, commissioned security officer as defined by Occupations Code 1702.002, or other individual to whom Government Code 552.1175 applies, or that reveals whether the individual has family members is confidential and may not be disclosed to the public under Government Code Chapter 552 if the individual to whom the information relates:

1. Chooses to restrict public access to the information; and

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2. Notifies the governmental body of the individual's choice on a form provided by the governmental body, accompanied by evidence of the individual's status.

The choice remains valid until rescinded in writing by the individual.

A governmental body that redacts or withholds information under this section shall provide the following information to the requestor on a form prescribed by the attorney general:

1. A description of the redacted or withheld information;
2. A citation to Government Code 552.024; and
3. Instructions regarding how the requestor may seek a decision from the attorney general regarding whether the redacted or withheld information is excepted from required disclosure.

If a governmental body redacts or withholds information without requesting a decision from the attorney general about whether the information may be redacted or withheld, the requestor is entitled to seek a decision from the attorney general about the matter.

Gov't Code 552.1175 [For officer information excepted under Government Code 552.117, see Section III: Information Excepted from Public Disclosure]

*Disaster Fund
Recovery
Recipients*

Information maintained by a governmental body is confidential and may not be disclosed to the public under the PIA if it relates to:

1. The name, social security number, house number, street name, and telephone number of an individual or household that applies for state or federal disaster recovery funds;
2. The name, tax identification number, address, and telephone number of a business entity or an owner of a business entity that applies for state or federal disaster recovery funds; and
3. Any other information the disclosure of which would identify or tend to identify a person or household that applies for state or federal disaster recovery funds.

The street name and census block group of and the amount of disaster recovery funds awarded to a person or household are not confidential after the date on which disaster recovery funds are awarded to the person or household.

Gov't Code 552.160

Student Records

Information is confidential and excepted from the requirements of the PIA if it is a student record at an educational institution funded

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wholly or partly by state revenue. The record shall be made available on the request of the educational institution personnel, the student involved, or the student's parent, guardian, or spouse or a person conducting a child abuse investigation required by Family Code Chapter 261, Subchapter D.

The PIA does not require the release of information contained in education records of an educational agency or institution, except in conformity with the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g. This section does not prohibit the disclosure or provision of information included in an education record if the disclosure or provision is authorized by FERPA or other federal law. [See FL]

Gov't Code 552.114(b)–(c), .026

Redaction

An educational institution may redact information covered under Government Code 552.114(b) from information disclosed under the PIA without requesting a decision from the attorney general. *Gov't Code 552.114(d)*

Exception

If an applicant for admission to an educational institution described by Section 552.114(b), above, or a parent or legal guardian of a minor applicant to an educational institution described by Section 552.114(b), above, requests information in the record of the applicant, the educational institution shall disclose any information that is related to the applicant's application for admission and was provided to the educational institution by the applicant. *Gov't Code 552.114(e)*

Student Record

"Student record" means:

1. Information that constitutes education records as that term is defined by the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g(a)(4)); or
2. Information in a record of an applicant for admission to an educational institution, including a transfer applicant.

Gov't Code 552.114(a)

*Protected Health
Information*

Protected health information as defined by Health and Safety Code 181.006 is not public information and is not subject to disclosure under the PIA. *Gov't Code 552.002*

*Out-of-State
Health-Care
Information*

Information obtained by a governmental body that was provided by an out-of-state health-care provider in connection with a quality management, peer review, or best practices program that the out-of-state health-care provider pays for is confidential and excepted from the requirements of the PIA. *Gov't Code 552.162*

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Credit Card, Debit
Card, Charge Card,
and Access Device
Numbers

A credit card, debit card, charge card, or access device number that is collected, assembled, or maintained by or for a governmental body is confidential.

“Access device” means a card, plate, code, account number, personal identification number, electronic serial number, mobile identification number, or other telecommunications service, equipment, or instrument identifier or means of account access that alone or in conjunction with another device may be used to:

1. Obtain money, goods, services, or another thing of value; or
2. Initiate a transfer of funds other than a transfer originated solely by paper instrument.

A governmental body may redact information that must be withheld as described above from any information the governmental body discloses without the necessity of requesting a decision from the attorney general.

