

Board of Trustees

Finance, Audit, and Human Resources Committee Meeting

January 17, 2017

5:30 p.m.

**Ann Richards Administration Building,
Board Room-Pecan Campus-McAllen, TX**



**SOUTH TEXAS
COLLEGE**

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, January 17, 2017
@ 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 December 6, 2016 Finance, Audit, and Human Resources
Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of December 6, 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, December 6, 2016 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, December 6, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:05 p.m. with Mr. Paul R. Rodriguez, Committee Chair, presiding.

Members present: Mr. Paul R. Rodriguez, Ms. Rose Benavidez, Mr. Roy de León

Other Trustees Present: Mrs. Graciela Farias and Mr. Gary Gurwitz

Members absent: Dr. Alejo Salinas, Jr.

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Mr. Paul Varville, Mr. George McCaleb, Mrs. Becky Cavazos, Ms. Katarina Bugariu, Mr. Mike Carranza, Mr. Cody Gregg, Mr. Khalil Abdullah, Mr. Keith Moore, Mr. Gustavo Martinez, Mr. Randy Chilton, Mr. David Segovia, Mr. Aaron Rios, and Mr. Andrew Fish

**Approval of November 8, 2016 Finance, Audit, and Human Resources
Committee Minutes**

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of November 8, 2016 were approved as written. The motion carried.

Update on Status of Fiscal Year 2016 Financial Audit

Mr. Randy Sweeten and staff from Long Chilton, LLP reviewed the status of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2016 and 2015 with the Committee and responded to questions the Committee members had on the audit.

The auditors reported an “unmodified” opinion, and informed the Committee that this is the new term for the highest level of positive opinion, formerly labelled an “unqualified opinion.”

The external auditing team reported that they had included the majority of state and federal

funds within the scope of their audit, and anticipated that the College would once again receive the Certificate of Achievement for Excellence in Financial Reporting from the state. They gave a strong commendation to the College's business office for the implementation and adherence to strong fiscal controls that protected the public investment in the College.

A draft of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2016 and 2015 was included under separate cover.

The Fiscal Year 2015 Financial Audit will be presented at the December 13, 2016 Board Meeting for review and to take action.

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

Discussion and Action as Necessary on Hidalgo County and Starr County Tax Resale Properties and Resolution Authorizing Tax Resale

Approval of the Hidalgo County and Starr County Tax Resale Properties and the Resolution Authorizing the Tax Resale will be requested at the December 13, 2016, Board meeting.

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP was requesting consideration and possible action on the tax resale of thirty (30) properties for Hidalgo County and one (1) property for Starr County.

Justification – The Texas Property Tax Code requires approval from all taxing entities for the resale of a property for an amount that is less than the appraised value on a resale auction.

Background - On October 4th, 2016 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The Tax Resale Auction was published in The Monitor and several other newspapers throughout Hidalgo County.

On February 16, 2016 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Starr County Clerk Records Management Facility for struck off properties located within Starr County. The Tax Resale Auction was published in the Starr County Town Crier throughout Starr County.

Linebarger Goggan Blair & Sampson, LLP was submitting for the Board of Trustees' consideration the analysis of the bids received. The total amount the College would receive was \$23,534.79 for Hidalgo County and \$10,936.04 for Starr County for a total of \$34,470.83.

Enclosed Documents - The Resolutions Authorizing the Tax Resale were included in the packet for the Committee's review. A listing of the bids, the legal description for each property, as well as the amount of the bid, the South Texas College amount, and the Analysis of Bids Received were included under separate cover for the Committee's information and review.

Mr. Gustavo Martinez from Linebarger Goggan Blair & Sampson, LLP was present at the meeting to address any questions by the committee.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval of the Hidalgo County and Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

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, was scheduled.

Due to time constraints, the report was postponed until January 2017

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

Due to time constraints, the review and discussion of this report was postponed until January 2017

Review and Recommend Action on Award of Proposals, Purchases, Renewal

Approval of the following award of proposals, purchases, and renewal will be requested at the December 13, 2016 Board meeting.

A. Awards

B. Instructional Items

C. Non- Instructional Items

D. Technology Items

A. Awards

- 1) Cargo Vans (Awards):** award the proposal for cargo vans to **Boggus Motor Sales II, LLC.** (McAllen, TX), at a total amount of \$158,116.00;

- 2) **Graduation Caps and Gowns (Award):** award the proposal for graduation caps and gowns to **Jostens, Inc.** (Minneapolis, MN), for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew, at an estimated cost of \$55,000.00;
- 3) **Law Enforcement Vehicles (Award):** award the proposal for law enforcement vehicles at a total amount of \$93,084.00 to the following vendors:
 - **Caldwell Country Chevrolet** (Caldwell, TX) - \$31,445.00
 - **Rockdale Country Ford** (Caldwell, TX) - \$61,639.00
- 4) **Security Cameras (Award):** award the proposal for security cameras to **Security Solutions of DFW** (Dallas, TX), at a total amount of \$158,020.00;

B. Instructional Items

- 5) **Firearm Simulator (Purchase):** purchase a firearm simulator from **Safeware-Mallory** (Landover, MD), a U. S. Communities Government Purchasing Alliance approved vendor, at a total amount of \$225,072.23;

C. Non – Instructional Items

- 6) **Moving Services (Renewal):** renew the moving services contracts for the period beginning February 24, 2017 through February 23, 2018, at an estimated amount of \$240,000.00. The vendors are as follows:
 - **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - **Groves Moving & Storage** (Harlingen, TX)

D. Technology

- 7) **Career Coach Services (Purchase):** purchase career coach services from **Economic Modeling Specialists International** (Moscow, ID), a sole source vendor, for the period beginning January 1, 2017 through December 31, 2019, at a total amount of \$72,500.00. The three year agreement amounts are as follows: first year - \$25,500.00, second year - \$22,500.00, third year - \$22,500.00, and travel expenses of \$2,000.00 (if needed);
- 8) **Computers, Laptops, and Printers (Purchase):** purchase of computers, laptops, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **HP, Inc.** (Palo Alto, CA), in the total amount of \$54,220.33.

Recommend Action - The total for all award of proposals, purchases, and renewal was \$1,056,012.56.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the awards for proposals, purchases, and renewal as listed. The motion carried.

Review and Recommend Action on 2016 Tax Roll/Levy for Hidalgo and Starr Counties

Approval of the 2016 Tax Roll/Tax Levy for Hidalgo and Starr Counties will be requested at the December 13, 2016 Board meeting.

Purpose – The Hidalgo County Tax Assessor-Collector and the Starr County Tax Assessor-Collector provided the 2016 Tax Roll Totals for approval by the College’s governing body.

Justification - The 2016 Tax Roll/Tax Levy for Hidalgo and Starr Counties required approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

“The assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit’s tax roll.”

Background - Mr. Pablo “Paul” Villarreal, Jr., RTA, Assessor-Collector of Hidalgo County and Mr. Juan M. Cantu, TAC, Assessor-Collector of Starr County have entered the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and have submitted to South Texas College the tax roll/tax levy totaling \$63,195,312.69.

The comparison from the 2015 to 2016 tax roll by county was as follows:

	<u>Hidalgo County</u>	<u>Starr County</u>	<u>Total</u>
2015	\$ 56,408,070.41	\$ 3,871,198.83	\$ 60,279,269.24
2016	59,701,217.59	3,494,095.10	63,195,312.69
Increase/Decrease	<u>\$ 3,293,147.18</u>	<u>\$ (377,103.73)</u>	<u>\$ 2,916,043.45</u>

Enclosed Documents - The 2016 Tax Roll Totals documents from each county were included in the packet for the Committee’s information and review.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the 2016 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented. The motion carried.

Review and Recommend Action on Appraisal District Allocated Cost Payments for Hidalgo County and Starr County

Approval to process payments to the Hidalgo County Appraisal District and Starr County Appraisal District for allocated cost, as described below, will be requested at the December 13, 2016 Board meeting.

Purpose – The Hidalgo County Appraisal District and the Starr County Appraisal District perform property valuation assessments for taxes imposed during the tax year. The College’s allocated cost for property valuation services is provided annually.

Justification - The Hidalgo County Appraisal District and Starr County Appraisal District were considered a sole source and the College and other taxing entities were required to use their services to determine the assessed valuation of properties.

Background - Each year the chief appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County’s Appraiser submits copies of the budget to each taxing unit participating in the district and an estimate of the amount of the budget that will be allocated to each taxing unit.

Texas Property Tax Code Chapter 6 Section 6.06 (d) Appraisal District Budget and Financing indicates that the cost is allocated as follows: “Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year”.

Each taxing unit pays its allocation in four equal payments.

The Tax Year 2016 estimated allocations, per the District’s budgets, were \$598,928.00 for Hidalgo County Appraisal District and \$93,568.00 for Starr County Appraisal District, for a total of \$692,496.00. The first quarterly invoice was due by December 31, 2016 for Starr County and by February 2, 2017 for Hidalgo County.

The Tax Year 2016 allocations changed from the Tax Year 2015 allocations as follows:

	<u>Hidalgo County</u>	<u>Starr County</u>	<u>Total</u>
2015	\$ 599,139.00	\$ 101,082.80	\$ 700,221.80
2016	<u>598,928.00</u>	<u>93,568.00</u>	<u>692,496.00</u>
Increase/Decrease	<u>\$ (211.00)</u>	<u>\$ (7,514.80)</u>	<u>\$ (7,725.80)</u>

The changes were based on the new year budgets of each Appraisal District.

Funding Source – Funds for these expenditures were budgeted in the Hidalgo Appraisal/Collection Fee budget and the Starr Appraisal/Collection Fee budget for FY 2016-2017.

Enclosed Documents – The 2017 allocation payments for Tax Year 2016 were provided in the packet for the Committee’s information and review.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented. The motion carried.

Review and Recommend Action on Tuition and Fees Schedules for FY 2017 - 2018

a. Student Tuition and Fees

a. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts

b. Employee Fees

c. Other (Non-Student/Non-Employee) Fees

Approval of revised Tuition and Fees Schedules for FY 2017 - 2018 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) will be requested at the December 13, 2016 Board meeting.

The recommended changes for FY 2017 - 2018 were as follows:

a. Student Tuition and Fees

- Differential tuition per credit hour:
 - ⇒ Increase Emergency Medical Technology fee from \$35.00 to \$40.00
- In-district and Out-of-district Independent Dual Credit Students:
 - ⇒ Revise description of In-district and Out-of-district Independent Dual Credit students to clarify Independent Dual Credit applies to home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.
 - ⇒ Increase the Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College from \$78.00 to \$80.00
- Independent Dual Credit Fees:
 - ⇒ In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College will be charged all fees as applicable and fees will not be waived.
 - ⇒ Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College will be charged all fees as applicable and fees will not be waived.
- Mandatory Fees:
 - ⇒ Increase Student Activity Fee per credit hour from \$2.00 to \$4.00
- Add Dual Credit Academies Participation Fees
 - ⇒ Add Dual Credit Academies Participation Fee for Fall & Spring of \$600.00 per student per semester that will be charged to the School District, to recover costs and processing fees.
 - ⇒ Add Dual Credit Academies Participation Fee for Summer of \$50.00 per student per credit hour that will be charged to the School District, to recover costs and processing fees.
- Add Dual Credit Reimbursement of Costs:
 - ⇒ Add Reimbursement of Costs for School Districts Requesting South Texas College Faculty to teach Dual Credit Courses, to recover faculty salary, fringe benefits, mileage, and other associated costs and processing fees, per course per semester.

- **Course Fees:**
 - ⇒ Decrease Developmental Studies Fee from \$50.00 to \$29.00 for a One-time fee per semester
 - ⇒ Increase Hybrid Course Fee per credit hour from \$5.00 to \$10.00
- **Library Fees:**
 - ⇒ Revise the wording on Lost or Damaged Library Item Processing Fee to clarify the fee is per item
 - ⇒ Change the Overdue Library Book/Media Fee per day from \$0.25 to \$0.00
 - ⇒ Change the Overdue Library Reserve Item per hour from \$1.00 to \$0.00
 - ⇒ Change the Overdue Library Equipment per day from \$1.00 to \$0.00
- **Testing Fees:**
- **Add a new Health Education Services Inc. (HESI) Exam Fee of \$45.00**
 - ⇒ Students will register and pay fees to Elsevier Inc. for each attempt when signing up for the exam through the Market Place website. Fees will be subject to change.
- **Eliminate the Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee**
- **Add HiSET Credit By Examination (High School Equivalency Exam) Fees as follows:**
 - ⇒ HiSET Exam Fee (All Five Exams – 1st and 4th Attempts) of \$125.00
 - HiSET Exam Fee – Reading only \$25.00
 - HiSET Exam Fee – Writing only \$25.00
 - HiSET Exam Fee – Math only \$25.00
 - HiSET Exam Fee – Science only \$25.00
 - HiSET Exam Fee – Social Studies only \$25.00
 - ⇒ Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.
- **Add HiSET Exam Retest Fees as follows:**
 - ⇒ HiSET Exam Fee (All Five Exams – 2nd, 3rd, 5th and 6th Attempts)
 - HiSET Exam Fee – Reading only \$15.00
 - HiSET Exam Fee – Writing only \$15.00
 - HiSET Exam Fee – Math only \$15.00
 - HiSET Exam Fee – Science only \$15.00
 - HiSET Exam Fee – Social Studies only \$15.00
 - ⇒ Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.
- b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts:**
 - **Differential tuition per credit hour for courses offered on a South Texas College campus or facility:**
 - ⇒ Increase Emergency Medical Technology fee from \$35.00 to \$40.00
 - **Course Fees:**
 - ⇒ Increase Hybrid Course Fee per credit hour from \$5.00 to \$10.00
- c. Employee Fees**
 - **Revise the wording for Lost or Damaged Library Item Processing Fee to clarify the fee is per item**

d. Other (Non-Student/Non-Employee) Fees

- Revise the wording for Lost or Damaged Library Item Processing Fee to clarify the fee is per item
- Change the Overdue Library Book/Media Fee per day from \$0.25 to \$0.00

Reviewers - The revised Tuition and Fees Schedules for FY 2017 – 2018 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) were reviewed by staff, the President's Cabinet, and President's Administrative Staff.

