

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, November 8, 2016
@ 5:30 p.m.
McAllen, Texas

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

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**Approval of October 11, 2016 Finance, Audit, and Human Resources
Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of October 11, 2016 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, October 11, 2016 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, October 11, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:46 p.m. with Mr. Paul R. Rodriguez, Committee Chair, presiding.

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

Other Trustees Present: Mrs. Graciela Farias

Members absent: Ms. Rose Benavidez and Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Mrs. Becky Cavazos, Ms. Katarina Bugariu, Mrs. Brenda Jo Balderaz, Mr. Khalil Abdullah, Ms. Susan Anderson, and Mr. Andrew Fish

**Approval of September 13, 2016 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 September 13, 2016 were approved as written. The motion carried.

Review and Recommend Action on Purchases and Renewals

The Finance, Audit, and Human Resources Committee was asked to recommend Board approval of the purchases and renewals as listed below:

A. Instructional Item

B. Non- Instructional Items

C. Technology Items

A. Instructional Item

- 1) **Training Mannequins (Purchase):** purchase training mannequins from **Laerdal Medical Corporation** (Wappingers Fall, NY), a sole source vendor, at a total amount of \$195,717.16;

B. Non – Instructional Items

- 2) **Furniture (Purchase):** purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA) and State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$122,639.12;

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,789.80
B	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$762.13
C	ERG International/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$8,291.63
D	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$28,327.47
E	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$56,191.52
F	National Office Furniture/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$25,276.57
	Total	\$122,639.12

- 3) **Catering Services (Renewal):** renew the catering services contracts for the period beginning November 21, 2016 through November 20, 2017, at an estimated amount of \$80,000.00 based on prior year expenditures. The vendors are as follows:

a	CB Cafes McAllen I, LLC./dba Corner Bakery Café (McAllen, TX)	b	Cornerstone Catering (Mission, TX)
c	Delgar Foods/dba Delia's (McAllen, TX)	d	Domine Catering, LLC. (McAllen, TX)
e	El Reno Investments, LLC./dba Subway 41178 (Mission, TX)	f	Esperanza on Fifth/dba Blimpie Weslaco (Weslaco, TX)
g	H&B Southern Investments/dba Don Pepe's Mexican Restaurant (McAllen, TX)	h	Jason's Deli (Corpus Christi, TX/McAllen, TX)
i	Pizza Properties, Inc./dba Peter Piper Pizza (El Paso, TX/McAllen, TX)	j	RGV Pizza Hut, LLC. (McAllen, TX)

- 4) **Institutional Membership – TACC (Renewal):** renew the institutional membership – TACC with the **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an amount of \$79,157.00;
- 5) **Reprographic Services (Renewal):** renew the reprographic services contract with **RGV Reprographics, Inc.** (McAllen, TX), for the period beginning December 12, 2016 through December 11, 2017, at an estimated amount of \$200,000.00;

- 6) Testing and Balancing for HVAC Systems-On Call Services (Renewal):** renew the testing and balancing for HVAC systems-on call services contracts for the period beginning November 26, 2016 through November 25, 2017 with the following vendors:
- **Engineered Air Balance Co., Inc.** (San Antonio, TX)
 - **National Precisionaire, LLC.** (Houston, TX)

C. Technology

- 7) Microsoft Campus License Agreement (Renewal):** renew the Microsoft Campus License Agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2016 through October 31, 2017, at a total amount of \$109,699.68.

Recommend Action - The total for all purchases and renewal was \$787,212.96.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the purchases and renewals as presented. The motion carried.

Review and Recommend Action on Revision of Policies

Approval on revision of policies will be requested at the October 25, 2016 Board meeting.

A. Revision

1. Revise Policy #5130: Fixed Assets

Request for the revision and renumbering of the policy was necessary as follows:

- Update the financial manager responsibilities and the method of verification
- Update the President and Board of Trustees approval amount levels for write-offs
- Clarify the write-off period needed to remove an asset from the fixed asset module

The current and proposed Fixed Assets Write-Off Levels were as follows:

Approval - Fixed Assets Write-Off Amount Levels				
Required Approval	Current		Proposed	
President	\$1,000 - \$2,999		\$1,000 - \$4,999	
President and Board of Trustees	\$3,000 and over		\$5,000 and over	
Dollar Amount and Number of Assets Based on FY 2016 Actuals				
Required Approval	Current		Proposed	
	Amount	# of Assets	Amount	# of Assets
President	\$288,266.04	164	\$ 466,418.79	210
President and Board of Trustees	\$1,316,933.65	101	\$1,138,780.90	55

2. Revise Policy #5135: Disposal of Surplus Property

Request for the revision and renumbering of the policy was necessary as follows:

- Update the President and Board of Trustees approval amount levels for disposal of surplus property

The current and proposed Disposal of Assets Levels were as follows:

Approval - Disposal of Assets Amount Levels				
Required Approval	Current		Proposed	
President	under \$1,000		Under \$5,000	
President and Board of Trustees	\$1,000 and over		\$5,000 and over	
Dollar Amount and Number of Assets Based on FY 2016 Actuals				
Required Approval	Current		Proposed	
	Amount	# of Assets	Amount	# of Assets
President – under \$1,000	N/A	9,007	N/A	9,007
President - \$1,000 - \$4,999			\$1,901,027.38	1,111
President and Board of Trustees	\$3,504,045.57	1,286	\$1,603,018.19	175

3. Revise Policy #5320: Preparation and Processing of Budget Changes

Request for the revision and renumbering of the policy was necessary as follows:

- To adjust the amount of a budget change requiring President approval from \$1,000 and over to \$5,000 and over for accounts in Unrestricted, Auxiliary, and Restricted Funds
- To set the amount of a budget change requiring President approval to \$10,000 and over for Plant Funds.
- To more clearly define the levels of approval needed for budget changes.
- To update general wording and budget terms on policy, which has not been revised by the Board of Trustees since 2001.
- A matrix of the changes to the Preparation and Processing of Budget Changes Policy follows in the packet for Committee's information and review.

Summary of the changes to Policy #5320: Preparation and Processing of Budget Changes regarding the required signatures for President approval was as follows:

Budget Categories	Required Signature - President Approval	
	Current	Proposed
Salaries Budgets		
Increases/Decreases	Required \$1,000 or above	Required \$5,000 and above
Benefits Budgets		
Increases/Decreases	Required \$1,000 or above	Required, and VP for FAS
Operating and Travel Budgets		
Increases/Decreases	Required \$1,000 or above	Required \$5,000 and above
Capital Budgets		
Increases/Decreases for Expenditure Reclassification Purposes	Required \$1,000 or above	Required \$5,000 and above
Decreases to Capital for Use of Other Than Intended Purpose	Required \$1,000 or above	Required, and VP for FAS
Plant Budgets		
Increases/Decreases	Required	Required \$10,000 and above

4. Revise Policy #5425: Ad Valorem Taxes

Request for the revision and renumbering of the policy was necessary as follows:

- Remove the specific types of exemptions and the associated amounts from the policy. This change will ensure that the policy will not require updating regardless of changes in property tax laws or board action.
- To update wording on policy, which has not been revised by the Board of Trustees since 2003.
- Background information
 - ⇒ State law provides for a variety of partial or total (absolute) exemptions from property appraised values used to determine property taxes. Taxing units are mandated by the state to offer certain (mandatory) exemptions and have the option to decide locally, upon board action, on whether or not to offer others.
 - ⇒ At the October 20, 2005, the Board of Trustees adopted, by order, a tax ceiling (freeze) on property owned by individuals age 65 or older or disabled. The taxes on the property owner's home cannot increase as long as he or she owns and lives it. The tax ceiling is set at the amount paid in the year that the property owner qualified for the age 65 or older or disabled exemption.

- ⇒ The Board of Trustees has not adopted any other optional exemptions. According to the Hidalgo County Tax Appraisal Office, the taxing unit must notify their office of any Board action regarding exemptions by December 31st in order for the exemption to take effect in the subsequent tax year.
- ⇒ The law requires the property owner to apply for an exemption in most circumstances. The Appraisal District Chief Appraisers are responsible for determining whether or not property qualifies for an exemption.

The revised policies were provided in the packet for the Committee's information and review. The additions to the policies were highlighted in yellow and the deletions were designated with a red strikeout.

The revised policies were reviewed by staff, the President's Cabinet, Coordinated Operations Council Staff, and/or by Legal Counsel.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval or the proposed revision of policies as presented and which supersedes any previously adopted Board policy.

Review and Recommend Action to Revise Policy #5120: Investment Policy and Investment Strategy Statement

Approval to revise Policy #5120: *Investment Policy* and Investment Strategy Statement will be requested at the October 25, 2016 Board meeting.

Purpose – The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) and the College's Policy requires the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

Justification – Revisions to Policy #5120: *Investment Policy* and Investment Strategy Statement were approved and authorized on October 27, 2015. The administration brings the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

Background – The College's Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers' Organization of Texas (GTOT). In July 2016, the College was awarded the Certificate of Distinction by the Government Treasurers' Organization of Texas (GTOT) for the Investment Policy. This Certificate was for a two-year period ending August 31, 2018.

Reviewers – The Investment Policy and the Investment Strategy Statement were reviewed by South Texas College’s legal counsel, Valley View Consulting, LLC (Investment Advisor) and Long Chilton, LLP (external auditors).

The revisions recommended were necessary to strengthen and enhance understanding of the Investment Policy and Investment Strategy Statement. The revisions included numerous minor changes to wording in an effort to align with the investment strategy of the College, align with the Public Funds Investment Act, correct grammar and provide clarification.

The minor revisions included:

Investment Policy:

	Section	From	To
1	On page 1, Preface On page 13, Section III G 10 On page 1 of the Investment Strategy Statement -to provide clarification as recommended by the Investment Advisor		added “Statement”
2	On page 2, Section I A -to change wording as recommended by Investment Advisor		deleted “or”
3	On page 2, Section I A -to provide clarification as recommended by the Investment Advisor		added “or ‘PFIA’”
4	On page 3, Section II A -to change wording		deleted “also”, “the following”, and “until maturity”
5	On page 3, Section II A -to provide clarification		added “further”, “investment”, and “maturity”
6	On page 3, Section II A -to change wording	“investment types”	“classes of securities and a diversification strategy”
7	On page 3, Section II A On page 6, Section III E 2 a) On page 7, Section III E 2 b) On page 2 of the Investment Strategy Statement -to change wording		deleted “one”
8	On page 3, Section II A On page 6, Section III E 2 a) On page 7, Section III E 2 b) On page 2 of the Investment Strategy Statement -to change wording		added “type”
9	On page 7, Section III E 2 b) -to provide clarification		added “the”

10	On page 7, Section III E 2 c) -to change wording		deleted “shall”, “such”, and “as”
11	On page 7, Section III E 2 c) -to change wording		added “such that”
12	On page 8, Section III E 4 -to provide clarification		added “; and”
13	On page 8, Section III E 4 b) & d) -to change wording as recommended by the Investment Advisor		deleted “collateral”
14	On page 8, Section III E 4 b) & d) -to change wording as recommended by the Investment Advisor		added “securities that are”, “securities”, and “as collateral”
15	On page 8, Section III E 4 d) -to provide clarification		deleted “and”
16	On page 8, Section III E 4 d) -to provide clarification		added “the applicable level of”
17	On page 8, Section III E 4 e) -to provide clarification	“Officer”	“Officers”
18	On page 9, Section III E 6 On page 2 of the Investment Strategy Statement -to provide clarification as recommended by the Investment Advisor		added “eligible”
19	On page 9, Section III F -to provide clarification		deleted “its”
20	On page 10, Section III G 1 -to provide clarification as recommended by the Investment Advisor		added “To ensure qualified and capable investment management,”
21	On page 11, Section III G 1 -to change wording	“and”	“or”
22	On page 11, Section III G 4 -to provide clarification		deleted “(1-3)”
23	On page 12, Section III G 6 -to provide clarification		deleted “and”
24	On page 13, Section III G 10 -to change wording	“its”	“the”
25	On page 13, Section III G 10 -to change wording	“strategies”	“Strategy”
26	On page 2 of the Investment Strategy Statement -to provide clarification as recommended by the Investment Advisor		deleted “securities”
27	On page 2 of the Investment Strategy Statement -to provide clarification as recommended by the Investment Advisor		added “bank deposits”
28	On page 2 of the Investment Strategy Statement -to provide clarification as recommended by the Investment Advisor	“through”	“over”

29	On page 2 of the Investment Strategy Statement -to provide clarification as recommended by the Investment Advisor		deleted “n equally weighted”
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In addition, several more significant revisions are being recommended to change the weighted average number of days to maturity, reduce the risk of conflict of updating in several locations throughout the Policy, revise the collateral amount required for Letters of Credit issued by the Federal Home Loan Bank, and clarify the type of eligible money market mutual funds. The significant revisions are being recommended by Valley View Consulting, LLC (Investment Advisor).

The more significant revisions included:

Investment Policy:

	Section	From	To
1	On page 3, Section II A -to reduce the risk of conflict of updating in several locations throughout the Policy as recommended by the Investment Advisor	“the types herein described: obligations of the United States and its Agencies and Instrumentalities, direct or guaranteed obligations of the State of Texas, obligations of states, agencies, counties, cities or other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm of not less than “A” or its equivalent, financial institution deposits which are secured by obligations described above and governed by a depository agreement, money market mutual funds regulated by the SEC, or eligible investment pools organized and operating in compliance with the Public Funds Investment Act.”	“only those authorized in Section III.A in accordance with the PFIA.”

2	<p>On page 3, Section II A -to reduce the risk of conflict of updating in several locations throughout the Policy as recommended by the Investment Advisor</p>	<p>“: U.S. Treasury Bills/Notes/Bonds 100%; U.S. Agencies and Instrumentalities 100%; States, Counties, Cities, and Other 25%; Financial Institution Deposits 100%; Money Market Mutual Funds 25%; and Eligible Investment Pools 50%.”</p>	<p>“In Section III.E.1,”</p>
3	<p>On page 3, Section II A On page 6, Section III E 2 a) On page 7, Section III E 2 b) On page 2 of the Investment Strategy Statement -to increase number of days to maturity as recommended by the Investment Advisor to coincide with industry standards</p>	<p>“270”</p>	<p>“365”</p>
4	<p>On page 4, Section III A 5 b) -to align with requirements by the PFIA as recommended by the Investment Advisor</p>		<p>added “or by Letters of Credit issued by the Federal Home Loan Bank with a value of 100% of the principal amount plus accrued interest of the deposit less the applicable level of FDIC insurance”</p>
5	<p>On page 4, Section III A 6 On page 6, Section III E 1 -to provide clarification as recommended by the Investment Advisor</p>		<p>added “G(g)overnment”</p>
6	<p>On page 8, Section III E 4 b) & d) -to align with requirements by the PFIA as recommended by the Investment Advisor</p>		<p>added “, or 100% for Letters of Credit issued by a Federal Home Loan Bank,”</p>

In addition, minor grammatical changes were made throughout the documents.

Enclosed Documents – The revised Policy was included in the packet for the Committee’s information and review. The additions to the Policy were in italics and highlighted in yellow and the deletions were designated with a red strikeout.

Ms. Susan Anderson with Valley View Consulting, LLC, reviewed the proposed revisions with the Committee and recommended approval as presented.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the October 11, 2016 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the revisions to Policy #5120: Investment Policy and Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy. The motion carried.

**Review and Recommend Action on Disposal/Recycle of
Technology and Electronic Items with an Original Value of
\$1,000 and Over**

Approval will be requested at the October 25, 2016 Board of Trustees meeting for dispose/recycle of technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology and electronic items is requested.

Purpose – The Fixed Asset/Inventory Department requested the disposal/recycling of technology and electronic items to be in compliance with the Environmental Protection Agency (EPA) regulations. TDCJ provides an environmentally sound way to dispose of surplus technology equipment.

Justification – As technology and electronic items become obsolete, out of warranty or not functioning, it is disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property. TDCJ was the method of disposal to comply with all EPA regulations. They would clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems would be properly disposed of.

The technology and electronic items were located at the South Texas College, Technology Campus, Receiving Department, 3700 West Military Hwy Building D., McAllen, Texas.

Reviewers – These items were inspected by the Instructional Technologies, Educational Technologies, and approved by the Interim Vice President for Information Services, Planning and Strategic Initiatives to be disposed after Board approval.

Enclosed Documents - A listing of the technology and electronic items to be disposed/recycled was provided in the packet for Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Interim Vice President for Information Services, Planning and Strategic Initiatives, and Becky Cavazos, Director of Purchasing, attended the October 11, 2016 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the disposal/recycle of technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented. The motion carried.

**Review and Recommend Action on Write-off of Obsolete
Fixed Assets and Capital Assets at \$3,000 and Over**

Approval to write-off obsolete fixed assets and capital assets at \$3,000 and over will be requested at the October 25, 2016 Board of Trustees meeting.

Purpose – The Fixed Asset/Inventory Department requested authorization to write-off obsolete fixed assets and capital assets at \$3,000 and over, for assets that were obsolete and reported as not found during the verification process for the last two fiscal years. These assets would be removed, as applicable, from the College's inventory system and general ledger at a total amount of \$51,871.79.

Justification – 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, 2017.

Reviewers – These items were inspected by the College's Financial Managers and the Fixed Assets Department as of August 31, 2015.

Enclosed Documents - A listing of the fixed assets and capital assets valued at \$3,000 and over was provided in the packet for Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, attended the October 11, 2016 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval to write-off obsolete fixed assets and capital assets at \$3,000 and over as presented. The motion carried.

**Review and Recommend Action on Proposed Implementation of Flat
Tuition Rates for Resident Tuition-In-District, Resident Tuition-Out of
District, and Non-Resident Tuition for FY 2017 – 2018**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services reviewed the proposed implementation of flat tuition rates for Resident Tuition-In-District, Resident Tuition-Out of District, and Non-Resident Tuition for FY 2017 – 2018.

Purpose – The College’s tuition rate schedule is approved by the Board of Trustees for each fiscal year as per Texas Education Code 54.051. The College’s current Tuition Rates for Resident Tuition-In-District, Resident Tuition-Out of District, and Non-Resident Tuition were tiered whereby the cost per credit hour decreases with the number of credit hours taken. As an example, the credit hour rate for 3 credit hours was \$88.00 and the credit hour rate for 15 credit hours was \$67.00. The administration proposed changing from a tiered tuition rate to a flat tuition rate structure.

Justification – The implementation of a flat tuition rate would result in two significant beneficial changes.

1. The current tiered schedule prevented the full automation of necessary changes in the College’s computer system, requiring tedious programming and manual processes to be performed. The implementation of flat tuition rates would reduce the need to perform manual processes.
2. Flat tuition rates would streamline processes, result in less errors occurring in the tuition table setup, and increase the level of compliance with the Texas Higher Education Coordinating Board refund rules.

Flat tuition rates would result in lower tuition rates for Resident-In-District and Resident-Out of District students taking less than nine (9) credit hours and for Non-Resident students taking less than six (6) credit hours.

A flat out-of-district tuition rate of \$80.00 per credit hour would be 14.3% above the proposed flat in-district tuition rate of \$70.00 per credit hour. The additional amount of \$10.00 per credit hour would cover the property tax revenue not received from out of district students.

