

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

**Ann Richards Administration Building Board Room**

**Pecan Campus, McAllen, Texas**

**Tuesday, September 12, 2023 @ 5:30 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 August 8, 2023 Finance, Audit, and Human Resources Committee Minutes.....1-31
- II. Review and Action as Necessary on Award of Proposals, Rescind of Award, Purchases, and Renewals.....32-70
  - A. Award of Proposals
    - 1) Merchant Services (Award)
    - 2) Welding Gases, Metals, and Supplies (Award)
  - B. Rescind of Award
    - 3) Ambulance Cots and Stair Chairs (Rescind)
  - C. Purchases and Renewals
    - a. Instructional Items
      - 4) Access to a Comprehensive Remediation, Testing, and Review Program (Purchase) – **Grant Funded**
      - 5) Industrial Supplies, Materials, and Accessories (Renewal)
    - b. Non-Instructional
      - 6) Audio Visual Equipment and Supplies (Purchase)
      - 7) Computer Components, Peripherals, Software, and Supplies (Purchase)
      - 8) Maintenance Equipment, Parts, and Supplies (Purchase)
      - 9) Parts and Supplies (Purchase)
      - 10) Purchase of Materials and Supplies (Purchase)
      - 11) Catering Services (Renewal)
      - 12) Chiller Maintenance Agreement and Repair Services (Renewal)
      - 13) Fire Suppression Systems Service (Renewal)
      - 14) In-Store Purchases of Materials and Supplies (Renewal)
      - 15) Institutional Membership – TACC (Renewal)
    - c. Technology Items
      - 16) Communication Services for Radios and Equipment (Purchase)
      - 17) Course Management and Hosting Services (Renewal)
      - 18) Student Enrollment Management System Agreement (Renewal)

III.	Review and Recommend Action to Write-off Fixed Asset/Capital Asset Valued at \$5,000 and Over.....	71
IV.	Discussion and Action as Necessary on Use of Unrestricted Fund Balance for Retention Payment for Regular and Temporary Full-Time and Part-Time Employees .....	72-73
V.	Discussion and Action as Necessary on Technology Support Reimbursement Benefit Payment for Full-Time Regular and Full-Time Temporary Employees .....	74-75
VI.	Discussion and Action as Necessary on Revised Employee Staffing Plan for FY 2023 – 2024.....	76-88
VII.	Discussion and Action as Necessary on Proposed Budget Amendment for FY 2023 – 2024.....	89-100
VIII.	Presentation and Action as Necessary on Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2022 – 2023 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) .....	101-104
IX.	Review and Recommend Acceptance of Internal Audit Annual Report for FY 2023.....	105-115
X.	Review and Recommend Action to Adopt New Business and Support Services Policy and Retire Current Personnel Policies .....	116-126
	A-1. Adopt CDE (Local) Accounting - Financial Ethics	
	A-2. Retire Current Policy #4204: Reporting and Investigating Suspected or Known Fraud, Abuse, and Other Improprieties	
	B-1. Retire Current Policy # 4300: Eligibility for Employee Benefits	
	C-1. Retire Current Policy # 4411: Faculty Readiness for Instructional Continuity	
	D-1. Retire Current Policy # 4530: Cellular Telephone Stipends	
	E-1. Retire Current Policy # 5280: Optional Retirement and Tax Sheltered Annuities Programs	

**Approval of August 8, 2023 Finance, Audit, and Human Resources Committee  
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of August 8, 2023, are presented for Committee approval.

**South Texas College  
Board of Trustees  
Finance, Audit, and Human Resources Committee  
Ann Richards Administration Building Conference Room A 1.42  
Pecan Campus, McAllen, Texas  
Tuesday, August 8, 2023 @ 5:00 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, August 8, 2023 in the Ann Richards Administration Building Conference Room A 1.42 at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:16 p.m. with Mr. Rene Guajardo presiding.

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

Other Trustees Present: Ms. Rose Benavidez and Mrs. Dalinda Gonzalez-Alcantar

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Mrs. Rebecca Cavazos, Mrs. Myriam Lopez, Dr. Zachary Suarez, Ms. Alicia Correa, Mr. Stefan Stoyanoff, Chief Ruben Suarez, Ms. Alina Cantu, Mr. Billy Langley, Mr. Khalil Abdullah, Dr. Rebecca De Leon, Mr. Lucio Gonzalez, Ms. Luisa Rodriguez, Ms. Lynda Lopez, Ms. Shannon Perales, Mr. Frank Gutierrez, Mr. Ken Lyons, Dr. Jesus Campos, Mr. Ramon Montalvo, Mr. Peter Matl, Mrs. Bonnie Gonzalez, Ms. Adelita Felix, and Mr. Andrew Fish.

**Approval of July 11, 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 July 11, 2023, were approved as written. The motion carried.

**The Finance, Audit, and Human Resources Committee considered the following agenda item out of the posted agenda order to accommodate the schedules of guests representing the South Texas College Foundation Board of Directors:**

**Discussion and Action as Necessary on Proposed Memorandum of Understanding  
between South Texas College and the South Texas College Foundation**

Purpose and Justification – Administration requests Board approval of the proposed Memorandum of Understanding (MOU) between South Texas College (STC) and the South Texas College Foundation (Foundation).

Background – The Foundation was established as a separate 501(c)(3) non-profit organization to raise funds in support of student educational endeavors at South Texas College.

The Foundation's Board of Directors worked with their legal counsel to develop bylaws for the Foundation, as well as to develop an MOU that will coordinate resources, including staffing and facilities usage, between STC and the Foundation.

The MOU outlined the obligations and duties between STC and the Foundation that will help keep them operationally aligned in support of STC's students, while providing the Foundation the support it needs to undertake its mission.

In addition to the allocation of necessary staffing and facilities usage to support the activities of the Foundation, the College provided starting funds that would help the Foundation undertake activities required to develop self-funding revenue streams. These starting funds consist of \$20,000 in operational funds and \$10,000 in auxiliary funds.

Funding Source – This start up funding was available in the FY 2022 - 2023 budget.

Reviewers – The MOU was reviewed by the President, Vice President for Institutional Advancement and Economic Development, Legal Counsel, and the South Texas College Foundation Chair and Board Members.

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

Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development, and Yvonne "Bonnie" Gonzalez, STC Foundation Chair, attended the meeting to provide a brief update on the Foundation and to address any questions.

The Committee proposed a number of revisions for incorporation into the final MOU.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommend Board approval of the proposed Memorandum of Understanding between South Texas College and the South Texas College Foundation, including the revisions discussed. The motion carried.

**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**

Purpose and Justification – Administration requested the Committee recommend Board approval to award the 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.

The basic purpose of the student insurance is as follows:

1. Student / Faculty Medical Professional Liability Insurance - provides coverage for students enrolled in the Nursing Allied Health and Child Development Programs as well as associated Faculty.
2. Voluntary Student Accident Insurance – provides students with a low-cost option for accident insurance.
3. Workforce Training Programs Student Accident Insurance – provides coverage for those students enrolled in certain Continuing Education Training Programs.
4. Business, Public Safety & Technology Student Accident Insurance – provides coverage for those students enrolled in the Business, Public Safety & Technology programs.

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

On April 26, 2022, the Board of Trustees approved a contract for insurance risk management consulting services with Carlisle Insurance. Mr. Chase Carlisle, the company's representative, recommends the following awards:

1. **Student / Faculty Medical Professional Liability Insurance:**  
**Affinity Insurance Services, Inc. / American Casualty Company of Reading, PA** for the period beginning August 26, 2023 through August 26, 2024. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Nursing Allied Health and Child Development programs. The College and Faculty are insured parties at no additional cost to the student or to the College.**

Premium	\$21,250
Number of Students (estimate)	2,125
Limits	\$1,000,000 per occurrence / \$5,000,000 aggregate
Cost per Student	\$10 (same as prior year)
Premium paid by:	Students

- ⇒ The carrier remains unchanged from the year prior.
- ⇒ Students enrolled in the Nursing Allied Health and Child Development programs are automatically enrolled for this coverage.

**2. Voluntary Student Accident Insurance:**

**Student Insurance Plans / Pan America Life Insurance** for the period beginning August 26, 2023 through August 26, 2024. **This is a voluntary product, so there is no cost to the College (same as year prior).**

Limit	\$25,000
Cost to Student:	Same as prior year
School Time Coverage	\$71.25
Full Time Coverage	\$152.00
Dental Coverage	\$8.55
Premium paid by:	Students

⇒ The carrier remains unchanged from the year prior.

**3. Workforce Training Programs Student Accident Insurance:**

**Student Insurance Plans / Pan America Life Insurance** for the period beginning August 26, 2023 through August 26, 2024. Participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, and Building Trades.

Premium	\$2,500
Number of Students (estimate)	496
Limit	\$25,000
Cost per Student	\$5 (same as prior year)
Premium paid by:	Students

⇒ Actual cost per student will be determined once enrollment numbers are received.

⇒ Participants in non-credit Continuing Education Training Programs are automatically enrolled for this coverage.

**4. Business, Public Safety & Technology Student Accident Insurance:**

**Student Insurance Plans / Pan America Life Insurance** for the period beginning August 26, 2023 through August 26, 2024. Participants are enrolled in Business, Public Safety & Technology programs.

Premium	Included with the Workforce Training Programs Student Accident Insurance premium
Limit	\$25,000
Premium paid by:	Students

⇒ Students in Business, Public Safety & Technology programs are automatically enrolled for this coverage.

The project timeline and information are as follows:

Advertised RFP	June 7, 2023 and June 14, 2023
RFP Responses Due	June 28, 2023
RFP Issued To	Seventeen (17) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Insurance Consultant, Accountability, Risk & Records Management, and the Purchasing Department

Enclosed Documents - The insurance recommendations provided by Mr. Chase Carlisle were provided in the packet for the Committee's information and review.

Mr. Peter Matl, Insurance Broker, from Carlisle Insurance attended the Committee Meeting to address any questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval to award the student insurance proposals for Student / Faculty Medical Professional Liability Insurance to **Affinity Insurance Services, Inc. / American Casualty Company of Reading, PA** and the Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance to **Student Insurance Plans / Pan American Life Insurance** as presented. The motion carried.

**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**

Purpose and Justification – Administration requested that the Committee recommends Board approval to award the 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 for the period beginning September 1, 2023 through August 31, 2024, with two one-year options to renew, at an estimated total amount of \$2,020,189.

The purpose of insurance is to anticipate catastrophic losses that could financially impair South Texas College. Insurance allows the College to minimize the risk of loss from circumstances beyond its control.

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

On April 26, 2022, the Board of Trustees approved a contract for insurance risk management consulting services with Carlisle Insurance. Mr. Chase Carlisle, the company's representative, recommends the following awards:

- **Property / Inland Marine / Boiler & Machinery**

Vendor	The Hartford Fire Insurance Co. (Montalvo Insurance Agency)
Premium	\$1,419,401
Premium Increase / Decrease	Increase of 29% (\$1,098,386 to \$1,419,401)

⇒ The carrier remains unchanged from the prior year.

- **Crime Insurance**

Vendor	The Hartford Fire Insurance Co. (Montalvo Insurance Agency)
Premium	\$8,174
Premium Increase / Decrease	Increase of 2% (\$7,988 to \$8,174)

⇒ The carrier remains unchanged from the prior year.

- **School Leaders E&O, General Liability, Law Enforcement Liability, Automobile**

⇒ The College's exposure is shown in the table below:

	<b>Liability Exposure</b>
State	Sovereign immunity except for injuries arising out of the operation of motor vehicles. Limits: \$100,000 / \$300,000.
Federal	Claims arising under US Constitution and federal statutes (covered under trustee coverage) No limits.

⇒ Under state law, the College is immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College has exposure under Section 1983 Claims of Action (Civil Rights Statute); there is theoretically no limit of liability. Though there is no ceiling under civil rights cases, given the College's comprehensive practices and procedures to avoid liability, reduce risk, and the experience of the College with these cases, the primary purpose is first to ensure the College has competent legal defense and coverage is within limits. Based on the College's claim history, a \$250,000 limit policy would be reasonable and sufficient coverage.

Vendor	Texas Association of School Boards (TASB)
Premium	\$241,153
Premium Increase / Decrease	Increase of 7% (\$224,806 to \$241,153)

- ⇒ The TASB proposal is contingent upon concurrent participation in the Auto, Liability, and Workers Compensation programs proposed.
- ⇒ The carrier remains unchanged from the prior year.

- **Workers Compensation Insurance**

Vendor	Texas Association of School Boards (TASB)
Premium	\$299,652
Premium Increase / Decrease	Increase of 12% (\$268,699 to \$299,652)

- ⇒ The carrier remains unchanged from the prior year.

- **Foreign Liability Insurance**

- ⇒ Foreign Liability Insurance provides General Liability, Auto, Accidental Death & Dismemberment, Property coverage, College-owned vehicles, vehicles leased by South Texas College, and equipment.

Vendor	ACE American Insurance Co. (Montalvo Insurance Agency)
Premium	\$8,201
Premium Increase / Decrease	N/A (same)

- ⇒ The carrier remains unchanged from the prior year.

- **Cyber Liability Insurance**

Vendor	AIG Specialty Insurance Company (Montalvo Insurance Agency)
Premium	\$43,608
Premium Increase / Decrease	Decrease of 13% (\$50,000 to \$43,608)

- ⇒ The carrier is different from the prior year.

The total recommended award to **Montalvo Insurance Agency** is **\$1,479,384**. The total recommended award to the **Texas Association of School Boards** is **\$540,805** and the total is as follows:

Type	TASB	Montalvo
Property / Inland Marine and Boiler & Machinery		\$1,419,401
Crime		\$8,174
School Leaders E&O, General Liability, Law Enforcement	\$174,793	
Automobile	\$66,360	
Workers Compensation	\$299,652	
Foreign Liability		\$8,201
Cyber Liability		\$43,608
<b>TOTAL</b>	<b>\$540,805</b>	<b>\$1,479,384</b>
<b>Grand Total</b>		<b>\$2,020,189</b>

The project timeline and information are as follows:

Advertised RFP	June 14, 2023 and June 21, 2023
RFP Responses Due	July 13, 2023
RFP Issued To	Sixteen (16) Vendors
Responses Received From	Four (4) Vendors
Responses Reviewed By	Insurance Consultant, Accountability, Risk & Records Management, Chief Information Security Officer, and the Purchasing Department

Funds for these expenditures were budgeted in the Insurance and Benefits budgets for FY 2023 - 2024, pending Board approval of the budget.

Enclosed Documents – The insurance recommendations and spreadsheets provided by Mr. Chase Carlisle, Insurance Risk Management Consultant, were included in the packet for the Committee's information and review.

Mr. Peter Matl, Insurance Broker, from Carlisle Insurance attended the Committee Meeting to address any questions.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval to award the insurance proposals for Property / Inland Marine / Boiler & Machinery (\$1,419,401), Crime (\$8,174), Foreign Liability (\$8,201), and Cyber Liability (\$43,608) to **Montalvo Insurance Agency** and School Leaders E&O (\$174,793), General Liability, Law Enforcement Liability, Automobile (\$66,360), and Workers Compensation (\$299,652) to **Texas Association of School Boards**, for the period beginning September 1, 2023 through August 31, 2024, with two one-year options to renew, at an estimated total amount of \$2,020,189. The motion carried.

## **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**

Purpose and Justification – Administration requested the Committee recommend Board approval of the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one-year period of September 1, 2023 through August 31, 2024.

Background - The Interlocal Agreement for Transportation Services between STC and the LRGVDC for FY 2023 - 2024 was needed to provide transportation services to STC students. The Interlocal Agreement was intended to establish an intercampus bus route to serve all the College campuses. The bus routes would benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and increasing the use of public transportation in the area.

Information regarding the FY 2023 – 2024 Transportation Services and Agreement is presented below.

### **Student Ridership Count History**

The table below reflects the ridership count history provided by the LRGVDC for the Purple Line, and Green Lines and the College's ridership count history for the Yellow Line for FY 2019 through FY 2023 and the total net cost to STC for the same fiscal year:

<b>Ridership Routes</b>	<b>FY 18 - 19</b>	<b>FY 19 – 20</b>	<b>FY 20 - 21</b>	<b>FY 21 - 22</b>	<b>FY 22 – 23 <sup>1</sup></b>
Yellow Line <sup>4</sup>	24,035	13,289	595	1,483	1,864
Park & Ride <sup>2</sup>	20,870	18,070	0	0	0
Green Line <sup>4</sup> (Starr Campus to Pecan)	13,925	7,379	831	2,114	1,900
Green Line <sup>4</sup> (Route 60-Roma)	6,180	4,278	90	1,376	2,121
Purple Line <sup>3</sup> (Mid Valley to NAH)	7,517	4,267	38	0	0
<b>Total Ridership</b>	<b>72,527</b>	<b>47,283</b>	<b>1,554</b>	<b>4,973</b>	<b>5,885</b>
<b>Total Net Cost</b>	<b>\$382,084</b>	<b>\$317,213</b>	<b>\$84,112 <sup>5</sup></b>	<b>\$254,431</b>	<b>\$272,199</b>

<sup>1</sup>FY 2023 Ridership as of June 2023

<sup>2</sup>Service ended March 2020 and did not resume after FY 2019 - 2020

<sup>3</sup>Cancelled October 2020

<sup>4</sup>Operating a reduced service beginning FY 2021

<sup>5</sup>CARES Act funding was provided in FY 21

Although ridership decreased substantially and the total net cost decreased due to the reduced service being provided by the Jag Express, the total net cost had reduced proportionally. In fiscal year FY 2019 the cost per rider was \$5.27 compared to the current year where cost per rider was \$46.25.

### Green Lines Student and Public Total Ridership Count

The table below reflects the total ridership count history provided by the LRGVDC for the Green Lines for the period of, September 2022 through June 2023. The data is separated by total riders Monday – Thursday, riders on Fridays and the number of student and public riders.

Green Line Ridership (Trips) Student and Public September 2022 through June 2023					
	Student Trips		Public Trips		
Ridership Routes	Mon. – Thurs.	Friday	Mon. – Thurs.	Friday	Total Student and Public
Green Line (Route 60-Roma)	2,088	33	2,696	686	5,503
Green Line (Starr Campus to Pecan)	1,795	105	333	43	2,276
<b>Total</b>	<b>3,883</b>	<b>138</b>	<b>3,029</b>	<b>729</b>	<b>7,779</b>
<i>Avg. Per Day for the year</i>	<i>971</i>	<i>138</i>	<i>757</i>	<i>729</i>	<i>2595</i>
<b>Percentage Use</b>	<b>50%</b>	<b>2%</b>	<b>39%</b>	<b>9%</b>	<b>100%</b>
<b>Percentage Use Student and Public</b>	<b>52%</b>		<b>48%</b>		<b>100%</b>

The table below reflects the monthly average of the Green Line Ridership for the period of September 2022 through June 2023.

Green Line Monthly Average Ridership September 2022 through June 2023					
	Student Trips		Public Trips		
Ridership Routes	Mon. – Thurs.	Friday	Mon. – Thurs.	Friday	Total Monthly Student and Public
Green Line (Route 60-Roma)	209	3	270	68	550
Green Line (Starr Campus to Pecan)	180	10	34	4	228
<b>Total</b>	<b>389</b>	<b>13</b>	<b>304</b>	<b>72</b>	<b>778</b>
<i>Avg. Per Day by Month</i>	<i>97</i>	<i>13</i>	<i>76</i>	<i>72</i>	<i>258</i>
<b>Percentage Use</b>	<b>50%</b>	<b>2%</b>	<b>39%</b>	<b>9%</b>	<b>100%</b>
<b>Percentage Use Student and Public</b>	<b>52%</b>		<b>48%</b>		<b>100%</b>

### Alternate Cost Models for Fiscal Year 2023 – 2024

Below are the service days for the current Interlocal Agreement and the three alternate cost models for Transportation Services for Fiscal Year 2023 - 2024:

Weekly Service Days				
Ridership Routes	Current	Cost Model 1	Cost Model 2	Cost Model 3
Green Line (Route 60-Roma)	M - F	M - F	M - Th.	No Service
Green Line (Starr Campus to Pecan)	M - F	M - F	M - Th.	M - F
Yellow Line	M - F	M - F	M - F	M - F

Below is a summary of the costs for the current Interlocal Agreement and three alternate cost models.

	Current Agreement	Cost Model 1	Cost Model 2	Cost Model 3
	Total Operating Cost	Total Operating Cost	Total Operating Cost	Total Operating Cost
<b>Green Line – Route 60 – Roma M - F M - F M - Th No Service</b>				
Total Cost	\$168,872	\$182,381	\$145,905	\$0
Grant Reimbursement	97,948	105,783	84,627	0
Net STC Cost	\$70,924	\$76,598	\$61,278	\$0
<b>Green Line – Rio Grande City M - F M - F M - Th M - Th</b>				
Total Cost	\$225,026	\$243,028	\$194,422	\$194,422
Grant Reimbursement	131,132	141,623	113,298	113,298
Net STC Cost	\$93,894	\$101,405	\$81,124	\$81,124
<b>Yellow Line – McAllen 3 Campuses M - F M - F M - F M - F</b>				
Total Cost	\$240,500	\$335,061	\$335,061	\$335,061
Grant Reimbursement	133,119	185,195	185,195	185,195
Net STC Cost	\$107,381	\$149,866	\$149,866	\$149,866
<b>Total All Lines</b>				
Total Cost	\$634,398	\$760,470	\$675,388	\$529,484
Grant Reimbursement	362,199	432,601	383,120	298,493
Net STC Cost	\$272,199	\$327,869	\$292,268	\$230,990
Net Change	-	55,670	20,069	(41,209)

#### Proposed Cost Model

- Staff proposed Cost Model 2 whereby the Green Line Route 60 (Roma) and Green Line 1 (Starr County Campus to Pecan Campus) route only operate Monday – Thursday. The routes would not operate on Fridays due to the low student ridership.
- Continue the Interlocal Agreement with LRGVDC for the Yellow Line transportation routes, Monday – Friday.
- The total estimated STC net cost for the Green Line routes would decrease by \$35,601 when compared to the STC net cost on cost model 1 and would increase by \$20,069 from the current year.

Reliable alternate transportation services for students traveling from Rio Grande City or Roma to the Pecan Campus had been identified.

Funding Source - Funds for this expenditure were budgeted in the Student Transportation Services budget for FY 2023 - 2024.

Reviewers – The Interlocal Agreement was reviewed by Tom Logan, Director of Valley Metro at the LRGVDC, Vice President for Finance and Administrative Services, Chief of Police for Department of Public Safety, Comptroller, Contract Manager, and the College's Legal Counsel. The FY 2023 - 2024 Interlocal Agreement was still pending final approval by the LRGVDC.

Enclosed Documents – A copy of the draft Interlocal Agreement, PowerPoint presentation, and the Valley Metro Ridership Report were included in the packet for the Committee's information and review.

Tom Logan from the LRGVDC, Mary Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police for the Department of Public Safety, and Alina O. Cantu, Public Safety and Transportation Services Manager, attended the Committee Meeting to address any questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval on the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for a one-year period of September 1, 2023 through August 31, 2024, as presented, and contingent upon approval by the LRGVDC, using Cost Model 1 as identified by administration.

