

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

Ann Richards Administration Building, Board Room

Pecan Campus, McAllen, Texas

Tuesday, October 17, 2023 @ 5:15 p.m.

Agenda

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

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 - B. Rescind of Proposal
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 - C. Purchases and Renewals
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**Approval of September 12, 2023 Finance, Audit, and Human Resources Committee
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of September 12, 2023, are presented for Committee approval.

**South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas
Tuesday, September 9, 2023 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, September 12, 2023 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:04 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, Mrs. Victoria Cantu, Mrs. Dalinda Gonzalez-Alcantar, and Mr. Danny Guzman

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Mr. Javier Villalobos, Dr. Brett Millan, Mrs. Rebecca Cavazos, Mr. George McCaleb, Mr. Rick De La Garza, Dr. Zachary Suarez, Ms. Alicia Correa, Chief Ruben Suarez, Mr. Billy Langley, Mr. Khalil Abdullah, Mr. Lucio Gonzalez, Dr. Rachel Sale, Mrs. Carla Rodriguez, Ms. Luisa Rodriguez, Ms. Lynda Lopez, and Mr. Andrew Fish.

**Approval of August 8, 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 August 8, 2023, were approved as written. The motion carried.

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

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

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, 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
Airgas USA, LLC. (McAllen, TX)	CV Industrial Hardware, LLC. (Mission, TX)
Linde Gas and Equipment, Inc. (Pharr, TX)	Matheson Tri-Gas (San Benito, TX)
Triple-S Steel Supply, LLC./ dba Alamo Iron Works (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
American Industrial Supplies & Tool Repair, Inc. (McAllen, TX)	Burton Companies (Weslaco, TX)
Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co. (Brownsville, TX)	Sid Tool Company/ dba MSC Industrial Supply (Melville, NY)
Triple-S Steel Supply, LLC./ dba Alamo Iron Works (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:

Vendor/Purchasing Cooperative	Amount
Audio Visual Aids (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&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$100,000.00
Howard Technology Solutions (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:

Vendor/Purchasing Cooperative	Amount
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$100,000.00
CDW Government, LLC. (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
Dell Marketing, LP. (Dallas, TX) – Texas Department of Information Resources (DIR)	\$50,000.00
Reyna Enterprise, Inc./ dba Computer Repair Center (CRC) (McAllen, TX) – Texas Department of Information Resources (DIR)	\$100,000.00
SHI Government Solutions (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
All Affairs and Occasions (Elsa, TX)	Coastal Deli, Inc./ dba Jason's Deli (Corpus Christi, TX)
Cornerstone Catering (Mission, TX)	Mt. Olive, Inc./ dba Subway #60762 (Pharr, TX)
Pappa's Pizza, Inc. (Alton, TX)	Pizza Properties, Inc./ dba Peter Piper Pizza (El Paso, TX)
Pineapple Ninjaz, LLC. (Penitas, TX)	Rise & Shine Café (McAllen, TX)
Riverwinds, Inc./ dba Subway (Rio Grande City, TX)	Zaycor Management Company (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	Strongline Security & Fire (San Juan, TX)	\$20,300.00
2	Fire Alarm Repairs	Strongline Security & Fire (San Juan, TX)	\$60,000.00
3	Kitchen Hoods	1st FP McAllen, LLC. (McAllen, TX)	\$4,140.00
4	Kitchen Hoods Repairs	1st FP McAllen, LLC. (McAllen, TX)	\$10,000.00
5	Fire Sprinklers Inspections	1st FP McAllen, LLC. (McAllen, TX)	\$20,125.00
6	Fire Sprinklers Repairs	1st FP McAllen, LLC. (McAllen, TX)	\$70,000.00
7	Clean Agent Fire Suppression System Inspection	1st FP McAllen, LLC. (McAllen, TX)	\$4,360.00

#	Services	Vendor	Amount
8	Fire Extinguishers / Inspection Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00
9	Hydro Test Rates	EI Fire & Safety, Inc. (Mission, TX)	\$10,000.00
10	Recharge Rates	EI Fire & Safety, Inc. (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:

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
Total for 5 years	\$3,402,077.00

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.

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

Purpose and Justification – Administration requested the Committee recommend Board approval to write off a fixed/capital asset valued over \$5,000, which was requested by the

Fixed Asset/Inventory Department due to the Technology Campus Welding Program renovation project. This asset, totaling \$47,631.64, would be demolished; therefore, it would 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 was currently located. Since the court was a permanent structure, it need to be demolished and could not be relocated.

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

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

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

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

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

The payment of \$1,500 for eligible full-time and \$750 for eligible part-time employees was 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 would be paid on November 22, 2023, and will total \$3,310,238, including salaries and benefits.

Requirements of eligibility were 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 would be eligible for the retention payment.
 - Executive
 - Administrative
 - Professional/Technical Support Full-Time Exempt
 - Professional/Technical Support Full-Time Non-Exempt
 - Classified
 - Faculty (Including Full-Time Lecturers)
 - Adjunct Faculty
 - Direct Wage
 - Trainers
 - Work Study
- Part-time employees in the following category would not be eligible for the retention payment:
 - Dual Credit Faculty (High School Employees)

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

Full-Time \$1,500 and Part-Time \$750						
Employee Type	No. of Employees	Average Gross Pay	Average Net Pay	Total Gross Pay	Total Employer Paid Benefits	Total Salaries and Benefits
Full-Time	1,650	\$ 1,500	\$ 1,230	\$ 2,475,000	\$ 189,338	\$ 2,664,338
Part-Time	800	750	668	600,000	45,900	645,900
Total	2,450	\$ 2,250	\$ 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 would be Wednesday, November 22, 2023.

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

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

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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Committee recommended Board approval to use unrestricted funds for a retention payment for regular and temporary full-time and part-time employees as presented. The motion carried.

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

Administration requested the Committee recommend Board approval of a technology support reimbursement benefit payment for full-time regular and full-time temporary employees for the period of January 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 was 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 was 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 was 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 proposed to issue a \$75 reimbursement benefit payment for each qualifying month.

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

- Employees would be required to submit a request electronically by Friday, November 17, 2023, in adherence to the College's reimbursement process.

- The reimbursement benefit payment would 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 would be non-taxable and would 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 was an average cost of cell phone and internet expenses and was an increase of \$25 per month from last year in consideration for increasing costs.
- This reimbursement benefit payment would 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 would not incur any employer benefit expenses for this reimbursement benefit payment.

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

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

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

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of a technology support reimbursement benefit payment for full-time regular and full-time temporary employees for the time period of January 2023 through December 2023, subject to approval of budget amendment as presented. The motion carried.

After the vote by Committee members, attending Trustee Mr. Danny Guzman stated that he disagreed with the proposed reimbursement as presented.

The Committee asked administration to provide additional information for the Board's consideration, including a review of any similar reimbursements or stipends provided by other institutions in Texas.

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

Purpose and Justification – Administration requested 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 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 would be effective October 1, 2023.

Administration requested 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 also requested 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.

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

The total increase to the August 2023 Staffing Plan, including the pools, was \$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 would be funded from the position pools approved by the Board on August 22, 2023, and as presented in the proposed budget amendment that followed 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 were included in the packet for the Committee’s information and review.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, 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 revised Employee Staffing Plan for FY 2023 – 2024 in the amount of \$1,532,318.00 as presented. The motion carried.

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

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

Background – The proposed budget amendment was 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 would be adjusted as follows:

Fiscal Year 2023 - 2024
Budgeted Revenues and Expenditures – Unrestricted and Restricted Funds

	Fund	Exh.	Amended/Original Budget	Proposed Amendment	Amended Budget
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 were included in the packet Committee's information and review.

The budget amendment was proposed as follows:

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

A budget amendment was 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

Source	Amended Budget	Proposed Amendment	Amended Budget
Revenue/Carryover Allocations			
Total Carryover Allocations	\$20,328,576	\$4,785,413	\$25,113,989
Expenditures			
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 Unrestricted Fund Expenditures Increase	\$189,100,186	\$4,785,413	\$193,885,599

Carryover Allocations were 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 was 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 was 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 was 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 was 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:

Fiscal Year 2023 – 2024
Restricted Fund Revenue and Expenditures Decrease

Source	Original Budget	Proposed Amendment	Amended Budget
Revenue			
Total Restricted Revenue	\$77,479,672	\$(91,997)	\$77,387,675
Expenditures			
Total Benefits	\$10,708,097	\$(91,997)	\$10,616,100

State Insurance Appropriation revenue was 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 was 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 were provided in the packet for the Committee's information and review.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommend Board approval of the proposed budget amendment for FY 2023 – 2024, as presented. The motion carried.

**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 requested 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 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 do 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 were omitted for compliance purposes of this specific report.

The College President presented the FY 2022 - 2023 Annual Report.

The Annual Report for the period of September 2022 through August 2023 included 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 were modeled following guidance by the Texas Higher Education Coordinating Board.

Reviewers – The Vice President for Finance and Administrative Services and Interim Title IX Coordinator 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 were provided 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, 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 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. The motion carried.

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 was completed. The Internal Audit Annual Report included a summary of audit findings along with management's planned corrective actions.

The Internal Audit Annual Report provided the Committee with information related to the Internal Audit Function's activities over the past fiscal year. Specifically, the annual report included 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 was provided in the packet for the Committee's information and review.

Presenters – Mr. Khalil Abdullah, Chief Internal Auditor, attended the Committee meeting to discuss and address any questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board acceptance of the Internal Audit Annual Report for FY 2023 as presented. The motion carried.

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

Purpose and Justification – Administration requested 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 would align the policies with the comprehensive, current, and legally sound policy manual, strengthen the policies' language, and transition policies to a standardized format. In addition to the policies, internal procedures were currently in place and would continue to be enhanced.

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

Adopt New Policies	Retired Policy(ies)
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 were also recommended for retirement. They were duplicative with existing legal policies as maintained for South Texas College by TASB, or TASB

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

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

Enclosed Documents - The new and or retired policies were included 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, attended the Committee Meeting to address questions.

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

Adjournment

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:45 p.m.

I certify that the foregoing are the true and correct Minutes of the September 12, 2023 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Rene Guajardo, Presiding

Review and Action as Necessary on Award of Proposal, Rescind of Award, Purchases, Renewals, and Interagency Agreements

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

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

A. Award of Proposal

1) Lease of Trucks (Award)

Award the proposal for the lease of trucks to **Trancasa USA, Inc.** (Pharr, TX) for the period beginning November 1, 2023 through October 31, 2024, as follows:

Term	One year with two (2) one-year options to renew
Total Monthly Amount	\$6,000.00
Total Annual Amount	\$72,000.00

Purpose and Justification – Continuing Professional, and Workforce Education is requesting to lease one (1) automatic and one (1) manual transmission heavy-duty tractor trailer for student instruction at the Technology Campus. The two (2) tractor-trailers are needed to meet the demand of our Commercial Driver's License program.

Background – The project timeline and information are as follows:

Advertised RFP	September 13, 2023 and September 20, 2023
RFP Responses Due	September 28, 2023
RFP Issued To	Four (4) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Continuing Education and the Purchasing Department
Highest Ranked Vendor	Trancasa USA, Inc.

Funds for this expenditure are budgeted in the Continuing Education budget for FY 2023 – 2024.

B. Rescind of Award

2) Campus Dining and Food Truck Services – III

Rescind the July 25, 2023, Board award to **Tacos Matamoros and More, LLC.** (Pharr, TX) for the campus dining and food truck services – III at the Regional Center for Public Safety Excellence and Starr County Campus, since the vendor withdrew their proposal on September 13, 2023.

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

3) Radiology Equipment Maintenance Agreements (Renewal)

Renew the radiology equipment maintenance agreements with **GE Precision Healthcare, LLC.** (Waukesha, WI), a sole source vendor, for the period beginning November 1, 2023 through October 31, 2028 as follows:

Term	Five (5) Year Agreement
Estimated Annual Amount	\$38,924.00
Estimated Contract Amount	\$194,620.00

Purpose and Justification – The Radiologic Technology Program in the Division of Nursing and Allied Health is requesting to renew two multi-year maintenance agreements for x-ray machines and flash pad digital wireless detectors used for student instruction.

The maintenance agreements will cover three (3) x-ray machines and three (3) flash pad digital wireless detectors. It will also cover the x-ray table, peripheral devices, printers, workstations, and battery replacements with services Monday through Friday, 8:00 a.m. to 5:00 p.m. This equipment must be in working order to best serve students and provide them with the necessary training and instruction.

Funds for this expenditure are budgeted in the Radiologic Technology Program budget for FY2023 – 2024, FY2024 – 2025, FY2025 – 2026, FY 2026 – 2027, and FY2027 - 2028 pending Board approval of the annual budgets.

4) Sonography Equipment Maintenance Agreements (Renewal)

Renew the sonography equipment maintenance agreements with **GE Precision Healthcare, LLC.** (Waukesha, WI), a sole source vendor, for the period beginning November 1, 2023 through October 31, 2028 as follows:

Term	Five (5) Year Agreement
Estimated Annual Amount	\$25,630.00
Estimated Contract Amount	\$128,150.00

Purpose and Justification – The Diagnostic Medical Sonography Program in the Division of Nursing and Allied Health is requesting to renew two multi-year maintenance agreements for sonography machines and corresponding probes used for student instruction.

The maintenance agreements will cover four (4) sonography machines. It will also cover the DVR, external DVD R/W, probes, devices, power supplies, and workstations with services Monday through Friday, 8:00 a.m. to 5:00 p.m. This equipment must be in working order to best serve students and provide them with the necessary training and instruction.

Funds for this expenditure are budgeted in the Diagnostic Medical Sonography Program budget for FY2023 – 2024, FY2024 – 2025, FY2025 – 2026, FY 2026 – 2027, and FY2027 - 2028 pending Board approval of the annual budgets.

