

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, April 11, 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 March 7, 2023 Finance, Audit, and Human Resources Committee
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of March 7, 2023, are presented for Committee approval.

**South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, March 7, 2023 @ 5:00 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, March 7, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:01 p.m. with Mr. Paul R. Rodriguez presiding.

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

Other Trustees Present: None

Members absent: Mr. Rene Guajardo

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Mrs. Rebecca Cavazos, Mr. George McCaleb, Ms. Katarnia Bugariu, Mr. Eddie Olivarez, Chief Ruben Suarez, Ms. Alicia Correa, Dr. Zachary Suarez, Mr. David Valdez, Dr. Rebecca De Leon, Dr. Jesus Campos, Mr. Juan Miguel Galvan, Ms. Yesenia Garcia, Dr. Sylvia Flores, Ms. Kelly Salzar, and Mr. Andrew Fish.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of January 17, 2023 were approved as written. The motion carried.

The February 14, 2023 Committee Meeting was cancelled, and therefore no Minutes were written.

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 was 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 included 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

taxed, 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 had been reviewed by Legal Counsel.

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

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

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 was 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, had 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 had 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 were 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 reviewed the information presented.

Mary Elizondo, Vice President for Finance and Administrative Services, and Judy Martinez, Coordinator of Scholarships, attended 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, were included in the packet for the Committee's information and review.

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 Proposals, Purchases, Renewals, and Interlocal Agreements

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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval of 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

The motion carried.

Discussion and Action as Necessary to Modify the College Bookstore Contract

Purpose and Justification – Administration requested 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 were as follows:

- The vendor was 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 asked that the College consider a third contract modification to the existing contract.

The current, previously modified, and proposed terms were 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 sought 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 was 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 was provided 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 attended the Committee meeting to address any questions by the Committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended 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. The motion carried.

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

Purpose and Justification – Administration requested 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 also requested that these assets, which were part of the College's inventory, be removed from the inventory and general ledger.

It was 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 were located at the South Texas College Receiving Department, 3700 W Military Hwy, McAllen, TX. The auction would 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 were included in the College's inventory through the Banner system.

Enclosed Documents - The list of the items to be auctioned was included 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, attended the Committee meeting to address any questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval of 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. The motion carried.

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

Purpose and Justification – Administration requested that the Finance, Audit, and Human Resources Committee recommended 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. expired on April 30, 2023. Approval to contract with a firm for delinquent tax collection services was needed in order to provide collection services for delinquent property taxes that are owed to the College.

Property Tax Code Section 6.30 (c) stated 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 was 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 was 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 esd 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 had 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 were provided 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 attended the Committee meeting to address questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval to 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 motion carried.

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 requested the Committee recommend Board approval of 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 was 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 would 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 was 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, 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. The motion carried.

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 requested 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 would 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 proposed to reduce the work week to 36 hours worked over 4 days, as noted above. Exceptions would 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 would work with their supervisor to implement their new schedule for this period with the goal of working 36 hours each week. Supervisors would 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 was 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 attended the Committee meeting to address questions.

The Committee declined to act on this item and asked administration to present their recommendation to the full Board of Trustees.

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 requested 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 were 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 was 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 would generate an additional \$1,000,000 in student tuition revenue necessary to cover increasing expenditures.

The Simplified Tuition Model would 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, would be deleted and rolled into the STR. Active Military tuition rate would be transitioned into the STR. Other fees that would be deleted and rolled into the STR included 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 were included in the packet reflecting 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 were not rolled into the STR Method, a revision was proposed which is dependent on whether the STR is approved. Changes were 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** were not approved by the Committee, Administration requested that the Tuition and Fees will remain unchanged from Fiscal Year 2022 – 2023.

Reviewers - The proposed revisions to the Credit Students Schedule had 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 were included 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, attended the Committee meeting to address questions.

The Committee declined to act on this item and asked administration to present their recommendation to the full Board of Trustees.

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

Purpose and Justification – Administration requested 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 were 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 included 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 were 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 were included in the packet for the Committee's information and review. The proposed revisions were highlighted in yellow on the Schedules.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Committee meeting to address questions.

At the Committee meeting, administration asked the Committee to not include the proposed International Concurrent Entollment Tuition and Fee Schedule for FY 2023 – 2024.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended 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, child development center students, Regional Center for Public Safety Excellence (RCPSE), testing, employee, and non-employee/non-student as presented.

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

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

The adoption of new and/or retired policies were 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 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 included 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, attended the Committee meeting to address questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval to adopt new business and support services policies and retire current policies as listed, presented, and supersedes any previously adopted Board policy. The motion carried.

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

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

The adoption of new and/or retired policies were 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 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 included 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, attended the Committee meeting to address questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval to adopt new community and governmental relations policy and retire current policy as listed, presented, and supersedes any previously adopted Board policy. The motion carried.

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 Policies and Retire Current Policies 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 as follows:

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

The following policy was also recommended for retirement. It was 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 were 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 were included 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, attended the Committee meeting to address questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval to adopt new 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 5:57 p.m.

I certify that the foregoing are the true and correct Minutes of the March 7, 2023 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez
Presiding

Discussion and Action as Necessary to Redesignate La Joya Windpower, LLC Scholarship Funds to the South Texas College Education Foundation

Purpose and Justification – Administration requests the Committee recommend Board approval to redesignate La Joya Windpower, LLC Scholarship Funds to the South Texas College Education Foundation.

On March 3, 2023, the College received the scholarship amount of \$40,000 for the La Joya Windpower, LLC project.

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 the 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 will be paid; although per the agreement, the scholarship amount was due to the College at the time that the project was started. The Board of Trustees were updated on this project at the March 28, 2023, Board of Trustees Meeting.

On March 30, 2023, the College sent a letter to Mr. Milton Howard, Vice President of Renewable Development for Terra Gen Development, LLC, requesting that La Joya Windpower, LLC scholarship funds received on March 3, 2023, be redesignated to the College Education Foundation. On March 31, 2023, the College received written approval for the redesignation from Terra Gen Development, LLC.

Background - The agreement with Terra-Gen Development included 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

Reviewers – The Request to Redesignate Scholarship Funds from Terra-Gen Development, LLC, has been reviewed by Mary G. Elizondo, Vice President for Finance and Administrative Services, and Dr. Rodney Rodriguez, Vice President of Institutional Advancement and Economic Development.

Enclosed Documents – The Request to Redesignate Scholarship Funds letter from the College approved by Terra-Gen Development, LLC, follows in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Dr. Rodney Rodriguez, Vice President of Institutional Advancement Services, will be present at the Committee Meeting to address questions.

It is requested that the Committee recommend Board approval to redesignate La Joya Windpower, LLC Scholarship Funds to the South Texas College Education Foundation as presented.



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March 30, 2023

Milton Howard, Vice President
Renewable Development
11455 El Camino Real Suite 160
San Diego, CA 92130
MHoward@Terra-Gen.com

Robert Peña, President
Texas Energy Consultant
2516 W. Freddy Gonzalez Dr.
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robjrpna@texas-kwh.com

Subject: Request Authorization to Transfer the \$40,000 Contribution Received from Terra-Gen Development Company, LLC (La Joya Windpower, LLC) to the South Texas College Education Foundation

Dear Mr. Howard and Mr. Peña,

On behalf of South Texas College, I would like to thank you for the contribution in the amount of \$40,000 received on March 6, 2023, for student scholarships.

The contribution received fulfills Section IV (D) of the Amended & Restated Tax Abatement Agreement between South Texas College and La Joya Windpower, LLC, which stipulates that the contribution is to be used by the College for student scholarships.

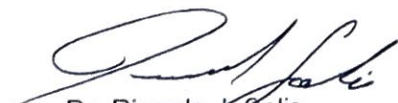
X At this time, the College officially requests your approval in writing to transfer the \$40,000 student scholarship funds received for the La Joya Windpower, LLC project to the newly formed South Texas College Education Foundation for student scholarships. The South Texas College Education Foundation's main goal is to provide support to South Texas College.


At the April monthly Board Meeting, the College will notify the Board of Trustees of this request and recommend a modification to Section IV (D) of the Agreement.

The College will also request that the proposed amendments to the Monte Cristo and Monte Alto Tax Abatement Project agreements include a revision to indicate that the contribution of \$40,000 is awarded to the South Texas College Education Foundation instead of STC for student scholarships.

If you have any questions or need additional information, please do not hesitate to contact me or Ms. Mary G. Elizondo, Vice President for Finance and Administrative Services, at (956) 872-3558 or by email at marye@southtexascollege.edu.

Sincerely,


Dr. Ricardo J. Solis
President

X This is approved.  3/31/23
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Review and Action as Necessary on Award of Proposal, Rejection of Proposals, Purchases, and Renewals

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

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

A. Award of Proposal

1) Ambulance Cots and Stair Chairs (Award) - Grant Funded

Award the proposal for ambulance cots and stair chairs to **Sombrero Advertising & Marketing** (McAllen, TX) (New), at a total amount of \$91,074.99.

Purpose and Justification – The Emergency Medical Services in the Division of Nursing and Allied Health is requesting to purchase five (5) ambulance cots and three (3) stair chairs for student instruction. This equipment will provide students with the training required to complete their courses and obtain the necessary hands-on experience needed for future employment.

Background – The project timeline and information are as follows:

Advertised RFP	March 1, 2023 and March 8, 2023
RFP Responses Due	March 28, 2023
RFP Issued To	Eleven (11) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	Emergency Medical Services and the Purchasing Department
Highest Ranked Vendor	Sombrero Advertising & Marketing

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

B. Rejection of Proposals

2) Medical Care Equipment (Reject) - Grant Funded

Reject the three (3) proposals received for the medical care equipment because the vendors did not meet and/or submit the required specifications and/or documents. A new solicitation has been advertised to meet the federal grant deadline.

3) Medical Oxygen Generating Unit (Reject) - Grant Funded

Reject the three (3) proposals received for the medical oxygen generating unit because the vendors did not meet and/or submit the required specifications and/or documents. A new solicitation has been advertised to meet the federal grant deadline.

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

4) Forensic Hardware and Software (Purchase) - Grant Funded

Purchase forensic hardware and software from **Digital Intelligence, Inc.** (New Berlin, WI), a sole source vendor, at a total amount of \$102,830.70.

Purpose and Justification - The Cybersecurity Program is requesting the purchase of twelve (12) forensic workstations for student instruction at the Pecan Campus. The Forensic Recovery Evidence Device (FRED) workstations are a high-powered workstation to process evidence used in the classroom to complete activities. They will include an Ultrabay, which is a built-in write blocker needed to maintain the integrity of evidence collected from a suspect drive. The GPU PowerStation is needed to decrypt passwords and has been specifically designed to work to its peak performance when used with the FRED workstation.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2022 – 2023.

5) Instructional Equipment and Software (Purchase) - Grant Funded

Purchase instructional equipment and software from **Allterra Central, Inc.** (San Antonio, TX) (New), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$51,050.24.

Purpose and Justification – The Geospatial and Surveying Program in the Division of Business, Public Safety, and Technology is requesting to purchase two (2) GPS receiving kits, two (2) data collector kits, and software for student instruction. This technology will allow students to capture data such as location and elevation points that will allow them to return to the classroom and draw maps. These kits and software will prepare students with the skills needed in the field of surveying and to successfully complete the surveying exam.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2022 – 2023.

6) Law Enforcement Vehicle (Purchase) - Grant Funded

Purchase a law enforcement vehicle from **Caldwell Country Chevrolet/Rockdale Country Ford/Cameron Country Chrysler Dodge Jeep Ram** (Caldwell, TX), a Tarrant County Cooperative Purchasing Program approved vendor, at a total amount of \$56,700.00.

Purpose and Justification – The Law Enforcement program in the Division of Business, Public Safety, and Technology is requesting to purchase a law enforcement vehicle for student instruction at the Regional Center for Public Safety Excellence. This vehicle will serve as a tool for students to practice skills that will be used in the industry. The students will use this vehicle to model drills and perform real-life scenarios that can occur out in the field and to gain knowledge to better understand how to respond to stressful scenarios they may encounter.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2022 – 2023.

7) Medical Office Skills Training (Renewal)

Renew the medical office skills training contract with **Practice Management Institute** (San Antonio, TX) for the period beginning July 1, 2023 through June 30, 2024, at no cost to the College. The student or employee participating in the training program will pay the training fee, and South Texas College will receive a 30% commission.

Purpose and Justification – Continuing, Professional, and Workforce Education is requesting to renew the contract for medical office skills training that will allow the College to expand training for medical office staff in areas such as managing front office staff, billing and coding, record retention, and anything else that will help make a medical office more efficient.

Continuing Education does not have the trainers to provide this type of training, so this contract will allow the department to meet this need and expand its customer base.

Background – The Board awarded the contract for medical office skills training as follows:

May 25, 2021 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	5/25/21	7/1/21 – 6/30/22	
1 st Renewal	4/26/22		7/1/22 – 6/30/23
2 nd Renewal	4/25/23		7/1/23 – 6/30/24 Last Renewal

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

8) Small Business Skills Training (Renewal)

Renew the small business skills training contract with **Leadership Empowerment Group, LLC.** (Mercedes, TX), for the period beginning July 1, 2023 through June 30, 2024, at no cost to the College. The student or employee participating in the training program will pay the training fee, and South Texas College will receive a 30% commission.

Purpose and Justification – Continuing, Professional, and Workforce Education is requesting to renew the contract for small business skills training that will allow the College to recruit new businesses, expand its services and provide small businesses with training such as business management, communication skills, and other customer service related areas. It includes some of the following programs: Executive Leadership Academy, Teacher Leadership Academy, Workforce Training, Industry Specific Training, Conflict Management, Organizational Skills, Business Etiquette, Customer Service, Communication Skills, etc.

Continuing Education does not have the trainers to conduct outreach to small businesses and provide them with training opportunities, so this contract will benefit not only Continuing Education by helping the department to expand its customer base but also many small businesses that are part of the community.