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

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

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of the award of proposals, purchases, renewals, and interlocal agreements at a total cost of \$3,538,283.34 as listed below:

#### **A. Award of Proposals**

- 1) **Books and Educational Materials – II (Award) – Grant Funded:** award the proposal for books and educational materials – II for the period August 27, 2023 through August 26, 2024 with two one-year options to renew, at an estimated total amount of \$500,000.00. The vendors are as follows:

Vendors	Vendors
<b>ABDO Publishing Company</b> (Minneapolis, MN)	<b>Assessment Technologies Institute, LLC./ dba National Healthcareer Association</b> (Leawood, KS)
<b>Barnes &amp; Noble Booksellers, Inc.</b> (New York, NY)	<b>Barnes &amp; Noble College Booksellers, LLC.</b> (Basking Ridge, NJ)
<b>The Rosen Publishing Group, Inc.</b> (New York, NY)	

- 2) **Collection Agency Services (Award):** award the proposal for collection agency services for the period beginning September 1, 2023 through August 31, 2024 with two one-year options to renew, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:
- **S&S Recovery, Inc.** (Memphis, TN)
  - **Continental Service Group, LLC./ dba ConServe** (Fairport, NY) (New)
  - **Collection Bureau Hudson Valley (CBHV)** (Newburgh, NY) (New)
- 3) **Office Supplies (Award):** award the proposal for office supplies for the period beginning October 1, 2023 through September 30, 2024 with two one-year options to renew, at an estimated total amount of \$350,000.00. The vendors are as follows:

Primary	<b>Gateway Printing &amp; Office Supply, Inc.</b> (Edinburg, TX)
Secondary	<b>Copy Plus</b> (McAllen, TX), <b>Quill, LLC.</b> (Lincolnshire, IL), and <b>Ray's Business Products</b> (Pharr, TX) (New)

#### B. Purchases and Renewals (B-a. Instructional Items)

- 4) **Admission Assessment Exams (Purchase):** purchase admission assessment exams from **Elsevier, Inc.** (Houston, TX), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$120,000.00. The cost is paid by the students when they register for this exam;
- 5) **Testing Materials (Purchase):** purchase testing materials for Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$50,000.00. The cost is paid by the students when they register for this exam.

#### B. Purchases and Renewals (B-b. Technology Items)

- 6) **Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A&M University-Corpus Christi** (Corpus Christi, TX), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium (TCC), for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$427,359.29;
- 7) **Communication and Messaging Services Agreement (Renewal):** renew the communication and messaging services agreement with **Hit Labs, Inc. / Pronto** (Lehi, UT), a sole source vendor, for the period beginning September 1, 2023

through August 31, 2024, at an estimated total amount of \$238,895.90, which will be paid annually. The annual payments are as follows:

Year	Period	Amount
1	9/1/23 – 8/31/24	\$77,290.08
2	9/1/24 – 8/31/25	\$79,608.78
3	9/1/25 – 8/31/26	\$81,997.04

- 8) **Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$267,253.00;
- 9) **Data Storage Hardware Maintenance Agreement (Renewal):** renew the data storage hardware maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$30,256.72;
- 10) **Email Backup Online License Subscription (Renewal):** renew the email backup online license subscription with **Software House International (SHI) Government Solutions** (Somerset, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 6, 2023 through September 5, 2024, at an estimated total amount of \$36,918.45;
- 11) **Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **Software House International (SHI) Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS), for the period beginning September 30, 2023 through September 29, 2024, at an estimated total amount of \$71,183.71;
- 12) **Enterprise Antivirus, Maintenance, and Support Agreement (Renewal):** renew the enterprise antivirus, maintenance, and support agreement with **Software House International (SHI) Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 29, 2023 through September 28, 2024, at an estimated total amount of \$35,600.00;
- 13) **Enterprise Software Licenses and Maintenance Agreements (Renewal):** renew the enterprise software licenses and maintenance agreements with **Software House International (SHI) Government Solutions** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$104,040.05;
- 14) **Internet Service Agreement – District Wide (Renewal):** renew the internet service – district wide with Charter Communications Operating, LLC./dba Spectrum Gulf Coast, LLC. through the State of Texas **Department of Information Resources (DIR) – TEXAN** (Austin, TX), for the period beginning September 1, 2023 through August 31, 2024, at an estimated monthly total amount of \$15,000.00 and an estimated annual total amount of \$180,000.00;
- 15) **Network Hardware and Software Maintenance Agreements (Renewal):** renew the network hardware and software maintenance agreements with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor and **Software House**

**International (SHI) Government Solutions**, (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$109,836.00. The vendor information is as follows:

#	Vendor	Location	Number of Switches	Amount
1	Netsync Network Solutions, Inc.	Pecan Campus Data Center Bldg M	53	\$79,765.80
2	Software House International (SHI) Government Solutions	Varies Campuses and Buildings	80	\$30,070.20

**16)Oracle License Maintenance Agreement (Renewal):** renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$600,608.90;

**17)Public Website Hosting Services Agreement (Renewal):** renew the public website hosting services agreement with **Rackspace US, Inc.** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$75,000.00;

**18)Server Hardware Maintenance and Support Agreement (Renewal):** renew the server hardware maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX) and **EMC Corporation/dba System Peripherals, Inc.** (Hopkinton, MA), State of Texas Department of Information Resources (DIR) approved vendors and **Software House International (SHI) Government Solutions** (Somerset, NJ) The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$263,201.52. The vendor information is as follows:

#	Vendor	Location	Number of Switches	Amount
1	Dell Marketing, LP. (Dallas, TX)	Pecan Campus Data Center Bldg M	54	\$153,893.35
2	EMC Corporation/dba System Peripherals, Inc. (Franklin, MA)	Pecan Campus Data Center Bldg M	13	\$83,212.07
3	Software House International (SHI) Government Solutions	Varies Campuses and Buildings	63	\$26,096.10

**19)Support Services Agreement (Renewal):** renew the support services agreement with **Ellucian Company, LP.** (Fairfax, VA), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$33,000.00;

**20)System Appliance Maintenance Agreement (Renewal):** renew the system appliance maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR)

approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$22,985.80;

### **C. Interlocal Agreements**

#### **21) Facility Usage Agreements (Lease/Rental)**

Lease/Rental facility usage interlocal agreements with the **City of Edinburg** (Edinburg, TX) and **City of McAllen** (McAllen, TX), for the period beginning October 28, 2023 through April 7, 2024, at an estimated total amount of \$22,144.00.

The motion carried.

### **Review and Recommend Action on Proposed Budget for FY 2023 – 2024**

Purpose and Justification – Administration requested that the Committee review the enclosed Budget for FY 2023 – 2024 and recommend approval.

Dr. Ricardo J. Solis, President and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, discussed the proposed budget for FY 2023 – 2024 with the Committee.

This is a preliminary plan for the next fiscal year that includes the following assumptions:

#### **Unrestricted Fund Revenues:**

- State Appropriations revenue was based on the preliminary state allocation schedule for the new outcomes-based formula funding model recommended by the Texas Commission on Community College Funding (TxCCCF).
- Tuition and Fees revenue for FY 2023 - 2024 was based on projected enrollment of 17,166 traditional students, a 4.7% decrease from Fall 2022, and 10,200 dual enrollment tuition free students for Fall 2023. The tuition revenue projection was also based on the simplified tuition rate (STR) approved by the Board on March 28, 2023. The simplified tuition rate incorporated In-District, Out-of-District Tuition, majority of the mandatory fees, Program Differential Tuition, and other selected fees into one rate per semester credit hour.
- M&O Property Tax revenue and Other Revenues for FY 2023 - 2024 were based on projections, assessed values, and trend analysis.
- The Higher Education Emergency Relief Fund (HEERF) Lost Revenue would be removed since the College had to use the HEERF III Institutional Portion allocated to the College by June 2023.
- Carryover Allocations (fund balance) were based on the needs of the College. The College proposed to fund initiatives from fund balance in order to support the goals and objectives for FY 2023 – 2024. The use of funds from fund balance would still allow the College to comply with the Unrestricted Fund Balance requirement since the College would exceed the minimum number of months in reserve threshold.

### **Unrestricted Fund Expenditures, Transfers and Reserves:**

- The Salary and Benefits expenditure budgets for FY 2023 - 2024 reflected the Board approved changes recommended by the Texas Association of School Boards (TASB), and the Board approved new positions and adjustments.
- The Operating, Travel, and Capital Outlay, and Transfers and Reserves expenditure budgets for FY 2023 – 2024 were based on the proposed requests from the College's departments in support of the initiatives for the upcoming fiscal year.

### **Auxiliary Fund Revenues:**

- Bookstore Commission and Vending Machine revenues were based on the projected sales commission from vendors.
- Interest revenue was based on trend and the projected market interest rate outlook.
- The Nursing and Allied Health (NAH) Pinning Fees revenue was based on the projected fee revenue from NAH students and the applicable pinning ceremony fees.
- The Carryover Fund Balance allocation was based on the needs of the College's departments.
- The Student Activity Fee revenue was based on a projected enrollment of 17,166 traditional students.
- The Child Care & Development revenue was based on the tuition and fees assessed to students and non-students.
- Self-Supporting Conferences revenue and the Non-Public Fund revenue were based on the projected remaining funds and new fiscal year revenues.

### **Auxiliary Fund Expenditures:**

- The FY 2023 – 2024 expenditure budgets were proposed to adjust as necessary according to their funding source, the needs of the College's departments, and the salary adjustments related to the Compensation Plan provided by the Texas Association of School Boards (TASB).

### **Restricted Fund Revenues and Expenditures:**

- The FY 2023 – 2024 revenue budgets were based on the estimated state and federal financial aid assistance for students, the on-behalf revenue appropriation, and the state, federal, private and local grants the College will receive.
- The expenditure budgets were proposed to adjust as necessary according to their funding source.

### **Plant Fund Revenues and Expenditures:**

- The Unexpended – Construction Fund was based on new renovation and construction projects termed Capital Improvements Projects (CIPs).
- The Unexpended – Renewals and Replacements Fund was based on capital renewal and replacement construction projects needed at each campus.
- The Unexpended – Retirement of Indebtedness Fund revenue was based on the College's bond indentures principal, interest, and related costs.

Financial managers have submitted their anticipated expenditure budgets through the budget database for operating, travel, and capital. These expenditures were included in the Proposed Budget for FY 2023 – 2024.

The Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2023 - 2024 with Comparison to the FY 2022 – 2023 Amended Budget (Exhibit 1), and the Preliminary Unrestricted Budget Summary for FY 2023 – 2024 presentation were included in the packet for the Committee's review and information. In order to balance the unrestricted fund budget, the College would continue to monitor trends, update projections and adjust revenues and expenditures as needed. Copies of the Proposed Draft Budget for FY 2023 – 2024 were included under separate cover.

Additional changes may be required to the budget revenue and expenditure projections, prior to final presentation to the Board based on revised revenue projections.

The Resolution Adopting the Budget for FY 2023 – 2024 will also be presented at the August 22, 2023 Board meeting for approval.

Mary Elizondo, Vice President for Finance and Administrative Services, presented on the Preliminary Summary of Unrestricted Projected Budget for FY 2023 – 2024 for the Committee's review and discussion.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval of the Budget for FY 2023 – 2024. The motion carried.

### **Review and Discussion of South Texas College Proposed 2023 Tax Year Tax Rate**

Purpose and Justification - Chapter 26 of the Property Tax code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates, no-new-revenue tax rate and the voter-approval tax rate, after receiving its certified appraisal roll from the chief appraiser.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold a public hearing before adopting a tax rate that exceeds the no-new-revenue rate and/or the voter-approval rate. The College is proposing to adopt a tax rate that does exceed the no-new-revenue tax

rate but does not exceed the voter-approval tax rate and therefore, is required to hold a public hearing.

The Texas Tax Code 26.04(e) requires the taxing units to publish a Notice of Tax Rate and sets out the requirement for the format and content of the notice. The notice shall be posted prominently on the home page of the taxing unit's website in the form prescribed by the Texas State Comptroller's office that include the statutory requirements. In addition, the Texas Tax Code 26.06(c) requires the taxing unit to publish a Notice of Public Hearing in newspaper, website and on TV, if available, if the taxing unit proposes a tax rate that:

- Exceeds the no-new-revenue tax rate and the voter-approval tax rate;
- Exceeds the no-new-revenue tax rate but does not exceed the voter-approval tax rate; or
- Does not exceed the no-new-revenue tax rate but exceeds the voter-approval tax rate.

The compiled data for both counties and the Truth-in-Taxation calculation used to determine the tax rates is reflected below:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1437	\$83,752,359
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1335	\$0.0227	\$0.1562	\$90,389,271
<b><i>Proposed Tax Rate</i></b>	<b><i>\$0.1335</i></b>	<b><i>\$0.0227</i></b>	<b><i>\$0.1562</i></b>	<b><i>\$90,389,271</i></b>

On November 5, 2013, the voters approved a maximum rate for maintenance and operations (M&O) tax rate of \$0.1400 for the College. The proposed Levy 2023 maintenance and operations (M&O) tax rate of \$0.1335 was lower than the maximum rate approved by the voters.

The proposed debt rate of \$0.0227 was the amount necessary to fully fund all the debt service payments for the 2013 Limited Tax Bonds that consist of the Bonds Series 2015 and the Refunding Bonds Taxable Series 2020 and Taxable Series 2021.

South Texas College was required to hold a public hearing and publish special notices before adopting the proposed tax rate of \$0.1562 since this tax rate did exceed the no-new-revenue tax rate but does not exceed the voter-approval tax rate.

In fiscal year 2023, South Texas College held a public hearing and published special notices before adopting the tax rate of \$0.1615. The tax rates for Levy 2022 were \$0.1388 cents for M&O and \$0.0227 for I&S.

Enclosed Documents - The Notice of 2023 Tax Rates and a presentation on Proposed 2023 Tax Year Tax Rate were included in the packet for the Committee's information and review.

No action was required from the Board. This item was presented for information and feedback to staff.

**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**

Purpose and Justification – Administration requested the Committee recommend Board approval by record vote to 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.

A taxing unit is required to hold a public hearing and publish newspaper ads before adopting a tax rate if that tax rate exceeds the no-new-revenue tax rate and/or the voter-approval tax rate. The Tax Assessors for Hidalgo County and Starr County determined South Texas College's rates to be the following:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1437	\$83,752,359
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1335	\$0.0227	\$0.1562	\$90,389,271
<b><i>Proposed Tax Rate</i></b>	<b><i>\$0.1335</i></b>	<b><i>\$0.0227</i></b>	<b><i>\$0.1562</i></b>	<b><i>\$90,389,271</i></b>

The proposed tax rate exceeded the no-new-revenue tax rate but did not exceed the voter-approval tax rate and, therefore, the Board must take record vote and schedule a public hearing.

Enclosed Documents - The Notice of Public Hearing and the Roll Call Vote of Members of the Board form were provided in the packet for the Committee's information and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval to take a record vote and schedule a public hearing, on September 26, 2023 at 5:15 PM before adopting the proposed tax rate of \$0.1562, which exceeds the no-new-revenue rate and/or the voter-approval tax rate. The motion carried.

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

Purpose and Justification – Administration requested the Committee recommend Board approval of proposed revisions to the Dual Credit Students Tuition and Fees Schedules for FY 2023 – 2024 in accordance with Texas House Bill 8 signed into law on June 9, 2023.

Texas House Bill 8 provided a new model to fund community colleges with an outcome-based approach and rewards colleges for awarding degrees, certificates, and other credentials of value. Specifically, the creation of the Financial Aid for Swift Transfer (FAST) scholarship program for low-income dual credit students permits a tuition charge not exceeding \$55.00 per credit hour. Community Colleges will be provided funding based on the completion of a sequence of dual credit courses offered to high school students, which can set them on early pathways to successful completion of an educational credential.

Background - On March 28, 2023, the Board approved the Tuition and Fees for FY 2023 – 2024, which included the Dual Credit Students Schedules.

The proposed revisions were as follows:

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

	Board Approved FY 2023-2024	Proposed Changes FY 2023-2024
<b>DUAL CREDIT TUITION:</b>		
Per credit hour tuition for out-of-district dual credit students sponsored by partnering school districts (within Texas, outside of service district)	100.00	55.00
<b>COURSE FEES:</b>		
NAH and Other Course Fees: Liability Insurance/ Exams/ Booklets/ Badges/ Special Program ID/ Certificates/ Pinning Ceremony/Other Activities (charged to School District)	Recovery of costs and processing fees	Recovery of costs and processing fees
<b>PROGRAM SPECIFIC FEES:</b>		
Fire Academy Fees: (per student/per semester) (charged to School District) includes: <ul style="list-style-type: none"> <li>• Gear Rental</li> <li>• Self Contained Breathing Apparatus</li> <li>• Testing</li> <li>• Ambulance Standby (Live Fire)</li> <li>• Uniform</li> </ul>	Recovery of costs and processing fees	Recovery of costs and processing fees
<b>INCIDENTAL FEES:</b>		
Fee per credit hour for dual credit students attempting a course three or more times (charged to School District)	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day (charged to School District)	200.00	200.00

## B. Dual Credit Students- Non-Sponsored Tuition and Fees

	Board Approved FY 2023-2024	Proposed Changes FY 2023-2024
<b>INDEPENDENT DUAL CREDIT TUITION PER CREDIT HOUR:</b>		
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	75.00	55.00
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	75.00	55.00
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	100.00	55.00
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	100.00	55.00
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College. (Outside of Texas, but within U.S.)	100.00	55.00
<b>INDEPENDENT DUAL CREDIT FEES:</b>		
In-district dual credit student who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <u>who do not receive approval</u> to enroll in a regular (non-S) section(s).	All applicable fees will be assessed	<del>All</del> Applicable <b>incidental</b> fees will be assessed
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All applicable fees will be assessed	<del>All</del> Applicable <b>incidental</b> fees will be assessed
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	All applicable fees will be assessed	<del>All</del> Applicable <b>incidental</b> fees will be assessed
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College. (Outside of Texas, but within U.S.)	All applicable fees will be assessed	<del>All</del> Applicable <b>incidental</b> fees will be assessed
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	All applicable fees will be assessed	<del>All</del> Applicable <b>incidental</b> fees will be assessed
<b>DUAL CREDIT REIMBURSEMENT OF COSTS:</b>		

	Board Approved FY 2023-2024	Proposed Changes FY 2023-2024
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per course per semester (charged to School District)	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees
Late Cancellation Fee for Dual Credit Sections Assigned to South Texas College Faculty to Teach, per section per semester (charged to School District)	900.00	900.00

Reviewers - The revised schedules were reviewed by staff, administrators, President's Cabinet, and the Vice President for Academic Affairs.

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships, attended the Committee meeting to address any questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of the proposed revisions to the Dual Credit Students Tuition and Fees Schedules for FY 2023 – 2024 as presented. The motion carried.

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

Purpose and Justification – South Texas College (College) Administration provided an update on the Enterprise Resource Planning (ERP) evaluation, discovery, selection, and proposed procurement.

The Board of Trustees designated a total of \$25 million in fund balance over a period of ten years for the ERP procurement and associated consultant services.

College Administrators and staff performed extensive research on ERP systems and invited vendors to demonstrate their ERP systems' different capabilities and functionalities. The vendors invited were Anthology, Ellucian, Oracle, and Workday.

Each vendor conducted discovery sessions to gather functionality requirements from college departments, provided demonstrations on their system solutions, and presented their business case to College staff. In addition, functional users conducted demonstrations with other Colleges in Texas and out-of-state via Zoom.

A status update on the ERP system was provided to the Board of Trustees at the April 25, 2023, Board meeting.

In May 2023, South Texas College contracted with Peak Performance Technologies to provide professional consulting expertise and guidance on evaluating, selecting, and procuring a new ERP system. After reviewing the College's previous and on-going efforts, Peak Performance held meetings with executive management and functional users from key departments to analyze the College's current and future state ERP needs and functionalities and prepared a business case for change.

The next action items planned for the ERP evaluation, selection, and procurement process include the following actions:

- Hold a Board of Trustees Work Session in August 2023 to present the ERP Business Case for Change Report.
- Present proposed procurement of selected ERP software at the August 22, 2023 Board meeting.

Enclosed Documents – An exhibit illustrating the ERP project timeline was included in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, presented an update on the College's Enterprise Resource Planning (ERP) System to the Finance, Audit, and Human Resources Committee.

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

### **Review and Recommend Acceptance of Internal Auditor's Annual Statement of Organizational Independence**

Purpose and Justification – Administration requested the Committee recommend Board acceptance of the Internal Auditor's Annual Statement of Organizational Independence.

As per the IIA Standard 1110 *Organizational Independence* - The Chief Audit Executive (CAE), must confirm to the board, at least annually, the organizational independence of the internal audit activity. The CAE must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. Internal Auditors should be free in both fact and appearance from personal, external, and organizational impairments to independence. Internal auditors are independent when they can carry out their work freely and objectively. Independence permits internal auditors to render the impartial and unbiased judgments essential to the proper conduct of audits. It is achieved through organizational structure and objectivity.

IIA Standard 1100 *Independence and Objectivity* – The internal audit activity must be independent, and internal auditors must be objective in performing their work.

*Interpretation* of Standard 1100 – "Independence is the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in

an unbiased manner. To achieve the degree of independence necessary to effectively carry out the responsibilities of the internal audit activity, the chief audit executive has direct and unrestricted access to senior management and the board. This can be achieved through a dual-reporting relationship. Threats to independence must be managed at the individual auditor, engagement, functional, and organizational levels. Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgment on audit matters to others. Threats to objectivity must be managed at the individual auditor, engagement, functional, and organizational levels.”

Enclosed Documents – A signed copy of the ‘Internal Auditor’s Statement of Organizational Independence’; IIA Definition and Mission of Internal Auditing; IIA Code of Ethics; and IIA Principles that Internal Auditors are expected to apply and uphold was provided in the packet for the Committee’s information and review.

Presenters - Mr. Khalil Abdullah, Chief Internal Auditor, confirmed the organizational independence of the internal audit activity to the Finance, Audit, and Human Resources Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board acceptance of the Internal Auditor’s Statement of Organizational Independence as presented. The motion carried.

### **Review and Recommend Action on Internal Audit Charter**

Purpose and Justification – Administration requested the Committee recommend Board approval of the Internal Audit Charter for the period of September 1, 2023 through August 31, 2024, to align South Texas College’s internal audit function with the IIA *Standards* as prescribed in Policy 5460.

An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically IIA Attribute Standard 1000 states that “The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval.”

Background – The Internal Audit Charter is a formal document that defines the internal audit activity’s purpose, authority, and responsibility. The charter establishes the internal audit activity’s position within the organization, including the nature of the internal auditor’s functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

Enclosed Documents – The Internal Audit Charter was included in the packet for the Committee’s review and discussion.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommend Board approval of the Internal Audit Charter for the period of September 1, 2023 through August 31, 2024 as presented. The motion carried.

### **Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2023 – 2024**

Purpose and Justification – Administration requested the Committee recommend Board approval of proposed projects for the Internal Auditor for FY 2023 – 2024. The Audit Charter requires that an annual work plan using appropriate risk-based methodology be submitted to the Board of Trustees for review and approval.

Staff recommended projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2023 - 2024. The projects listed below were proposed as the assignments for the Internal Auditor.

- FY 2023 - 2024 (Scheduled)
  1. Fraud Survey
  2. Financial Aid – Federal Awards
  3. Faculty Overloads & Stipends
  4. Student Organization Funds Handling
  5. IT - Business Continuity / Disaster Recovery
  6. HR Processes – Hiring & Staffing
  7. Environmental Health & Safety
  8. Account Reconciliations
  9. Fixed Assets
  10. Quality Assurance Review – External QAR

Enclosed Documents - The list of Internal Audits conducted for FY 2013 through FY 2023 was included in the packet for the Committee's information and review.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Chief Internal Auditor, attended the Committee meeting to address any questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of proposed projects for the Internal Auditor for FY 2023 - 2024 as presented. The motion carried.

### **Review and Recommend Action to Revise Local Policy CT - Intellectual Property**

Purpose and Justification – Administration requested the Committee recommend Board approval to revise Local Policy CT - Intellectual Property to include revisions recommended by TASB.