A governmental body that redacts or withholds information under this section shall provide the following information to the requestor on a form prescribed by the attorney general:

1. A description of the redacted or withheld information;
2. A citation to Government Code 552.024; and
3. Instructions regarding how the requestor may seek a decision from the attorney general regarding whether the redacted or withheld information is excepted from required disclosure.

If a governmental body redacts or withholds information without requesting a decision from the attorney general about whether the information may be redacted or withheld, the requestor is entitled to seek a decision from the attorney general about the matter.

Gov’t Code 552.136

Confidential
Investment
Information

All information prepared or provided by a private investment fund and held by a governmental body that is not listed in Government Code 552.0225(b) is confidential and excepted from the requirements of the PIA.

Unless the information has been publicly released, pre-investment and post-investment diligence information, including reviews and analyses, prepared or maintained by a governmental body or a private investment fund is confidential and excepted from the requirements of the PIA, except to the extent it is subject to disclosure under the following provision.

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All information regarding a governmental body's direct purchase, holding, or disposal of restricted securities that is not listed in Section 552.0225(b)(2)–(9), (11), or (13)–(16) is confidential and excepted from the requirements of the PIA. This provision does not apply to a governmental body's purchase, holding, or disposal of restricted securities for the purpose of reinvestment nor does it apply to a private investment fund's investment in restricted securities. This provision applies to information regarding a direct purchase, holding, or disposal of restricted securities by the Texas growth fund, created under Texas Constitution Article XVI, Section 70, that is not listed in Government Code 552.0225(b).

Gov't Code 552.143(a)–(c)

Email Addresses

Confidential

An email address of a member of the public that is provided for the purpose of communicating electronically with a governmental body is confidential and not subject to disclosure under the PIA. Confidential information described by this section that relates to a member of the public may be disclosed if the member of the public affirmatively consents to its release. *Gov't Code 552.137(a)–(b)*

Exceptions

This section does not apply to an email address:

1. Provided to a governmental body by a person who has a contractual relationship with the governmental body or by the contractor's agent;
2. Provided to a governmental body by a vendor who seeks to contract with the governmental body or by the vendor's agent;
3. Contained in a response to a request for bids or proposals, contained in a response to similar invitations soliciting offers or information relating to a potential contract, or provided to the governmental body in the course of negotiating the terms of a contract or potential contract;
4. Provided to the governmental body on a letterhead, coversheet, printed document, or other document made available to the public; or
5. Provided to a governmental body for the purpose of providing public comment on or receiving notices related to an application for a license or receiving orders or decisions from a governmental body. "License" includes the whole or part of a state agency permit, certificate, approval, registration, or similar form of permission required by law.

This section does not prohibit a governmental body from disclosing an email address for any reason to another governmental body or to a federal agency.

Gov't Code 552.137(c)–(d), 2001.003(2)

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Participant in Address Confidentiality Program	Information relating to a participant in the Address Confidentiality Program to assist a victim of family violence, sexual assault or abuse, stalking, or trafficking of persons under Code of Criminal Procedure Chapter 58, Subchapter B, is confidential, except as provided by Code of Criminal Procedure 58.061, and may not be disclosed under the PIA. <i>Code of Criminal Procedure 58.060</i>
Crime Victim Information <i>Pseudonym Form</i>	A completed and returned pseudonym form as provided by Code of Criminal Procedure Chapter 58 is confidential and may not be disclosed to any person except as provided by Chapter 58. <i>Code of Criminal Procedure Chapter 58</i>
<i>Certain Identifying Information</i>	<p>Information is confidential and excepted from the requirements of the PIA if the information identifies an individual as:</p> <ol style="list-style-type: none">1. A victim of:<ol style="list-style-type: none">a. An offense under Penal Code 20A.02, 20A.03, 21.02, 21.11, 22.011, 22.021, 43.05, or 43.25; orb. An offense that is part of the same criminal episode, as defined by Penal Code 3.01 as an offense described by paragraph 1a; or2. A victim of any criminal offense, if the victim was younger than 18 years of age when any element of the offense was committed. <p><i>Gov't Code 552.1315(a)</i></p>
Exception	<p>Information under this provision may be disclosed:</p> <ol style="list-style-type: none">1. To any victim identified by the information, or to the parent or guardian of a victim described by item 2, above, who is identified by the information;2. To a law enforcement agency for investigative purposes; or3. In accordance with a court order requiring the disclosure. <p><i>Gov't Code 552.1315(b)</i></p>
<i>Employees Who Are Victims of Certain Crimes</i>	An employee of a governmental body who is also a victim under Code of Criminal Procedure Chapter 56B, regardless of whether the employee has filed an application for compensation under that chapter, may elect whether to allow public access to information held by the attorney general's office or governmental body that would identify or tend to identify the victim, including a photograph or other visual representation of the victim. The election must be made in writing on a form developed by the governmental body, be signed by the employee, and be filed with the governmental body