Background – The Board awarded the contract for small business skills training as follows:

May 25, 2021 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	5/25/21	7/1/21 – 6/30/22	
1 st Renewal	4/26/22		7/1/22 – 6/30/23
2 nd Renewal	4/25/23		7/1/23 – 6/30/24 Last Renewal

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

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

9) Temporary Personnel Services (Renewal)

Renew the temporary personnel services contracts for the period beginning June 29, 2023 through June 28, 2024, at an estimated amount of \$450,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Exceptional Staffing, LLC. (Edinburg, TX)	Fewell Professional Services, LLC. / dba FPS Staffing (McAllen, TX)
Five Star Staffing, LLC. / dba Spherion Staffing (McAllen, TX)	Hire Quest, LLC. / dba Snelling Staffing Services (Goose Creek, SC)
Infojini, Inc. (Columbia, MD)	Manpower Group US, Inc. (McAllen, TX)
Onin Staffing (McAllen, TX)	People Ready, Inc. (Tacoma, WA)
R&D Contracting, Inc. / dba R&D Personnel (McAllen, TX)	Readymen Staffing Services (Pharr, TX)
Region Staffing, Inc. (Pharr, TX)	Select Staff (Edinburg, TX)
Temps Plus Staffing Service (McAllen, TX)	Texas Staffing Pros, LLC. (McAllen, TX)

Purpose and Justification – The Office of Human Resources is requesting the purchase of temporary personnel services for instructional programs and support services departments requesting personnel.

Background - The Board awarded the contracts for internet services for temporary personnel 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	6/29/22 – 6/28/23	
1 st Renewal	4/25/23		6/29/23 – 6/28/24 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 various department budgets for FY 2022 – 2023 and FY 2023 – 2024, pending Board approval of the budget.

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

10) Computers, Laptops, Tablets, and Monitors (Purchase)

Purchase of computers, laptops, tablets, and monitors from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$211,602.18.

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

An itemized list with a 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:

- Staff Computers
 - ⇒ 1 Computer for Public Relations and Marketing
 - ⇒ 3 Computer for Technology Projects
 - ⇒ 2 Computers for Equipment New Faculty/Programs
 - ⇒ 1 Computer for Student Affairs
 - ⇒ 8 Computers for Safety and Security
 - ⇒ 5 Computers for the Centers for Learning Excellence
 - ⇒ 1 Computer for Educational Technology Maintenance and Replacement
- Staff Laptops
 - ⇒ 1 Laptop for Dual Credit Programs Community Engagement
 - ⇒ 1 Laptop for Sociology Program
 - ⇒ 2 Laptops for Academic Affairs Support
 - ⇒ 2 Laptops for Public Relations and Marketing
 - ⇒ 1 Laptop for Vocational Nursing Program
 - ⇒ 1 Laptop for the Division of Social and Behavioral Sciences
 - ⇒ 1 Laptop for Computer Science Program

- ⇒ 3 Laptops for Dual2Degree Program
- ⇒ 3 Laptops for Students Affairs
- Faculty Laptops
 - ⇒ 1 Laptop for Automotive Technology Program
 - ⇒ 1 Laptop for Computer Science Program
- Student Tablets
 - ⇒ 3 Tablets for Architectural and Engineering Design Technology Program
- Staff Monitor
 - ⇒ 1 Monitor for Technology Projects
- Grant Student Laptops
 - ⇒ 42 Laptops for Architectural and Engineering Design Technology Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2022 - 2023 as follows: Centers for Learning Excellence, Public Relations/Marketing, Technology Projects, Equipment New Faculty/Programs, Student Affairs, Safety and Security, Dual Credit Programs Community Engagement, Sociology, Academic Affairs Support, Vocational Nursing, Division of Social and Behavioral Sciences, Computer Science, Automotive Technology, Architectural and Engineering Design Technology, Dual2Degree, and Carl Perkins Grant.

11) Endpoint Protection Software/Cloud Subscription (Purchase)

Purchase an Endpoint protection software/cloud subscription from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, and **DDI Capital – A Technology Leasing Company** (Westhampton, NY) (New), a sole source vendor, for the period beginning April 26, 2023 through August 31, 2025, at a total amount of \$404,975.21. The payment information is as follows:

#	Vendor	Period	Amount
1	Netsync Network Solutions, Inc.	Training/Onboarding	\$48,313.20
2	DDI Capital	One Time Charge	\$61,493.45
3	DDI Capital	9/1/23 – 8/31/24	\$147,584.28
4	DDI Capital	9/1/24 – 8/31/25	\$147,584.28

Purpose and Justification - Information Security and Information Technology are requesting to purchase an Endpoint protection software/cloud subscription to protect the College's devices from inbound cyber-attacks, malware, ransomware, and any malicious activities. This solution also provides detection and response capabilities to mitigate risk. The purchase is necessary due to workstations needing additional protection on and off the College's network to prevent malware from causing any damage to devices, detect quarantine and/or delete malicious codes on the College's workstations and services, and provides real-time protection against incoming threats.

Funds for this expenditure are budgeted in the Information Security and Information Technology, Project Management, Risk and Security budgets for FY 2022 – 2023 and FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

12) Internet Services for South Texas College Sites (Renewal)

Renew the internet services for South Texas College sites contract with **Smartcom Telephone, LLC**. (McAllen, TX), for the period beginning July 1, 2023 through August 31, 2024, at an estimated amount of \$50,000.00.

Purpose and Justification – Information Technology is requesting to purchase direct and point-to-point internet services for several South Texas College sites. The internet services are necessary to support student instruction and the day-to-day operation of the College.

The service locations are as follows:

Direct Internet Connections from Provider to Location	Point-to-Point Connections from Pecan Campus to:
Technology Campus – Cybersecurity Program Lab	Regional Center for Public Safety Excellence
Pecan Campus – Cybersecurity Program Lab	Starr County Campus
Regional Center for Public Safety Excellence – Cybersecurity Program Lab	Pecan Plaza – Office of Human Resources
Starr County Campus	Pecan Plaza – Department of Public Safety
	Higher Education Teaching Center - Pharr
	Nursing and Allied Health Campus (New Building)

Background - The Board awarded the contract for internet services for South Texas College sites as follows:

April 27, 2021 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	4/27/21	7/1/21 – 8/31/22	
1 st Renewal	4/26/22		7/1/22 – 6/30/23
2 nd Renewal	4/25/23		7/1/23 – 8/31/24 Last 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 Information Technology Systems and Networking budget 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 proposal, rejection of proposals, purchases, and renewals at a total cost of \$ 1,418,233.32 as listed below:

A. Award of Proposal

- 1) **Ambulance Cots and Stair Chairs (Award) – Grant Funded:** award the proposal for ambulance cots and stair chairs to **Sombrero Advertising & Marketing** (McAllen, TX) (New), at a total amount of \$91,074.99;

B. Rejection of Proposals

- 2) **Medical Care Equipment (Reject) - Grant Funded:** reject the three (3) proposals received for the medical care equipment because the vendors did not meet and/or submit the required specifications and/or documents. A new solicitation has already been advertised to meet the federal grant deadline;
- 3) **Medical Oxygen Generating Unit (Reject) - Grant Funded:** reject the three (3) proposals received for the medical oxygen generating unit because the vendors did not meet and/or submit the required specifications and/or documents. A new solicitation has already been advertised to meet the federal grant deadline;

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

- 4) **Forensic Hardware and Software (Purchase) – Grant Funded:** purchase forensic hardware and software from **Digital Intelligence, Inc.** (New Berlin, WI), a sole source vendor, at a total amount of \$102,830.70;
- 5) **Instructional Equipment and Software (Purchase) – Grant Funded:** purchase instructional equipment and software from **Allterra Central, Inc.** (San Antonio, TX) (New), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$51,050.24;
- 6) **Law Enforcement Vehicle (Purchase) – Grant Funded:** purchase a law enforcement vehicle from **Caldwell Country Chevrolet/Rockdale Country Ford/Cameron Country Chrysler Dodge Jeep Ram** (Caldwell, TX), a Tarrant County Cooperative Purchasing Program approved vendor, at a total amount of \$56,700.00;
- 7) **Medical Office Skills Training (Renewal):** renew the medical office skills training contract with **Practice Management Institute** (San Antonio, TX), for the period beginning July 1, 2023 through June 30, 2024, at no cost to the College. The student or employee participating in the training program will pay the training fee, and South Texas College will receive a 30% commission;
- 8) **Small Business Skills Training (Renewal):** renew the small business skills training contract with **Leadership Empowerment Group, Inc.** (Mercedes, TX), for the period beginning July 1, 2023 through June 30, 2024, at no charge to the College. The student or employee participating in the training program will pay the training fee, and South Texas College will receive a 30% commission;

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

9) Temporary Personnel Services (Renewal): renew the temporary personnel services contracts for the period beginning June 29, 2023 through June 28, 2024, at an estimated amount of \$450,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
Exceptional Staffing, LLC. (Edinburg, TX)	Fewell Professional Services, LLC. / dba FPS Staffing (McAllen, TX)
Five Star Staffing, LLC. / dba Spherion Staffing (McAllen, TX)	Hire Quest, LLC. / dba Snelling Staffing Services (Goose Creek, SC)
Infojini, Inc. (Columbia, MD)	Manpower Group US, Inc. (McAllen, TX)
Onin Staffing (McAllen, TX)	People Ready, Inc. (Tacoma, WA)
R&D Contracting, Inc. / dba R&D Personnel (McAllen, TX)	Readymen Staffing Services (Pharr, TX)
Region Staffing, Inc. (Pharr, TX)	Select Staff (Edinburg, TX)
Temps Plus Staffing Service (McAllen, TX)	Texas Staffing Pros, LLC. (McAllen, TX)

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

10)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 \$211,602.18;

11)Endpoint Protection Software/Cloud Subscription (Purchase): purchase an endpoint protection software/cloud subscription from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor and **DDI Capital – A Technology Leasing Company** (Westhampton, NY) (New), for the period beginning April 26, 2023 through August 31, 2025, at a total amount of \$404,975.21. The payment information is as follows:

#	Vendor	Period	Amount
1	Netsync Network Solutions, Inc.	Training/Onboarding	\$48,313.20
2	DDI Capital	One Time Charge	\$61,493.45
3	DDI Capital	9/1/23 – 8/31/24	\$147,584.28
4	DDI Capital	9/1/24 – 8/31/25	\$147,584.28

12)Internet Services for South Texas College Sites (Renewal): renew the internet services for South Texas College sites contract with **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning July 1, 2023 through August 31, 2024, at an estimated amount of \$50,000.00;

SOUTH TEXAS COLLEGE
1. RE-BID AMBULANCE COTS AND STAIR CHAIRS
PROJECT NO. 22-23-1057

NAME			Ferno - Washington, Inc.		Pocket Nurse Enterprises, LLC.		Sombbrero Advertising & Marketing	
ADDRESS			70 Weil Way		610 Frankfort Rd		2205 W Jackson Ave	
CITY/STATE/ZIP			Wilmington, OH 45177		Monaca, PA 15061		McAllen, TX 78501	
PHONE			877-733-0911		800-225-1600		505-675-5733	
CONTACT			Derek Gaudet		Bailey Salvati		Sam Benson	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	2	Powered Ambulance Cot	\$ 19,391.76	\$ 38,783.52			\$ 17,500.00	\$ 35,000.00
	2	Powered Ambulance Cot (Alternate/Refurbished)			\$ 15,571.43	\$ 31,142.86		
2	1	Shipping and Handling	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 350.00	\$ 350.00
3	3	Ambulance Cot	\$ 9,829.55	\$ 29,488.65			\$ 8,333.33	\$ 24,999.99
	3	Ambulance Cot (Alternate/Refurbished)			\$ 5,707.14	\$ 17,121.42		
4	1	Shipping and Handling	\$ -	\$ -	\$ 2,120.00	\$ 2,120.00	\$ 375.00	\$ 375.00
5	3	Powered Patient Transport Chair	\$ 9,354.60	\$ 28,063.80			\$ 10,000.00	\$ 30,000.00
	3	Powered Patient Transport Chair (Alternate/Refurbished)			\$ 12,585.71	\$ 37,757.13		
6	1	Shipping and Handling	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 350.00	\$ 350.00
TOTAL AMOUNT PROPOSED			\$ 96,335.97		\$ 89,141.41		\$ 91,074.99	
TOTAL EVALUATION POINTS			89.41		****		90.32	
RANKING			2		****		1	

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

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

****The vendor did not meet the required specifications, therefore not evaluated.

SOUTH TEXAS COLLEGE
1. RE-BID AMBULANCE COTS AND STAIR CHAIRS
PROJECT NO. 22-23-1057
EVALUATION SUMMARY

VENDOR		Ferno - Washington, Inc.		Sombrero Advertising & Marketing	
ADDRESS		70 Weil Way		2205 W Jackson Ave	
CITY/STATE/ZIP		Wilmington, OH 45177		McAllen, TX 78501	
PHONE		877-733-0911		505-675-5733	
CONTACT		Derek Gaudet		Sam Benson	
1	The purchase price. (up to 47 points)	44.43	44.43	47	47
		44.43		47	
		44.43		47	
2	The reputation of the vendor and of the vendor's goods or services. (up to 10 points)	10	9.66	7	6.33
		9		5	
		10		7	
3	The quality of vendor's goods or services. (up to 16 points)	16	15.66	15	12.33
		15		9	
		16		13	
4	The extent to which the goods or services meet the districts needs. (up to 18 points)	18	17.66	17	17.66
		17		18	
		18		18	
5	The vendor's past relationship with the district. (up to 3 points)	2	2	2	2
		2		2	
		2		2	
6	The impact on the ability of the district to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
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	5	5
		0		5	
		0		5	
TOTAL EVALUATION POINTS		89.41		90.32	
RANKING		2		1	

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

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

SOUTH TEXAS COLLEGE
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 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 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

2. Medical Care Equipment (Reject)

NO BACKUP FOR

3. Medical Oxygen Generating Unit (Reject)

SOUTH TEXAS COLLEGE
4. FORENSIC HARDWARE AND SOFTWARE

VENDOR			Digital Intelligence, Inc.	
ADDRESS			17165 W Glendale Dr	
CITY/STATE/ZIP			New Berlin, WI 53151	
PHONE			262-782-3332	
FAX			262-782-3331	
CONTACT			Christopher J. Stippich	
#	Qty	Description	Unit Price	Extension
1	12	FRED Forensic Workstations	\$ 8,399.00	\$ 100,788.00
2	1	Shipping and Handling	\$ 2,042.70	\$ 2,042.70
TOTAL AMOUNT			\$ 102,830.70	