Background – TASB staff recommended the changes to clarify non-material language for greater clarity.

The key revisions were as follows:

- Changing headings from “Copyright” and “Trademark” to “Use of Copyrighted Works” and “Use of College District Trademarks.”
- Changing the heading, “Work for Hire” to “Independent Contractors.”
- Changing the heading, “Electronic Media” to “Performance and Displays.” Furthermore, expanding this section to provide examples of what, when, and where copyrighted works may be displayed/performed.
- To remove unnecessary and duplicative language in order to streamline the policy.
- To correct minor errors and ensure a better flow of Policy CT overall.

South Texas College adopted Local Policy CT on February 14, 2023.

Reviewers – The revisions were reviewed by staff, administrators, TASB staff, STC Legal Counsel, the Dean of Library & Learning Support Services, and the Vice President for Academic Affairs.

Enclosed Documents – The revised Local Policy was included in the packet for the Committee’s information and review.

The additions to the policies were in blue font and the deletions were designated with a red strikeout.

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Dr. Brett J. Millán, Special Assistant to the Office of the Vice President for Academic Affairs 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 to revise Local Policy CT - Intellectual Property as presented, and which supersedes any previously adopted Board Policy. The motion carried.

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

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

These changes aligned 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 will continue to be enhanced.

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

<b>Adopt New Policies</b>	<b>Retired Policy(ies)</b>
<b>Business and Support Services</b>	
A-1. CKE (Local) Insurance and Annuities Management: Workers' Compensation	A-2. Policy #4344: Workers' Compensation <ul style="list-style-type: none"> <li>Replaced by CKE (Local)</li> </ul>
<b>Personnel Policies</b>	
B-1. DBA (Local) Employment Requirements and Restrictions: Credentials and Records	B-2. Policy #4151: Academic and Professional Credentials for Faculty <ul style="list-style-type: none"> <li>Policy language kept as Administrative Regulation</li> </ul> B-3. Policy #4700: Maintenance of Personnel Records <ul style="list-style-type: none"> <li>Replaced by DBA (Local)</li> </ul> B-4. Policy #4701: Confidentiality of Personnel Payroll Information <ul style="list-style-type: none"> <li>Policy language kept as Administrative Regulation</li> </ul> B-5. Policy #4702: Personal Status Change <ul style="list-style-type: none"> <li>Replaced by DBA (Local)</li> </ul> B-6. Policy #4711: Confidentiality of Records and Business Matters <ul style="list-style-type: none"> <li>Replaced by DBA (Local)</li> </ul>

<p>C-1. DBB (Local) Employment Requirements and Restrictions: Medical Examinations and Communicable Diseases</p>	<p>C-2. Policy #4400: Employees With or Who Have Been Exposed to Communicable Diseases</p> <ul style="list-style-type: none"> <li>• Replaced by DBB (Local)</li> </ul> <p>C-3. Policy #4401: HIV/AIDS Workplace Guidelines</p> <ul style="list-style-type: none"> <li>• Policy language kept as Administrative Regulation</li> </ul>
<p>D-1. DEC (Local) Compensation and Benefits: Leaves and Absences</p> <ul style="list-style-type: none"> <li>• New Policy includes a proposed new benefit for resigning and retiring employees. These employees will be eligible to receive payment of fifty percent of their accumulated sick leave between 480 – 720 hours. For example, a retiring employee with 720 sick leave hours would get paid 120 hours (15 days) at the time of retirement.</li> </ul>	<p>The following policies were replaced by DEC (Local):</p> <p>D-2. Policy # 3820: Faculty Renewal and Development Leave</p> <p>D-3. Policy # 4230: Educational Activities Leave</p> <p>D-4. Policy # 4306: Vacation Leave Accrual</p> <p>D-5. Policy # 4308: Sick Leave</p> <p>D-6. Policy # 4309: Sick Leave Deduction for Faculty</p> <p>D-7. Policy # 4310: Sick Leave Pool</p> <p>D-8. Policy # 4311: Personal Leave</p> <p>D-9. Policy # 4312: Funeral Leave</p> <p>D-10. Policy # 4313: Family and Medical Leave</p> <p>D-11. Policy # 4314: Jury and Witness Duty</p> <p>D-12. Policy # 4316: Leave Without Pay</p> <p>D-13. Policy # 4318: Accommodations for Religious Observance</p> <p>D-14. Policy # 4511: Unauthorized Absence</p>

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

- E-1. Retire Current Policy # 4305: Employee Leave, Spring Break, Semester Break and Holidays
- TASB recommends development as a Procedure Document instead of a Board Policy

- F-1. Retire Current Policy # 4317: Military Leave
  - TASB recommends development as a Procedure Document instead of a Board Policy
- G-1. Retire Current Policy # 4319: Professional Leave
  - TASB recommends development as a Procedure Document instead of a Board Policy
- H-1. Retire Current Policy # 4322: Donation of Sick Leave
  - Discontinue donation of sick leave since the related state statute does not pertain to community colleges.

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

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

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

Mary Elizondo, Vice President for Finance and Administrative Services, and Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, attended the Committee Meeting to address questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommend Board approval to adopt new Business and Support Services and Personnel policies and retire current policies as listed, presented, and which supersedes any previously adopted Board policy. The motion carried.

## **Adjournment**

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:20 p.m.

I certify that the foregoing are the true and correct Minutes of the August 8, 2023 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Mr. Rene Guajardo, Presiding

## **Review and Action as Necessary on Award of Proposals, Rescind of Award, Purchases, and Renewals**

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

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

### **A. Award of Proposals**

#### **1) Merchant Services (Award)**

Award the proposal for merchant services to **PNC Merchant Services** (Pittsburg, PA) for the period beginning December 1, 2023 through November 30, 2025 with three (3) one-year options to renew, at an estimated total amount of \$383,302.00 for Year 1 and \$383,302.00 for Year 2, which are based on the prior year expenditures. The estimated total contract amount is \$766,604.00.

Purpose and Justification – The Business Office is requesting merchant services to permit students, faculty, staff, and the general public to pay for services or traffic citations provided by South Texas College with credit and debit cards.

The services will allow the College to accept credit card or bank debit card transactions using online or in-person payments without interruption. Credit and debit card payments are processed at the cashier's stations throughout the district.

Background – The project timeline and information are as follows:

Advertised RFP	May 17, 2023 and May 24, 2023
RFP Responses Due	June 15, 2023
RFP Issued To	Nineteen (19) Vendors
Responses Received From	Four (4) Vendors / One (1) Vendor did not submit a complete proposal; therefore, not considered.
Responses Reviewed By	Business Office, Department of Public Safety, and the Purchasing Department
Highest Ranked Vendor	PNC Merchant Services

Funds for this expenditure are budgeted in the Business Office – Credit Card Charges budget for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

#### **2) Welding Gases, Metal, and Supplies (Award)**

Award the proposal for welding gases, metal, and supplies for the period beginning October 1, 2023 through September 30, 2024 with two one-year options to renew, at an estimated total amount of \$175,000.00. The vendors are as follows:

Vendor	Vendor
<b>Airgas USA, LLC.</b> (McAllen, TX)	<b>CV Industrial Hardware, LLC.</b> (Mission, TX)
<b>Linde Gas and Equipment, Inc.</b> (Pharr, TX)	<b>Matheson Tri-Gas</b> (San Benito, TX)
<b>Triple-S Steel Supply, LLC./ dba Alamo Iron Works</b> (San Antonio, TX)	

Purpose and Justification – The Welding Program and Continuing Professional and Workforce Education are requesting to purchase welding gases, metal, and supplies. The purchases will include various gases and metals and classroom/lab supplies used by students for hands-on instruction in welding classes throughout the College district. The proposal award to each vendor will be based on the items they provide, pricing, and item availability (delivery timeline).

Background – The project timeline and information are as follows:

Advertised RFP	July 12, 2023 and July 19, 2023
RFP Responses Due	August 2, 2023
RFP Issued To	Nineteen (19) Vendors
Responses Received From	Five (5) Vendors
Responses Reviewed By	Welding Program, Continuing Education, and the Purchasing Department

Funds for this expenditure are budgeted in the Welding Program and Continuing Education budgets for FY 2023 – 2024 and FY 2024 - 2025 pending Board approval of the budget.

## **B. Rescind of Award**

### **3) Ambulance Cots and Stair Chairs (Rescind):**

Rescind the April 25, 2023, Board award to **Sombrero Advertising & Marketing** (McAllen, TX) for the purchase of ambulance cots and stair chairs, since the vendor withdrew their proposal on August 9, 2023.

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

### **4) Access to a Comprehensive Remediation, Testing, and Review Program (Purchase) – Grant Funded**

Purchase access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute, LLC. (ATI)** (Leawood, KS), a Board approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$250,000.00.

Purpose and Justification – The Division of Student Services / PASS Program is requesting access to program materials and feedback features that provide students with various learning tools that will assist them in learning course content, identifying strengths and

weaknesses, reviewing content, and improving test-taking abilities to ultimately succeed in passing the National Council Licensure Examination (NCLEX) for professional licensure.

This program license will aid approximately three hundred (300) students in the Associate Degree Nursing (ADN), Licensed Vocational Nursing (LVN), and Emergency Medical Services (EMS) programs for the Fall 2023, Spring 2024, Summer 2024, and Fall 2024 semesters to prepare them for the NCLEX exam.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2023 – 2024.

#### **5) Industrial Supplies, Materials, and Accessories (Renewal)**

Renew the industrial supplies, materials, and accessories contracts for the period beginning November 25, 2023 through November 24, 2024, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

<b>Vendors</b>	<b>Vendors</b>
<b>American Industrial Supplies &amp; Tool Repair, Inc.</b> (McAllen, TX)	<b>Burton Companies</b> (Weslaco, TX)
<b>Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Sid Tool Company/ dba MSC Industrial Supply</b> (Melville, NY)
<b>Triple-S Steel Supply, LLC./ dba Alamo Iron Works</b> (San Antonio, TX)	

Purpose and Justification – The Institute for Advanced Manufacturing and Advanced Manufacturing Technology Program are requesting to purchase industrial supplies, materials, and accessories as needed for student instruction.

The industrial supplies, materials, and accessories include some of the following items: steel rods, aluminum rods, and drill rods which are used in the required course labs.

Background – The Board awarded the contracts as follows:

<b>Term: September 28, 2021 – one year with two (2) one-year annual renewals.</b>			
<b>Award</b>	<b>Board Meeting Date</b>	<b>Original Term</b>	<b>Renewal Term</b>
<b>Original</b>	9/28/21	11/25/21 – 11/24/22	2 – one year options
<b>1<sup>st</sup> Renewal</b>	9/27/22		11/25/22 – 11/24/23
<b>2<sup>nd</sup> Renewal</b>	9/26/23		11/25/23 – 11/24/24 <b>Last Renewal</b>

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 Institute for Advanced Manufacturing and Advance Manufacturing Technology Program budgets for FY 2023 – 2024 and FY 2024 – 2025 pending Board approval of the budget.

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

#### **6) Audio Visual Equipment and Supplies (Purchase)**

Purchase audio visual equipment and supplies for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$270,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>Audio Visual Aids</b> (San Antonio, TX) – Texas Department of Information Resources (DIR), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$100,000.00
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$100,000.00
<b>Howard Technology Solutions</b> (Ellisville, MS) – Texas Department of Information Resources (DIR), The Interlocal Purchasing System (TIPS), Choice Partners, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$70,000.00

Purpose and Justification – The purchase of audio visual equipment and supplies is requested districtwide as needed to support classroom instruction, staff presentations, office operations, and communication with internal and external individuals or groups.

The audio visual equipment and supplies are purchased for the day-to-day operation of support services departments and instruction programs. Below are some of the items requested by departments and programs:

- Headphones – Distance Education, Educational Technologies, and Academic programs
- Digital Cameras, Lenses, Camera Cases – Art Program, Public Relations and Marketing, Facilities Planning and Construction, and all other requesting departments and academic programs
- Dome Cameras / Camcorders – Nursing and Allied Health Programs, Public Relations and Marketing, and Educational Technologies
- Computer Cables, Printer Cables, and Projector Cables – Information Technology, Educational Technologies, and all other requesting departments and academic programs
- Sound Equipment – Educational Technologies and all other requesting departments and academic programs
- Projector Screens and Parts – Educational Technologies and all other requesting departments and academic programs

Funds for this expenditure are budgeted in the requesting department/program budgets for FY 2023 – 2024.

### 7) Computer Components, Peripherals, Software, and Supplies (Purchase)

Purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$425,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

Vendor/Purchasing Cooperative	Amount
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$100,000.00
<b>CDW Government, LLC.</b> (Vernon Hill, IL) – Choice Partners, Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$100,000.00
<b>Dell Marketing, LP.</b> (Dallas, TX) – Texas Department of Information Resources (DIR)	\$50,000.00
<b>Reyna Enterprise, Inc./ dba Computer Repair Center (CRC)</b> (McAllen, TX) – Texas Department of Information Resources (DIR)	\$100,000.00
<b>SHI Government Solutions</b> (Austin, TX) – Sourcewell, Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	\$75,000.00

Purpose and Justification – The computer components, peripherals, software, and supplies purchases are requested districtwide as needed to support classroom instruction, staff office operations, and communication with internal and external individuals or groups.

The computer components, peripherals, software, and supplies are purchased districtwide for the day-to-day operation of departments and instructional programs. Below are some of the items requested by departments and programs:

- Scanners, Printers, Storage Media, Surge Protectors, Toner Cartridges, and Cables – All programs and departments districtwide
- Barcode Scanners – Library Services, Security, Central Receiving, and Educational Technologies
- Memory – Business Computer Systems Program and all departments districtwide
- Head Phones – Open Labs, Center for Learning Excellence, and Distance Education
- Web Cameras – Distance Education, Academic Programs, and departments districtwide
- Computer Parts – Business Computer Systems Program and other departments and programs
- Software (Instructional and Business packages) – All departments and programs districtwide

Funds for this expenditure are budgeted in the Educational Technologies, Library Services, Central Receiving, Distance Education, Information Technology, and other departments and academic programs budgets for FY 2023 – 2024.

#### **8) Maintenance Equipment, Parts, and Supplies (Purchase)**

Purchase maintenance equipment, parts, and supplies from **McCoy's Building Supply** (San Marcos, TX/Pharr, TX) a Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$50,000.00, which is based on prior year expenditures.

Purpose and Justification – Facilities Operations and Maintenance is requesting the purchase of maintenance equipment, parts, and supplies for districtwide daily work order requests as needed.

The maintenance equipment, parts, and supplies are needed for the day-to-day maintenance, repairs, and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, lumber, and air conditioning.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2023 – 2024.

#### **9) Parts and Supplies (Purchase)**

Purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) and an E&I Cooperative Services, approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$120,000.00, which is based on prior year expenditures.

Purpose and Justification – Facilities Operations and Maintenance is requesting parts and supplies, which will be purchased for the day-to-day operation of the College as needed.

The parts and supplies are needed for electrical, plumbing, and air conditioning repairs throughout the College district. It will include some of the following items: tools, safety wear, fittings, batteries, tape, saw blades, cables, etc.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2023 – 2024.

#### **10) Purchase of Materials and Supplies (Purchase)**

Purchase of materials and supplies from **H-E-B Grocery Company** (San Antonio, TX) and **Sam's Club** (McAllen, TX), Purchasing Association of Cooperative Entities (PACE) approved vendors, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$100,000.00, which is based on prior year expenditures.

Purpose and Justification – The purchases of materials, supplies, and miscellaneous items are necessary throughout the College district for the Culinary Arts Program, Science

Programs (Biology and Chemistry), Mid Valley Campus Childcare Center, Student Activities, Professional Development, South Texas College sponsored events, and division meetings.

These items are needed for hosted events and meetings held at all South Texas College campuses for faculty, staff, students, and the community.

Funds for this expenditure are budgeted in the various requesting programs and departments budgets for FY 2023 – 2024.

### 11)Catering Services (Renewal)

Renew the catering services contracts for the period beginning November 28, 2023 through November 27, 2024, at an estimated total amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>All Affairs and Occasions</b> (Elsa, TX)	<b>Coastal Deli, Inc./ dba Jason's Deli</b> (Corpus Christi, TX)
<b>Cornerstone Catering</b> (Mission, TX)	<b>Mt. Olive, Inc./ dba Subway #60762</b> (Pharr, TX)
<b>Pappa's Pizza, Inc.</b> (Alton, TX)	<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)
<b>Pineapple Ninjaz, LLC.</b> (Penitas, TX)	<b>Rise &amp; Shine Café</b> (McAllen, TX)
<b>Riverwinds, Inc./ dba Subway</b> (Rio Grande City, TX)	<b>Zaycor Management Company</b> (Brownsville, TX)

Purpose and Justification – Various college departments and instructional programs are requesting to purchase food and drinks for meetings and events attended by faculty, staff, students, and the community.

The catering services are necessary throughout the district for student activities events, professional development events, South Texas College sponsored events, and division meetings.

Background – The Board awarded the contracts as follows:

<b>Term:</b> October 18, 2022 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	10/18/22	11/28/22 – 11/27/23	2 – one year options
1 <sup>st</sup> Renewal	9/26/23		11/28/23 – 11/27/24

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 auxiliary budgets for FY 2023 – 2024 and FY 2024 – 2025 pending Board approval of the budget.

### 12)Chiller Maintenance Agreement and Repair Services (Renewal)

Renew the chiller maintenance agreement and repair services with **Texas Chiller Systems** (Corpus Christi, TX/Weslaco, TX), a Texas Multiple Award Schedule (TXMAS) and The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2023 through November 20, 2024, at an annual total amount of \$59,584.00 for scheduled services and an estimated total amount of \$80,000.00 for as needed repair services. The estimated total amount is \$139,584.00.

Purpose and Justification – Facilities Operations and Maintenance is requesting to renew the chiller maintenance agreement and as needed repair services for the air-cooled and water-cooled chillers districtwide.

The chiller maintenance agreement includes scheduled preventive maintenance inspections and emergency service calls for the various chiller units located districtwide.

Quarterly Inspections – 18 Chillers	Annual Inspections – 18 Chillers
--Check refrigerant circuit for leaks	--Operating Controls
--Check operating pressures and temperatures	--Inspect thermal insulation for integrity
--Oil Analysis	--Clean Condenser tubes
--Check electrical connections	--Clean control panel interior

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2023 – 2024 and FY 2024 – 2025 pending Board approval of the budget.

### 13)Fire Suppression Systems Service (Renewal)

Renew the fire suppression systems services contracts for the period beginning November 29, 2023 through November 28, 2024, at an estimated total amount of \$218,925.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$4,140.00
4	Kitchen Hood Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$10,000.00
5	Fire Sprinkler Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$20,125.00
6	Fire Sprinkler Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (San Antonio, TX)	\$4,360.00
8	Fire Extinguishers Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
9	Hydro Test Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
10	Recharge Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00

Purpose and Justification – Facilities Operations and Maintenance is requesting to renew the fire suppression systems service and repairs for all campuses district-wide.

The building fire suppression systems are inspected and repaired on an annual basis, which includes the fire alarm system, fire sprinkler system, kitchen hoods, and portable fire extinguishers.

Background – The Board awarded the contracts as follows:

<b>Term:</b> October 18, 2022 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	10/18/22	11/29/22 – 11/28/23	2 – one year options
1 <sup>st</sup> Renewal	9/26/23		11/29/23 – 11/28/24

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 Facilities Operations and Maintenance budget for FY 2023 – 2024 and FY 2024 – 2025 pending Board approval of the budget.

#### **14)In-Store Purchase of Materials and Supplies (Renewal)**

Renew the in-store purchase of materials and supplies contracts for the period beginning November 27, 2023 through November 26, 2024, at an estimated total amount of \$120,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Hobby Lobby Stores** (McAllen, TX)
- **Walmart** (Mission, TX)

Purpose and Justification – The in-store purchases of materials, supplies, and miscellaneous items are necessary throughout the College district for the Culinary Arts Program, Science Programs, (Biology and Chemistry) instructional labs, student activities events, professional development, South Texas College sponsored events, and division meetings.

These items are needed for hosted events and meetings held at all South Texas College campuses, for faculty, staff, students, and the community.

Background – The Board awarded the contracts as follows:

<b>Term:</b> October 18, 2022 – one year with two (2) one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	10/18/22	11/27/22 – 11/26/23	2 – one year options
1 <sup>st</sup> Renewal	9/26/23		11/27/23 – 11/26/24

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 requesting department's budgets for FY 2023 – 2024 and FY 2024 – 2025 pending Board approval of the budget.

**15) Institutional Membership – TACC (Renewal)**

Renew the institutional membership with the **Texas Association of Community Colleges (TACC)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at a total amount of \$93,093.00.

Purpose and Justification – The Office of the President is requesting to renew the institutional membership, which includes the annual association membership, telecommunication membership, building assessment, and mathways assessment.

TACC is comprised of all fifty (50) public community college districts in the state and represents the interests of the colleges before the Texas Legislature and state agencies. The General Appropriations Bill and legislation affecting public community colleges, in general, have been and remain the principal concern of TACC.

Funds for this expenditure are budgeted in the Non-Public Fund Project budget for FY 2023 – 2024.

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

**16) Communication Services for Radios and Equipment (Purchase)**

Purchase communication services for radios and equipment from **Cellco Partnership/ dba Verizon Wireless** (Basking Ridge, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$84,000.00.

Purpose and Justification – Facilities Operations and Maintenance, Custodial Services, Central Receiving, Mail Services, Mid Valley Childcare Center, Distance Learning, Public Relations and Marketing, Department of Public Safety, Centers for Learning Excellence, and several other departments are requesting to purchase communication services for radios, hotspots, internet for the shuttle buses, sim cards, and smartphones for the day to day operation. The services are for one hundred fifty-five (155) radios, nineteen (19) phones, eighteen (18) hotspots, twenty-six (26) smart phones, and twenty-five (25) SIM cards.

Funds for this expenditure are budgeted in the various department budgets for FY 2023 – 2024.

**17) Course Management and Hosting Services (Renewal)**

Renew the course management and hosting services contract with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the periods beginning and ending, and total amounts as follows:

Period	Amount
September 30, 2023 through September 29, 2024	\$685,593.00
September 30, 2024 through September 29, 2025	\$692,148.00
September 30, 2025 through September 29, 2026	\$668,076.00
September 30, 2026 through September 29, 2027	\$674,757.00
September 30, 2027 through September 29, 2028	\$681,503.00
<b>Total for 5 years</b>	<b>\$3,402,077.00</b>

Purpose and Justification – Distance Education is requesting to renew the course management hosting and collaborative services for five (5) years with modified services. On August 24, 2021, the Board of Trustees approved a four (4) year contract with Blackboard to provide course management and hosting services, accessibility, outcomes and pyramid data reporting, 24/7 Help Desk services, and the EesySoft communication tool. The services have been modified and reduced pricing has been offered. The vendor has requested a new contract that will replace or supersede the previous contract with an additional year of services.

The collaborative services will provide the instructors with the ability to engage students through online classrooms in several ways which include meeting, sharing, and learning in real-time.

Funds for this expenditure are budgeted in the Distance Education budget for FY 2023 – 2024, FY 2024 – 2025, FY2025 – 2026, FY2026 – 2027, and FY 2027 – 2028 pending Board approval of the budgets.

#### **18) Student Enrollment Management System Agreement (Renewal)**

Renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2023 through September 26, 2024, at a total amount of \$56,842.00.

Purpose and Justification – The Division of Academic Affairs is requesting to renew the Radius Campus Management - Constituent Relationship Management (CRM) AMD Chat agreement.

The College currently utilizes the CRM and Chat applications to communicate and support students at all stages of their student lifecycle from recruitment, enrollment, and admission through graduation.

Funds for this expenditure are budgeted in the Division of Academic Affairs budget for FY 2023 – 2024.