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before the third anniversary of the latest to occur of one of the following:

1. The date the crime was committed;
2. The date employment begins; or
3. The date the governmental body develops the form and provides it to employees.

If the employee fails to make the election, the identifying information is excepted from disclosure until the third anniversary of the date the crime was committed. In case of disability, impairment, or other incapacity of the employee, the election may be made by the guardian of the employee or former employee.

Gov't Code 552.132(d)–(e)

*Victim Impact
Statement*

The following information that is held by a governmental body or filed with a court and that is contained in a victim impact statement or was submitted for purposes of preparing a victim impact statement is confidential:

1. The name, social security number, address, and telephone number of a crime victim; and
2. Any other information the disclosure of which would identify or tend to identify the crime victim.

“Crime victim” means a person who is a victim as defined by Code of Criminal Procedure 56B.003.

“Victim impact statement” means a victim impact statement under Code of Criminal Procedure Chapter 56A, Subchapter D.

Gov't Code 552.1325

*Child Victim
Information*

A public servant or other person who has access to or obtains the name, address, telephone number, or other identifying information of a victim, as described by Code of Criminal Procedure 58.101, 58.155, or 58.201, younger than 17 years of age or of a victim, as described by Code of Criminal Procedure 58.251, younger than 18 years of age may not release or disclose the identifying information to any person who is not assisting in the investigation, prosecution, or defense of the case. *Code of Criminal Procedure 58.105, .155, .205, .255*

Library Records

A record of a library or library system, supported in whole or in part by public funds, that identifies or serves to identify a person who requested, obtained, or used a library material or service is excepted from the requirements of the PIA, unless the records are disclosed:

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1. Because the library or library system determines that disclosure is reasonably necessary for the operation of the library or library system and the record is not confidential under other state or federal law;
2. Under Government Code 552.023; or
3. To a law enforcement agency or prosecutor under a court order or subpoena obtained after a showing to a district court that disclosure of the record is necessary to protect the public safety or the record is evidence of an offense or constitutes evidence that a particular person committed an offense.

A record of a library or library system that is excepted from required disclosure under this section is confidential.

Gov't Code 552.124

Certain Products,
Devices, and
Processes

In order to protect the actual or potential value, the following information is confidential and is not subject to disclosure under the PIA, or otherwise:

1. All information relating to a product, device, or process, the application or use of such a product, device, or process, and all technological and scientific information (including computer programs) developed in whole or in part at a state institution of higher education, including a college district, regardless of whether patentable or capable of being registered under copyright or trademark laws, that have a potential for being sold, traded, or licensed for a fee.
2. Any information relating to a product, device, or process, the application or use of such product, device, or process, and any technological and scientific information (including computer programs) that is the proprietary information of a person, partnership, corporation, or federal agency that has been disclosed to an institution of higher education solely for the purposes of a written research contract or grant that contains a provision prohibiting the institution of higher education from disclosing such proprietary information to third persons or parties.