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

5) Furniture (Purchase)

Purchase of furniture from OMNIA Partners and The Interlocal Purchasing System (TIPS) cooperatives approved vendors, at an estimated total amount of \$51,624.78 as follows:

#	Vendor	Purchasing Cooperative	Amount
A	Datum Storage Solutions, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA / Edinburg, TX)	TIPS	\$1,586.68
B	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	TIPS	\$3,441.32
C	National Office Furniture, Inc. / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	OMNIA Partners	\$42,372.81
D	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	OMNIA Partners	\$4,223.97
	Furniture Total		\$51,624.78

The purchases can be summarized as follows:

- Datum Storage Solutions, Inc. (Emigsville, PA / Edinburg, TX)
 - ⇒ Pecan Campus
 - 4 Shelving Units for the Library
- Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Fireproof Cabinet for the Cashier's Department
- National Office Furniture, Inc. (Jasper, IN)
 - ⇒ Pecan Campus
 - 21 Tables and 20 Sofas for the Library
- Versteel (Jasper, IN)
 - ⇒ Pecan Campus
 - 8 Study Room Tables for the Library

Funds for these expenditures are budgeted in the requesting department budget for FY 2023 - 2024 as follows: Cashier's and Pecan Library Building F Space Reno FFE.

6) Law Enforcement Vehicles (Purchase)

Purchase law enforcement vehicles from **Caldwell County Chevrolet** (Caldwell, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$104,700.00.

Purpose and Justification – The South Texas College Department of Public Safety is requesting to purchase two (2) specialized law enforcement vehicles that will serve all the College campuses.

The vehicles are necessary for patrolling, responding to 911 emergency calls, and other incidents at all College campuses. These new vehicles will replace vehicles with high mileage/running engine hours and maintenance repair costs that will be retired and sent to auction.

Funds for this expenditure are budgeted in the STC Police budget for FY 2023 – 2024.

7) HEP Grant Consultant (Renewal) – Grant Funded

Renew the HEP grant consultant contract with **Leadership Empowerment Group** (Mercedes, TX), for the period beginning February 1, 2024 through January 31, 2025, at an estimated total amount of \$60,000.00.

Purpose and Justification – Continuing, Professional, and Workforce Education is requesting to renew the consultant to develop and conduct a longitudinal study to evaluate the impact of a four (4) year needs-based service delivery model. These services are required under the United States Department of Education and Texas Higher Education Coordinating Board grant. This grant was accepted at the August 27, 2019, Board of Trustees meeting.

The services will require gathering cognitive and noncognitive data for statistical multivariate analysis with the ultimate goal of serving a total of five hundred (500) Migrant and Seasonal Farmworkers that will result in increased educational attainment by providing students with a high school equivalency, and in some cases, an industry-recognized certification, a certificate, or a degree program.

Background – The Board awarded the contract as follows:

Term: January 26, 2021 – one year with three (3) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/26/21	02/01/21 – 1/31/22	3 – three year options
1 st Renewal	11/23/21		02/01/22 – 1/31/23
2 nd Renewal	10/18/22		02/01/23 – 1/31/24
3 rd Renewal	10/31/23		02/01/24 – 1/31/25 Last Renewal

Funds for this expenditure are budgeted in the High School Equivalency Program (HEP) – United States Department of Education grant budget for FY 2023 – 2024 and FY 2024 – 2025 pending Board approval of the budget.

8) Vehicle Fuel Program (Renewal)

Renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor,

acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2024 through December 31, 2024, at an estimated total amount of \$180,000.00, which is based on prior year expenditures.

Purpose and Justification – The vehicle fuel program is used for College-owned vehicles used by Mail Services, Central Receiving, Facilities Operations and Maintenance, Nursing and Allied Health Emergency Medical Technician Program, Police Academy, Fire Science Program, Educational Technologies, Student Activities, Information Technology, and the South Texas College Department of Public Safety for the day-to-day operations of the College.

Use of the fuel cards is controlled by the Business Office and Purchasing Department in coordination with supervisors, financial managers, and program chairs using the cards. The Business Office has the ability to monitor online all fuel purchase transactions.

The advantages of using the vehicle fuel program are as follows:

- Each card is set up with a dollar amount, weekly usage, and daily usage limits
- Each employee using the card has a personal identification number, transaction limit, and dollar amount limit
- Odometer readings are required at the pump
- Business Office staff monitors transactions online
- Rebates/Discounts are paid quarterly
- 40,000 approved locations, which include locations within a mile of the College's campuses
- The gas station with the best price is selected
- Net 30 days from monthly payment with no additional charge
- Various reports are available online for reference

The College is billed for the actual fuel charges on a monthly basis with no other type of fees assessed. As per the agreement, a quarterly rebate will be sent to the College.

Voyager's rebate is calculated by using their sales volume average for Texas, which can range from 1.150% to 1.760% per gallon, as stated in the agreement.

The rebate amount varies based on the state's average volume and usage, which brings the overall amount paid per gallon to be reduced by \$.02 to \$.052. The College has received the following amounts of rebates:

Fiscal Year	Amount
2023	\$3,223.39
2022	\$2,875.87
2021	\$1,828.65
2020	\$2,175.31
2019	\$2,459.42

Fiscal Year	Amount
2018	\$2,584.80
2017	\$1,610.82
2016	\$1,435.84

Funds for this expenditure are budgeted in various programs and department budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

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

9) Computers, Laptops, Tablets, Monitors, and Server (Purchase)

Purchase of computers, laptops, tablets, monitors, and server as follows:

Vendor	Purchasing Cooperative	Amount
Dell Marketing, LP. (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$139,556.72
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$12,931.00
	Total Amount	\$152,487.72

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

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

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

- Systems being requested meet the South Texas College standard configuration
- The new system will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity

The purchases can be summarized as follows:

Student Computers	
20	Architectural and Engineering Design Technology Lab

Staff Computers	
1	Division of Math, Science, IT, and Bachelor Programs
2	Public Relations and Marketing
3	Chemistry Program

Staff Laptops	
6	Purchasing Department

Staff Laptops	
4	Central Receiving
1	Business Office
4	College Connections
1	Public Relations and Marketing
3	Research and Analytical Services
2	Accountability, Risk, and Records Management
3	Computer Science Program
1	Continuing, Professional, and Workforce Education - Carryover

Faculty Laptops	
1	Cosmetology Program
8	Clinical Simulation

Grant Laptops	
9	Mathematic Program – Lumen Learning Project Grant

Staff Tablets	
1	Public Relations and Marketing
1	Digital Learning

Faculty Monitors	
30	Emergency Medical Services Program

Staff Server	
1	Safety and Security Department

Funds for these expenditures are budgeted in the requesting department budgets for FY 2023 - 2024 as follows: Architectural and Engineering Design Technology Lab, Division of Math, Science, IT, and Bachelor Programs, Public Relations and Marketing, Chemistry, Purchasing, Central Receiving, Business Office, College Connections, Research and Analytical Services, Accountability, Risk, and Records Management, Computer Science, CPWE-Carryover, Cosmetology, Clinical Simulation, Digital Learning, Emergency Medical Services, and Safety and Security.

10) Network Equipment, Software, and Installation Services (Purchase) – Grant Funded

Purchase network equipment, software, and installation services from **Netsync Network Solutions** (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$186,391.26.

Purpose and Justification - Information Technology is requesting the purchase of network equipment, software, and installation services for the Pecan, Mid Valley, and Starr County Campuses. It will include forty (40) 10-gigabit form-factor pluggable (XFP) network modules, four (4) network fiber amplifiers, and four (4) network line cards to enhance the

network connectivity and bandwidth from Mid-Valley to the Pecan Campus and the Pecan Campus to Starr County Campus. This equipment will improve internet quality and availability to support students, faculty, and staff.

The 10-gigabit form-factor pluggable (XFP) is a network device that provides high-speed network connectivity through the use of fiber optic (physical cable) connections between remote locations. The network amplifier modules are network devices utilized for the purpose of extending the network link connection between remote campus locations.

Funds for this expenditure are budgeted in the National Telecommunications and Information Administration (NTIA) federal grant budget for FY 2023 - 2024.

11) Dual Enrollment Software License Agreement (Renewal)

Renew the dual enrollment software license agreement with **DualEnroll.com, a wholly owned subsidiary of CourseMaven, Inc.** (Leesburg, VA), a sole source vendor, for the period beginning December 1, 2023 through November 30, 2024, at an estimated total amount of \$67,330.00.

Purpose and Justification – The Dual Credit Program is requesting to renew the dual enrollment software license agreement for enrollment, registration, and program management. The software provides a seamless process for dual credit students to apply and register for courses thus, reducing delays and ensuring successful course enrollment.

Funds for this expenditure are budgeted in the Dual Credit Programs budget for FY 2023 – 2024.

12) Microsoft Campus License Agreement (Renewal)

Renew the Microsoft Campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Somerset, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2023 through October 31, 2024, at a total amount of \$288,624.86.

Purpose and Justification - Information Technology is requesting to purchase a non-perpetual license from Microsoft software that includes a one-year price assurance, a non-perpetual license that includes upgrades for currently used software products, and to ensure that all of the College-owned computers have copyright-compliant software installed. Faculty, staff, and students use these software licenses for instructional and operational purposes.

The Microsoft Campus license agreement includes the following software:

- Microsoft Windows Server Datacenter Edition licenses and software assurance (100)
- Microsoft Visual Studio Professional with MSDN licenses (15)
- Microsoft Windows Virtual Desktop Access (350)
- Microsoft Project Online Premium Subscription licenses (6)

- Windows Server Standard licenses and software assurance (400)
- Microsoft Windows Remote Desktop Services license and software assurance (100)
- Power BI Pro Subscription licenses (40)
- Project Pro ALNG licenses SPAK MVL (45)
- Power BI Premium USL Education Subscription (45)
- M365 A5 IP and Govern Education Subscription (2,650)
- Microsoft Enterprise Client Access License (CAL) Suite, CAL for Office 365 A3 for faculty and staff and Office 365 A3 for students (2,650)
- Power Apps Plan Education Subscription (14)

Funds for this expenditure are budgeted in the Information Technology Client Services budget for FY 2023 - 2024.

13) Online Training and Professional Development Resource Library Subscription (Renewal)

Renew the online training and professional development resource library subscription with **Innovative Educators** (Boulder, CO), a sole source vendor, for the period beginning November 1, 2023 through October 31, 2028, as follows:

Term	Five (5) Year Agreement
Total Annual Amount	\$12,951.00
Total Contract Amount	\$64,755.00

Purpose and Justification – The Centers for Learning Excellence (CLE) is requesting to continue the subscription for training and professional development resources utilized by faculty, staff, and students throughout the College district.

This suite of resources provides access to StudentLingo, TutorLingo, and Go2Knowledge. StudentLingo comprises over fifty (50) interactive, on-demand workshops, action plans, and valuable resources focused on helping students achieve their academic, personal, and career goals. Many of these are integrated into STC courses. TutorLingo comprises nine (9) tutor training videos that are compatible with the CLE tutor certification curriculum. Go2Knowledge provides over five hundred (500) live and on-demand webinars for faculty and staff professional development. All three (3) suites are available online 24 hours a day, making access convenient and flexible.

Funds for this expenditure are budgeted in the Center for Learning Excellence budget for FY 2023 – 2024, FY 2024 – 2025, FY 2025 – 2026, FY 2026 – 2027, and FY 2027 – 2028, pending Board approval of the budget.

D. Interagency Agreements

14) Employee Assistance Program (EAP) Agreement (Renewal)

Renew the employee assistance program (EAP) with **The University of Texas Health Science Center at Houston** (Houston, TX) through an interagency agreement for the

period beginning November 1, 2023 through October 31, 2024, with automatic annual renewals at an estimated total annual amount of \$20,909.00. The estimated annual cost is for 1,584 full-time employees at a per-employee monthly rate of \$1.10.

Purpose and Justification - The Employee Assistance Program (EAP) agreement is for Benefits Eligible College employees for resources related to mental health services, work-life services, and leadership development services to resolve some of the gaps in employee benefits that currently exist at South Texas College.

Administration recommends that South Texas College continue with the interagency contract initially entered into on November 1, 2022, with the University of Texas Health Science Center at Houston for the EAP needs of the College. Participation in the EAP by College Faculty and Staff is in accordance with Policy CKD (Local), Insurance and Annuities Management: Health and Life Insurance.

Funds for this expenditure are budgeted in the Human Resources - Employee Wellness budget for FY 2023 - 2024.

15) State Record Inquiry Access Agreement (Purchase/Renewal)

Enter into a state records inquiry access interagency agreement with the **Texas Department of Public Safety (DPS)** (Austin, TX), a state agency/sole source vendor, for the period beginning January 1, 2024 through December 31, 2024, at an estimated amount of \$10,000.00.

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

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

The Purchasing Department processes and purchases the vehicle renewal stickers online for all the College's vehicles, as well as new vehicle plates and titles at the local Department of Motor Vehicles locations.