#### **Recommendation:**

It is requested that the Committee recommend for Board approval the award of proposals, rescind of award, purchases, and renewals at a total cost of \$6,461,125.00 as listed below:

**A. Award of Proposals**

- 1) **Merchant Services (Award):** award the proposal for merchant services to **PNC Merchant Services** (Pittsburg, PA) for the period beginning December 1, 2023 through November 30, 2025, with three (3) one-year options to renew at an estimated total amount of \$383,302.00 for Year 1 and \$383,302.00 for Year 2, which is based on prior year expenditures. The estimated total contract amount is \$766,604.00;
- 2) **Welding Gases, Metals, and Supplies (Award):** award the proposal for welding gases, metals, and supplies for the period beginning October 1, 2023 through September 30, 2024 with two one-year options to renew, at an estimated total amount of \$175,000.00. The vendors are as follows:

Vendor	Vendor
<b>Airgas USA, LLC.</b> (McAllen, TX)	<b>CV Industrial Hardware, LLC.</b> (Mission, TX)
<b>Linde Gas and Equipment, Inc.</b> (Pharr, TX)	<b>Matheson Tri-Gas</b> (San Benito, TX)
<b>Triple-S Steel Supply, LLC./ dba Alamo Iron Works</b> (San Antonio, TX)	

**B. Rescind of Award**

- 3) **Ambulance Cots and Stair Chairs (Rescind):** rescind the April 25, 2023, Board award to **Sombrero Advertising & Marketing** (McAllen, TX) for the purchase of ambulance cots and stair chairs, since the vendor withdrew their proposal on August 9, 2023;

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

- 4) **Access to a Comprehensive Remediation, Testing, and Review Program (Purchase) – Grant Funded:** purchase access to a comprehensive remediation, testing, and review program from **Assessment Technologies Institute, LLC. (ATI)** (Leawood, KS), a Board approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$250,000.00;
- 5) **Industrial Supplies, Materials, and Accessories (Renewal):** renew the industrial supplies, materials, and accessories contracts for the period beginning November 25, 2023 through November 24, 2024, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>American Industrial Supplies &amp; Tool Repair, Inc.</b> (McAllen, TX)	<b>Burton Companies</b> (Weslaco, TX)
<b>Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co.</b> (Brownsville, TX)	<b>Sid Tool Company/ dba MSC Industrial Supply</b> (Melville, NY)
<b>Triple-S Steel Supply, LLC./ dba Alamo Iron Works</b> (San Antonio, TX)	

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

- 6) Audio Visual Equipment and Supplies (Purchase):** purchase audio visual equipment and supplies for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$270,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>Audio Visual Aids</b> (San Antonio, TX) – Texas Department of Information Resources (DIR), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$100,000.00
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$100,000.00
<b>Howard Technology Solutions</b> (Ellisville, MS) – Texas Department of Information Resources (DIR), The Interlocal Purchasing System (TIPS), Choice Partners, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$70,000.00

- 7) Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$425,000.00, which is based on prior year expenditures, with the following purchasing cooperative approved vendors:

<b>Vendor/Purchasing Cooperative</b>	<b>Amount</b>
<b>B&amp;H Foto &amp; Electronics, Corp./ dba B&amp;H Photo Video</b> (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$100,000.00
<b>CDW Government, LLC.</b> (Vernon Hill, IL) – Choice Partners, Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	\$100,000.00
<b>Dell Marketing, LP.</b> (Dallas, TX) – Texas Department of Information Resources (DIR)	\$50,000.00
<b>Reyna Enterprise, Inc./ dba Computer Repair Center (CRC)</b> (McAllen, TX) – Texas Department of Information Resources (DIR)	\$100,000.00
<b>SHI Government Solutions</b> (Austin, TX) – Sourcewell, Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	\$75,000.00

- 8) Maintenance Equipment, Parts, and Supplies (Purchase):** purchase maintenance equipment, parts, and supplies from **McCoy's Building Supply** (San Marcos, TX/Pharr, TX) a Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$50,000.00, which is based on prior year expenditures;

- 9) Parts and Supplies (Purchase):** purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) and an E&I Cooperative Services approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$120,000.00, which is based on prior year expenditures;
- 10)Purchase of Materials and Supplies (Purchase):** purchase of materials and supplies from **H-E-B Grocery Company** (San Antonio, TX) and **Sam's Club** (McAllen, TX), Purchasing Association of Cooperative Entities (PACE) approved vendors, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;
- 11)Catering Services (Renewal):** renew the catering services contracts for the period beginning November 28, 2023 through November 27, 2024, at an estimated total amount of \$90,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>All Affairs and Occasions</b> (Elsa, TX)	<b>Coastal Deli, Inc./ dba Jason's Deli</b> (Corpus Christi, TX)
<b>Cornerstone Catering</b> (Mission, TX)	<b>Mt. Olive, Inc./ dba Subway #60762</b> (Pharr, TX)
<b>Pappa's Pizza, Inc.</b> (Alton, TX)	<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)
<b>Pineapple Ninjaz, LLC.</b> (Penitas, TX)	<b>Rise &amp; Shine Café</b> (McAllen, TX)
<b>Riverwinds, Inc./ dba Subway</b> (Rio Grande City, TX)	<b>Zaycor Management Company</b> (Brownsville, TX)

- 12)Chiller Maintenance Agreement and Repair Services (Renewal):** renew the chiller maintenance agreement and repair services with **Texas Chiller Systems** (Corpus Christi, TX/Weslaco, TX), a Texas Multiple Award Schedule (TXMAS) and The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning November 21, 2023 through November 20, 2024, at an annual total amount of \$59,584.00 for scheduled services and an estimated total amount for \$80,000.00 for as needed repair services. The estimated total amount is \$139,584.00;
- 13)Fire Suppression Systems Service (Renewal):** renew the fire suppression systems service contracts for the period beginning November 29, 2023 through November 28, 2024, at an estimated total amount of \$218,925.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$4,140.00
4	Kitchen Hoods Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$20,125.00

#	Services	Vendor	Amount
6	Fire Sprinklers Repairs	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspection	<b>1<sup>st</sup> FP McAllen, LLC.</b> (McAllen, TX)	\$4,360.00
8	Fire Extinguishers / Inspection Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
9	Hydro Test Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
10	Recharge Rates	<b>EI Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00

**14) In-Store Purchases of Materials and Supplies (Renewal):** renew the in-store purchase of materials and supplies contracts for the period beginning November 27, 2023 through November 26, 2024, at an estimated amount of \$120,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Hobby Lobby** (McAllen, TX)
- **Walmart** (Mission, TX)

**15) Institutional Membership – TACC (Renewal):** renew the institutional membership with the **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2023 through August 31, 2024, at a total amount of \$93,093.00;

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

**16) Communication Services for Radios and Equipment (Purchase):** purchase communication services for radios and equipment from **Cellco Partnership/ dba Verizon Wireless** (Basking Ridge, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$84,000.00;

**17) Course Management and Hosting Services (Renewal):** renew the course management and hosting services contract with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the periods beginning and ending, and total amounts as follows:

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<b>Total for 5 years</b>	<b>\$3,402,077.00</b>

**18) Student Enrollment Management System Agreement (Renewal):** renew the student enrollment management system agreement with **Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)** (Boca Raton, FL), a sole source vendor, for the period beginning September 27, 2023 through September 26, 2024, at a total amount of \$56,842.00.

**SOUTH TEXAS COLLEGE**  
**1. MERCHANT SERVICES**  
**PROJECT NO. 23-24-1006**

	<b>VENDOR</b>	Certified Payments	First Data Merchant Services, a wholly owned subsidiary of Fiserv	PNC Merchant Services	Worldpay, LLC.
	<b>ADDRESS</b>	100 Throckmorton St Ste 200	2900 Westside Parkway	One PNC Plaza 249 5th Ave	8500 Governors Hill Dr
	<b>CITY/STATE/ZIP</b>	Forth Worth, TX 76102	Alpharetta, Georgia 30004	Pittsburgh, PA 15222	Cincinnati, OH 45249
	<b>PHONE</b>	214-284-9296	800-872-7882	412-338-6298	203-438-8600
	<b>FAX</b>	817-317-7459		833-637-0144	
	<b>CONTACT</b>	Debra Bradford	Shane McCullough	Robert Felter	James Fleming
<b>A. Company Profile</b>					
1	State the full name and address of your firm (and parent company if you are a subsidiary).	Certified Payments, a wholly owned subsidiary of First American by Deluxe.	Fiserv, Inc., 255 Fiserv Dr, Brookfield, WI 53045	PNC Bank, N.A., Wilmington, DE	WorldPay by FIS, Jacksonville, FL
	Number of Years in Business	25 + Years	38 Years	165 Years	49+ years
	Number of Years in Business offering merchant card processing services:	25+ Years	38 Years	30 + Years	49+ years
2	Type of Operation:	Corporation	Corporation	Corporation	Corporation
3	Number of Employees:	350 +	40,000	61,545	66,196 Full Time
4	Annual Sales Volume:	\$40B+	\$17.7 Billion	Link to Web Site	
5	Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity?	No	No	Unable Provide due to Privacy	No
6	Provide a financial rating of your company (from a rating organization such as Dunn and Bradstreet	Provided	Provided	Provided	Provided
7	Provide any details of all past or pending litigation or claims filed against your company.	None	None	Referred to 10K Report	None
8	Provides a bank reference	Vantage Bank	Bank OZK	Misunderstood Item - Offered City of Brownsville a Bank Reference	Capital One
9	Provide a customer reference list of at least three (3) organizations	Denton County; Collin County, Harris County; Nueces County, and McLennan County	Texas Tech University, Collin County Higher Education Center; University of Arizona Book Store and Student Union	Concordia University; Duquesne University; and Georgetown University	Indiana University; University of Chicago; and University of Michigan
10	Is your company certified as a Historically Underutilized Business (Small, Minority or Woman-Owned)	No	No	No	No
11	What is your company's annual credit card processing volume for the last three (3) years?	\$29, \$35, \$40B	\$3.1 Trillion	\$70 Million	\$40 Billion
12	Do you use a third party for any segment of customer or card processing services?	No	No	No	No Third Party
13	What type of risk management services does your company typically provide to combat fraud?	Explained	Explained	Explained	Explained
14	Is your company fully Payment Card Industry (PCI) compliant? Provide a copy of your last PCI audit	Yes, provided	(National Institute of Standards and Technology, Cyber Security Framework)	Attachment D – PNC Fiserv PCI Attestation of Compliance	Yes
15	What audits are performed on the company?	PCI v3.2 and SSAE16/SOC: PCI DSS	1.PCI-DSS Certifications2.Card Production Certifications (including Card Personalization) 3.PIN Certifications 4.SOC Audits (SSAE 18)	FFIEC: Internal Audit; SSAE16/SOC: IT Risk Management; PCI DSS - Financial Services Industry Compliance Grp	Several including SOC and SSAE 18 Audits
16	Does any relationship exist whether by relative, business associate, capital funding agreement or any other such kinship between your Company and any member of the Board of Trustees of STC? If Yes, please explain.	No	No	No	No
17	Does the company have its principal place of business in the State of Texas? (Yes / No)	Yes	Yes	No	No
18	Does the company employ at least five hundred (500) persons in the state of Texas? (Yes / No)	No	Yes	Yes	Yes
<b>B. Service Questionnaire</b>					
1	Please provide the name, phone, title and a brief resume of the individuals who will service,	Forrest Collett (214) 284-9296 forrestcollett@certifiedpayments.net	Assigned at award of contract	Rob Felter, PNC Merchant Services Relationship Manager; 412-303-3681	Assigned at award of contract
2	What are your normal days and hours of operation?	M-F 8am - 6pm	6 am - 7 pm PST; Tech help 24/7	8 am - 5 pm M-F; 24/7 Help Desk	Tech Help 24/7
3	Describe your training and consulting program.	Provided	Provided	Provided	Provided
4	Detail the ability of personnel who will be assigned to the STC account to provide technical assistance.	Provided	Extensive- customized to client needs	Extensive- customized to client needs	Extensive- customized to client needs
5	Present a timeline (approximate number of days) for the implementation of services after execution of the contract.	Provided	2-6 Weeks	Not Applicable / PNC is Incumbent	Less than 4 months; Depends on complexity.
6	What provider do you use?		Self	PNC Merchant Services/Fiserv	TSYS
7	Describe the software and hardware necessary for acceptance of credit and debit cards (a) with	Provided	Complete List - Proprietary is Clover.	FD150 Terminals for Card Present; Clover for Card Present; Various online CNP options.	TSYS based; Equipment sold or lease by TSYS and

**SOUTH TEXAS COLLEGE**  
**1. MERCHANT SERVICES**  
**PROJECT NO. 23-24-1006**

	<b>VENDOR</b>	<b>Certified Payments</b>	<b>First Data Merchant Services, a wholly owned subsidiary of Fiserv</b>	<b>PNC Merchant Services</b>	<b>Worldpay, LLC.</b>
8	Provide a flow diagram (with appropriate narration) that graphically describes the processing of	Provided	Will Provide	Provided	Provided
9	What is the settlement transmission time for Visa, MasterCard and Discover and any other card?	Daily cut-off is 8 pm	Next Business Day	Next Business Day	Same Day/Next Day Options
10	Do you provide processing of other than VISA, MasterCard and Discover, such as American Express?	Yes	Yes	Yes	Yes
11	What is the latest time that sales transactions (batches) can be transmitted to meet the	8:00 PM ET	12 Midnight ET	2:00 AM ET	11:00 PM ET
12	Once batch is settled, how much time does it takes for our institution to get the funds?	24 - 48 Hrs	Next Business Day	Next Business Day	Next Day, 24 hrs, or 48 hrs
13	How will settlement amounts appear on our bank statement? (One lump sum payment or one	Bankcard Settlement MID #, DBA Name	The way the College wants	PNCMS	NOT Stated
14	What are the procedures for an incorrect authorization?	Admin Portal Available	Can be done at POS	Can be done at POS	Can be done at POS
15	What are your procedures for handling problems encountered by STC in the processing of	Provided	Procedures in place	Procedures in place	24/7 support
16	What is the actual response time for inquiries?	One Day	Ave 30 sec	99% Same Day	Varies
17	Describe the monitoring and notification process if a transmission fails.	Data updated every 7 seconds	Failure alerts	Failure alerts	Network control Team Assistance
18	Describe the transaction authorization process, settlement procedures, refund process and	Provided	Provided	Provided	Provided
19	Describe how your company handles retrieval and charge-back requests.	Provided	Provided	Provided	Provided
20	What are your retrieval compliance timeframes?	Industry Standards	20 Days	20 Days	10 Days
21	How would the College be informed when a charge-back is posted?	Charge Back Specialist	Per agreed method	RM Notification	Several options
22	What procedures does your firm have implemented to operate in the event of a disaster or	Disaster Recovery Plan	Robust Disaster Contingency Plan	Disaster Recovery Plans	4 major operations centers that are geographically separated
23	What is the after-hours response times for system and equipment failure?	Within 2 hrs	24/7 365	24/7 365	24/7 365
24	What are the alternative authorization methods provided during network downtime?	Procedures in place.	Multiple options in place	Voice Authorization if required	Procedures in place
25	Describe your contingency plan for disaster recovery and what is the expected time frame to	1-2 Hours	Provided	Provided	Provided
26	Describe your company's incident response plan that will be followed and provided to its	Disaster Recovery Plan	Disaster Recovery Plan	Disaster Recovery Plan	Disaster Recovery Plan
27	Describe all reports available and the software used to receive and view reports. Provide sample	Provided	Provided	Provided	Provided
28	Describe your billing process.	Monthly	Mutually agreed methods	Daily or Monthly	Described
29	Discuss your commitment to quality. Include quality control measures used to evaluate	Level 1 PCI Compliance	Provided	Ongoing process improvement	Provided
30	Describe the system of controls that assure accuracy of the processing and reporting of	Updates every 7 seconds	Detailed procedures in place	Procedures in place	Detailed procedures in place
31	Describe the security measures in place for the protection of data transmitted for processing.	Highest Level PCI Compliance	Detailed procedures in place	Procedures in place	Detailed procedures in place
32	Describe the company's commercially reasonable security measures used to prevent fraud and	Rigorous Security Protocols	Provided	Provided	Provided
33	Describe the various types of insurance coverage and indemnification provided to protect	Provided	Provided	Provided	Provided
34	Describe the fraud and loss prevention efforts you have in place.	Provided	Provided	Provided	Provided
35	Describe any services you provide pertaining to PCI compliance such as vulnerability scanning.	Provided	Provided		Provided
36	Will you provide additional credit card machines, as requested by STC, at no charge (see Section	Initial terminals at no Charge - subsequent at cost	No - see Price list	Touchnet and BlueFin will need to provide any new terminals	No - TSYS is source of equipment
37	Describe alternative payment services you provide that will help expand credit card payment	BillGo, Kiosks, QR Codes	PayPal, Apple Pay, Google Pay, Samsung Pay, etc.	All available methods	PayPal, Apple Pay, Google Pay, Samsung Pay, etc.
38	Is your company Texas Risk and Authorization Management Program (TXRAMP) certificated?	Yes	Not Applicable	No	In Process of applying for.
<b>5.1. Vendor Requirements</b>					
A	Experience – STC requires the vendor to have at least five (5) years of experience processing payment records and credit records transmitted for processing and settlement from major credit/debit card processing networks.	Yes	Yes	Yes	
B	Compliance – STC requires the following:				
	1. Licenses, bonding, equipment, and trained personnel necessary to perform the work as required in this RFP.	Yes	Yes	Yes	
	2. Evidence of compliance with the Payment Card Industry (PCI) Data Security Standard (DSS) with the RFP response and as requested throughout the contract period, including evidence for any sub Processors, third party processors and any other parties involved. Security controls and safeguards must be provided to protect credit and debit card transaction information and funds.	Yes	Yes	Yes	

**SOUTH TEXAS COLLEGE**  
**1. MERCHANT SERVICES**  
**PROJECT NO. 23-24-1006**

VENDOR		Certified Payments	First Data Merchant Services, a wholly owned subsidiary of Fiserv	PNC Merchant Services	Worldpay, LLC.
	3. Abide by all operating rules and regulations of the card associations, processing networks, and other entities governing the services provided under a resultant contract and shall be liable for violations of such. This includes a secure server with certification(s) for the management/storage of shared information, management/collection of payments, as well as management/security of private, personnel information.	Yes	Yes	Yes	
C	Customer Service – STC requires a 24-hour, seven days a week, toll-free number or other Help Desk facility for customer assistance.	Yes	Yes	Yes	
D	Processing – STC requires the following:				
	1. Interface with Touchnet Payment gateway	Yes	Yes	Yes	
	2. Utilize one of the following payment processing platforms:				
	Processors	Yes	Yes	Yes	
	First Data (formerly FDC North)	Yes	Yes		
	TSYS Acquiring Solutions (formerly Vital)	Yes	Yes		
	3. Possess the necessary certifications established by the card associations and front-end processors to conduct the following activities:				
	a. Point-of-Sale terminal-based transactions	Yes	Yes	Yes	
	b. Internet transactions	Yes	Yes	Yes	
	c. Voice response Unit transactions (voice or touch-tone)	Yes	Yes	Yes	
	d. Authorization via the internet	Yes	Yes	Yes	
	e. Batch settlements via the internet	Yes	Yes	Yes	
	f. Processing of both credit card and pin based debit card transactions	Yes	Yes	Yes	
	g. It is preferred that the vendor also have the capability to process signature based (pinless) debit card transactions	Yes	Yes	Yes	
	<b>5.2 Services</b>				
	The successful respondent to this RFP shall be expected to provide the following services. Please address, in the proposal response, the capabilities of your firm to comply with these requirements.				
A	Processing/Authorization – STC requires the following processing services:				
	1. Card acceptance of multiple brands and types of cards (both credit and debit cards). These must include as a minimum AMEX, VISA, MasterCard and Discover.	Yes	Yes	Yes	
	2. Electronic authorization, including Point of Sale (POS) terminal, internet and phone (24 hours per day, 7 days per week) and alternative authorizations during network downtime.	Yes	Yes	Yes	
	3. Issue credits in the case of an error in payment amount, card number, return, etc. The system must be able to process and obtain authorization of credit/debit card returns for partial or full credit.	Yes	Yes	Yes	
	4. Establish merchant numbers and terminal identification numbers for each location processing transactions.		Yes	Yes	
	5. Provide detailed analysis statement for each merchant location	Yes	Yes	Yes	
	6. Provide an Internet web-site to accept payments by credit card or pin-less debit card.				
	a. The Processor's web site must be accessed as a "click-through" from STC's web site.	Yes	Yes	Yes	
	b. The Processor shall collect and secure the payment related data provided by the customer.	Yes	Yes	Yes	
	c. The Processor shall transmit data files concerning transaction information to STC on a daily basis.	Yes	Yes	Yes	
	d. The Processor's web-site shall be accessible 24 hours per day, 365 days per year.	Yes	Yes	Yes	
	e. The Processor's web-site must have a minimum access rate of 95%.	Yes	Yes	Yes	
	f. The Processor must obtain authorization from the cardholder's credit/debit card company on each transaction before accepting payment.	Yes	Yes	Yes	
	g. The Processor shall issue a confirmation receipt number to each customer for each completed transaction.	Yes	Yes	Yes	
	h. The Processor must provide assistance in review and analysis of disputes and chargebacks	Yes	Yes	Yes	
B	Settlement – STC requires that all payments be deposited into STC's depository institution via Automated Clearing House (ACH) and/or National Automated Clearing House (NACH). Account and routing information will be provided by STC upon award of a contract.	Yes	Yes	Yes	
C	Reporting – STC will require the following reports:				
	1. End of day reports – must summarize by card type	Yes	Yes	Yes	
	2. Monthly reports – must detail transactions and all fees by category	Yes	Yes	Yes	

**SOUTH TEXAS COLLEGE**  
**1. MERCHANT SERVICES**  
**PROJECT NO. 23-24-1006**

<b>VENDOR</b>		<b>Certified Payments</b>	<b>First Data Merchant Services, a wholly owned subsidiary of Fiserv</b>	<b>PNC Merchant Services</b>	<b>Worldpay, LLC.</b>
	3. Annual reports – must detail transactions by provider at a minimum outlining the total number of transactions and all fees by category	Yes	Yes	Yes	
D	Training/Customer Service – STC requires the following				
	1. Training to be provided to STC personnel, as required, related to payment and card processing requirements in accordance with PCI/DSS standards. This may include procedures for handling retrieval requests, charge backs, accessing reports and transaction data and any other procedures which may be required.	Yes	Yes	Yes	
	2. Keep STC personnel apprised of any changes to the operating procedures/regulations as provided by card associations, including PCI compliance.	Yes	Yes	Yes	
E	Equipment – STC requires new and updated credit card machines/equipment (including PIN pads) as needed/requested for each campus, including training. All equipment should be EMV certified to comply with PCI requirements and credit card companies that are migrating to EMV chip technology. Currently we have (16) Ingenico iSC250 (may upgrade the devices in the future to (12) Ingenico Move 5000 and (10) BlueFin S Red Key-2 devices for the call center).	Yes	Yes	Yes	
F	Security – STC requires security controls and safeguards must be provided to protect credit and debit card transaction information and funds. Transactions shall be encrypted.	Yes	Yes	Yes	
G	Billing Statements – STC requires a monthly billing statement for all transactions associated with the payment and credit records processed. It must include detailed documentation to support all costs, including breakdown by card type and transaction type. It must include gross sales, returns, nets sales, transaction counts, discount and fees.	Yes	Yes	Yes	
H	Fraud Monitoring – STC requires fraud services by tracking, analyzing and managing fraud.	Yes	Yes	Yes	
	<b>5.3 Existing Operations</b>				
	South Texas College currently has merchant services operations and equipment as outlined in this section. STC requires credit card companies to have EMV chip technology, contactless Payment, and/or Tap to Pay.	Yes	Yes	Yes	
	STC currently accepts Mastercard, VISA, and Discover cards as well as Gift Cards and Government EBT cards.	Yes	Yes	Yes	
	<b>5.4 Equipment Configuration:</b>				
A	STC hosts its own storefronts and sends the collected data to payment gateway for processing.	Acknowledged	Acknowledged	Acknowledged	
B	POS Terminals: 15 plus the Web (with growth potential)				
	Cashier Stations: 15 (with growth potential)	Acknowledged	Acknowledged	Acknowledged	
	CWA –Upay Site 1	Acknowledged	Acknowledged	Acknowledged	
	CRC Parking 2 (with growth potential)	Acknowledged	Acknowledged	Acknowledged	
C	Stores: 24 (with growth potential)	Acknowledged	Acknowledged	Acknowledged	
	Tuition & Fees (Used for tuition and fee payments for regular admission classes, loans and all other holds and fines)	Acknowledged	Acknowledged	Acknowledged	
	Sales & Other Fees & Charges (Used for payments related to, cafeteria sales, donations, and other services or events.)	Acknowledged	Acknowledged	Acknowledged	
D	STC currently owns 16 Ingenico iSC250 processing terminals integrated with the Touchnet Payment Gateway and Digital Dining point-of-sale terminals.	Acknowledged	Acknowledged	Acknowledged	
<b>TOTAL EVALUATION POINTS</b>		72.7	77.3	78.03	****
<b>RANKING</b>		3	2	1	****

\*\*\*\*The vendor submitted an incomplete proposal, therefore not evaluated.