Background – An analysis was prepared to determine a flat tuition rate that would generate the same amount of revenue being generated by the current tiered tuition schedule. The determined flat tuition rates by student classification are as follows:

Type	Original Rates	Flat Rates	Difference
Resident-In-District			
1-2 credit hours	\$ 100	\$ 70	\$ (30)
3 credit hours	88	70	(18)
4-5 credit hours	78	70	(8)
6-8 credit hours	73	70	(3)
9-11 credit hours	68	70	2
>11 credit hours	67	70	3

Resident-Out of District			
1-2 credit hours	\$ 125	\$ 80	\$ (45)
3 credit hours	103	80	(23)
4-5 credit hours	90	80	(10)
6-8 credit hours	84	80	(4)
9-11 credit hours	77	80	3
12-21 credit hours	76	80	4
>21 credit hours	76	80	4
Non-Resident-Out of State			
1 credit hour	\$ 225	\$ 200	\$ (25)
2 credit hours	225	200	(25)
3 credit hours	213	200	(13)
4-5 credit hours	203	200	(3)
6-8 credit hours	198	200	2
9-11 credit hours	193	200	7
12-21 credit hours	192	200	8
>21 credit hours	100	200	100

Reviewers – The flat tuition rates for Resident Tuition-In-District, Resident Tuition-Out of District, and Non-Resident Tuition for FY 2017 – 2018 were reviewed by the President’s Cabinet.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the proposed implementation of flat tuition rates for Resident Tuition-In-District, Resident Tuition-Out of District, and Non-Resident Tuition for FY 2017 – 2018 as presented. The motion carried.

Discussion and Action as Necessary on Proposed New Faculty Positions for FY 2017 - 2018

Approval of the proposed new faculty positions for FY 2017 - 2018 will be requested at the October 25, 2016 Board of Trustees meeting.

Administration recommended the addition of forty (40) new faculty positions in FY 2017 - 2018. These new faculty positions were requested to keep abreast of enrollment growth in traditional and dual enrollment courses and to support the thirty (30) Early College High Schools.

These positions would be funded from the existing salary pool for full time temporary faculty, public school cost recovery funds, state appropriations, and student tuition and fees.

A listing of the proposed new faculty positions was provided in the packet for Committee’s information and review.

This request was made prior to the development of the FY 2017 – 2018 budget, so that the College could begin the recruiting process, which may take as long as six months.

Administration extensively reviewed the need for additional faculty positions for FY 2017 - 2018 and recommended approval of the new positions subject to the availability of funding and Board approval of the final budget.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the proposed new faculty positions for FY 2017 - 2018 as recommended and subject to the availability of funding and final budget approval as presented. The motion carried.

Review and Discussion of New Department of Labor Overtime Regulations and Proposed Implementation at South Texas College for December 1, 2016

The United States Department of Labor published the final rule, effective December 01, 2016, on the changes to the Fair Labor Standards Act (FLSA) overtime rules. The new regulation set a new salary minimum of \$47,476 for positions meeting the duties test to be eligible for exempt status. To be considered “exempt”, the employee must satisfy three tests (salary-level test; salary-basis test; duties test) that focus on how employee is paid and the type of job duties the employee performs. The employee is not entitled to overtime pay with exempt status. On the contrary, non-exempt employees are entitled to overtime pay.

To meet and comply with the new regulation, the Office of Human Resources met with Deans/Directors/Financial Managers to determine how the new regulation will impact the employee and recommend an action plan. The following recommendations were discussed, after reviewing the duties test for each position:

- Continue the employee with Exempt status and raise salary
- Change employee status to Non-exempt with monitored overtime

The Department of Labor regulations would establish the following measures effective December 1, 2016 for Exempt status positions:

- The salary threshold indicating exempt status eligibility would change from \$24,000 to \$47,476 minimum salary per year.
- Automatically update the minimum salary threshold every three years, based on wage growth over time.

The College’s proposed recommendations to comply with the Department of Labor regulations were as follows:

- Option 1 -- Reclassify Employees as Non-Exempt status (which would be subject to overtime pay of the not less than one-and-a-half times their hourly rate for any hours worked beyond 40 each week).
- Option 2 – Raise the salary minimum of exempt positions for those under the new minimum salary of \$47,476.

Below is the current Pay Grade classification table for “EXEMPT” positions and the proposed new table:

Grade	Minimum	Midpoint (Average)	Maximum		Proposed Minimum
Professional/Technical Exempt - A	\$28,000.00	\$38,500.00	\$49,000.00		Delete
Professional/Technical Exempt - B	\$30,000.00	\$41,250.00	\$52,500.00		Delete
Professional/Technical Exempt - C	\$36,000.00	\$49,500.00	\$63,000.00		Delete
Professional/Technical Exempt - D	\$39,000.00	\$53,625.00	\$68,250.00		Delete
Professional/Technical Exempt - E	\$45,000.00	\$61,875.00	\$78,750.00	*	A - \$47,476
Professional/Technical Exempt - F	\$55,000.00	\$75,625.00	\$96,250.00	*	B - \$55,000
Professional/Technical Exempt - G	\$60,000.00	\$82,500.00	\$105,000.00	*	C - \$60,000
* Midpoint and Maximum would remain the same.					

Pay Grades A thru E would be deleted and revised to new grades A thru C with a minimum salary of \$47,476.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, responded to questions from the Committee.

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

Review and Discussion of Position Vacancy Report for FY 2016 - 2017

The Staffing Plan Position Vacancy Report for FY 2016 - 2017 follows in the packet for the Committee’s information and review. Information was current as of October 6, 2016.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, were available to respond to questions from the Committee.

The presentation of the data was modified to detail the status of each position.

1) Vacancies at Beginning of Fiscal Year 2016 - 2017

(EXHIBIT A - VACANT POSITIONS - NEW)

EXHIBIT B - VACANT POSITIONS - CONTINUING)

- Fiscal Year 2016 - 2017 started with 143 vacant Full Time Regular positions from the previous fiscal year, and the Board approved one hundred and sixty five (165) additional new positions for a total of 308 vacant Full Time Regular positions.

2) Positions Filled during Fiscal Year 2016 - 2017

(EXHIBIT C - HIRED)

- Twenty six (26) Full Time, Regular positions were filled as of October 6, 2016.

3) Position Turnover during Fiscal Year 2016 - 2017

(EXHIBIT D - RESIGNATIONS)

- There have been five (5) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of October 6, 2016.

Vacancies, Filled Positions, and Resignations FY 2016 - 2017					
	FY15 - 16 Vacant Positions	New Positions for FY 2016 - 2017			Total
		Non- Bond	Bond	Total	
Vacancies as of September 1, 2016	143	13	152	165	308
Filled as of Oct. 6, 2016	24	0	2	2	26
Total	119	13	150	163	282
Resignations as of Oct. 6, 2016	5	0	0	0	5
Vacancies Balance as of Oct. 6, 2016	124	13	150	163	287

Further details could be found in the Position Vacancy Report included within the packet.

The Position Vacancy Report for Fiscal Year 2016 - 2017 and Positions Filled and Vacated Report were presented for information and review by the Committee. No action was required from the Committee.

**Discussion and Action as Necessary on Starr County Tax Resale Property and
Resolution Authorizing Tax Resale**

The law offices of Linebarger Goggan Blair & Sampson, LLP have requested consideration and possible action on the tax resale of the following properties:

a. Cause No. TS-13-41;

On struck off property as follows:

Tract 3, Lot 8, Block 11, City of Roma, Starr County, TX, Lot 10-0880-04,
 Account No. 0013237 (15000-01100-00800-000000).

Tract 2, Lot 1, Block1, City of Roma, Starr County, TX Lot 10-0010-04,
 Account No. 0013233 (15000-00100-00100-000000).

- b. The City of Roma has submitted a written bid to Linebarger Goggan Blair & Sampson, LLP with an amount to purchase the above properties.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Board of Trustees' consideration. The total amount the College would receive was \$463.81.

Enclosed Documents - The Resolution Authorizing the Tax Resale and the Analysis of Bids Received for Tax Resale Properties, a written letter from the City of Roma listing the bids,

the legal description of each property and the municipal need of each property were provided in the packet for the Committee's information and review.

Mr. Gustavo Martinez from Linebarger Goggan Blair & Sampson, LLP attended the meeting to address questions by the committee.

The Finance, Audit, and Human Resources Committee was asked to recommend Board action. The representative from Linebarger informed them that action was still pending from the local school district and the County, and the Committee deferred any recommendation, wishing to let the Board act appropriately based upon the response by other taxing districts affected. No action was taken.

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 6:20 p.m.

I certify that the foregoing are the true and correct Minutes of the October 11, 2016 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez
Chair

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

A report on the Mission Economic Development Authority (MEDA) Scholarship Trust Fund, which provides scholarships to students living in the City of Mission, is being presented.

Purpose – Mr. Keith Moore from Edward Jones will present on the status of the MEDA Scholarship Trust Fund and provide a further update at the meeting. Mr. Moore will present an overview of the agreement, the annual obligated amount of distribution and the anticipated annual earnings.

Justification – The report being presented will provide a brief review and update of the MEDA Scholarship Fund to the College's Board of Trustees.

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

In addition to the establishment of a scholarship fund, a provision was included to allow for the use of the trust funds for the restricted purpose of constructing and/or operating an educational facility within the City of Mission or its urban extra-territorial jurisdiction, if on or before January 1, 2018, the College and the City of Mission, Texas, so direct by joint resolution or separate, identical resolutions provided to the Trustee.

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

Enclosed Documents – A copy of the MEDA Scholarship Fund Endowment Agreement follows in the packet for the Committee's information and review.

MEDA Scholarship Fund Trust

The table below is a recap of the market value activity for the period of October 1, 2012 through September 30, 2016.

Market Value-October 1, 2012	\$ 3,189,982.10
Additions:	
Income	287,830.16
Additions	181,755.03
Security transfers	16,132.82
Other receipts	1,087.36
Change in market value	722,574.24
Reductions:	
Disbursements to STC	(708,559.60)
Other Disbursements ⁽¹⁾	(154,072.77)
Market Value-September 30, 2016	\$ 3,536,729.34

(1) Other disbursements include tax return preparation fees, fiduciary taxes, published fees, and legal fees.

Based on the trust agreement, which provides for a 5% annual payout, the distributions paid to the College have been as follows:

Distributions Received by South Texas College	
June 2013	\$ 160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
Total Distributions Received	\$ 708,559.60

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

Mission E.D.A. Scholarship Fund Endowment Agreement

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

Part 1. The Fund.

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

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

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

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

Part 3. The Scholarships

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Part 4. Permitted Alternative Use of Funds

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

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

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

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

Part 5. General Terms

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

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

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

C. **STC represents:**

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

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

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


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

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


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

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

Mission Economic Development Authority, Inc.

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

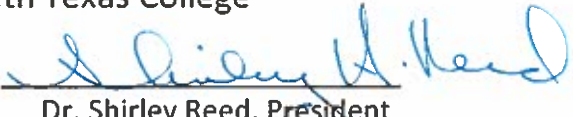

Pat Townsend, Jr., Member of Board of Directors


Ben Olivarez, Member of Board of Directors


David Heflin, Member of Board of Directors


Geoff Hall, Member of Board of Directors

South Texas College

By: 
Dr. Shirley Reed, President

Received and Acknowledged by:

EDWARD JONES TRUST COMPANY

Signature:  *KJH*

Printed Name: Kevin J. Huonker
A Member of the Edward Jones Trust
Company Acceptance Committee

GHG: 1361098.3

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


Mission Economic Development Authority, Inc.

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

Pat Townsend, Jr., Member of Board of Directors

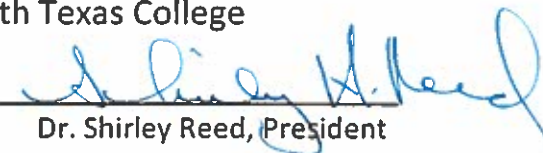
Ben Olivarez, Member of Board of Directors

David Heflin, Member of Board of Directors



Geoff Hall, Member of Board of Directors

South Texas College

By: 
Dr. Shirley Reed, President

Received and Acknowledged by:

EDWARD JONES TRUST COMPANY

Signature: _____

Printed Name: _____

A Member of the Edward Jones Trust
Company Acceptance Committee

GHG: 1361098.3

Review and Discussion of Scholarships Awarded with Mission Economic Development Authority (MEDA) Scholarship Trust Funds

In 2012, the Mission Economic Development Authority (MEDA) developed a scholarship trust fund to be managed by Edward Jones and to provide scholarship benefits to Mission residents pursuing higher education and workforce training at South Texas College.

South Texas College Administration has prepared a report showing the history of scholarships awarded through the MEDA Scholarship Trust Fund. Administration has also provided a summary of the benefit recipients' performance and demographic information.

The history of awards shows that since its inception the MEDA Scholarship has benefited 243 individual students enrolled at South Texas College. These awards have been made for each term from Fall 2013 through Fall 2016, resulting in a total of 577 scholarship awards to those 243 students, totaling **\$385,200.00**.

The attached PowerPoint provides a breakdown of graduation/enrollment status, showing that of these 243 students, 88% (214 students) have either graduated or are still enrolled, while the remaining 29 students are not enrolled in Fall 2016 and have not yet graduated. This is a greater retention rate than the general population, which may indicate the pivotal role these funds play in helping these students stay in their program of study through completion.

The PowerPoint also provides demographic breakdown of recipient by major program of study, degrees earned, age group, GPA earned, and marital status. These breakdowns are provided to demonstrate the impact that the availability of these funds has in helping provide access to higher education for students who have a greater need for financial support, and are highly motivated and successful when that support is available.

Detailed reporting on the distribution of MEDA Scholarship Trust Fund distributions since Fall 2013 is provided for the Committee's review. These distributions are drawn from the interest on the invested principal, as managed by Edward Jones. There is a balance of \$71,759.60 available for distribution to support Mission students work toward their academic and workforce goals in Spring and Summer 2017.

This information is provided to the Finance, Audit, and Human Resources Committee for review and discussion, and feedback to staff, and no action is requested at this time.

**South Texas College
MEDA Scholarship Fund
Summary of Activity
For the Period of October 1, 2012 through October 18, 2016**

Distributions Received

MEDA Fund disbursements-June 2013	\$	160,784.54
MEDA Fund disbursements-June 2014		185,937.10
MEDA Fund disbursements-July 2015		187,900.18
MEDA Fund disbursements-May 2016		173,937.78

Total Distributions Received	\$	708,559.60
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Scholarship Disbursements

	<u>No. of Awards</u>	
FY 2014		
Fall 2013	47	\$ (33,800.00)
Spring 2014	40	(27,800.00)
Summer 2014	5	(2,600.00)
Total FY 2014		<u>(64,200.00)</u>
FY 2015		
Fall 2014	84	(57,600.00)
Spring 2015	74	(49,800.00)
Summer 2015	15	(5,600.00)
Total FY 2015		<u>(113,000.00)</u>
FY 2016		
Fall 2015	95	(68,400.00)
Spring 2016	80	(52,200.00)
Summer 2016	21	(9,400.00)
Total FY 2015		<u>(130,000.00)</u>
FY 2017		
Fall 2016	116	(78,000.00)
Total FY 2015		<u>(78,000.00)</u>
Total Scholarship Disbursements	<u>577</u>	\$ (385,200.00)

Cash Balance

\$	323,359.60
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Less Funds Designated and Set-Aside: (for Current Awardees in Future Semesters)

FY 2014-2015 Awardees Funds Designated	23 students	(21,400.00)
FY 2015-2016 Awardees Funds Designated	44 students	(58,400.00)
FY 2016-2017 Awardees Funds Designated	69 students	(171,800.00)
Total Funds Designated and Set-Aside	<u>128 students</u>	(251,600.00)

Available Balance

\$	71,759.60
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Total Awards	577
Total Unduplicated Students Awarded	243

South Texas College
 MEDA Scholarship Fund
 Summary of Activity
 For the Period of October 1, 2012 through October 18, 2016

	Cohort 1	Cohort 2	Cohort 3	Cohort 4	Total
Distributions Received					
MEDA Fund Disbursements-June 2013	\$ 160,784.54				\$ 160,784.54
MEDA Fund Disbursements-June 2014		\$ 185,937.10			185,937.10
MEDA Fund Disbursements-July 2015			\$ 187,900.18		187,900.18
MEDA Fund Disbursements-May 2016				\$ 173,937.78	173,937.78
Total Distributions Received	\$ 160,784.54	\$ 185,937.10	\$ 187,900.18	\$ 173,937.78	\$ 708,559.60
	No. of Awards	No. of Awards	No. of Awards	No. of Awards	No. of Awards
Scholarship Disbursements					
FY 2014					
Fall 2013	47				47
Spring 2014	40				40
Summer 2014	5				5
Total FY 2014	<u>(64,200.00)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(64,200.00)</u>
FY 2015					
Fall 2014	15	(9,400.00)			(9,400.00)
Spring 2015	15	(40,800.00)			(49,800.00)
Summer 2015	15	(5,600.00)			(5,600.00)
Total FY 2015	<u>(18,400.00)</u>	<u>(94,600.00)</u>	<u>-</u>	<u>-</u>	<u>(113,000.00)</u>
FY 2016					
Fall 2015	3	(2,400.00)			(2,400.00)
Spring 2016	1	(600.00)	48	(34,800.00)	(37,800.00)
Summer 2016	5	(2,000.00)	38	(27,000.00)	(31,000.00)
Total FY 2016	<u>(3,000.00)</u>	<u>(57,800.00)</u>	<u>(69,200.00)</u>	<u>-</u>	<u>(130,000.00)</u>
FY 2017					
Fall 2016		20	27	69	116
Total FY 2017	<u>-</u>	<u>(10,400.00)</u>	<u>(18,600.00)</u>	<u>(49,000.00)</u>	<u>(78,000.00)</u>
Total Scholarship Disbursements	126	(162,800.00)	129	69	577
Cash Balance - October 18, 2016		23,137.10	100,100.18	124,937.78	323,359.60
Less Funds Designated and Set-Aside	0	(21,400.00)	44	(58,400.00)	(251,600.00)
Available Balance	\$ 75,184.54	\$ 1,737.10	\$ 41,700.18	\$ (46,862.22)	\$ 71,759.60
Total Awards	577				
Total Unduplicated Students Awarded	243				

MEDA Merit Scholarship

Eligibility Criteria:

- Must be a US Citizen or Legal Permanent Resident
- Must be a permanent resident of Mission, Texas
- Must have earned 6 credit hours prior to applying (including dual enrollment credits)
- Must have a 2.5 cumulative GPA

1

MEDA Merit Scholarship

Award:

- Maintain a 2.5 cumulative GPA each semester
- Enroll in at least two semesters each year
- Complete a minimum of 12 credit hours per year
- Remain in Good Standing with STC with respect to financial, academic, and student disciplinary
- Maintain their residence within the city limits of the City of Mission

2

MEDA Scholarship Programs

Scholarship award programs

- Part-Time Student Scholarship: Enrolled for a minimum of 6 credit hours during each semester for a maximum of 8 semesters.
- Full-Time: Enrolled for a minimum of 12 credit hours during each semester for a maximum of 4 semesters.