Education Code 51.914(a)

Research

Information maintained by or for an institution of higher education that would reveal the institution's plans or negotiations for commercialization or a proposed research agreement, contract, or grant, or that consists of unpublished research or data that may be commercialized, is not subject to the PIA, unless the information has been

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	published, is patented, or is otherwise subject to an executed license, sponsored research agreement, or research contract or grant. <i>Education Code 51.914(b)</i>
Research and Development Facility	The plans, specifications, blueprints, and designs, including related proprietary information, of a scientific research and development facility that is jointly financed by the federal government and a local government or state agency, including an institution of higher education, is confidential and is not subject to disclosure under the PIA if the facility is designed and built for the purposes of promoting scientific research and development and increasing the economic development and diversification of this state. <i>Education Code 51.914(a)</i>
Compliance Investigations	<p>The following are confidential:</p> <ol style="list-style-type: none">1. Information that directly or indirectly reveals the identity of an individual who made a report to the compliance program office of an institution of higher education, sought guidance from the office, or participated in an investigation conducted under the compliance program; and2. Information that directly or indirectly reveals the identity of an individual as a person who is alleged to have or may have planned, initiated, or participated in activities that are the subject of a report made to the compliance program office of an institution of higher education if, after completing an investigation, the office determines the report to be unsubstantiated or without merit. <p>Information is excepted from disclosure under the PIA if it is collected or produced in a compliance program investigation and releasing the information would interfere with an ongoing compliance investigation.</p> <p><i>Education Code 51.971(c), (e)</i></p>
Exceptions	<p>Education Code 51.971(c) does not apply to information related to an individual who consents to disclosure of the information.</p> <p>Information made confidential or excepted from public disclosure by this section may be made available to the following on request in compliance with applicable law and procedure:</p> <ol style="list-style-type: none">1. A law enforcement agency or prosecutor;2. A governmental agency responsible for investigating the matter that is the subject of a compliance report, including the Texas Workforce Commission civil rights division or the federal Equal Employment Opportunity Commission; or

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3. An officer or employee of an institution of higher education or compliance officer who is responsible under institutional policy for a compliance program investigation or for reviewing a compliance program investigation.

A disclosure to an individual listed above is not a voluntary disclosure for purposes of Government Code 552.007. [See AF]

Education Code 51.971(d), (f)–(g)

Computer Network
Security

Information is excepted from the requirements of the PIA if it is information that relates to computer network security, to network security information that is restricted under Government Code 2059.055, or to the design, operation, or defense of a computer network. The following information is confidential:

1. A computer network vulnerability report;
2. Any other assessment of the extent to which data processing operations, a computer, a computer program, network, system, system interface, or software of a governmental body or of a contractor of a governmental body is vulnerable to unauthorized access or harm, including an assessment of the extent to which the governmental body's or contractor's electronically stored information containing sensitive or critical information is vulnerable to alteration, damage, erasure or inappropriate use;
3. A photocopy or other copy of an identification badge issued to an official or employee of a governmental body; and
4. Information directly arising from a governmental body's routine efforts to prevent, detect, investigate, or mitigate a computer security incident, including information contained in or derived from an information security log.

Item 4 does not affect the notification requirements related to a breach of system security as defined by Business and Commerce Code 521.053.

Information may be disclosed to a bidder if the governmental body determines that providing the information is necessary for the bidder to provide an accurate bid. Such a disclosure is not a voluntary disclosure for purposes of Government Code 552.007 (requiring disclosure to any person).

Gov't Code 552.139

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Security System Specifications, Operations, and Locations	Except as provided by Government Code 418.182(b) and (c), information, including access codes and passwords, in the possession of a governmental entity that relates to the specifications, operating procedures, or location of a security system used to protect public or private property from an act of terrorism or related criminal activity is confidential. <i>Gov't Code 418.182(a)</i>
Emergency Alert System	The personal identifying information obtained from an individual for the purpose of the emergency alert system of a college district, including an email address or telephone number, is confidential and not subject to disclosure under the PIA. [See CGC] <i>Education Code 51.218(e)</i>
Sensitive Crime Scene Image	A sensitive crime scene image, as defined by Government Code 552.1085(a)(6), in the custody of a governmental body, including a college district, is confidential and excepted from the requirements of Government Code 552.021, and a governmental body may not permit a person to view or copy the image except as provided by Government Code 552.1085. <i>Gov't Code 552.1085(c)</i>
Military Discharge Records	A military veteran's Department of Defense Form DD-214 or other military discharge record that is first recorded with or that otherwise first comes into the possession of a governmental body on or after September 1, 2003, is confidential for the 75 years following the date it is recorded with or otherwise comes into the possession of the governmental body in accordance with Government Code Section 552.140 or in accordance with a court order. A governmental body that obtains information from the record shall limit the governmental body's use and disclosure of the information to the purpose for which the information was obtained. <i>Gov't Code 552.140</i>
Retirement System Information	Records of individual members, annuitants, retirees, beneficiaries, alternate payees, program participants, or persons eligible for benefits from a retirement system under a retirement plan or program administered by the retirement system that are in the custody of another governmental agency acting in cooperation with or on behalf of the retirement system are confidential and not subject to public disclosure. <i>Gov't Code 552.0038</i>
Election Judge or Clerk Information	An email address or personal phone number of an election judge or clerk collected or maintained by the authority conducting the election is confidential and does not constitute public information for purposes of the PIA. <i>Election Code 32.076(a)</i>
<i>Exception</i>	<p>An email address or phone number described by Election Code 32.076(a), above, shall be made available on request to:</p> <ol style="list-style-type: none">1. Any entity eligible to submit lists of election judges or clerks for that election; or