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

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

**SOUTH TEXAS COLLEGE  
1. MERCHANT SERVICES  
PROJECT NO. 23-24-1006  
EVALUATION SUMMARY**

VENDOR		Certified Payments		First Data Merchant Services, a wholly owned subsidiary of Fiserv		PNC Merchant Services	
ADDRESS		100 Throckmorton St Ste 200		2900 Westside Parkway		One PNC Plaza 249 5th Ave	
CITY/STATE/ZIP		Forth Worth, TX 76102		Alpharetta, Georgia 30004		Pittsburgh, PA 15222	
PHONE		214-284-9296		800-872-7882		412-338-6298	
FAX		817-317-7459				833-637-0144	
CONTACT		Debra Bradford		Shane Mccullough		Robert Felter	
1	The purchase price. (up to 37 points)	37	37	28.4	28.4	21.99	21.99
		37		28.4		21.99	
		37		28.4		21.99	
		37		28.4		21.99	
		37		28.4		21.99	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	14	12.2	16	15.1	18	17.54
		9		14		17.2	
		12		14.5		16.5	
		12		15		18	
		14		16		18	
3	The quality of the vendor's goods or services. (up to 16 points)	10	10.1	13	13	16	15.5
		10		12		15.5	
		11.5		13		14	
		9		14		16	
		10		13		16	
4	The extent to which the good or services meet the College's needs. (up to 15 points)	5	6.4	10	10.8	15	15
		7		12		15	
		6		9		15	
		7		11		15	
		7		12		15	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2	3	3
		2		2		3	
		2		2		3	
		2		2		3	
		2		2		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0	0	0	0	0	0
		0		0		0	
		0		0		0	
		0		0		0	
		0		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	0	0	3	3	0	0
		0		3		0	
		0		3		0	
		0		3		0	
		0		3		0	
8	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. has its principal place of business in this state; or b. employs at least 500 persons in this state. (up to 5 points)	5	5	5	5	5	5
		5		5		5	
		5		5		5	
		5		5		5	
		5		5		5	
TOTAL EVALUATION POINTS		72.7		77.3		78.03	
RANKING		3		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 - SERVICE ONLY**

		Service Only	
		Points	Score Key
<b>1</b>	<b>Criterion 1: The purchase price</b> a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	<b>37</b>	
<b>2</b>	<b>Criterion 2: The reputation of the vendor and of the vendor's goods or services</b> a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	<b>18</b>	15-18 10-14 5-9 0-4  Excellent Acceptable Marginal Poor/No Response
<b>3</b>	<b>Criterion 3: The quality of the vendor's goods or service</b> a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	<b>16</b>	14-16 10-13 5-9 0-4  Excellent Acceptable Marginal Poor/No Response
<b>4</b>	<b>Criterion 4: The extent to which the goods or services meet the district's needs</b> a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	<b>15</b>	12-15 7-11 3-6 0-2  Excellent Acceptable Marginal Poor/No Response
<b>5</b>	<b>Criterion 5: The vendor's past relationship with the district</b> a. Quality of Past Performances with STC  ****New Vendors will receive two points	<b>3</b>	3 2 1 0  Excellent Acceptable/New Vendor Marginal Poor/No Response
<b>6</b>	<b>Criterion 6: The impact on the ability of the district to comply with laws and rules relating to Historically Underutilized Businesses</b> a. Provided the Certification	<b>1</b>	1 0  Yes No
<b>7</b>	<b>Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and</b> a. Annual Escalation Increase b. Annual Maintenance Cost	<b>5</b>	5 3-4 1-2 0  Excellent Acceptable Marginal Poor/No Response
<b>8</b>	<b>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:</b> a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	<b>5</b>	5 0  Yes No
<b>9</b>	<b>Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals, e.g.:</b> a. Financial Standing b. Potential or Pending Sale of Business		Up to 5 points will be used from the purchase price if applicable

**Total Points**

**100**

**Definitions of evaluation terms:**

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

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

**Marginal** - respondent provided minimal information on requirements

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

**SOUTH TEXAS COLLEGE**  
**2. WELDING GASES, METALS, AND SUPPLIES**  
**PROJECT NO. 23-24-1010**

<b>VENDOR</b>		Airgas USA, LLC.	CV Industrial Hardware, LLC.	Linde Gas and Equipment, Inc.	Matheson Tri-Gas	Triple-S Steel Supply, LLC./ dba Alamo Iron Works
<b>ADDRESS</b>		201 N 23rd St	701 N Bryan Rd	1021 W Ferguson	1801 W 77 Bus	943 AT&T Center Pkwy
<b>CITY/STATE/ZIP</b>		McAllen, TX 78501	Mission, TX 78572	Pharr, TX 78577	San Benito, TX 78586	San Antonio, TX 78219
<b>PHONE</b>		956-686-7622	956-519-4545	956-787-0219	956-399-2706	210-223-6161
<b>FAX</b>		956-682-6936		956-787-0043	956-399-6045	
<b>CONTACT</b>		Javier Olmos	Giovanni Olivos	Marco A. Alvarez	Scott Blankman	Wayne Dennis
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Welding Gases					
	a. Acetylene				\$ 41.80	
	Size MC		\$ 18.00	\$ 11.82		
	Size #3			\$ 32.90		
	Size #4	\$40.00 Product Surcharge \$6.90	\$ 55.00	\$ 48.10		
	Size #4.5			\$ 75.60		
	Size #5			\$ 112.20		
	Acetylene B			\$ 18.24		
	b. Argon					
	Size R			\$ 6.20		
	Size M			\$ 18.64		
	Size Q			\$ 10.16		
	Size K			\$ 28.52		
	Size T			\$ 35.44		
	Argon 40			\$ 7.88		
	Argon 180L		\$ 315.00			
	Argon 180L-230x				\$ 419.628	
	Argon 300		\$ 30.00			
	Argon 300X				\$ 18.70	
	Argon 2300X				\$ 18.70	
	Argon 75/25 Mix 300		\$ 30.00			
	Acral Prime 300XLT	\$ 35.00				
	AC Flux 300XLT	\$ 35.00				
	HeBG200X				\$ 309.00	
	c. Oxygen					
	Size R			\$ 4.33		
	Size M			\$ 9.92		
	Size Q			\$ 6.53		
	Size T			\$ 13.01		
	Size K			\$ 10.68		
	Industrial Size 200	\$ 13.00				
	Size 200x				\$ 6.86	
	Size 251		\$ 11.00			
	Oxygen 20		\$ 7.50			
	Oxygen 40			\$ 5.84		
	Oxygen 20%					
	Oxygen 180L		\$ 120.00			
	Liquid Oxygen 160-230			\$ 93.92		
	Liquid Oxygen 180-230			\$ 101.64		
	Liquid Oxygen 180L-230X				\$ 84.00	
	d. Propylene					
	99 lbs.	Delivery Rate \$25.00				
	Size 33X				\$ 26.45	
	Size #65		\$ 100.00			
	Size #65X				\$ 84.00	
	Size #420					

**SOUTH TEXAS COLLEGE**  
**2. WELDING GASES, METALS, AND SUPPLIES**  
**PROJECT NO. 23-24-1010**

VENDOR		Airgas USA, LLC.	CV Industrial Hardware, LLC.	Linde Gas and Equipment, Inc.	Matheson Tri-Gas	Triple-S Steel Supply, LLC./ dba Alamo Iron Works
e.	Compressed Gas					
	Carbon Dioxide Alum 20lbs			\$ 9.53		
	Carbon Dioxide 20lbs with Educator			\$ 9.53		
	Carbon Dioxide 50lbs	\$ 32.33		\$ 17.50		
	Carbon Dioxide 50lbs with Educator			\$ 17.50		
	Carbon Dioxide N.O.S Size R			\$ 8.94		
	Carbon Dioxide N.O.S Size Q			\$ 17.20		
	Carbon Dioxide N.O.S Size M			\$ 20.41		
	Carbon Dioxide N.O.S Size K			\$ 30.09		
	Carbon Dioxide N.O.S Size T			\$ 37.44		
	Carbon Dioxide N.O.S Size 40			\$ 10.13		
	Liquified Petroleum Gas 60			\$ 44.46		
	Liquified Petroleum Gas 100			\$ 74.00		
	Liquified Petroleum Gas 435			\$ 309.20		
	Liquified Petroleum Gas 7.3 Gallons			\$ 16.45		
	Liquified Petroleum Gas 13.5 Gallons			\$ 25.35		
	Liquified Petroleum Gas 22.5 Gallons			\$ 42.14		
f.	Nitrogen 40		\$ 9.00			
g.	Rental	\$0.10 - \$0.35/cylinder/day	\$0.15 per day/per tank No Rental Charge for departments that own their tanks.	\$0.17 - \$0.45/day		
h.	Delivery Charge		\$30.00 No hazmat, energy surcharge, other fees	\$ 22.71	\$ -	
	Energy and Fuel Charge			\$ 12.60		
	Hazardous Materials Charge			\$ 14.95	\$ 16.50	
	AC Surcharge				\$ 21.518	
	TRG REQHPCYL Customer-Owned				\$ 60.000	
	Labor Demand Charge			\$ 6.95		
	Customer Owned Cylinders				\$ -	
	Monthly Maintenance Fee on Rental Cylinders			\$ 28.00		
2	Welding Supplies					
	Discount %	0%	15%	15%		0%
	Benchmark	RGV Educational Pricing Hierarchy	Manufacturer's List Price	Manufacturer's List Price (5% for Welding Machines, Lincoln & Miller)	Subject to Quote	Net priced when customer specific login used on website
3	Metal Products					
	Discount %					0%
	Benchmark					Price on application
4	Delivery Charges	\$ 75.00	\$ 30.00	Delivery Charge are for Cylinders Only from Location	TBD	Orders for AIW stock items (excluding steel) of \$700 plus are freight allowed, orders for less will be charged applicable freight
5	Escalation					
	2nd Year	7-9%	10%	5%	TBD	0% - 25%
	3rd Year	7-9%	10%	5%	TBD	0% - 25%

# **NO BACKUP FOR**

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

**SOUTH TEXAS COLLEGE**

**4. ACCESS TO A COMPREHENSIVE REMEDIATION, TESTING, AND  
REVIEW PROGRAM**

<b>NAME</b>			Assessment Technologies Institute, LLC. (ATI)	
<b>ADDRESS</b>			11161 Overbrook Rd	
<b>CITY/STATE/ZIP</b>			Leawood, KS 66211	
<b>PHONE</b>			800-667-7531	
<b>CONTACT</b>			Mike Lynch	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Access to Comprehensive Remediation, Testing, and Review Program Period: 9/1/23 - 8/31/24	\$ 250,000.00	\$ 250,000.00
<b>TOTAL AMOUNT</b>			\$ 250,000.00	

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**SOUTH TEXAS COLLEGE**  
**6. AUDIO VISUAL EQUIPMENT AND SUPPLIES**

NAME			Audio Visual Aids		B&H Foto & Electronics, Corp./ dba B&H Photo Video		Howard Technology Solutions	
ADDRESS			2903 N Flores St		420 9th Ave		36 Howard Dr	
CITY/STATE/ZIP			San Antonio, TX 78212		New York, NY 10001		Ellisville, MS 39437	
PHONE			800-422-1282		800-947-8003		800-912-3151	
FAX			800-854-8140		800-743-0895		601-399-5835	
CONTACT			Ron George		Robert Meskin		Krystal Avery	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	1	Audio Visual Equipment and Supplies Period: 9/1/23 - 8/31/24	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 70,000.00	\$ 70,000.00
TOTAL AMOUNT			\$ 100,000.00		\$ 100,000.00		\$ 70,000.00	

**SOUTH TEXAS COLLEGE**  
**7. COMPUTER COMPONENTS, PERIPHERALS, SOFTWARE, AND SUPPLIES**

NAME			B&H Foto & Electronics, Corp/ dba B&H Photo Video		CDW Government, LLC.		Dell Marketing, LP.		Reyna Enterprise, Inc./ dba Computer Repair Center (CRC)		SHI Government Solutions	
ADDRESS			420 9th Ave		230 N Milwaukee Ave		P O Box 676021		131 E Pecan Blvd		1301 S Mo-Pac Expway	
CITY/STATE/ZIP			New York, NY 10001		Vernon Hills, IL 60061		Dallas, TX 75267		McAllen, TX 78501		Austin, TX 78746	
PHONE			800-947-8003		877-708-8009		512-647-6341		956-631-2321		888-764-8888	
FAX			800-743-0895		312-705-8262		512-283-0352		956-631-4696		512-732-0232	
CONTACT			Robert Meskin		Michael Swartz		Dennis Bradandt		Daniel Reyna		Victoria Pubylski	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	1	Computer Components, Peripherals, Software, and Supplies Period: 9/1/23 - 8/31/24	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	\$ 100,000.00	\$ 75,000.00	\$ 75,000.00
TOTAL AMOUNT			\$ 100,000.00		\$ 100,000.00		\$ 50,000.00		\$ 100,000.00		\$ 75,000.00	

**SOUTH TEXAS COLLEGE**  
**8. MAINTENANCE EQUIPMENT, PARTS, AND SUPPLIES**

<b>NAME</b>			McCoy's Building Supply	
<b>ADDRESS</b>			1350 IH 35 North	
<b>CITY/STATE/ZIP</b>			San Marcos, TX 78667	
<b>LOCAL ADDRESS</b>			1120 W US Hwy 83 Pharr, TX	
<b>PHONE</b>			512-395-6644	
<b>CONTACT</b>			Tina McArthur	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Maintenance Equipment, Parts, and Supplies Period: 9/1/23 - 8/31/24	\$ 50,000.00	\$ 50,000.00
<b>TOTAL AMOUNT</b>			\$ 50,000.00	

**SOUTH TEXAS COLLEGE**  
**9. PARTS AND SUPPLIES**

<b>NAME</b>			W.W. Grainger/ dba Grainger	
<b>ADDRESS</b>			7950 Research Blvd	
<b>CITY/STATE/ZIP</b>			Austin, TX 78758	
<b>LOCAL ADDRESS</b>			921 E Pecan Blvd McAllen, TX 78501	
<b>PHONE</b>			800-472-4643	
<b>CONTACT</b>			Shelby Savony	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Parts and Supplies Period: 9/1/23 - 8/31/24	\$ 120,000.00	\$ 120,000.00
<b>TOTAL AMOUNT</b>			\$ 120,000.00	

**SOUTH TEXAS COLLEGE**  
**10. PURCHASE OF MATERIALS AND SUPPLIES**

<b>NAME</b>			H-E-B Grocery Company		Sam's Club	
<b>ADDRESS</b>			646 S Flores St		1400 E Jackson	
<b>CITY/STATE/ZIP</b>			San Antonio, TX		McAllen, TX 78501	
<b>PHONE</b>			800-987-4438		956-961-5843	
<b>FAX</b>			210-938-9535		956-618-5252	
<b>CONTACT</b>			Mary Gast		Josue Maldonado	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Purchase of Materials and Supplies Period: 9/1/23 - 8/31/24	\$ 70,000.00	\$ 70,000.00	\$ 30,000.00	\$ 30,000.00
<b>TOTAL AMOUNT</b>			\$ 70,000.00		\$ 30,000.00	

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**SOUTH TEXAS COLLEGE**

**12. CHILLER MAINTENANCE AGREEMENT AND REPAIR SERVICES**

<b>NAME</b>			Texas Chiller Systems	
<b>ADDRESS</b>			5305 Agnes St	
<b>CITY/STATE/ZIP</b>			Corpus Christi, TX 78405	
<b>LOCAL ADDRESS</b>			502 E. Expway 83 Weslaco, TX	
<b>PHONE</b>			361-693-5020	
<b>CONTACT</b>			Noe Salinas	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Chiller Maintenance Agreement - Preventative Maintenance Period: 11/21/23 - 11/20/24	\$ 59,584.00	\$ 59,584.00
2	1	Repair Services Period: 11/21/23 - 11/20/24	\$ 80,000.00	\$ 80,000.00
<b>TOTAL AMOUNT</b>			\$	139,584.00

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**SOUTH TEXAS COLLEGE**  
**15. INSTITUTIONAL MEMBERSHIP - TACC**

<b>NAME</b>			Texas Association of Community Colleges (TACC)	
<b>ADDRESS</b>			1304 San Antonio Ste 201	
<b>CITY/STATE/ZIP</b>			Austin, TX 78701	
<b>PHONE</b>			512-476-2572	
<b>FAX</b>			512-476-0262	
<b>CONTACT</b>			Ray Martinez III	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Association Membership Dues Period: 9/1/23 - 8/31/24	\$ 93,093.00	\$ 93,093.00
<b>TOTAL AMOUNT</b>			\$ 93,093.00	

**SOUTH TEXAS COLLEGE**

**16. COMMUNICATION SERVICES FOR RADIOS AND EQUIPMENT**

<b>NAME</b>			Cellco Partnership/ dba Verizon Wireless	
<b>ADDRESS</b>			1 Verizon Way	
<b>CITY/STATE/ZIP</b>			Basking Ridge, NJ 07920	
<b>PHONE</b>			949-246-0236	
<b>CONTACT</b>			Claudio Alvarez	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Communication Services for Radios and Equipment Period: 9/1/23 - 8/31/24	\$ 84,000.00	\$ 84,000.00
<b>TOTAL AMOUNT</b>			\$	84,000.00

**SOUTH TEXAS COLLEGE**  
**17. COURSE MANAGEMENT AND HOSTING SERVICES**

<b>NAME</b>			Blackboard, Inc.	
<b>ADDRESS</b>			1899 L St NW 5th Fl	
<b>CITY/STATE/ZIP</b>			Washington, DC 20036	
<b>PHONE</b>			405-812-6703	
<b>CONTACT</b>			Michael Pohorylo	
#	Qty	Description	Unit Price	Extension
1	1	Course Management and Hosting Services Period: 9/30/23 - 9/29/24	\$ 685,593.00	\$ 685,593.00
2	1	Course Management and Hosting Services Period: 9/30/24 - 9/29/25	\$ 692,148.00	\$ 692,148.00
3	1	Course Management and Hosting Services Period: 9/30/25 - 9/29/26	\$ 668,076.00	\$ 668,076.00
4	1	Course Management and Hosting Services Period: 9/30/26 - 9/29/27	\$ 674,757.00	\$ 674,757.00
5	1	Course Management and Hosting Services Period: 9/30/27 - 9/29/28	\$ 681,503.00	\$ 681,503.00
<b>TOTAL AMOUNT</b>			\$ 3,402,077.00	

**SOUTH TEXAS COLLEGE**

**18. STUDENT ENROLLMENT MANAGEMENT SYSTEM AGREEMENT**

<b>NAME</b>			Admissions US, LLC., a wholly owned subsidiary of Anthology, Inc. (fka Campus Management, Corp.)	
<b>ADDRESS</b>			5201 Congress Ave	
<b>CITY/STATE/ZIP</b>			Boca Raton, FL 33487	
<b>PHONE</b>			415-999-3592	
<b>FAX</b>			561-999-0096	
<b>CONTACT</b>			Tiffany Armer	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Radius by Campus Management - Constituent Relationship Management (CRM) Application Period: 9/27/22 - 9/26/23	\$ 56,842.00	\$ 56,842.00
<b>TOTAL AMOUNT</b>			\$	56,842.00

**Review and Recommend Action to Write-off Fixed Asset/Capital Asset Valued at \$5,000 and Over**

Purpose and Justification – Administration requests the Committee recommend Board approval to write off a fixed/capital asset valued over \$5,000, which is requested by the Fixed Asset/Inventory Department due to the Technology Campus Welding Program renovation project. This asset, totaling \$47,631.64, will be demolished; therefore, it will need to be removed from the College's inventory system and general ledger.

The fixed asset/capital asset information is as follows:

Ptag	Asset Description	Silver Tag	Acquisition Date	Amount	Net Book Value
N00014956	Technology Campus Basketball Courts	21299	8/17/2006	\$47,631.64	\$13,227.95

Background – On July 25, 2023, the Board of Trustees awarded a contract for the Technology Campus Welding Lab Expansion Building F. The approved location for the new building is where the basketball court is currently located. Since the court is a permanent structure, it must be demolished and cannot be relocated.

As per Policy #5130: Fixed Assets, the capital assets value and associated accumulated depreciation will be written off from the College's capital asset ledger and the reduction will be reflected on the Comprehensive Annual Financial Report as of August 31, 2024.

Reviewers – This asset will be demolished and disposed of by the contractor.

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

It is requested that the Committee recommend Board approval to write off the fixed asset/capital asset valued at \$5,000 and over as presented, and to be removed from the College's inventory system and general ledger.

### **Discussion and Action as Necessary on Use of Unrestricted Fund Balance for Retention Payment for Regular and Temporary Full-Time and Part-Time Employees**

Administration requests the Committee recommend Board approval on use of unrestricted funds for a retention payment for regular and temporary full-time and part-time employees.

Purpose, Justification, and Benefit – To provide a retention payment to regular and temporary full-time and part-time employees active on September 26, 2023 and November 22, 2023, using the Unrestricted Fund Balance. Employees paid from the Unrestricted, Auxiliary, and Restricted Funds are eligible for the retention payment.

The payment of \$1,500 for eligible full-time and \$750 for eligible part-time employees is proposed in an effort to promote and boost retention. The College Board and College President recognized the contributions made by faculty and staff in fulfilling the mission of the College during challenging times and the current state of fewer applicants, higher turnover, and competing opportunities. The retention payment will be paid on November 22, 2023, and will total \$3,310,238, including salaries and benefits.