Funds for this expenditure are budgeted in the Office of Human Resources, Department of Public Safety and Purchasing Department for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

Recommendation:

It is requested that the Committee recommend for Board approval the award of proposal, rescind of award, purchases, renewals, and interagency agreements at a total cost of \$1,581,592.62 as listed below:

A. Award of Proposal

- 1) **Lease of Trucks (Award):** award the proposal for the lease of trucks to **Trancasa USA, Inc.** (Pharr, TX), for the period beginning November 1, 2023 through October 31, 2024, as follows:

Term	One year with two (2) one-year options to renew
Total Monthly Amount	\$6,000.00
Total Annual Amount	\$72,000.00

B. Rescind of Award

- 2) **Campus Dining and Food Truck Services – III (Rescind):** rescind the July 25, 2023, Board award to **Tacos Matamoros and More, LLC.** (Pharr, TX) for the campus dining and food truck services – III at the Regional Center for Public Safety Excellence and Starr County Campus, since the vendor withdrew their proposal on September 13, 2023;

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

- 3) **Radiology Equipment Maintenance Agreements (Renewal):** renew the radiology equipment maintenance agreements with **GE Precision Healthcare, LLC.** (Waukesha, WI), a sole source vendor, for the period beginning November 1, 2023 through October 31, 2028 as follows:

Term	Five (5) Year Agreement
Estimated Annual Amount	\$38,924.00
Estimated Contract Amount	\$184,620.00

- 4) **Sonography Equipment Maintenance Agreements (Renewal):** renew the sonography equipment maintenance agreements with **GE Precision Healthcare, LLC.** (Waukesha, WI), a sole source vendor, for the period beginning November 1, 2023 through October 31, 2028 as follows:

Term	Five (5) Year Agreement
Estimated Annual Amount	\$25,630.00
Estimated Contract Amount	\$128,150.00

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

- 5) **Furniture (Purchase):** purchase of furniture from OMNIA Partners and The Interlocal Purchasing System (TIPS) cooperatives approved vendors, at an estimated total amount of \$51,624.78 as follows:

#	Vendor	Purchasing Cooperative	Amount
A	Datum Storage Solutions, Inc. / Gateway Printing and Office Supply, Inc. (Emigsville, PA / Edinburg, TX)	TIPS	\$1,586.68
B	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	TIPS	\$3,441.32
C	National Office Furniture, Inc. / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	OMNIA Partners	\$42,372.81
D	Versteel / Gateway Printing and Office Supply, Inc. (Jasper, IN / Edinburg, TX)	OMNIA Partners	\$4,223.97
	Furniture Total		\$51,624.78

- 6) **Law Enforcement Vehicles (Purchase):** purchase of law enforcement vehicles from **Caldwell County Chevrolet** (Caldwell, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of \$104,700.00;
- 7) **HEP Grant Consultant (Renewal) - Grant Funded:** renew the HEP grant consultant contract with **Leadership Empowerment Group** (Mercedes, TX), for the period beginning February 1, 2024 through January 31, 2025, at an estimated total amount of \$60,000.00;
- 8) **Vehicle Fuel Program (Renewal):** renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2024 through December 31, 2024, at an estimated total amount of \$180,000.00, which is based on prior year expenditures;

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

- 9) **Computers, Laptops, Tablets, Monitors, and Server (Purchase):** purchase of computers, laptops, tablets, monitors, and server as follows:

Vendor	Purchasing Cooperative	Amount
Dell Marketing, LP. (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$139,556.72
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$12,931.00
	Total Amount	\$152,487.72

- 10) **Network Equipment, Software, and Installation Services (Purchase) – Grant Funded:** purchase network equipment, software, and installation services from **Netsync Network Solutions** (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$186,391.26;
- 11) **Dual Enrollment Software License Agreement (Renewal):** renew the dual enrollment software license agreement with **DualEnroll.com, a wholly owned subsidiary of CourseMaven, Inc.** (Leesburg, VA), a sole source vendor, for the

period beginning December 1, 2023 through November 30, 2024, at an estimated total amount of \$67,330.00;

12)Microsoft Campus License Agreement (Renewal): renew the Microsoft Campus license agreement with **Software House International (SHI) Government Solutions, Inc.** (Somerset, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2023 through October 31, 2024, at a total amount of \$288,624.86;

13)Online Training and Professional Development Resource Library Subscription (Renewal): renew the online training and professional development resource library subscription with **Innovative Educators** (Boulder, CO), a sole source vendor, for the period beginning November 1, 2023 through October 31, 2028 as follows:

Term	Five (5) Year Agreement
Total Annual Amount	\$12,951.00
Total Contract Amount	\$64,755.00

D. Interagency Agreements

14)Employee Assistance Program (EAP) Agreement (Renewal): renew the employee assistance program (EAP) with **The University of Texas Health Science Center at Houston** (Houston, TX) through an interagency agreement, for the period beginning November 1, 2023 through October 31, 2024, with automatic annual renewals at an estimated total annual amount of \$20,909.00. The estimated annual cost is for 1,584 full-time employees at a per-employee monthly rate of \$1.10;

15)State Record Inquiry Access Agreement (Purchase/Renewal): enter into a state records inquiry access interlocal agreement with the **Texas Department of Public Safety** (DPS) (Austin, TX), a state agency/sole source vendor, for the period beginning January 1, 2024 through December 31, 2024, at an estimated total amount of \$10,000.00.

SOUTH TEXAS COLLEGE
1. LEASE OF TRUCKS
PROJECT NO. 23-24-1015

VENDOR			Trancasa USA, Inc.	
ADDRESS			100 S Austin Dr	
CITY/STATE/ZIP			Pharr, TX 78577	
PHONE			(956) 702-4167	
CONTACT			Ilse Vidaurri	
#	Qty	Description	Proposed Monthly Rate	Yearly Total
1	2	Tractors and Trailers	\$ 6,000.00	\$ 72,000.00
2	1	Year 1 Escalation	10%	
3	1	Year 2 Escalation	10%	
TOTAL AMOUNT			\$ 72,000.00	
TOTAL EVALUATION POINTS			84.67	
RANKING			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. LEASE OF TRUCKS
PROJECT NO. 23-24-1015
EVALUATION SUMMARY

VENDOR		Trancasa USA, Inc.	
ADDRESS		100 S Austin Dr	
CITY/STATE/ZIP		Pharr, TX 78577	
PHONE		(956) 702-4167	
CONTACT		Ilse Vidaurri	
1	The purchase price. (up to 37 points)	37	37
		37	
		37	
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	16	15.33
		16	
		14	
3	The quality of the vendor's goods or services. (up to 16 points)	13	14
		15	
		14	
4	The extent to which the goods or services meet the College's needs. (up to 15 points)	12	13.67
		15	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	2	2
		2	
		2	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Business. (up to 1 point)	0	0
		0	
		0	
7	The total long-term cost to the district to acquire the vendor's goods or services. (up to 5 points)	3	2.67
		2	
		3	
8	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state. (up to 5 points)	0	0
		0	
		0	
TOTAL EVALUATION POINTS		84.67	
RANKING		1	

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

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

SOUTH TEXAS COLLEGE
1. PROPOSAL CRITERIA - PRODUCT ONLY

	Product Only		
	Points	Score Key	
1 Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	47		
2 Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects)	10	8-10 5-7 2-4 0-1	Excellent Acceptable Marginal Poor/No Response
3 Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	14-16 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
4 Criterion 4: The extent to which the goods or services meet the district's needs a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
5 Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0	Yes No
7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
8 Criterion 8: For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0	Yes No
9 Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business c. Trade-In of outdated equipment			Up to 5 points will be used from the purchase price if applicable
Total Points	100		

Definitions of evaluation terms:

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

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

Marginal - respondent provided minimal information on requirements

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

NO BACKUP FOR

**2) Campus Dining
and Food Truck
Services – III
(Rescind)**

SOUTH TEXAS COLLEGE
3. RADIOLOGY EQUIPMENT MAINTENANCE AGREEMENTS

VENDOR			GE Precision Healthcare, LLC.	
ADDRESS			3000 N Grandview Blvd	
CITY/STATE/ZIP			Waukesha, WI 53188	
PHONE			682-209-1253	
CONTACT			Meghan Price	
#	Qty	Description	Unit Price	Extension
1	1	Year 1: Radiology Equipment Maintenance Agreement Period: 11/1/23 - 10/31/24	\$ 38,924.00	\$ 38,924.00
2	1	Year 2: Radiology Equipment Maintenance Agreement Period: 11/1/24 - 10/31/25	\$ 38,924.00	\$ 38,924.00
3	1	Year 3: Radiology Equipment Maintenance Agreement Period: 11/1/25 - 10/31/26	\$ 38,924.00	\$ 38,924.00
4	1	Year 4: Radiology Equipment Maintenance Agreement Period: 11/1/26 - 10/31/27	\$ 38,924.00	\$ 38,924.00
5	1	Year 5: Radiology Equipment Maintenance Agreement Period: 11/1/27 - 10/31/28	\$ 38,924.00	\$ 38,924.00
TOTAL AMOUNT			\$ 194,620.00	

SOUTH TEXAS COLLEGE

4. SONOGRAPHY EQUIPMENT MAINTENANCE AGREEMENTS

VENDOR			GE Precision Healthcare, LLC.	
ADDRESS			3000 N Grandview Blvd	
CITY/STATE/ZIP			Waukesha, WI 53188	
PHONE			682-209-1253	
CONTACT			Meghan Price	
#	Qty	Description	Unit Price	Extension
1	1	Year 1: Sonography Equipment Maintenance Agreement Period: 11/1/23 - 10/31/24	\$ 25,630.00	\$ 25,630.00
2	1	Year 2: Sonography Equipment Maintenance Agreement Period: 11/1/24 - 10/31/25	\$ 25,630.00	\$ 25,630.00
3	1	Year 3: Sonography Equipment Maintenance Agreement Period: 11/1/25 - 10/31/26	\$ 25,630.00	\$ 25,630.00
4	1	Year 4: Sonography Equipment Maintenance Agreement Period: 11/1/26 - 10/31/27	\$ 25,630.00	\$ 25,630.00
5	1	Year 5: Sonography Equipment Maintenance Agreement Period: 11/1/27 - 10/31/28	\$ 25,630.00	\$ 25,630.00
TOTAL AMOUNT			\$	128,150.00

SOUTH TEXAS COLLEGE
5. DISTRICT WIDE FURNITURE REQUEST
OCTOBER 31, 2023

#	Qty	Description	Unit Price	Extension	Requesting Department
Datum Storage Solutions, Inc. / Gateway Printing and Office Supply, Inc. (TIPS)					
1	4	2036KH Heavy Duty Plus Traksilder Top Shelf 36"Wx20"D	\$ 35.51	\$ 142.04	Pecan Library Bldg F Space Reno FFE - Mary Elizondo/Rick De La Garza
	16	2036TH Unslotted Heavy Duty Plus Shelf 36"Wx20"D	\$ 35.51	\$ 568.16	Pecan Campus Library Renovation Rainbow Room Shelving
	8	7620LO Open "L" Open L Upright 20"D x 76 1/4"	\$ 52.26	\$ 418.08	
	16	HR20 Heavy Duty Plus Shelf Reinforcement 20"	\$ 3.15	\$ 50.40	
	40	HS-3611 Heavy Duty Plus Shelf Support 36"	\$ 6.70	\$ 268.00	
2	1	Labor to receive, inspect, deliver, install and remove debris	\$ 140.00	\$ 140.00	
		Datum Filing Systems, Inc. Total		\$ 1,586.68	
Gateway Printing and Office Supply, Inc. (TIPS)					
1	1	1831C Fireking Cabinet, 4 Drawer, Black	\$ 3,261.32	\$ 3,261.32	Cashiers Office - Myriam Lopez
					Fireproof Cabinet needed at Pecan Cashiers Department
2	1	Labor to receive, inspect, deliver, install and remove debris	\$ 180.00	\$ 180.00	
		Gateway Printing and Office Supply, Inc. Total		\$ 3,441.32	
National Office Furniture, Inc. / Gateway Printing and Office Supply, Inc. (OMNIA Partners)					
1	4	10N1622RTPUW, Universal, 16D x 22W, Pull Up Wood Table	\$681.30	\$2,725.20	Pecan Library Bldg F Space Reno FFE - Mary Elizondo/Rick De La Garza
	4	N95AAX Swift, 1 Seat Lounge, Arms Contrast	\$1,701.90	\$6,807.60	Pecan Campus Library Renovation Afterhours Café Lounge Seating
	17	10N1622RTPUW, Universal, 16Dx22W, Pull Up Table, Wood	\$673.73	\$11,453.41	
	16	N95MAX Swift, 1 Seat Lounge, Armless, Contrast	\$1,299.85	\$20,797.60	
2	1	Labor to receive, inspect, deliver, install and remove debris	\$589.00	\$589.00	
		National Office Furniture, Inc. Total		\$42,372.81	
Versteel / Gateway Printing and Office Supply, Inc. (OMNIA Partners)					
1	8	WAW2 30FIFX Wavelink W2 Table Top, 30 Fin Fixed	\$465.08	\$3,720.64	Pecan Library Bldg F Space Reno FFE - Mary Elizondo/Rick De La Garza
					Pecan Campus Library Renovation Tables for Study Rooms
2	1	Labor to receive, inspect, deliver, install and remove debris	\$503.33	\$503.33	
		Versteel Total		\$4,223.97	
		Furniture Total		\$ 51,624.78	

SOUTH TEXAS COLLEGE
6. LAW ENFORCEMENT VEHICLES

VENDOR			Caldwell County Chevrolet	
ADDRESS			P O Box 27	
CITY/STATE/ZIP			Caldwell, TX 77836	
PHONE			800-299-7283	
CONTACT			Averyt Knapp	
#	Qty	Description	Unit Price	Extension
1	2	2023 Chevrolet Tahoe PPV	\$ 51,350.00	\$ 102,700.00
2	2	Delivery of Vehicles	\$ 800.00	\$ 1,600.00
3	1	Buyboard Fee	\$ 400.00	\$ 400.00
TOTAL AMOUNT			\$ 104,700.00	

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SOUTH TEXAS COLLEGE
8. VEHICLE FUEL PROGRAM

VENDOR			U. S. Bank / Voyager Fleet Systems	
ADDRESS			P O Box 412535	
CITY/STATE/ZIP			Kansas City, MO 64141	
PHONE			800-987-6591	
CONTACT			Pam Pradhan	
#	Qty	Description	Unit Price	Extension
1	1	Vehicle Fuel Program Period: 1/1/24 - 12/31/24	\$ 180,000.00	\$ 180,000.00
TOTAL AMOUNT			\$ 180,000.00	

