

**South Texas College**  
**Board of Trustees**  
**Finance, Audit, and Human Resources Committee**

**Ann Richards Administration Building A, Conference Room A 142**

**Pecan Campus, McAllen, Texas**

**Tuesday, August 8, 2023 @ 5:00 p.m.**

**Agenda**

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

- I. Approval of July 11, 2023 Finance, Audit, and Human Resources Committee Minutes
- II. Review and Recommend Action on Award of Student Insurance Proposals for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance
- III. Review and Recommend Action on Award of Insurance Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance
- IV. Discussion and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2023 - 2024
- V. Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreements
  - A. Award of Proposal
    - 1) Books and Educational Materials – II (Award) – Grant Funded
    - 2) Collection Agency Services (Award)
    - 3) Office Supplies (Award)
  - B. Purchases and Renewals
    - a. Instructional Items
      - 4) Admission Assessment Exams (Purchase)
      - 5) Testing Materials (Purchase)

- b. Technology Items
    - 6) Banner Application Maintenance Agreement (Renewal)
    - 7) Communication and Messaging Services Agreement (Renewal)
    - 8) Data Hosting and Maintenance Agreement (Renewal)
    - 9) Data Storage Hardware Maintenance Agreement (Renewal)
    - 10) Email Backup Online License Subscription (Renewal)
    - 11) Email Security Software License Agreement (Renewal)
    - 12) Enterprise Antivirus, Maintenance, and Support Agreement (Renewal)
    - 13) Enterprise Software Licenses and Maintenance Agreements (Renewal)
    - 14) Internet Service Agreement – District Wide (Renewal)
    - 15) Network Hardware and Software Maintenance Agreements (Renewal)
    - 16) Oracle License Maintenance Agreement (Renewal)
    - 17) Public Website Hosting Services Agreement (Renewal)
    - 18) Server Hardware Maintenance and Support Agreement (Renewal)
    - 19) Support Services Agreement (Renewal)
    - 20) System Appliance Maintenance Agreement (Renewal)
  - C. Interlocal Agreements
    - 21) Facility Usage Agreements (Lease/Rental)
- VI. Review and Recommend Action on Proposed Budget for FY 2023 – 2024
- VII. Review and Discussion of South Texas College Proposed 2023 Tax Year Tax Rate
- VIII. Review and Recommend Action To Recommend Record Vote and Schedule A Public Hearing Regarding Adoption of the Proposed Tax Rate that Exceeds the No-New-Revenue Tax Rate and/or the Voter-Approval Tax Rate
- IX. Discussion and Action as Necessary on Proposed Memorandum of Understanding between South Texas College and the South Texas College Foundation
- X. Review and Recommend Action on Proposed Revisions to Dual Credit Students Tuition and Fees Schedules for FY 2023 – 2024
- XI. Update on The College's Enterprise Resource Planning (ERP) System
- XII. Review and Recommend Acceptance of Internal Auditor's Annual Statement of Organizational Independence
- XIII. Review and Recommend Action on Internal Audit Charter
- XIV. Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2023 – 2024

XV. Review and Recommend Action to Revise Local Policy CT - Intellectual Property

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

- A-1. Adopt CKE (Local) Insurance and Annuities Management: Workers' Compensation
- A-2. Retire Current Policy #4344: Workers' Compensation
- B-1. Adopt DBA (Local) Employment Requirements and Restrictions: Credentials and Records
- B-2. Retire Current Policy #4151: Academic and Professional Credentials for Faculty
- B-3. Retire Current Policy #4700: Maintenance of Personnel Records
- B-4. Retire Current Policy #4701: Confidentiality of Personnel Payroll Information
- B-5. Retire Current Policy #4702: Personal Status Change
- B-6. Retire Current Policy #4711: Confidentiality of Records and Business Matters
- C-1. Adopt DBB (Local) Employment Requirements and Restrictions: Medical Examinations and Communicable Diseases
- C-2. Retire Current Policy #4400: Employees With or Who Have Been Exposed to Communicable Diseases
- C-3. Retire Current Policy #4401: HIV/AIDS Workplace Guidelines
- D-1. Adopt DEC (Local) Compensation and Benefits: Leaves and Absences
- D-2. Retire Current Policy # 3820: Faculty Renewal and Development Leave
- D-3. Retire Current Policy # 4230: Educational Activities Leave
- D-4. Retire Current Policy # 4306: Vacation Leave Accrual
- D-5. Retire Current Policy # 4308: Sick Leave
- D-6. Retire Current Policy # 4309: Sick Leave Deduction for Faculty
- D-7. Retire Current Policy # 4310: Sick Leave Pool
- D-8. Retire Current Policy # 4311: Personal Leave
- D-9. Retire Current Policy # 4312: Funeral Leave
- D-10. Retire Current Policy # 4313: Family and Medical Leave
- D-11. Retire Current Policy # 4314: Jury and Witness Duty
- D-12. Retire Current Policy # 4316: Leave Without Pay
- D-13. Retire Current Policy # 4318: Accommodations for Religious Observance
- D-15. Retire Current Policy # 4511: Unauthorized Absence

**Policies Retired with No New Policy Adopted:**

- E-1 Retire Current Policy # 4305: Employee Leave, Spring Break, Semester Break and Holidays
- F-1 Retire Current Policy # 4317: Military Leave
- G-1. Retire Current Policy # 4319: Professional Leave
- H-1. Retire Current Policy # 4322: Donation of Sick Leave