The four (4) proposed Tuition and Fees Schedules for FY 2017 - 2018 were included in the packet for the Committee's information and review. The revisions were highlighted in yellow.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the revised Tuition and Fees Schedules for FY 2017 - 2018 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) as presented. The motion carried.

Review and Recommend Action on Participation in the National Cooperative Purchasing Alliance (NCPA) and Purchasing Association of Cooperative Entities (PACE) Purchasing Cooperatives

Approval to participate in the National Cooperative Purchasing Alliance (NCPA) and Purchasing Association of Cooperative Entities (PACE) Purchasing Cooperatives will be requested at the December 13, 2016 Board meeting.

Purpose – The Purchasing Department requested approval to participate in two (2) purchasing cooperatives which would provide larger purchase discounts, reduce administrative cost in preparing request for proposal (RFP), and reduce the solicitation cost.

Justification and Benefit – NCPA and PACE were available to all levels of government, schools, higher education institutions, and non-profit entities to provide a greater number of products and services.

The following were some of the benefits:

- There is no membership or participation fee
- No bulk purchasing is required
- Quality products and services
- No purchase obligations
- Significant discounts
- National/Local vendors are available
- No lengthy costly bid processes
- No advertising or posting fees

- Annual evaluation of contracts
- Reasonable shipping fees (if any)
- NCPA and PACE maintains open competition for purchases by complying with purchasing laws of Texas

Purchases through these cooperatives would be conducted as options and will be completed only after it was determined to be the best value for the College. Some of the participations in the cooperatives were local vendors.

Participation in these purchasing cooperatives would provide additional sources of vendors which have competitively awarded bids. This membership would not preclude participation in the State of Texas Department of Information Resources (DIR) Purchasing Cooperative, State of Texas Multiple Award Schedule (TXMAS), and State of Texas Term Contracts.

The participation in these purchasing cooperatives would benefit the College during transitions periods of the state contracts and prevent any delaying in procuring products and services.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, were present at the December 6, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval to participate in the National Cooperative Purchasing Alliance (NCPA) and Purchasing Association of Cooperative Entities (PACE) Purchasing Cooperatives as presented. The motion carried.

Review and Discussion on Governmental Accounting Standards Board (GASB) 75 Pronouncement

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the implementation of new Governmental Accounting Standards Board (GASB) 75 pronouncement in financial statements for fiscal year ending August 31, 2018.

The College would be required to comply with new financial statement pronouncement regarding reporting of Postemployment Benefits other than Pensions at the employer level and employer proportionate share.

Justification – South Texas College must comply with GASB 75 as an employer offering postemployment benefits (OPEB) other than pension benefits through Employees Retirement Services of Texas (ERS) and must recognize the potential liability related to the potential postemployment expense for retiring employees. OPEB are benefits other than pensions that the College provides to our retirees. These primarily involved health care benefits, but may also included life insurance, disability, legal, and other services when those benefits are provided separately from a pension plan.

Background – In June 2015, The GASB approved Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The guidance contained in this Statement changed how governments calculate and report the costs and obligations associated with postemployment benefits other than pensions. It was designed to improve the decision-usefulness of reported pension information and to increase the transparency, consistency, and comparability of benefit information across governments. It was effective for fiscal years beginning on or after June 15, 2017. For the College, this pronouncement was effective in fiscal year 2017-2018.

GASB was the authoritative, standard setting body which established governmental Generally Accepted Accounting Principles (GAAP) for state and local governments. As such, they established financial reporting guidelines for Postemployment benefits held with ERS.

GASB Statement 75 required reporting entities to recognize their proportionate share of the net OPEB liability and operating statement activity related to the changes in the collective OPEB liability. Consequently, reporting entities that contributed to the ERS OPEB plan should now report a noncurrent liability on their financial statements for their proportionate share of the net OPEB liability. In addition to the net OPEB liability, other OPEB amounts to be recognized by the employers included deferred outflows of resources, deferred inflow of resources and OPEB expense.

More extensive note disclosures were required, which included description of benefits, contribution requirements, discount rate, assumptions used, employer's proportion and proportionate share of the collective net OPEB liability and deferred outflows/inflows recognized for the current year.

Reviewers – Requirements were reviewed by the Vice President for Finance and Administrative Services, and Comptroller.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, were present at the December 6, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

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

Review and Discussion of Establishing Criteria for Overall Audit Opinion

Mr. Khalil Abdullah, Internal Auditor, reviewed the framework for establishing objective criteria for issuing future overall audit opinions.

The Audit Opinion Criteria was included in the packet for the Committee's review.

The Committee reviewed the criteria, and noted that the audit opinion standards were generally acceptable, but might not be applicable in certain cases, such as compliance audits or fraud investigations.

In such cases, stricter standards might be appropriate than in general audits.

In these instances it would be advisable to give the auditors the authority to establish specific opinion guidelines based upon their professional judgment at the time of issuance.

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

Review and Discussion of Internal Audit Reports in the Areas of Food Services Department Cash Handling Procedures & Surprise Cash Counts

Mr. Khalil Abdullah, Internal Auditor discussed the procedures, findings, and recommendations of the internal audit reports in the areas of Food Services Department Cash Handling Procedures & Surprise Cash Counts.

The two (2) reports were provided in the packet for the Committee's review.

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

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

The Staffing Plan Position Vacancy Report for FY 2016 - 2017 was included in the packet for the Committee's information and review. Information is current as of December 1, 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.
- The one hundred and fifty-two (152) Bond Construction Program related positions would be filled as needed in alignment with the building construction timeline.

2) Positions Filled during Fiscal Year 2016 - 2017

(EXHIBIT C - HIRED)

- Fifty nine (59) Full Time, Regular positions were filled as of December 01, 2016.
- Eleven (11) Full Time, Regular positions were filled since the last vacancy report provided as of November 03, 2016.

3) Position Turnover during Fiscal Year 2016 - 2017
(EXHIBIT D - RESIGNATIONS)

- There were fourteen (14) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of December 01, 2016.
- There were six (6) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of November 03, 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 Dec. 01, 2016	50	4	5	9	59
Total	93	9	147	156	249
Resignations as of Dec. 01, 2016	14	0	0	0	14
Vacancies Balance as of Dec. 01, 2016	107	9	147	156	263

Further details were provided in the Position Vacancy Report 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.

Adjournment

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:14 p.m.

I certify that the foregoing are the true and correct Minutes of the December 6, 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 and the MEDA Scholarship Fund Trust Agreement and Agreement of Trustee follow 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 December 31, 2016.

Market Value-October 1, 2012	\$ 3,189,982.10
Additions:	
Income	311,646.44
Additions ⁽¹⁾	205,293.10
Security transfers	9,963.22
Other receipts	1,149.92
Change in market value	764,480.23
Reductions:	
Disbursements to STC	(708,559.60)
Other Disbursements ⁽²⁾	(163,721.72)
Market Value-December 31, 2016	\$ 3,610,233.69

(1) Other additions include insurance proceeds and capital gain distributions.

(2) 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.


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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

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Mission Economic Development Authority, Inc.

By: _____
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Pat Townsend, Jr., Member of Board of Directors

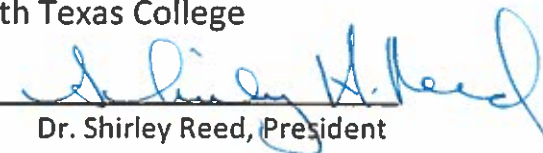
Ben Olivarez, Member of Board of Directors

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

MEDA SCHOLARSHIP FUND TRUST AGREEMENT
AND AGREEMENT OF TRUSTEE

By this trust agreement Mission Economic Development Authority, Inc. (“MEDA”), as Trustor, hereby establishes this MEDA SCHOLARSHIP FUND TRUST (“the Trust”), and Edward Jones Trust Company hereby agrees to accept the assets contributed by MEDA and to serve as the initial sole trustee.

PURPOSE

1. The purpose of the Trust is to manage and distribute funds to South Texas College, or its successor in interest, for the purpose of awarding and distributing scholarships under the Mission E.D.A. Scholarship Fund Endowment Agreement effective August 1, 2012 (“Scholarship Endowment”) to students of South Texas College who reside in the City of Mission, Texas, and/or to establish educational facility(ies) within the City of Mission, Texas.

TRUSTEE

2. The trustee of the Trust shall be Edward Jones Trust Company, or its successor in interest (hereinafter, together with any other successor Trustee(s), described as the “Trustee”). No bond or other security is required of the Trustee.

BENEFICIARY

3. The initial sole beneficiary of the Trust is South Texas College, or its successor in interest (hereinafter called the “STC Beneficiary”), and the STC Beneficiary shall remain the sole beneficiary of the Trust so long as the STC Beneficiary is and remains an organization to which contributions may be made for the purposes set out in Section 170(c) of the Internal Revenue Code of 1986, as amended (hereinafter, the “Code”). Distributions from the Trust to the STC Beneficiary

shall be for the restricted purpose set forth in Paragraph 1 and shall be made in accordance with the provisions of Paragraph 5 and Paragraph 6.

TRUST ESTATE

4. The Trust shall be funded with any and all assets contributed to it by MEDA. On or before August 8, 2012, MEDA shall contribute all of its assets remaining after the payment of MEDA's outstanding obligations and expenses which shall constitute the initial corpus of the Trust. The trust estate shall be comprised of this initial corpus together with all other assets transferred to the Trust by MEDA, as well as any income earned from such corpus.

DISTRIBUTIONS TO STC BENEFICIARY

5. For Scholarships. Subject to the provisions of Paragraph 6, the Trustee, during each fiscal year of the Trust, shall distribute to the STC Beneficiary such amounts of the Trust's net income and corpus at such times and in such amounts as directed by the STC Beneficiary; provided that the total amount of distributions directed by the STC Beneficiary to be distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year, and all such distributions shall be made to the STC Beneficiary for the restricted purpose of awarding and distributing scholarships under the Scholarship Endowment to students of South Texas College who reside in the City of Mission, Texas. Notwithstanding the foregoing, the Trustee, during each fiscal year of the Trust, shall distribute to the STC Beneficiary at least the minimum amount required to avoid subjecting the Trust to tax under Section 4942 of the Code. The Trustee shall verify that each

distribution made pursuant to this Paragraph 5 will constitute a “Qualifying Distribution” as defined in Section 4942 of the Code.

6. For A Mission Area Educational Facility. Notwithstanding the provisions of Paragraph 5, the Trustee shall distribute the remaining assets of the Trust, less sufficient amounts to fund any distributions to the STC Beneficiary necessary for scholarships to which the STC Beneficiary has committed the funds pursuant to Paragraph 5, and further less debts and expenses of the Trust, to the STC Beneficiary 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 STC Beneficiary and the City Council of the City of Mission, Texas, so direct by joint resolution or separate, identical resolutions provided to the Trustee. If the Trustee receives any such joint resolution or separate, identical resolutions on or before January 1, 2018, the Trustee shall distribute such assets less the permitted reserves within six (6) months of the receipt of such resolution(s). In no event shall the Trustee have a continuing obligation to confirm the proper use of the distributed funds by the STC Beneficiary, however, the Trustee shall verify that any distribution made pursuant to this Paragraph 6 will constitute a “Qualifying Distribution” as defined in Section 4942 of the Code.

SPENDTHRIFT PROVISION

7. To the fullest extent allowed by law, no property (whether income or corpus) of the Trust shall be subject to encumbrance by the Trustor or any beneficiary hereof, or to attachment by or the interference or control of any creditor or assignee of the Trustor or any beneficiary hereof, and it may not be taken or reached by any legal or equitable process in satisfaction of any debt or liability of the Trustor or any beneficiary hereof.

TERMINATION

8. If, at any time, the assets of the Trust have a fair market value of less than Five Hundred Thousand Dollars (\$500,000), and the Trustee, in the Trustee's discretion, shall determine that the size of the Trust does not warrant the cost of administering the same in trust or would be otherwise impractical, the Trustee, in full discharge of the Trustee's duties, without formal court accounting, may terminate the Trust. Upon termination of the Trust due to its size, or upon termination or dissolution of the Trust for any other reason, the Trustee shall distribute, free from trust, all of the then remaining trust estate to the STC Beneficiary, for the restricted purpose set forth Paragraph 1.