Scholarships awards based on enrollment (Maximum \$3,200.00)

- 12 credit hours- \$800 9 credit hours- \$600 6 credit hours- \$400

3

MEDA Disbursements

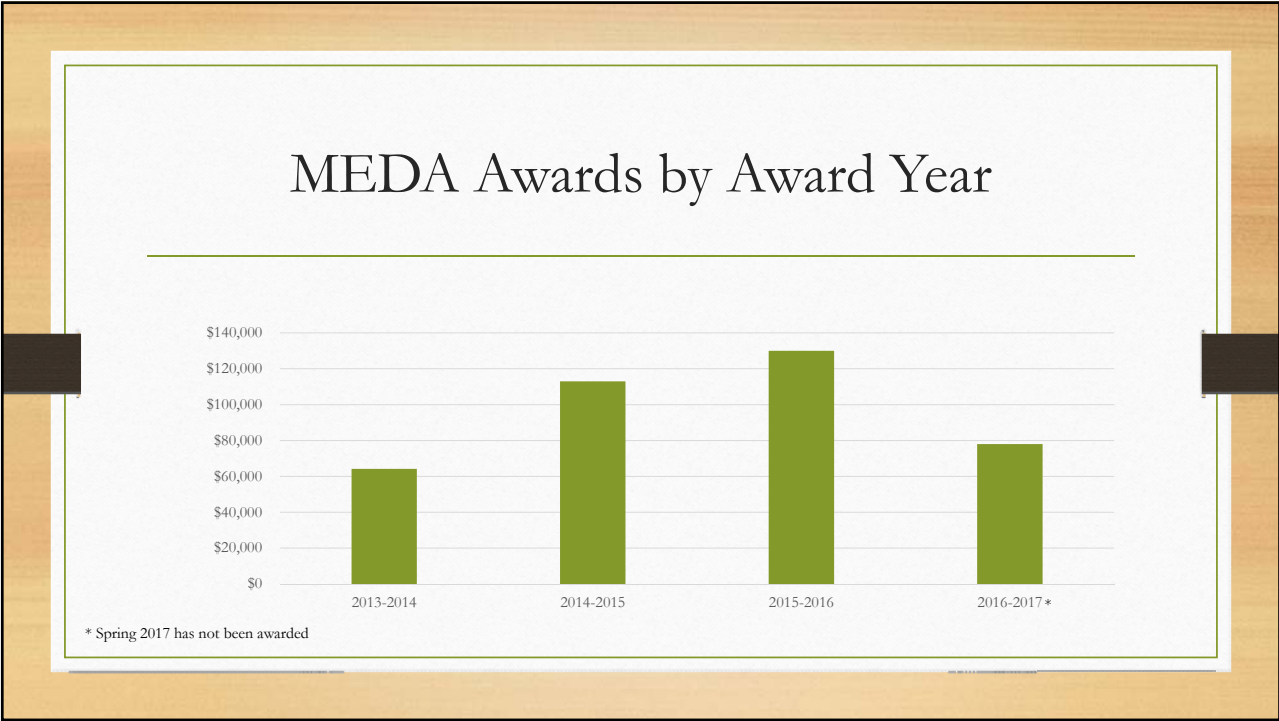
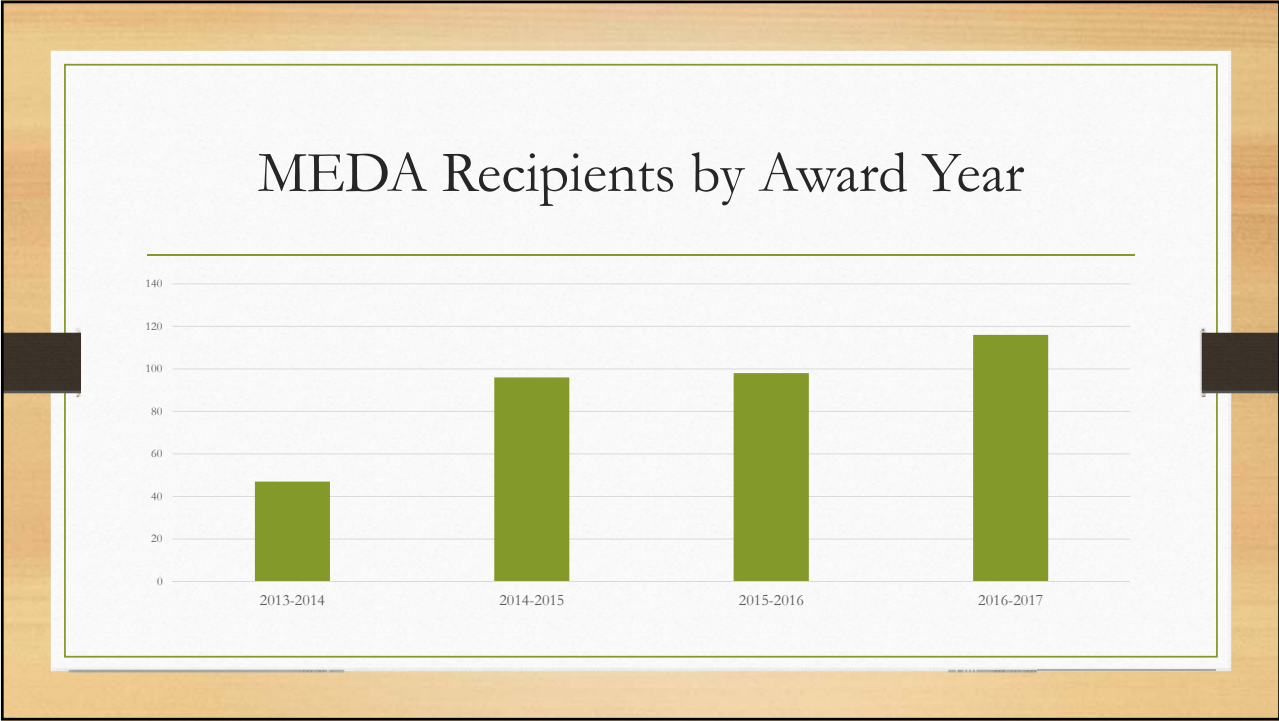
Month Received	Disbursements Received
June 2013	\$160,784.54
June 2014	\$185,937.10
July 2015	\$187,900.18
May 2016	\$173,937.78
Total Disbursements Received	\$708,559.60

MEDA Scholarship Fund Summary of Activity

Fiscal Year	Students	Award	Less Funds Designated/Set Aside for current & future semesters		
Total Received		\$708,559.60			
2013-2014	47	\$64,200.00	2014-2015	23 Students	(\$21,400.00)
2014-2015	96	\$113,000.00	2015-2016	44 Students	(\$58,400.00)
2015-2016	97	\$130,000.00	2016-2017	69 Students	(\$171,800.00)
2016-2017	116	\$78,000.00		128 Students	(\$251,600.60)
Disbursed		(\$385,200.00)			
Cash Balance		\$323,359.60			
Funds Designated	128	(\$251,600.60)			
Available Balance		\$71,759.60			

MEDA Progress

- 243 Mission Students have benefited from the MEDA scholarship since the start of the program in Fall 2013
- 214 (88%) students have either Graduated or are still enrolled
- 29 students are not enrolled for Fall 2016 and have not yet graduated



136 CURRENTLY ENROLLED

Currently Enrolled for Fall 2016		
	Male	Female
AA	15	19
AAS	13	26
AAT	3	7
AS	8	5
Bachelors	13	22
Certificate	1	4
	53	83

Graduates Pursuing New Degrees

Graduated (124)	
Male	Female
42	82

Pursuing New Program (50)		
	Male	Female
AA	4	3
AAS	5	7
AAT	1	2
AS	1	1
Bachelors	8	17
Certificate		1
	19	31

MEDA Student Profile

Single		
Age	Men	Women
18 to 20	15	25
21 to 25	28	43
26 to 30	14	15
31 to 35	5	8
36 to 40	4	2
41 to 45		3
46 to 50	1	
51 to 55		
56- to 60	1	
	68	96

Separated/Divorced		
Age	Men	Women
18 to 20		
21 to 25		2
26 to 30	1	4
31 to 35	1	6
36 to 40	3	8
41 to 45		3
46 to 50	1	6
51 to 55		3
56- to 60	1	
	7	32

Married		
Age	Men	Women
18 to 20		
21 to 25	1	7
26 to 30	4	5
31 to 35	5	1
36 to 40	1	5
41 to 45	2	4
46 to 50	1	4
51 to 55	2	
56- to 60		
	16	26

Academic Standing

Single		
GPA	Male	Female
2.0 to 2.99	27	27
3.0 to 3.99	39	66
4.0	2	3
	68	96

Separated/Divorced		
GPA	Male	Female
2.0 to 2.99	1	6
3.0 to 3.99	6	26
4.0		
	7	32

Married		
GPA	Male	Female
2.0 to 2.99	4	12
3.0 to 3.99	12	13
4.0		1
	16	26

2016-2017 MEDA Recipients by Program : Bachelors

Major	Male	Female
Organizational Leadership	4	9
Computer Information Technology	9	1
Medical & Health Services		4
Technology Management	1	7

13

2016-2017 MEDA Recipients by Program : Nursing Allied Health

Major	Male	Female
AAS-Occupational Therapy Assistant	1	1
AAS-Radiologic Tech		3
AAS-Pharmacy Tech	1	
AAS-RN to ADN	1	11
AAS-Respiratory Therapy	1	3

14

2016-2017 MEDA Recipients by Program :
Liberal Arts and Social & Behavioral Sciences

Major	Male	Female
AAS-Child Care & Development		2
AA- Criminal Justice	4	3
AA-Interdisciplinary Studies	3	2
AA-Kinesiology	1	2
AA-Psychology	1	3
AA-Social Work	3	3

15

2016-2017 MEDA Recipients by Program :
Liberal Arts and Social & Behavioral Sciences

Major	Male	Female
AAT-Elementary Education	1	6
AAT-Middle School		1
AAT-Secondary Education	2	
AA-Political Science		1
AA-Public Administration	1	

16

2016-2017 MEDA Recipients by Program : Liberal Arts and Social & Behavioral Sciences

Major	Male	Female
AAS- ASL Sign Language Interpreter		3
AA – Communication		2
AA-Spanish		1

17

2016-2017 MEDA Recipients by Program : Math & Science

Major	Male	Female
AS-Biology	2	3
AS-Computer Information System	1	
AS-Computer Science	2	
AS-Engineering	2	
AS-Mathematics		1
AS-Pre-Pharmacy	1	1

18

2016-2017 MEDA Recipients by Program : Business & Technology

Major	Male	Female
AAS-Office Management		1
AA-Business Administration	3	3
AAS-Business Management		1
AAS-Human Resources		1
AAS-Accounting		1

19

2016-2017 MEDA Recipients by Program : Business & Technology

Major	Male	Female
AAS-Automotive	1	
AAS-Forensics Specialist		1
AAS-Computer Maintenance Tech	1	
ASS-Electrician Tech	1	
AAS-Paralegal		1

20

2016-2017 MEDA Recipients by Program : Certificate

Major	Male	Female
CT1-Emergency Medical Tech Basic	1	
CT1-Medical Coding Specialist		1
CT1-Child Care & Development Pre Sch		1
CT2-Vocational Nursing		2

21

Letter of Appreciation from MEDA Recipient

- Letter is attached

Blanca Gonzalez
2406 E 21 St.
Mission, TX, 78572

Judy A Martinez
3201 West Pecan Blvd.
Student Services Building, K 1.700
McAllen, TX. 78501

Dear Judy A. Martinez,

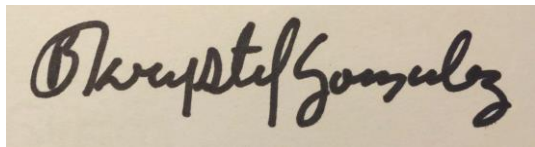
I am a recipient of the Mission Economic Development Authority Scholarship, and I would like to write my appreciation towards this gift I was given.

In spring 2015, I had the opportunity to apply to the MEDA scholarship. The odds were in my favor, and I became a scholarship recipient in fall 2015. I unconditionally thank this organization for giving me the chance to continue studying what I enjoy and bring me closer to my education goals. I am sure that hundreds of students applied and I was one of the lucky that was chosen and given this opportunity last year. Thank you again for considering my application.

Thanks to this scholarship I was able to complete the patient care program. It helped me financially with my scrubs, books for both semesters, immunizations, and national exams, generally in everything. I was even able to pay for gas to go to Edinburg Children Hospital every clinical day. This is why I can say Thanks to MEDA I was able to complete the Patient Care Program. Besides of completing the PTCA Program with very good grades, the good news did not stop coming. I got accepted to the LVN-RN Progressive Program for fall 2016. In this same semester I also got selected to join *The National Society of Leadership and Success* and became an inducted member.

Since the beginning of fall 2015, my life had change completely. I was granted so much opportunities that helped me grow as a student. I would never forget when I first opened the scholarship acceptance email. It all started that day. I even remember I told my mother and we both cried of joy. I feel that the MEDA Scholarship was an eye opener for me. It encouraged me constantly to keep on studying every night. I could finally feel I choose the right path. Thank you so much MEDA organization for believing in me and giving me the chance to continue studying. I hope the best for this organization because the amount of people they help is infinite.

Thank you,

A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and reads "Blanca Gonzalez".

Blanca Gonzalez

Review and Recommend Action on Purchases, Renewals, Lease Agreement, and to Reject a Proposal

Approval of the following purchases, renewals, and to reject a proposal will be requested at the November 22, 2016 Board meeting as follows:

- | | |
|-------------------------------------|------------------------------------|
| A. Award – Reject a Proposal | D. Technology Items |
| B. Instructional Item | E. Facility Usage Agreement |
| C. Non- Instructional Items | |

A. Award – Reject a Proposal

1) Online Registration System for Continuing Education (Reject)

Reject the proposals for the online registration system for Continuing Education due to proposals not meeting specifications. None of the proposed systems had real time operation, they did not fully integrate with the payment requirements desired by the Business Office, and they did not integrate with records from the Admissions Office.

B. Instructional Item

2) Testing Materials (Purchase)

Purchase testing materials for Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, at a total cost of \$59,500.00.

Purpose – The Student Assessment Center is requesting the purchase of thirty-five thousand (35,000) test units which will be used through Fall 2016, Spring 2017, and Summer 2017 semesters.

Justification and Benefit – The Texas Success Initiative (TSI) is used for all South Texas College students to obtain results in the areas of reading, writing, and math so that they are able to complete advisement and registration.

Funds for this expenditure are budgeted in the TSI Examination budget for FY 2016 - 2017.

C. Non – Instructional Items

3) Fire Suppression Systems Service (Renewal)

Renew the fire suppression systems service contracts for the period beginning November 21, 2016 through November 20, 2017, at an estimated amount of \$76,915.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$11,990.00
2	Fire Alarm Panels – Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$20,000.00

3	Kitchen Hoods – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$1,195.00
4	Kitchen Hoods - Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
5	Fire Sprinklers – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$9,230.00
6	Fire Sprinklers – Repairs	1st FP Services, LLC. (McAllen, TX)	\$15,000.00
7	Fire Sprinklers – Upright Sprinkler (Item and Installation Cost)	1st FP Services, LLC. (McAllen, TX)	\$10,000.00
8	Fire Extinguishers – Inspection Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
9	Fire Extinguishers – Hydro Test Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
10	Fire Extinguishers – Recharge Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,000.00

Purpose – Facilities Maintenance and Operations is requesting to renew the contracts for fire suppression systems services for buildings district wide.

Justification and Benefits – The fire suppression systems and inspections contracts will require periodic inspection of fire suppression systems at all South Texas College campuses. This will include inspection of the fire alarm system, fire sprinkler system inspection and repair, kitchen hood inspections, and inspection of portable fire extinguishers.

Background – The Board awarded the contracts for fire suppression systems at the November 20, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins November 21, 2016 through November 20, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/20/14	11/21/14 - 11/20/15	2 – one year options
1 st Renewal	8/25/15		11/21/15 - 11/20/16
2 nd Renewal	11/22/16		11/21/16 - 11/20/17

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2016 - 2017.

4) Geotechnical and Material Testing- Engineering Services – Non Bond (Renewal)
 Renew the geotechnical and material testing- engineering services – non-bond contracts for the period beginning February 24, 2017 through February 23, 2018 with the following vendors:

- a. **Millennium Engineers Group, Inc.** (Edinburg, TX)
- b. **Raba-Kistner Consultants, Inc.** (McAllen, TX)
- c. **Terracon Consultants, Inc.** (Pharr, TX)

Purpose – Facilities Planning and Construction is requesting the renewal of the geotechnical and material testing- engineering services contracts for district wide non-bond projects.

Justification and Benefit – The services will include some of the following tests: soil conditions for proper foundation design, select fill dirt for proper compaction, concrete samples for concrete pours, sub-grades, caliche base and asphalt parking areas, structural steel reinforcing, steel welding, floors for levelness, fireproof materials, environmental conditions including air quality, and identifying asbestos type materials.

Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project.

Background - The Board awarded the contracts for geotechnical and material testing- engineering services – non bond at the February 24, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins February 24, 2017 and ends February 23, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	2/24/15	2/24/15 - 2/23/16	2 – one year options
1 st Renewal	11/24/15		2/24/16 – 2/23/17
2 nd Renewal	11/22/16		2/24/17 – 2/23/18

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

Funds for this expenditure are budgeted in various Construction budgets for FY 2016 – 2017.

5) Promotional Items for Student Outreach (Renewal)

Renew the promotional items for student outreach contracts for the period beginning November 27, 2016 through November 26, 2017, at an estimated amount of \$70,000.00 with the following vendors:

- **Authentic Promotions.com** (Carmichael, CA)
- **Imprezos Pro Uniforms** (Pharr, TX)
- **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- **LAMAC, Inc.** (McAllen, TX)
- **Images In Ink, Inc.** (McAllen, TX)
- **Tekna Impact, LLC.** (McAllen, TX)

Purpose – Public Relations and Marketing and Student Outreach are requesting to renew the contracts for the purchase of promotional items for community awareness and various College events for students.

Justification and Benefit – The requesting departments have provided the South Texas College events below:

The Public Relations and Marketing Office provides promotional items for the College's community outreach efforts in the amount of \$40,000.00. Items are ordered as needed throughout the fiscal year for the following reasons:

- Increase awareness of South Texas College at different community events
- Re-branding of new South Texas College Logo
- Promote career/health fairs, festivals, financial aid fairs, and campus community events
- Promote numerous community events that benefit the College and college partners
- Promote special recruitment events such as Ladies Night at the Technology Campus, Lunch and Learn program, and registration round-ups
- Promote Valley Scholars and new student orientation/graduation
- Create awareness through Jerry the Jaguar appearances at parades and other community events, school events, college activities, etc.
- Alumni & Friends activities for students, graduates, and community members to recruit members to the organization
- Promote student recruitment for the certificate, associate degree, and bachelor of applied technology programs
- Recognition for speakers and special visitors to the College
- Promote "Junior Jaguar" program to elementary age children to instill a College-going culture
- Promote the "Graduate on Time" program to encourage students to complete graduation
- Promote Groundbreaking events throughout the College
- Promote Science, Technology, Engineering, and Mathematics (STEM) programs to community

The Student Outreach Department purchases promotional items in the amount of \$30,000.00 for the following:

- Create a college-going culture through College Bound activities for elementary school students participating in the College Bound Adopted Elementary Initiative. The college has adopted the following nine (9) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; North Grammar Elementary, Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD.