SOUTH TEXAS COLLEGE
9. DISTRICT WIDE TECHNOLOGY REQUEST
OCTOBER 31, 2023

#	Qty	Description	Unit Price	Extension	Requesting Department
COMPUTERS					
1	1	Dell OptiPlex Tower 7010, 13th Gen Intel Core i7-13700, 16GB Memory	\$ 1,075.10	\$ 1,075.10	Dr. Ali Esmaili - Division of Math, Science, IT & Bachelor Programs
		512GB Hard Drive, 22" Monitor, Warranty			New system for department staff
2	2	Dell OptiPlex Tower 7010, 13th Gen Intel Core i7-13700, 16GB Memory	\$ 1,370.69	\$ 2,741.38	Lynda Lopez - Public Relations and Marketing
		512GB Hard Drive, (4) 27" Monitor, Warranty			Replacement of out-of-warranty systems for department staff
3	20	Dell Precision 3660 Tower CTO Base, 13th Gen Intel Core i7-13700, Memory 32GB,	\$ 2,399.00	\$ 47,980.00	Javier Reyes - Architectural and Engineering Design Technology Program
		512SSD, Warranty			Replacement of out-of-warranty systems for student lab
4	3	Dell OptiPlex Tower 7010, 13th Gen Intel Core i7-13700, 16GB Memory	\$ 898.71	\$ 2,696.13	Ludivina Avila - Chemistry Program
		512GB Hard Drive, Warranty			Replacement of out-of-warranty systems for department staff
COMPUTER TOTAL				\$ 54,492.61	
LAPTOPS					
5	1	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory,	\$ 1,395.47	\$ 1,395.47	Carla Balleza - Cosmetology Program
		256GB Hard Drive, Keyboard and Mouse, Docking Station, Warranty			New system for department faculty
6	1	Laptop Latitude 5540 BTX Base, 13th Gen Intel Core i5-1355U, 8GB Memory,	\$ 1,234.99	\$ 1,234.99	Myriam Lopez - Business Office
		256GB Hard Drive, Warranty			New system for department staff
7	1	Laptop Mobile Precision 5680 BTX Base, Intel Core i7-13700H, 16GB Memory,	\$ 3,131.31	\$ 3,131.31	Becky Cavazos - Central Receiving
		256GB Hard Drive, Docking Station, Warranty			Replacement of out-of-warranty system for department staff
8	6	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory,	\$ 1,367.31	\$ 8,203.86	Becky Cavazos - Purchasing
		256GB Hard Drive, Docking Station, Warranty			Replacement of out-of-warranty systems for department staff
9	3	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory,	\$ 1,367.31	\$ 4,101.93	Becky Cavazos - Central Receiving
		256GB Hard Drive, Docking Station, Warranty			Replacement of out-of-warranty system for department staff
10	4	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory,	\$ 1,367.31	\$ 5,469.24	Dr. Lazaro Barroso - College Connections
		256GB Hard Drive, Docking Station, Warranty			New systems for new department staff
11	8	Laptop Precision 5480 CTO, Intel Core i7-13700H, 16GB Memory,	\$ 2,585.00	\$ 20,680.00	Ruben Torres - Clinical Simulation
		512GB Hard Drive, NVIDIA RTX A1000 6GB, Warranty			Replacement of out-of-warranty systems for department faculty
12	1	Apple 16" MacBook Pro Space Gray, 32GB Memory, 1TB SSD Storage, Adapter,	\$ 3,606.00	\$ 3,606.00	Lynda Lopez - Public Relations and Marketing
		Magic Mouse, 3-Year Apple Care Warranty			New system for department staff
13	3	Laptop Latitude 5440 BTX Base, 13th Gen Intel Core i5-1355U, 16GB Memory,	\$ 1,367.31	\$ 4,101.93	Serkan Celtek - Research and Analytical Services
		256GB Hard Drive, Docking Station, Warranty			Replacement of out-of-warranty system for department staff
14	1	Laptop Mobile Precision 5680 BTX Base, Intel Core i7-13700H, 16GB Memory,	\$ 2,924.00	\$ 2,924.00	Jason Gutierrez - Accountability, Risk, and Records Management
		512GB Hard Drive, Warranty			Replacement of out-of-warranty system for department staff
15	3	Apple 14" MacBook Pro Space Silver, 16GB Memory, 512GB SSD Storage, Adapter,	\$ 2,187.00	\$ 6,561.00	Saeed Molki - Computer Science Program
		Magic Mouse, 3-Year Apple Care Warranty			Replacement of out-of-warranty systems for department staff

SOUTH TEXAS COLLEGE
9. DISTRICT WIDE TECHNOLOGY REQUEST
OCTOBER 31, 2023

#	Qty	Description	Unit Price	Extension	Requesting Department
16	1	Laptop Mobile Precision 5680 BTX Base, Intel Core i7-13700H, 16GB Memory,	\$ 3,131.31	\$ 3,131.31	Olivia de la Rosa - Continuing, Professional and Workforce Education - Carryove
		512GB Hard Drive, Docking Station, Warranty			Replacement of out-of-warranty system for department staff
17	1	Laptop Mobile Precision 5680 BTX Base, Intel Core i7-13700H, 16GB Memory,	\$ 3,131.31	\$ 3,131.31	Jason Gutierrez - Accountability, Risk, and Records Management
		512GB Hard Drive, Docking Station, Warranty			Replacement of out-of-warranty system for department staff
18	9	Laptop Latitude 5540 BTX Base, 13th Gen Intel Core i5-1345U, 16GB Memory,	\$ 1,360.00	\$ 12,240.00	Mario Morin - Mathematics Program - Lumen Learning Project Grant
		256GB Hard Drive, Warranty			New systems for faculty and students classroom use
		LAPTOP TOTAL		\$ 79,912.35	
TABLETS					
18	1	Apple 11" iPad Pro, Wi-Fi 1TB, Space Gray,	\$ 1,548.00	\$ 1,548.00	Lynda Lopez - Public Relations and Marketing
		3-Year Apple Care Warranty			New system for department staff
19	1	Apple 11" iPad Pro, Wi-Fi 128GB, Space Gray, Magic Keyboard, Apple Pencil,	\$ 1,216.00	\$ 1,216.00	Dr. Rachel Sale - Digital Education
		3-Year Apple Care Warranty			Replacement of out-of-warranty system for department staff
		TABLET TOTAL		\$ 2,764.00	
MONITORS					
20	30	Dell 24" Monitor P2422H	\$ 201.59	\$ 6,047.70	Carlos Tello - Emergency Medical Services Program
		3-Year Warranty			Replacement of out-of-warranty monitors for department faculty
		MONITOR TOTAL		\$ 6,047.70	
SERVER					
21	1	PowerEdge R660 Server, 2.5" Chassis with up to 8 Hard Drives,	\$ 12,035.06	\$ 12,035.06	Ruben Suarez - Safety and Security Department
		Intel Xeon Gold, Warranty			New system for department staff
		SERVER TOTAL		\$ 12,035.06	
		COMPUTER/LAPTOP/TABLET/MONITOR/SERVER TOTAL		\$ 152,487.72	

SOUTH TEXAS COLLEGE

10. NETWORK EQUIPMENT, SOFTWARE, AND INSTALLATION SERVICES

VENDOR			Netsync Network Solutions	
ADDRESS			1224 E Jasmine Ave Ste B	
CITY/STATE/ZIP			McAllen, TX 78501	
PHONE			866-974-5959	
CONTACT			866-974-5959	
#	Qty	Description	Unit Price	Extension
1	10	SFP+ -10G MR, Full C Bank Tuneable DWDM SFP+ 50 Ghz LC	\$ 8,112.44	\$ 81,124.40
2	10	SP AR HW 24X7X4 SFP+ -10G MR Full C 12 months	\$ 907.22	\$ 9,072.20
3	2	EDFA Amplifier 17 dB Max Gain 50 GHz Compatible	\$ 4,804.80	\$ 9,609.60
4	2	License: SP AR HW 24X7X4 15454 MSTP Optical Amplifier - C-Bank 1 Year	\$ 470.59	\$ 941.18
5	4	10x10G Multi Rate Client Line Card	\$ 12,047.25	\$ 48,189.00
6	4	License: SP AR HW 24x7x4 10x10G Multi Rate Client Line Card 1 Year	\$ 893.17	\$ 3,572.68
7	10	SFP+ SR - Commercial Temp	\$ 654.22	\$ 6,542.20
8	10	SP AR HW 24x7x4 SFP+ SR - Commercial Temp 12 months	\$ 66.32	\$ 663.20
9	1	Installation and Deployment	\$ 26,676.80	\$ 26,676.80
10	1	Shipping and Handling	\$ -	\$ -
TOTAL AMOUNT			\$ 186,391.26	

SOUTH TEXAS COLLEGE
11. DUAL ENROLLMENT SOFTWARE LICENSE AGREEMENT

VENDOR			DualEnroll.com, a wholly owned subsidiary of CourseMaven, Inc.	
ADDRESS			43498 Butler Place	
CITY/STATE/ZIP			Leesburg, VA 20176	
PHONE			703-884-9131	
CONTACT			Janet Van Pelt	
#	Qty	Description	Unit Price	Extension
1	1	Dual Enrollment Software License Agreement Period: 12/1/23 - 11/30/24	\$ 67,330.00	\$ 67,330.00
Total Amount			\$	67,330.00

SOUTH TEXAS COLLEGE
12. MICROSOFT CAMPUS LICENSE AGREEMENT

VENDOR			Software House International (SHI) Government Solutions, Inc.	
ADDRESS			290 Davidson Ave	
CITY/STATE/ZIP			Somerset, NJ 08873	
PHONE			800-527-6389	
CONTACT			Tysir Nixon	
#	Qty	Description	Unit Price	Extension
Period: 11/1/2023 - 10/31/2024				
1	100	Microsoft Windows Server Datacenter Edition - License and Software Assurance - 2 Cores - Enterprise - All Languages	\$ 39.86	\$ 3,986.00
2	15	Microsoft Visual Studio Professional with MSDN - License and Software Assurance - 1 User - Select ESS - Win - All Languages	\$ 56.32	\$ 844.80
3	350	Microsoft Virtual Desktop Access - Subscription License - 1 Device - Select, Select Plus, EES - Win - All Languages	\$ 35.83	\$ 12,540.50
4	2650	Microsoft Exchange Online Advance Threat Protection - Subscription License - 1 User - Hosted - Academic, Faculty - Campus, School, EES - All Languages	\$ 16.08	\$ 42,612.00
5	36000	Microsoft Exchange Online Advanced Threat Protection - Subscription License - 1 User - Hosted - Academic Student	\$ -	\$ -
6	6	Microsoft Project Online Premium - Subscription License - 1 User - Hosted - Academic, Faculty - Campus School EES - All Languages	\$ 126.34	\$ 758.04
7	400	Microsoft Windows Server Standard Edition - License & Software Assurance - 1 Cores - Enterprise - All Languages	\$ 6.93	\$ 2,772.00
8	100	Microsoft Windows Remote Desktop Services - License & Software Assurance - 1 Device CAL - Academic - Campus, School, Enterprise, Select, SelectPlus, EES, Win - All Languages	\$ 9.53	\$ 953.00
9	40	Power BI Pro - Subscription License - 1 User - Hosted - Academic - Campus, School, EES - All Languages	\$ 24.12	\$ 964.80
10	7	Project Professional Alng LSA 1 Server CAL	\$ 61.52	\$ 430.64
11	45	Power BI Premium USL Edu a Sub Per User	\$ 51.68	\$ 2,325.60
12	2650	M365 A5 IP & Govern Edu Sub Per User	\$ 20.97	\$ 55,570.50
13	2650	Microsoft 365 A3 - Subscription License - 1 User - Hosted - Academic - EES - All Languages	\$ 61.68	\$ 163,452.00
14	96000	Microsoft 365 A3 - Subscription License - 1 User - Hosted - Academic - EES - All Languages	\$ -	\$ -
15	14	Power Apps Plan Edu Sub Per User	\$ 101.07	\$ 1,414.98
TOTAL AMOUNT			\$ 288,624.86	

SOUTH TEXAS COLLEGE
13. ONLINE TRAINING AND PROFESSIONAL DEVELOPMENT RESOURCE
LIBRARY SUBSCRIPTION

VENDOR			Innovative Educators	
ADDRESS			3277 Carbon Place	
CITY/STATE/ZIP			Boulder, CO 80301	
PHONE			303-305-8856	
CONTACT			Erica Kennon	
#	Qty	Description	Unit Price	Extension
1	1	Year 1: Online Training and Professional Development Resource Library Subscription Period: 11/1/23 - 10/31/24	\$ 12,951.00	\$ 12,951.00
2	1	Year 2: Online Training and Professional Development Resource Library Subscription Period: 11/1/24 - 10/31/25	\$ 12,951.00	\$ 12,951.00
3	1	Year 3: Online Training and Professional Development Resource Library Subscription Period: 11/1/25 - 10/31/26	\$ 12,951.00	\$ 12,951.00
4	1	Year 4: Online Training and Professional Development Resource Library Subscription Period: 11/1/26 - 10/31/27	\$ 12,951.00	\$ 12,951.00
5	1	Year 5: Online Training and Professional Development Resource Library Subscription Period: 11/1/27 - 10/31/28	\$ 12,951.00	\$ 12,951.00
TOTAL AMOUNT			\$ 64,755.00	

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SOUTH TEXAS COLLEGE
15. STATE RECORDS INQUIRY ACCESS AGREEMENT

VENDOR			Texas Department of Public Safety (DPS)	
ADDRESS			P O Box 4087	
CITY/STATE/ZIP			Austin, TX 78773	
PHONE			512-424-7813	
CONTACT			Lorinda Eccles	
#	Qty	Description	Unit Price	Extension
1	1	State Records Inquiry Access Period: 1/1/24 - 12/31/24	\$ 10,000.00	\$ 10,000.00
TOTAL AMOUNT			\$ 10,000.00	

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

Purpose and Justification – Administration requests the Committee recommend Board approval on the disposal of surplus property valued at \$5,000 and over through a live auction to dispose of obsolete, damaged, and items not functioning properly for safety purposes, and also due to the lack of storage area for surplus property. The Fixed Assets Department requests that these capital assets, which are part of the College's inventory, be removed from the fixed assets ledger.