9. Notwithstanding anything herein the contrary, if, at any time, the STC Beneficiary ceases to exist or to qualify as an organization to which contributions may be made for the purposes set out in Section 170(c) of the Code, the Trustee shall distribute the remaining assets of the Trust to one or more charitable organizations qualified under Sections 501(c)(3), 2055 and 170(a) of the Code that the Trustee believes, in its sole and absolute discretion, will fulfill MEDA's general charitable intent of providing education to students who reside in the City of Mission, Texas. All determinations made by the Trustee under this Paragraph 9 are final and binding on all parties.

IRREVOCABILITY; AMENDMENT

10. This Trust shall not be revoked, altered, or amended by any person or party. Notwithstanding the foregoing, the Trust may be amended, altered or modified at any time or from time to time, by the Trustee by a signed and acknowledged written instrument, for the sole purpose of assuring qualification of the Trust as an organization described in Section 501(c)(3) of the Code, contributions to which are deductible as charitable contributions for Federal income, gift, and estate

tax purposes. Any amendment of the provisions of this Paragraph 10 shall be valid only if and to the extent that such amendment further restricts the power to amend the Trust. All instruments amending the Trust shall be kept with the records of the Trust.

PROVISIONS CONCERNING QUALIFICATION AS CHARITABLE TRUST

11. Income or corpus derived from contributions to the Trust shall be distributed by the Trustee for use solely within the United States or its possessions. No part of the net earnings of the trust estate of the Trust shall inure to, or be payable to or for the benefit of, any private shareholder or individual other than as legitimate objects of exempt purposes, and no substantial part of the activities of the Trust shall be the carrying on of propaganda, or otherwise attempting to influence legislation. No part of the activities of the Trust shall be the participation or intervention in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this trust agreement, the Trustee shall not conduct any activities on behalf of the Trust which are not permitted to be conducted: (i) by an organization exempt from federal taxes pursuant to Section 501(c)(3) of the Code; or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code. In the administration of the Trust, the Trustee shall not exercise any power or authority granted by the provisions of this trust agreement in any manner or for any purpose whatsoever which may not be exercised by an organization described in Section 501(c)(3) of the Code. Notwithstanding any other provisions of this trust agreement, (i) the Trustee shall make distributions each taxable year at such time and in such manner as not to subject the Trust, any foundation manager, or disqualified person to the tax on undistributed income imposed by Section 4942 of the Code; (ii) no Trustee, foundation manager, or disqualified person shall engage in any act of self-dealing as defined in Section 4941(d) of the Code; (iii) no Trustee, foundation manager, or disqualified person shall cause the Trust to retain any excess business holdings as defined in Section

4943(c) of the Code which would subject the Trust to tax under Section 4943 of the Code; (iv) no Trustee, foundation manager, or disqualified person shall cause the Trust to retain or make any investment which would result in tax liability under Section 4944 of the Code; and (v) no Trustee, foundation manager, or disqualified person shall cause the Trust to make any taxable expenditures as defined in Section 4945(d) of the Code.

12. The Trustee shall take such action as shall be necessary and appropriate to qualify the Trust as an organization defined in Section 501(c)(3) of the Code, including, but not limited to, completing and filing all forms and supporting documents which are necessary to meet such definition, within the required deadlines, including any extensions thereto, and the expenses of the Trustee in completing all such filings, forms, and supporting documents, including but not limited to reasonable attorneys' fees, shall be paid from the assets of the Trust. All actions of the Trustee made pursuant to the authority conferred upon the Trustee by the provisions of this trust agreement shall be final and binding upon each and every person or entity who may have an interest in the Trust.

13. The Trustee shall have all of the authority and powers and be subject to all of the provisions of the Trust applicable to the Trustee to the extent that such authority, power, or provision will not (i) disqualify the Trust from qualifying as a Section 501(c)(3) organization, or (ii) subject the Trustee, any foundation manager, or a disqualified person to any excise tax imposed under Sections 4941, 4942, 4943, 4944, or 4945 of the Code.

INVESTMENT AUTHORITY

14. The Trustee shall invest the trust estate in accordance with the standards set forth in Texas Property Code Chapter 113 ("Texas Trust Code"), as amended (or any subsequent applicable law), and the Trustee may also invest all or any part of the trust estate in one or more common trust

funds now or hereafter established by the Trustee pursuant to Texas Property Code § 113.171 and § 113.172. Notwithstanding the foregoing, at any time that Edward Jones Trust Company is serving as Trustee hereunder, the provisions of this Paragraph shall not be applicable, but Paragraph 21, Paragraph 22, and all applicable Missouri law, including but not limited to Sections 456.1-101 to 456.11-1106 of the Revised Missouri Statutes, as amended from time to time (“Missouri Uniform Trust Code”) shall apply to the administration of the Trust.

ADMINISTRATION

15. The Trustee shall be authorized and empowered:

(a) To exercise all of the powers now or hereafter granted to trustees of express trusts by the Texas Trust Code or any corresponding statute, except in any instance in which the Texas Trust Code, or such other statutory provision, may conflict with the express provisions of this trust agreement, in which case the provisions of this trust agreement shall control.

(b) To adjust, compromise, abandon, sue on or defend, and otherwise deal with and settle all claims in favor of or against the Trust.

(c) To engage and retain consultants, attorneys, accountants, or similar advisors at any time when it may be reasonably necessary to do so in order to provide for the prudent management and preservation of the Trust.

(d) To continue to act as Trustee of the Trust regardless of any change of name of the Trustee and regardless of any reorganization, merger or consolidation of the Trustee.

Notwithstanding the foregoing, at any time that Edward Jones Trust Company is serving as Trustee hereunder, the provisions of this Paragraph shall not be applicable, but Paragraph 21, Paragraph 22, and all applicable Missouri law, including but not limited to the Missouri Uniform Trust Code, shall apply to the administration of the Trust.

COMPENSATION AND EXPENSES

16. At any time Edward Jones Trust Company is serving as a Trustee of the Trust, Edward Jones Trust Company shall be compensated:

(a) In accordance with its schedule of rates as published from time to time and as in effect at the time such compensation becomes payable;

(b) Without diminution of any fees that it or any Affiliate (as defined in Paragraph 21(a) below) may receive from mutual funds or money market funds in which the Trust has invested or any financial instrument or investment vehicle in which the trust estate is invested. Such fees may include, but are not limited to, payments for investment advisory or management services and administrative and sub-accounting services, as well as brokerage fees and commissions and payments for other expenses of the funds or investments; and

(c) Without diminution of payments to any Affiliates for services rendered to the Trust.

Any Trustee other than Edward Jones Trust Company shall be entitled to receive for such Trustee's services hereunder reasonable compensation which shall be determined in accordance with Texas law and prevailing standards. The courts of the state having jurisdiction over the administration of the Trust, as determined pursuant to Paragraph 22 herein, shall have the power and authority to review the compensation of any Trustee, and such Court may take any action with respect to such fees as the Court may deem appropriate pursuant to the laws of the state where the Trust is being administered, as determined pursuant to Paragraph 22 herein.

GENERAL PROVISIONS REGARDING TRUSTEE

17. No successor Trustee hereunder shall be required to audit or approve accounts received from a prior trustee nor shall any such Trustee be liable for the actions of a prior Trustee. Prior to delivering the trust assets to a successor Trustee or prior to making any partial or complete distribution of corpus under this trust agreement (other than a distribution authorized pursuant to Paragraph 5 and which does not result in a termination of the Trust) the Trustee (1) may request an approval of the Trustee's accounts and a release and discharge from all beneficiaries that have an interest in the distribution, and if such approval, release and discharge is not granted, may request court settlement of such accounts; or (2) may request court settlement of such accounts. All of the

Trustee's fees and expenses (including attorneys' fees) attributable to court approval of such accounts shall be paid by the Trust to the extent that the accounts are approved.

18. The Trustee shall keep books of account respecting the Trust and all transactions involving the Trust, and shall furnish to the STC Beneficiary, at least annually, statements showing receipts and disbursements of income and corpus of the Trust, and a list of assets held in the Trust.

19. No person or entity dealing with the Trustee hereunder shall be obligated to see to the application of any money or property paid or delivered to the Trustee, and no such person or entity shall be obligated to inquire into the expediency or propriety of any transaction of the authority of the Trustee to enter into and consummate the same upon such terms as the Trustee may deem reasonably appropriate.

20. The Trustee may resign at any time by a signed and acknowledged written notice delivered to the STC Beneficiary. The STC Beneficiary shall appoint a successor Qualified Corporate Trustee by delivering a signed and acknowledged written appointment to such successor Trustee and to the resigning Trustee within ninety (90) days of the STC Beneficiary's receipt of said notice. If the STC Beneficiary fails to appoint a Qualified Corporate Trustee within said ninety (90) day period, the Trustee, at the expense of the Trust, may secure the appointment of a Qualified Corporate Trustee as a successor Trustee by a court in the state where the Trust is being administered, as determined pursuant to Paragraph 22 herein. For purposes of this Paragraph, a "Qualified Corporate Trustee" shall be a national trust company qualified to provide fiduciary services throughout the United States and having at least One Billion Dollars (\$1,000,000,000.00) of assets under management and capital and surplus of at least Twenty-Five Million Dollars (\$25,000,000.00).

SPECIAL PROVISIONS GOVERNING THE ADMINISTRATION OF THE TRUST

WHEN EDWARD JONES TRUST COMPANY IS SERVING AS TRUSTEE

21. Edward Jones Trust Company is a subsidiary of the Jones Financial Companies, L.L.L.P., a Missouri limited liability limited partnership, domiciled in the State of Missouri. While Edward Jones Trust Company is serving as a Trustee hereunder, the following additional provisions shall apply, and to the extent of any inconsistency between the following provisions and the other provisions of this document, the provisions set forth in this Paragraph 21 shall control as follows:

(a) Permitted Activities. Edward Jones Trust Company and any subsidiary or affiliate of the Jones Financial Companies, L.L.L.P. (hereinafter referred to collectively as an “Affiliate”) may deal between such trust estate and themselves or any other Affiliate in any principal or agency transaction, either party acting in any capacity, in buying, selling, pledging, leasing, and exchanging assets, in furnishing or receiving goods, services, or facilities, and in borrowing or lending funds or participating in other extensions of credit when, in their discretion, such transaction shall be in the best interests of the beneficiaries of the trust. The foregoing shall apply regardless of any compensation, gain, or profit derived by any Affiliate acting in any capacity in connection with any such transaction. Any Affiliate may furnish services to any trust estate created in this trust agreement in any capacity as may be necessary or desirable in the Trustee’s sole discretion for the proper management, protection and sale or other disposition of any part of the trust estate, and may receive customary and reasonable compensation for services in any such capacity without reduction for any compensation paid to Edward Jones Trust Company for its services as Trustee. Edward Jones Trust Company may, from time to time, hold or invest assets in mutual funds, money market funds, annuities or other investments. The fund management companies and their affiliates engaged in operating and distributing such funds or investments receive various commissions or fees for their services as described in the respective funds’ prospectus, and such commissions or fees are separate from and will not affect the fees due Edward Jones Trust Company. A portion of such fees received by the fund management companies and their affiliates may, in turn, be paid to Edward Jones Trust Company or its Affiliates, including but not limited to the Edward Jones brokerage firm, for administrative, recordkeeping or shareholder services as and to the extent authorized by Rule 12b-1 under the Investment Company Act of 1940, as amended, or otherwise approved by the fund and its directors. Additionally, Edward Jones Trust Company, or its Affiliates, including but not limited to the Edward Jones brokerage firm, may receive certain payments known as “revenue sharing” from certain mutual fund management companies. Such payments may be based on the average asset values or the sales of fund shares during an applicable period. To the extent the above described fees or payments arise from assets held by Edward Jones Trust Company, they may be retained by or credited to the firm without reducing the amount of fees payable to Edward Jones Trust Company by the accounts

holding such investments. In the event that any person employed by Edward Jones Trust Company or any Affiliate shall also be acting as an officer or director of any corporation in which the trust may own stock or other securities or as an officer or director of any affiliate of such corporation or may be a candidate for election as such officer or director, such person may act as such officer or director and receive compensation therefor in the same manner as if he or she were not employed by Edward Jones Trust Company or Affiliate, and shall not be disqualified from voting for his or her election to such officer or for membership on the board of directors by reason of such employment or by reason of receiving compensation for such employment.

(b) Powers Regarding Affiliates. Edward Jones Trust Company shall have the following specific powers as to the trust estate and may exercise the same in its sole discretion without court order or approval: (i) to engage the services of any Affiliate, and, without limiting the generality of this authorization, the services of Edward Jones, its main operating subsidiary, with respect to the following matters: (A) to manage or advise on the investments of any trust estate created hereunder; (B) to invest the assets of any trust estate in any financial instrument or investment vehicle sold, managed, advised, or currently distributed, underwritten or issued by any Affiliate, including but not limited to money market funds, mutual funds, and certificates of deposit; provided, however that such investment is a qualified investment for a corporate fiduciary under Missouri law; (C) to act as a broker or dealer to execute transactions and to provide other services with respect to any trust estate, including the purchase of any stocks, bonds or other securities, insurance, annuities and any other financial instruments or investment vehicles currently distributed, underwritten or issued by any Affiliate; (D) to perform trust operations, custody and recordkeeping functions on behalf of Edward Jones Trust Company; and (E) to pay for services rendered by any Affiliate from the assets of the trust estate as an expense of trust administration, without diminution of any payment that Edward Jones Trust Company may receive as Trustee, and recognizing that Edward Jones Trust Company may also receive credit or other compensation from any Affiliate for services Edward Jones Trust Company may perform, and may exchange services with any Affiliate; (ii) to cause or permit all or any part of any trust estate to be held, maintained or managed in accounts or deposits administered in any jurisdiction inside or outside the United States of America, and to hold any trust property in the name of its nominee or nominee of any Affiliate; and (iii) to submit to binding arbitration, at its discretion, any claim or dispute that may arise with respect to administration of the trust by Edward Jones Trust Company or any related actions of any Affiliate.