- Promote a college-going culture for high school students participating in college bound programming and campus visits. Hidalgo and Starr Counties are home to over 77 high school sites with over 55,000 students in grades 9-12. In 2016, the College Connections’ staff conducted over 120 high school visits, hosted college bound events and welcomed over 4,000 prospective students to one of our 5 campuses.
- Promote the College through recruitment events for new and prospective students at high schools, college fairs, community events, etc.
- Promote the College through campus tours and college events for prospective students and their families
- Create awareness for parents and families at parent nights and parent meetings at schools
- Recognition of community partners and high school counselors and administrators

Background - The Board awarded the contract for promotional items for student outreach at the November 24, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins November 27, 2016 and ends November 26, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/24/15	11/27/15 - 11/26/16	2 – one year options
1 st Renewal	11/22/16		11/27/16 – 11/26/17

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

Funds for this expenditure are budgeted in the Public Relations and Marketing and Student Outreach budgets for FY 2016 – 2017.

6) Vehicle Fuel Program (Renewal)

Renew the State Fleet Card Program for vehicle fuel 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, 2017 through December 31, 2017, at an estimated cost of \$80,000.00 based on prior year history.

Purpose – The fuel card program is used for College owned vehicles used by Mail Services, Central Receiving, Maintenance and Operations, Nursing and Allied Health-Emergency Medical Technician Program, and the South Texas College Police Department for the day to day operations of the College.

Justification and Benefit – Use of the fuel cards is controlled by the Business Office and Purchasing Department in coordination with supervisors from departments using the cards. The Business Office has the ability to monitor online all fuel purchase transactions.

The advantages of using the state fleet card program are as follows:

- Each card is set up with transaction limits
- Each employee using the card has a personal identification number and transaction limits
- 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 less than a mile from the College's campuses
- The gas station with the best price is selected
- Net 30 days for monthly payment with no additional charge
- Various reports are available online for reference

The College is billed on a monthly basis for the actual fuel charges only. No other type of fees are assessed to the College. The estimated price per gallon savings will increase from \$.02 to \$0.52 which will be received quarterly in the form of a rebate. The rebate will be based on the vendors Texas sales volume average usage which can range from 1.150% to 1.760% as stated in the agreement. The rebate amount varies, however the College received \$1,168.36 for 2016 and \$679.69 for 2015.

Funds for this expenditure are budgeted in the Mail Services, Central Receiving, Maintenance and Operations, Emergency Medical Technician Program, and South Texas College Police Department.

D. Technology Items

7) Consulting Services (Purchase)

Purchase consulting services from the **Ellucian Company, L.P.** (Fairfax, VA) through Texas A&M University – Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning November 23, 2016 through August 31, 2019, in the amount of \$410,093.00.

Purpose - Information Technology is requesting to purchase consulting services from for various Banner modules in preparation for the upgrade to the latest Banner XE version. Services will include consulting and training of staff throughout the college over a three year period beginning with FY2017 and ending in FY2019.

Justification and Benefit - Services provided will include Banner environment and business process assessments performed by expert consultants. The assessment results will provide recommendations to improve current processes and how to make Banner more effective and efficient for the College. Services will also include training for South Texas College staff that use Banner as part of their daily job duties.

Background - The consulting services were selected as a result of an action plan developed through surveys, face-to-face interviews, and a review of the recommendations generated through this process. The items will be prioritized to provide improved functionality and services to faculty, staff, and students at the College.

Funds for this purchase are budgeted in the Technology Resources Project Management Risk and Security Budgets for FY 2016 – 2017 and FY 2017 – 2018 and FY 2018 – 2019 pending board approval of the budgets.

8) Computers, Laptops, and Tablets (Purchase)

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$56,646.43.

All purchase requests for computers, laptops, and tablets have been evaluated by Information Technology and the Chief Information Officer. Information Technology does not have refurbished systems available for new hires. Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)

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

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

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

The purchases can be summarized as follows:

- Faculty Computer
 - ⇒ 1 Computer for Computer Science Program
- Staff Computers
 - ⇒ 1 Computer for Institutional Effectiveness and Assessment
 - ⇒ 1 Computer for Music Program
- Student Lab Computers
 - ⇒ 17 Computers for Art Program
- Faculty Class-instruction Laptops
 - ⇒ 1 Laptop of Child Development Program
 - ⇒ 3 Laptops for Architectural & Engineering Design Technology
 - ⇒ 3 Laptops for Computer Science Program

- Surveillance System Laptop
 - ⇒ 1 Laptops for Security & Emergency Preparedness

- Tablets
 - ⇒ 2 Tablets for Educational Technologies
 - ⇒ 1 Tablet for External Affairs Operating
 - ⇒ 2 Tablets for Professional & Organizational Development

Funds for these expenditures are budgeted in the requesting department budgets for FY 2016 - 2017 as follows: Institutional Effectiveness and Assessment, Music, Art, Child Development, Architectural & Engineering Design Technology, Computer Science, Security & Emergency Preparedness, Educational Technologies, External Affairs Operating, and Professional & Organizational Development.

9) Training Services (Renewal)

Renew the training services contract with **Global Knowledge Training, LLC**. (Cary, NC) for the period beginning January 1, 2017 through December 31, 2017, at an estimated amount of \$30,000.00 per semester with an annual amount of \$60,000.00.

Purpose: Information Services, Planning, Performance, and Strategic Initiatives is requesting to renew the contract for staff training services.

Justification and Benefit: The training courses enhance staff's knowledge, skills, abilities and certification in specific areas related to Information Technology. The training will increase the division's overall performance in key functional areas and positively impact staff's motivation and individual growth. Also, the additional skills staff gain from the training will positively impact the quality of support provided to all College constituents.

Information Technology completed an internal review of positions and identified the benefit to have specific certifications for certain positions. In response to this finding, a plan was developed to get identified staff training leading to specified certifications.

The available training courses are listed below:

- How to Establish and Manage a Project Management Office
- Learning the Fundamentals of Project Management
- IT Project Management
- How to Perform Business Process Analysis
- A+ Certification
- Network+ Certification
- Security+ Certification
- Information Technology Infrastructure Library (ITIL) Foundation
- Information Technology Infrastructure Library Intermediate (ITIL) Foundation
- Certified Entry Networking Technician (CCENT)

Background - The Board awarded the contract for training services at the December 15, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins January 1, 2017 and ends December 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/15/15	1/1/16 - 12/31/16	2 – one year options
1 st Renewal	11/22/16		1/1/17 – 12/31/17

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

Funds for this expenditure are budgeted in the Office of Strategic Initiatives budget for FY 2016 – 2017.

E. Facility Usage Agreement

10) Graduation Facility (License Agreement)

Lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), an interlocal license agreement from May 13, 2017 at 8:00 a.m. through May 15, 2017 at midnight, at an estimated amount of \$28,000.00.

Purpose – The Division of Student Services is requesting an interlocal license agreement for the graduation ceremonies which will be held on Friday, May 13, 2017 and Saturday, May 14, 2017.

Justification and Benefit – The facility will be used for all South Texas College graduation ceremonies May 2017. The cost includes the use of the facility, audio visual equipment, and event personnel.

Funds for this expenditure are budgeted in the Graduation Account budget by FY 2016 – 2017.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the November 22, 2016 Board meeting the purchases, renewals, lease agreement, and to reject a proposal as listed below:

- A. Award – Reject a Proposal**
- B. Instructional Item**
- C. Non- Instructional Items**
- D. Technology Items**
- E. Facility Usage Agreement**

A. Award

- 1) Online Registration System to Continuing Education (Reject):** reject the proposals for the online registration system for Continuing Education due to proposal not meeting specifications. None of the proposed systems had real time

operation, they did not fully integrate with the payment requirements desired by the Business Office, and they did not integrate with records from the Admissions Office.

B. Instructional Item

2) Testing Materials (Purchase): purchase testing materials for the Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, at a total cost of \$59,500.00;

C. Non – Instructional Items

3) Fire Suppression Systems Service (Renewal): renew the fire suppression systems service contracts for the period beginning November 21, 2016 through November 20, 2017, at an estimated amount of \$76,915.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$11,990.00
2	Fire Alarm Panels – Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$20,000.00
3	Kitchen Hoods – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$1,195.00
4	Kitchen Hoods - Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
5	Fire Sprinklers – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$9,230.00
6	Fire Sprinklers – Repairs	1st FP Services, LLC. (McAllen, TX)	\$15,000.00
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8	Fire Extinguishers – Inspection Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
9	Fire Extinguishers – Hydro Test Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
10	Fire Extinguishers – Recharge Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,000.00

4) Geotechnical and Material Testing- Engineering Services – Non-Bond (Renewal): renew the geotechnical and material testing- engineering services – non-bond contracts for the period beginning February 24, 2017 through February 23, 2018 with the following vendors:

- a. **Millennium Engineers Group, Inc.** (Edinburg, TX)
- b. **Raba-Kistner Consultants, Inc.** (McAllen, TX)
- c. **Terracon Consultants, Inc.** (Pharr, TX)

- 5) Promotional Items for Student Outreach (Renewal):** renew the promotional items for student outreach contracts for the period beginning November 27, 2016 through November 26, 2017, at an estimated amount of \$70,000.00 with the following vendors:
- Authentic Promotions.com** (Carmichael, CA)
 - Imprezos Pro Uniforms** (Pharr, TX)
 - Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - LAMAC, Inc.** (McAllen, TX)
 - Images In Ink, Inc.** (McAllen, TX)
 - Tekna Impact, LLC.** (McAllen, TX)
- 6) Vehicle Fuel Program (Renewal):** renew the State Fleet Card Program for vehicle fuel 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, 2017 through December 31, 2017 at an estimated cost of \$80,000.00 based on prior year history;
- D. Technology**
- 7) Consulting Services (Purchase):** purchase consulting services from the **Ellucian Company, L.P.** (Fairfax, VA) through Texas A&M University – Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning November 23, 2016 through August 31, 2019, in the amount of \$410,093.00;
- 8) Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$56,646.43;
- 9) Training Services (Renewal):** renew the training services contract with **Global Knowledge Training, LLC.** (Cary, NC), for the period beginning January 1, 2017 through December 31, 2017, at an estimated amount of \$30,000.00 per semester with an annual amount of \$60,000.00;
- E. Facility Usage Agreement**
- 10) Graduation Facility (License Agreement):** lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), an interlocal license agreement from May 13, 2017 at 8:00 a.m. through May 15, 2017 at midnight, at an estimated amount of \$28,000.00.

Recommend Action - The total for all purchases, renewals, lease agreement, and to reject a proposal is \$841,154.43.

NO BACKUP FOR

1. Online Registration System for Continuing Education (Reject)

SOUTH TEXAS COLLEGE
2. TESTING MATERIALS

VENDOR			The College Board	
ADDRESS			250 Vesey St	
CITY/STATE/ZIP			New York, NY 10281	
PHONE			212-713-8000	
#	Qty	Description	Unit Price	Extension
1	35,000	Accuplacer Testing Materials: Reading, Writing, and Math	\$ 1.70	\$ 59,500.00
TOTAL AMOUNT			\$	59,500.00



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing and Distributional Services
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872 4681
Fax (956) 872 4688

September 22, 2016

Allied Fire Protection SA, LP.
Attn: Mr. Shannon Payne
501 E Cedar
McAllen, TX 78501

Dear Mr. Payne:

On November 20, 2014, South Texas College awarded a contract to Allied Fire Protection SA, LP. for Fire Suppression Systems Service & Alarm Monitoring for the following services:

- Fire Alarm Panels – Inspection
- Kitchen Hoods – Inspection
- Fire Sprinklers – Inspection

The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 21, 2016 through November 20, 2017.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through November 20, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Ruben DeLaCruz

Date: 10-11-16



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing and Distributional Services
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

September 22, 2016

El Fire & Safety, Inc.
Attn: Mr. Fernando Rodriguez
2703 Hwy 281
Hidalgo, TX 78557

Dear Mr. Rodriguez:

On November 20, 2014, South Texas College awarded a contract to El Fire & Safety, Inc. for Fire Suppression Systems Service & Alarm Monitoring. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 21, 2016 through November 20, 2017.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

A handwritten signature in cursive script that reads 'Becky Cavazos'.

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through November 20, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Elizabeth Rodriguez.

Date: 9/30/2016



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing and Distributional Services
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

September 22, 2016

1st FP Services, LLC.
Attn: Pete Desmond
2049 Industrial Drive
McAllen, TX 78504

Dear Mr. Desmond:

On November 20, 2014, South Texas College awarded a contract to 1st FP Services, LLC. for Fire Suppression Systems Service & Alarm Monitoring. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from November 21, 2016 through November 20, 2017.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through November 20, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:  V.P.

Name Printed: Pete Desmond

Date: 09-22-2016



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing and Distributional Services
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

October 12, 2016

Millennium Engineering Group, Inc.
Attn: Mr. Raul Palma
P O Box 4569
Edinburg, TX 78540

Dear Mr. Palma,

On February 24, 2015, South Texas College awarded a contract to your company for Geotechnical and Material Testing-Engineering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for one additional one-year period. The last renewal period will be from February 24, 2017 through February 23, 2018.

We are requesting that you respond to us in writing if you accept this offer to renew. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter can be faxed back to South Texas College at (956) 872-4688 or emailed to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through February 23, 2018 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature:

Name (Printed): Raul Palma

Date: 10/14/16



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing and Distributional Services
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872 4681
Fax (956) 872 4688

October 12, 2016

Raba-Kistner Consultants, Inc.
Attn: Mr. Isidoro Arjona
800 East Hackberry
McAllen, TX 78501

Dear Mr. Arjona,

On February 24, 2015, South Texas College awarded a contract to your company for Geotechnical and Material Testing-Engineering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for one additional one-year period. The last renewal period will be from February 24, 2017 through February 23, 2018.

We are requesting that you respond to us in writing if you accept this offer to renew. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter can be faxed back to South Texas College at (956) 872-4688 or emailed to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through February 23, 2018 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature: _____

Name (Printed): Isidoro Arjona, P.E.

Date: 10/12/16



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing and Distributional Services
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

October 12, 2016

Terracon Consultants, Inc.
Attn: Mr. Jorge A. Flores
1506 Mid Cities Drive
Pharr, TX 78577

Dear Mr. Flores,

On February 24, 2015, South Texas College awarded a contract to your company for Geotechnical and Material Testing-Engineering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for one additional one-year period. The last renewal period will be from February 24, 2017 through February 23, 2018.

We are requesting that you respond to us in writing if you accept this offer to renew. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter can be faxed back to South Texas College at (956) 872-4688 or emailed to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

A handwritten signature in cursive script that reads "Becky Cavazos".

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through February 23, 2018 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature: Jorge A. Flores

Name (Printed): Jorge A. Flores, P.G.

Date: October 13, 2016



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

July 29, 2016

Authentic Promotions.com
Attn: Amy Warner
6151 Fair Oaks Blvd., Suite 103
Carmichael, CA 95608

Dear Ms. Warner:

On November 24, 2015, South Texas College awarded a contract to Authentic Promotions.com for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 2017.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through November 26, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:
Name Printed: Amy Warner
Date: 8-5-16



Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

P.O. Box 9701
McAllen, TX 78502-9701

(956) 872-4681
Fax (956) 872-4688

July 29, 2016

Imprezos Pro Uniforms
Attn: Mr. Francisco Morales
1317 W. US Highway 83, Suite A
Pharr, TX 78577

Dear Mr. Morales:

On November 24, 2015, South Texas College awarded a contract to Imprezos Pro Uniforms for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 2017.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

A handwritten signature in cursive script that reads 'Becky Cavazos'.

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through November 26, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Francisco J. Morales - Imprezos Pro Uniforms

Date: 8-5-16



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W Pecan Blvd. • McAllen, TX 78501

(956) 872 4681
Fax (956) 872 4688

July 29, 2016

Gateway Printing & Office Supply, Inc.
Attn: Mr. Butch Shook
315 South Closner
Edinburg, TX 78539

Dear Mr. Shook:

On November 24, 2015, South Texas College awarded a contract to Gateway Printing & Office Supply, Inc. for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 2017.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

A handwritten signature in cursive script that reads "Becky Cavazos".

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through November 26, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: B. Shook

Name Printed: Butch Shook

Date: 8/5/2016

5d



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd • McAllen, TX 78501

(956) 872 4688
Fax (956) 872 4688

July 29, 2016

LAMAC, Inc.
Attn: Trey Gonzalez
PO Box 1629
McAllen, TX 78505

Dear Mr. Gonzalez:

On November 24, 2015, South Texas College awarded a contract to LAMAC, Inc. for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 2017 which includes a 10% escalation.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through November 26, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Trey Gonzalez

Name Printed: TREY GONZALEZ

Date: 8/5/16



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd • McAllen, TX 78501

(956) 872 4681
Fax (956) 872 4688

July 29, 2016

Images In Ink, Inc.
Attn: Viola Hanshaw
1200 East Hackberry, Suite H
McAllen, TX 78501

Dear Ms. Hanshaw:

On November 24, 2015, South Texas College awarded a contract to Images In Ink, Inc. for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 2017 which includes a 5% escalation.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

A handwritten signature in cursive script that reads 'Becky Cavazos'.

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through November 26, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Viola Hanshaw

Name Printed: VIOLA HANSHAW

Date: 8-10-16



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872 4681
Fax (956) 872 4688

July 29, 2016

Tekna Impact, LLC.
Attn: Sergio Velasco
6200 S. 35th Street, Suite B
McAllen, TX 78503

Dear Mr. Velasco:

On November 24, 2015, South Texas College awarded a contract to Tekna Impact, LLC for Promotional Items for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 2017 which includes a 3% escalation.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

A handwritten signature in cursive script that reads 'Becky Cavazos'.