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2. The state executive committee of a political party with a county chair eligible to submit lists of election judges or clerks for that election.

Election Code 32.076(b)

**Section III:
Information
Excepted from
Public Disclosure**

The PIA does not prohibit a governmental body or its officer for public information voluntarily making part or all of its information available to the public, unless the disclosure is expressly prohibited by law or the records are confidential by law. *Gov't Code 552.007*

Except for social security numbers as provided by Government Code 552.147, the confidentiality provisions of Government Code Chapter 552, or other law, information that is not confidential, but is excepted from required disclosure under the PIA, is public information and is available to the public on or after the 75th anniversary of the date the information was originally created or received by the governmental body. This paragraph does not limit the authority of a governmental body to establish retention periods for records under applicable law. *Gov't Code 552.0215*

Confidential
Information

Information is excepted from the requirements of the PIA if it is information considered to be confidential by law, either constitutional, statutory, or by judicial decision. *Gov't Code 552.101*

Personnel File

Information is excepted from the requirements of the PIA if it is information in a personnel file, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, except that all information in the personnel file of an employee of a governmental body is to be made available to that employee or the employee's designated representative as public information is made available under the PIA. *Gov't Code 552.102*

Substantial Threat
of Physical Harm

Information in the custody of a governmental body that relates to an employee or officer of the governmental body is excepted from the requirements of the PIA if, under the specific circumstances pertaining to the employee or officer, disclosure of the information would subject the employee or officer to a substantial threat of physical harm. *Gov't Code 552.152*

Litigation

Information is excepted from the requirements of the PIA if it is information relating to litigation of a civil or criminal nature to which the state or a political subdivision is or may be a party or to which an officer or employee of the state or political subdivision, as a consequence of the person's office or employment, is or may be a party. The state or a political subdivision is considered to be a party to litigation of a criminal nature until the applicable statute of limitations has expired or until the defendant has exhausted all appellate and postconviction remedies in state and federal court. Information

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	relating to litigation involving a governmental body or an officer or employee of a governmental body is excepted from disclosure under the PIA only if the litigation is pending or reasonably anticipated on the date that the requestor applies to the officer for public information for access to or duplication of the information. <i>Gov't Code 552.103</i>
Competition or Bidding	Information is excepted from the requirements of the PIA if a governmental body demonstrates that release of the information would harm its interest by providing an advantage to a competitor or bidder in a particular ongoing competitive situation or in a particular competitive situation where the governmental body establishes the situation at issue is set to reoccur or there is a specific and demonstrable intent to enter into the competitive situation again in the future. Except as provided below, the requirement of Government Code 552.022 that a category of information listed under Section 552.022(a) is public information and not excepted from required disclosure under the PIA unless expressly confidential under law does not apply to information that is excepted from required disclosure under this provision. <i>Gov't Code 552.104(a)–(b)</i>
<i>Exception for Entertainment Events</i>	The exception to disclosure for information related to competition or bidding under Government Code 552.104(b) does not apply to information described by Government Code 552.022 relating to the receipt or expenditure of public or other funds by a governmental body for a parade, concert, or other entertainment event paid for in whole or part with public funds. A person, including a governmental body, may not include a provision in a contract related to an event described by this provision that prohibits or would otherwise prevent the disclosure of information described by this subsection. A contract provision that violates this provision is void. <i>Gov't Code 552.104(c)</i>
Location or Price of Property	Information is excepted from the requirements of the PIA if it is information relating to the location of real or personal property for a public purpose prior to public announcement of the project, or appraisals or purchase price of real or personal property for a public purpose prior to the formal award of contracts for the property. <i>Gov't Code 552.105</i>
Drafts and Working Papers	A draft or working paper involved in the preparation of proposed legislation is excepted from the requirements of the PIA. <i>Gov't Code 552.106</i>
Legal Matters	Information is excepted from the requirements of the PIA if it is information the attorney of a political subdivision is prohibited from disclosing because of a duty to the client under the Texas Rules of Evidence or the Texas Disciplinary Rules of Professional Conduct