(c) Appointment of Special Trustee. Edward Jones Trust Company is authorized to appoint a person or qualified corporation at any time to act as special Trustee (the "Special Trustee") for the administration of property with respect to which Edward Jones Trust Company shall make the determination, in its discretion, that it is not eligible to act or cannot administer in a practicable manner. This provision is not intended to relieve Edward Jones Trust Company for its obligation to oversee and be responsible for such investments. Edward Jones Trust Company may at any time revoke such appointment. So long as any such appointment is in effect, any power or authority that would be exercisable by Edward Jones

Trust Company with respect to the assets to be administered by the Special Trustee may be exercised by the Special Trustee with the same force and effect as if Edward Jones Trust Company had itself taken such action in the absence of any such restriction or limitation. The Special Trustee shall act without bond or security and need not account to any court. The Special Trustee may receive and retain customary and reasonable compensation for services in such capacity in addition to the compensation to which Edward Jones Trust Company is entitled under this trust agreement.

(d) Nonpublic Information; No Duty to Act. Edward Jones Trust Company shall be under no duty and shall not be liable to any beneficiary for failure to buy, sell or engage in any transaction directly or indirectly involving securities concerning which Edward Jones Trust Company, in its corporate capacity or otherwise, may have acquired any information which has not been disclosed to the public. In this regard, information required by any Affiliate shall not be imputed to Edward Jones Trust Company.

(e) Acceptance of Certain Trust Property and Indemnification for Environmental Expenses. Except as otherwise specifically agreed to by Edward Jones Trust Company, it shall not be deemed to have accepted title to, and shall not act or be obligated to act in any way as a fiduciary with respect to, any real property, including any real property owned or operated by a sole proprietorship, general or limited partnership, limited liability company, or closely held corporation or any interest in any such business enterprise, which is or may become an asset of the trust until (i) an appropriate environmental audit is performed at the expense of the trust to determine that conditions at such real property or operations conducted by such business enterprise are in compliance with state and federal environmental laws and regulations affecting such real property or such business enterprise and (ii) Edward Jones Trust Company has accepted such property as an asset of the trust by a separate writing delivered to the STC Beneficiary. In all events, Edward Jones Trust Company may decline to accept title to or act in any way as a fiduciary as to any such property which it has determined is or thereafter may be in violation of any such environmental law or regulation but accept appointment as a Trustee as to all other trust property. After its qualification, Edward Jones Trust Company shall have the right to reject any property proposed to be transferred to the trust.

Edward Jones Trust Company shall be held harmless from and shall be indemnified from the trust estate for any liability or expense, including reasonable attorneys' fees, incurred as a result of any violation, actual or alleged, of any environmental law or regulation with respect to any property which Edward Jones Trust Company has actually or allegedly accepted.

Edward Jones Trust Company is expressly authorized to take such remedial action as it in its sole and absolute discretion deems appropriate to prevent, abate, remove or otherwise respond to any actual, threatened or alleged violation of, or otherwise comply with, any environmental law or regulation, or federal, state or local agency or Court order, affecting any such property. Edward Jones Trust Company may employ agents, consultants or legal counsel to assist or perform such action. All costs and expenses incurred by Edward Jones Trust Company in connection with such action shall be paid by the Trust. Edward Jones

Trust Company also may establish reasonable reserves for the payment of anticipated environmental expenses.

Edward Jones Trust Company shall not be liable to the beneficiaries or to any other person for any loss or diminution in the value of the trust resulting from any actual, threatened or alleged violation of any such environmental law or regulation affecting any such property or for the payment of any expense of remediation thereof unless Edward Jones Trust Company contributed thereto by its willful misconduct or gross negligence.

(f) Notice of Trust Assets Required. While serving as a Trustee hereunder, Edward Jones Trust Company shall have a duty to administer only those assets of the trust of which it has received written notification of the ownership of such assets by the trust.

(g) Investment Representative. Trustor authorizes the Edward Jones investment representative through whom Trustor conducted investment transactions prior to the transfer to the Trust to review, from time to time, all documents and records related to the trust and investments made thereunder. Upon receipt of a written notification from the STC Beneficiary, the Trustee may provide the Edward Jones investment representative through whom such beneficiary conducts investment transactions to review, from time to time, all documents and records related to such beneficiary's trust estate and investments made thereunder.

GOVERNING LAW

22. This trust agreement, its validity, construction and any questions concerning its amendment or revocation shall be governed by the laws of the State of Texas. The administration of the Trust is to be governed in all respects by the laws of the state in which the Trust is then being administered, based on the location of the principal office of the Trustee then having custody of the Trust's assets and records, which state's courts shall have nonexclusive jurisdiction over the administration of the Trust with respect to any period during which it was being administered in that state. The foregoing shall apply even though the situs of some trust assets or the home or principal place of MEDA or the STC Beneficiary may at some time or times be elsewhere.

INVALIDITY OF PROVISIONS

23. In the event any provision of this trust agreement is held to be illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining parts of this trust agreement,

and this trust agreement shall be construed and enforced as if said illegal or invalid provisions had not been included herein.

INCEPTION

24. This Trust shall become effective upon: (i) the transfer of money and/or property to the Trustee, and (ii) the Trustee's acceptance of the Trust which shall be evidenced by the signature below of the appropriate officer of the Trustee.

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

This MEDA Scholarship Fund Trust Agreement is signed in multiple originals, any one of which shall be deemed an original for all purposes on this the ____ day of _____, 2012.

Trustor:

Mission Economic Development Authority, Inc.
By and through its Board of Directors

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

Consented to, and Appointment Accepted, by Trustee:

EDWARD JONES TRUST COMPANY

Signature: _____

Printed Name: _____
A Member of the Edward Jones Trust
Company Acceptance Committee

STATE OF TEXAS

§

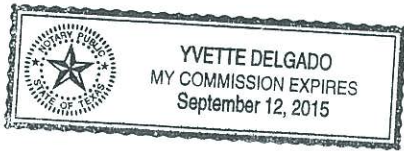
COUNTY OF HIDALGO

§

§

BEFORE ME, the undersigned authority, on this day personally appeared David Heflin, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1st day of August, 2012.



Yvette Delgado
Notary Public, State of Texas

STATE OF MISSOURI

§
§
§

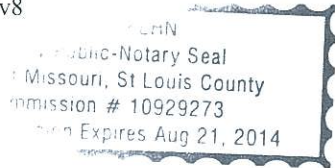
COUNTY OF ST. LOUIS

BEFORE ME, the undersigned authority, on this day personally appeared Kevin J. Hunker on behalf of Edward Jones Trust Company, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said Edward Jones Trust Company, Trustee, that he executed the same as the act of such Edward Jones Trust Company with trust powers for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on the 6th day of August, 2012.

Julie M. KeHN
Notary Public, State of Missouri

1356135v8



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.

Mike Carranza, Interim Dean of Enrollment Services, will present a PowerPoint to provide 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 of the scholarship disbursements from the 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 scholarship disbursements to support Mission students work toward their academic and workforce goals in Spring and Summer 2017.

Enclosed Documents – A PowerPoint presentation, a letter from a student, and two Summary of Activity Reports follow in the packet for the Committee's information and review.

The two Summary of Activity Reports have been reviewed by the Vice President for Finance and Administrative Services, the Comptroller, and the Interim Dean of Enrollment Services.

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.

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

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 discipline
- Maintain residence within the city limits of the City of Mission

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.

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

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

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			
Total Received		\$708,559.60	Less Funds Designated/Set Aside for Current & Future Semesters		
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		136 Students	(\$251,600.00)
Disbursed		(\$385,200.00)			
Cash Balance		\$323,359.60			
Funds Designated	136	(\$251,600.00)			
Available Balance		\$71,759.60			

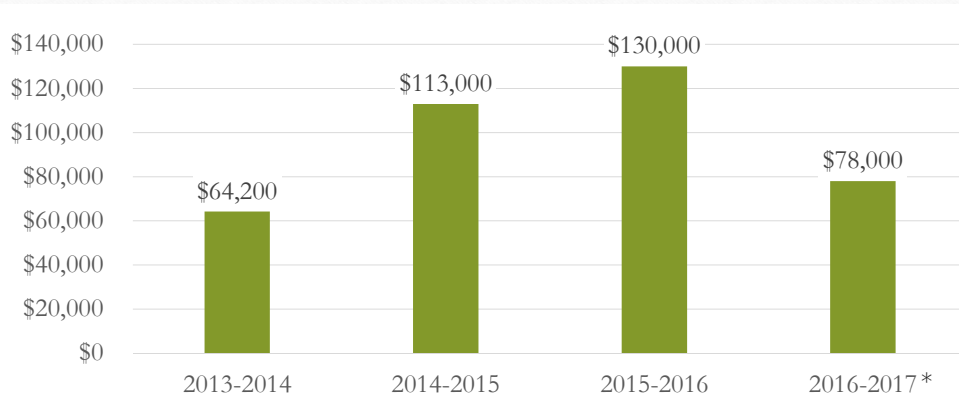
Impact of MEDA Scholarship Program

- 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

MEDA Recipients by Award Year



MEDA Awards by Award Year



* Spring 2017 has not been awarded

136 STUDENTS 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 Pursing 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			Separated/Divorced			Married		
Age	Men	Women	Age	Men	Women	Age	Men	Women
18 to 20	15	25	18 to 20			18 to 20		
21 to 25	28	43	21 to 25		2	21 to 25	1	7
26 to 30	14	15	26 to 30	1	4	26 to 30	4	5
31 to 35	5	8	31 to 35	1	6	31 to 35	5	1
36 to 40	4	2	36 to 40	3	8	36 to 40	1	5
41 to 45		3	41 to 45		3	41 to 45	2	4
46 to 50	1		46 to 50	1	6	46 to 50	1	4
51 to 55			51 to 55		3	51 to 55	2	
56- to 60	1		56- to 60	1		56- to 60		
	68	96		7	32		16	26

Academic Standing

Single			Separated/Divorced			Married		
GPA	Male	Female	GPA	Male	Female	GPA	Male	Female
2.0 to 2.99	27	27	2.0 to 2.99	1	6	2.0 to 2.99	4	12
3.0 to 3.99	39	66	3.0 to 3.99	6	26	3.0 to 3.99	12	13
4.0	2	3	4.0			4.0		1
	68	96		7	32		16	26

2016-2017 MEDA Recipients by Bachelor Programs

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

2016-2017 MEDA Recipients by Nursing Allied Health Programs

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

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

Major	Male	Female
AAS – Child Care & Development		2
AAS – ASL Sign Language Interpreter		3
AA – Communication		2
AA – Spanish		1
AA – Criminal Justice	4	3
AA – Interdisciplinary Studies	3	2
AA – Kinesiology	1	2
AA – Psychology	1	3
AA – Social Work	3	3

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

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

2016-2017 MEDA Recipients by Math & Science Programs

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

2016-2017 MEDA Recipients by Business & Technology Programs

Major	Male	Female
AAS-Office Management		1
AA-Business Administration	3	3
AAS-Business Management		1
AAS-Human Resources		1
AAS-Accounting		1
AAS-Automotive	1	
AAS-Forensics Specialist		1
AAS-Computer Maintenance Tech	1	
AAS-Electrician Tech	1	
AAS-Paralegal		1

Letter of Appreciation from MEDA Recipient

- Blanca Gonzalez, Patient Care Program graduate, ADN Program student.

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,

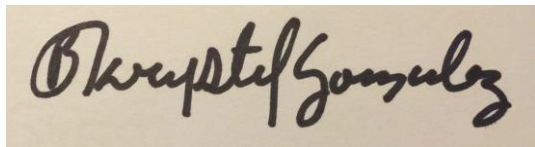
I am a recipient of the Mission Economic Development Authority Scholarship, and I would like to write my appreciation towards this gift I was given.