SOUTH TEXAS COLLEGE
5. INSTRUCTIONAL EQUIPMENT AND SOFTWARE

VENDOR			Allterra Central, Inc.	
ADDRESS			10822 Hillpoint	
CITY/STATE/ZIP			San Antonio, TX 78217	
PHONE			210-967-8700	
CONTACT			Valladares/Wilburn	
#	Qty	Description	Unit Price	Extension
1	2	Trimble R12i Model 60 ROW	\$ 18,897.00	\$ 37,794.00
2	2	Rover Rod 2M AL Snap-Lock FLY	\$ 129.28	\$ 258.56
3	2	Bipod Thumb-Release 1/2-13SS Universal FLY	\$ 157.57	\$ 315.14
4	2	Bag 2M Pole Snap-Lock Series	\$ 71.27	\$ 142.54
5	2	TSC5 Controller-WWAN Worldwide Region	\$ 3,225.00	\$ 6,450.00
6	2	TA General Survey	\$ 2,561.25	\$ 5,122.50
7	2	T7/TSC5/TSC7 Pole Mount Clamp w/Adj Arm No Bracket	\$ 165.00	\$ 330.00
8	2	TSC5 Collector Bracket Only	\$ 57.00	\$ 114.00
9	2	USB 3.1 Type-A (make) to USB Type-C (male) transfer cable	\$ 12.75	\$ 25.50
10	2	ATC Trimble Access Technical Support Program	\$ 249.00	\$ 498.00
TOTAL AMOUNT			\$ 51,050.24	

SOUTH TEXAS COLLEGE
6. LAW ENFORCEMENT VEHICLE

VENDOR			Caldwell Country Chevrolet/Rockdale Country Ford/Cameron Country Chrysler Dodge Jeep Ram	
ADDRESS			800 State Highway 21 East	
CITY/STATE/ZIP			Caldwell, TX 77836	
PHONE			979-217-2180	
CONTACT			David Lowry	
#	Qty	Description	Unit Price	Extension
1	1	2023 Dodge Charger Pursuit RWD	\$ 39,500.00	\$ 39,500.00
2	1	Upfit Equipment	\$ 15,000.00	\$ 15,000.00
3	1	Floor Plan Design	\$ 1,200.00	\$ 1,200.00
4	1	Delivery	\$ 1,000.00	\$ 1,000.00
TOTAL AMOUNT			\$ 56,700.00	

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SOUTH TEXAS COLLEGE
10. DISTRICT WIDE TECHNOLOGY REQUEST
APRIL 25, 2023

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	1	Mac Studio: Apple M1 Max with 10-Core, 64GB Memory, 2TB Hard Drive, 3-Year Apple Care Warranty	\$ 2,878.00	\$ 2,878.00	Lynda Lopez - Public Relations and Marketing Replacement system for department staff
2	1	Dell OptiPlex 7000 SFF, 12th Gen Intel Core i5-12500, 16GB Memory 512GB Hard Drive, 34" Curved Monitor, Video Adapter, Warranty	\$ 1,674.85	\$ 1,674.85	Maria Evans - Technology Projects New system for department staff
3	2	Dell OptiPlex 7000 Micro Tower, 12th Gen Intel Core i7-12700T, 16GB Memory 512GB Hard Drive, 65 4K Interactive Touch Monitor, Warranty	\$ 4,646.66	\$ 9,293.32	Anahid Petrosian - Equipment New Faculty/Programs New systems for department staff conference room
4	1	Dell OptiPlex 7000 Micro Tower, 12th Gen Intel Core i7-12700T, 16GB Memory 256GB Hard Drive, 75" 4K Interactive Touch Monitor, Warranty	\$ 5,179.16	\$ 5,179.16	Pablo Hernandez - Student Affairs New system for department staff conference room
5	8	Dell OptiPlex 3660 Tower, Intel Core i7-12700, 32GB Memory, 512GB Hard Drive, Warranty	\$ 2,704.01	\$ 21,632.08	Ruben Suarez - Safety and Security Replacement of out-of-warranty systems for department staff
6	4	Dell OptiPlex 5000 Tower 12th Gen, Intel Core i7-12700, 16GB Memory 512GB Hard Drive, Warranty	\$ 898.71	\$ 3,594.84	Lynell Williams - Centers for Learning Excellence Replacement of out-of-warranty systems for department staff
7	1	Dell OptiPlex 7000 Micro Tower, 12th Gen Intel Core i7-12700T, 16GB Memory 256GB Hard Drive, (2) 65" 4K Interactive Touch Monitor, Warranty	\$ 8,196.65	\$ 8,196.65	Lynell Williams - Centers for Learning Excellence New system for department staff
8	2	Dell OptiPlex 7000 Micro Tower, 12th Gen Intel Core i7-12700T, 16GB Memory 256GB Hard Drive, 65" 4K Interactive Touch Monitor, Wireless Keyboard, Warranty	\$ 5,236.85	\$ 10,473.70	Maria Evans - Technology Projects New systems for department staff
9	1	Dell OptiPlex 7000 Micro Tower, 12th Gen Intel Core i7-12700T, 16GB Memory 256GB Hard Drive, 86" 4K Interactive Touch Monitor, Wireless Keyboard, Warranty	\$ 8,989.06	\$ 8,989.06	Maria Evans - Educational Technology Maintenance and Replacement New system for department staff conference room
10	42	Dell OptiPlex 3660 Tower, Intel Core i7-12700K, 32GB Memory, 512GB Hard Drive, Nvidia RTX A4000, Warranty	\$ 2,449.63	\$ 102,884.46	Samantha Uriegas/Laura Salas - Carl Perkins Grant New systems for student lab
COMPUTER TOTAL				\$ 174,796.12	
LAPTOPS					
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	Richard Wade - Automotive Technology Program New system for department faculty
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	Rebecca De Leon - Dual Credit Programs Community Engagement Replacement system for department staff
13	1	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty	\$ 1,426.67	\$ 1,426.67	Rolando Longoria - Sociology Program Replacement of out-of-warranty system for department staff
14	2	Laptop Mobile Precision 5570 CTO, Intel Core i7-12700H, 16GB Memory, 512GB Hard Drive, NVIDIA RTX A1000, 4GB DDR6, Docking Station, Warranty	\$ 2,409.49	\$ 4,818.98	Anahid Petrosian - Academic Affairs Support Replacement systems for department staff

SOUTH TEXAS COLLEGE
10. DISTRICT WIDE TECHNOLOGY REQUEST
APRIL 25, 2023

#	Qty	Description	Unit Price	Extension	Requesting Department
15	2	Laptop Mobile Precision 5570 CTO, Intel Core i7-12700H, 16GB Memory,	\$ 2,918.46	\$ 5,836.92	Lynda Lopez - Public Relations and Marketing
		512GB Hard Drive, Docking Station, (4) 27" Monitors, Adapter, Warranty			New systems for new department staff
16	1	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory,	\$ 1,399.80	\$ 1,399.80	Margo Vargas Ayala - Vocational Nursing Program
		256GB Hard Drive, Intel Iris Xe Graphics, Docking Station, Warranty			New system for department staff
17	1	Laptop Mobile Precision 5570 CTO, Intel Core i7-12700H, 32GB Memory,	\$ 2,409.49	\$ 2,409.49	Eric Reitinger - Division of Social and Behavioral Sciences
		512GB Hard Drive, NVIDIA RTX A1000, 4GB DDR6, Docking Station, Warranty			Replacement of out-of-warranty system for department staff
18	1	Laptop Latitude 5430 BTX Base, Intel Core i5-1245U, 16GB Memory,	\$ 1,161.94	\$ 1,161.94	Saeed Molki - Computer Science Program
		256GB Hard Drive, Intel Iris Xe Graphics, Warranty			New system for department staff
19	1	Laptop Latitude 5430 BTX Base, Intel Core i5-1245U, 16GB Memory,	\$ 1,161.94	\$ 1,161.94	Saeed Molki - Computer Science Program
		256GB Hard Drive, Intel Iris Xe Graphics, Warranty			New system for department faculty
20	3	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB	\$ 1,209.09	\$ 3,627.27	Otoniel Matamoros - Dual2Degree
		Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty			Replacement of out-of-warranty systems for department staff
21	3	Laptop Latitude Bundle 5430 BTX Base, Intel Core i5-1245U, 8GB Memory, 256GB	\$ 1,426.67	\$ 4,280.01	Pablo Hernandez - Student Affairs
		Hard Drive, Intel Iris Xe Graphics, Keyboard and Mouse, Docking Station, Warranty			Replacement of out-of-warranty systems for department staff
		LAPTOP TOTAL		\$ 28,976.36	
TABLETS					
22	3	Apple 11" iPad Pro Wi-Fi 256GB Space Gray, Apple Pencil, Magic Keyboard,	\$ 1,383.00	\$ 4,149.00	Laura Salas - Architectural and Engineering Design Technology Program
		3-Year Apple Care Warranty			New systems for students in-class presentations
		TABLET TOTAL		\$ 4,149.00	
MONITORS					
23	1	Dell 75 4K Interactive Touch Monitor	\$ 3,680.70	\$ 3,680.70	Maria Evans - Technology Projects
		3 Year Warranty			New monitor for department staff conference room
		MONITOR TOTAL		\$ 3,680.70	
		COMPUTER/LAPTOP/TABLET/MONITOR/TOTAL		\$ 211,602.18	

SOUTH TEXAS COLLEGE

11. ENDPOINT PROTECTION SOFTWARE/CLOUD SUBSCRIPTION

VENDOR			Netsync Network Solutions, Inc.	
ADDRESS			2500 W Loop S Ste 410/510	
CITY/STATE/ZIP			Houston, TX 77027	
PHONE			713-872-5538	
CONTACT			Michelle Bailey	
#	Qty	Description	Unit Price	Extension
1	2	SentinelOne University Training (5 User Pack). Up to 5 users receive individual login for S1 University Online for 1 year. Flexible Delivery Term 12 months	\$ 2,241.60	\$ 4,483.20
2	9,000	Guided Onboarding (Per Endpoint) 90 Days, Remote Deployment Assistance, Initial Threat Triaging, Ongoing Configuration Review and Health Checks, Designated Customer Success Manager Term 3 months.	\$ 4.87	\$ 43,830.00
Total Amount			\$	48,313.20
			DDI Capital - A Technology Leasing Company 4 Montauk Highway Westhampton, NY 11977	
1	1	One-Time Charge (Professional Services)	\$ 61,493.45	\$ 61,493.45
2	1	Software/Cloud Subscription Period: 9/1/23 - 8/31/24	\$ 147,584.28	\$ 147,584.28
3	1	Software/Cloud Subscription Period: 9/1/24 - 8/31/25	\$ 147,584.28	\$ 147,584.28
Total Amount			\$	356,662.01
GRAND TOTAL			\$	404,975.21

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Discussion and Action as Necessary on Modification Option for Vending Services – Snacks Contract

Purpose and Justification – Administration requests the Committee recommend Board approval on the modification option for the vending services - snacks contract provided by STX Snacktime Vending Company to increase the product pricing in their current contract starting on March 1, 2023.

On March 1, 2023, STX Snacktime Vending Company contacted the College to request a contract modification effective immediately to their current five-year contract (September 1, 2019 through August 31, 2024) due to COVID-19 and the College's lack of foot traffic on campus due to an increased attendance of online classes. In addition, STX Snacktime Vending Company has experienced inventory shortages, limited labor availability, and increased product costs.

The modification option requested is for the fourth year of the five-year contract, effective March 1, 2023 through August 31, 2024.

Background - On June 25, 2019, the Board of Trustees awarded a five-year contract to STX Snacktime Vending Company for the period of September 1, 2019 through August 31, 2024.

The terms of the current contract are as follows:

- The vendor is currently obligated to pay the College a commission of 22.5% of monthly net sales, and there will be no change to this percentage throughout the duration of the contract.

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, STX Snacktime Vendor Company has requested that the College consider a contract modification to the existing contract.

The current and proposed product and pricing are as follows:

Products	Contract Pricing	Proposed Pricing
Candy, premium nuts, and healthy bars	\$1.25	\$1.60
Pastry (cupcakes, Danish, buns, donuts, and pies)	\$1.25	\$1.50
Big bag chips	\$1.10	\$1.40
Small bag chips	\$0.80	\$1.00
Crackers	\$0.75	\$1.00

The current and previous commission history reports are as follows:

Contract	Commission Amount
September 2022 – March 2023	\$12,034.14
September 2021 – August 2022	\$21,006.18
September 2020 – August 2021	\$6,060.10
September 2019 – August 2020	\$37,525.77

Enclosed Documents – The STX Snacktime Vending Company contract modification amendment 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.

It is requested that the Committee recommend Board approval on the modification option for the vending services - snacks contract provided by STX Snacktime Vending Company to increase the product pricing in their current contract starting on March 1, 2023.

MODIFICATION OF LICENSE AGREEMENT (SNACK VENDING SERVICES)

This **Modification of License Agreement (Snack Vending Services)** (“First Modification”) is entered into by and between **South Texas College**, hereinafter called the “**LICENSOR**,” and **STX Snacktime Vending Co., LLC**, hereinafter called the “**LICENSEE**.” The **LICENSOR** and the **LICENSEE** are sometimes referred to herein as a “**Party**” or collectively as the “**Parties**.” When executed by both parties, the First Modification shall be effective as of March 1, 2023.