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or a court by order has prohibited disclosure of the information.
Gov't Code 552.107

Law Enforcement
Information

Information held by a law enforcement agency that deals with detection, investigation, or prosecution of crime is excepted from the requirements of the PIA if:

1. Release of the information would interfere with the detection, investigation, or prosecution of crime;
2. It is information that deals with the detection, investigation, or prosecution of crime only in relation to an investigation that did not result in conviction or deferred adjudication; or
3. It is information relating to a threat against a peace officer collected or disseminated under Government Code 411.048.

An internal record or notation of a law enforcement agency that is maintained for internal use in matters relating to law enforcement or prosecution is excepted from the requirements of the PIA if:

1. Release of the internal record or notation would interfere with law enforcement or prosecution; or
2. The internal record or notation relates to law enforcement only in relation to an investigation that did not result in conviction or deferred adjudication.

This section does not except from the requirements of the PIA information that is basic information about an arrested person, an arrest, or a crime.

Gov't Code 552.108

Private
Correspondence
and
Communications

Private correspondence or communications of an elected office holder relating to matters the disclosure of which would constitute an invasion of privacy are excepted from the requirements of the PIA. *Gov't Code 552.109*

Contracting
Information

Trade Secrets

Information is excepted from public disclosure if it is demonstrated based on specific factual evidence that the information is a trade secret, as defined by Government Code 552.110(a). *Gov't Code 552.110(b)*

*Proprietary
Information*

Information submitted to a governmental body by a vendor, contractor, potential vendor, or potential contractor in response to a request for a bid, proposal, or qualification is excepted from public disclosure if the vendor, contractor, potential vendor, or potential contractor that the information relates to demonstrates based on specific factual evidence that the information is proprietary information under Government Code 552.1101. *Gov't Code 552.1101*

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*Commercial or
Financial
Information*

Commercial or financial information for which it is demonstrated based on specific factual evidence that disclosure would cause substantial competitive harm to the person from whom the information was obtained are excepted from the requirements of the PIA. *Gov't Code 552.110(b)*

Exceptions

The exceptions to disclosure provided by Government Code 552.110 and 552.1101 do not apply to the following types of contracting information:

1. A contract described by Government Code 2261.253(a), excluding any information that was properly redacted under Section 2261.253(e);
2. A contract described by Government Code 322.020(c), excluding any information that was properly redacted under Section 322.020(d);
3. The following contract or offer terms or their functional equivalent:
 - a. Any term describing the overall or total price the governmental body will or could potentially pay, including overall or total value, maximum liability, and final price;
 - b. A description of the items or services to be delivered with the total price for each if a total price is identified for the item or service in the contract;
 - c. The delivery and service deadlines;
 - d. The remedies for breach of contract;
 - e. The identity of all parties to the contract;
 - f. The identity of all subcontractors in a contract;
 - g. The affiliate overall or total pricing for a vendor, contractor, potential vendor, or potential contractor;
 - h. The execution dates;
 - i. The effective dates; and
 - j. The contract duration terms, including any extension options; or
4. Information indicating whether a vendor, contractor, potential vendor, or potential contractor performed its duties under a contract, including information regarding a breach of contract, a contract variance or exception, a remedial action, an amendment to a contract, any assessed or paid liquidated

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damages, a key measures report, a progress report, and a final payment checklist.