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

**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	\$	<u>708,559.60</u>
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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>	<u>\$ (385,200.00)</u>

Cash Balance

	\$	<u>323,359.60</u>
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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>136 students</u>	<u>(251,600.00)</u>

Available Balance

	\$	<u>71,759.60</u>
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Total Awards	577	
Total Unduplicated Students Awarded	243	

South Texas College
MEDA Scholarship Fund - By Cohort
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	(9,000.00)			(9,000.00)
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)	48	(34,800.00)	(88,400.00)
Spring 2016	1	(600.00)	38	(27,000.00)	(52,200.00)
Summer 2016	5	(2,000.00)	16	(7,400.00)	(9,400.00)
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	(49,000.00)	(78,000.00)
Total FY 2017		<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	(49,000.00)	(385,200.00)
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	(171,800.00)	(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				

Review and Recommend Action on Award of Proposals, Purchases, Renewal

Approval of the following award of proposals, purchases, and renewal will be requested at the January 31, 2017 Board meeting as follows:

A. Awards

B. Instructional Items

C. Non- Instructional Items

D. Technology Items

A. Awards

1) Cargo Van (Award)

Award the proposal for a cargo van to **Boggus Motor Sales II, LLC.** (McAllen, TX), at a total amount of \$30,665.05.

Purpose – Mail Services has requested the purchase of a new cargo van for the delivery of mail and products throughout the College district.

Justification and Benefit – The new cargo van will replace an existing unit with high mileage and reduced reliability. This vehicle conducts daily deliveries to the Starr County and Mid Valley campuses. The existing vehicle will be used as backup for the mailroom and daily receiving deliveries.

Background – Proposal documents were advertised on November 17, 2016 and November 24, 2016 and issued to eleven (11) vendors, including six (6) local vendors. Two (2) responses were received on December 5, 2016 and reviewed by Central Receiving/Mail Services and the Purchasing Department.

Funds for this expenditure are budgeted in the Central Receiving budget for FY 2016 – 2017.

2) Driving Simulator (Award)

Award the proposal for a driving simulator to **FAAC Incorporated** (Ann Arbor, MI), at a total amount of \$114,500.00.

Purpose – The Public Safety programs are requesting the purchase of a driving simulator for student instruction in the Policy Academy and Fire Science Program.

Justification and Benefit – The simulator will allow students to be trained in the operation of law enforcement vehicles and fire trucks through the simulation of realistic driving conditions and emergency situations. Training for situations that are inherently high risk will be conducted without risk to students by eliminating the need to actually be in a high risk environment. Use of the simulator also reduces the cost of training by limiting the use of actual vehicles and the associated costs in maintenance and other operational costs.

Background – Proposal documents were advertised on November 7, 2016 and November 14, 2016 and issued to three (3) vendors. Three (3) responses were received on

November 22, 2016 and reviewed by the Public Safety Programs and Purchasing Department.

Funds for this expenditure are budgeted in the Texas Department of Public Safety grant budget for FY 2016 – 2017.

3) Food Service – Mid Valley Campus (Award)

Award the proposal for food service – Mid Valley Campus to **Domine Catering, LLC.** (McAllen, TX), for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew with a 4% commission on total monthly sales and a fee of \$1 per student for the Mid-Valley Childcare Center meal preparation.

Purpose – The food service must be available for the South Texas College faculty, staff, and students at the Mid Valley Campus. It will also include preparing lunch for the students enrolled at the Child Care Center.

Justification and Benefit – The Mid Valley Campus must have service Monday through Friday for breakfast and lunch. It will include some of the following items: breakfast tacos, oatmeal, salads, sandwiches, nachos, frito pies, chips, candy, etc.

Background – Proposal documents were advertised on December 1, 2016 and December 8, 2016 and issued to twenty nine (29) vendors. Two (2) responses were received on December 16, 2016 and reviewed by Vice President for Finance and Administrative Service, Mid-Valley Campus Coordinator, Operation and Maintenance, and the Purchasing Department.

4) Food Service – Starr County Campus (Award)

Award the proposal for food service – Starr County Campus to **Cactus Restaurant** (Rio Grande City, TX), for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew, with a 4% commission on total monthly sales.

Purpose – The food service must be available for the South Texas College faculty, staff, and students at the Starr County Campus.

Justification and Benefit – The Starr County Campus must have food service Monday through Friday for breakfast and lunch. It will include some of the following items: breakfast tacos, chicken strips, crispy tacos, enchiladas, fajitas, hamburgers, etc.

Background – Proposal documents were advertised on December 1, 2016 and December 8, 2016 and issued to eighteen (18) vendors. One (1) response was received on December 16, 2016 and reviewed by the Vice-President for Finance and Administrative Services, Starr County Campus Coordinator, Operation and Maintenance, and Purchasing Department.

5) Medium Duty Truck (Award)

Award the proposal for a medium duty truck to **Bert Ogden Motors, Inc.** (Edinburg, TX), at a total amount of \$42,993.00.

Purpose – Central Receiving is requesting to purchase a new medium duty truck for the delivery of equipment and supplies throughout the College district.

Justification and Benefit – The new truck will replace an existing unit with high mileage and reduced reliability. This vehicle will be used to conduct daily deliveries to all campuses and teaching sites. The existing vehicle will serve as a backup for Central Receiving and will be used in the McAllen area only.

Background – Proposal documents were advertised on November 17, 2016 and November 24, 2016 and issued to nine (9) vendors, including seven (7) local vendors. Three (3) responses were received on December 5, 2016 and reviewed by Central Receiving and the Purchasing Department.

Funds for this expenditure are budgeted in the Central Receiving budget for FY 2016 – 2017.

6) Signs, Banners, and Related Products (Award)

Award the proposal for signs, banners, and related products for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew, at an estimated cost of \$50,000.00. The vendors are as follows:

- **Copy Zone, Ltd.** (McAllen, TX)
- **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
- **The Sign Depot** (McAllen, TX)

Purpose – The Office of Public Relations, Planning and Construction, Student Services, and Continuing Education are requesting the purchase of signs, banners, and related products for identification purposes and event awareness.

Justification and Benefit – The signs, banners, and related products will be used by various departments' college wide to promote and market instructional programs, departments, events, and South Texas College in the community and the public schools.

The proposal award to each vendor will be based upon the services they provide, their pricing, and their availability (delivery timeline). It will include hanging banners, yard signs, table covers, metal signs, name plates, and office entrance signs.

Background – Proposal documents were advertised on November 21, 2016 and November 28, 2016 and issued to fourteen (14) vendors. Seven (7) responses were received on December 8, 2016 and reviewed by the Office of Public Relations and Marketing, Planning and Construction, and Purchasing Department.

Funds for this expenditure are budgeted in the Public Relations and Marketing, Student Services, Continuing Education, and Planning and Construction budgets for FY 2016 - 2017.

B. Instructional Items

7) Nursing and Allied Health Equipment and Supplies (Renewal)

Renew the contracts for nursing and allied health equipment and supplies for the period beginning April 21, 2017 through April 20, 2018, at an estimated amount of \$165,000.00 with the following vendors:

a. Henry Schein, Inc. (Melville, NY)	b. Meadows Medical (Quogue, NY)
c. Med One Equipment Services (Sandy, UT)	d. Moore Medical, LLC. (Farmington, CT)
e. Enterprise, Inc./dba Pocket Nurse (Monaca, PA)	f. Southeastern Emergency Equipment (Youngsville, NC)

Purpose – The Division of Nursing and Allied Health instructional programs are requesting to renew the contracts for nursing and allied health equipment and supplies which will be used for student instruction in various programs.

Justification and Benefit – The nursing and allied health equipment and supplies assists the student in labs in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology Program, and Emergency Medical Technician programs. The equipment and supplies will include gloves, masks, needles, lancets, sponges, gauze, tape, thermometers, alcohol, gowns, lab coats, dressing, infusion and syringe pumps, blood pressure cuffs, bed pads, patient bracelets, arm slings, bandage strips, pillow cases, oxygen, IV poles, etc.

Background – The Board awarded contracts for the nursing and allied health equipment and supplies at the January 27, 2015 Board of Trustees meeting for one-year with two one-year annual renewals. The final renewal period begins on April 21, 2017 and ends April 20, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	1/27/15	4/21/15 – 4/20/16	2 – one year options
1 st Renewal	2/23/16		4/21/16 – 4/20/17
2 nd Renewal	1/31/17		4/21/17 – 4/20/18

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 the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology Program, and Emergency Medical Technician budgets for FY 2016 - 2017 and FY 2017 - 2018 pending Board approval of the budget.

8) Online Continuing Education Services (Renewal)

Renew the contracts for online continuing education services for the period beginning March 30, 2017 through March 29, 2018, at an estimated cost of \$36.00 to \$7,495.00 per

class. There are no deposits required, no minimum order or any initial inventory to purchase. The vendors are as follows:

- a. **Education To Go/A Division of Cengage Learning** (Mason, OH)
- b. **World Education, LLC.** (Arlington, TX)

Purpose – Continuing Professional and Workforce Education is requesting to renew the online continuing education services which will include some of the following courses: accounting, computer applications, writing, fitness, law, business management, technology, energy, software development, etc.

Justification and Benefit – The online continuing education services will provide the community with online, non-credit, instructor-facilitated continuing and professional education courses covering the full spectrum from skills training and re-tooling to professional development and personal enrichment

Background – The Board awarded contracts for online continuing education services at the March 29, 2016 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on March 30, 2017 and ends March 29, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/29/16	3/30/16 – 3/29/17	2 – one year options
1 st Renewal	1/31/17		3/30/17 – 3/29/18

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 Continuing Education – State and Continuing Education – Non State budgets for FY 2016 - 2017 and FY 2017 - 2018 pending Board approval of the budget.

C. Non – Instructional Items
9) Furniture - Bond (Purchase)

Purchase furniture - bond from the National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), E & I Purchasing Cooperative, TIPS Purchasing Cooperative, the State of Texas Multiple Award Schedule (TXMAS), and Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$619,610.05.

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$21,253.51
B	American Seating Company/Gateway Printing and Office Supply, Inc. (Houston, TX/Edinburg, TX)	\$124,615.52
C	Cramer, Inc./Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$34,178.62

D	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$8,125.62
E	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$37,025.18
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$20,871.15
G	Krueger International/Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$172,346.22
H	MSC Industrial Supply Company (Melville, NY/Harlingen, TX)	\$10,670.92
I	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$4,252.83
J	NOVA Solutions, Inc./Gateway Printing and Office Supply, Inc. (Effingham, IL/Edinburg, TX)	\$186,270.48
	Total	\$619,610.05

The purchases can be summarized as follows:

La Joya Teaching Center

64 – Classroom Computer Chairs	72 – Classroom Chairs
38 – Classroom Tables	75 – Instructional Lab Stools
18 – Lab Shelving Units	32 – Student Computer Desks
6 – Instructor Chairs	6 – Instructor Tables

Technology Campus

168 – Classroom Computers Chairs	192 – Classroom Chairs
96 – Classroom Tables	18 – Instructional Lab Stools
4 – Lab Shelving Units	61 – Staff Chairs
46 – Conference Room Chairs	18 – Open Area Seats
9 – Open Area Tables	44 – Faculty/Staff Bookcases and File Cabinets
19 – Instructor Chairs	68 – Office Guest Chairs
14 – Small Conference Room Chairs	93 – Industrial Lab Stools
6 – Small Conference Room Tables	19 – Instructor Tables
17 – Conference Room Tables	9 – Industrial Lab Tables
45 – Office Desks	84 – Student Computer Desks
9 – Lab Work Benches	8 – Safety Storage Cabinets

Mid Valley Campus – Thermal Plant

5 – Staff Chairs	1 – Staff Bookcase and File Cabinet
1 – Office Guest Chair	5 – Office Desks

Fund for these expenditures are budgeted in the Bond Construction - La Joya Teaching Center, Technology Campus, and Mid-Valley Campus Thermal Plant budgets for FY 2016 – 2017.

10) Civil Engineering Services - On-Call Services – Non-Bond (Renewal)

Renew the contracts for civil engineering services – on-call services – non-bond for the period beginning March 31, 2017 through March 30, 2018, with the following vendors:

- a. **Halff Associates, Inc.** (McAllen, TX)
- b. **Melden & Hunt, Inc.** (Edinburg, TX)
- c. **Perez Consulting Engineers, LLC.** (McAllen, TX)
- d. **R. Gutierrez Engineering Corporation** (Pharr, TX)

Purpose – The Office of Planning and Construction is requesting to renew the contracts for civil engineering services – on-call – non-bond for district wide construction projects with cost of less than \$500,000.00.

Justification and Benefit – The civil engineering services – on-call for non-bond projects district wide will include some of the following services:

Preparation of subdivision plats	Preparation of property surveys
Preparation of topographic surveys	Preparation of meets and bounds surveys
Design of parking lots	Design of sidewalks and ADA accessible routes
Design of site drainage systems	Design of underground infrastructure
Design of landscape improvements	Design of irrigation systems
Design of roadways and drives	Resurfacing of existing parking lots and drives

Fees for these services could range from \$1,000.00 to \$48,000.00 depending on the scope and complexity of each construction project. As part of the fee negotiations process, each firm will be asked to submit a proposal after they have been assigned to a project. Each fee proposal will be reviewed by staff and negotiated to reach a fair and reasonable amount.

Background – The Board awarded the contracts for the Civil Engineering Services – On-Call – Non Bond at the March 31, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The final renewal period begins on March 31, 2017 and ends March 30, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/31/15	3/31/15 – 3/30/16	2 – one year options
1 st Renewal	2/23/16		3/31/16 – 3/30/17
2 nd Renewal	1/31/17		3/31/17 – 3/30/18

The firms 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 – Non-Bond budgets for FY 2016 - 2017 and FY 2017 – 2018 pending Board approval of the budget.