Requirements of eligibility are as follows:

- Regular and temporary full-time and part-time employees with an active position on September 26, 2023, and November 22, 2023.
- Employees in the Unrestricted Fund, Auxiliary Fund, and Restricted Fund in the following categories will be eligible for the retention payment.
  - Executive
  - Administrative
  - Professional/Technical Support Full-Time Exempt
  - Professional/Technical Support Full-Time Non-Exempt
  - Classified
  - Faculty (Including Full-Time Lecturers)
  - Adjunct Faculty
  - Direct Wage
  - Trainers
  - Work Study
- Part-time employees in the following category will not be eligible for the retention payment:
  - Dual Credit Faculty (High School Employees)

The total estimated cost for the retention payment to regular and temporary full-time and part-time employees, including employer paid benefits costs, who are paid from the Unrestricted, Auxiliary, and Restricted Funds is as follows:

<b>Full-Time \$1,500 and Part-Time \$750</b>						
Employee Type	No. of Employees	<b>Gross Pay</b>	Average Net Pay	Total Gross Pay	Total Employer Paid Benefits	Total Salaries and Benefits
Full-Time	1,650	<b>\$ 1,500</b>	\$ 1,230	\$ 2,475,000	\$ 189,338	\$ 2,664,338
Part-Time	800	<b>750</b>	668	600,000	45,900	645,900
Total	2,450	<b>\$ 2,250</b>	\$ 1,898	\$ 3,075,000	\$ 235,238	\$ 3,310,238

The pay date for this retention incentive payment for eligible regular and temporary full-time and part-time employees will be Wednesday, November 22, 2023.

A budget amendment to fund this cost from the Unrestricted Fund follows in the packet for the Committee's consideration.

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

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

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

It is requested that the Committee recommend Board approval to use unrestricted funds for a retention payment for regular and temporary full-time and part-time employees as presented.

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

Administration requests the Committee recommend Board approval of a technology support reimbursement benefit payment for full-time regular and full-time temporary employees for the period of January 2023 through December 2023.

**Purpose, Justification, and Benefit** –To reimburse Regular and Temporary full-time employees for expenses conducted by means of an employee's personal device or equipment (non-College-owned asset), including, but not limited to cell phones, home printer, home virtual broadband service, personal computer/laptop, and other technology resources used to perform College related operations while working remotely.

The reimbursement benefit is proposed to be \$900 per qualified employee or \$75 a month for 12 months, January 2023 through December 2023, and to be paid on December 15, 2023.

**Background** – As a result of the pandemic and the continuously evolving work/office landscape, various operations and functions, including instructional courses, transitioned to be conducted remotely (off campus). College departments have incorporated employee rotational work schedules to complete business functions.

It is proposed that qualifying employees receive reimbursement to assist in defraying the costs related to accomplishing College-related business on personally owned devices and equipment. This reimbursement benefit would provide employees with payment for the costs of acquiring and maintaining technology resources, such as internet and cell phone data plans, used to conduct College business. The reimbursement benefit is not intended to cover 100% of the costs incurred by an employee's personal device or equipment given that the device or equipment is expected to be owned by the employee and used for both personal and business use.

To assist in defraying the costs employees incurred in all of the calendar year 2023 and in conducting work-related duties on personally owned devices and equipment, the College proposes to issue a \$75 reimbursement benefit payment for each qualifying month.

The proposed monthly \$75 reimbursement benefit payment will be paid as follows:

- Employees will be required to submit a request electronically by Friday, November 17, 2023, in adherence to the College's reimbursement process.
- The reimbursement benefit payment will be reduced by the amount the employee received in Cell Phone Stipend Payments in calendar year 2023, if applicable.
- Reimbursement for the months of January 2023 through December 2023 will be non-taxable and will be paid to eligible current full-time regular employees and full-time temporary employees upon request, at a rate of \$75 per month per the qualifications for reimbursement benefit as specified below.

- The proposed monthly amount of \$75 is an average cost of cell phone and internet expenses and is an increase of \$25 per month from last year in consideration for increasing costs.
- This reimbursement benefit payment will be issued on Friday, December 15, 2023.
- Qualifications for reimbursement benefit:
  - ⇒ Regular or Temporary Full-time employment status.
  - ⇒ Employees must have received a payroll check in the month during the time period of January 2023 to December 2023 in order for the month to qualify for reimbursement benefit.
  - ⇒ Employees must have worked in the month.
  - ⇒ Employees out for specific month(s) due to approved leave such as FMLA, will not qualify for payment for that specific month(s).
  - ⇒ Employees must request reimbursement electronically from the College by Friday, November 17, 2023.
  - ⇒ Employees must have an active assignment date as of December 4, 2023.

**Total Estimated Reimbursement Benefit for January 2023 to December 2023**

Estimated Number of Employees Eligible to Receive Payment	Estimated Total Reimbursement
1,678	\$1,475,175

The College will not incur any employer benefit expenses for this reimbursement benefit payment.

A budget amendment to fund this cost from the Unrestricted Fund follows in the packet for the Committee's consideration.

Funding Source – The technology reimbursement benefit payment will be funded by Unrestricted Funds.

Reviewers – The Technology Reimbursement Benefit Payment was reviewed by Cabinet Members and Administrative Staff.

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

It is requested that the Committee recommend Board approval of a technology support reimbursement benefit payment for full-time regular and full-time temporary employees for the time period of January 2023 through December 2023, subject to approval of budget amendment as presented.

### **Discussion and Action as Necessary on Revised Employee Staffing Plan for FY 2023 – 2024**

Purpose and Justification – Administration requests the Committee recommend Board approval on the revised Employee Staffing Plan for FY 2023 – 2024.

In August 2023, after the Board of Trustees approved the proposed Employee Staffing Plan for FY 2023 – 2024, the College received the official notification from the Texas Higher Education Coordinating Board for the FY 2023 – 2024 State Appropriations Allocations. As a result, the College increased the salary budget in the FY 2023 – 2024 Budget to cover additional required critical positions previously identified and requested by each Division.

On August 22, 2023, the Board approved a recommendation by the Administration to revise the Employee Staffing Plan for FY 2023 – 2024 unrestricted budget for each Division and Organization of the College, to include new funding from House Bill 8 issued through the Texas Higher Education Coordinating Board in the amount of \$1,214,575.00.

Each division has identified adjustments to the staffing plan, including critical new positions, unfreezing of positions, reclassifications, and adjustments to pools as listed in Exhibits A-1 through A-6. The reclassifications and adjustments will be effective October 1, 2023.

Administration is requesting an additional increase of \$215,743.00 in the staffing plan to fund critical positions and unfreeze one position required in the Institutional Advancement and Economic Development Division from Operating funds, as listed in Exhibit B.

Administration is also requesting an increase of \$102,000.00 in the staffing plan to fund a retention and recruitment stipend for Nursing and Allied Health faculty working at the Starr County Campus and Mid Valley Campus for the Fall 2023 semester, from the operating budget as listed in Exhibit C.

<b>Nursing and Allied Health Stipends</b>			
<b>Department</b>	<b># of Faculty</b>	<b>Stipend Rate</b>	<b>Total Salary Funds</b>
Patient Care Technician	1	8,500.00	\$ 8,500.00
Vocational Nursing Program	11	8,500.00	93,500.00
<b>Total</b>	<b>12</b>		<b>\$102,000.00</b>

The total increase to the August 2023 Staffing Plan, including the pools, is \$1,532,318.00.

Background - As indicated in the Administrative Regulations, the College Employee Staffing Plan, is the official document listing position titles, classifications, employee names, and salaries for each fiscal year. The Employee Staffing Plan is not a contract between the College and any person listed on it, and neither the Employee Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights,

expectations of continued employment, or a property interest for any person listed in the Employee Staffing Plan.

Funding Source – The revisions to the Staffing Plan will be funded from the position pools approved by the Board on August 22, 2023, and as presented in the proposed budget amendment that follows in the packet for the Committee's consideration.

Reviewers – The President and all the Vice Presidents reviewed the adjustments to the Staffing Plan requested for each division.

Enclosed – The Exhibits listing the FY 2023 – 2024 proposed critical positions previously identified and requested by each division follows in the packet for the Committee's information and review.

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

It is requested that the Committee recommend Board approval on the revised Employee Staffing Plan for FY 2023 – 2024 in the amount of \$1,532,318.00 as presented.

**South Texas College**  
Unrestricted Fund (per THECB House Bill 8 funding)

	Total
Exhibits A-1 through A-6	\$ 1,214,575.00

(Pools allocated to each Division were Board approved on August 22, 2023)

**South Texas College**  
 Unrestricted Fund (per THECB House Bill 8 funding)  
**Office of the President**

New Critical Non-Faculty Positions for FY 2023 - 2024						
#	Department Name	Organization #	Position Title	Classification	Pay Grade	Proposed Salary
1	Office of the President	100004	Special Assistant to the President	Executive Administrative Professional	8	\$ 98,169
Rationale: • Additional support for the President to assist in the establishment, cultivation, and management of relationships with external stakeholders and members of the community to promote the mission and vision of the College. The candidate will also provide operational support in working closely with local, state, and federal officials to educate them on the educational needs of the College.						
<b>Total for (1) New Critical Non-Faculty Position</b>					<b>\$</b>	<b>98,169</b>
<b>Grand Total to be applied to Salary Adjustment Pool # 842362</b>					<b>\$</b>	<b>98,169</b>

**South Texas College**  
 Unrestricted Fund (per THECB House Bill 8 funding)  
**Vice President for Academic Affairs**

New Critical Non-Faculty Positions for FY 2023 - 2024						
#	Department Name	Organization #	Position Title	Classification	Pay Grade	Proposed Salary
1	Div. of Business, Public Safety & Technology	221001	Academic Coach	Executive Administrative Professional	3	\$ 55,947
Rationale: •Position is needed as approval from SACSCOC has been granted to begin offering CBE courses for CTE. The position will provide students with day-to-day guidance on how to navigate a CBE program, including their time management and checking on their pace toward completion of the competency modules. When students encounter barriers/ questions not related to the course content, the Academic Coach is a point of contact to provide answers and help resolve any issues.						
2	Theatre	223004	Theatre Support Service Technician	Administrative Technical Support	2	\$ 32,781
Rationale: •Currently, the position is a full-time temp; requesting to transition to a full-time regular. The position has been full-time temp since 2014 and has provided technical theater and public relations/box office support to the Coordinator of Theater Support Services, which includes assistance in stage management, set design, construction, painting, public relations, and advertising on social media, among other duties. Establishing the Technician as a full-time regular would further the success and growth of the Theatre and Dance programs and events.						
3	Academic Affairs - VP Admin	210002	Graphic Designer I	Administrative Technical Support	4	\$ 39,333
Rationale: •Currently, the position is a full-time temp; requesting to transition as a full-time regular. After several years, a full-time regular position is needed to assist the Academic Affairs Division with internal and external projects that require graphic design.						
4	Div. of Math, Science, IT & BA Programs	225005	MSITB Initiatives Manager	Executive Administrative Professional	6	\$ 75,781
Rationale: •Position needed to support the MSITB Division with division initiatives such as grants and apprenticeships.						
5	Biology	221301	Lab Specialist II	Administrative Technical Support	5	\$ 45,625
Rationale: •Currently, the position is a full-time temp; requesting to transition as a full-time regular.						
<b>Total for (5) New Critical Non-Faculty Positions</b>						<b>\$ 249,467</b>

Pool Adjustment for FY 2023 - 2024						
#	Department Name	Organization #	Pool Title/ Pool Number	Current Pool Amount	New Pool Amount	Impact to Salary Adjustment Pool
1	Academic Affairs - VP Admin	210002	DW Staff - AA Pool# 841274	\$ 62,250	\$ 85,334	\$ 23,084
Rationale: •This transfer will assist with funding the departments within the Academic Affairs Division.						
<b>Total for (1) Pool Adjustment</b>						<b>\$ 23,084</b>

<b>Grand Total to be applied to Salary Adjustment Pool # 845279</b>						<b>\$ 272,551</b>
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**South Texas College**  
Unrestricted Fund (per THECB House Bill 8 funding)  
**Vice President for Finance and Administrative Services**

New Critical Non-Faculty Positions for FY 2023 - 2024						
#	Department Name	Organization #	Position Title	Classification	Pay Grade	Proposed Salary
1	Finance and Administrative Services	400003	Graphic Designer I	Administrative Technical Support	4	\$39,333
Rationale: •Currently, the position is a temporary assignment; request is to transition to a full-time regular position that will assist with producing College printed publications and materials for the Finance and Administrative Services Division. Will prepare graphs, dashboards, flowcharts, and PowerPoint presentations and use various software applications to assemble and/or format data and/or reports. Will also be collaborating with other departments, such as PR and Marketing, for college-level projects.						
2	Finance and Administrative Services	400003	Secretary	Administrative Technical Support	1	\$30,680
Rationale: •A new position is requested to perform secretarial duties at the Office of the Vice President for Finance and Administrative Services department. This individual will perform secretarial duties such as electronic and hardcopy filing, answering the phone, making copies, and scanning. This includes maintaining files of specified and confidential materials, among other duties as assigned.						
<b>Total for (2) New Critical Non-Faculty Positions</b>						<b>\$ 70,013</b>

Frozen Non-Faculty Positions for FY 2023 - 2024									
#	Department Name	Organization #	Position Title/Number	Classification	Current Frozen Amount	Previously Frozen Amount	Proposed Salary Adjustment	New Salary with Adjustment	Impact to Salary Adjustment Pool
1	Purchasing	420007	Unfreeze Position #709580 - Contracts Specialist	Administrative Technical Support Pay Grade 5	\$ 2	\$ -	\$ 45,625	\$ 45,625	\$ 45,623
Rationale: •This position is critical in assisting the Contract Manager with tracking and managing the increased number of contracts for the Purchasing Department and College.									
2	Central Receiving	420004	Unfreeze Position #703584 - Fixed Assets and Receiving Technician	Operations Support Pay Grade 2	\$ 2	\$ -	\$ 32,760	\$ 32,760	\$ 32,758
Rationale: •This position is critical in assisting the Central Receiving, Fixed Assets, and Mailroom areas with the daily deliveries, surplus assets, and mail deliveries.									
3	Safety and Security	450002	Unfreeze Position #772514 & Title Change - Security Guard to Surveillance Systems Supervisor	Operations Support Pay Grade 7	\$ 2	\$ 23,998	\$ 25,006	\$ 49,004	\$ 49,002
Rationale: •The Surveillance Systems Supervisor's duties and responsibilities will align with the current needs of our department. The main responsibility of this position would be to serve as the immediate supervisor to the proposed camera team positions. This position would also be a liaison between the college stakeholders, the camera team, and the department's supervising team. The supervisor would serve as project manager for all camera projects coming from Facilities Planning and Construction and other college departments.									
4	Campus Police	450051	Unfreeze Position #707514 & Title Change - Police Dispatcher to Emergency Training and Preparedness Manager	Executive Administrative Professional Pay Grade 5	\$ 2	\$ 31,481	\$ 37,100	\$ 68,581	\$ 68,579
Rationale: •The Emergency Manager's main function is to manage the college's emergency management program by implementing the four principles of mitigation, preparedness, response, and recovery. Additionally, they will lead the Emergency Management Program to help focus the efforts of the Comprehensive Safety Program, aligning South Texas College with State and Federal requirements. This position will be a central contact for local emergency management and public safety offices.									
5	Safety and Security	450002	Unfreeze Position #733514 & Title Change - Security Guard Specialist to Parking Support Specialist	Operations Support Pay Grade 5	\$ 2	\$ 35,938	\$ 5,350	\$ 41,288	\$ 41,286
Rationale: •The Parking Support Specialist's main functions are to monitor the parking portal, assist callers, mail out parking permits, and issue temporary parking permits. They are also to conduct the appeals committee meetings, enter the necessary data in the system, conduct an inventory of the parking permits monthly, and provide support to the Police Compliance Coordinator and the Parking and Security Services Manager.									
<b>Total for (5) Frozen Non-Faculty Positions</b>									<b>\$ 237,248</b>

**South Texas College**  
 Unrestricted Fund (per THECB House Bill 8 funding)  
**Vice President for Finance and Administrative Services**

Reclassifications of Existing Non-Faculty Positions for FY 2023 - 2024									
#	Department Name	Organization #	Position Title/Number	Classification	New Pay Grade	Current Salary	Proposed Salary Adjustment	Adjusted Salary Budget	Impact to Salary Adjustment Pool
1	Purchasing	420007	Reclassification for Buyer - Technical (Position 700580) to Senior Buyer - Filled	Executive Administrative Professional	4	\$ 54,602	\$ 5,822	\$ 60,424	\$ 5,822
Rationale: •The responsibilities of the Technical Buyer have increased to the level of a Senior Buyer. This position is responsible for managing and preparing proposal requests and managing all the existing contract renewals.									
2	Purchasing	420007	Reclassification for Buyer (Position 729580) to Buyer - Technical - Filled	Executive Administrative Professional	3	\$ 48,589	\$ 7,359	\$ 55,948	\$ 7,359
Rationale: •The responsibilities of this Buyer have increased to the level of the Technical Buyer. This position is responsible for the purchase of technology equipment and services.									
3	Dir Fac Planning and Construction	430001	Reclassification for Facilities Planning and Construction Accounts Assistant (Position 701513) to Facilities Planning and Construction Accounts Specialist - Filled	Operations Support	5	\$ 35,256	\$ 6,032	\$ 41,288	\$ 6,032
Rationale: •Employee has demonstrated excellent abilities to perform current duties and has displayed the ability to perform additional duties with minimal supervision with accuracy and expedience.									
4	Business Office	410013	Reclassification for Accountant (Position 710184) to Accounting Group Supervisor - Filled	Executive Administrative Professional	5	\$ 61,901	\$ 3,380	\$ 65,281	\$ 3,380
Rationale: •Current position was reviewed with TASB & HR. This department oversees property taxes, bonds, fixed assets, general accounting, and chart of accounts. The current accountant has worked with all areas except for property tax, and with this new role, she will get exposure to all areas and experience with motion and board presentations. In addition, this area has grown and added new GASB pronouncement 87 and 96, which requires a lot of research and decision-making and have increased the complexity of her duties. This supervisor will also have a big role in the ERP implementation as this department oversees the Chart of Account.									
5	Business Office	410013	Reclassification for Accounting Specialist (Position 751184) to Accountant - Filled	Administrative Technical Support	6	\$ 44,491	\$ 5,549	\$ 50,040	\$ 5,549
6	Business Office	410013	Reclassification for Accounting Specialist (Position 716184) to Accountant - Filled	Administrative Technical Support	6	\$ 48,152	\$ 3,857	\$ 52,009	\$ 3,857
7	Business Office	410013	Reclassification for Accounting Specialist (Position 743184) to Accountant - Filled	Administrative Technical Support	6	\$ 43,576	\$ 6,464	\$ 50,040	\$ 6,464
Rationale: •Reviewed with TASB & HR. The Grant accounting specialist's duties already include a higher level of responsibilities than other accounting specialists at the business office due to the nature of the work. All specialists manage sub-awards to ensure compliance with federal, state, local, and private financial laws and regulations and analyze grant budgets and expenses. There is increased scrutiny from regulators to ensure taxpayer money is spent appropriately. They make judgment calls and decisions that affect grants and funding.									
8	Business Office	410013	Reclassification for Accounting Assistant (Position 738184) to Accounting Specialist - Filled	Administrative Technical Support	5	\$ 38,313	\$ 7,093	\$ 45,406	\$ 7,093
Rationale: •There has been much turnover in the Travel office. We want to upgrade this position to an accounting specialist so that they can assist the assistants if needed, reconcile SpendNet Banking for lodging, review travel reports, and prepare year-end audit reports, which she is very capable of. Some of these duties are currently performed by other AP staff (Accountant and Supervisor) as it's above the assistant's duties. A specialist position used to be in the travel department, however, due to other higher-priority needs in the Business Office, we had to use that position for funding for other positions and haven't been able to create or upgrade to another specialist position since. The travel department is one of the areas where we get the most complaints, due to the high turnover and the high volume of activity.									
9	Business Office	410013	Reclassification for Administrative Assistant (Position 700228) to Senior Administrative Assistant - Filled	Administrative Technical Support	4	\$ 39,728	\$ 1,269	\$ 40,997	\$ 1,269
Rationale: •The title change and reclassification is needed to accurately reflect the essential work functions of the position.									

**South Texas College**  
 Unrestricted Fund (per THECB House Bill 8 funding)  
**Vice President for Finance and Administrative Services**

#	Department Name	Organization #	Position Title/Number	Classification	New Pay Grade	Current Salary	Proposed Salary Adjustment	Adjusted Salary Budget	Impact to Salary Adjustment Pool
10	Human Resources	460001	Reclassification for Human Resources Specialist - Employee Relations (Position 724240) to Coordinator - Employee Relations - Filled	Executive Administrative Professional	3	\$ 45,406	\$ 7,137	\$ 52,543	\$ 7,137
11	Human Resources	460001	Reclassification for Human Resources Specialist - Employee Relations (Position 700057) to Coordinator - Employee Relations - Filled	Executive Administrative Professional	3	\$ 45,864	\$ 6,679	\$ 52,543	\$ 6,679
Rationale: •These employees have a proven track record that reflects a high level of commitment, professionalism, diligence, and proficiency that far exceeds their current placement as Specialists. The Employee Relations department is an area that has responsibilities across all HR areas, and they have become the de facto personnel to troubleshoot, address, and promote the effectiveness of the department, especially as it relates to the front desk area and providing extra support to other areas. Their ability to keep sensitive information private and confidential (as the case may be) and to handle multiple projects in the fast-paced ERO area. Further, they have grown professionally and showed continued interest in learning new facets of the job. They have also assisted with high-level research and document preparation.									
<b>Total for (11) Reclassifications of Existing Non-Faculty Positions</b>									<b>\$ 60,641</b>

Pool Adjustment for FY 2023 - 2024						
#	Department Name	Organization #	Pool Title/ Pool Number	Current Pool Amount	New Pool Amount	Impact to Salary Adjustment Pool
1	Finance and Administrative Services	400003	FAS Non-Faculty Temp Pool Pool# 720360	\$ 37,390	\$ 39,295	\$ 1,905
Rationale: •This transfer will assist with funding the departments within the Finance and Administrative Services Division.						
<b>Total for (1) Pool Adjustment</b>						<b>\$ 1,905</b>

<b>Grand Total to be applied to Salary Adjustment Pool # 844360</b>						<b>\$ 369,807</b>
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**South Texas College**  
 Unrestricted Fund (per THECB House Bill 8 funding)  
**Vice President for Information Services, Planning, Performance and Strategic Initiatives**

Frozen Non-Faculty Positions for FY 2023 - 2024									
#	Department Name	Organization #	Position Title	Classification	Current Frozen Amount	Previously Frozen Amount	Salary Adjustment	New Salary with Adjustment	Impact to Salary Adjustment Pool
1	Technology Support	520005	Unfreeze Position #710392 - IT Operations Manager (vacant)	Technology Pay Grade 7	\$ 2	\$ -	\$ 80,366	\$ 80,366	\$ 80,364
Rationale: •The unfreezing of this position is needed to manage campus operations across the institution to ensure consistent standardization of support for classroom technologies, faculty, and staff support and events.									
<b>Total for (1) Frozen Non-Faculty Position</b>									<b>\$ 80,364</b>

Pool Adjustments for FY 2023 - 2024						
#	Department Name	Organization #	Pool Title/ Pool Number	Current Pool Amount	New Pool Amount	Impact to Salary Adjustment Pool
1	Center for Learning Excellence - NAH	570006	CLE-NAH-SLA/SI Leader Pool# 846423	\$ 89,146	\$ 121,146	\$32,000
2	Center for Learning Excellence - Supplemental Instruction	570009	CLE-SI-SLA/SI Leader Pool# 849423	\$ 135,000	\$ 167,000	\$32,000
3	Center for Learning Excellence - Pecan	570004	CLE-PCN-SLA/SI Leader Pool# 844423	\$ 230,461	\$ 262,461	\$32,000
4	Educational Technologies	540001	DW Staff - Educational Technologies Pool# 840102	\$ 140,065	\$ 156,065	\$16,000
5	Learning Commons and Open Labs	540005	DW Staff - Lrng Comm and OL Pool# 844397	\$ 76,578	\$ 91,578	\$15,000
6	Library Public Services	530013	DW Staff - Library Public Services Pool# 841101	\$ 124,112	\$ 157,112	\$33,000
7	Technology Support	520005	DW Staff - Tech Support Pool# 840391	\$ 27,839	\$ 57,839	\$30,000
Rationale: •These pool transfers will assist with funding the departments within the Information Services, Planning, Performance, and Strategic Initiatives division.						
<b>Total for (7) Pool Adjustments</b>						<b>\$ 190,000</b>