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

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

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

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

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

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

SOUTH TEXAS COLLEGE
SURPLUS PROPERTY VALUED AT \$5,000 AND OVER - LIST #161
SEPTEMBER 25, 2023

Recap: John Deere - 1 ea, Circulation Desk - 4 plts, Dual Corridor - 1 ea, Nursing Adult Female Training Manikin - 1 ea, Vital Signs Simulator Controller - 1 ea, Dual Drop Book Box - 1 ea, Camera - 1 ea, Cargo Van - 1 ea.

#	Pallet	Qty	Description	Serial Number	Silver Tag	Purchase Date	Amount	Ptag	Net Book Value	Condition
1	143	1 EA	2011 John Deere XUV 825i - Unit #34 (PD Gator 2)	1M0825GSLAM016767	19201	1/6/2011	\$ 9,475.38	N00018705	\$ -	Obsolete
2	144 - A	1 PT	Circulation Desk - Credenza (Disassembled onto 4 Pallets)		0000003743	3/27/2000	\$ 38,686.66	000004706	\$ -	Obsolete
3	144 - B	1 PT	Circulation Desk - Credenza (Disassembled onto 4 Pallets)							Obsolete
4	144 - C	1 PT	Circulation Desk - Credenza (Disassembled onto 4 Pallets)							Obsolete
5	144 - D	1 PT	Circulation Desk - Credenza (Disassembled onto 4 Pallets)							Obsolete
6	145	1 EA	Model 2302 Dual Corridor RF Checkpoint Anti Theft Security Antenna System	2328447	0000004890	3/10/2000	\$ 7,400.00	000004834	\$ -	Obsolete
7	146	1 EA	Laerdal Nursing Anne Adult Female Training Manikin	325M28100007	14684	7/20/2010	\$ 5,348.00	N00018303	\$ -	Incomplete
8	146	1 EA	Laerdal VitalSim Vital Signs Simulator Controller (Component of ST-14684)	2710						Incomplete
9	147	1 EA	P12113960 Kingsley Contempra Dual Drop Outdoor Book Return	3637	19705	7/26/2011	\$ 6,323.58	N00019142	\$ -	Damaged
10	149	1 EA	7G093 Camera Reel/Monitor w/7G093 Pipe/Line Locator	62-006116	12472	1/30/2006	\$ 9,576.83	N00012820	\$ -	Obsolete
11	150	1 EA	2006 Chevy Cargo Van - Unit #12	1GCFG15X361234170	15419	5/5/2006	\$ 15,963.76	N00012823	\$ -	Damaged

Review and Discussion on Options for Contracting Electric Power Services

Purpose and Justification – The Options for Contracting Electric Power Services are being presented for review and feedback on the preferred procurement method option for electric power services.

A procurement method option for electric power services must be selected to secure a contract for the electric power services prior to the end of the existing contract.

In the past, the College has procured the electric power services through an interagency contract with the State of Texas, General Land Office, or by advertising a Request for Proposal (RFP).

The College's current contract for electric power services with Cavallo Energy Texas through the General Land Office was entered into on June 1, 2019 and will expire on May 31, 2024.

Background - The following reflects South Texas College's electric service contracts since FY 2002:

Procurement Method	Service Provider	Period	Electricity Rate per kWh
General Land Office	Reliant Energy	4/1/02 – 3/31/04	\$0.03944
General Land Office	Reliant Energy	4/1/04 – 5/31/06	\$0.05397
Request for Proposal	Hino Electric	6/1/06 – 5/31/07	\$0.08099
Request for Proposal	Hino Electric	6/1/07 – 5/31/08	\$0.08650
Request for Proposal	Gexa Energy	6/1/08 – 5/31/11	\$0.08989
Request for Proposal / General Land Office	Cavallo Energy Texas	6/1/11 – 5/31/14	\$0.05676
General Land Office	Cavallo Energy Texas	6/1/14 – 5/31/19	\$0.05482
General Land Office	Cavallo Energy Texas	6/1/19 – 5/31/24	\$0.04450

Comparison Between Procurement Methods

- Key points of the procurement methods are as follows:

Request for Proposals	Interlocal Agreement - TASB
Consultant Required	Consultant Not Required
Advertisement of RFP	No Advertisement of RFP
Consultant Fee	No Consultant Fee

- Key points processes are defined as follows:
 - ⇒ Request for Proposals (RFP) – An energy consultant would be contracted to prepare the request for proposals, analysis and evaluate for proposal rates, associated fees and taxes, and review the final service agreement. A detailed report of the proposals received will be provided which will include a short list of energy providers for the Committee. After the shortlist is determined by the Committee, the energy providers will be required to submit a final and executable kWh rate for the Board meeting.
 - ⇒ Interlocal Agreement – The Texas Association of School Boards (TASB) has an energy cooperative that the College can participate in through an interlocal agreement. TASB provides contract term options from 12 months to 120 months.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director for Operations and Maintenance, and Becky Cavazos, Director of Purchasing, will be present at the October 17, 2023, Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

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

Discussion and Action as Necessary on College Bookstore Contract Extension

Purpose and Justification – Administration requests that the Committee recommend to the Board reject either of the Barnes & Noble College Booksellers, LLC. (“B&N”) bookstore contract extension requests.

On February 27, 2023, on its own initiative, B&N provided a proposed Amendment that would add two years to the current five (5) year contract with a modified ending date of October 31, 2026. In addition to the extended term, this proposed Amendment includes the modification and addition of several other terms in the current contract including, among other changes, the following:

1	Implementation of the First Day Complete Program
	Administration cannot make a definite determination of the advantages or disadvantages, both for STC and its students, of accepting and implementing the First Day Complete Program. Administration will conduct research on its implementation at other colleges and universities to determine its benefits for both STC and students to determine its use in a future contract for bookstore operations.
2	Removal of the Annual Minimum Guarantee
	There would be no Annual Minimum Guarantee. The original amount of the guarantee was \$500,000. STC subsequently agreed to accept a lower amount primarily as a result of the COVID epidemic’s impact on sales. The proposed Amendment would eliminate the guarantee completely.

On June 14, 2023, on its own initiative, B&N provided another proposed Amendment to the existing contract to extend the term for an additional one (1) year period through October 31, 2025. There would be no other changes to the existing contract.

Background – On August 27, 2019, the Board of Trustees awarded a five (5) year contract to B&N for the operation of the College’s bookstore for the period beginning November 1, 2019 and ending October 31, 2024.

The original contract and previously approved modifications are as follows:

Modifications	Period	Minimum Annual Guarantee
Original Contract	11/1/19 – 10/31/24	\$500,000
1 st Contract Modification Amount Board Approved 5/26/20	11/1/19 – 10/31/20	\$400,000
2 nd Contract Modification Amount Board Approved 3/29/22	11/1/20 – 10/31/21	\$325,000
3 rd Contract Modification Amount Board Approved 3/28/23	11/1/22 – 10/31/23 11/1/23 – 10/31/24	\$300,000 \$300,000

Modifications	Period	Minimum Annual Guarantee
Proposed Contract Extension Amendment No. 1 dated 2/27/23		
-Removal of the minimum annual guarantee for the last year of the current contract period (11/1/23 – 10/31/24)	11/1/23 – 10/31/24	\$300,000
-Two (2) Year Contract Extension amendment with additional modifications noted above. Several other changes to the contract including adding the First Day Complete Program and changing the manner in which the commissions payable are calculated.	11/1/24 – 10/31/25	\$0.00
	11/1/25 – 10/31/26	\$0.00
Proposed Contract Extension Amendment No. 1 dated 6/14/23		
-One year extension of the current term	11/1/24 – 10/31/25	
-No change to the minimum guarantee payment	11/1/23 – 10/31/24	\$300,000
	11/1/24 – 10/31/25	\$500,000

Administration previously considered and recommended that to the Board approve the three (3) contract modification requests due to the pandemic and the sales minimum sale guarantee not being met. According to B&N the current extension and other modifications are being requested to due to challenging times in higher education.

Enclosed Document – The B&N contract amendments dated 2/27/23 and 6/14/23 follow in the packet for the Committee’s information and review.

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

Administration recommends the continuation of the current contract as last modified and accepted by the Board on March 28, 2023, with the term ending after five (5) years as originally agreed. In addition, Administration recommends that Purchasing engage the services of a bookstore consultant and solicit competitive proposals for a new contract a few months before the current termination of the contract on October 31, 2024. It should be noted that, notwithstanding the five-year term, B&N does have the right to terminate the current contract for convenience upon providing a one hundred eighty (180) days’ notice.

It is requested that the Committee recommend that the Board reject either of Barnes & Noble College Booksellers, LLC., bookstore contract extension requests, as presented.

**Amendment No. 1 to
Agreement for Bookstore Services
Between
South Texas College
And
Barnes & Noble College Booksellers, LLC**

Effective July 1, 2023 (“Effective Date”), this Amendment No. 1 (“Amendment”) to the Agreement for Bookstore Services dated November 1, 2019 (“Agreement”) is hereby entered into by and between South Texas College and Barnes & Noble College Booksellers, LLC according to the following terms and conditions. All capitalized terms used but not defined herein shall have the meanings ascribed to them in the Agreement.

1. The parties hereby acknowledge and agree the Agreement shall be extended until October 31, 2026 pursuant to the renewal terms in section 1.1 of the Agreement.
2. **Section 9.1, Course Materials Program Requirements** is hereby amended by adding the following language at the end of such section:

College shall not contract with any third party to provide any services of the type outlined in this Agreement whether on or off campus, through e-commerce sites, hyperlinks to alternate sources, or otherwise endorsed or supported by College. College acknowledges and agrees any attempt to circumvent Contractor by entering into any oral or written agreement or arrangement with a third party for such services and sources could materially and detrimentally impact the revenue stream of this Agreement. In such event, the guarantee shall be eliminated and the parties will renegotiate the financial terms of the Agreement.

3. **Section 10.1(c). Surcharges** of the Agreement is hereby amended by deleting such subsection in its entirety and replacing it with the following:

Freight charges, restocking fees, and other publisher charges invoiced to Contractor are included in the publisher unit cost of net-priced new textbooks, to which Contractor’s gross margin percentage is added.

4. **Section 14.1.** of the Agreement is hereby amended by deleting such section in its entirety and replacing it with the following:

On an annualized basis, Contractor will pay College the following Calculated Commission.

14.5% of all Gross General Merchandise Sales up to \$2,000,000.00

15.5% of all Gross General Merchandise Sales from \$2,000,000.00 to \$3,000,000.00

17.5% of all Gross General Merchandise Sales over \$3,000,000.00

AND

7% of all Gross Sales of Course Materials

“Gross Sales of General Merchandise” is defined as all collected in-store and online/website sales of general merchandise, including the amounts earned from Contractor’s marketing programs and relationships with its brand partners, less voids, refunds, sales tax, campus debit card fees, computer hardware sales, contractually discounted sales (such as discounted department and faculty/ staff sales),

pass-through income, merchandise sales at less than a 20% initial gross margin and other merchandise mutually designated as non-commissionable.

“Gross Sales of Course Materials” is defined as all collected in-store and online/website sales of course materials and Contractor-owned textbook rentals at the Bookstore, including the amounts earned from processing transactions for publishers related to the consignment of their rental property, and sales of (i) eTextbooks, (ii) pure digital products, and (iii) course materials within the LMS, whether through the First Day® or First Day® Complete programs or any other course material sales outside of such programs, less voids, refunds, sales tax, and handling fees associated with non-return of rental textbooks.

If annual gross sales as described above materially decrease as a result of legislation, conflicting or other campus agreements, material changes in College policy or the business model of the industry (such as digital books or direct publisher sales), removal by College of significant programs or departments, declining enrollment at College (defined as decreased full- and part-time student enrollment of five percent (5%) or more over the prior year), or other reasons outside the reasonable control of Contractor, the guarantee shall be eliminated and the parties agree to renegotiate the financial terms of the Agreement, including a reduction in the commission percentages above.

5. **Section 14.2.** of the Agreement is hereby amended by deleting such section in its entirety and replacing it with the following:

The applicable Calculated Commissions as set forth above shall be made monthly by Contractor to College and shall be paid within thirty (30) days after the close of the month in which they were earned. Contractor reserves the right to deduct from commission payments any past due accounts receivable charges that are more than sixty (60) days in arrears. The final payment for any year shall be made within thirty (30) days after the end of the applicable contract year and will include any adjustments required by the calculations in Section 14.1 (Calculated Commission). Each payment shall be accompanied by a detailed statement of its computation. Contractor shall furnish supporting documentation to College upon request. Contractor shall remit all payments to College under this Agreement via ACH.

6. **Section 17.1. Obligations** of the Agreement is hereby amended by adding the following language as new subsections (g) and (h):

G. A daily export file with the required SIS student export data (including student email addresses) to support a personal experience for faculty and students and enable Contractor to both provide its products and services to College, including the Adoption and Insights Portal (“AIP”), and send Bookstore-related information and personalized content to College’s students.

H. The placement of an electronic link on College’s home page, registration system, and within College’s learning management system (“LMS”) to the Bookstore’s website.

7. **Section 18.3, Purchase of Existing Assets** of the Agreement is hereby amended by adding the following at the end of such section:

In the event of termination of this Agreement for any reason, College shall provide (1) a secure space in or near the Bookstore during the last two weeks of the then-current term or semester to allow Contractor to collect from students all outstanding rented textbooks, including those on consignment owned by the publishers and (2) reasonable support related to such returns, including but not limited to communications to students. Alternatively, if College chooses not to provide such space and support,

College shall assume and be wholly responsible for all of Contractor's liability to the publishers related to the textbooks on consignment during the applicable term or semester, including but not limited to financial obligations with regard to the returns or non-returns of textbooks.