11) Investment Advisory Services (Renewal)

Renew the investment advisory services contract with **Valley View Consulting, LLC.** (Horseshoe Bay, TX), for the period beginning April 1, 2017 through March 31, 2018, at an estimated amount of \$75,000.00.

Purpose – The Vice President for Finance and Administrative Services and Business Office are requesting to renew the investment advisory services which provides the College with professional advice related to types of investments, yield rate, risks, accuracy, and completeness of the College’s investment policy and other important information on an as needed basis.

Justification and Benefits – In order to properly and safely expand into new types of investments and maximize the yield rate on the College’s investments, administration recommends the services of an investment advisor to provide professional guidance regarding the College’s investment portfolio.

The investment advisor augments the College’s effort to be fiscally responsible and minimize risk in its investment activities. The investment advisor stays abreast of investment markets and provides the investment options to the College for review by the Finance, Audit, and Human Resource Committee and approval by the Board of Trustees, as applicable.

Background – The Board awarded the contract investment advisory services at the March 31, 2015 Board of Trustees meeting for an initial period of two years with two one-year annual renewals. The first renewal period begins April 1, 2017 through March 31, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/31/15	4/1/15 – 3/31/17	2 – one year options
1 st Renewal	1/31/17		4/1/17 – 3/31/18

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 Investment Advisor budget for FY 2016 - 2017 and FY 2017 - 2018 pending Board approval of the budget.

D. Technology Items

12) Computers and Laptops (Purchase)

Purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$97,351.59.

All purchase requests for computers and laptops have been evaluated by Technology Resources and the Chief Information Officer. Technology Resources 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.

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

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

The purchases can be summarized as follows:

- Staff Computers
⇒ 4 Computers for Pecan Plaza Office of Human Resources
- Faculty Computer
⇒ 1 Computer for Psychological Science Program
⇒ 2 Computers for Biology Program
⇒ 1 Computer for Chemistry Program
- Student - Lab Computers
⇒ 108 Computers for Computer Science Program
- Conference Room Computer
⇒ 1 Computer for Division of Business and Technology
- Staff Computer
⇒ 1 Computer for Grant Development, Management, and Compliance
- Class-instruction Laptops
⇒ 12 Laptops for Engineering Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2016 - 2017 as follows: Construction - Pecan Plaza HR Conversion, Psychological Science, Biology, Chemistry, Computer Science, Division of Business and Technology, Grant Development, Management, and Compliance, and Engineering.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the January 31, 2017 Board meeting the awards for proposals, purchases, and renewal as listed below:

A. Awards

B. Instructional Items

C. Non- Instructional Items

D. Technology Items

A. Awards

- 1) **Cargo Van (Award):** award the proposal for a cargo van to **Boggus Motor Sales II, LLC.** (McAllen, TX), at a total amount of \$30,665.05;
- 2) **Driving Simulator (Award):** award the proposal for a driving simulator to **FAAC Incorporated** (Ann Arbor, MI), at total amount of \$114,500.00;
- 3) **Food Service – Mid Valley Campus (Award):** award the proposal for food service – Mid Valley Campus to **Domine Catering, LLC.** (McAllen, TX), for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew with a 4% commission on total monthly sales and a fee of \$1 per student for the Mid-Valley Childcare Center meal preparation;
- 4) **Food Service – Starr County Campus (Award):** award the proposal for food service – Starr County Campus to **Cactus Restaurant** (Rio Grande City, TX), for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew, with a 4% commission on total monthly sales;
- 5) **Medium Duty Truck (Award):** award the proposal for a medium duty truck to **Bert Odgen Motors, Inc.** (Edinburg, TX), at a total amount of \$42,993.00;
- 6) **Signs, Banners, and Related Products (Award):** award the proposal for signs, banners, and related products for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew, at an estimated amount of \$50,000.00. The vendors are as follows:
 - a. **Copy Zone, Ltd.** (McAllen, TX)
 - b. **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - c. **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
 - d. **The Sign Depot** (McAllen, TX)

B. Instructional Items

- 7) **Nursing and Allied Health Equipment and Supplies (Renewal):** renew the contracts for nursing and allied health equipment and supplies for the period beginning April 21, 2017 through April 20, 2018, at an estimated amount of \$165,000.00 with the following vendors:

a. Henry Schein, Inc. (Melville, NY)	b. Meadows Medical (Quogue, NY)
c. Med One Equipment Services (Sandy, UT)	d. Moore Medical, LLC. (Farmington, CT)
e. Enterprise, Inc./dba Pocket Nurse (Monaca, PA)	f. Southeastern Emergency Equipment (Youngsville, NC)

- 8) **Online Continuing Education Services (Renewal):** renew the contracts for online continuing education services for the period beginning March 30, 2017 through March 29, 2018, at an estimated cost of \$36.00 to \$7,495.00 per class. There are no deposits required, no minimum order or any initial inventory to purchase. The vendors are as follows:
 - a. **Education To Go/A Division of Cengage Learning** (Mason, OH)
 - b. **World Education, LLC.** (Arlington, TX)

C. Non – Instructional Items

9) **Furniture (Purchase):** purchase furniture - bond from the National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), E & I Purchasing Cooperative, TIPS Purchasing Cooperative, the State of Texas Multiple Award Schedule (TXMAS), and Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$619,610.05.

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$21,253.51
B	American Seating Company/Gateway Printing and Office Supply, Inc. (Houston, TX/Edinburg, TX)	\$124,615.52
C	Cramer, Inc./Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$34,178.62
D	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$8,125.62
E	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$37,025.18
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$20,871.15
G	Krueger International/Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$172,346.22
H	MSC Industrial Supply Company (Melville, NY/Harlingen, TX)	\$10,670.92
I	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$4,252.83
J	NOVA Solutions, Inc./Gateway Printing and Office Supply, Inc. (Effingham, IL/Edinburg, TX)	\$186,270.48
	Total	\$619,610.05

10) **Civil Engineering Services – On-Call Services – Non-Bond (Renewal):** renew the contracts for civil engineering services – on-call services – non-bond for the period beginning March 31, 2017 through March 30, 2018, with the following vendors:

- a. **Half Associates, Inc.** (McAllen, TX)
- b. **Meldon & Hunt, Inc.** (Edinburg, TX)
- c. **Perez Consulting Engineers, LLC.** (McAllen, TX)
- d. **R. Gutierrez Engineering Corporation** (Pharr, TX)

11) **Investment Advisory Services (Renewal):** renew the investment advisory services contract with **Valley View Consulting, LLC.** (Horseshoe Bay, TX), for the period beginning April 1, 2017 through March 31, 2018, at an estimated amount of \$75,000,00;

D. Technology

- 12) **Computers and Laptops (Purchase):** purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$97,351.59.

Recommend Action - The total for all award of proposals, purchases, and renewal is \$1,195,119.69.

**SOUTH TEXAS COLLEGE
1. CARGO VAN
PROJECT NO. 16-17-1023**

VENDOR			Boggus Motor Sales II, LLC.	Caldwell Country Ford
ADDRESS			1400 E Hwy 83	P O Box 27
CITY/STATE/ZIP			McAllen, TX 78501	Caldwell, TX 77836
PHONE			956-686-7411	979-567-6116
FAX			956-686-0713	979-567-0853
CONTACT			Raul Gonzalez	Averyt Knapp
#	Qty	Description	Proposed	Proposed
1	1	Cargo Van	\$ 30,665.05	\$ 31,180.00
2	1	Shipping and Handling	\$ -	\$ -
ESTIMATED DELIVERY			90 Days	150 Days
TOTAL PROPOSAL AMOUNT			\$ 30,665.05	\$ 31,180.00
TOTAL EVALUATION POINTS			96	90.5
RANKING			1	2

SOUTH TEXAS COLLEGE
1. CARGO VAN
PROJECT NO. 16-17-1023

VENDOR		Boggus Motor Sales II, LLC.		Caldwell Country Ford	
ADDRESS		1400 E Hwy 83		P O Box 27	
CITY/STATE/ZIP		McAllen, TX 78501		Caldwell, TX 77836	
PHONE		956-686-7411		979-567-6116	
FAX		956-686-0713		979-567-0853	
CONTACT		Raul Gonzalez		Averyt Knapp	
1	The purchase price. (up to 50 points)	50	50	49.17	49.17
		50		49.17	
		50		49.17	
2	The reputation of the vendor and the vendor's goods or services. (up to 10 points)	9	9	8	8
		9		8	
		9		8	
3	The quality of the goods or services. (up to 18 points)	17	17	16	16
		17		16	
		17		16	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 18 points)	17	17	16	15.33
		17		15	
		17		15	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2	2
		3		2	
		3		2	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
TOTAL EVALUATION POINTS		96		90.5	
RANKING		1		2	

**SOUTH TEXAS COLLEGE
2. DRIVING SIMULATOR
PROJECT NO. 16-17-1021**

VENDOR		Doron Precision Systems, Inc.	FAAC Incorporated	L-3 Communications Corporation	
ADDRESS		150 Corporate Dr	1229 Oak Valley Dr	2961 W California Ave	
CITY/STATE/ZIP		Binghamton, NY 13904	Ann Arbor, MI 48108	Salt Lake City, UT 84104	
PHONE		607-772-1610	734-761-5836	801-983-9900	
FAX		607-772-6760	734-761-5638	801-983-9901	
CONTACT		Graham Upton	Kurt A. Flosky	Cliff Qualls	
#	Qty	Description	Proposed	Proposed	Proposed
1	1	Driving Simulator	\$ 111,550.00	\$ 102,000.00	\$ 98,500.00
2	1	Fire/EMS Vehicle Package	Included	Included	\$ 40,000.00
3	1	Annual Maintenance/Service Extended Annual Coverage	\$8,000.00/year after the first year	\$5,000.00/year	\$9,000.00/year after the first two years
4	1	Shipping	\$ 3,200.00	Included	Included
5	1	Relocation Service (ROM based on 2017 rates)	No Charge	\$ 7,500.00	No Charge
Additional Options					
6	1	3DOF (degree of freedom) Motion System	\$ 25,000.00		
7	1	SkillTrak	\$ 3,950.00		
8	1	Additional Years of Maintenance Support; (per year)	\$ 8,000.00		
9	1	Fire Truck Modular Driving Position	\$ 29,500.00		
10	1	Fire Truck/Ambulance Training Scenario Package	\$ 3,995.00		
11	1	Performance Evaluation System	\$ 6,995.00		
12	1	Wireless Remote	\$ 1,595.00		
13	1	Situation Display	\$ 6,300.00		
14	1	Instructor Driven Vehicle	\$ 5,000.00		
15	1	Camera Recording System	\$ 5,995.00		
16	1	Advanced Instructor Simulator Training Course (Train-the-Trainer)		\$ 3,500.00	
17	1	Additional 40 hours of training			\$ 5,000.00
ESTIMATED DELIVERY		60-90 days ARO	30 days (ARO)	120 days	
TOTAL PROPOSAL AMOUNT		\$ 114,750.00	\$ 114,500.00	\$ 138,500.00	
TOTAL EVALUATION POINTS		88.55	94.32	82.99	
RANKING		2	1	3	

**SOUTH TEXAS COLLEGE
2. DRIVING SIMULATOR
PROJECT NO. 16-17-1021**

VENDOR		Doron Precision Systems, Inc.		FAAC Incorporated		L-3 Communications Corporation	
ADDRESS		150 Corporate Dr		1229 Oak Valley Dr		2961 W California Ave	
CITY/STATE/ZIP		Binghamton, NY 13904		Ann Arbor, MI 48108		Salt Lake City, UT 84104	
PHONE		607-772-1610		734-761-5836		801-983-9900	
FAX		607-772-6760		734-761-5638		801-983-9901	
CONTACT		Graham Upton		Kurt A. Flosky		Cliff Qualls	
1	The purchase price. (up to 40 points)	39.9	39.9	40	40	33	33
		39.9		40		33	
		39.9		40		33	
		39.9		40		33	
		39.9		40		33	
		39.9		40		33	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 15 points)	14	12.66	14	14.33	12	12.83
		13		14		12	
		10		14		12	
		12		15		13	
		15		15		15	
		12		14		13	
3	The quality of the vendor's goods or services. (up to 16 points)	15	13.5	15	14.83	15	14.33
		10		13		15	
		15		15		15	
		15		15		15	
		12		16		12	
		14		15		14	
4	The extent to which the goods or services meet the College's needs. (up to 20 points)	17	17.33	19	18.66	15	17.5
		14		15		19	
		17		19		15	
		17		20		16	
		20		20		20	
		19		19		20	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2	2	2
		2		2		2	
		2		2		2	
		2		2		2	
		2		2		2	
		2		2		2	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	0
		0		0		0	
		0		0		0	
		0		0		0	
		0		0		0	
		0		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	3	3.16	5	4.5	2	3.33
		4		3		5	
		3		5		4	
		3		4		3	
		2		5		2	
		4		5		4	
TOTAL EVALUATION POINTS		88.55		94.32		82.99	
RANKING		2		1		3	