<b>Grand Total to be applied to Salary Adjustment Pool # 840625</b>	<b>\$ 270,364</b>
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**South Texas College**  
 Unrestricted Fund (per THECB House Bill 8 funding)  
**Vice President for Institutional Advancement & Economic Development**

Reclassifications of Existing Non-Faculty Positions for FY 2023 - 2024									
#	Department Name	Organization #	Position Title/Number	Classification	New Pay Grade	Current Salary	Proposed Salary Adjustment	Adjusted Salary Budget	Impact to Salary Adjustment Pool
1	Office of Sponsored Initiatives	141002	Reclassification for Grant Development Officer (Position 700316) to Senior Development Officer - Filled	Executive Administrative Professional	5	\$ 58,502	\$ 6,498	\$ 65,000	\$ 6,498
Rationale: •The Senior Development Officer serves as the lead to incorporate quality assurance throughout the project lifecycle, primarily with pre-award activities, to ensure that compliance practices are identified and analyzed during the grant development process to ensure successful sponsored projects and outcomes. This involves the development, review, and submission of applications or proposals for funding and sub-recipient agreements that comply with funding agency guidelines. This Officer promotes effective development and management of projects by providing guidance, oversight, and expertise to College personnel and support to advance sponsored project initiatives.									
2	Office of Sponsored Initiatives	141002	Reclassification for Grant System Management and Compliance Officer I (Position 704160) to Senior Management and Compliance Officer - Filled	Executive Administrative Professional	6	\$ 68,953	\$ 2,547	\$ 71,500	\$ 2,547
Rationale: •The Senior Management and Compliance Officer is the lead to incorporate quality assurance throughout the project lifecycle, primarily with post-award activities. This Officer promotes effective management and compliance, provides guidance to College personnel, and facilitates correspondence of monitoring, internal controls, award kickoff handoff, effort reporting, and closeouts. This position monitors sponsored project's progression with funding agencies, including local, state, federal, and private rules, regulations, and terms and conditions.									
<b>Total for (2) Reclassifications of Existing Non-Faculty Positions</b>								<b>\$</b>	<b>9,045</b>

Pool Adjustment for FY 2023 - 2024						
#	Department Name	Organization #	Pool Title/ Pool Number	Current Pool Amount	New Pool Amount	Impact to Salary Adjustment Pool
1	Institutional Advancement	100014	DW Staff Pool - IAED Pool# 840650	\$ 8,601	\$ 29,677	\$21,076
Rationale: •This transfer will assist with DW funding within the Institutional Advancement and Economic Development Department.						
<b>Total for (1) Pool Adjustment</b>						<b>\$ 21,076</b>

<b>Grand Total to be applied to Salary Adjustment Pool # 841650</b>	<b>\$ 30,121</b>
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**South Texas College**  
 Unrestricted Fund (per THECB House Bill 8 funding)  
**Vice President for Student Affairs and Enrollment Management**

New Critical Non-Faculty Positions for FY 2023 - 2024						
#	Department Name	Department #	Position Title	Classification	Pay Grade	Salary
1	College Connections	320003	College Connection Specialist/ Recruiter	Administrative Technical Support	4	\$ 38,335
2	College Connections	320003	College Connection Specialist/ Recruiter	Administrative Technical Support	4	\$ 38,335
Rationale: •Additional College recruiters needed for Enrollment Strategies including HS Seniors, HS Graduates not enrolled in higher education, and recruitment for STC Promise program.						
<b>Total for (2) New Critical Non-Faculty Positions</b>						<b>\$ 76,670</b>

Pool Adjustment for FY 2023 - 2024						
#	Department Name	Department #	Pool Title/ Pool Number	Current Pool Amount	New Pool Amount	Impact to Salary Adjustment Pool
1	Student Affairs and Enrollment Management	300003	DW Staff - SAEM Pool# 848612	\$ 29,490	\$ 126,383	\$ 96,893
Rationale: •This transfer will assist with funding the departments within the Academic Affairs Division.						
<b>Total for (1) Pool Adjustment</b>						<b>\$ 96,893</b>

<b>Grand Total to be applied to Salary Adjustment Pool # 840190</b>						<b>\$ 173,563</b>
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**South Texas College**  
Unrestricted Fund

**Vice President for Institutional Advancement & Economic Development (Additional positions)**

<b>New Critical Non-Faculty Positions for FY 2023 - 2024</b>						
#	Department Name	Organization #	Position Title	Classification	Pay Grade	Proposed Salary
1	Institutional Advancement	100014	Project Manager - Institutional Advancement and Economic Development	Executive Administrative Professional	3	\$55,948
Rationale: • The position is needed to support the entire IAED team and will assist with project development, event coordination, and overall areas in the IAED division.						
2	Institutional Advancement	100014	Institutional Advancement and Economic Development Specialist	Executive Administrative Professional	2	\$47,901
Rationale: • The position is needed to perform the duties, responsibilities, and the potential for increased operational tasks						
3	Office of Sponsored Initiatives	141002	Coordinator - Sponsored Projects	Executive Administrative Professional	3	\$55,948
Rationale: • The Sponsored Projects Coordinator is needed to support the entire Sponsored Initiatives team and will assist with checking essential project details, routing packets, processing approvals, retaining and disposing of records and assets.						
<b>Total for (3) New Critical Non-Faculty Positions</b>						<b>\$ 159,797</b>

<b>Frozen Non-Faculty Positions for FY 2023 - 2024</b>									
#	Department Name	Organization #	Position Title/Number	Classification	Current Frozen Amount	Previously Frozen Amount	Proposed Salary Adjustment	New Salary with Adjustment	Impact to Salary Adjustment Pool
1	Office of Sponsored Initiatives	141002	Unfreeze Position #702420 - Resource Development Officer	Executive Administrative Professional	\$ 2	\$ 52,000	\$ 3,948	\$ 55,948	\$ 55,946
Rationale: • Responsible for pre-award functions, to include the identification and review of grant opportunities, along with the development and submission of proposals. The pre-ward team also prepares Business Office forms for Organization and Fund codes, conducts Award Kickoffs and facilitates contract processing.									
<b>Total for (1) Frozen Non-Faculty Position</b>									<b>\$ 55,946</b>

<b>Grand Total of Positions Requested</b>	<b>\$ 215,743</b>
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## South Texas College

Unrestricted Fund

## Vice President for Academic Affairs (NAH Faculty Stipends)

Nursing and Allied Health (NAH) Faculty Stipends for Fall 2023				
#	Department Name	Organization #	Description	Proposed Stipend
1	Patient Care Technician Program	224037	Stipend for Patient Care Faculty	\$8,500
2	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
3	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
4	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
5	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
6	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
7	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
8	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
9	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
10	Vocational Nursing - Mid Valley	224037	Stipend for Vocational Nursing Faculty	\$8,500
11	Vocational Nursing - Starr	224037	Stipend for Vocational Nursing Faculty	\$8,500
12	Vocational Nursing - Starr	224037	Stipend for Vocational Nursing Faculty	\$8,500
Rationale: •Stipend for faculty working in Mid Valley and Starr County campuses to match stipend funded by grant for McAllen nursing faculty.				
<b>Total for (12) NAH Faculty Stipends</b>				<b>\$ 102,000</b>
<b>Grand Total of Stipends</b>				<b>\$ 102,000</b>

## **Discussion and Action as Necessary on Proposed Budget Amendment for FY 2023 - 2024**

Purpose and Justification - Administration requests the Committee recommend Board approval of the proposed budget amendment for FY 2023 – 2024.

Background – The proposed budget amendment is necessary for the following reasons:

1. Retention Incentive Payment and Technology Support Reimbursement Payment - To increase the Unrestricted Fund revenue and expenditure budget as a result of the proposed Retention Incentive Payment in the amount of \$3,310,238 and the proposed Technology Support Reimbursement Payment for eligible employees in the amount of \$1,475,175. The source of budget is carryover allocations.
2. Institutional Advancement and Economic Development Division Staffing - To reallocate the Unrestricted Fund expenditure budget for the purpose of funding positions in the Institutional Advancement and Economic Development Division staffing in the amount of \$266,443. The source of budget is operating budget.
3. Nursing and Allied Health Retention and Recruitment Faculty Stipends - To increase the Unrestricted Fund revenue and expenditure budget to fund retention and recruitment stipends for Nursing and Allied Health faculty working at for the Starr and Mid-Valley campuses in the amount of \$129,500 for the Fall 2023 semester. The source of budget is operating budget.
4. Restricted Fund State Insurance Appropriation - To decrease the Restricted Fund State Insurance Appropriation revenue and expenditure budget in the amount of \$91,997.

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for the Unrestricted Fund and the Restricted Fund for fiscal year 2023 – 2024 will be adjusted as follows:

<b>Fiscal Year 2023 - 2024</b>					
<b>Budgeted Revenues and Expenditures – Unrestricted and Restricted Funds</b>					
	<b>Fund</b>	<b>Exh.</b>	<b>Amended/Original Budget</b>	<b>Proposed Amendment</b>	<b>Amended Budget</b>
I.	Unrestricted Fund	A	\$209,937,024	\$4,785,413	\$214,722,437
II.	Restricted Fund	B	77,479,672	(91,997)	77,387,675

The budget amendment details and presentation follow in the packet Committee's information and review.

The budget amendment is proposed as follows:

### **I. Budget Amendment – Increase the Unrestricted Fund Revenues and Expenditures**

A budget amendment is proposed to increase the Unrestricted Fund Revenues and Carryover Allocations and Expenditures by \$4,785,413 as follows:

**Fiscal Year 2023 – 2024  
Unrestricted Fund Revenue and Carryover Allocations  
and Expenditures Increase**

<b>Source</b>	<b>Amended Budget</b>	<b>Proposed Amendment</b>	<b>Amended Budget</b>
<b>Revenue/Carryover Allocations</b>			
Total Carryover Allocations	\$20,328,576	\$4,785,413	\$25,113,989
<b>Expenditures</b>			
Total Salaries	115,506,311	3,392,743	118,899,054
Total Benefits	26,665,036	1,788,613	28,453,649
Total Operating	46,928,839	(395,943)	46,532,896
<b>Total Unrestricted Fund Expenditures Increase</b>	<b>\$189,100,186</b>	<b>\$4,785,413</b>	<b>\$193,885,599</b>

Carryover Allocations is proposed to increase \$4,785,413 as follows:

- \$3,310,238 for the purpose of funding the proposed Retention Incentive Payment for eligible employees, and
- \$1,475,175 for the purpose of funding the proposed Technology Support Reimbursement Benefit Payment for eligible employees.

The Salaries expenditure budget is proposed to increase by \$3,392,743 as follows:

- \$3,075,000 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees,
- \$215,743 due to additional funding for positions in the Institutional Advancement and Economic Development division, and
- \$102,000 due to additional funding for retention and recruitment stipends for Nursing and Allied Health faculty working at the Starr and Mid-Valley campuses for the Fall 2023 semester.

The Benefits expenditure budget is proposed to increase by \$1,788,613 as follows:

- \$235,238 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees,
- \$1,475,175 due to the projected total cost of the proposed Technology Support Reimbursement Benefit Payment for eligible employees,
- \$50,700 due to additional funding for positions in the Institutional Advancement and Economic Development division, and
- \$27,500 due to additional funding for retention and recruitment stipends for Nursing and Allied Health faculty working at the Starr and Mid-Valley campuses for the Fall 2023 semester.

The Operating expenditure budget is proposed to decrease by \$395,943 as follows:

- \$266,443 due to the reallocation of funds from the operating expenditure budget to the salary and benefits expenditure budgets due to additional positions in the Institutional Advancement and Economic Development division, and
- \$129,500 due to the reallocation of funds from the operating expenditure budget to the salary and benefits expenditure budgets due to the retention and recruitment stipends for Nursing and Allied Health faculty working at the Starr and Mid-Valley campuses for the Fall 2023 semester.

## II. Budget Amendment – Decrease Restricted Fund Revenues and Expenditures

A budget amendment is proposed to decrease the Restricted Fund Revenues and Expenditures per the new allocation schedule received from the Legislative Budget Board, by \$91,997 as follows:

<b>Fiscal Year 2023 – 2024</b>			
<b>Restricted Fund Revenue and Expenditures Decrease</b>			
<b>Source</b>	<b>Original Budget</b>	<b>Proposed Amendment</b>	<b>Amended Budget</b>
<b>Revenue</b>			
Total Restricted Revenue	\$77,479,672	\$(91,997)	\$77,387,675
<b>Expenditures</b>			
Total Benefits	\$10,708,097	\$(91,997)	\$10,616,100

State Insurance Appropriation revenue is proposed to decrease by \$91,997 as follows:

- \$91,997 due to a decrease in Higher Education Employees Group Insurance Contributions for FY 2023 – 2024.

The Benefits expenditure budget is proposed to decrease by \$91,997 as follows:

- \$91,997 due to a decrease in Higher Education Employees Group Insurance Contributions for FY 2023 – 2024.

Enclosed Documents – The budget amendment details and presentation follow in the packet for the Committee’s information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Proposed Budget Amendment for FY 2023 – 2024.

It is requested that the Committee recommend Board approval of the proposed budget amendment for FY 2023 – 2024, as presented.

## South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2024  
AMENDED

### Revenue Summary

Revenue Source and Carryover Allocations	Amended Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 52,994,625	\$ -	\$ 52,994,625
Total Tuition	55,810,730	-	55,810,730
Total Fees	2,912,740	-	2,912,740
Total M&O Property Taxes	68,095,878	-	68,095,878
Total Other Revenues	9,794,475	-	9,794,475
Total Carryover Allocations	20,328,576	4,785,413	25,113,989
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 209,937,024</b>	<b>\$ 4,785,413</b>	<b>\$ 214,722,437</b>

### Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 115,506,311	\$ 3,392,743	\$ 118,899,054
Total Benefits	26,665,036	1,788,613	28,453,649
Total Operating	46,928,839	(395,943)	46,532,896
Total Travel	2,535,102	-	2,535,102
Total Capital Outlay	6,301,736	-	6,301,736
<b>Total Expenditures</b>	<b>\$ 197,937,024</b>	<b>\$ 4,785,413</b>	<b>\$ 202,722,437</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund - Construction	10,000,000	-	10,000,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
<b>Total Transfers &amp; Reserves</b>	<b>12,000,000</b>	<b>-</b>	<b>12,000,000</b>
<b>Total Expenditures/Transfers &amp; Reserves</b>	<b>\$ 209,937,024</b>	<b>\$ 4,785,413</b>	<b>\$ 214,722,437</b>

## South Texas College Restricted Fund

Fiscal Year Ending August 31, 2024  
AMENDED

### Revenue Summary

Revenue Source	Original Budget	Budget Amendment	Amended Budget
Total Restricted Revenue	\$ 77,479,672	\$ (91,997)	\$ 77,387,675
<b>Total Revenues</b>	<b>\$ 77,479,672</b>	<b>\$ (91,997)</b>	<b>\$ 77,387,675</b>

### Expenditures Summary

Expenditures/Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 4,239,606	\$ -	\$ 4,239,606
Total Benefits	10,708,097	(91,997)	10,616,100
Total Operating	2,626,324	-	2,626,324
Total Travel	69,691	-	69,691
Total Capital Outlay	657,566	-	657,566
Total Scholarships	59,178,387	-	59,178,387
<b>Total Expenditures</b>	<b>\$ 77,479,672</b>	<b>\$ (91,997)</b>	<b>\$ 77,387,675</b>



# Proposed Budget Amendment for FY 2023 - 2024

SEPTEMBER 12, 2023

MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA  
VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

## Background

Proposed budget amendment is necessary for the following reasons:

1. Retention Incentive Payment and Technology Support Reimbursement Payment - To increase the Unrestricted Fund revenue and expenditure budget as a result of the proposed Retention Incentive Payment in the amount of \$3,310,238 and the proposed Technology Support Reimbursement Payment for eligible employees in the amount of \$1,475,175. The source of budget is carryover allocations.
2. Institutional Advancement and Economic Development Division Staffing - To reallocate the Unrestricted Fund expenditure budget for the purpose of funding positions in the Institutional Advancement and Economic Development Division staffing in the amount of \$266,443. The source of budget is operating budget.
3. Nursing and Allied Health Retention and Recruitment Faculty Stipends - To increase the Unrestricted Fund revenue and expenditure budget to fund retention and recruitment stipends for Nursing and Allied Health faculty working at for the Starr and Mid-Valley campuses in the amount of \$129,500 for the Fall 2023 semester. The source of budget is operating budget.
4. Restricted Fund State Insurance Appropriation - To decrease the Restricted Fund State Insurance Appropriation revenue and expenditure budget in the amount of \$91,997.

2

## Summary of Proposed Budget Amendment

Fund	Original/ Amended Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	\$209,937,024	\$4,785,413	\$214,722,437
Restricted Fund	77,479,672	(91,997)	77,387,675

3

## Unrestricted Fund

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## Proposed Budget Amendment Summary Unrestricted Fund

### Revenue Summary

Revenue Source and Carryover Allocations	Amended Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 52,994,625	\$ -	\$ 52,994,625
Total Tuition	55,810,730	-	55,810,730
Total Fees	2,912,740	-	2,912,740
Total M&O Property Taxes	68,095,878	-	68,095,878
Total Other Revenues	9,794,475	-	9,794,475
Total Carryover Allocations	20,328,576	4,785,413	25,113,989
<b>Total Revenues and Carryover Allocations</b>	<b>\$ 209,937,024</b>	<b>\$ 4,785,413</b>	<b>\$ 214,722,437</b>

5

## Proposed Budget Amendment Summary Unrestricted Fund

### Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 115,506,311	\$ 3,392,743	\$ 118,899,054
Total Benefits	26,665,036	1,788,613	28,453,649
Total Operating	46,928,839	(395,943)	46,532,896
Total Travel	2,535,102	-	2,535,102
Total Capital Outlay	6,301,736	-	6,301,736
<b>Total Expenditures</b>	<b>\$ 197,937,024</b>	<b>\$ 4,785,413</b>	<b>\$ 202,722,437</b>
<b>Transfers &amp; Reserves</b>			
Transfer to Unexpended Plant Fund - Construction	10,000,000	-	10,000,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
<b>Total Transfers &amp; Reserves</b>	<b>12,000,000</b>	<b>-</b>	<b>12,000,000</b>
<b>Total Expenditures/Transfers &amp; Reserves</b>	<b>\$ 209,937,024</b>	<b>\$ 4,785,413</b>	<b>\$ 214,722,437</b>

6

## Summary of Budget Changes Unrestricted Fund – Revenues and Carryover Allocations

Revenue Source	Increase/ (Decrease)	Description
Total Carryover Allocations	\$4,785,413	To fund the proposed: \$3,310,238 for the purpose of funding the proposed Retention Incentive Payment for eligible employees, and \$1,475,175 for the purpose of funding the proposed Technology Support Reimbursement Benefit Payment for eligible employees.
<b>Total Revenue Increase</b>	<b>\$4,785,413</b>	

7

## Summary of Budget Changes Unrestricted Fund – Expenditures and Reserves

Revenue Source	Increase/ (Decrease)	Description
Total Salaries	\$3,392,743	To fund the proposed: \$3,075,000 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees, \$215,743 due to additional funding for positions in the Institutional Advancement and Economic Development division, and \$102,000 due to additional funding for retention and recruitment stipends for Nursing and Allied Health faculty working at the Starr and Mid-Valley campuses for the Fall 2023 semester.
Total Benefits	\$1,788,613	To fund the proposed: \$235,238 due to the projected total cost of the proposed Retention Incentive Payment for eligible employees, \$1,475,175 due to the projected total cost of the proposed Technology Support Reimbursement Benefit Payment for eligible employees, \$50,700 due to additional funding for positions in the Institutional Advancement and Economic Development division, and \$27,500 due to additional funding for retention and recruitment stipends for Nursing and Allied Health faculty working at the Starr and Mid-Valley campuses for the Fall 2023 semester.

8

## Summary of Budget Changes Unrestricted Fund – Expenditures and Reserves

Revenue Source	Increase/ (Decrease)	Description
Total Operating	\$395,943	To fund the proposed: \$266,443 due to the reallocation of funds from the operating expenditure budget to the salary and benefits expenditure budgets due to additional positions in the Institutional Advancement and Economic Development division, and \$129,500 due to the reallocation of funds from the operating expenditure budget to the salary and benefits expenditure budgets due to the retention and recruitment stipends for Nursing and Allied Health faculty working at the Starr and Mid-Valley campuses for the Fall 2023 semester.
<b>Total Expenditures Increase</b>	<b>\$4,785,413</b>	

9

## Restricted Fund

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10

## Proposed Budget Amendment Summary Restricted Fund

### Revenue Summary

Revenue Source	Original Budget	Budget Amendment	Amended Budget
Total Restricted Revenue	\$ 77,479,672	\$ (91,997)	\$ 77,387,675
<b>Total Revenues</b>	<b>\$ 77,479,672</b>	<b>\$ (91,997)</b>	<b>\$ 77,387,675</b>

### Expenditures Summary

Expenditures/Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 4,239,606	\$ -	\$ 4,239,606
Total Benefits	10,708,097	(91,997)	10,616,100
Total Operating	2,626,324	-	2,626,324
Total Travel	69,691	-	69,691
Total Capital Outlay	657,566	-	657,566
Total Scholarships	59,178,387	-	59,178,387
<b>Total Expenditures</b>	<b>\$ 77,479,672</b>	<b>\$ (91,997)</b>	<b>\$ 77,387,675</b>

11

## Summary of Budget Changes Restricted Fund

Source	Increase/ (Decrease)	Description
State Insurance Appropriation Revenue	\$(91,997)	Proposed to decrease: \$91,997 due to a decrease in Higher Education Employees Group Insurance Contributions for FY 2023 - 2024
Total Benefits	(91,997)	Proposed to decrease: \$91,997 due to a decrease in Higher Education Employees Group Insurance Contributions for FY 2023 - 2024

12

Questions?



13

**Presentation and Action as Necessary on Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2022 – 2023 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)**

Purpose and Justification – Administration requests the Committee recommend Board acceptance of the South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2022 - 2023 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c).

Under the Texas Education Code (TEC), Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the Institution's Chief Executive Officer regarding reports ***received from employees*** who are required to report under the TEC, Section 51.252.

The Chief Executive Officer of every higher education institution must also submit a data report at least once during each fall or spring semester to the Board of Trustees and submit the report to the Texas Higher Education Coordinating Board and certify that it has been presented to the Board and posted on the College's website.

During academic year 2022 - 2023 (commencing September 1, 2022), the College has received reports concerning sexual harassment, sexual assault, dating violence, or stalking incidents from employees.

Background – TEC Section 51.252 requires ***employees*** of higher education institutions to report incidents of sexual harassment, sexual assault, dating violence, or stalking allegedly committed by or against a student or employee to a Title IX Coordinator or Deputy Title IX Coordinator. If an employee fails to report or falsely reports such incidents, SB212 subjects these employees to criminal liability (misdemeanor) and termination of employment.

Thus, these reports **only include incidents submitted by employees** and does not include incidents submitted by students or others. Therefore, this is not a summary of all sexual harassment or sexual misconduct cases received by the College. Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the TEC have been omitted for compliance purposes of this specific report.

The College President is now presenting the FY 2022 - 2023 Annual Report.