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through November 26, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Sergio Gonzalez

Date: 8/8/16

SOUTH TEXAS COLLEGE
6. 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: 1/1/17 - 12/31/17	\$ 80,000.00	\$ 80,000.00
TOTAL AMOUNT			\$	80,000.00

**SOUTH TEXAS COLLEGE
7. CONSULTING SERVICES**

		VENDOR	Ellucian Company, L.P. through Texas A&M University - Corpus Christi and the Texas Connection Consortium (TCC)	
		ADDRESS	4375 Fair Lakes Ct	
		CITY/STATE/ZIP	Fairfax, VA 22033	
		PHONE	214-385-5975	
		CONTACT	Tim McCready	
#	Qty	Description	Unit Price	Extension
1	1	Banner Student Consulting	\$ 47,124.00	\$ 47,124.00
2	1	Banner Financial Aid Consulting	\$ 38,896.00	\$ 38,896.00
3	1	Enterprise Data Warehouse	\$ 33,660.00	\$ 33,660.00
4	1	Banner Human Resources Consulting	\$ 29,920.00	\$ 29,920.00
5	1	Banner Finance Consulting	\$ 29,920.00	\$ 29,920.00
6	1	Employee Self Service Electronic Personnel Action Forms	\$ 23,562.00	\$ 23,562.00
7	1	Human Resources Post Implementation Assessment	\$ 18,700.00	\$ 18,700.00
8	1	Finance Post Implementation Assessment	\$ 18,700.00	\$ 18,700.00
9	1	Financial Aid Implementation Assessment	\$ 18,700.00	\$ 18,700.00
10	1	Student Post Implementation Assessment no AR	\$ 18,700.00	\$ 18,700.00
11	1	IT Governance Planning Service	\$ 14,960.00	\$ 14,960.00
12	1	Reporting Review	\$ 14,960.00	\$ 14,960.00
13	1	VBS with FGAC and PII Training	\$ 7,480.00	\$ 7,480.00
14	1	Project Management	\$ 47,311.00	\$ 47,311.00
15	1	Estimated Travel Expenses	\$ 47,500.00	\$ 47,500.00
TOTAL AMOUNT			\$	410,093.00

SOUTH TEXAS COLLEGE
8. DISTRICT WIDE TECHNOLOGY REQUEST
NOVEMBER 22, 2016

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	1	Computer 3040 MT, i5-6500 Processor, 500GB Hard Drive, 8GB Memory 20" Monitor, Integrated Video Card, 8X DVD+/RW, Warranty	\$ 680.00	\$ 680.00	Computer Science Program - Saeed Molki (1) Replacement of 4-yr-old system for Dept Faculty
2	1	Tower 5810 Workstation, Intel Xeon 3.5GHz Processor, 1TB Hard Drive, 8GB Memory No Monitor, 2GB AMD FirePro Video Card, 8X Slimline DVD-ROM, Warranty	\$ 1,542.66	\$ 1,542.66	Institutional Effectiveness and Assessment - Fernando Chapa (1) New system for New Director to support software
3	17	Computer iMac, 2.8GHz Quad-Core Intel Core i5 Processor, 1TB Serial ATA Drive, 16GB Memory, 21.5" Monitor, Intel Iris Pro Graphics 6200 Video Card, Warranty	\$ 1,498.00	\$ 25,466.00	Art Program - Charles Neumann (17) New systems for new student lab
4	1	Computer iMac, 4.2GHz Quad-Core Intel Core i7 Processor, 2TB Fusion Drive, 16GB Memory, 27" Monitor, AMD Radeon 2GB Video Card, Warranty	\$ 2,602.00	\$ 2,602.00	Music Program - William Buhidar (1) Replacement system for Dept Staff (Will transfer current system to Dept Secretary)
		COMPUTER TOTAL		\$ 30,290.66	
LAPTOPS					
5	1	Laptop E5470 Intel Core i5-6200U, 250GB Hard Drive, Battery, 8GB Memory, Intel Dual Band Wireless Driver, Warranty	\$ 1,180.00	\$ 1,180.00	Child Development Program - Veronica Rodriguez (1) Replacement of 9-yr-old system for Dept Faculty for class instruction
6	1	Laptop Precision 3510, Intel Core 3.5GHz Processor, 1TB Hard Drive, Battery, 32GB Memory, AMD FirePro 2GB Video Card, Warranty	\$ 2,104.57	\$ 2,104.57	Architectural & Engineering Design Technology Program - Sara Lozano (1) Additional system for Dept Faculty for class instruction
7	2	Laptop Precision 3510, Intel Core 3.5GHz Processor, 1TB Hard Drive, Battery, 32GB Memory, AMD FirePro 2GB Video Card, E-Port Replicator, Dock, Warranty	\$ 2,304.56	\$ 4,609.12	Architectural & Engineering Design Technology Program - Sara Lozano (2) Additional systems for Dept Faculty for class instruction
8	2	Laptop Precision 5510, Intel Xeon 3.7GHz Processor, 512GB Solid State Drive, Battery, 16GB Memory, NVIDIA Quadro 2GB Video Card, Dock, Briefcase, Warranty	\$ 2,437.97	\$ 4,875.94	Computer Science Program - Saeed Molki (1) Additional systems for Dept Faculty for class instruction
9	1	Laptop Precision 7510, Intel Core 3.9GHz Processor, 512GB Solid State Drive, Battery, 32GB Memory, NVIDIA Quadro 4GB Video Card, E-Port Replicator, Briefcase, Warranty	\$ 3,626.45	\$ 3,626.45	Security & Emergency Preparedness - Paul Varville (1) Additional system for surveillance system
10	1	Laptop MacBook Pro, 2.6GHz Quad-Core Intel Core i7 Processor, 512GB Flash Storage, 16GB Memory, Radeon Pro 4GB Video Card, Brief Bag, Warranty	\$ 2,867.00	\$ 2,867.00	Computer Science Program - Saeed Molki (1) Additional system for Dept Faculty for class instruction
		LAPTOP TOTAL		\$ 19,263.08	
TABLETS					
11	2	Tablet Latitude 7275, Intel Core 2.8GHz Processor, 128GB Solid State Drive, Battery, 8GB Memory, Detachable Keyboard/Folio, Stylus Pen, Power Companion, Warranty	\$ 1,330.72	\$ 2,661.44	Educational Technologies - Maria Evans (2) Mobile systems for Faculty/Staff checkout
12	1	Tablet Latitude 7275, Intel Core 2.7GHz Processor, 128GB Solid State Drive, Battery, 8GB Memory, Detachable Keyboard/Folio, Stylus Pen, Docking Station, Keyboard/Mouse Combo, Warranty	\$ 1,564.89	\$ 1,564.89	External Affairs Operating - Wanda Garza (1) Mobile system for interim VP of Student Affairs and Enrollment Management
13	2	Tablet Latitude 7275, Intel Core 2.7GHz Processor, 128GB Solid State Drive, Battery, 8GB Memory, Detachable Keyboard/Folio, Stylus Pen, Carrying Case, Warranty	\$ 1,433.18	\$ 2,866.36	Professional & Organizational Development - Lee Grimes (1) Mobile system for new Dept Staff (1) Mobile system for HSI Grant Director
		TABLET TOTAL		\$ 7,092.69	
		COMPUTER/LAPTOP/TABLET TOTAL		\$ 56,646.43	



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing and Distributional Services
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

October 10, 2016

Global Knowledge Training, LLC.
Attn: Mr. Brian Holland
9000 Regency Parkway, Suite 400
Cary, NC 27518

Dear Mr. Holland:

On December 15, 2015, South Texas College awarded a contract to Global Knowledge Training, LLC for Training Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from January 1, 2017 through December 31, 2017.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through December 31, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Brian Holland, Secretary

Date: 10/25/2016

**SOUTH TEXAS COLLEGE
10. GRADUATION FACILITY**

VENDOR			City of Hidalgo - Texas Municipal Facilities Corporation (State Farm Arena)	
ADDRESS			2600 N 10th St	
CITY/STATE/ZIP			Hidalgo, TX 78557	
PHONE			956-843-5501	
CONTACT			956-843-5539	
#	Qty	Description	Unit Price	Extension
1	1	Facility Lease Agreement for Graduation Ceremonies Date: 5/13/17 - 5/14/17	\$ 28,000.00	\$ 28,000.00
TOTAL AMOUNT			\$	28,000.00

Review and Recommend Action on Annual Investment Report for FY 2015 - 2016

Approval of Annual Investment Report for FY 2015 - 2016 will be requested at the November 22, 2016 Board Meeting.

Purpose – The State Auditor’s Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College’s Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Justification – The Administration brings the Annual Investment Report to the Board of Trustees annually, as required.

Reviewers – The College’s, Investments were reviewed by Long Chilton, LLP (external auditors).

Enclosed Documents – The Annual Investment Report prepared for the State Auditor’s Office follows in the packet for your information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the November 8, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the November 22, 2016 Board meeting, the Annual Investment Report for FY 2015 – 2016, as presented.

South Texas College
Annual Investment Report (Including Deposits)

August 31, 2016
Market Value

Investment or Deposit Type

Publicly Traded Equity and Similar Investments

Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)
Equity/Stock Mutual Funds
Balanced Mutual Funds (where target allocation is > 50% equities)
"Commonfund" Equity Commingled Funds
Other Equity Commingled Funds (if primarily invested in publicly traded equities)
Preferred Stock
Other - list by type

Total Publicly Traded Equity and Similar Investments 0.00

"Other" Investments - Other than Publicly Traded Equity and Debt Investments

Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio)
Other Real Asset Investments (e.g. investments in infrastructure funds)
Private Equity
Hedge Funds
"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds, Commodities, etc.)
Annuities
Commodities
Collectibles
Other - Miscellaneous Coins

Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments 5,589.70

Publicly Traded Debt & Similar Investments >1 year maturity

U.S. Government Securities ("Treasuries")
U.S. Government Agency Securities ("Agencies")
Mortgage Pass-Throughs - "Agency"
Mortgage Pass-Throughs - "Private Label"
Asset-Backed Securities (ABS) (other than mortgage-backed securities)
Sovereign Debt (non-U.S.)
Municipal Obligations
Collateralized Mortgage Obligations (CMOs) - list below by category
Interest Only Strips (IOs)
Principal Only Strips (POs)
Inverse Floaters
Stated Final Maturity longer than 10 years
Other CMOs - "Agency"
Other CMOs - "Private Label"
Corporate Obligations (U.S. or foreign companies) - list below by rating
Highly Rated (AAA/AA or equivalent)
Other Investment Grade (A/BBB or equivalent)
High Yield Bonds (<BBB or equivalent)
Not Rated (NR)
Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)
Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)
"Commonfund" Fixed Income/Bond Commingled Funds
Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)
GICs (Guaranteed Investment Contracts)
Other - list by type

Total Publicly Traded Debt & Similar Investments >1 year 0.00

South Texas College
Annual Investment Report (Including Deposits)

August 31, 2016
Market Value

Investment or Deposit Type

Short-Term Investments & Deposits	
U.S. Government Securities ("Treasuries")	
U.S. Government Agency Securities ("Agencies")	
Bankers' Acceptances	
Commercial Paper - A1/P1 (or equivalent)	
Other Commercial Paper - lower rated	
Repurchase Agreements (Repos)	
Money Market Mutual Funds (registered with the SEC)	
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	
Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC but "2a7-like")	
TexPool (and TexPool Prime)	82,867,612.99
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	
Certificates of Deposit (CD) - Nonnegotiable	181,667,789.57
Certificates of Deposit (CD) - Negotiable	
Bank Deposits	106,284,415.63
Cash Held at State Treasury	
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	
Other - Cash on Hand	9,450.00
Total Short-Term Investments & Deposits	370,829,268.19
TOTAL INVESTMENTS and DEPOSITS	370,834,857.89

Annual Investment Report - Prepared for State Auditor's Office

Review and Recommend Action on New Department of Labor Overtime Regulations and Proposed Implementation

Approval on New Department of Labor Overtime Regulations and Proposed Implementation at South Texas College effective December 1, 2016 will be requested at the November 22, 2016 Board Meeting.

Purpose – The United States Department of Labor published the final rule, effective December 1, 2016, on the changes to the Fair Labor Standards Act (FLSA) overtime rules. The new regulation sets a new salary minimum of \$47,476 for positions meeting the duties test to be eligible for exempt status. To be considered “exempt”, the employee must satisfy three tests (salary-level test; salary-basis test; and duties test) that focus on how employee is paid and the type of job duties the employee performs. The employee is not entitled to overtime pay with exempt status. On the contrary, non-exempt employees are entitled to overtime pay.

Justification – South Texas College has approximately fifty four (54) filled positions and thirty six (36) vacant positions that will be impacted with the new regulation.

Background – The Department of Labor regulations establish the following measures effective December 1, 2016 for Exempt status positions:

- Change the salary threshold indicating exempt status eligibility from \$24,000 to \$47,476 minimum salary per year.
- Automatically update the minimum salary threshold every three years, based on wage growth over time.

To meet and comply with the new regulation, the Office of Human Resources staff met with Deans, Directors, and Financial Managers to determine how the new regulation impacts the employee and recommended a plan of action.

The College’s proposed recommendations to comply with the Department of Labor regulations are as follows:

- Option 1 -- Reclassify Employees as Non-Exempt status (which would be subject to overtime pay of the not less than one-and-a-half times their hourly rate for any hours worked beyond 40 each week).
- Option 2 – Raise the salary minimum of exempt positions for those under the new minimum salary of \$47,476.

- Below is the current Pay Grades for “EXEMPT” positions and the proposed new pay grades with proposed minimum at \$47,476 or greater.
- Pay Grades A through D will be deleted and revised to new grades A through C.

Grade	Minimum	Midpoint (Average)	Maximum		Proposed Minimum
Professional/Technical Exempt - A	\$28,000.00	\$38,500.00	\$49,000.00		Delete
Professional/Technical Exempt - B	\$30,000.00	\$41,250.00	\$52,500.00		Delete
Professional/Technical Exempt - C	\$36,000.00	\$49,500.00	\$63,000.00		Delete
Professional/Technical Exempt - D	\$39,000.00	\$53,625.00	\$68,250.00		Delete
Professional/Technical Exempt - E	\$45,000.00	\$61,875.00	\$78,750.00	*	A - \$47,476
Professional/Technical Exempt - F	\$55,000.00	\$75,625.00	\$96,250.00	*	B - \$55,000
Professional/Technical Exempt - G	\$60,000.00	\$82,500.00	\$105,000.00	*	C - \$60,000

* Midpoint and Maximum would remain the same.

Funding Source – The approximate salary cost increase for the fifty-four (54) currently filled positions and the approximate salary cost increase for the thirty-seven (37) currently vacant positions totals \$172,093.06 and \$117,266.33, respectively, or a grand total of approximately \$289,359.39. This amount will be funded by salary savings in each department’s budget.

The positions reviewed are listed below:

Position Title	Retain Exempt	# Filled Positions	# of Vacant Positions	Total
ADA Instructional Technologies Spec	yes	1		1
Business System Analyst	yes		1	1
Buyer	no	4		4
Campus Facility Manager	yes		2	2
CLE Manager	yes	3	2	5
Compliance Coordinator	yes		1	1
Continuing Ed Trainer	yes	1		1
Contracts Manager	yes		1	1
Coord Early College High Sch	yes	4		4
Coord for Continuing Ed	yes	1		1
Coord for CTE Early College HS	yes	1		1
Coord Instruc Tech Projects	yes	1		1
Coord of Acad and HS Projects	yes	1		1
Coord of Career Services	yes		1	1
Coord of Dual2Degree High Sch	yes	2		2
Coord of Employer Services	yes	1		1
Coord of Open Labs	yes	1		1

Position Title	Retain Exempt	# Filled Positions	# of Vacant Positions	Total
Coord of Scholarships	yes	1		1
Coord of Supplemental Instr	yes	1		1
Coord of Vet Enrollment Svcs	yes	1		1
Coord State & 3rd Party Pgms	yes	1		1
Coord Stu Activ for Events	yes		2	2
Counselor	yes	4	2	6
Distance Learning Instr Facil	yes		1	1
Educational Technologies Specialist	yes	3		3
Food Services Manager/Cook	no	1		1
Grant Development Officer	yes		1	1
Information Security Analyst	yes		2	2
Institutional Eff Analyst	yes	2		2
Institutional Research Analyst	yes		1	1
Instl Research Analyst	yes	4	1	5
Instr Coach - Prof & Org Dev	yes		1	1
Instr Tech Managed Svcs Spec	yes	1		1
Interpreter	yes	1		1
Librarian II - Programming	yes	1	1	2
Librarian II-Campus Librarian	yes	4		4
Librarian III	yes		1	1
Librarian I-Public Services	yes	2	1	3
Licensed Counselor	yes	5		5
Maintenance Manager	yes		1	1
Nursing Lab Clinical Coord	yes	1		1
Operations Energy Manager	yes		1	1
Program Dev and Coordinator	yes		2	2
Project Manager - Acad Affairs	yes		1	1
Project Manager - FAS	yes		1	1
Project Manager - Instr Tech	yes		1	1
Project Manager - IS&P	yes		1	1
Project Manager - NAH	yes		1	1
Project Manager - TR	yes		1	1
Simulation Coordinator	yes		1	1
Specifications Writer	yes		1	1
Student Svcs Training Manager	yes		1	1
Technical Buyer	yes		1	1
Wkforce Contract Mgr	yes		1	1
Grand Total		54	37	91

Reviewers – Responses were reviewed by the President, Vice Presidents, Director of Human Resources, Staffing and Compensation Manager, Financial Managers, and immediate supervisors.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the November 8, 2016 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance and Human Resources committee recommend for Board approval at the November 22, 2016 Board Meeting, the New Department of Labor Overtime Regulations and Proposed Implementation at South Texas College effective December 1, 2016, for an approximate total cost of \$289,359.39 as presented.

Review and Recommend Action on Revision of Career Program and Academic Department Chair Stipend Amount

Approval of revision of Career Program and Academic Department Chair stipend amount for the nine month appointment period (September to May) will be requested at the November 22, 2016 Board Meeting.

Purpose - The proposed revision of the Career Program and Academic Department Chair stipend amount is presented for the Board's review and consideration. The chair stipend amount and compensation for 9 month appointment period (September to May) has not been adjusted since 1999. The chair compensation for summer months (June – August) does not include a monthly stipend and is structured based on number of sections offered and it has been reviewed and revised in 2010, therefore no change to summer session compensation is being recommended.

Justification - The Chair monthly stipend amount has not increased since 1999. Chairs receive a \$200 stipend per month for 9 months (September to May). Chair responsibilities, however, have increased significantly since 1999 as departments and programs have grown in enrollment as well as the number of faculty supervised. In 1999, the College had an enrollment of over 10,000 students and over 500 full-time and part-time faculty. By contrast, during the 2015 - 2016 academic year, the College had over 33,000 students and over 1,000 full-time and part-time faculty.

Background - Chair Duties and Responsibilities - The Chairs serve as immediate supervisors for all departmental faculty and provide district-wide leadership for planning, development, evaluation, and improvement of instruction within the program/department to ensure student success, retention, and transfer/ placement/ graduation. Department/ Program Chair Duties and Responsibilities are published in the FY 2016 – 2017 Faculty Handbook on pages 67 and 68.

A copy of the Faculty Handbook pages 67 and 68 follows in the packet for the Committee's review and information.

The definitions of Career Program and Academic Department chair, Course Release, and Chair Stipend are as follows:

- Career Program and Academic Department Chair: Full-time faculty member who is appointed by the Vice President for Academic Affairs, upon the recommendation of the appropriate Division Dean.
- Course Release: Faculty who have been appointed as a chair qualify for course release (reduction of required teaching load) to fulfill their chair responsibilities. The percentage of the course release is based on the number of sections offered by Career Programs and the Academic Departments. South Texas College Chairs receive a release from teaching of between 2 to 4 courses based on the size of the program/department.

- Chair Stipend: Chairs receive monthly stipends as compensation for performing their program and departmental responsibilities before the beginning of semester and for submitting required documentation after the semester is officially over and to be available to respond to students, faculty, and administrators' questions and concerns in between semesters. South Texas College Chairs receive a \$200 monthly stipend for 9 months (September to May).