WHEREAS, the **LICENSOR** and the **LICENSEE** executed a License Agreement (Snack Vending Services) on July 10, 2019 (“**Agreement**”) pursuant to which the **LICENSEE** agreed to provide certain vending services at all of the **LICENSOR**’s campuses under terms and conditions more fully described in the **Agreement** including mandatory pricing as set forth in Exhibit A (Products and Pricing); and,

WHEREAS, it is in the mutual best interests of the Parties to modify the **Agreement** to increase the mandatory prices set forth in the Exhibit A of the **Agreement**.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and agreements contained herein, the receipt and sufficiency of which are hereby mutually acknowledged by the **LICENSOR** and the **LICENSEE**, each hereby agrees as follows:

1. Exhibit A to the **Agreement** is hereby modified by deleting the current table and replacing it with the following table:

<u>Product</u>	<u>Price</u>
Candy, premium nuts, and healthy bars	\$1.60
Pastry (cupcakes, Danish, buns, donuts and pies)	\$1.50
Big bag chips	\$1.40
Small bag chips	\$1.00
Crackers	\$1.00

2. Except as modified hereby, all terms and conditions set forth in the **Agreement** shall be unchanged and shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this First Modification on the day and year first above written.

(LICENSOR) South Texas Licensor

(LICENSEE) STX Snacktime Vending Co., LLC

Dr. Ricardo J. Solis
President

Edgar Vargas
Owner/Manager

Discussion and Action as Necessary on Ratification of a 3-Month Extension on Contract with Pathfinders Public Affairs, Inc. for Consultant Services

Purpose and Justification – Administration requests the Committee recommend Board approval on ratification of a 3-month extension on the contract with Pathfinders Public Affairs, Inc. for consultant services for the period beginning December 1, 2022 through February 28, 2023, at a total amount of \$23,749.99.

These consultant services were necessary due to pressing legislative matters, which required immediate action on behalf of the College.

Background - On June 28, 2022, the Board of Trustees approved a 6-month contract beginning June 1, 2022 through November 30, 2022, at a total amount of \$47,500.00. These services provide guidance on matters of local and state policy and legislation.

On April 4, 2023, the Extension to the Agreement was sent to Pathfinders Public Affairs, Inc. for their review and approval.

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

It is requested that the Committee recommend Board approval on ratification of a 3-month extension on the contract with Pathfinders Public Affairs, Inc. for consultant services for the period beginning December 1, 2022 through February 28, 2023, at a total amount of \$23,749.99 as presented.

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 by method of recycling for two (2) vehicles. The vehicles are also part of the College's inventory; therefore, it is also requested by the Fixed Assets Department and Fire Science Program that these assets be removed from the inventory and general ledger as follows:

#	Description	Serial No.	Silver Tag	Amount	Net Book Value	Ptag
1	1990 Ford Taurus (TSTC)	1FACP52U2LA135314	0000009907	\$5,650.00	\$0.00	000011090
2	1995 Toyota Tacoma (TSTC)	4TAUN41BXSZ32765	0000009789	\$9,627.90	\$0.00	000011082

Justification and Benefit – It is necessary to dispose of these non-functioning vehicles by recycling them since they have been used for student instruction and are no longer complete vehicles. Students used these vehicles to train on them, and the vehicles are now in disassembled pieces and need to be removed from the Regional Center for Public Safety Excellence for safety purposes and lack of storage.

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 for student instruction. After this evaluation process, the Automotive Technology Program determined that the vehicles were no longer usable and submitted a request to have the property transferred to benefit the Fire Science Program for student instruction. These vehicles were then utilized for the purpose of fire science instruction and thus charred into an unusable state.

These assets were originally obtained by South Texas College in 1993 from Texas State Technical College and recorded as part of the College's inventory.

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 by method of recycling for two (2) vehicles and for these assets to be removed from the College's inventory and general ledger as presented.

Discussion and Action as Necessary on Options to Renew all Property and Casualty Insurance for 2023 - 2024 Insurance Request for Proposal (RFP)

Purpose and Justification – Administration requests the Committee recommend Board approval on options to renew all property and casualty insurance for the 2023 - 2024 Insurance Request for Proposal (RFP).

The College maintains the following property and casualty insurance:

- Property / Inland Marine / Boiler & Machinery
- Crime Insurance
- School Leaders E&O, General Liability, Law Enforcement Liability, Automobile
- Workers Compensation Insurance
- Foreign Liability Insurance
- Cyber Liability Insurance
- Student / Faculty Medical Professional Liability Insurance
- Voluntary Student Accident Insurance
- Workforce Training Programs Student Accident Insurance
- Business, Public Safety & Technology Student Accident Insurance

Chase Carlisle (Insurance Consultant) from Carlisle Insurance will propose changes to the upcoming 2023 - 2024 Insurance Request for Proposal (RFP) and will discuss related insurance matters as follows:

- Options to renew (one year term with two (2) one-year annual renewals) - The College may be missing out on other carrier participation since it bids out insurance on an annual basis. This practice is uncommon in the public entity space. The Insurance Consultant recommends one year term, which may be renewed for two additional one-year periods by mutual agreement of the parties.
- RFP timeline – Per Insurance Consultant, this year, the Insurance items will be presented to the Committee / Board in August as opposed to July since insurance carriers are more likely to underwrite policies closer to September 1 (carriers are not quoting more than 30 days out and quotes are only valid for 20-30 days once issued).
- Premium increases – According to the Insurance Consultant, 2023 is expected to be the worst property insurance market in the last 40 years, and expects substantial increases in premium costs, specifically for property insurance. Depending on the insurance bids received, the College may need to utilize multiple individual property insurance carriers.
- Admitted / non-admitted – Admitted carriers are insurance companies that have been approved by a state's department of insurance. Admitted carriers are required to follow state regulations. If they fail, the state will step in and pay claims. Generally, they offer standard market coverages for small businesses. Non-admitted carriers are not required to follow state regulations, which can make their coverage options

more flexible. Staff reviewed with the insurance consultant and legal counsel and both agreed that the College may accept bids from both admitted and non-admitted carriers.

Background - Every year, the College requests proposals for an insurance program that provides coverage at the most competitive price available in accordance with approved or acceptable insurance practices in the State of Texas.

Chase Carlisle of Carlisle Insurance will be present at the Committee Meeting to address questions.

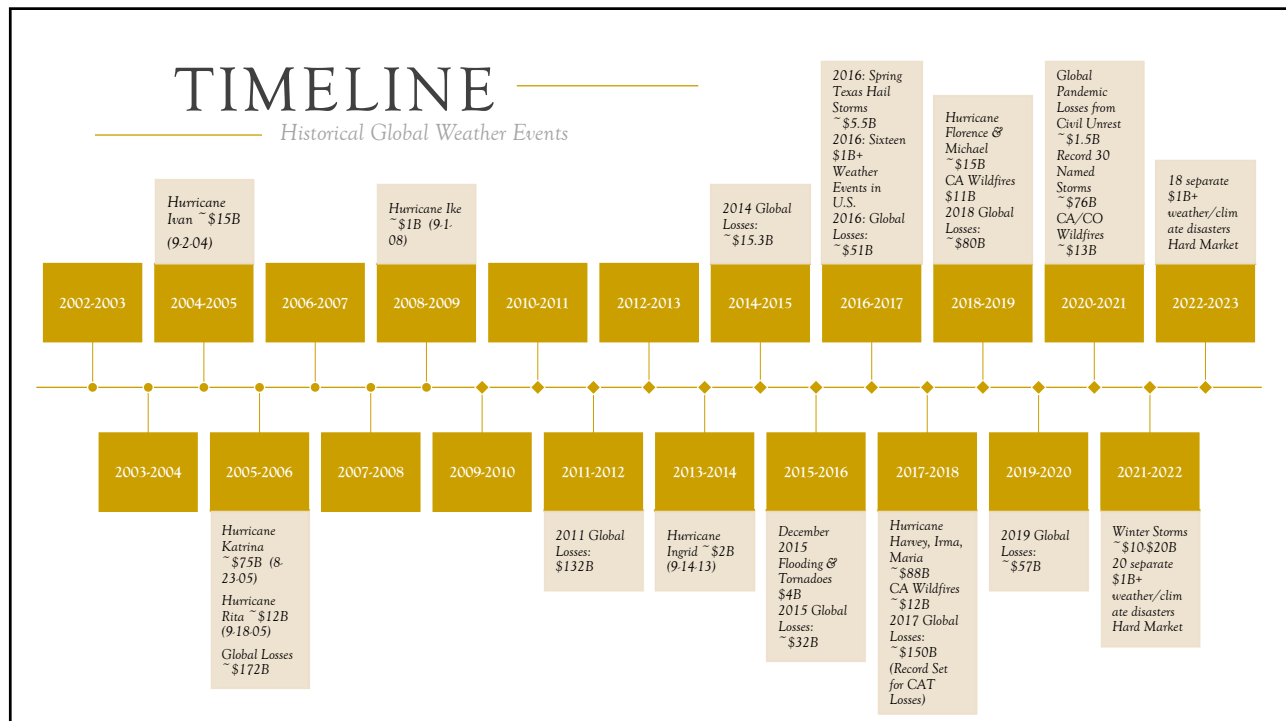
Enclosed Documents – A copy of the PowerPoint presentation follows in the packet for the Committee's information and review.

It is requested that the Committee recommend Board approval on options to renew all property and casualty insurance for the 2023 - 2024 Insurance Request for Proposal (RFP) for a one year term with two (2) one-year annual renewals as presented.

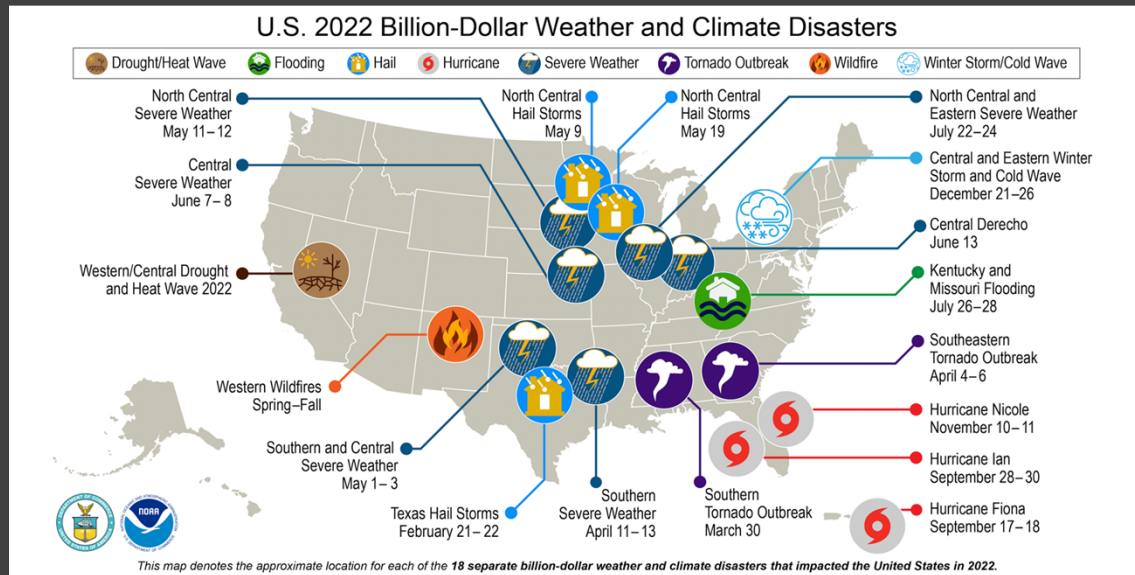
SOUTH TEXAS COLLEGE 2023-2024 RENEWAL



Presented by Chase Carlisle, CIC, CMIP, CPCU



GLOBAL INSURANCE MARKET UPDATE

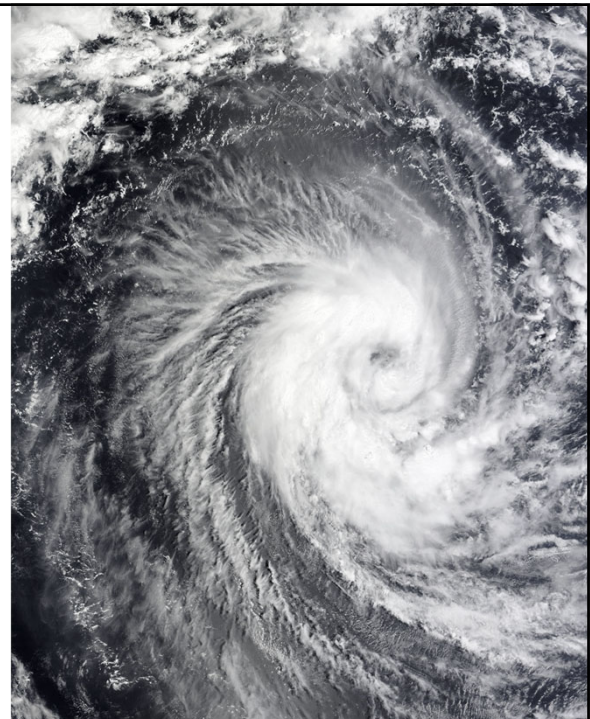


MARKET UPDATE

PER NOAA: 18 BILLION DOLLAR PLUS
WEATHER AND CLIMATE DISASTERS

“These events resulted in the deaths of 474 people and had significant economic effects on the areas impacted.”

“The 1980–2022 annual average is 7.9 events (CPI-adjusted); the annual average for the most recent 5 years (2018–2022) is 17.8 events (CPI-adjusted).”



RENEWAL EXPECTATIONS

- The property market is extremely volatile. 2023 is expected to be the worst property insurance market in the last 40 years. Capacity has shrunk, carriers are pulling out, and rates/terms and conditions are drastically changing. Global weather events, inflation, pandemic, etc. have had a tragic effect on the market
- Peers are seeing 30-50% rate increases on renewals.
- Multiple carriers may be required to fulfill placement which will drive costs up.



RFP TIMELINE

This year we will be presenting to the board later than usual. The markets are not willing to quote more than 30-45 days out and quotes will only be valid for 20-30 days once issued.



OPTIONS TO RENEW

Recommend one year term which may be renewed for two additional one-year periods by mutual agreement of the parties.

ADMITTED VS. NON-ADMITTED CARRIERS

The College will accept bids from both admitted and non-admitted carriers.



QUESTIONS?

Chase Carlisle

chasec@carlisleins.com

www.carlisleins.com

Review and Recommend Action on Reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 - 2023

Purpose and Justification – Administration requests the Committee recommend Board approval on reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023 to include revisions to position pay grades, titles, and salaries status as recommended by College Administrators.