Gov't Code 552.0222(6)

Agency Memoranda An interagency or intraagency memorandum or letters that would not be available by law to a party in litigation with the agency is excepted from the requirements of the PIA. *Gov't Code 552.111; City of Garland v. Dallas Morning News, 22 S.W.3d 351 (Tex. 2000) (concluding that the deliberative process privilege, incorporated into the exception found at Government Code 552.111, exempts communications related to a governmental agency's policymaking)*

Audit Working Paper An audit working paper of an audit of the state auditor or the auditor of an institution of higher education is excepted from the requirements of the PIA. If information in an audit working paper is also maintained in another record, that other record is not excepted from the requirements of the PIA.

"Audit working paper" includes all information, documentary or otherwise, prepared or maintained in conducting an audit or preparing an audit report, including intra-agency and interagency communications and drafts of the audit report or portions of those drafts.

Gov't Code 552.116

Contact Information Information is excepted from the requirements of the PIA if it is information that relates to the home address, home telephone number, emergency contact information, or social security number of the following persons, or that reveals whether the person has family members:

1. A current or former official or employee of a governmental body, except as otherwise provided by Government Code 552.024.
2. A current or honorably retired peace officer as defined by Code of Criminal Procedure 2.12, regardless of whether the officer complies with Government Code 552.024 or 552.1175, as applicable.
3. A commissioned security officer as defined by Occupations Code 1702.002, regardless of whether the officer complies with Sections 552.024 or 552.1175, as applicable.
4. An elected public officer, regardless of whether the officer complies with Section 552.024 or 552.1175, as applicable.
5. Other officials listed under Government Code 552.117.

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	<p><i>Gov't Code 552.117</i> [For officer information that is confidential under Government Code 552.1175, see Section II: Information that is Confidential]</p>
Photographs of Peace Officers	<p>A photograph that depicts a peace officer, as defined by Code of Criminal Procedure 2.12, the release of which would endanger the life or physical safety of the officer is excepted from the requirements of the PIA, unless:</p> <ol style="list-style-type: none">1. The officer is under indictment or charged with an offense by information;2. The officer is a party in a civil service hearing or a case in arbitration; or3. The photograph is introduced as evidence in a judicial proceeding. <p>A photograph excepted from disclosure as described above may be made public only if the peace officer gives written consent to the disclosure.</p> <p><i>Gov't Code 552.119</i></p>
Test Items	<p>Test items developed by a state-funded educational institution. A test item developed by a licensing agency or governmental body is excepted from the requirements of the PIA. <i>Gov't Code 552.122</i></p>
Rare Books and Original Manuscripts	<p>A rare book or original manuscript that was not created or maintained in the conduct of official business of a governmental body and that is held by a private or public archival and manuscript repository for the purpose of historical research is excepted from the requirements of the PIA. <i>Gov't Code 552.120</i></p>
Documents Held for Historical Research	<p>An oral history interview, personal paper, unpublished letter, or organizational record of a nongovernmental entity that was not created or maintained in the conduct of official business of a governmental body and that is held by a private or public archival and manuscript repository for the purpose of historical research is excepted from the requirements of the PIA to the extent that the archival and manuscript repository and the donor of the interview, paper, letter, or record agree to limit disclosure of the item. <i>Gov't Code 552.121</i></p>
Chief Executive Officer Applicants	<p>The name of an applicant for the position of chief executive officer of an institution of higher education, and other information that would tend to identify the applicant, is excepted from the requirements of the PIA except that the governing board of the institution must give public notice of the name or names of the finalists being considered for the position at least 21 days before the date of the</p>

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meeting at which final action or a vote is to be taken on the employment of the person. *Gov't Code 552.123*

Motor Vehicle
Record Information

Information is excepted from the requirements of the PIA if the information relates to:

1. A motor vehicle operator's or driver's license or permit issued by an agency of this state or another state or country;
2. A motor vehicle title or registration issued by an agency of this state or another state or country; or
3. A personal identification document issued by an agency of this state, or another state or country or a local agency authorized to issue an identification document.