8. **Section 18, Purchase of Existing Assets** of the Agreement is hereby amended by adding the following as new section 18.7:

Should College change logo or contracted athletic apparel provider/licensee, College will either give Contractor six (6) months written notice or will allow Contractor to automatically deduct from commissions due the cost of unsold emblematic merchandise.

9. The Agreement is hereby amended by adding new **Section 26, First Day® Complete Program** as follows:

Section 26. First Day® Complete Program:

- a) In order to expand affordability to students, College agrees to implement the First Day® "Complete Program" (inclusive access) for all courses beginning with Fall 2023 semester using a per credit pricing format.

(i) Contractor Responsibilities.

1. Contractor will manage the Complete Program on behalf of College and will be responsible for the procurement of desired textbooks and course materials. Contractor shall fill faculty course material orders (adoptions) for required course materials each term only in accordance with course material adoptions through AIP (or any new adoption tool Contractor introduces) by faculty or authorized department designees that adhere to the schedule below:
 - a. On or before April 1st for the fall semester
 - b. On or before October 1st for the spring semester
 - c. On or before February 15th for the summer semester
2. For any course material adoptions that are not adopted using AIP or turned in by the above deadlines, Contractor will use commercially reasonable efforts to provide such course materials by the first day of the course but cannot guarantee delivery. Course materials will be provided in either rental (new or used) or digital format, at Contractor's discretion, in order to maintain the value of the Complete Program.
3. At a minimum starting two weeks prior to the deadline, Contractor will deliver daily reporting on courses without course material adoptions to College's compliance designee for follow-up with faculty.
4. Two weeks after the end of each semester ("Grace Period"), Contractor will notify College of any Rental Materials not returned by students.
 - a. The list will identify the names of students who have not returned their Rental Materials.
 - b. College will work with Contractor to encourage those students to resolve their accounts with Contractor (e.g., College will place a hold on the student

account(s), message student(s) via all available communication methods, etc.) in order to maintain the value of the Complete Program.

- c. In the event a student does not return Rental Materials, Contractor reserves the right to require student payment of an appropriate rental replacement fee (75% of the new course material selling price) and/or identify the student ineligible for the Complete Program in future semesters.

(ii) College Responsibilities.

1. College shall place the necessary electronic links on its learning management system (LMS) no later than (2) two weeks prior to the start of the term. At least two (2) weeks prior to the start of the term, College shall audit all electronic links on its learning management system (LMS) to ensure they are functional.
2. College is solely responsible, at its expense, for providing mutually agreed upon secured space, in addition to space within the Bookstore, for inventory management and student package delivery and pickup for the Complete Program.
3. By electronic transmission, College shall provide Contractor the course schedule with enrollment information on a daily basis.
4. Delivered to an SFTP server on a daily basis and in a format provided by Contractor or through an SIS integration, College also shall upload each student's complete course schedule, including associated credit hours, eligibility status for the Complete Program, and any additional data required by Contractor in order to implement the Complete Program. At a minimum, College shall begin dropping the file no later than twelve (12) weeks out from the course start date through the end of the registration period for each course.

(iii) Joint Responsibilities. College and Contractor shall be jointly responsible for communicating to students all non-returned rental policies. The parties agree to work together to negotiate publishers' pricing of textbooks and course materials.

(iv) Included and Excluded Materials.

1. The Complete Program will include only required course materials in print rental or digital formats. The Bookstore, at its sole discretion, will determine which course materials (i) may be retained by a student and (ii) which are considered rentals requiring students to return them at the end of the semester (collectively, "Rental Materials").
2. The following items are excluded from the Complete Program: adopted school supplies, kits, uniforms, art supplies, calculators, non-required course materials, or items deemed not a textbook. In addition, the Complete Program does not include shipping costs for delivery to students outside of the Bookstore or designated locations on campus.

(v) Communications. College and Bookstore will work together to promote understanding of the Complete Program. All communication and marketing regarding the Complete Program will be the joint responsibility of College and Contractor, with College providing outreach and messaging to students in accordance with the timelines and proposed

templates provided by Contractor. Contractor will work with College to help educate, promote, and communicate the Complete Program to the students in multiple formats. College shall not issue any external communications, including but not limited to press releases, without the prior written consent of the Corporate Communications department of Contractor.

(vi) Financial Terms.

1. The price per credit per semester for all students shall be \$24, which (a) College agrees to pay Contractor via ACH or Fedwire in accordance with this Section 26 notwithstanding any applicable opt-out or other legal obligations of College and (b) the parties hereby acknowledge and agree is an average price across all courses and shall apply regardless of how many or whether course materials are being used in a particular course.
2. No later than seven (7) days after the census date, College and Contractor will review and mutually agree upon the number of credits for students who have not opted out of the Complete Program that will appear in the “Initial Invoice”. In the event College does not agree within such seven (7) day period upon the number of credits, the Initial Invoice will contain the price per credit (\$24) for all courses based on ninety percent (90%) of the number of students who have not opted out of the Complete Program. College shall pay the Initial Invoice via ACH or Fedwire upon receipt (net zero payment terms) (“Initial Payment Due Date”) Notwithstanding any other provision in this Agreement, Contractor will withhold commission and/or other payments due College under this Agreement in the event College does not comply with its payment obligations hereunder. Immediately upon demand, College shall pay Contractor a flat late fee of five percent (5%) for any balances of the Initial Invoice that remain unpaid more than ten (10) days after the Initial Payment Due Date.
3. If there is a discrepancy in the number of credits in the Initial Invoice, College will provide its registrar’s final enrollment information by credit hour to Contractor no later than fifteen (15) days after the Initial Payment Due Date. Contractor will send a final invoice to College (“Final Invoice”) representing the remaining balance after the Initial Invoice and will be based on College registrar’s final enrollment information by credit hour. College will remit payment of the Final Invoice to Contractor via ACH or Fedwire upon receipt (net zero payment terms) (“Final Payment Due Date”). Notwithstanding any other provision in this Agreement, Contractor will withhold commission and/or other payments due College under this Agreement in the event College does not comply with its payment obligations hereunder. Immediately upon demand, College shall pay Contractor a flat late fee of five percent (5%) for any balances of the Final Invoice that remain unpaid more than ten (10) days after the Final Payment Due Date. For avoidance of doubt, the parties acknowledge and agree any revisions to the Initial Invoice or Final Invoice shall not extend either the Initial Payment Due Date or the Final Payment Due Date.
 - a. Contractor shall have the right to audit the registrar’s records in the event that Contractor reasonably believes the enrollment information reported by College deviates from actual enrollment.
 - b. If the results from the audit prove any final enrollment counts are higher than the counts provided by College, Contractor shall invoice College for the additional charges.

- c. If the results from the audit prove any final enrollment counts are lower than the counts provided by College, Contractor shall provide a credit to College.
- d. At no time during an audit shall either party fail to perform their agreed upon services or responsibilities, including payment on outstanding invoices, with regard to the Complete Program.

- 4. As required by state and local sales tax law and unless College provides to Contractor a copy of its exemption certificate, Contractor shall add sales tax to the price per credit set forth in subsection (vi)(1) above. All certificates must be complete and valid. Contractor will accept College's certificate only if it can do so in good faith or as otherwise required by state or local law. The parties acknowledge and agree (i) any charges between College and its students may constitute a separate taxable sale for sales tax purposes and (ii) Contractor neither does or shall provide tax advice on these transactions nor be responsible for any taxes imposed on College by any taxing authority.
- 5. Contractor shall spend up to \$25,000 in capital to design, construct, equip, and install "Fixtures" in the Bookstore in support of the implementation of the Complete Program. Contractor will depreciate this investment on a straight-line basis over the three (3) year period of this Agreement. Should this Agreement terminate before the end of that period, then College shall reimburse Contractor for any amount of the investment not yet depreciated. Contractor shall own all Fixtures until they are fully depreciated.
- 6. On an annual basis beginning with the completion of the first year of the Complete Program, both parties agree to mutually evaluate and determine the price per credit and other financial terms. The evaluation is based on faculty course materials adopted for the fall and spring semesters, taking into consideration changes in the amount of consumables or to overall title count. Any changes to the per credit price will be agreed upon by the parties no later than March with an effective date starting with the fall semester.

10. All payments by College to Contractor under this Agreement shall be via ACH or Fedwire.

11. Except as expressly modified above, all other terms and conditions of the Agreement shall remain the same.

12. This Amendment may be signed and sent electronically by the parties. All signed counterparts will be deemed originals and together shall constitute the entire Amendment.

Agreed as of the Effective Date:

South Texas College

Barnes & Noble College Booksellers, LLC

Name: _____

Name: _____

Title: _____

Title: Vice President of Stores

Date: _____

Date: _____

February 2023 v.1

**Amendment No. 1 to
Agreement for Bookstore Services
between
South Texas College
And
Barnes & Noble College Booksellers, LLC**

Effective November 1, 2024 (“Effective Date”), this Amendment No. 1 (“Amendment”) to the Agreement for Bookstore Services dated January 17, 2020 (“Agreement”) is hereby entered into by and between South Texas College, a political subdivision and public institution of higher education created by the Constitution and laws of the State of Texas (“College”) and Barnes & Noble College Booksellers, LLC (“Contractor”), according to the following terms and conditions. All capitalized terms used but not defined herein shall have the meanings ascribed to them in the Agreement.

1. The term of the Agreement is hereby extended through October 31, 2025.
2. Except as expressly modified above, all other terms and conditions of the Agreement shall remain the same.
3. This Amendment may be signed and sent electronically by the parties. All signed counterparts will be deemed originals and together shall constitute the entire Amendment.

Agreed as of the Effective Date:

South Texas College

Barnes & Noble College Booksellers, LLC

Name: _____

Name: _____

Title: _____

Title: Vice President of Stores

Date: _____

Date: _____

Discussion and Action as Necessary on Evaluation Criteria for Competitive Procurement of Non-Construction Products, Services, and Products and Services

Purpose and Justification – Administration requests that the Committee recommend to the Board updated evaluation criteria for competitive procurement of non-construction products, services, and products and services used by the College to evaluate competitive sealed proposals as stated in Section 44.031 of the Texas Education Code.

The Purchasing Department has reviewed the existing criteria and proposes an additional step for the request for proposals evaluation process as follows:

- Pass/Fail Determination(s):
 - ⇒ The following documents of the request for proposals (RFP) submission will be given a pass/fail determination:
 - Execution of Offer
 - Incomplete Proposal
 - References (if applicable)

Background – On November 29, 2022, the Board of Trustees approved the evaluation criteria and weights provided below. The Purchasing Department is not proposing any changes to the criteria and weight that follow:

#	Criteria	Products	Products and Services	Services
1	The purchase price	47	42	37
2	The reputation of the vendor and of the vendor's goods or services	10	15	18
3	The quality of the vendor's goods or services	16	14	16
4	The extent to which the goods or services meet the district's needs	18	20	15
5	The vendor's past relationship with the district	3	3	3
6	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses	1	1	1
7	The total long-term cost to the district to acquire the vendor's goods or services	N/A	N/A	5

#	Criteria	Products	Products and Services	Services
8	For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. has its principal place of business in this state; or b. employs at least 500 persons in this state.	5	5	5
9	Any other relevant factor specifically listed in the request for bids or proposals.	Up to 5 points will be used from the purchase price if applicable.		

The Code of Federal Regulations, which governs procurement using federal funds states, in part, as follows: "The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference." [2CFR 200.319(c)]. Therefore, the preference indicated in Criterion #8 as currently written cannot be used in evaluating competitive proposals when federal funds are used.

Enclosed Document – The current evaluation criteria and weighted points for the solicitation of products, products and services, and services are provided in the packet for the Board's information and review.

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

It is requested that the Committee recommend to the Board updated evaluation criteria for competitive procurement of non-construction products, services, and products and services used by the College to evaluate competitive sealed proposals as stated in Section 44.031 of the Texas Education Code.

**SOUTH TEXAS COLLEGE
PROPOSAL CRITERIA - PRODUCT ONLY**

	Product Only		
	Points	Score Key	
1 Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	47		
2 Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects)	10	8-10 5-7 2-4 0-1	Excellent Acceptable Marginal Poor/No Response
3 Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	16	14-16 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
4 Criterion 4: The extent to which the goods or services meet the district's needs a. Delivery Time Frame of product(s) b. Meet or exceed the specifications	18	14-18 9-13 4-8 0-3	Excellent Acceptable Marginal Poor/No Response
5 Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0	Excellent Acceptable/New Vendor Marginal Poor/No Response
6 Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0	Yes No
7 Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services a. Annual Maintenance Cost b. Annual Escalation Increase			Up to 5 points will be used from the purchase price if applicable
8 Criterion 8: For a contract for goods and services, other that goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0	Yes No
9 Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals, e.g.: a. Financial Standing b. Potential or Pending Sale of Business c. Trade-In of outdated equipment			Up to 5 points will be used from the purchase price if applicable
Total Points	100		

Definitions of evaluation terms:

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

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

Marginal - respondent provided minimal information on requirements

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

**SOUTH TEXAS COLLEGE
PROPOSAL CRITERIA - SERVICE ONLY**

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

		Product and Service	
		Points	Score Key
1	Criterion 1: The purchase price a. The low bidder gets the maximum points b. Divide the lowest proposal by each of the other proposal(s)	42	
2	Criterion 2: The reputation of the vendor and of the vendor's goods or services a. Number of Years in Business b. References (similar projects) c. Services/Installation d. Professional Licenses/Certifications	15	13-15 8-12 3-7 0-2 Excellent Acceptable Marginal Poor/No Response
3	Criterion 3: The quality of the vendor's goods or service a. Warranty b. Service Support/Response Time c. Goods/Product (manufacturer life) d. Product Performance	14	13-14 9-12 3-8 0-2 Excellent Acceptable Marginal Poor/No Response
4	Criterion 4: The extent to which the goods or services meet the district's needs a. Time Frame to complete the project b. Delivery Time Frame of product(s) c. Number of staff d. Meet or exceed the specifications	20	16-20 11-15 6-10 0-5 Excellent Acceptable Marginal Poor/No Response
5	Criterion 5: The vendor's past relationship with the district a. Quality of Past Performances with STC ****New Vendors will receive two points	3	3 2 1 0 Excellent Acceptable/New Vendor Marginal Poor/No Response
6	Criterion 6: The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses a. Provided the Certification	1	1 0 Yes No
7	Criterion 7: The total long-term cost to the district to acquire the vendor's goods or services; and a. Annual Escalation Increase b. Annual Maintenance Cost		Up to 5 points will be used from the purchase price if applicable
8	Criterion 8: For a contract for goods and services, other than goods and services related to telecommunications and information materials, whether the vendor or the vendor's ultimate parent company or majority owner: a. Has its place of business in this state; or b. Employs at least 500 persons in this state.	5	5 0 Yes No
9	Criterion 9: Any other relevant factor specifically listed in the request for bids or proposals a. Financial Standing b. Potential or Pending Sale of Business c. SAS 70 d. Red Flag Rules e. Gramm-Leach-Bliley Act		Up to 5 points will be used from the purchase price if applicable

Total Points

100

Definitions of evaluation terms:

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

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

Marginal - respondent provided minimal information on requirements

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

Discussion and Action as Necessary on Jurisdictional and Interagency Support Memorandums of Understanding (MOUs) Between South Texas College Police Department and the City Police Departments

Purpose and Justification – Administration requests the Committee recommend Board approval of Jurisdictional and Interagency Support Memorandums of Understanding (MOUs) between the South Texas College Police Department and the City Police Departments for McAllen, Pharr, Weslaco, and Rio Grande City.