**SOUTH TEXAS COLLEGE
3. FOOD SERVICE - MID VALLEY
PROJECT NO. 16-17-1026**

VENDOR		Chick-Fil-A Weslaco	Domine Catering, LLC.
ADDRESS		1200 N Westgate Dr	7304 N 17th St
CITY/STATE/ZIP		Weslaco, TX 78596	McAllen, TX 78504
PHONE		956-968-8899	956-279-4812
FAX		956-968-3399	956-872-3115
CONTACT		Maria A. Marbar	Francisco Domine, Jr.
#	Description	Proposed	Proposed
1	Commission on Sales (Breakfast and Lunch)	8%	4%
2	Preparation of Lunch for the Mid- Valley Campus Childcare Center	No	Yes, \$1.00 per student
TOTAL EVALUATION POINTS		93.5	94.5
RANKING		2	1

SOUTH TEXAS COLLEGE
3. FOOD SERVICE - MID VALLEY
PROJECT NO. 16-17-1026
EVALUATION FORM

VENDOR		Chick-Fil-A Weslaco		Domine Catering, LLC.	
ADDRESS		1200 N Westgate Dr		7304 N 17th St	
CITY/STATE/ZIP		Weslaco, TX 78596		McAllen, TX 78504	
PHONE		956-968-8899		956-279-4812	
FAX		956-968-3399		956-872-3115	
CONTACT		Maria A. Marbar		Francisco Domine, Jr.	
1	The respondent's financial proposal. --The cost of the vendor's products --The commission to be paid to the College (up to 40 points)	35	38.75	36	38
		40		40	
		40		37	
		40		39	
2	The respondent's experience and reputation in providing the goods and/or services requested in this RFP. (up to 20 points)	18	18.75	18	18.75
		20		20	
		18		18	
		19		19	
3	The quality and variety of product offered by the respondent. (up to 20 points)	16	17.75	18	18.75
		20		18	
		17		19	
		18		20	
4	The respondent's policy in handling customer service complaint/issues. (up to 19 points)	19	18.25	19	19
		19		19	
		17		19	
		18		19	
5	The impact on the ability of the College to comply with the laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
TOTAL EVALUATION POINTS		93.5		94.5	
RANKING		2		1	

SOUTH TEXAS COLLEGE
4. FOOD SERVICE - STARR COUNTY
PROJECT NO. 16-17-1027

VENDOR		Cactus Restaurant
ADDRESS		3239 W Hwy 83
CITY/STATE/ZIP		Rio Grande City, TX 78582
PHONE		956-487-8170
CONTACT		Erica Torres
#	Description	Proposed
1	Commission on Sales	4%
2	Breakfast: Taco Plate	\$3.99
3	Lunch: Chicken Strips, Crispy Tacos, Enchiladas, Hamburgers, etc.	\$6.00 - \$8.00
Escalation		
4	2nd Year	0%
5	3rd Year	0%
TOTAL EVALUATION POINTS		90.25
RANKING		1

SOUTH TEXAS COLLEGE
4. FOOD SERVICE - STARR COUNTY
PROJECT NO. 16-17-1027
EVALUATION FORM

VENDOR		Cactus Restaurant	
ADDRESS		3239 W Hwy 83	
CITY/STATE/ZIP		Rio Grande City, TX 78582	
PHONE		956-487-8170	
CONTACT		Erica Torres	
1	The respondent's financial proposal. --The cost of the vendor's products --The commission to be paid to the College (up to 40 points)	35	38.25
		40	
		39	
		39	
2	The respondent's experience and reputation in providing the goods and/or services requested in this RFP. (up to 20 points)	18	18
		17	
		19	
		18	
3	The quality and variety of product offered by the respondent. (up to 20 points)	18	18.5
		17	
		20	
		19	
4	The respondent's policy in handling customer service complaint/issues. (up to 19 points)	15	15.5
		17	
		15	
		15	
5	The impact on the ability of the College to comply with the laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
TOTAL EVALUATION POINTS		90.25	
RANKING		1	

**SOUTH TEXAS COLLEGE
5. MEDIUM DUTY TRUCK
PROJECT NO. 16-17-1022**

VENDOR			Bert Ogden Motors, Inc.	Caldwell Country Chevrolet	Santex Truck Center, Ltd.
ADDRESS			4221 S Hwy 281	P O Box 27	1380 Ackerman Rd
CITY/STATE/ZIP			Edinburg, TX 78539	Caldwell, TX 77836	San Antonio, TX 78219
PHONE			956-252-1763	979-567-6116	210-477-2564
FAX			956-383-9223	979-567-0853	210-477-2579
CONTACT			Fernando De La Garza	Averyt Knapp	John Williams
#	Qty	Description	Proposed	Proposed	Proposed
1	1	Medium Duty Truck	\$ 42,993.00	\$ 42,445.00	\$ 43,154.00
2	1	Shipping and Handling	\$ -	\$ -	\$ -
ESTIMATED DELIVERY			60-90 days	180 Factory Order 60-75 days (in stock)	180 days
TOTAL PROPOSAL AMOUNT			\$ 42,993.00	\$ 42,445.00	\$ 43,154.00
TOTAL EVALUATION POINTS			94.68	91.99	91.83
RANKING			1	2	3

**SOUTH TEXAS COLLEGE
5. MEDIUM DUTY TRUCK
PROJECT NO. 16-17-1022**

VENDOR		Bert Ogden Motors, Inc.		Caldwell Country Chevrolet		Santex Truck Center, Ltd.	
ADDRESS		4221 S Hwy 281		P O Box 27		1380 Ackerman Rd	
CITY/STATE/ZIP		Edinburg, TX 78539		Caldwell, TX 77836		San Antonio, TX 78219	
PHONE		956-252-1763		979-567-6116		210-477-2564	
FAX		956-383-9223		979-567-0853		210-477-2579	
CONTACT		Fernando De La Garza		Averyt Knapp		John Williams	
1	The purchase price. (up to 50 points)	49.36	49.36	50	50	49.17	49.17
		49.36		50		49.17	
		49.36		50		49.17	
2	The reputation of the vendor and vendor's goods or services. (up to 10 points)	9	9.33	7	7.66	9	9
		9		8		9	
		10		8		9	
3	The quality of the vendor's goods or services. (up to 18 points)	17	17.33	15	16	17	16.66
		17		16		17	
		18		17		16	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 18 points)	16	15.66	17	16	15	15
		15		15		14	
		16		16		16	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2	2.33	2	2
		3		2		2	
		3		3		2	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	0
		0		0		0	
		0		0		0	
TOTAL EVALUATION POINTS		94.68		91.99		91.83	
RANKING		1		2		3	

SOUTH TEXAS COLLEGE
6. SIGNS, BANNERS AND RELATED PRODUCTS
PROJECT NO. 16-17-1024

VENDOR	Copy Plus, LLC.	Copy Zone, Ltd.	Display Sales	Exclusive Decals	FedEx Office	Gateway Printing & Office Supply, Inc.	Images In Ink, Inc.	Imprezos Pro Uniforms, LLC.	The Sign Depot
ADDRESS	4500 N 10th Ste 240 McAllen, TX 78504	4131 N 10th St McAllen, TX 78504	10925 Nesbitt Ave South Bloomington, MN 55437	415 N Inspiration Blvd Alton, TX 78573	2812 N 10th St McAllen, TX 78501	315 S Closer Edinburg, TX 78539	1200 E Hackberry Ste H McAllen, TX 78501	1317 W US Hwy 83 Ste A Pharr, TX 78577	1915 N 10th St Ste B McAllen, TX 78501
CITY/STATE/ZIP	McAllen, TX 78504	McAllen, TX 78504	Bloomington, MN 55437	Alton, TX 78573	McAllen, TX 78501	Edinburg, TX 78539	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501
PHONE	956-668-7587	956-668-9600	800-328-6195	956-240-7675	956-682-4040	956-383-3861	956-330-3725	956-685-5099	956-687-7446
FAX	956-668-7590	956-668-9603	952-885-0099		956-682-4013	956-383-1037	956-994-8133	866-733-8509	956-928-1870
CONTACT	Eder Gallegos	Daniel Clarke	Nancy Peterson	Jose A. Flores Jr.	Humberto Barberena	Sonia Garcia	Viola Hanshaw	Francisco J. Morales	Andy Long
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
1	Catalog Discount (Signs, Flags, and Banners)	0%	0%	No Response	30%	N/A	10%	10%	25%
2	Catalog Discount (Retractable Banner Stands)	0%	0%	No Response	30%	N/A	10-30%	10%	25%
3	Catalog Discount (Yard/Metal/Real Estate Signs)	0%	0%	No Response	30%	N/A	10-30%	10%	25%
4	Catalog Discount (Table Covers)	0%	0%	No Response	30%	N/A	10-30%	10%	25%
5	Catalog Discount (Feather Flags)	0%	0%	No Response	15%	N/A	10-30%	10%	25%
6	Catalog Discount (Name Plates/Office Entrance Signs)	0%	0%	No Response	N/A	N/A	10-30%	10%	25%
7	Set-Up Charges	\$75.00 per hour	Included	N/A	\$0.00	N/A	\$50.00	Included	No Charge
8	Shipping Charges	No Charge	\$5.00 McAllen \$15.00 Weslaco \$25.00 Rio Grande City	Self Deliver	No Charge	N/A	\$0.00	No Charge	No Charge
9	Return Policy	No Returns	Will vary case by case; from full refund to none.	N/A	100% Satisfaction, We will fix the issue	Custom Products are not returnable unless there is a defect in the materials.	Always Returnable	Returns are only on manufacturer's defects.	Replace at no charge or refund the full purchase price
10	Number of days for delivery once order is placed	14-21 Days	1-5 Days	14 Days	2 Days	5-7 Days	5 Days	10 days	1-3 Days
Hanging (Matte Material)									
11	6 ft x 4 ft Banner	\$66.00	\$93.35	\$75.00	\$69.99	\$58.00	\$250.00	\$82.00	\$54.00
Hanging (Vinyl Glossy)									
12	6 ft x 4 ft Banner	\$66.00	\$93.35	\$75.00	\$69.99	N/A	\$250.00	\$82.00	\$54.00
Retractable Banner Matte and Stand									
13	33" x 83" Banner including stand	\$260.88	\$237.00	\$185.00	\$289.99	\$275.00	\$390.00	\$110.00	\$245.00
14	34" x 83" Banner including stand Cabrio Kit with Change Out		\$415.00						
Retractable Banner Matte Only									
15	33" x 83"	\$76.03	\$74.00	\$185.00	\$90.86	\$185.00	N/A	\$65.00	\$42.00
16	33" x 83" only Cabrio Kit		\$120.00						

SOUTH TEXAS COLLEGE
6. SIGNS, BANNERS AND RELATED PRODUCTS
PROJECT NO. 16-17-1024

VENDOR	Copy Plus, LLC.	Copy Zone, Ltd.	Display Sales	Exclusive Decals	FedEx Office	Gateway Printing & Office Supply, Inc.	Images In Ink, Inc.	Imprezos Pro Uniforms, LLC.	The Sign Depot
Yard Signs (Coroplast) with "H" Stake Frame; Printed; Double Sided; Full Color									
17 18" x 12"	\$9.75	\$24.00	\$33.00	\$16.00	\$32.59	\$40.00	\$290.00	\$10.50	\$7.50
18 24" x 18"	\$19.50	\$45.00	\$39.00	\$25.00	\$35.99	\$49.00	\$290.00	\$12.00	\$10.50
Yard Signs (Coroplast) with "H" Stake Frame; BLANK									
19 18" x 12"	\$7.42	\$5.00	\$21.00	\$8.00	\$8.99	N/A	No Charge	\$5.00	\$5.00
20 24" x 18"	\$14.85	\$5.50	\$24.00	\$12.00	\$10.00	N/A	No Charge	\$6.00	\$8.00
Metal Sign and Black Frame/Real Estate Sign									
21 24" x 18"	\$42.08	\$60.00	\$54.00	\$65.00	69.99	N/A	\$250.00	\$16.00	\$21.00
A Frame Signs									
22 36" x 24"	No Response	\$196.00	\$45.00	\$45.00	90.29	\$260.00	\$290.00	\$195.00	\$91.00
Table Covers (Custom Made)									
23 6ft Table (28" x 72" x 30")	\$249.00	\$250.00	\$628.00	\$225.00	No Bid	\$215.00	N/A	\$250.00	\$275.00
24 8ft Table (28" x 96" x 30")	\$279.00	\$290.00	\$793.00	\$245.00	No Bid	\$242.00	N/A	\$270.00	\$305.00
Table Covers (Blank)									
25 6ft Table (28" x 72" x 30")	No Response	\$25.00	\$275.00	\$225.00	No Bid	\$125.00	\$390.00	\$130.00	\$137.00
26 8ft Table (28" x 96" x 30")	No Response	\$30.00	\$325.00	\$245.00	No Bid	\$149.00	\$425.00	\$150.00	\$167.00
Table Runners (Full Color Logo)									
27 34" x 80"		\$64.00							
28 54" x 80"		\$94.00							
29 35" x 80"	No Response		\$399.00	\$315.00	No Bid	N/A	\$325.00	\$150.00	\$183.00
30 55" x 80"	No Response		\$594.00	\$315.00	No Bid	N/A	\$390.00	\$165.00	\$287.00
Feather Flags									
31 8ft Feather Flag	\$116.30		\$158.00	No Response	\$122.84	\$155.00	\$395.00	\$98.00	\$65.00
32 9ft Small Flag		\$185.00							
Wall Mount Name Plate									
33 2" x 10" x 1/16"	No Response	No Response	\$44.00	No Response	No Bid	\$10.05	\$48.00	\$20.00	\$11.00
Wall Mount Frame for Name Plate (Silver)									
34 2" x 10" x 1/16" Name Plate	\$12.25	No Response	\$5.09	No Response	No Bid	\$3.05	\$38.00	\$10.00	\$4.50
Desk Mounting Frame for Name Plate (Silver)									
35 2" x 10" x 1/16" Name Plate	\$12.25	No Response	No Bid	No Response	No Bid	\$4.93	\$48.00	\$9.59	\$6.50
Office Entrance Sign									
36 8" x 10" x 1/16"	\$55.00	No Response	\$71.00	No Response	No Bid	\$28.00	\$85.00	\$55.00	\$19.00
Annual Escalation									
37 2nd Year	0%	0%	0%	2%	10%	2%	10%	0%	0%
38 3rd Year	0%	0%	0%	3%	10%	5%	20%	0%	1%
TOTAL EVALUATION POINTS	84	87.5	75.5	65.75	86.75	91.5	69	88.75	93.75
RANKING	6	4	7	9	5	2	8	3	1