Background – The Office of Human Resources, in collaboration with College Administration, performed further assessments of FY 2022 – 2023 positions, and actions were taken after the President's approval, as listed below:

1. Reclassification List – Reclassifications initiated by Administration and approved by the President. These changes are deemed critical and result in revisions and reclassifications as appropriate to the position duties and are effective in the month in which the President's approval was received.

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

- A. Pay Grade Corrections
- B. Position Title and/or Salary Adjustments
- C. Title Changes

Funding Source – Funds for these reclassifications are available in the FY 2022 - 2023 salary budget, and the net effect on the FY 2022 - 2023 Salary Budget and Unrestricted Fund Budget is zero.

Reviewers – The reclassifications have been reviewed by the President, all the Vice Presidents, and the Interim Director of Human Resources.

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

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

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

South Texas College
Reclassifications List: Pay Grade Corrections, Position Title and/or Salary Adjustments, and
Title Changes for FY 2022 - 2023

#	Organization Name	Title	Classification	Current Salary	Salary Adjustment	Adjusted Salary Budget
Vice President for Institutional Advancement and Economic Development						
1	Institutional Advancement	Title and Grade Change for Workforce Contract Manager (Position 700321) to Global Market Development Manager - Filled	Professional Technical Exempt	\$ 1.00	\$ 67,399	\$ 67,400
Rationale: • Effective immediately position is set to EAP 6 pay grade based on departmental needs.						
2	Institutional Advancement	Title and Grade Change for Institutional Advancement and Economic Development Administration Officer (Position 704650) to Director of Institutional Advancement and Economic Development - Vacant	Administrative Exempt	\$ 75,625	\$ -	\$ 75,625
Rationale: • Change Title and Pay grade due to departmental needs.						
Total for Vice President for Institutional Advancement and Economic Development				\$ 75,626	\$ 67,399	\$ 143,025
Vice President for Academic Affairs						
3	ADN Instr - 10.5 Months	Title Change for A.D.N. Instructor - 10.5 Months (Position 314559) to BSN Instructor - 10.5 Months - Vacant	Faculty	\$ 71,371	\$ -	\$ 71,371
Rationale: • This request is necessary as the NAH Division aims to hire a full-time BSN regular faculty position at the end of this year. THECB has given us the green light to admit more than 30 BSN regular students yearly. The NAH division usually accepts BSN students once a year, every spring semester, and will now start admitting twice a year						
Total for Vice President for Academic Affairs				\$ 71,371	\$ -	\$ 71,371
Vice President for Finance and Administrative Services						
4	Human Resources	Title, Salary, and Grade Change for Director of Human Resources (Position 700010) to Assistant Director of Human Resources- Vacant	Administrative Exempt	\$ 107,753	\$ (33,415)	\$ 74,338
Rationale: • Delete Director of Human Resources position and create a new Assistant Director of Human Resources position.						
Total for Vice President for Finance and Administrative Services				\$ 107,753	\$ (33,415)	\$ 74,338
Totals for Divisions				\$ 254,750	\$ 33,984	\$ 288,734

Total Salary Adjustments	\$ 33,984
Less Sources of Funding Identified	\$ (33,984)
Net Impact to Budget	\$ -

Review and Recommend Action to Renew the Hidalgo County Agreement for Tax Assessment Collection

Purpose and Justification – The Committee requests the Board for approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2024 through August 31, 2025.

The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2023. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, indicates that the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121 (b) Tax Assessment and Collection, indicates that each governing board shall be authorized to have the taxable property in its district assessed and/or its taxes collected, in whole or in part, by the tax assessors and/or tax collectors, respectively, of any county, city, taxing district, or other governmental subdivision in which all or any part of the junior college district is located. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996, with an option to renew for subsequent tax years. The contract was last renewed on April 26, 2022, and the annual fee approved was \$108,372.00.

Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2023 will remain at \$108,372.00. The monthly collection fee of approximately \$9,031.00 is reduced from taxes collected during the month, and the remaining funds are wired to the South Texas College's bank depository account.

Below is a summary of fees charged by Hidalgo County each year for the periods of Fiscal Year 2013 – 2014 to Fiscal Year 2023- 2024.

History of Fees for Hidalgo County Tax Assessment and Collection			
Fiscal Year	Fee	Increase over Previous Year	Total Tax Levy
2023 – 2024	\$108,372.00	0%	Not Available
2022 – 2023	\$108,372.00	5%	\$75,375,088.72
2021 - 2022	\$103,212.00	0%	\$71,315,412.72
2020 – 2021	\$103,212.00	0%	\$66,982,283.00

History of Fees for Hidalgo County Tax Assessment and Collection			
Fiscal Year	Fee	Increase over Previous Year	Total Tax Levy
2019 – 2020	\$103,212.00	0%	\$64,711,985.97
2018 - 2019	\$103,212.00	0%	\$63,236,679.08
2017 – 2018	\$103,212.00	5%	\$62,624,834.26
2016 – 2017	\$98,304.00	0%	\$59,701,217.59
2015 – 2016	\$98,304.00	0%	\$56,408,070.41
2014 – 2015	\$98,304.00	5%	\$52,781,657.49
2013 – 2014	\$93,626.00	0%	\$42,343,115.93

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Hidalgo Appraisal/Collection Fee budget for Fiscal Year 2023 – 2024, pending Board approval of the budget.

Enclosed Documents – Clause VI, Consideration of the Hidalgo County Collection of Taxes Inter-Local Cooperation Amended Agreement for Tax Assessment and Collection Contract follows in the packet for the Committee’s review and information.

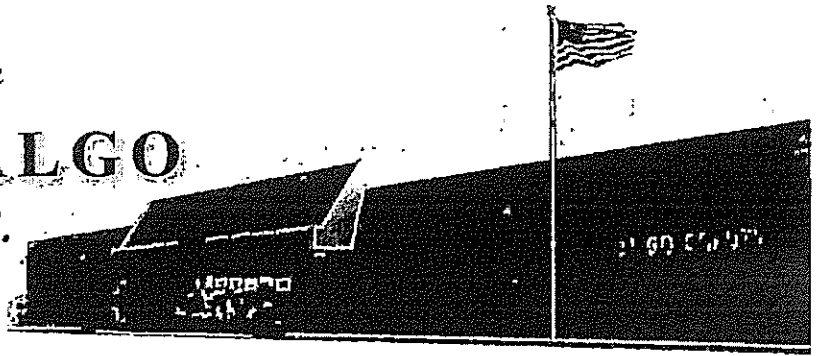
Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Committee Meeting to address questions.

It is requested that the Committee recommend Board approval on the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$108,372.00 from September 1, 2023 through August 31, 2024 as presented.

Office of Tax Assessor-Collector

COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. PCC.



March 21, 2023

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

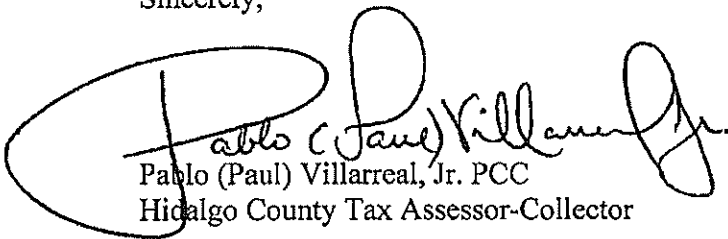
P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

Dear Mr. Solis:

As per Clause VI, consideration of our Collection of Taxes Contract be advised that the fee for the taxable year 2023 will remain at **\$108,372**. Effective July 1, 2023.

Please sign, date and return this letter to us as soon as possible.

Sincerely,


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

XC: Hon. Richard F. Cortez
Hidalgo County Judge

Ms. Linda Fong, CPFO
Hidalgo County Auditor

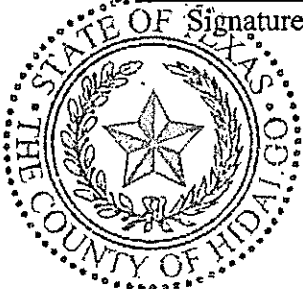
Accepted & Agreed:

By: _____

Signature

Title

Date



Review and Recommend Action to Renew the Starr County Agreement for Tax Assessment Collection

Purpose and Justification – The Committee requests the Board for approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2024 through August 31, 2025.

The Starr County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2023. Approval of the tax assessment and collection fee is needed in order for the Starr County Tax Assessor to assess and collect taxes levied.

Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, indicates that the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121 (b) Tax Assessment and Collection, indicates that each governing board shall be authorized to have the taxable property in its district assessed and/or its taxes collected, in whole or in part, by the tax assessors and/or tax collectors, respectively, of any county, city, taxing district, or other governmental subdivision in which all or any part of the junior college district is located.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on August 14, 2017, with an option to renew for subsequent tax years. The contract was last renewed on April 26, 2022, and the annual fee approved was 3.5% of the College's total tax collections for the period of September 1, 2022 through August 31, 2023 for tax year 2022. The annual fee for Fiscal Year 2023 is estimated to be \$165,089.19.

Ms. Maria Ameida Salinas, Tax Assessor-Collector for Starr County, has advised the College that the annual fee for tax year 2023 will remain at 3.5% of the College's total tax collections. The annual fee for Fiscal Year 2024 is estimated to be \$171,692.76, based on 3.5% of the College's total estimated tax collections for the period of September 1, 2023 through August 31, 2024. The monthly collection fee of approximately \$14,307.73 will be reduced from taxes collected during the month, and the remaining funds are remitted by a check to South Texas College.

Below is a summary of fees charged by Starr County each year for the periods of Fiscal Year 2013 – 2014 to Fiscal Year 2021 – 2022 and the estimated fee for Fiscal Year 2022 – 2023 and Fiscal Year 2023 – 2024, based on a rate of 3.5% of total tax collections.

History of Fees for Starr County Tax Assessment and Collection				
Fiscal Year	Fee	Increase over Previous Year	% of Tax Collection	Total Tax Levy
2023 – 2024	\$171,692.76***	4.00%	3.5%	Not Available
2022 – 2023	\$165,089.19**	(0.22%)	3.5%	\$4,515,974.35
2021 – 2022	\$165,449.37	8.60%	3.5%	\$4,418,023.95

History of Fees for Starr County Tax Assessment and Collection				
Fiscal Year	Fee	Increase over Previous Year	% of Tax Collection	Total Tax Levy
2020 – 2021	\$152,346.31	6.76%	3.5%	\$4,108,455.73
2019 – 2020	\$142,693.53	(3.50%)	3.5%	\$4,010,125.41
2018 – 2019	\$147,863.11	0.001%	3.5%	\$4,058,100.49
2017 – 2018	\$147,862.05*	68.24%	3.5%	\$3,933,751.72
2016 – 2017	\$87,886.00	0%	N/A	\$3,494,095.10
2015 – 2016	\$87,886.00	0%	N/A	\$3,871,198.83
2014 – 2015	\$87,886.00	0%	N/A	\$3,352,380.96
2013 – 2014	\$87,886.00	0%	N/A	\$2,735,855.80

*In Fiscal Year 2018, Starr County changed the annual fee from a flat rate to 3.5% of all current and delinquent base taxes collected. Prior to Fiscal Year 2018, Starr County assessed a flat rate fee of \$87,886.00

**Estimated Fee Amount to be paid by August 31, 2024

***Estimated Fee Amount to be approved on April 25, 2024 Board Meeting

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Starr Appraisal/Collection Fee budget for Fiscal Year 2023 – 2024, pending Board approval of the budget.

Enclosed Documents – Clause VI, Consideration of the Starr County Collection of Taxes Inter-Local Cooperation Agreement for Tax Assessment and Collection Contract follows in the packet for the Committee’s review and information.

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

It is requested that the Committee recommend Board approval on the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at a fee of 3.5% or approximately \$171,692.76 for the tax year 2023 of the College’s total tax collected from September 1, 2023 through August 31, 2024, as per the Starr County Commissioner’s Court approval on February 27, 2023, as presented.

COUNTY OF



STARR

AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

March 24th, 2023

Dr. Ricardo J. Solis, President

South Texas College
3201 W. Pecan Blvd
McAllen, Texas 78501

Dear Dr. Solis:

As per Clause VI, Consideration of our Collection of Taxes Contract, be advised that the fee for tax year 2023 will be 3.5% of all current and delinquent base taxes collected from September 1, 2023 through August 31, 2024 as per Commissioner's Court approval on February 27th, 2023.

If you need additional information, please contact me at your earliest convenience.

Please sign, date and return this letter to us as soon as possible.

Sincerely,

Ma. Ameida Salinas, TAC
Starr County Tax Assessor/Collector



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR

ACCEPTED & AGREED

By: _____
South Texas College

Date: _____

Review and Discussion of FY 2023 – 2024 Budget Development

Purpose and Justification – As part of the budget planning process, the College is evaluating the revenue and expenditure budget considerations influencing the preparation of the FY 2023 – 2024 budget.

The budget planning process is an integral part of strategic planning that is preceded by sound planning and effectively aligns the budget with the College's programs and activities. The revenue and expenditure budget development considerations affect the projected available resources, determine the planned expenditures, and have a direct impact on the budget allocations for the FY 2023 – 2024 budget.

Background – The College's annual budget cycle includes the budget planning process that consists of projecting revenues and expenditures based on historical trend and assumptions for the upcoming fiscal year. The revenue and expenditure budget development considerations are used as the basis for the upcoming fiscal year assumptions and are a fundamental component of developing a proposed balanced budget. The proposed balanced budget is reviewed by staff, the President's Cabinet, and the Finance, Audit, and Human Resources Committee before it is presented for approval by the Board of Trustees at the annual Budget Hearing.

The Texas Commission on Community College Finance recommends that the 88th Texas Legislature change the current state formula funding model to an outcomes-based formula methodology. This change would impact the amount of funding the College receives from the State in the upcoming biennium and the budget allocations for the FY 2023 – 2024 budget.

The Texas Legislature is currently in session and is considering the Commission's recommendation to transition to an outcomes-based formula.

On March 28, 2023, the Board of Trustees approved Resolution 2023-006 in support of the Texas Commission on Community College Finance Recommendations.

Enclosed Documents – A PowerPoint Presentation follows in the packet for the Committee's review and information.

Mary Elizondo, Vice President for Finance and Administrative Services, will present on the FY 2023 – 2024 Budget Development for the Committee's review and discussion.