The new MOUs include the following revisions:

- ⇒ Update the name of the current Chief of Police for each City
- ⇒ Update the name of the South Texas College President
- ⇒ Add a section to include the College's Emergency Alert System, where the police departments from each city are added to ensure the timely sharing of information regarding public safety alerts

Background - The South Texas College Police Department currently has an MOU with the following:

Police Department	Campus/Center Serviced	Board Approved
City of McAllen	Pecan Campus, Nursing and Allied Health Campus, Technology Campus	October 2012
Pharr Police Department	Regional Center for Public Safety Excellence	May 2017
Weslaco Police Department	Mid Valley Campus	November 2015
Rio Grande City Police Department	Starr County Campus	November 2015

The MOU outlines the jurisdiction of each police department, cooperation protocols, and identifies which police department is responsible for responding to incidents in geographical locations within the respective City.

Funding Source - No funds are required for the MOUs with each City Police Department.

Reviewers - Each Jurisdictional and Interagency Support Memorandum of Understanding (MOU) was reviewed by the Vice President for Finance and Administrative Services, the Chief of Police for Department of Public Safety, the Contract Manager, the College's Legal Counsel, and the respective Chiefs of Police as follows:

- ⇒ Victor Rodriguez, Chief of Police for the City of McAllen Police Department
- ⇒ Juan F. Gonzalez, Chief of Police for the Pharr Police Department
- ⇒ Dr. Joel Rivera, Chief of Police for the Weslaco Police Department
- ⇒ Noe Castillo, Chief of Police for the Rio Grande City Police Department

Enclosed Documents - The Memorandums of Understanding (MOUs) for each City follow in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Johnny Barboza, Police Lieutenant for the Department of Public Safety, will be present at the Committee meeting to address any questions.

It is requested that the Committee recommend Board approval on Jurisdictional and Interagency Support Memorandums of Understanding (MOUs) between the South Texas College Police Department and the City Police Departments for McAllen, Pharr, Weslaco, and Rio Grande City as presented.

JURISDICTIONAL AND INTERAGENCY SUPPORT
MEMORANDUM OF UNDERSTANDING

SOUTH TEXAS COLLEGE POLICE DEPARTMENT
AND CITY OF MCALLEN POLICE DEPARTMENT

WHEREAS, The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions of higher education, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the Institution, and

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of the City of McAllen, jurisdiction within the city limits and for certain purposes throughout the county

BE IT THEREFORE AGREED AS FOLLOWS: That the South Texas College Police Department (STCPD) and the City of McAllen Police Department (MPD) shall abide by the following articles:

ARTICLE 1:

STCPD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within the City of McAllen (STC jurisdiction site), and MPD shall retain concurrent jurisdiction.

ARTICLE 2:

MPD will retain primary jurisdiction within the City of McAllen outside of property owned, operated, rented or leased by South Texas College. ~~within the City of McAllen.~~

ARTICLE 3:

STCPD may exercise police powers outside of STC property as required by and/or authorized by law. MPD may exercise police powers within STC property located within the City of McAllen as required and/or authorized by law and as further set forth herein below.

ARTICLE 4:

In the event STCPD requests the assistance of MPD with an incident at an STC jurisdiction site, upon acceptance of such request, MPD reserves the right to respond and assume primary jurisdiction until the incident has been terminated.

ARTICLE 5:

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 6:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 7:

Federal Clery Act Compliance

A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

B. STCPD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

C. The STCPD will provide subscription to the STC ~~RAVE~~ Emergency Alert System, for the MPD Chief of Police and his designees to ensure timely sharing of information regarding public safety alerts.

ARTICLE 8:

It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

Dr. Ricardo J. Solis Date
President
South Texas College Police Department

Victor Rodriguez Date
Chief of Police
City of McAllen Police Department

JURISDICTIONAL AND INTERAGENCY SUPPORT
MEMORANDUM OF UNDERSTANDING

SOUTH TEXAS COLLEGE POLICE DEPARTMENT
AND PHARR POLICE DEPARTMENT

WHEREAS, The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions of higher education, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the Institution, and

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of the City of Pharr, jurisdiction within the city limits and for certain purposes throughout the county.

BE IT THEREFORE AGREED AS FOLLOWS: That the South Texas College Police Department (STCPD) and the Pharr Police Department (PPD) shall abide by the following articles:

ARTICLE 1:

STCPD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within the City of Pharr (STC jurisdiction site), and PPD shall retain concurrent jurisdiction.

ARTICLE 2:

PPD will retain primary jurisdiction within the City of Pharr outside of property owned, operated, rented or leased by South Texas College.

ARTICLE 3:

STCPD may exercise police powers outside of STC property as required by and/or authorized by law. PPD may exercise police powers within STC property located within the City of Pharr as required and/or authorized by law and as further set forth herein below.

ARTICLE 4:

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 5:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 6:

Federal Clery Act Compliance

A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

B. STCPD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

C. The STCPD will provide subscription to the STC Emergency Alert System, for the PPD Chief of Police and his designees to ensure timely sharing of information regarding public safety alerts.

ARTICLE 7:

It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

Dr. Ricardo J. Solis
President
South Texas College Police Department

Date

Juan F. Gonzalez
Chief of Police
Pharr Police Department

Date

JURISDICTIONAL AND INTERAGENCY SUPPORT
MEMORANDUM OF UNDERSTANDING

SOUTH TEXAS COLLEGE POLICE DEPARTMENT
AND WESLACO POLICE DEPARTMENT

WHEREAS, The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions of higher education, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the Institution, and

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of City of Weslaco, jurisdiction within the city limits and for certain purposes throughout the county.

BE IT THEREFORE AGREED AS FOLLOWS: That the South Texas College Police Department (STCPD) and the Weslaco Police Department (WPD) shall abide by the following articles:

ARTICLE 1:

STCPD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within the City of Weslaco (STC jurisdiction site), and WPD shall retain concurrent jurisdiction.

ARTICLE 2:

WPD will retain primary jurisdiction within the City of Weslaco outside of property owned, operated, rented or leased by South Texas College.

ARTICLE 3:

STCPD may exercise police powers outside of STC property as required by and/or authorized by law. WPD may exercise police powers within STC property located within the City of Weslaco as required and/or authorized by law and as further set forth herein below.

ARTICLE 4:

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 5:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 6:

Federal Clery Act Compliance

A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

B. STCPD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

C. The STCPD will provide subscription to the STC Emergency Alert System, for the WPD Chief of Police and his designees to ensure timely sharing of information regarding public safety alerts.

ARTICLE 7:

It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

Dr. Ricardo J. Solis
President
South Texas College Police Department

Date

Dr. Joel Rivera
Chief of Police
Weslaco Police Department

Date

ATTEST:

Norma Cantu
City Secretary
City of Weslaco

Date

David Suarez
Mayor
City of Weslaco

Date

Approved As to Form:

Juan Gonzalez
City Attorney
City of Weslaco

Date

JURISDICTIONAL AND INTERAGENCY SUPPORT
MEMORANDUM OF UNDERSTANDING

SOUTH TEXAS COLLEGE POLICE DEPARTMENT
AND RIO GRANDE CITY POLICE DEPARTMENT

WHEREAS, The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions of higher education, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the Institution, and

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of Rio Grande City, jurisdiction within the city limits and for certain purposes throughout the county

BE IT THEREFORE AGREED AS FOLLOWS: That the South Texas College Police Department (STCPD) and the Rio Grande City Police Department (RGCPD) shall abide by the following articles:

ARTICLE 1:

STCPD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within Rio Grande City (STC jurisdiction site), and RGCPD shall retain concurrent jurisdiction.

ARTICLE 2:

RGCPD will retain primary jurisdiction within Rio Grande City outside of property owned, operated, rented or leased by South Texas College. ~~within Rio Grande City.~~

ARTICLE 3:

STCPD may exercise police powers outside of STC property as required by and/or authorized by law. RGCPD may exercise police powers within STC property located within Rio Grande City as required and/or authorized by law and as further set forth herein below.

ARTICLE 4:

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 5:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 6:

Federal Clery Act Compliance

A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

B. STCPD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

C. The STCPD will provide subscription to the STC Emergency Alert System, for the RGCPD Chief of Police and his designees to ensure timely sharing of information regarding public safety alerts.

ARTICLE 7:

It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

Dr. Ricardo J. Solis Date
President
South Texas College Police Department

Noe Castillo Date
Chief of Police
Rio Grande City Police Department

Presentation on Key Benefits for Full-Time Eligible Employees

Purpose and Justification – At the September 26, 2023 Board Meeting, the Board of Trustees requested that management provide a comprehensive summary of employee benefits. A presentation on the key benefits for full-time eligible employees at South Texas College is being provided.

Investing in the College's employees is imperative in recruitment and retention efforts. A competitive labor market has required employers to remain innovative in the offering of employer-sponsored benefits in order to attract and retain top talent.

The following summary of key employee benefits managed in accordance with pertinent laws and institutional policy and guidelines is as follows:

- State Mandated (Partially Funded)
 - ⇒ Higher Education Group Insurance (HEGI) (Medical Insurance)
 - ⇒ Teacher Retirement System (TRS)
 - ⇒ Optional Retirement Program (ORP)
- Leaves
 - ⇒ Vacation
 - ⇒ Sick Leave
 - ⇒ Catastrophic Sick Leave Pool
 - ⇒ Sabbatical Leave
 - ⇒ Personal (Faculty/Staff) Leave
- Tuition Grant and Reimbursement and Dependent Tuition
- Employee Assistance Program (EAP)
- Other Payments/Reimbursements
 - ⇒ Retention Incentive Payment
 - ⇒ HEERF Return to Campus Payment
 - ⇒ Technology Support Reimbursement Benefit
- Other Incentives/Benefits
 - ⇒ Remote Work
 - ⇒ Employee Performance: Promotion and Demotion
 - ⇒ Innovative Work Week Schedule
 - ⇒ Professional Development Training

Additional information for the key employee benefits are as follows:

1. Medical Insurance: The College pays 100 percent of medical health insurance coverage through Blue Cross Blue Shield (BCBS) for full-time benefit eligible employees and 50% for dependents.
 - Higher Education Group Insurance (HEGI) is appropriated to the College based on the number of employees eligible for the state contribution.

- The state funds 50% of employer total costs of health insurance for eligible employees, which include 100% of the employee health insurance cost and 50% of the dependent insurance cost.
 - New employees become eligible for health insurance coverage after completing a 60-day waiting period working for the College.
2. Retirement: The college provides secured retirement options, including and competitively matching employee contributions for Teacher Retirement System (TRS) and Optional Retirement Program (ORP).
- Participation in the ORP is only allowed for faculty, executive, and administrative employees within 90 days of beginning employment in an eligible position. The employees that opt to participate in ORP are required to contribute 6.65% of their gross salary. The College also contributes 6.6% of the employee's gross salary into the employee's ORP account, with the exception of a few employees that are grandfathered with a contribution of 8.5%.
 - The state funds 50% of the employer ORP costs for eligible employees.
 - Employees not participating in ORP must participate in TRS. Employees are required to contribute 8.25% of their gross salary. The College also contributes 8.25% of the employee's gross salary into the employee's TRS account.
 - The state funds 50% of the employer TRS costs for eligible employees.
3. Institutional Grants:
- Employees – Employees have a maximum of 9 credit hours per semester covered at STC after one year of being employed with the college.
 - Dependents - Dependents have a maximum of 12 credit hours per semester covered at STC, which is dependent on the years of service of the employee requesting the grant.
4. Tuition Reimbursement: All benefit eligible full-time faculty and staff who have been employed in a full-time benefit eligible position at the College for a minimum of one (1) year are eligible to receive \$800 per employee per fiscal year for courses taken at other universities.
5. Leave:
- a. Vacation - With the exception of faculty members who have appointments of less than 12 months, employees accrue between 8 to 16 hours of **vacation leave** per month based on their length of continuous.
 - b. Holidays - In FY 2023-2024, each full-time benefit eligible employee receives a total of 26 days of **paid holidays**.
 - c. Sick - Each full-time employee earns eight hours of **paid sick leave** per month.