Information described above may be released only if, and in the manner, authorized by Transportation Code Chapter 730 (the Motor Vehicle Records Disclosure Act).

Subject to Chapter 730, a governmental body may redact information described above from any information the governmental body discloses without the necessity of requesting a decision from the attorney general under Government Code Chapter 552, Subchapter G. If a governmental body redacts or withholds information without requesting a decision from the attorney general about whether the information may be redacted or withheld, the requestor is entitled to seek a decision from the attorney general about the matter.

A governmental body that redacts or withholds information as described above shall provide the following information to the requestor on a form prescribed by the attorney general: a description of the redacted or withheld information; a citation to Government Code 552.130; and instructions regarding how the requestor may seek a decision from the attorney general regarding whether the redacted or withheld information is excepted from required disclosure.

Gov't Code 552.130

Commercial Book
or Publication

A governmental body is not required under the PIA to allow the inspection of or to provide a copy of information in a commercial book or publication purchased or acquired by the governmental body for research purposes if the book or publication is commercially available to the public. Although information in a book or publication may be made available to the public as a resource material, such as a library book, a governmental body is not required to make a copy of the information in response to a request for public

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information. A governmental body shall allow the inspection of information in a book or publication that is made part of, incorporated into, or referred to in a rule or policy of the governmental body.
Gov't Code 552.027

Social Security
Numbers

The social security number of a living person is excepted from the requirements of the PIA, but is not confidential under Government Code 552.147 and this section does not make the social security number of a living person confidential under the PIA or other law. A governmental body may redact the social security number of a living person from any information the governmental body discloses under the PIA without the necessity of requesting a decision from the attorney general. *Gov't Code 552.147(a)–(b)*

Donor Information

The name or other information that would tend to disclose the identity of a person, other than a governmental body, who makes a gift, grant, or donation of money or property to an institution of higher education or to another person with the intent that the money or property be transferred to an institution of higher education is excepted from the requirements of the PIA. This provision does not except from required disclosure other information relating to the described gifts, grants, and donations, including the amount or value of an individual gift, grant, or donation. *Gov't Code 552.1235*

Safety and Security
Audit

Any document or information collected, developed, or produced during a safety and security audit conducted under Education Code 37.108(b) is not subject to disclosure under the PIA [see CG].

*Multihazard
Emergency
Operations Plan
Exception*

A document relating to a public junior college district's multihazard emergency operations plan [see CGC] is subject to disclosure if the document enables a person to:

1. Verify that the district has established a plan and determine the agencies involved in the development of the plan and the agencies coordinating with the district to respond to an emergency, including the Texas Department of State Health Services, local emergency services agencies, law enforcement agencies, health departments, and fire departments;
2. Verify that the district's plan was reviewed within the last 12 months and determine the specific review dates;
3. Verify that the plan addresses the five phases of emergency management under Education Code 37.108(a);
4. Verify that district employees have been trained to respond to an emergency and determine the types of training, the number of employees trained, and the person conducting the training;

5. Verify that each campus in the district has conducted mandatory emergency drills and exercises in accordance with the plan and determine the frequency of the drills;
6. Verify that the district has completed a safety and security audit under Education Code 37.108(b) and determine the date the audit was conducted, the person conducting the audit, and the date the district presented the results of the audit to the district's board of trustees; and
7. Verify that the district has addressed any recommendations by the board for improvement of the plan and determine the district's progress within the last 12 months.

Education Code 37.108(c-1)–(c-2)

*Cybersecurity
Information*

A cyber threat indicator or defensive measure shared by or with a state, tribal, or local government under 6 U.S.C. 1503 shall be deemed voluntarily shared information and exempt from disclosure under any state or local freedom of information law, open government law, open meetings law, open records law, sunshine law, or similar law requiring disclosure of information or records. 6 U.S.C. 1503(d)(4)(B)

A cyber threat indicator or defensive measure shared with the federal government under Title 6, United States Code, shall be:

1. Deemed voluntarily shared information and exempt from disclosure under federal public information law and any state or local provision of law requiring disclosure of information or records; and
2. Withheld, without discretion, from the public under federal public information law and any state or local provision of law requiring disclosure of information or records.

6 U.S.C. 1504(d)(3) [See CS]