The following information, labeled as A through D below, is provided to demonstrate the current and proposed pay rates.

- A. Compensation for Career Program and Academic Department Chairs
- B. Comparison of Chair Compensation
- C. Proposal: Chair Stipend Increase
- D. Funding Implications

A. Compensation for Career Program and Academic Department Chairs: Full-time faculty are expected to work the equivalent of a 40 hour week which include:

- 15 hours of classroom instruction (equal to 5 courses of 3 LHE each)
- 15 hours of course preparation
- 5 office hours
- 5 college/department service hours

The chart below from South Texas College Pay Plan for the Fiscal Year 2016-2017 reflects the compensation for Career (Workforce) Program Chairs and Academic Department Chairs. The chart includes course release, required administrative hours for the release time, and the \$200 monthly stipend. The number of sections is indicative of the size of the program as a low number of sections indicate small programs, student enrollment, and number of faculty in the program/department, and a larger number of sections indicate larger programs with larger number of student enrollment and larger number of faculty in the program/department.

**Program/Department Chair
 Compensation and Course Release
 2016-2017 Fall and Spring Semesters**

Workforce Program Chair		
Number of Sections	Course Release Percentage	Administrative Hours per week
1-20	40%	16
21-40	60%	24
41-79	80% Plus One Assistant Chair	32
80 - 120	80% Plus Two Assistant Chairs	32
121 - 159	80% Plus Three Assistant Chairs	32
Program with more than 160+ sections will qualify for additional Assistant Chair for each additional 40 sections.		

Academic Department Chair		
Number of Sections	Course Release Percentage	Administrative Hours per week
1-40	40%	16
41-79	60%	24
80 -120	80%	32
121-159	80% Plus One Assistant Chair	32
160 - 200	80% Plus Two Assistant Chairs	32
201 - 240	80% Plus Three Assistant Chairs	32
Program with more than 240+ sections will qualify for additional Assistant Chair for each additional 40 sections.		
Program/Department Chairs receive a \$200 per month stipend during the fall and spring semesters.		

B. Comparison of Chair Compensation: To provide a comparison of chair compensation among very large community colleges in Texas is a challenge, as job descriptions and responsibilities vary greatly among community colleges. However, the chart below is presented to provide a general comparison among the chairs who supervise large programs and departments.

Comparison of Chair Compensation Very Large Community Colleges in Texas Human Resources Departments of the Respective College Academic Year 2015-2016			
Community College	Faculty Contract Months	Monthly Chair Stipend	Course Release Per Semester (Fall and Spring)
Austin	10.5	\$477.27	2 Course
Collin County	9 15 days between the end of Spring semester and the date faculty return	\$1,500	2 Course
El Paso	9 or 12	\$1,000	1 course
Houston	12	\$500	4 course
San Jacinto	12 Required to teach one course in Summer	\$912	5 course
South Texas	9	\$200	4 course
Tarrant	10 ½	\$500	2 course

C. Proposal: Chair Stipend Increase

Currently, South Texas College has total of 50 Chairs (16 Career Chairs and 34 Academic Chairs). At the request of Interim Vice President for Academic Affairs, the Academic Affairs leadership team reviewed the recommendation from the Council of Chairs and arrived at a recommendation that will allow the institution to retain and recruit faculty for chair assignments.

To keep South Texas College competitive in retaining and recruiting faculty to serve as program and department chairs, it is proposed to increase the Chair monthly stipend amount for the 9 month appointment period (September to May) from the current amount of \$200 to \$400.

D. Funding Implications:

As of Fall 2016, there are 50 faculty members serving as Chairs. The cost of the current Chair stipend, which is \$200 per month for the 9 month period (September to May), totals to \$90,000 (50x\$200x9). The proposed plan increases the monthly stipend by an additional \$200 per month, to a total of \$180,000 (50x\$400x9). This is a \$90,000 increase between the current and the proposed plan. The chart below reflects the additional cost for the proposed increase in the Chair stipend for the 9 month (Fall and Spring) period.

Number of Chairs	Current Plan \$200/month	Proposed Plan \$400/month	Increase
50	\$90,000.00	\$180,000.00	\$90,000.00

Reviewers – Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, have reviewed the documentation with staff and recommend approval.

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, will be present at the November 8, 2016 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance and Human Resources committee recommend for Board approval at the November 22, 2016 Board Meeting, the revision of Career Program and Academic Department Chair stipend amount for the nine month appointment period (September to May), as presented.

Department/Program Chair Duties and Responsibilities
Career Program and Academic Department Chair Compensation and Responsibility
Board Policy 3804 (rev. 9/30/99)

Career Program and Academic Department Chairs shall be appointed by the Vice President for Academic Affairs, upon the recommendation of the appropriate Division Dean, each August for the subsequent academic year. The structure for compensation and responsibilities to be performed will be determined during the annual salary plan process. (END POLICY)

Department/Program Chair Duties

The Chair serves as immediate supervisor for all departmental faculty and provides district-wide leadership for planning, development, evaluations, and improvement of instruction within the department/program to ensure student success, retention, and transfer/placement/graduation.

1. Manages department/program enrollment by recruiting, advising, and participating in outreach activities to attract new program majors. Coordinates with division-based advisor(s) all academic advising and registration processes for students majoring in department/program offerings
2. Works cooperatively with College student support services to ensure student progress toward program completion and placement
3. Prepares class schedules, assigns teaching loads, monitors class coverage, and addresses student concerns
4. Evaluates all departmental faculty and coordinates the evaluation of adjunct faculty
5. Interviews and recommends qualified adjunct faculty
6. Coordinates the development, revision, and implementation of section outlines and master syllabi to ensure consistency in course competencies across the District
7. Supervises planning and program evaluation to achieve student success
8. Maintains the department's program compliance with standards of accreditation
9. Coordinates departmental textbook selection and submits order forms on a timely basis
10. Assists the Deans with the preparation and management of departmental/program budget and maintains minutes of all meetings
11. Works with the Partnership for Community, Business, and Industry Training to meet the continuing education needs of the community
12. Performs other duties as assigned by the Dean.

Supervisory Responsibilities:

Supervises departmental faculty.

Submission of Required Documents

As the duties and responsibilities of faculty members of South Texas College include the preparation and submission of First Week Financial Aid Rosters, Census Rosters, and Learning Outcome Data by the respective deadlines every semester, and attendance at certain scheduled College-Wide, Divisional, and Departmental meetings and events throughout the academic year, it is the responsibility of the program/department chair to ensure faculty compliance in these matters both by communicating the relevant dates and/or deadlines in question, and, when necessary, implementing disciplinary action for those failing to meet the minimum reporting and/or attendance requirements. This applies to Full-time Faculty, Full-time Temporary Faculty, Adjunct Faculty, and Dual Credit Faculty. Among the best practices adopted by various department/program chairs at the College are, in ascending order of severity:

- a. Maintaining a running, faculty specific departmental list of missed deadlines/meetings
- b. Email reminders, phone calls, and/or in-person office visits, requesting reasons for late (or no) submission of reports, or requiring leave form submission for missed meetings
- c. Face to face discussion regarding missed deadlines/meetings – i.e., casual counseling
- d. Face to face discussion regarding missed deadlines/meetings – i.e., official verbal warning
- e. Comments on annual faculty evaluations
- f. Reduction of overload assignments
- g. Official written warning and action plan

Master Syllabi

The **master syllabus** is prepared by the Department/Program Chair and is provided to faculty for the purposes of describing individual course requirements/guidance and outlining course-specific (1) institutional information; (2) Chair's (author) information; (3) course information; (4) course description which includes learning outcomes; (5) departmental course requirements (6) evaluation; (7) required textbook & resources; and (8) policy statements including Statement of Equal Education and Equal Employment Opportunity, Title IX, and ADA (Students with

Disabilities Statement) information. Learning outcomes must be stated in terms of what the student will be able to do by the end of the course. Additionally, master syllabi for Core Curriculum Courses must include course-specific core curriculum objectives outlined in the most current STC catalog. Each master syllabus must include minimum essential information identified by the Associate Dean of Curriculum & Student Learning. The Master Syllabus Templates for Core Curriculum and Non-Core Curriculum Courses are provided in Appendix K.

Learning Outcomes Assessment

Department/Program Chairs play a key role in leading the Learning Outcomes Assessment process. The duties and responsibilities are as follows:

- Review curriculum maps, which includes program learning outcomes (PLOs), course learning outcomes (CLOs), and specific associations found between them and update accordingly once a year.
- Stay current and up-to-date with changes to course learning outcomes in the Workforce Education Course Manual (WECM) and Academic Course Guide Manual (ACG).
- Encourage and support full-time and adjunct faculty within the department to complete course level reporting in a timely fashion.
- Discuss and share student learning attainment results, including Program Learning Outcome (PLO) and Core Objective (CO) data, with department faculty.
- Submit annual Program Learning Outcome (PLO) and Core Objective (CO) reports.
 - At the conclusion of the academic year, department chairs are to:
 - Review learning attainment of Program Learning Outcomes (PLO) and Core Objectives (CO) if applicable.
 - Determine if program learning attainment percentages met the department target.
 - Summarize the assessments used by the department to measure the learning of the PLO.
 - Design an action plan at the end of the academic year that shares department experience with the last action plan implement, new expectations for the academic year, and steps to be taken to increase the quality of student learning as it relates to Program Learning outcomes and Core Objectives.

For more information about Learning Outcomes Assessment please visit the Learning Outcomes homepage at http://academicaffairs.southtexascollege.edu/curriculum/learning_outcomes/

Advisory Committee Meetings

According to the South Texas College's Program Review measures, all Workforce Program Chairs are to convene two Advisory Committee meetings per academic year. Information regarding the functions and composition of an advisory committee are published in Chapter Three of the Guidelines for Instructional Programs in Workforce Education (GIPWE). **Minutes from all Advisory Committee meetings must be maintained by the Program Chair.** Refer to the Program Development section for information on Advisory Committees.

Faculty Evaluations

Department/Program Chairs are responsible for evaluating every full-time faculty member each year (January - December). New Adjunct faculty (including Dual Credit) must be evaluated their first semester, and then each year following. Department/Program Chairs must have a system in place for tracking and maintaining completed evaluations for each faculty member and must submit this information to the Division Dean by required deadlines. Please refer to the [Performance Evaluation Guidelines](#) in this handbook.

Overload Assignment

It is the responsibility of the Department Chairs to submit a cost effective class schedule that offers optimal opportunity for students district-wide to complete their degree in a timely manner. If such a schedule offers more sections than can be covered by full-time faculty, the chair may evenly distribute overloads among volunteer full-time faculty (and/or adjuncts). Overload assignments need to be equally shared, among willing faculty, with consideration for equity over districts and time slots. Since this is extra work for extra pay, faculty members are expected to perform all regular duties, responsibilities, and college service, and still maintain the quality of instruction and services. For information regarding compensation for overload assignments, refer to the Compensation section of the handbook.

Recruitment and Assignment

In conjunction with the Office of Human Resources, each department is responsible for the recruitment of qualified faculty members for vacancies. Information regarding the hiring and onboarding process can be found on the Human Resources webpage for South Texas College.

Discussion and Action as Necessary on Process for Releasing Internal Audit Reports

Mr. Khalil Abdullah, Internal Auditor, and Mary Elizondo, Vice President for Finance and Administrative Services, will be discussing options on the process of releasing Internal Audit Reports.

The Internal Auditor is completing Internal Audit Reports on a regular basis and is requesting feedback on the process to follow regarding releasing Internal Audit Reports.

Action is requested as necessary by the Committee. This item is presented for information, feedback to staff, and recommended action as necessary by the Committee

Review and Discussion of Position Vacancy Report for FY 2016 - 2017

The Staffing Plan Position Vacancy Report for FY 2016 - 2017 follows in the packet for the Committee’s information and review. Information is current as of November 3, 2016.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will be available to respond to questions from the Committee.

The presentation of the data has been modified to detail the status of each position.

1) Vacancies at Beginning of Fiscal Year 2016 - 2017

(EXHIBIT A - VACANT POSITIONS - NEW) and EXHIBIT B - VACANT POSITIONS - CONTINUING)

- Fiscal Year 2016 - 2017 started with 143 vacant Full Time Regular positions from the previous fiscal year, and the Board approved one hundred and sixty-five (165) additional new positions for a total of 308 vacant Full Time Regular positions.
- The one hundred and fifty-two (152) Bond Construction Program related positions will be filled as needed in alignment with the building construction timeline.

2) Positions Filled during Fiscal Year 2016 - 2017

(EXHIBIT C - HIRED)

- Forty eight (48) Full Time, Regular positions have been filled as of November 3, 2016.
- Twenty five (25) Full Time, Regular positions have been filled since the last vacancy report provided as of October 6, 2016.

3) Position Turnover during Fiscal Year 2016 - 2017

(EXHIBIT D - RESIGNATIONS)

- There have been eight (8) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of November 3, 2016.
- There have been three (3) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of October 6, 2016.

Vacancies, Filled Positions, and Resignations FY 2016 - 2017					
	FY15 - 16 Vacant Positions	New Positions for FY 2016 - 2017			Total
		Non- Bond	Bond	Total	
Vacancies as of September 1, 2016	143	13	152	165	308
Filled as of Nov. 02, 2016	41	2	5	7	48
Total	102	11	147	158	260
Resignations as of Nov. 02, 2016	8	0	0	0	8
Vacancies Balance as of Nov. 02, 2016	110	11	147	158	268

Further details can be found in the Position Vacancy Report on the following pages.

The Position Vacancy Report for Fiscal Year 2016 - 2017 and Positions Filled and Vacated Report are presented for information and review by the Committee. No action is required from the Committee.

South Texas College							New Positions			
NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017										
As of November 3, 2016										
Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date			
Academic Affairs										
Academic Affairs	709279	NEW	Prof/Tech Support Exempt	Project Manager - Academic Affairs	5	Recommendation in Progress	11-28-16			
Distance Learning	710276	NEW-BOND	Prof/Tech Support Exempt	Distance Learning Instr Facilitator	7	Bond Position	12-01-16			
Mid Valley Campus	701269	NEW-BOND	Prof/Tech Support Non-Exempt	Student Services Specialist II	7	Bond Position	05-01-17			
Starr County Campus	704267	NEW-BOND	Prof/Tech Support Non-Exempt	Student Services Specialist II	7	Bond Position	05-01-17			
Division of Liberal Arts and Social Sciences										
Division of Liberal Arts and Social Sciences	711150	NEW-BOND	Classified Non-Exempt	Faculty Secretary	7	Bond Position	03-01-17			
Division of Liberal Arts and Social Sciences	710150	NEW-BOND	Classified Non-Exempt	Faculty Secretary	7	Bond Position	03-01-17			
Division of Liberal Arts and Social Sciences	712150	NEW-BOND	Prof/Tech Support Non-Exempt	Student Success Specialist	7	Bond Position	03-01-17			
Division of Liberal Arts and Social Sciences	713150	NEW-BOND	Prof/Tech Support Non-Exempt	Student Success Specialist	7	Bond Position	03-01-17			
History	701225	NEW	Classified Non-Exempt	Faculty Secretary	1	Pending Requisition	01-16-17			
Speech	701228	NEW-BOND	Classified Non-Exempt	Speech Lab Technician	7	Bond Position	03-01-17			
Division of Math, Science and Bachelor Programs										
Engineering	701412	NEW-BOND	Prof/Tech Support Non-Exempt	Lab Specialist II - Engineering	7	Bond Position	05-01-17			
Physics	704202	NEW-BOND	Prof/Tech Support Non-Exempt	Lab Coordinator	7	Bond Position	06-01-17			
Division of Nursing and Allied Health										
Associate Degree Nursing	720556	NEW	Classified Non-Exempt	Faculty Secretary	5	Recommendation in Progress	11-14-16			
Division of Nursing and Allied Health	712557	NEW-BOND	Prof/Tech Support Non-Exempt	Biomedical Simulation Specialist	7	Bond Position	12-01-16			
Division of Nursing and Allied Health	708557	NEW-BOND	Classified Non-Exempt	Faculty Secretary	7	Bond Position	05-01-17			
Division of Nursing and Allied Health	710557	NEW-BOND	Classified Non-Exempt	Faculty Secretary	7	Bond Position	05-01-17			
Division of Nursing and Allied Health	707557	NEW-BOND	Classified Non-Exempt	Lab Asst - NAH	7	Bond Position	05-01-17			
Division of Nursing and Allied Health	709557	NEW-BOND	Classified Non-Exempt	Lab Asst - NAH	7	Bond Position	05-01-17			
Division of Nursing and Allied Health	711557	NEW-BOND	Prof/Tech Support Exempt	Simulation Coordinator	7	Bond Position	12-01-16			
Finance and Administrative Services										
Accountability, Risk, and Compliance	706160	NEW	Prof/Tech Support Exempt	Compliance Coordinator	1	Pending Requisition	01-16-17			
Accountability, Risk, and Compliance	708160	NEW	Prof/Tech Support Exempt	Compliance Manager	1	Pending Requisition	01-16-17			
Business Office	751184	NEW-BOND	Prof/Tech Support Non-Exempt	Accounting Specialist	7	Bond Position	03-01-17			
Business Office	752184	NEW-BOND	Prof/Tech Support Non-Exempt	Accounts Payable Specialist	2	Requisition in Progress	12-12-16			
Business Office	753184	NEW-BOND	Prof/Tech Support Non-Exempt	Payroll Specialist	7	Bond Position	03-01-17			
Campus Police	775514	NEW-BOND	Prof/Tech Support Non-Exempt	Coord Emer Preparedness & Trng	7	Bond Position	06-01-17			
Campus Police	762514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Compliance Coordinator	7	Bond Position	06-01-17			
Campus Police	768514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	7	Bond Position	01-01-17			
Campus Police	764514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	7	Bond Position	01-01-17			
Campus Police	765514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	7	Bond Position	01-01-17			
Campus Police	766514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	7	Bond Position	01-01-17			

Legend-Tiered steps in Hiring Process

- 1 - Pending Requisition
- 2 - Requisition in Progress
- 3 - Advertised
- 3a - Re-Advertised
- 4 - Screening in Progress
- 5 - Recommendation in Progress
- 6 - Frozen in FY17
- 7 - Bond Position
- x - Position Change