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



FY 2023 – 2024

Budget Development Unrestricted Fund

Mary Elizondo, MBA, CPA, CFE, CGMA
Vice President for Finance and Administrative Services

April 11, 2023

1

Integrated Budget Planning Process



2

FY 2023 – 2024 | Budget Cycle Timeline

	September-December	January	February	March	April	May	June	July	August
Budget Planning and Development	Revenue Projections		Revenue and Expenditure Projections						
		Instructions, Guidelines, and Alert Notice							
			Department Requests						
				Balance Budget					
Budget Development Review				Preliminary Review by Finance, Audit, and Human Resources Committee					
Preliminary Budget Review				Department and Cabinet Review					
						Preliminary Review by Finance, Audit, and Human Resources Committee			
Budget Approval							Construction Budget Approval	Staffing Plan Approval	Hearing Publication Budget Proposal
							Staffing Requests Approval		Budget Hearing Budget Approval

3

FY 2023 – 2024 | Budget Objectives



Produce a Balanced Budget

Total Revenue Equal Total Expenditures



Maintain Benchmarks

Instruction Function – Approximately 50% of Total Expenditures Budgeted
Salaries and Benefits – Approximately 77% or Lower of Total Expenditures Budgeted (Excluding Transfers and Reserves)



Allocate Resources Based on Strategic Planning



Maintain Financial Responsibility, Sustainability, and Controls

4

FY 2023 – 2024 | Budget Considerations

Revenue and Fund Balance Carryover Allocations

- State Funding for Community Colleges (First Year of Biennium and New Methodology)
- Student Enrollment Projections
- Simplified Tuition Rate and Board Approved Rates
- Property Tax Assessed Valuation and Collections
- Fund Balance Carryover Allocations
- New Trends

5

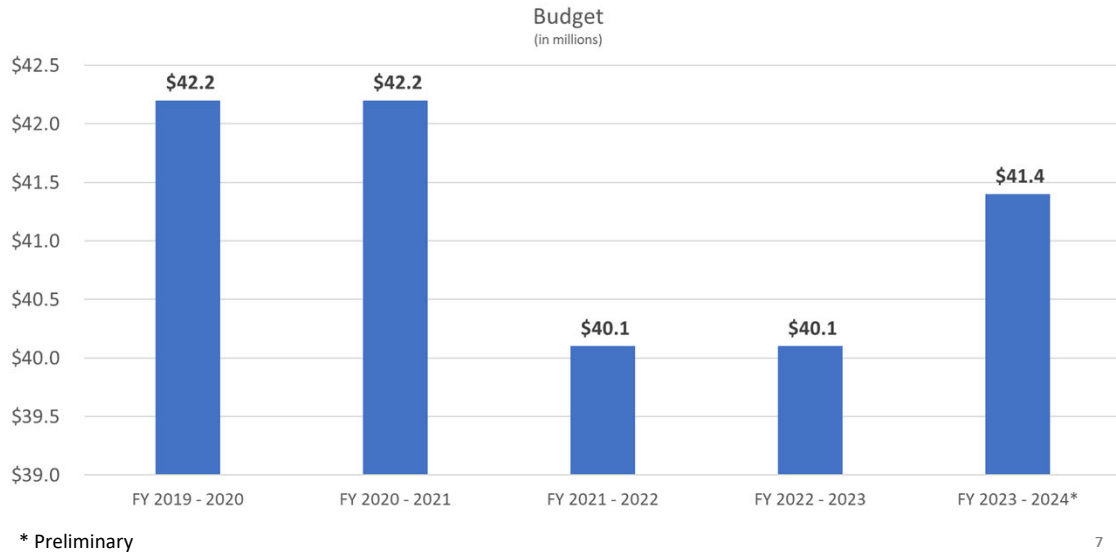
FY 2019-2020 – FY 2023-2024 | Primary Revenue Sources

Fiscal Year	State Appropriations Budget Contact Hour Funding <small>Includes Core Operations, Student Success Points, and Contact Hour Funding</small>	Tuition and Fees Budget <small>Includes Academic Tuition, Differential Tuition, CPWE, Mandatory and Incidental Fees</small>	M&O Property Taxes Budget <small>Includes Current Levy Tax Collections, Delinquent Tax, and Penalties and Interest</small>
FY 2019 - 2020	\$42.2 million 26.3%	\$66.6 million 41.5%	\$51.7 million 32.2%
FY 2020 - 2021	\$42.2 million 27.3%	\$53.0 million 34.3%	\$59.1 million 38.3%
FY 2021 - 2022	\$40.1 million 24.9%	\$62.7 million 38.9%	\$58.3 million 36.2%
FY 2022 - 2023	\$40.1 million 24.1%	\$60.1 million 36.2%	\$65.9 million 39.7%
FY 2023 – 2024*	\$41.4 million 25.0%	\$57.4 million 34.6%	\$66.9 million 40.4%

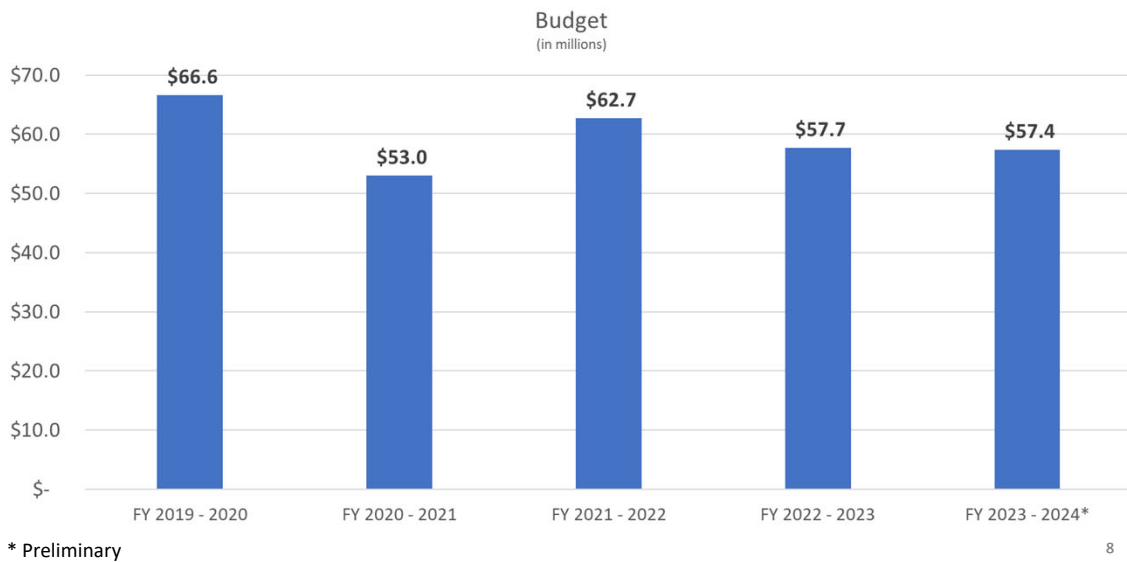
* Preliminary

6

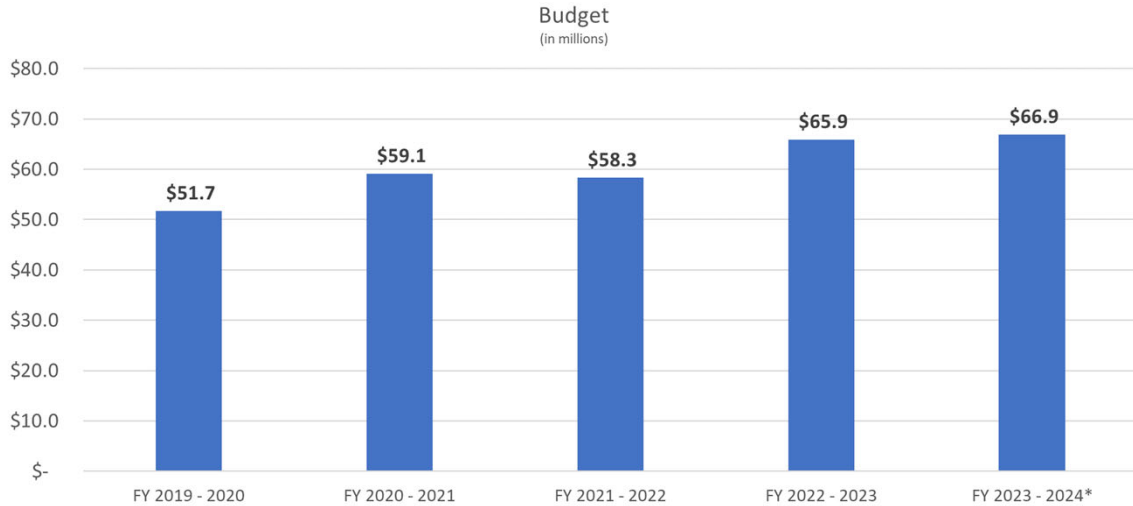
FY 2019-2020 – FY 2023-2024 | Primary Revenue Source – State Appropriations



FY 2019-2020 – FY 2023-2024 | Primary Revenue Sources – Tuition and Fees



FY 2019-2020 – FY 2023-2024 | Primary Revenue Sources – M&O Property Taxes



* Preliminary

9

State Appropriations Revenue – Formula Funding Model Change Recommendation

The Texas Commission on Community College Finance recommends to change the current state formula funding model to an outcomes-based formula methodology for the upcoming biennium.

- The state appropriations revenue and budget allocations for the FY 2023 – 2024 budget will be impacted.
- The Texas Legislature is currently in session and is considering the Commission's recommendation to transition to an outcomes-based formula.

10

Texas Commission on Community College Finance Background

- The Texas Commission on Community College Finance was established during the 87th Legislature by SB 1230 to **re-evaluate how Texas community colleges were funded via state appropriations, and establish a state funding formula and funding levels sufficient for sustaining viable community college education and training offerings throughout the state.**
- The Commission:
 - Included 12 appointed commissioners,
 - Held public hearings (ended in October 2022), and
 - Unanimously approved a set of final recommendations which were sent to State Leadership in November 2022

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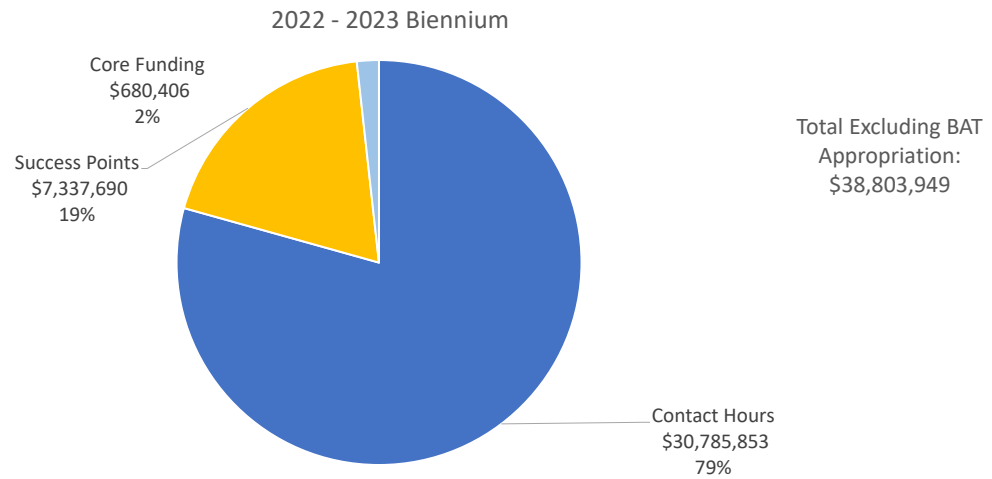
Current State Appropriation Funding Model

- State formula funding is distributed through an allocation methodology that considers how colleges perform in relation to one another. The current formula includes funding for:

Contact Hours	Success Points	Core Funding
<ul style="list-style-type: none"> • Tied to student enrollments and types of courses 	<ul style="list-style-type: none"> • Based on specific metrics colleges have met over the previous three years 	<ul style="list-style-type: none"> • Uniform amount allocated to each college

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Current Funding Levels for South Texas College



The College was allocated \$1,290,084 for BAT, increasing the state appropriation the College received total to \$40,094,033.

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Limitations of Current State Appropriations Model

- Institutions compete against each other for a portion of a fixed “pie.”
- Smaller and rural-serving colleges with lower property values and colleges that serve students with a high level of financial need are at a disadvantage.
- Needs and goals of community colleges have changed from when the current model was developed.

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Goals of the New Model

- Develop a new funding model that generates more consistent base levels of funding for instruction and operations across community colleges.
- Fully recognize non-credit workforce education programs that have become increasingly important to meet workforce demands and that are critical to mid-career employees' upskilling and reskilling.
- Recognize the additional costs of serving economically and academically disadvantaged students or adult learners who depend on postsecondary credentials of value to increase their long-term earning potential.
- Provide temporary funding to help colleges transition to a dynamic, primarily outcomes-based funding formula.

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New Model: State Funding for Outcomes

- Distribute the majority of state funding based on **measurable outcomes** aligned with regional and state workforce needs and state goals for Building a Talent Strong Texas.
- Model should be dynamic, with adjustments through an annual settle-up process.
- Three recommendations

Recommendation 1.1
Measurable Outcomes

Recommendation 1.2
Foundational Levels of
Funding

Recommendation 1.3
Hold Harmless
Funding

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Recommendation 1.1: Measurable Outcomes

- Outcomes-based formula based on individual college's current outcomes with specified fixed dollar amounts for:

1	2	3	4
Credentials of value , including degrees, certificates, and other credentials from credit and non-credit programs that equip students for continued learning and greater earnings.	Credentials of value awarded in high-demand fields .	Students who transfer to four-year universities.	Students who complete a sequence of dual credit courses that apply towards academic and workforce program requirements.

- Include **robust incentives for completions and transfers of students who are economically or educationally disadvantaged and adult learners** to promote improved outcomes for populations that historically have completed postsecondary credentials at significantly lower rates.