- i. Effective August 22, 2023, an eligible employee who separates from employment with the College is eligible for payment of fifty percent of **accumulated sick leave** over 480 hours.
 - ii. Employees may use up to a maximum of four days of accrued sick leave during any fiscal year as **personal leave**.
 - d. Sabbatical - A full-time faculty member may be granted **faculty development leave (often referred to as sabbatical leave)** for study, research, writing, field observations, or other suitable purpose.
 - e. Faculty - Personal Leave - Full-time faculty members who do not accrue vacation leave may use **four of the accrued sick leave days as personal leave days per academic year** (two per long semester), to conduct personal business.
 - f. Bereavement - A full-time employee is allowed up to three days of **paid bereavement leave** upon the death of a member of the employee's immediate family, including grandparents. This leave is reduced from the employee's available sick leave.
6. Employee Assistance Program (EAP): All full-time benefit eligible employees currently have access to services offered through the College's employee assistance program partnership with the University of Texas Health – Houston.
- Services include Mental Health Services, Legal/Financial/Identity Theft Services, WorkLife Services, Promotional Resources, and On-site/Virtual Services.
7. Retention and Return to Campus Payments: Active Full-time employees have received five (5) payments funded by HERFF fund or the Unrestricted Fund for retention initiative or HERFF Return to Campus.
8. Technology Benefit Payment: The college has made a technology benefit available to Full-Time Regular and Full-Time Temporary Employees. This benefit helps support employees with the cost of conducting college business via their personal technology devices or equipment.
9. Promotion(s): As of March 02, 2023, college policy allows for employee promotions for movement into a position of increased responsibility or complexity of duties and in a higher salary range.
10. Telecommuting: During emergencies, specific circumstances, and when feasible, as approved by the supervisor, employees may be permitted or required to perform their job duties remotely. Procedures have been established.
11. Professional Talent Development and Learning Resources: The newly formed Talent and Learning unit within the Office of Human Resources provides comprehensive trainings, leadership development, and opportunities for

professional growth of employees. The Talent & Learning team serves and empowers employees across South Texas College through:

- a. Cohort-based Leadership Academies
- b. Training workshops
- c. Customized team-building opportunities
- d. LinkedIn Learning support
- e. New Staff Orientation
- f. Employee appreciation and recognition

12. Innovative Workweek Schedules: The College has implemented the Board approved Four-and-a-half-day workweek during regular semesters and a four-day workweek during the summer session.

National associations surveying employee benefits have identified important benefit categories to employers, which align with the above listed benefits.

Management is continually benchmarking the College's benefits to other institutions to remain competitive in the current environment, and have already identified other benefits that may be presented in the future.

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

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

KEY EMPLOYEE BENEFITS

Mary G. Elizondo, MBA, CPA, CFE, CGMA

Vice President for Finance and Administrative Services

Dr. Zachary Z. Suarez

Executive Director of Human Resources and Talent Development



Key Employee Benefits

▶ State Mandated Medical Insurance and Retirement (Partially State Funded)

- ▲ Higher Education Group Insurance (HEGI) (Medical Insurance)
- ▲ Teacher Retirement System (TRS)
- ▲ Optional Retirement Program (ORP)

▶ Leaves

- ▲ Vacation
- ▲ Sick Leave
- ▲ Catastrophic Sick Leave Pool
- ▲ Sabbatical Leave
- ▲ Personal (Faculty/Staff) Leave

▶ Tuition Grant and Reimbursement and Dependent Tuition

▶ Employee Assistance Program (EAP)

▶ Other Payments/Reimbursements/Salary Increases

- ▲ Annual salaries Increases
- ▲ Compensation Plan
- ▲ Retention Incentive Payment
- ▲ HEERF Return to Campus Payment
- ▲ Technology Support Reimbursement Benefit

▶ Other Incentives/Benefits

- ▲ Remote Work
- ▲ Employee Performance: Promotion and Demotion
- ▲ Innovative Work Week Schedule
- ▲ Professional Development Training

▶ Future Benefits

State Mandated (Partially State Funded) FY 23



Higher Education Group Insurance (HEGI) (Medical Insurance)	\$14,855,548
Teacher Retirement System (TRS)	\$6,965,417
Optional Retirement Program (ORP)	\$628, 627

Leaves

› Vacation

- ▲ Accrue 8 hours of vacation leave per month
- › ▲ An additional 2 hours of accrued vacation leave per month for every 5 years worked (effective November 1, 2021)

› Sick Leave

- ▲ Accrue 8 hours of sick leave a month
- ▲ May qualify for partial Sick Leave payment at time of retirement (effective August 22, 2023)

› Catastrophic Sick Leave Pool

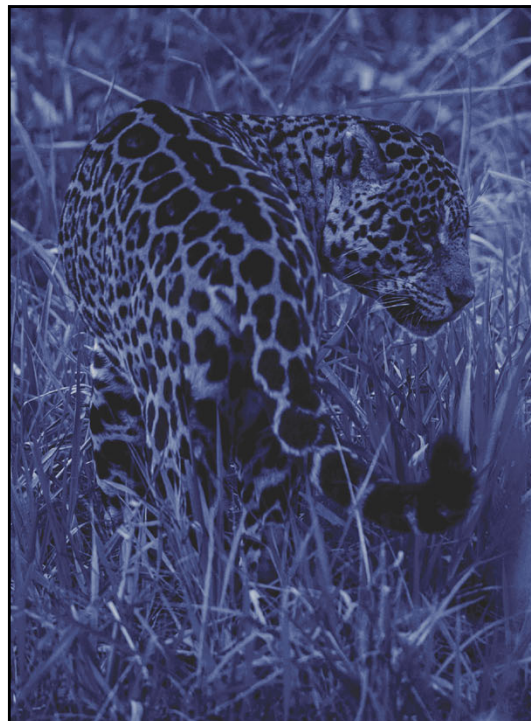
› Sabbatical Leave

› Personal (Faculty/Staff) Leave



Tuition Grant and Reimbursement and Dependent Tuition – Fiscal Year 2023

- ▶ Institutional Grants to Employees: \$1,454,458
- ▶ Employee Tuition Reimbursement: \$11,200
- ▶ Tuition Dependent Waiver: \$137,115



Employee Assistance Program (EAP) (FY23)

- ▶ EAP Benefits: \$16,885 (effective November 1, 2022)
- ▶ Through EAP, employees can access free, convenient, and confidential services, including
 - ▲ Counseling
 - ▲ Worklife Services via MyLifeValues.com
 - ▲ Elder Care and Care for Adults with Disabilities
 - ▲ Child Care
 - ▲ Personal Resources
 - ▲ Legal/Financial
 - ▲ Disaster Resources
 - ▲ Webinars
 - ▲ Kits for expecting parents, child safety, caring for elderly and more

Other Payments/Reimbursements/Salary Increases



Retention Incentive Payment

Month of Payment	Amount of Payment / Reimbursement	# of Full-Time Employees	Total Amount
		Regular / Temporary	
Jun 2021	\$1,250 / \$1,150	1,526 / 641	\$2,846,966
Nov 2022	\$1,250 / \$600	1,535 / 674	\$2,500,871
Mar 2023	\$1,500 / \$750	1,535 / 674	\$3,022,812
Nov 2023 - Pending	\$1,500 / \$750	1,650 / 800	\$3,310,238

HEERF Return to Campus Payment

Month of Payment	Amount of Payment / Reimbursement	# of Full-Time Employees	Total Amount
		Regular / Temporary	
Dec 2021	\$2,500 / \$1,500	1,534 / 382	\$4,745,213
Apr 2022	\$2,500 / \$1,500	1,493 / 191	\$4,326,454

Other Payments/Reimbursements/Salary Increases



Technology Support Reimbursement Benefit

Month of Payment	Amount of Payment / Reimbursement	# of Full-Time Employees	Total Amount
		Regular and Temporary	
Dec 2022	\$50/month	1,535	\$831,000

Annual Salary Increases

Fiscal Year	Amount of Payment
FY 2023	3%, as applicable
FY 2024	4%, as applicable

Other Incentives/Benefits

- ▶ Remote Work
 - ▲ Procedures effective November 2022
- ▶ Policy - Employee Performance: Promotion and Demotion
 - ▲ Procedures effective February 14, 2023
- ▶ Innovative Work Week Schedule
 - ▲ Work 36 hours Monday – Thursday, work half day on Friday (effective May 16, 2022)
 - ▲ Summer Schedule: 4 Hours Summer Leave on Fridays (effective May 15, 2023)

Thank you!



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

Purpose and Justification – 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 for Regular and Temporary full-time employees for expenses conducted by means of an employee's personal device or equipment (non-College-owned assets).

The Board of Trustees did not approve the Technology Support Reimbursement at their September Board meeting and requested a comprehensive report of employee benefits, which is included in this month's Committee agenda.

The reimbursement benefit payment 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-site. College departments have incorporated employee rotational work schedules to complete business functions.

There are numerous advantages of providing a technology support benefit to employees at South Texas College. Advantages include, but are not limited to, supporting employee recruitment and retention strategies, promoting team flexibility, promoting a better work-life balance, maximizing institutional use and efficiency of technology resources (i.e., Workday, etc.), and supporting institutional security controls for off-campus work (i.e., duo-factor authentication). The primary disadvantages associated with providing a technology support benefit to employees, including, cost and the risk of negatively impacting work-life balance. However, the advantages definitely outweigh the disadvantages.

Work from home/off-site procedures were prepared and are in place as a guide for supervisors and employees.

Proposed Technology Support Payment Plan

The Finance and Human Resources Committee asked that additional information be provided at the Board Meeting on the practice of technology support reimbursements at other community colleges.

A common practice at other community colleges and universities is to provide monthly cell phone stipends/allowances to selected employees to defray the cost of conducting College business when away from their assigned work location. These stipends are primarily provided to exempt staff and administration, which had also been the practice at South Texas College. This system was developed when cell phones were used primarily to reach administration when they were out of their office, either in meetings or after hours. This

practice has not been updated to reflect the current wide-spread use of various devices and resources for more than only voice communication, and at various locations on and off campus.

The proposed new reimbursement model recognizes that employees from across the College, in each division and department and of every pay classification, regularly use their personal devices, home internet, and other resources to execute their duties for South Texas College. Administration believes it is more equitable to allow all employees, rather than only the exempt employees, to claim partial reimbursement for their personal expenses that contribute to their professional responsibilities. Additionally, the proposed reimbursements would be provided tax-free to employees, as opposed to the standard stipends, which are taxable income.

	Cell Phone Stipend	Technology Reimbursement
Processing Time	Individual stipend NOEs	Online self-attesting
Tax implications	Taxed	Not taxed
Eligibility	Benefits select exempt staff and administration	Benefits for regular and temporary full-time faculty and staff
Complexity	Varying stipend amounts	Flat reimbursement rate
Cost	Lower Cost	Higher Cost

Considering the new remote work practices and as an effort to boost employee recruitment and retention, STC management proposes a technology support payment reimbursement in lieu of a cell phone stipend as planned and substantiated below:

The proposed Technology Support Reimbursement Plan is as follows:

- Discontinue monthly employee cell phone stipends due to the following challenges:
 - ⇒ Time consuming manual requests and approvals
 - ⇒ Inconsistent designation of employees receiving stipends due to varying qualifying factors.
- Initiate a non-taxable reimbursement for Regular and Temporary Full-Time employees, encompassing both exempt and non-exempt employees in all job categories who have used personal technology device or equipment for College related business.
- Acknowledgement by Employee
 - ⇒ The reimbursement will be processed at the request of the employee, electronically, no receipts or documentation is required to support this payment.
 - ⇒ The Employee acknowledges with a self-attesting statement that the employee uses a personal device or equipment for College related business.

- Provide to qualifying employees, a reimbursement to assist in defraying the costs related to accomplishing College-related business on personally acquired, owned, and maintained devices and equipment such as:
 - ⇒ Internet and cell phone data plans.
 - ⇒ Purchase, repairs, of cell phones
 - ⇒ home printer,
 - ⇒ personal computer/laptop, and
 - ⇒ other technology resources used to perform College related operations while working remotely.
- The technology benefit of \$75 monthly 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. The \$75 monthly stipend is a fraction, approximately 30%, of the total technology expenses incurred by the employee. Administration believes the proposed \$75 per month is reasonable and a fraction of actual expenses.
- 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.
- The 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 as specified below.
- The proposed monthly amount of \$75.00 is an increase of \$25 per month from last year in consideration of increasing costs.
- This technology benefit payment will be issued on Friday, December 15, 2023.
- Qualifications for technology 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 the technology benefit.
 - ⇒ Employees must have worked in the month.
 - ⇒ Employees out for a specific month(s) due to approved leave such as FMLA, will not qualify for payment for that specific month(s).
 - ⇒ Employees must request payment electronically from the College by Friday, November 17, 2023.
 - ⇒ Employees must have an active assignment date as of December 4, 2023.

Total Estimated Technology Benefit for January 2023 to December 2023

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

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

A budget amendment to fund this cost from the Unrestricted Fund was Board approved in September 26, 2023.

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

Reviewers – The Technology 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 Board meeting to address any questions.

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 period of January 2023 through December 2023 for Regular and Temporary full-time employees for expenses conducted by means of an employee's personal device or equipment (non-College-owned assets) as presented.

Review and Recommend Action to Adopt New Local Policy DEAA - Compensation and Benefits: Incentives and Stipends

Purpose and Justification – Administration requests the Committee recommend Board approval of Local Policy DEAA - Compensation and Benefits: Incentives and Stipends to align with the Texas Association of School Boards (TASB) policy manual.

The adoption of the policy will ensure the College has provisions to manage the pay schedule of stipends and compensate exempt personnel for supplemental duties they are assigned.

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 policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents - The new policy follows 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, will be present at the Committee Meeting to address questions.

It is requested that the Committee recommend Board approval to Adopt New Local Policy DEAA - Compensation and Benefits: Incentives and Stipends as presented, and which supersedes any previously adopted Board Policy.

Stipend

The College President shall recommend a stipend pay schedule as part of the annual compensation plan of the College District.

*Supplemental
Duties*

The College President or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DJ(LOCAL)] The employee shall be compensated for these assignments according to the compensation plan of the College District.