South Texas College

NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017

As of November 3, 2016

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Campus Police	767514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	7	Bond Position	01-01-17
Central Receiving	714584	NEW-BOND	Prof/Tech Support Non-Exempt	Distribution Services Specialist	7	Bond Position	01-01-17
Central Receiving	712584	NEW-BOND	Classified Non-Exempt	Fixed Assets and Receiving Technician	7	Bond Position	01-01-17
Central Receiving	713584	NEW-BOND	Classified Non-Exempt	Fixed Assets and Receiving Technician	7	Bond Position	01-01-17
Custodial	793502	NEW-BOND	Prof/Tech Support Non-Exempt	Custodial Supervisor	7	Bond Position	06-01-17
Custodial	766502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	04-01-17
Custodial	787502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	06-01-17
Custodial	769502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	04-01-17
Custodial	767502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	04-01-17
Custodial	771502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17
Custodial	764502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	03-01-17
Custodial	763502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	03-01-17
Custodial	768502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	04-01-17
Custodial	776502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17
Custodial	770502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	04-01-17
Custodial	772502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17
Custodial	773502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17
Custodial	774502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17
Custodial	775502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17
Custodial	785502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	06-01-17
Custodial	784502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	06-01-17
Custodial	783502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	06-01-17
Custodial	760502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	03-01-17
Custodial	781502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	06-01-17
Custodial	782502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	06-01-17
Custodial	786502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	06-01-17
Custodial	761502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	03-01-17
Custodial	762502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	03-01-17
Custodial	754502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	01-01-17
Custodial	755502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	02-01-17
Custodial	756502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	02-01-17
Custodial	757502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	02-01-17
Custodial	759502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	03-01-17
Custodial	791502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	06-01-17
Custodial	792502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	06-01-17
Custodial	788502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	06-01-17

Legend-Tiered steps in Hiring Process

- 1 - Pending Requisition
- 2 - Requisition in Progress
- 3 - Advertised
- 3a - Re-Advertised
- 4 - Screening in Progress
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- 6 - Frozen in FY17
- 7 - Bond Position
- x - Position Change

South Texas College

NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017

As of November 3, 2016

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Custodial	789502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	06-01-17
Custodial	780502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	05-01-17
Custodial	765502	NEW-BOND	Classified Non-Exempt	Lead Custodian	7	Bond Position	03-01-17
Custodial	778502	NEW-BOND	Classified Non-Exempt	Lead Custodian	7	Bond Position	05-01-17
Custodial	758502	NEW-BOND	Classified Non-Exempt	Lead Custodian	7	Bond Position	02-01-17
Custodial	779502	NEW-BOND	Classified Non-Exempt	Lead Custodian	7	Bond Position	05-01-17
Facilities Planning and Construction	724501	NEW-BOND	Classified Non-Exempt	Administrative Assistant	7	Bond Position	01-01-17
Facilities Planning and Construction	721501	NEW-BOND	Administrative Exempt	Assistant Director Facilities Planning & Cons	7	Bond Position	01-01-17
Facilities Planning and Construction	722501	NEW-BOND	Prof/Tech Support Exempt	Facil Plng and Constr Project Manager	7	Bond Position	01-01-17
Facilities Planning and Construction	723501	NEW-BOND	Classified Non-Exempt	Facil Plng and Constr Project Technician	7	Bond Position	01-01-17
Facilities Planning and Construction	725501	NEW-BOND	Prof/Tech Support Non-Exempt	Technical Facilities Specialist	7	Bond Position	01-01-17
Facilities Operations and Maintenance	726501	NEW-BOND	Prof/Tech Support Non-Exempt	Facil Oper and Maint Admin Coord	7	Bond Position	06-01-17
Facilities Operations and Maintenance	727501	NEW-BOND	Prof/Tech Support Non-Exempt	Operations Support Coordinator	7	Bond Position	06-01-17
Facility Maintenance	740499	NEW-BOND	Administrative Exempt	Assistant Director Facil Oper & Maint	7	Bond Position	06-01-17
Facility Maintenance	716499	NEW-BOND	Prof/Tech Support Exempt	Campus Facility Manager	7	Bond Position	03-01-17
Facility Maintenance	717499	NEW-BOND	Prof/Tech Support Exempt	Campus Facility Manager	7	Bond Position	03-01-17
Facility Maintenance	733499	NEW-BOND	Classified Non-Exempt	Carpenter	7	Bond Position	04-01-17
Facility Maintenance	732499	NEW-BOND	Classified Non-Exempt	Carpenter	7	Bond Position	04-01-17
Facility Maintenance	739499	NEW-BOND	Prof/Tech Support Non-Exempt	Construction Supervisor	7	Bond Position	05-01-17
Facility Maintenance	725499	NEW-BOND	Classified Non-Exempt	Electrician	7	Bond Position	04-01-17
Facility Maintenance	724499	NEW-BOND	Classified Non-Exempt	Electrician	7	Bond Position	04-01-17
Facility Maintenance	723499	NEW-BOND	Classified Non-Exempt	Electrician	7	Bond Position	04-01-17
Facility Maintenance	737499	NEW-BOND	Classified Non-Exempt	Energy Technician	7	Bond Position	05-01-17
Facility Maintenance	738499	NEW-BOND	Classified Non-Exempt	Energy Technician	7	Bond Position	05-01-17
Facility Maintenance	729499	NEW-BOND	Classified Non-Exempt	Locksmith	7	Bond Position	04-01-17
Facility Maintenance	734499	NEW-BOND	Classified Non-Exempt	Maintenance Assistant	7	Bond Position	04-01-17
Facility Maintenance	735499	NEW-BOND	Classified Non-Exempt	Maintenance Assistant	7	Bond Position	04-01-17
Facility Maintenance	736499	NEW-BOND	Classified Non-Exempt	Maintenance Assistant	7	Bond Position	04-01-17
Facility Maintenance	720499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	Bond Position	04-01-17
Facility Maintenance	721499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	Bond Position	04-01-17
Facility Maintenance	722499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	Bond Position	04-01-17
Facility Maintenance	719499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	Bond Position	04-01-17
Facility Maintenance	731499	NEW-BOND	Classified Non-Exempt	Painter	7	Bond Position	04-01-17
Facility Maintenance	730499	NEW-BOND	Classified Non-Exempt	Painter	7	Bond Position	04-01-17
Facility Maintenance	726499	NEW-BOND	Classified Non-Exempt	Plumber	7	Bond Position	04-01-17
Facility Maintenance	727499	NEW-BOND	Classified Non-Exempt	Plumber	7	Bond Position	04-01-17

Legend-Tiered steps in Hiring Process

- 1 - Pending Requisition
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- 3a - Re-Advertised
- 4 - Screening in Progress
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- 6 - Frozen in FY17
- 7 - Bond Position
- x - Position Change

South Texas College
NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017
 As of November 3, 2016

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Facility Maintenance	728499	NEW-BOND	Classified Non-Exempt	Plumber	7	Bond Position	04-01-17
Facility Maintenance	718499	NEW-BOND	Classified Non-Exempt	Warehouse Technician	7	Bond Position	03-01-17
Finance and Administrative Services	706625	NEW	Prof/Tech Support Exempt	Project Manager - FAS	4	Screening in Progress	12-12-16
Human Resources	719240	NEW-BOND	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	7	Bond Position	12-01-16
Human Resources	725240	NEW-BOND	Classified Non-Exempt	Human Resources Assistant	5	Recommendation in Progress	12-01-16
Human Resources	726240	NEW-BOND	Classified Non-Exempt	Human Resources Assistant	5	Recommendation in Progress	12-01-16
Purchasing	729580	NEW-BOND	Prof/Tech Support Exempt	Buyer	7	Bond Position	01-01-17
Safety and Security	771514	NEW-BOND	Classified Non-Exempt	Security Guard	7	Bond Position	01-01-17
Safety and Security	769514	NEW-BOND	Classified Non-Exempt	Security Guard	7	Bond Position	01-01-17
Safety and Security	770514	NEW-BOND	Classified Non-Exempt	Security Guard	7	Bond Position	01-01-17
Safety and Security	774514	NEW-BOND	Classified Non-Exempt	Security Guard	7	Bond Position	01-01-17
Safety and Security	773514	NEW-BOND	Classified Non-Exempt	Security Guard	7	Bond Position	01-01-17
Safety and Security	772514	NEW-BOND	Classified Non-Exempt	Security Guard	7	Bond Position	01-01-17
Safety and Security	781514	NEW-BOND	Classified Non-Exempt	Security Guard	4	Screening in Progress	01-16-17
Safety and Security	763514	NEW-BOND	Prof/Tech Support Non-Exempt	Security Support Specialist	7	Bond Position	06-01-17
Information Services, Planning and Strategic Initiatives							
Client Services	703394	NEW-BOND	Prof/Tech Support Non-Exempt	Client Services Specialist	7	Bond Position	04-01-17
Educational Technologies	719271	NEW-BOND	Prof/Tech Support Non-Exempt	Digital Signage/Classroom Tech Trng Spec	7	Bond Position	01-01-17
Educational Technologies	711271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant I	7	Bond Position	01-01-17
Educational Technologies	712271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant I	7	Bond Position	01-01-17
Educational Technologies	713271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant I	7	Bond Position	05-01-17
Educational Technologies	714271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant I	7	Bond Position	05-01-17
Educational Technologies	715271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant I	7	Bond Position	05-01-17
Educational Technologies	716271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant I	7	Bond Position	05-01-17
Educational Technologies	718271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant II	7	Bond Position	05-01-17
Educational Technologies	717271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant II	7	Bond Position	05-01-17
Educational Technologies	720271	NEW-BOND	Prof/Tech Support Exempt	Project Manager - Educational Technologies	7	Bond Position	01-01-17
Learning Commons and Open Labs	724397	NEW-BOND	Classified Non-Exempt	Open Lab Technician	7	Bond Position	01-01-17
Learning Commons and Open Labs	723397	NEW-BOND	Classified Non-Exempt	Open Lab Technician	7	Bond Position	03-01-17
Learning Commons and Open Labs	722397	NEW-BOND	Classified Non-Exempt	Open Lab Technician	7	Bond Position	01-01-17
Learning Commons and Open Labs	721397	NEW-BOND	Classified Non-Exempt	Open Lab Technician	7	Bond Position	01-01-17
Learning Commons and Open Labs	719397	NEW-BOND	Classified Non-Exempt	Open Lab Technician	7	Bond Position	03-01-17
Learning Commons and Open Labs	718397	NEW-BOND	Classified Non-Exempt	Open Lab Technician	7	Bond Position	01-01-17
Learning Commons and Open Labs	717397	NEW-BOND	Prof/Tech Support Non-Exempt	Open Labs Analyst	7	Bond Position	01-01-17
Learning Commons and Open Labs	716397	NEW-BOND	Prof/Tech Support Non-Exempt	Technology Specialist	7	Bond Position	01-01-17

Legend-Tiered steps in Hiring Process

- 1 - Pending Requisition
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South Texas College
NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017
 As of November 3, 2016

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Library Public Services	743101	NEW-BOND	Prof/Tech Support Non-Exempt	Library Specialist	7	Bond Position	01-01-17
Technology Support	719392	NEW-BOND	Prof/Tech Support Non-Exempt	Computer Analyst	7	Bond Position	02-01-17
Technology Support	717392	NEW-BOND	Prof/Tech Support Non-Exempt	Computer Services Spec	7	Bond Position	02-01-17
Technology Support	716392	NEW-BOND	Prof/Tech Support Non-Exempt	Computer Services Spec	7	Bond Position	02-01-17
Technology Support	718392	NEW-BOND	Prof/Tech Support Non-Exempt	Computer Services Spec	7	Bond Position	02-01-17
Telecom	702390	NEW-BOND	Prof/Tech Support Non-Exempt	Network Svcs Analyst I	7	Bond Position	02-01-17
Office of the President							
Public Relations/Marketing	724462	NEW	Prof/Tech Support Non-Exempt	Chief Photographer	1	Pending Requisition	01-16-17
Public Relations/Marketing	725462	NEW	Classified Non-Exempt	Community Relations Asst	1	Pending Requisition	01-16-17
Student Affairs and Enrollment Management							
Admissions and Records	723612	NEW-BOND	Prof/Tech Support Non-Exempt	Admissions Specialist	7	Bond Position	04-01-17
Admissions and Records	722612	NEW-BOND	Prof/Tech Support Non-Exempt	Admissions Specialist	7	Bond Position	11-01-16
Counseling and Disability Services	704336	NEW-BOND	Prof/Tech Support Exempt	Counselor	7	Bond Position	04-01-17
Counseling and Disability Services	700336	NEW-BOND	Prof/Tech Support Exempt	Counselor	7	Bond Position	11-01-16
Student Activities & Wellness	704192	NEW-BOND	Prof/Tech Support Exempt	Coordinator of Stu Activities for Events	7	Bond Position	03-01-17
Student Activities & Wellness	706192	NEW-BOND	Prof/Tech Support Exempt	Coordinator of Stu Activities for Events	7	Bond Position	04-01-17
Student Activities & Wellness	705192	NEW-BOND	Classified Non-Exempt	Secretary	7	Bond Position	03-01-17
Student Activities & Wellness	707192	NEW-BOND	Classified Non-Exempt	Secretary	7	Bond Position	04-01-17
Student Activities & Wellness	702192	NEW-BOND	Prof/Tech Support Non-Exempt	Student Activities Specialist	7	Bond Position	03-01-17
Student Activities & Wellness	703192	NEW-BOND	Prof/Tech Support Non-Exempt	Student Activities Specialist	7	Bond Position	03-01-17
Student Affairs	703191	NEW	Administrative Exempt	Dir of Advisement for Dual Enrollment	1	Pending Requisition	01-16-17
Student Assessment Center	722331	NEW	Prof/Tech Support Non-Exempt	Testing Specialist	4	Screening in Progress	12-12-16
Student Financial Services	728440	NEW-BOND	Prof/Tech Support Non-Exempt	Fin Aid Specialist for Veterans	7	Bond Position	04-01-17
Student Financial Services	727440	NEW-BOND	Prof/Tech Support Non-Exempt	Fin Aid Specialist for Veterans	7	Bond Position	11-01-16

Legend-Tiered steps in Hiring Process

- 1 - Pending Requisition
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- x - Position Change

<p style="text-align: center;">Vacant Positions - Continuing</p>						
Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)
Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)
Academic Advancement						
Academic Advancement	700089	CONT	Classified Non-Exempt	Administrative Assistant	11-07-16	2
Academic Excellence	707332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-20-16	1
Curriculum and Student Learning	700095	CONT	Classified Non-Exempt	Administrative Assistant	02-08-16	5
HS Programs and Services	705285	CONT	Prof/Tech Support Non-Exempt	Dual Enrollment Program Specialist	08-07-16	4
HS Programs and Services	705286	CONT	Prof/Tech Support Non-Exempt	Early College High School Specialist	08-12-15	4
Professional & Organizational Dev	705352	CONT	Prof/Tech Support Non-Exempt	Instructional Coach	FY17 Position Chng	1
Professional & Organizational Dev	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	08-16-15	4
Professional & Organizational Dev	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	07-22-16	1
Academic Affairs						
Academic Affairs	703279	CONT	Executive Exempt	Vice President for Academic Affairs	08-31-13	1
Mid Valley Campus	700281	CONT	Classified Non-Exempt	Faculty Secretary	06-14-16	5
Division of Business and Technology						
Division of Business and Technology	701264	CONT	Classified Non-Exempt	Lab Assistant - Business and Technology	07-01-16	4
HVACR	701304	CONT	Classified Non-Exempt	Faculty Secretary	10-02-16	1
Welding	707415	CONT	Classified Non-Exempt	Lab Assistant - Welding	New for FY16	4
Division of Liberal Arts and Social Sciences						
Division of Liberal Arts and Social Sciences	702426	CONT	Classified Non-Exempt	Developmental Lab Technician	07-13-12	1
MV-Child Care & Development	703137	CONT	Prof/Tech Support Non-Exempt	Early Childhood Educator II	07-15-16	4
Division of Math, Science and Bachelor Programs						
Chemistry	702200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	FY17 Position Chng	4
Division of Math, Science and Bachelor Programs	701416	CONT	Classified Non-Exempt	Administrative Assistant	11-30-15	1
Division of Math, Science and Bachelor Programs	701298	CONT	Classified Non-Exempt	Administrative Assistant	09-01-13	1
Division of Nursing and Allied Health						
Division of Nursing and Allied Health	701557	CONT	Classified Non-Exempt	Lab Asst - NAH	05-01-16	5
Division of Nursing and Allied Health	700225	CONT	Classified Non-Exempt	Lab Asst - NAH	09-07-16	5
Division of Nursing and Allied Health	700164	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	01-31-16	4
Division of Nursing and Allied Health	700557	CONT	Administrative Exempt	Dean for Nursing and Allied Health	08-14-15	2
Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	4
Finance and Administrative Services						
Accountability, Risk, and Compliance	701162	CONT	Prof/Tech Support Non-Exempt	Acctbly, Rsk, & Compl Sup Spec	Frozen in FY16	1
Business Office	749184	CONT	Prof/Tech Support Non-Exempt	Accountant	New for FY16	5
Business Office	717184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	04-27-16	5
Campus Police	703514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	07-31-16	4

Legend-Tiered steps in Hiring Process
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 x - Position Change

Vacant Positions - Continuing

South Texas College Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017 As of November 3, 2016

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Campus Police	713514	CONT	Prof/Tech Support Non-Exempt	Police Officer	08-05-16	4	Screening in Progress	12-12-16
Cashiers Office	739184	CONT	Prof/Tech Support Exempt	Business System Analyst	Frozen in FY14 & FY15	4	Screening in Progress	12-12-16
Cashiers Office	731184	CONT	Classified Non-Exempt	Cashier II	01-04-16	4	Screening in Progress	12-12-16
Cashiers Office	712184	CONT	Classified Non-Exempt	Cashier II	09-01-14	4	Screening in Progress	12-12-16
Central Receiving	701584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	09-03-16	4	Screening in Progress	12-12-16
Central Receiving	703584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	09-11-16	4	Screening in Progress	12-12-16
Custodial	709502	CONT	Classified Non-Exempt	Custodian	02-05-16	4	Screening in Progress	12-12-16
Custodial	700090	CONT	Classified Non-Exempt	Custodian	08-31-16	4	Screening in Progress	12-12-16
Custodial	708502	CONT	Classified Non-Exempt	Custodian	Frozen in FY16	4	Screening in Progress	12-12-16
Custodial	741502	CONT	Classified Non-Exempt	Custodian	11/1/16	1	Pending Requisition	01-11-17
Custodial	715502	CONT	Classified Non-Exempt	Lead Custodian	Frozen in FY16	4	Screening in Progress	12-12-16
Fac Planning & Construction	707501	CONT	Prof/Tech Support Exempt	Senior Facilities Plan and Const Project Manager	05-31-16	4	Screening in Progress	12-12-16
Facility Maintenance	700004	CONT	Prof/Tech Support Exempt	Maintenance Manager	08-21-13	4	Screening in Progress	01-09-17
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16	2	Requisition in Progress	01-09-17
Facility Maintenance	711499	CONT	Classified Non-Exempt	Staff Secretary	08-31-16	5	Recommendation in Progress	12-12-16
Facility Planning and Construction	706501	CONT	Classified Non-Exempt	Secretary	11-07-16	1	Pending Requisition	01-11-17
Human Resources	704240	CONT	Administrative Exempt	Assistant Director of Human Resources	09-01-14	4	Screening in Progress	12-12-16
Human Resources	711240	CONT	Prof/Tech Support Non-Exempt	Benefits Specialist	10-03-16	4	Screening in Progress	12-12-16
Human Resources	701240	CONT	Classified Non-Exempt	Human Resources Assistant	06-19-16	5	Recommendation in Progress	12-01-16
Human Resources	724240	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist - Employee Relations	New for FY16	3a	Re-Advertised	01-09-17
Human Resources	723240	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist	Frozen in FY16	1	Pending Requisition	01-11-17
Human Resources	700240	CONT	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	08-05-16	3	Advertised	01-09-17
Internal Audits	701273	CONT	Prof/Tech Support Non-Exempt	Staff Audit Specialist	New for FY16	4	Screening in Progress	12-12-16
Purchasing	725580	CONT	Prof/Tech Support Exempt	Contracts Manager	09-01-15	2	Requisition in Progress	01-09-17
Purchasing	728580	CONT	Prof/Tech Support Exempt	Specifications Writer	New for FY16	4	Screening in Progress	01-09-17
Technical Buyer	700580	CONT	Prof/Tech Support Exempt	Technical Buyer	10/7/2016	2	Requisition in Progress	01-09-17
Safety and Security	760514	CONT	Classified Non-Exempt	Security Guard	09-01-15	4	Screening in Progress	12-12-16
Safety and Security	755514	CONT	Classified Non-Exempt	Security Guard	8/31/2016	1	Pending Requisition	01-11-17
Safety and Security	749514	CONT	Classified Non-Exempt	Security Guard	New for FY16	4	Screening in Progress	12-12-16
Safety and Security	756514	CONT	Classified Non-Exempt	Security Guard	New for FY16	4	Screening in Progress	12-12-16
Safety and Security	738514	CONT	Prof/Tech Support Non-Exempt	Security Guard Specialist	New for FY16	5	Recommendation in Progress	11-14-16
Information Services, Planning and Strategic Initiatives								
Centers for Learning Excellence	705423	CONT	Classified Non-Exempt	Secretary	06-30-16	1	Pending Requisition	01-11-17
Centers for Learning Excellence	720426	CONT	Classified Non-Exempt	Student Learning Assistant	New for FY16	4	Screening in Progress	12-12-16
Educational Technologies	707271	CONT	Classified Non-Exempt	Educational Technologies Assistant I	08-05-16	4	Screening in Progress	12-12-16
Information Services and Planning	729101	CONT	Prof/Tech Support Exempt	Project Manager - IS&P	Frozen in FY16	1	Pending Requisition	01-11-17