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Recommendation 1.2: Foundational Levels of Funding

- Ensure community colleges can access foundational levels of funding for **instruction and operations** through a state-funded guaranteed yield for colleges with low taxable valuations.
 - Based on student enrollments and the types of contact hours taught in different fields of study across non-credit and credit-bearing programs.
- Include adjustments to recognize:
 - Higher costs of educating students who need additional support services
 - Adult students making an effort to reskill and upskill
 - Higher costs of operating small colleges
 - Colleges unable to generate foundational levels of funding through tuition and local property taxes due to the colleges' available tax bases or student enrollments.

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Recommendation 1.3: Hold Harmless Funding

- Facilitate initial implementation of the new model through **hold harmless funding** to ensure colleges are not negatively impacted by the transition to a dynamic, primarily outcomes-based funding formula.
- Authorize the Texas Commissioner of Higher Education to create a process to address unintended negative consequences.

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Benefits of New Model

- Rewards colleges for positive outcomes
- Colleges that improve their outcomes will receive increased funding
- Colleges will compete with a prior version of themselves instead of each other
- Increased funding for small and rural community colleges

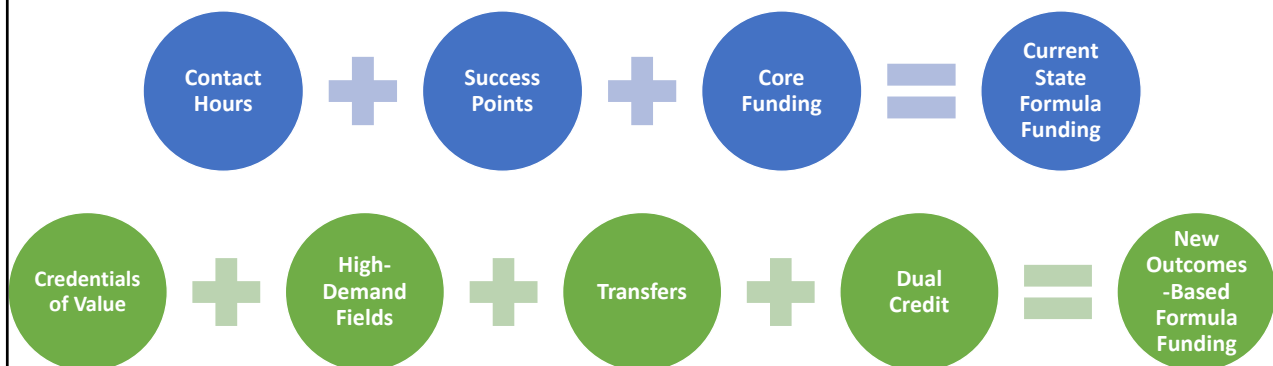
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Next Steps

- Approval by the Texas Legislature in the current session (January 10, 2023 through May 29, 2023).
- Investment of \$600 to \$650 million in additional funding for community colleges in the next biennium.

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State Appropriations Revenue – Formula Funding Model Change



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State Appropriations Revenue

Revenues	FY 2021 – 2022 Budget (Amended)		FY 2022 – 2023 Budget (Amended)		FY 2023 – 2024 Budget (Preliminary)
State Appropriations – Contact Hour	\$40,094,035		\$40,094,033		\$41,449,329
<i>Increase/(Decrease) from Prior Fiscal Year</i>			\$(2)		\$1,355,296
<i>Increase/(Decrease) from FY 2021-2022</i>					\$1,355,294
Budget Assumption	First Year of the Biennium	↔	Second Year of the Biennium	↑	First Year of the Biennium Based on Proposed Appropriations Bill
Actuals (As of February 2023)	Met Budget	✓	Met Budget		
Projected (As of August 31, 2023)		✓	Meet Budget		

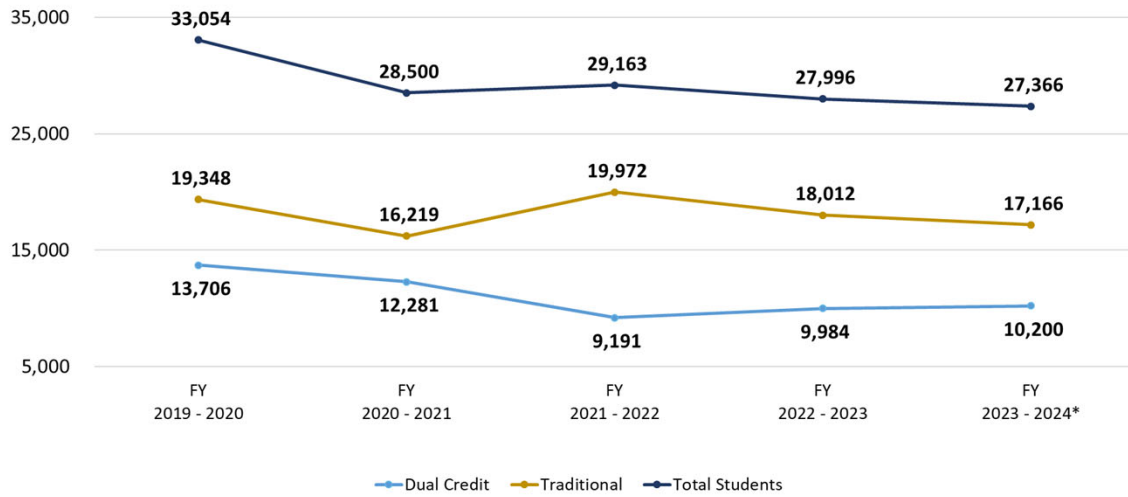
The preliminary FY 2023 – 2024 state appropriation revenue amount of \$41,449,329 is based on the current state formula funding methodology. 23

Property Taxes Revenue

Revenues	FY 2021 – 2022 Budget (Amended)		FY 2022 – 2023 Budget (Amended)		FY 2023 – 2024 Budget (Preliminary)
Property Taxes	\$58,273,025		\$65,888,360		\$66,927,291
<i>Increase/(Decrease) from Prior Fiscal Year</i>			\$7,615,335		\$1,038,931
<i>Increase/(Decrease) from FY 2021-2022</i>					\$8,654,266
Budget Assumption	Reduction in Revenue	↑	Collection Increase of 13%	↑	Increase in Revenue
Actuals (As of February 2023)	Exceeded Budget	↑	Exceeding YTD Collections for Same Time Frame in Prior Year		
Projected (As of August 31, 2023)		↑	Exceed Budget		

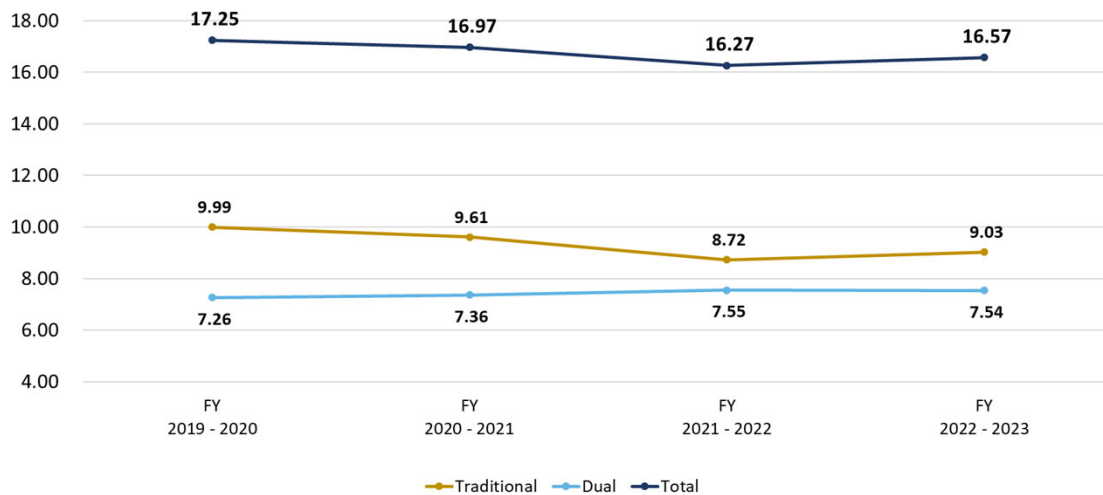
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Census Student Enrollment – Fall Term Only



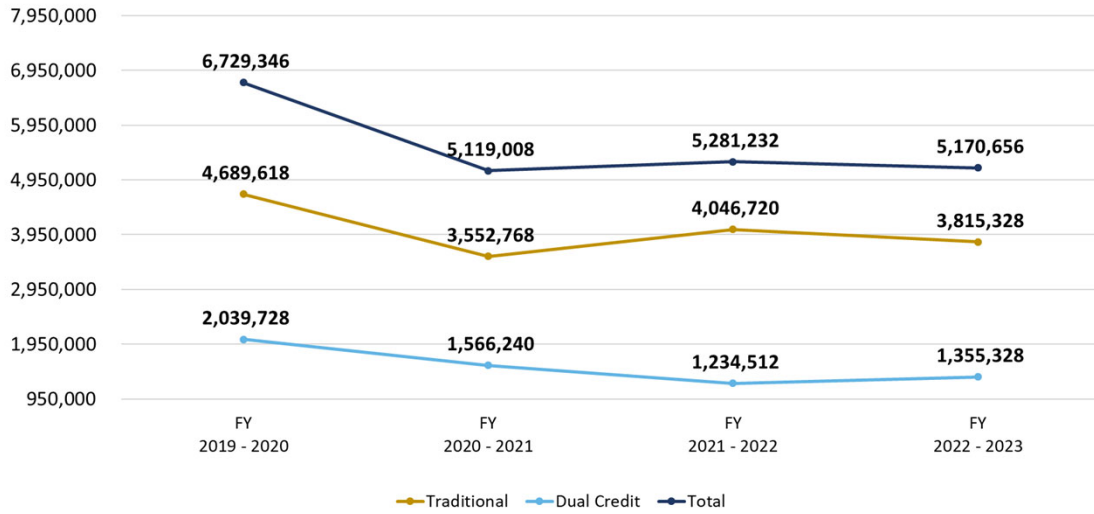
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Census Average Semester Credit Hours Per Student– Fall Term Only



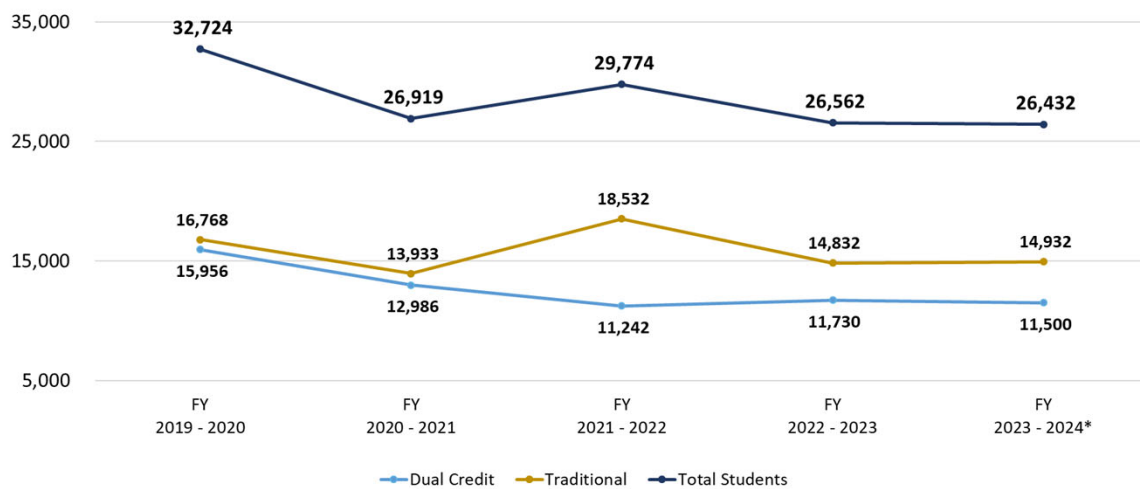
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Census Contact Hours – Fall Term Only



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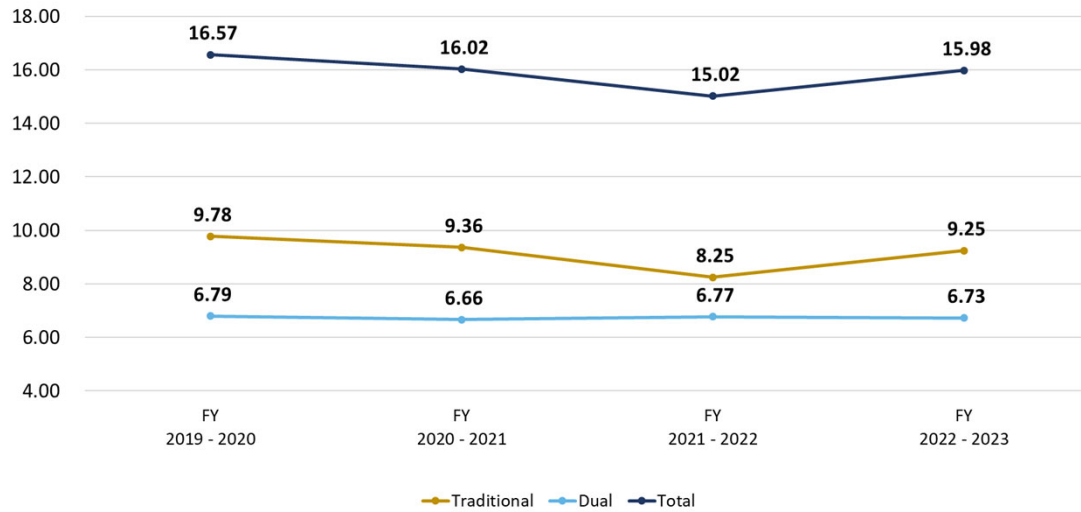
Census Student Enrollment – Spring Term Only