The Annual Report for the period of September 2022 through August 2023 includes incidents defined in the TEC, Section 51.251 as "sexual harassment," "sexual assault," "dating violence," or "stalking," which are also violations of the sexual misconduct provisions of South Texas College Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited.

For the purposes of complying with the reporting requirements under TEC Section 51.253(a), these reports have been modeled following guidance by the Texas Higher Education Coordinating Board.

Reviewers – The Vice President for Finance and Administrative Services and Interim Title IX Coordinator have reviewed the information being presented.

Enclosed documents – The South Texas College's CEO's SB212 Annual Report for the period of September 2022 through August 2023 follows in the packet for the Board's information and review.

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

It is requested that the Committee recommend Board acceptance of the South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2022 - 2023 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented.



Office of the President

3201 W. Pecan Blvd.  
McAllen, TX 78501  
t 956-872-8366  
f 956-872-8368

P.O. Box 9701, McAllen, TX 78502-9701  
www.southtexascollege.edu

**South Texas College**  
**SB212 Annual Report, 2022-2023**  
(Commencing September 1, 2022 through August 31, 2023)

**TO:** South Texas College Board of Trustees  
**FROM:** Dr. Ricardo Solis, Ph.D., South Texas College President  
**DATE:** September 26, 2023  
**RE:** President Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), each institution's President is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports *received by employees* under the TEC, Section 51.252. This requires reporting of incidents constituting "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the President's reporting requirements under TEC, Section 51.253(c), the attached summary data report<sup>1</sup> (Appendix A) includes all of the required reporting information to the Board of Trustees for the 2022-2023 academic year, commencing September 1, 2022 and through August 31, 2023. The summary data in Appendix A is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the South Texas College Title IX Webpage as per the public reporting requirements under TEC, Section 51.253(c) at:

<https://www.southtexascollege.edu/title-ix/index.html>.

**Note:** Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

## **Appendix A**

### **Summary Data Report**

<sup>1</sup> When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

### **2022-2023 Academic Year**

(Commencing September 1, 2022 through August 31, 2023)

<b>Texas Education Code, Section 51.252</b>	
<b>Number of reports received under Section 51.252</b>	<b>9</b>
Number of confidential reports <sup>1</sup> under Section 51.252	
<b>Number of investigations conducted under Section 51.252</b>	<b>0</b>
Disposition <sup>2</sup> of any disciplinary processes for reports under Section 51.252:	
a. Concluded, No Finding of Policy Violation	0
b. Concluded, with Employee Disciplinary Sanction	0
c. Concluded, with Student Disciplinary Sanction	0
d. <b>SUBTOTAL</b>	<b>0</b>
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process	9

<b>Texas Education Code, Section 51.255</b>	
<b>Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)</b>	<b>0</b>
Any disciplinary action taken, regarding failure to report or false reports to the institution under <b>Section 51.255(c)</b> :	<b>0</b>
a. Employee termination	
b. Institutional intent to termination, in lieu of employee resignation	

<sup>1</sup> "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

<sup>2</sup> "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.

### **Review and Recommend Acceptance of Internal Audit Annual Report for FY 2023**

Purpose and Justification – “Texas Government Code Section 2102.015 *Publication of Audit Plan and Annual Report on Internet* requires state agencies and institutions of higher education to post certain information on their website. To comply with Texas Government Code 2102.015, an Internal Audit Annual Report has been completed.” The Internal Audit Annual Report includes a summary of audit findings along with management’s planned corrective actions.

The Internal Audit Annual Report provides the Committee with information related to the Internal Audit Function’s activities over the past fiscal year. Specifically, the annual report includes the prior year’s approved projects and audit plan; a summary of findings; management’s plan for corrective action; implementation status of corrective action; and next fiscal year’s approved projects and audit plan.

Enclosed Documents - A copy of the Internal Audit Annual Report follows in the packet for the Committee’s information and review.

Presenters – Mr. Khalil Abdullah, Chief Internal Auditor, will be present at the Committee meeting to discuss and address any questions.

It is requested that the Committee recommend Board acceptance of the Internal Audit Annual Report for FY 2023 as presented.



SOUTH TEXAS  
COLLEGE

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INTERNAL AUDIT

## Annual Report Fiscal Year 2023

Prepared by:  
Khalil M. Abdullah

## Table of Contents

<b>I. Compliance with TGC, Sec 2102.015 .....</b>	<b>3</b>
<b>II. Internal Audit Plan for Fiscal Year 2023.....</b>	<b>4</b>
<b>III. Consulting and Nonaudit Services .....</b>	<b>6</b>
<b>IV. External Quality Assurance Review.....</b>	<b>6</b>
<b>V. Summary of Findings and Management’s Corrective Action Plan.....</b>	<b>7</b>
<b>VI. Internal Audit Plan for Fiscal Year 2024.....</b>	<b>8</b>
<b>VII. External Audit Services – Fiscal Year 2023.....</b>	<b>10</b>
<b>VIII. Reporting Suspected Fraud and Abuse .....</b>	<b>10</b>

## **I. Compliance with TGC, Sec 2102.015**

Texas Government Code Section 2102.015 was added by House Bill 16 (83<sup>rd</sup>. Legislature) on June 14, 2013. House Bill 16 amended the Internal Auditing Act to require state agencies and institutions of higher education, as defined in the bill, to post agency internal audit plans, internal audit annual reports, and any weaknesses or concerns resulting from the audit plan or annual report on the entities' website, at the time and in the manner provided by the State Auditor's Office. Specifically, the College must post the following information within 30 days of approval by the Board of Trustees:

- The approved audit plan for the current fiscal year;
- The audit plan from the previous fiscal year;
- A detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns raised by the audit plan or annual report; and
- A summary of the action taken by the College to address concerns raised by the audit plan or annual report.

To comply with the requirements, South Texas College's Office of Internal Audits will submit its Annual Report to the website coordinators to be posted on the Internal Audit section of the College's website no later than 30 days after the Board of Trustees approves the current year audit plan at its August 22, 2023 scheduled meeting. This report includes all the elements required by Texas Government Code Section 2102.015.

## **II. Internal Audit Plan for Fiscal Year 2023**

The Board of Trustees approved the internal audit plan for FY 2023 on August 23, 2022. The audit plan was prepared using risk assessment techniques as required by the Institute of Internal Auditor (IIA) *Standards*.

Audits not completed in FY 2023 were carried forward and included in the FY 2024 audit plan.

### **FY 2022 – 2023 (Scheduled)**

1. Fraud Survey
2. Financial Aid – Federal Awards
3. Faculty Overloads & Stipends
4. Business Continuity / Disaster Recovery
5. Title IX
6. HR Processes – Employee Hiring and Staffing
7. Emergency Medical Technology (EMT) Program
8. Surprise Cash Counts
9. Purchasing – Proposal Evaluation Criteria
10. Quality Assurance Review – External QAR

Office of Internal Audits  
Fiscal Year 2023 Audit Plan

<b>FY 2023 Audit Plan - Engagements</b>	<b>Status of Plan</b>
<b>Risk Based Audits</b>	
Title IX	6/13/2023
Emergency Medical Technology (EMT) Program	6/13/2023
Business Continuity / Disaster Recovery	FY 2024
Financial Aid - Federal Awards	Fieldwork
HR Processes - Employee Hiring & Staffing	FY 2024
Faculty Overloads & Stipends	FY 2024
Quality Assurance and Improvement Program - External QAR	FY 2024
<b>Consulting Engagements</b>	
Surprise Cash Counts	6/29/2023
Purchasing Proposal Evaluation Criteria	9/30/2022
<b>Follow Up</b>	
Science Lab Safety	5/4/2023
<b>Other Audit Responsibilities and Special Projects</b>	
Fraud Survey	10/17/2022
Administration (e.g. secure resources, budget development, etc.)	In Process
Annual Financial Report	-
Misc. data analytics / fraud detection procedures, fraud risk assessment	6/14/2023
Quality Assurance and Improvement Program (QAIP & QAR)	8/31/2023
Professional Development & Training (40 hrs.CPE)	6/16/2023
Annual Risk Assessment & Risk Based Audit Plan Development	6/29/2023
Annual Report [Texas Govt. Code Sec. 2102.015]	9/12/2023
Unassigned/Unplanned/Mgmt. Special Requests	N/A

### **III. Consulting and Nonaudit Services**

The Office of Internal Audits worked on two consulting engagements in FY 2023:

- Proposal evaluation criteria;
- Surprise cash counts

### **IV. External Quality Assurance Review**

IIA *Standard* 1312 requires an external assessment of an internal audit activity be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. IIA *Standards* allows for the completion of a self-assessment that includes a comprehensive and fully documented process completed by the Internal Auditor with independent external validation. The Office of Internal Audits is due to have the results of the comprehensive self-assessment validated by an independent external assessor. Options for the selection of a qualified external assessor will be presented to the Finance, Audit, and HR Committee for their review and discussion.

**V. Summary of Findings and Management's Corrective Action Plan**

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
23-01	5/9/2023	Title IX	A formal process was not in place for documenting that individuals involved in making Title IX decisions were free from bias.	The Title IX Coordinator will require that all persons who participate in the investigation or resolution of a Title IX case provide a statement attesting to the fact that the person is free from bias or conflict as to the case.	Follow up - Pending
23-02	5/9/2023	Emergency Medical Services (EMS)	Written procedures to help guide employees in their day-to-day operations had not yet been established.	EMS Dept. is currently looking into written procedures that will guide its employees on their daily operations. --Spring 2024.	Follow up - Pending
23-02	5/9/2023	Emergency Medical Services (EMS)	Assets in use within the department did not trace back to inventory records.	EMS Dept. has started to research and confirm its fixed asset listing. The Dept. Chair has asked staff to verify the current listing.	Follow up - Pending

## **VI. Internal Audit Plan for Fiscal Year 2024**

In accordance with the Institute of Internal Auditor's (IIA) *Standard* 2010, a formal audit plan is required for fiscal year (FY) 2024. An entity-wide risk assessment was conducted to evaluate each area based on current conditions, circumstances, and management concerns.

Input to the annual plan was requested from the Board, the President, Vice presidents, and other senior managers. Major goals and institutional objectives were reviewed to identify areas where value-added audit services could be provided.

On August 22, 2023 South Texas College's Board of Trustees approved the following projects for FY 2024.

FY 2023 – 2024 (Scheduled)

1. Fraud Survey
2. Financial Aid – Federal Awards
3. Faculty Overloads & Stipends
4. Student Organization Funds Handling
5. IT Business Continuity / Disaster Recover Planning
6. HR Processes - Employee Hiring and Staffing
7. Environmental Health & Safety
8. Account Reconciliations
9. Fixed Assets
10. Quality Assurance Review – External QAR

Office of Internal Audits  
Fiscal Year 2024 Audit Plan

<b>FY 2024 Audit Plan - Engagements</b>		
<b>Risk Based Audits</b>	<b>Hours</b>	<b>Percent</b>
Financial Aid - Federal Awards	50	3%
Faculty Overloads & Stipends	125	7%
Student Organization Funds Handling	100	6%
IT - Business Continuity / Disaster Recovery	150	9%
HR Processes - Employee Hiring and Staffing	200	12%
Environmental Health & Safety	200	12%
FM - Account Reconciliations	150	9%
Fixed Assets	150	9%
Quality Assurance Review - External QAR	50	3%
<b>Subtotal</b>	<b>1175</b>	<b>68%</b>
<b>Other Audit Responsibilities and Special Projects</b>	<b>Hours</b>	<b>Percent</b>
Fraud Survey	50	3%
Administration (e.g. secure resources, align with IIA, QAIP, etc.)	50	3%
Annual Financial Report [CAFR]	25	1%
Data analytics / fraud detection procedures	50	3%
Professional Development & Training (40 hrs.CPE)	50	3%
Annual Risk Assessment & Risk Based Audit Plan Development	100	6%
Annual Report [Texas Govt. Code Sec. 2102.015]	125	7%
Follow-up on reported findings	75	4%
Unassigned/Unplanned/Mgmt. Special Requests	25	1%
<b>Subtotal</b>	<b>550</b>	<b>32%</b>
<b>Total</b>	<b>1725</b>	<b>100%</b>

## **VII. External Audit Services – Fiscal Year 2023**

All external audit services that were procured or were ongoing in fiscal year 2023 by South Texas College are listed below.

- Carr, Riggs & Ingram - Annual Financial Statement Audit;
- Texas Cybersecurity Framework Assessment;
- THECB Perkins Desk Review;
- THECB Single Audit Evaluation

## **VIII. Reporting Suspected Fraud and Abuse**

South Texas College has taken the following actions to implement the fraud detection and reporting requirements of Section 7.09 of the 84<sup>th</sup> Legislature's General Appropriations Act, and Texas Government Code, Section 321.022:

- A confidential fraud hotline is available for employees to report suspected fraud.
- Solicits feedback from employees related to fraud through an annual fraud survey.
- Established formal guidelines for reporting and investigating suspected or known fraud, waste, abuse and other improprieties;
- South Texas College's *Guidelines for Reporting and Investigating Suspected or Known Fraud, Waste, Abuse and Other Improprieties* describes how to report suspected fraud to the State Auditor's Office and includes information on the State Auditor's Office Fraud, Waste, and/or Abuse Hotline.

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

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

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

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

<b>Adopt New Policies</b>	<b>Retired Policy(ies)</b>
A-1. CDE (Local) Accounting - Financial Ethics	A-2. Policy #4204: Reporting and Investigating Suspected or Known Fraud, Abuse, and Other Improprieties

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

- B-1. Retire Current Policy # 4300: Eligibility for Employee Benefits
  - Policy Language Kept as Administrative Regulation
- C-1. Retire Current Policy # 4411: Faculty Readiness for Instructional Continuity
  - Policy Language Kept as Administrative Regulation
- D-1. Retire Current Policy # 4530: Cellular Telephone Stipends
  - Discontinue cellular telephone stipends
- E-1. Retire Current Policy # 5280: Optional Retirement and Tax Sheltered Annuities Programs
  - Policy Language Kept as Administrative Regulation

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

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

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

Mary Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, and Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, will be present at the Committee Meeting to address questions.

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

All Board members, employees, students, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the College District's financial transactions shall act with integrity and diligence in duties involving the College District's fiscal resources.

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**Note:** See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
    - for Board members—BBF
    - for employees—DH
  - Financial conflicts of interest:
    - for public officials—BBFA
    - for all employees—DBD
    - for vendors—CFE
  - Compliance with state and federal grant and award requirements: CAA, CAAA, CAAB
  - Financial conflicts and gifts and gratuities regarding federal funds: CAA, CAAB
  - Systems for monitoring the College District's investment program: CAK
  - Budget planning and evaluation: CC
  - Compliance with accounting regulations: CDC
  - Criminal history record information for employees: DC
- 

### **Fraud and Financial Impropriety**

The College District prohibits fraud, waste, abuse, and financial impropriety, as defined below, in the actions of its Board members, employees, students, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining an employment, business, or other relationship with the College District.

#### **Definition**

The following general terms apply for this policy.

1. Fraud is any false or dishonest act that constitutes fraud under applicable laws, including any intentional deception or willful misrepresentation made by a person with the

knowledge that the deception could result in some unauthorized benefit to that person or another person.

2. Waste is the loss or misuse of government-funded resources that results from deficient practices, system controls, or decisions.
3. Abuse is the intentional, wrongful, or improper use of government-funded resources or misuse of office, position, or authority that causes the loss or misuse of government-funded resources.
4. Financial impropriety is a type of financial fraud.

While it is impossible to define every action that could constitute fraud, waste, abuse, or financial impropriety, those acts may include, but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the College District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other College District assets, including employee time.
4. Impropriety in the handling of money or reporting of College District financial transactions.
5. Profiteering as a result of insider knowledge of College District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the College District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the College District, except as otherwise permitted by law or College District policy. [See DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failing to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or College District policy.

12. Any other dishonest act regarding the finances of the College District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

**Financial Controls  
and Oversight**

Each employee who supervises or prepares College District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

**Fraud Prevention**

The College President or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the College District.

**Reports**

Any person who suspects fraud or financial impropriety in the College District shall report the suspicions immediately to a person with authority to investigate them, including any supervisor, the College President or designee, the Board, or local law enforcement.

*Fraud Reporting  
Hotline*

A report of suspected acts of fraud, waste, abuse, or financial impropriety may be filed through a secure and confidential fraud reporting [hotline](#).

*State Auditor's  
Office*

A report of suspected acts of fraud, waste, abuse, or financial impropriety may also be made to the Texas State Auditor's Office by any of the methods described on that agency's website.

If the College District has reasonable cause to believe that money received from the state or by a contractor of the College District may have been lost, misappropriated, or misused, or that other fraudulent or unlawful conduct in violation of this policy has occurred in relation to the operation of the College District, such matters will be reported to the Texas State Auditor's Office by the Director of Internal Audit as required by Texas Government Code, Section 321.022.

*Confidentiality*

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

*Non-Retaliation*

Neither the Board nor any College District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

However, an individual who intentionally files a false complaint, offers false statements, or submits false evidence is not protected by this provision against retaliation, and may be subject to appropriate disciplinary action. Complaints involving alleged violations of this non-retaliation provision can be filed by employees under policy DGBA, by students under FLD, by community members under GB, or using the Fraud Reporting Hotline.

### **Fraud Investigations**

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Office of Internal Audit, College President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

#### **Response**

If an investigation substantiates a report of fraud or financial impropriety, the College President or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the College President or designee shall take or recommend appropriate disciplinary action, which may include termination of employment.

If a contractor or vendor is found to have committed fraud or financial impropriety, the College District shall take appropriate action, which may include cancellation of the College District's relationship with the contractor or vendor.

When circumstances warrant, the Board, College President, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the College District, the College District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

#### **Federal Awards Disclosure**

The College District shall disclose, in a timely manner in writing to the federal awarding agency or pass-through entity, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting a federal grant award. [See CAAB]

### **Analysis of Fraud**

After any investigation substantiates a report of fraud or financial impropriety, the College President or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The College President designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct.

DATE ISSUED:

ADOPTED:

4 of 4

CDE(LOCAL)-X

## MANUAL OF POLICY

# Title

## Reporting and Investigating Suspected or Known Fraud, Abuse, and Other Improprieties

4204

## Legal Authority

## Approval of the Board of Trustees

Page 1 of 1

**Date Approved by Board**

**Minute Order dated October 24, 2005**

**As Amended by Board Minute order dated November 26, 2019**

## I. Purpose

The purpose of this policy is to provide provisions regarding South Texas College's commitment to an environment free from fraud, abuse, and other improprieties.

## II. Policy

The College maintains written guidelines for reporting and investigating suspected or known fraud, abuse, and other improprieties. Fraud, abuse, and other improprieties shall be defined as a deliberate act or failure to act with the intention of obtaining an unauthorized benefit, destruction of property, or otherwise fraudulent behavior or the use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the College's resources or assets.

These guidelines are maintained on the College's website and apply to all College employees. The guidelines establish the procedures and responsibilities for reporting and investigating potential incidents, taking remedial actions, and reporting evidence to the appropriate authorities. The guidelines require that employees act in good faith when reporting incidents.

Reports of incidents of fraud, abuse, and other improprieties and investigations thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The President or designee has the authority and responsibility, with participation of the appropriate personnel, to develop, and administer the guidelines.

### III. Definitions

Not Applicable

## IV. History

Origination Date Approved by Board	October 24, 2005
Date Reviewed and Approved by Board	October 24, 2005 November 26, 2019

## MANUAL OF POLICY

<b>Title</b>	<b>Eligibility for Employee Benefits</b>	<b>4300</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated June 11, 1998 As Amended by Board Minute Order dated July 28, 2005</b>	

All regular employees and full-time faculty are benefit eligible and must be employed to work at least 20 hours per week for a period of at least 4 and one-half (4.5) months excluding students employed in positions which require student status as a condition of employment.

Full-time faculty members are benefit eligible for the fiscal year; however, sick leave accrual is limited to the duration of their appointment to work.

Full-time faculty members who have been granted appointments for nine (9) months and have gained approval from the Vice President for Academic Affairs for payment over nine (9) months are responsible to provide payment for their medical benefits for the remaining three (3) months. This arrangement must be coordinated with the Human Resources Benefits Coordinator prior to the end of the nine (9) month appointment.

Adjunct faculty members are not eligible for benefits.

## MANUAL OF POLICY

<b>Title</b>	<b>Faculty Readiness for Instructional Continuity</b>	<b>4411</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated June 23, 2020</b>	

### **I. Purpose**

The purpose of this policy is to support the College's Instructional Continuity Policy through readiness of all faculty members at the College to provide instruction in an online environment, should the College deem necessary.

### **II. Policy**

By the end of their first semester of employment at the College, all new faculty members are required as per letter of appointment or notice of employment to complete the College's Instructional Continuity training provided by the College.

The Instructional Continuity training will be updated as technology changes and therefore, all faculty will be required to update their certification as needed.

Procedures detailing these requirements will be developed and housed in the Office of the Vice President for Academic Affairs.

### **III. Definitions**

**Faculty member:** The faculty of record for any course offered by South Texas College, including Full Time Faculty, Lecturers, Adjunct Faculty, and Dual Credit Faculty.

### **IV. History**

Origination Date Approved by Board	June 23, 2020
Date Reviewed and Approved by Board	

## MANUAL OF POLICY

**Title**                                      **Cellular Telephone Stipends**                                      **4530**

**Legal Authority**                                      **Approval of the Board of Trustees**

**Date Approved by Board**                                      **Board Minute Order dated December 11, 2008**

Cellular telephones are an effective communication tool for College employees when conventional telephone service is not readily available.

It is the policy of the College to provide a stipend to cover business use of personal cellular telephones for certain employees. The stipend is considered taxable income to the employee. The amount of the stipend and the employee's eligibility is determined by the financial manager and immediate supervisor based on the employee's job duties and responsibilities and approved by the appropriate vice-president.

The College maintains guidelines regarding the eligibility and payment of the cellular telephone stipends.

## MANUAL OF POLICY

<b>Title</b>	<b>Optional Retirement and Tax Sheltered Annuities Programs</b>	<b>5280</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b> <b>As Amended by Board Minute Order dated October 15, 1998</b>	

South Texas College makes available to all eligible employees the 403(b) plan (Tax Sheltered Annuities and Optional Retirement Program).

To request authorization to write tax sheltered annuities including Optional Retirement Program for eligible employees, the President or General Counsel for the carrier must write a letter addressed to the Vice President of Finance and Administrative Services. Each carrier shall meet the following criteria:

1. Licensed by the Texas Department of Insurance
2. Licensed by the National Association of Securities Dealers (NASD)
3. Signed Hold Harmless Agreement acceptable to South Texas College

## Transfer of Carriers

Employees who are eligible to participate in the Optional Retirement Program or Tax Sheltered Annuity Program and who are already participating in such programs shall be allowed the option of continuing such participation with the same carrier whenever such employee transfers from one institution of higher education to another.

## Change of Carriers and Salary Reduction Agreements

The College shall offer not less than two occasions during the year in which an employee may make a change in the employee's Optional Retirement Program carrier or Tax Sheltered Annuity program carrier and/or enter into a new Salary Reduction Agreement. The dates for these occasions will be at the discretion of the College. An employee may enter into a new Salary Reduction Agreement on only one such occasion per calendar year.

## Solicitation Practices

Representatives from authorized carriers shall be permitted to make sales presentations to eligible employees on the premises of the College on dates to be established by the President. Representatives shall abide by the College's applicable rules and regulations.

Providing gifts and monetary rewards directly or indirectly by representatives of authorized carriers in order to receive information on newly hired employees shall be prohibited.

The College shall reserve the right to restrict solicitation privileges of representatives from authorized carriers based on violation of solicitation regulations of this section and the College's applicable rules and regulations.