Legend-Tiered steps in Hiring Process
 1 - Pending Requisition
 2 - Requisition in Progress
 3 - Advertised
 3a - Re-Advertised
 4 - Screening in Progress
 5 - Recommendation in Progress
 6 - Frozen in FY17
 7 - Bond Position
 x - Position Change

South Texas College
Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017
As of November 3, 2016

Vacant Positions - Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Information Services and Planning	701625	CONT	Executive Exempt	VP for Info Services, Plan, Perfor & Strategic Init	08-31-14	1	Pending Requisition	01-11-17
Information Technology	700242	CONT	Classified Non-Exempt	Administrative Assistant	02-13-15	1	Pending Requisition	01-11-17
Information Technology	710262	CONT	Classified Non-Exempt	Administrative Assistant	New for FY16	1	Pending Requisition	01-11-17
Information Technology	700396	CONT	Administrative Exempt	Asst Chief Information Officer for Software Dev	07-21-16		On Hold	
Information Technology	700062	CONT	Prof/Tech Support Exempt	Business Analyst	FY17 Position Chng	4	Screening in Progress	12-12-16
Information Technology	708395	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	11-05-15	4	Screening in Progress	12-12-16
Infrastructure	712393	CONT	Prof/Tech Support Non-Exempt	Applications Analyst I	01-05-15	2	Requisition in Progress	01-09-17
Infrastructure	714393	CONT	Prof/Tech Support Non-Exempt	Applications Analyst II	07-31-16	4	Screening in Progress	12-12-16
Infrastructure	700028	CONT	Prof/Tech Support Exempt	Applications Analyst III	06-30-16	4	Screening in Progress	01-09-17
Infrastructure	711393	CONT	Prof/Tech Support Exempt	Applications Analyst III	10-31-14	4	Screening in Progress	01-09-17
Infrastructure	716393	CONT	Prof/Tech Support Exempt	Applications Analyst III	09-09-16	3	Advertised	01-09-17
Infrastructure	798391	CONT	Prof/Tech Support Non-Exempt	Applications Specialist	11-07-16	1	Pending Requisition	01-11-17
Infrastructure	700194	CONT	Prof/Tech Support Exempt	Service Delivery Manager	FY17 Position Chng	2	Requisition in Progress	01-09-17
Infrastructure	703393	CONT	Prof/Tech Support Non-Exempt	Systems Specialist	12-01-15	2	Requisition in Progress	01-09-17
Infrastructure	715393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	10-31-13	5	Recommendation in Progress	11-21-16
Infrastructure	705393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	08-25-16	1	Pending Requisition	01-11-17
Learning Commons and Open Labs	702423	CONT	Classified Non-Exempt	Open Lab Technician	10-26-16	3	Advertised	01-09-17
Library Acquisition	723101	CONT	Prof/Tech Support Non-Exempt	Library Systems and Application Specialists	11-09-16	1	Pending Requisition	01-11-17
Library Public Services	700060	CONT	Administrative Exempt	Associate Dean of Library Services	FY17 Position Chng	4	Screening in Progress	12-12-16
Library Public Services	704101	CONT	Prof/Tech Support Exempt	Librarian I - Public Services	11-01-16	2	Requisition in Progress	01-11-17
Library Public Services	731101	CONT	Prof/Tech Support Exempt	Librarian III	07-31-14	x	Position Chng for FY17	12-01-16
Library Public Services	707391	CONT	Classified Non-Exempt	Library Technician	FY17 Position Chng	4	Screening in Progress	12-12-16
Research and Analytical Services	703170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	07-24-16	4	Screening in Progress	12-12-16
Research and Analytical Services	700271	CONT	Prof/Tech Support Exempt	Qualitative Researcher	10-28-16	1	Pending Requisition	01-11-17
Technology Support	713392	CONT	Prof/Tech Support Non-Exempt	Computer Services Analyst I	06-06-16	2	Requisition in Progress	01-09-17
Telecom	702392	CONT	Prof/Tech Support Non-Exempt	Network Services Specialist	06-01-14	5	Recommendation in Progress	11-21-16
TR PM Risk and Security	719395	CONT	Prof/Tech Support Exempt	Information Security Analyst	09-01-15	1	Pending Requisition	01-11-17
TR PM Risk and Security	701171	CONT	Prof/Tech Support Exempt	Project Manager - Information Technology	09-01-15	1	Pending Requisition	01-11-17
Office of the President								
Alternative Teacher Certification	701873	CONT	Classified Non-Exempt	Customer Service Technician	09-01-09	4	Screening in Progress	12-12-16
Community Engagement & Workforce Dev	707160	CONT	Administrative Exempt	Associate Dean Comm Eng/Wkfrce Dev	Frozen in FY16	6	Frozen in FY17	09-01-18
CPWE - State	705587	CONT	Classified Non-Exempt	Compliance Assistant	09-01-09	1	Pending Requisition	01-11-17
CPWE - State	713590	CONT	Classified Non-Exempt	Compliance Technician	06-30-16	1	Pending Requisition	01-11-17
CPWE - State	714590	CONT	Classified Non-Exempt	Customer Service Technician	06-30-12	4	Screening in Progress	12-12-16
CPWE - State	707587	CONT	Classified Non-Exempt	Customer Service Technician	09-01-09	1	Pending Requisition	01-11-17
CPWE - State	708587	CONT	Classified Non-Exempt	Customer Service Technician	11-09-12	1	Pending Requisition	01-11-17

Legend-Tiered steps in Hiring Process
 1 - Pending Requisition
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 7 - Bond Position
 x - Position Change

South Texas College
Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017
As of November 3, 2016

Vacant Positions - Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
CPWE - State	701880	CONT	Administrative Exempt	Director of College and Career Preparation	09-01-15	1	Pending Requisition	01-11-17
CPWE - State	720565	CONT	Administrative Exempt	Director of Professional and Workforce Education	09-01-15	4	Screening in Progress	12-12-16
CPWE - State	718590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	09-01-00	1	Pending Requisition	01-11-17
CPWE - State	716590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	11-30-10	1	Pending Requisition	01-11-17
Grant Development, Management, and Compliance	700316	CONT	Prof/Tech Support Exempt	Grant Development Officer	06-22-15	1	Pending Requisition	01-11-17
Institutional Advancement	702650	CONT	Administrative Exempt	Director of Fundraising and Legislative Affairs	Frozen in FY16	6	Frozen in FY17	09-01-18
Institutional Advancement	700650	CONT	Executive Exempt	Vice President for Institutional Advan	Frozen in FY16	6	Frozen in FY17	09-01-18
Office of President	704362	CONT	Classified Non-Exempt	Administrative Assistant	09-01-05	1	Pending Requisition	01-11-17
Office of President	700202	CONT	Classified Non-Exempt	Administrative Assistant	09-09-08	1	Pending Requisition	01-11-17
Office of President	706362	CONT	Administrative Exempt	Asst to Pres Pbl Sch Rel/P-shps	Frozen in FY16	6	Frozen in FY17	09-01-18
Office of President	701369	CONT	Administrative Exempt	Director of Fundraising	Frozen in FY16	1	Pending Requisition	01-11-17
Office of President	701340	CONT	Executive Exempt	Executive Vice President for Student Success	09-01-14	1	Pending Requisition	01-11-17
Office of President	702362	CONT	Executive Exempt	Special Assistant to the President	Frozen in FY16	6	Frozen in FY17	09-01-18
Office of President	700321	CONT	Prof/Tech Support Exempt	Workforce Contract Manager	Frozen in FY16	6	Frozen in FY17	09-01-18
Public Relations/Marketing	701462	CONT	Classified Non-Exempt	Administrative Assistant	05-04-16	1	Pending Requisition	01-11-17
Public Relations/Marketing	711462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Community Relations	06-21-15	4	Screening in Progress	12-12-16
Public Relations/Marketing	707462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Public Relations	07-10-16	4	Screening in Progress	12-12-16
Public Relations/Marketing	706462	CONT	Prof/Tech Support Non-Exempt	Graphic Designer II	11-30-16	1	Pending Requisition	01-11-17
Public Relations/Marketing	721462	CONT	Prof/Tech Support Non-Exempt	Social Media Specialist	New for FY16	4	Screening in Progress	12-12-16
Workforce Develop and External Affairs	700307	CONT	Executive Exempt	Exec Offi Workforce Develop and External Affairs	Frozen in FY16	6	Frozen in FY17	09-01-18
Student Affairs and Enrollment Management								
Advising	730332	CONT	Prof/Tech Support Non-Exempt	Special Programs Specialist	Frozen in FY16	6	Frozen in FY17	09-01-18
Career and Employer Services	701275	CONT	Prof/Tech Support Exempt	Coord of Career Services	08-13-15	4	Screening in Progress	12-12-16
College Connections	707612	CONT	Classified Non-Exempt	Coordinator of College Connections	08-25-16	3	Advertised	12-01-16
College Connections	720612	CONT	Prof/Tech Support Non-Exempt	Admissions Specialist	10-02-16	1	Pending Requisition	01-11-17
College Connections	700272	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	08-17-16	4	Screening in Progress	12-12-16
College Connections	700257	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist II	09-14-16	3	Advertised	01-09-17
College Connections	700032	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist II	11/1/16	3	Advertised	01-09-17
Dual2Degree	701612	CONT	Prof/Tech Support Non-Exempt	Dual Credit Records and Registration Specialist	08-07-16	4	Screening in Progress	12-12-16
Office of Enrollment Services	704612	CONT	Administrative Exempt	Dean of Enrollment Services	08-31-16	1	Pending Requisition	01-11-17
Student Affairs and Enrollment Man	704190	CONT	Prof/Tech Support Exempt	Student Services Training Manager	Frozen in FY16	6	Frozen in FY17	09-01-18
Student Financial Services	700015	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	04-29-16	5	Recommendation in Progress	11-14-16
Student Financial Services	714440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	Pending	1	Pending Requisition	01-11-17
Student Financial Services	700103	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	11-01-16	2	Requisition in Progress	01-09-17
Student Financial Services	707440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	FY17 Position Chng	3	Advertised	01-09-17
Budget Unavailable = Budget is allocated and being used for another position, such as a temporary position or direct wage employee								

Legend--Tered steps in Hiring Process

- 1 - Pending Requisition
- 2 - Requisition in Progress
- 3 - Advertised
- 3a - Re-Advertised
- 4 - Screening in Progress
- 5 - Recommendation in Progress
- 6 - Frozen in FY17
- 7 - Bond Position
- x - Position Change

Positions Filled - EXHIBIT C

Hired

South Texas College		Positions Filled in FY 2016 - 2017					As of November 3, 2016	
Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date	
Academic Advancement								
Academic Excellence	701279	CONT	Classified Non-Exempt	Valley Scholars Assistant	11-05-15	Filled	09-12-16	
Finance and Administrative Services								
Business Office	792184	CONT	Classified Non-Exempt	Accounting Assistant	06-22-15	Filled	10-03-16	
Business Office	719184	CONT	Classified Non-Exempt	Accounting Assistant	05-01-16	Filled	10-03-16	
Business Office	795184	CONT	Classified Non-Exempt	Accounting Assistant	05-08-16	Filled	10-03-16	
Business Office	750184	CONT	Prof/Tech Support Exempt	Financial Analyst	New for FY16	Filled	09-12-16	
Purchasing	727580	CONT	Prof/Tech Support Exempt	Construction Buyer	New for FY16	Filled	10-07-16	
Custodial	737502	CONT	Classified Non-Exempt	Custodian	01-28-16	Filled	11-01-16	
Custodial	726502	CONT	Classified Non-Exempt	Custodian	Frozen in FY16	Filled	11-07-16	
Custodial	701502	CONT	Classified Non-Exempt	Lead Custodian	Frozen in FY16	Filled	11-02-16	
Department of Public Safety	708499	CONT	Classified Non-Exempt	Administrative Assistant	08-21-15	Filled	09-06-16	
Facility Maintenance	704499	CONT	Classified Non-Exempt	Maintenance Assistant	11-09-15	Filled	09-12-16	
Central Receiving	700040	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	06-30-16	Filled	10-17-16	
Central Receiving	710584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	New for FY16	Filled	11-07-16	
Human Resources	700057	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist - Employee Relations	03-31-16	Filled	10-03-16	
Finance and Administrative Services	704360	CONT	Prof/Tech Support Exempt	Project Manager - Finance and Administrative Services	04-29-16	Filled	10-03-16	
Safety and Security	752514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	10-03-16	
Safety and Security	742514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	10-10-16	
Safety and Security	782514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	11-01-16	
Safety and Security	776514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	11-01-16	
Safety and Security	778514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	11-01-16	
Safety and Security	779514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	11-01-16	
Safety and Security	761514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	10-03-16	
Safety and Security	748514	CONT	Classified Non-Exempt	Security Guard	09-01-15	Filled	10-03-16	
Safety and Security	780514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	10-03-15	
Information Services, Planning and Strategic Initiatives								
Client Services	710391	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	06-08-16	Filled	10-03-16	
Client Services	711392	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	07-29-16	Filled	11-07-16	
Information Security	709392	CONT	Prof/Tech Support Exempt	Information Security Analyst	05-27-16	Filled	11-07-16	
Infrastructure	703395	CONT	Prof/Tech Support Non-Exempt	Applications Analyst I	06-07-15	Filled	11-07-16	
Infrastructure	719393	CONT	Prof/Tech Support Exempt	Database Analyst	New for FY16	Filled	09-06-16	
Library Public Services	716101	CONT	Prof/Tech Support Exempt	Librarian II - Programming	10-14-15	Filled	11-01-16	
Library Public Services	701103	CONT	Classified Non-Exempt	Administrative Assistant	06-30-16	Filled	Pending	
Inst'l Effectiveness and Assessment	702171	CONT	Classified Non-Exempt	Administrative Assistant	05-31-16	Filled	10-03-16	
Learning Commons and Open Labs	735101	CONT	Classified Non-Exempt	Open Lab Technician	06-30-16	Filled	10-10-16	
Research and Analytical Services	715170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	New for FY16	Filled	11-14-16	

South Texas College Positions Filled in FY 2016 - 2017 As of November 3, 2016							Hired
Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Division of Liberal Arts and Social Sciences Psychology	701134	NEW	Classified Non-Exempt	Faculty Secretary	New for FY17	Filled	11-01-16
	Division of Math, Science and Bachelor Programs						
Biology	713272	CONT	Classified Non-Exempt	Faculty Secretary	08-31-16	Filled	10-03-16
Division of Nursing and Allied Health							
Division of Nursing and Allied Health	706557	NEW	Prof/Tech Support Exempt	Project Manager - NAH	New for FY17	Filled	11-07-16
Office of the President							
Grant Development, Management, and Public Relations/Marketing	700123	CONT	Prof/Tech Support Exempt	Grant Development Officer	02-21-16	Filled	10-03-16
	720462	CONT	Prof/Tech Support Non-Exempt	Web Specialist	05-19-16	Filled	11-09-16
Student Affairs and Enrollment Management							
Admissions and Records	715612	CONT	Prof/Tech Support Non-Exempt	Transcript/Graduation Analyst	New for FY16	Filled	10-03-16
Advising	724332	CONT	Prof/Tech Support Non-Exempt	Advisor	8/10/16	Filled	11-01-16
Advising	733332	CONT	Prof/Tech Support Non-Exempt	Advisor	New for FY16	Filled	11-01-16
Advising	734332	CONT	Prof/Tech Support Non-Exempt	Advisor	New for FY16	Filled	11-07-16
Dual2Degree	712610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	7/17/16	Filled	11-01-16
Dual2Degree	705610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	6/19/16	Filled	11-07-16
Student Affairs and Enrollment Management	700190	CONT	Executive Exempt	VP Student Affairs & Enrollment Management	08-31-13	Filled	09-01-16
Student Financial Services	710440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	04-08-16	Filled	11-01-16
Student Financial Services	700068	CONT	Classified Non-Exempt	Financial Aid Specialist	12-12-14	Filled	10-03-16
Total	48						

South Texas College		Resignations				Date Position Vacated	
Resignations in FY 2016 - 2017		Position	Type	Category	Title		
As of November 3, 2016		Division					
Finance and Administrative Services							
	Central Receiving	701584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician		09-03-16
	Human Resources	711240	CONT	Prof/Tech Support Non-Exempt	Benefits Specialist		10-03-16
Information Services, Planning and Strategic Initiatives							
	Infrastructure	716393	CONT	Prof/Tech Support Exempt	Applications Analyst III		09-09-16
	Learning Commons and Open Labs	702423	CONT	Classified Non-Exempt	Open Lab Technician		10-26-16
	Research and Analytical Services	700271	CONT	Prof/Tech Support Exempt	Qualitative Researcher		10-28-16
Office of the President							
	Public Relations/Marketing	706462	CONT	Prof/Tech Support Non-Exempt	Graphic Designer II		11-30-16
Division of Nursing and Allied Health							
	Division of Nursing and Allied Health	700225	CONT	Classified Non-Exempt	Lab Asst - NAH		09-07-16
Student Affairs and Enrollment Management							
	College Connections	700257	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist II		09-14-16