* Projected

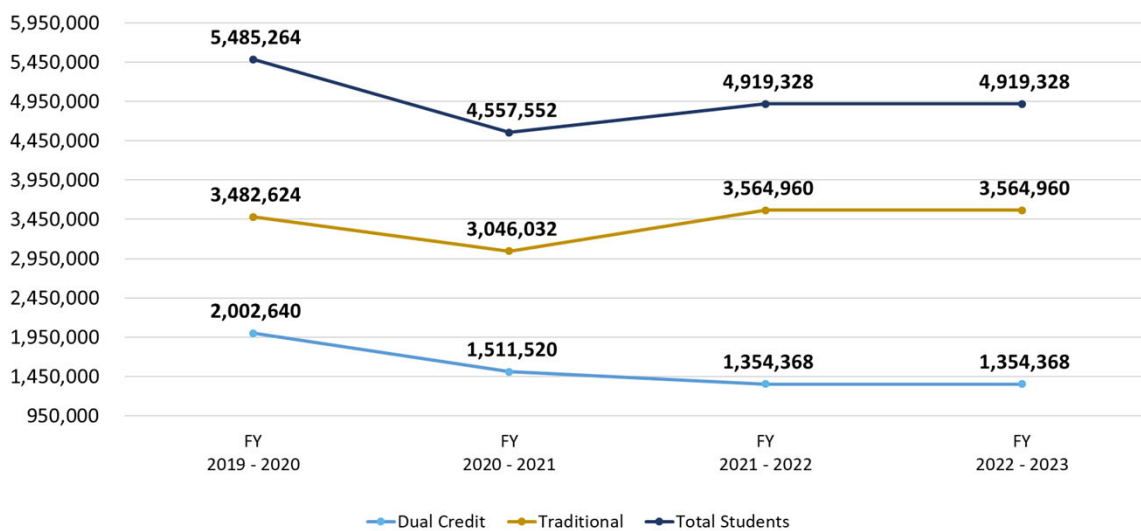
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Census Average Semester Credit Hours Per Student– Spring Term Only



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Census Contact Hours – Spring Term Only



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FY 2023 – 2024 Traditional Student Enrollment Considerations

- Courses Taken on Average – Increase of SCH per Student in FY 2023
- Discontinued Financial Aid Awards (HEERF Funding)
- Trend Analysis

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Tuition and Fee Revenue

Revenues	FY 2021 – 2022 Budget (Amended)		FY 2022 – 2023 Budget (Amended)		FY 2023 – 2024 Budget (Preliminary)
Tuition and Fees	\$62,653,914		\$60,061,536		\$57,385,800
<i>Increase/(Decrease) from Prior Fiscal Year</i>			<i>\$(2,592,378)</i>		<i>\$(2,675,736)</i>
<i>Increase/(Decrease) from FY 2021-2022</i>					<i>\$(5,268,114)</i>
Budget Assumption	Flat Enrollment in Traditional Students	↓	Decrease in Enrollment and Revenue Based on Trend	↓	Decrease in Enrollment for Traditional Students from FY 2022 – 2023 Budgeted Enrollment and Trend
Actuals (As of February 2023)	Exceeded Budget	↔	Enrollment Increase of 3% for Fall, Enrollment Decrease of 9% for Spring, TBD for Summer. Increase in SCH per Student.		
Projected (As of August 31, 2023)		↑	Exceed Budget, (Pending Summer Enrollment)		

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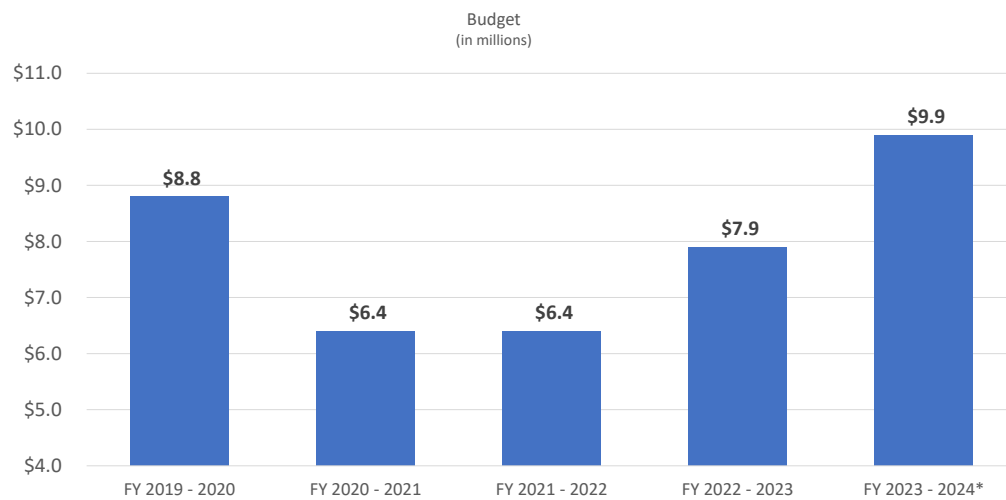
FY 2019-2020 – FY 2023-2024 | Budgeted Other Revenues

Fiscal Year Budget	Other Revenues <small>Includes Dual Credit Reimbursement Costs, Dual Credit Academy Participation Fee, Administrative Costs</small>
FY 2019 - 2020	\$8.8 million 4.8%
FY 2020 - 2021	\$6.4 million 3.4%
FY 2021 - 2022	\$6.4 million 3.5%
FY 2022 – 2023	\$7.9 million 4.0%
FY 2023 – 2024*	\$9.9 million 5.2%

* Preliminary

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Other Revenues Trend



* Preliminary

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Dual Credit Reimbursement Cost Revenue

Revenues	FY 2021 – 2022 Budget (Amended)		FY 2022 – 2023 Budget (Amended)		FY 2023 – 2024 Budget (Preliminary)
Dual Credit Reimbursement Cost	\$5,000,000		\$5,000,000		\$5,000,000
<i>Increase/(Decrease) from Prior Fiscal Year</i>			\$-		\$-
<i>Increase/(Decrease) from FY 2021-2022</i>					\$-
Budget Assumption	Enrollment Increase Based on Trends	↔	Flat Revenue Maintain Revenue Level	↔	Flat Revenue Maintain Revenue Level
Actuals (As of February 2023)	Exceeded Budget	↑	Slight Increase in Revenue		
Projected (As of August 31, 2023)		✓	Meet Budget		

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Interest Income Revenue

Revenues	FY 2021 – 2022 Budget (Amended)		FY 2022 – 2023 Budget (Amended)		FY 2023 – 2024 Budget (Preliminary)
Interest Income	\$600,000		\$2,000,000		\$4,000,000
<i>Increase/(Decrease) from Prior Fiscal Year</i>			\$1,400,000		\$2,000,000
<i>Increase/(Decrease) from FY 2021-2022</i>					\$3,400,000
Budget Assumption	Interest Rate Decrease	↑	Interest Rate Increase	↑	Increase in Investments and Interest Rates
Actuals (As of February 2023)	Budget Deficit	↑	Increase in Revenue		
Projected (As of August 31, 2023)		↑	Exceed Budget		

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Other Revenues Detail

Revenues	FY 2021 – 2022 Budget (Amended)	FY 2022 – 2023 Budget (Amended)	FY 2023 – 2024 Budget (Preliminary)
Conferences – CPWE	\$64,742	\$64,742	\$64,742
Dual Credit Enrollment Costs Reimbursement	5,000,000	5,000,000	5,000,000
Dual Credit Academy Participation Fee	350,000	350,000	350,000
Interest	600,000	2,000,000	4,000,000
Administrative Cost – Veterans	4,000	8,000	8,000
Administrative Cost - Pell	75,000	75,000	75,000
Administrative Cost – Federal Work Study	60,000	60,000	60,000
Administrative Cost – CPWE	110,856	141,590	141,590
Administrative Cost – ITED	-	65,000	65,000
Shuttle System Contribution	171,860	164,567	164,567
Testing Commissions	950	2,800	2,800
Indirect Processing Fee	-	8,000	8,000
Total	\$6,437,408	\$7,939,699	\$9,939,699

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FY 2019-2020 – FY 2023-2024 | Budgeted Carryover Allocations

Fiscal Year Budget	Carryover Allocations <small>Includes Contingency Fund, Book Royalties, Unexpended Construction Plant Transfer, and CPWE</small>
FY 2019 - 2020	\$6.4 million 3.5%
FY 2020 - 2021	\$5.2 million 2.8%
FY 2021 - 2022	\$10.0 million 5.2%
FY 2022 – 2023	\$15.6 million 7.9%
FY 2023 – 2024*	\$ 15.5 million 8.1%

* Preliminary

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Carryover Allocations

Revenues	FY 2021 – 2022 Budget (Amended)	FY 2022 – 2023 Budget (Amended)	FY 2023 – 2024 Budget (Preliminary)
Carryover Allocations	\$10,032,943	\$15,567,464	\$15,487,781
<i>Increase/(Decrease) from Prior Fiscal Year</i>		\$5,534,521	\$(79,683)
<i>Increase/(Decrease) from FY 2021-2022</i>			\$5,454,838
Budget Assumption	Increase for Plant Fund Transfer and COVID-19 Response Strategies Payment	↑ Increase for Retention Incentive Payments, Capital Purchases, and Nursing Faculty	↑ Increase Based on College's Needs
Actuals (As of January 2023)	Entire Budgeted Amount Not Used	✓ Funds Used as Needed	
Projected (As of August 31, 2023)		✓ Maintain Use of Funds as Needed	

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Carryover Allocations Detail

Revenues	FY 2021 – 2022 Budget (Amended)	FY 2022 – 2023 Budget (Amended)	FY 2023 – 2024 Budget (Preliminary)
Contingency Fund	\$2,000,000	\$2,000,000	\$2,000,000
Book Royalties	4,813	4,813	4,813
Unexpended Construction Plant Fund	6,345,336	3,500,000	10,000,000
Renewals & Replacements Plant Fund	1,000,000	-	-
Continuing, Professional, and Workforce Education	450,000	449,100	449,100
Response Strategies Payment	231,448	-	-
Retention Incentive	1,346	5,523,683	-
Technology Support Reimbursement	-	831,000	-
Nursing Faculty	-	225,000	-
Capital Purchases	-	3,033,868	3,033,868
Total	\$5,177,901	\$15,567,464	\$15,487,781

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Preliminary Budget Summary – FY 2023 – 2024 Revenues

Revenues and Carryover Allocations	FY 2022 - 2023 Budget (Amended)	FY 2023 - 2024 Budget (Preliminary)	% of Total Revenues	Difference FY 2023 Amended to FY 2024 Preliminary
State Appropriations	\$ 40,094,033	\$ 41,449,329	21.67%	\$ 1,355,296
Other State Appropriations - Hazlewood Reimbursement	45,000	45,000	0.00%	-
Total State Appropriations	40,139,033	41,494,329	21.70%	1,355,296
Academic & Differential Tuition-Net TPEG	29,609,682	28,136,780	14.71%	(1,472,902)
Continuing Ed/ITED-Net TPEG	3,834,361	3,834,361	2.01%	-
Total Tuition-Net of TPEG	33,444,043	31,971,141	16.72%	(1,472,902)
Total Fees	26,617,493	25,414,659	13.29%	(1,202,834)
Total M&O Property Taxes	65,888,360	66,927,291	35.00%	1,038,931
Total Other Revenues	7,939,699	9,939,699	5.20%	2,000,000
Total HEERF Lost Revenue	7,507,655	-	0.00%	(7,507,655)
Total Carryover Allocations	15,567,464	15,487,781	8.09%	(79,683)
Total Revenues and Carryover Allocations	\$ 197,103,747	\$ 191,234,900	100.00%	\$ (5,868,847)

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FY 2023 – 2024 | Budget Considerations

Expenditures

- Faculty and Staff Salary Increases
- New Positions
- Salary Adjustments/Position Reclassifications
- Frozen Positions
- Strategic Investment Priorities in Operating Budget
- Increased Expenditures for Operating, Travel, and Capital Budgets
- Unexpended Plant Fund Transfers
- Past Trends and Models May Not Predict the Future

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Thank You
Questions?

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Update on College's Enterprise Resource Planning (ERP) System

Purpose and Justification – College Administration is providing an update on the steps the College has taken in exploring options for the College's new proposed Enterprise Resource Planning (ERP) system.

The Board of Trustees has designated a total of \$20 million in fund balance over a period of nine years for the ERP procurement and associated consultant services.

The College has been using the current ERP software solution (Banner), provided by Ellucian, a technology company, since 2006. The Banner software is utilized by the College to manage data, including the Student, Finance, and Human Resources operations.

Banner is a complex on premise ERP system that requires significant technical expertise to operate as well as continuous information technology maintenance and updates. Since the purchase and implementation of Banner, new cloud-based systems have been developed that offer enhanced technological features and capabilities.

Third party applications, such as People Admin, the applicant tracking application, necessary to perform business processes are difficult to integrate with the current system and the data integrity is difficult to manage since each application or module has its own data standards. As a result, time-consuming manual processes and scripts are in place to solve these issues.

Newer cloud-based systems provide responsive business processes coupled with reduced manual input and interventions, robust real time analytics and dashboards, and enhanced reporting. Many new systems offer pre-developed reports required by the College, state, and federal entities that are currently being completed manually or with other third-party software.

In order to gain an understanding of the different options available, College Administrators and staff, led by the Vice President for Finance and Administrative Services and the Human Resources Information Services (HRIS) Officer are performing extensive research on ERP systems used by peer higher education institutions and have invited a number of vendors, including our current vendor Ellucian, to demonstrate the different capabilities and functionalities of their ERP systems.

Vendors invited were Anthology, Ellucian, Oracle, and Workday. All vendors conducted a discovery session and have completed or are in the process of completing their ERP solution demonstrations and are each preparing a business case.

The Discovery Sessions and the Demonstrations were scheduled as follows:

Session	Scope	Oracle	Ellucian	Workday	Anthology
Discovery Session	To gather requirements from college departments	March 2021 December 2021 January 2022	July 2022	August 2022 October 2022	March 2023
Demo Session	To demonstrate their ERP features	January 2022 April 2022 October 2022 March 2023	February 2023	November 2021 October 2022 February 2023	April 2023

On-going and next steps planned for the next few months in the ERP selection and procurement project include the following activities:

- Complete ERP demonstrations
- Complete the individual staff vendor evaluations
- Obtain ERP vendor questionnaire on detailed functionalities
- Collect user business processes requirements
- Contact and visit ERP vendor/s community colleges clients
- Secure a consultant for evaluation services
- Research and interview deployment partners
- Determine procurement method
- Obtain approval from President and Board of Trustees

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