**SOUTH TEXAS COLLEGE
6. SIGNS, BANNERS, AND RELATED PRODUCTS
PROJECT NO. 16-17-1024 -- EVALUATION FORM**

VENDOR	Copy Plus, LLC.	Copy Zone, Ltd.	Display Sales	Exclusive Decals	FedEx Office	Gateway Printing & Office Supply, Inc.	Images In Ink, Inc.	Imprezos Pro Uniforms, LLC.	The Sign Depot
ADDRESS	4500 N 10th Ste 240	4131 N 10th St	10925 Nesbitt Ave S	415 N Inspiration Blvd	2812 N 10th St	315 S Closner	1200 E Hackberry Ste H	1317 W US Hwy 83 Ste A	1915 N 10th St Ste B
CITY/STATE/ZIP	McAllen, TX 78504	McAllen, TX 78504	Bloomington, MN 55437	Alton, TX 78573	McAllen, TX 78501	Edinburg, TX 78539	McAllen, TX 78501	Pharr, TX 78577	McAllen, TX 78501
PHONE	956-668-7587	956-668-9600	800-328-6195	956-240-7675	956-682-4040	956-383-3861	956-330-3725	956-685-5099	956-687-7446
FAX	956-668-7590	956-668-9603	952-885-0099	956-682-4013	956-682-4013	956-383-1037	956-994-8133	866-733-8509	956-928-1870
CONTACT	Eder Gallegos	Daniel Clarke	Nancy Peterson	Jose A. Flores Jr.	Humberto Barberena	Sonia Garcia	Viola Hanshaw	Francisco J. Morales	Andy Long
1	33	39	31	35	37	43	29	41	45
	33	39	31	35	37	43	29	41	45
	33	39	31	35	37	43	29	41	45
	33	39	31	35	37	43	29	41	45
2	9	9	7	2	10	10	8	9	10
	9	8	7	5	10	9	7	8	9
	9	8	7	5	10	9	7	8	9
	8	9	9	4	9	9	8	9	9
3	17	17	16	13	17	13	16	15	17
	17	16	13	9	18	17	13	14	16
	17	16	13	9	18	17	13	14	16
	16	17	16	10	17	17	16	17	17
4	17	17	16	14	17	16	16	16	17
	17	15	13	9	18	16	13	14	15
	17	15	13	9	18	16	13	14	15
	16	17	16	10	17	17	16	17	17
5	3	3	2	2	3	3	3	3	3
	3	2	2	2	3	3	2	3	3
	3	2	2	2	3	3	2	3	3
	2	3	2	2	3	3	3	3	3
6	1	0	1	0	0	0	0	1	0
	1	0	1	0	0	0	0	1	0
	1	0	1	0	0	0	0	1	0
	1	0	1	0	0	0	0	1	0
7	5	5	5	4	2	4	1	5	4
	5	5	5	4	2	4	1	5	4
	5	5	5	4	2	4	1	5	4
	5	5	5	4	2	4	1	5	4
TOTAL EVALUATION POINTS	84	87.5	75.5	65.75	86.75	91.5	69	88.75	93.75
RANKING	6	4	7	9	5	2	8	3	1



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

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

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

December 2, 2016

Henry Schein, Inc.
Attn: Mr. Jesse A. Garringer
135 Duryea Rd E-255
Melville, NY 11747

Dear Mr. Garringer:

On January 27, 2015, South Texas College awarded a contract to Henry Schein, Inc. for Nursing Allied Health Equipment and Supplies. 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 April 21, 2017 through April 20, 2018.

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 this 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 April 20, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

JESSE A. GARRINGER, VICE PRESIDENT
12-12-2016



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

December 2, 2016

Meadows Medical
Attr: Mr. Sean Gallagher
62 Old Country Road
Quogue, NY 11959

Dear Mr. Gallagher:

On January 27, 2015, South Texas College awarded a contract to Meadows Medical for Nursing Allied Health Equipment and Supplies. 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 April 21, 2017 through April 20, 2018.

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 this 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 April 20, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:  _____

Name Printed: Sean Gallagher _____

Date: 12/6/16 _____



South Texas College

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

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

(956) 872 4681
Fax (956) 872 4686

December 2, 2016

Med One Equipment Services
Attn: Mr. Jeremy Quick
10712 S. 1300 East
Sandy, UT 84094

Dear Mr. Quick:

On January 27, 2015, South Texas College awarded a contract to Med One Equipment Services for Nursing Allied Health Equipment and Supplies. 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 April 21, 2017 through April 20, 2018.

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 this 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 April 20, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

12/12/16



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

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

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

December 2, 2016

Moore Medical, LLC.
Attn: Ms. Janice Ligmanowski
1690 New Britain Ave
Farmington, CT 06032

Dear Ms. Ligmanowski:

On January 27, 2015, South Texas College awarded a contract to Moore Medical, LLC. for Nursing Allied Health Equipment and Supplies. 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 April 21, 2017 through April 20, 2018.

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 this 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 April 20, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Lisa Hunt

Date: 12/13/16



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

December 2, 2016

Enterprises, Inc./dba Pocket Nurse
Attn: Mr. Aaron Vicari
610 Frankfort Road
Monaca, PA 15061

Dear Mr. Vicari:

On January 27, 2015, South Texas College awarded a contract to Enterprises, Inc./dba Pocket Nurse for Nursing Allied Health Equipment and Supplies. 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 April 21, 2017 through April 20, 2018.

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 this 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 April 20, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Aaron Vicari

Date: 12/6/16



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

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

(956) 872 4681
Fax (956) 872 4688

December 2, 2016

Southeastern Emergency Equipment
Attn: Verlie Altmann
P O Box 1097
Youngsville, NC 27596

Dear Mr. Altmann:

On January 27, 2015, South Texas College awarded a contract to Southeastern Emergency Equipment for Nursing Allied Health Equipment and Supplies. 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 April 21, 2017 through April 20, 2018.

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 this 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 April 20, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Verlie Altmann

Name Printed: Verlie Altmann

Date: December 6, 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

December 3, 2016

Education To Go/A Division of
Cengage Learning
Attn: Beverly M. Jones
5191 Natop Blvd.
Mason, OH 45040

Dear Ms. Jones:

On March 29, 2016, South Texas College awarded a contract to Education To Go/A Division of Cengage Learning for Online Continuing Education 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 March 30, 2017 through March 29, 2018.

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 March 29, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

[Handwritten Signature]
Credith Gonzalez, Account Development Manager
ed290
12/6/2016



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

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

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

December 3, 2016

World Education LLC
Attn: Mr. Chris Gores
PO Box 151526
Arlington, TX 76015

Dear Mr. Gores:

On March 29, 2016, South Texas College awarded a contract to World Education LLC for Online Continuing Education 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 March 30, 2017 through March 29, 2018.

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 March 29, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: CHRIS GORES, VICE PRESIDENT

Date: 12/12/16

SOUTH TEXAS COLLEGE
9. DISTRICT WIDE FURNITURE REQUEST
JANUARY 31, 2017

#	Qty	Description	Unit Price	Extension	Requesting Department
Allsteel, Inc./Gateway Printing and Office Supply, Inc. (TXMAS)					
1	46	SCU-UWDF Scout Adjustable Chair with Arms	\$ 420.03	\$ 19,321.38	Technology Campus Bond FFE - Dr. Shirley A. Reed Chairs to be used in conference rooms at Technology Campus
2	1	Installation	\$	\$ 1,932.13	
		Allsteel, Inc. Total		\$ 21,253.51	
American Seating Company/Gateway Printing and Office Supply, Inc. (E&I/TXMAS)					
1	64	FGE22 NIMA Swivel Armless Computer Chair, Upholstered Seat/Back	\$ 196.27	\$ 12,561.28	La Joya Center Bond FFE - Dr. Shirley A. Reed Classroom Chairs and Tables
72		NIMA Sled Base Armless Student Chair, Upholstered Seat/Back	\$ 146.85	\$ 10,573.20	
36		JRA160P Alert Table Rec 18x60 T-DH L PP Polypropylene Edge SQ	\$ 183.54	\$ 6,607.44	
36		QQT#S-15522 Backbone Field Installed Legs	\$ 12.56	\$ 452.16	
36		QQT#S-15522 Spinserts # 074150 Plus, Screws	\$ 8.69	\$ 312.84	
12		TMP2P0 Modesty Panel 60" Table Length	\$ 37.35	\$ 448.20	
2	168	FGE22 NIMA Swivel Armless Computer Chair, Upholstered Seat/Back	\$ 196.27	\$ 32,973.36	Technology Campus Bond FFE - Dr. Shirley A. Reed Classroom Chairs and Tables
192		NIMA Sled Base Armless Student Chair, Upholstered Seat/Back	\$ 146.85	\$ 28,195.20	
96		JRA160P Alert Table Rec 18x60 T-DH L PP Polypropylene Edge SQ	\$ 183.54	\$ 17,619.84	
96		QQT#S-15522 Backbone Field Installed Legs	\$ 12.56	\$ 1,205.76	
96		QQT#S-15522 Spinserts # 074150 Plus, Screws	\$ 8.69	\$ 834.24	
32		TMP2P0 Modesty Panel 60" Table Length	\$ 37.35	\$ 1,195.20	
3	1	Installation	\$	\$ 11,636.80	
		American Seating Company Total		\$ 124,615.52	
Cramer, Inc./Gateway Printing and Office Supply, Inc. (TXMAS)					
1	72	RPM2.225 Rhino Plus Chair, Med Back 2 Way Adjustment, No Arms	\$ 347.71	\$ 25,035.12	La Joya Center Bond FFE - Dr. Shirley A. Reed Instructional Lab Stools
72		TXMAS SmartBuy Fee	\$ 5.29	\$ 380.88	
3		RPM2.225 Rhino Plus Chair, Med Back 2 Way Adjustment	\$ 415.39	\$ 1,246.17	
3		TXMAS SmartBuy Fee	\$ 6.31	\$ 18.93	
2	18	RSO1.3.225 Rhino Plus Round Stool, No Back	\$ 240.26	\$ 4,324.68	Technology Campus Bond FFE - Dr. Shirley A. Reed Lab Shelving Units
18		TXMAS Smart Buy Fee	\$ 3.65	\$ 65.70	
3	1	Installation	\$	\$ 3,107.14	
		Cramer, Inc. Total		\$ 34,178.62	
Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (TXMAS)					
1	18	2036KS Trakslider Top Shelf 36"w x 20"d	\$ 13.35	\$ 240.30	La Joya Center Bond FFE - Dr. Shirley A. Reed Training Lab Shelving Units
90		2036SS Slotted Standard Duty Shelf 36"w x 20"d	\$ 13.35	\$ 1,201.50	
36		7620LC Closed "L" Upright 20"d x 76-1/4"h	\$ 36.42	\$ 1,311.12	
36		QB3602 Kick Plate 36W, 2"H	\$ 4.72	\$ 169.92	
90		SB36 Slotted Back Stop 36"W x 2"H	\$ 3.70	\$ 333.00	
180		SR36 Shelf Reinforcement 20"	\$ 1.60	\$ 288.00	
216		SS-3614 Standard Duty Shelf Support 36", 14 GA	\$ 2.57	\$ 555.12	
1		Freight	\$ 1,762.00	\$ 1,762.00	
1		TXMAS SmartBuy	\$ 62.41	\$ 62.41	

**SOUTH TEXAS COLLEGE
9. DISTRICT WIDE FURNITURE REQUEST
JANUARY 31, 2017**

#	Qty	Description	Unit Price	Extension	Requesting Department
2	4	2036KS Trakslider Top Shelf 36"w x 20"d	\$ 13.35	\$ 53.40	Technology Campus Bond FFE - Dr. Shirley A. Reed
	20	2036SS Slotted Standard Duty Shelf 36" w x 20" d	\$ 13.35	\$ 267.00	Training Lab Shelving Units
	8	7620LC Closed "L" Upright 20"d x 76-1/4"h	\$ 36.42	\$ 291.36	
	8	QB3602 Kick Plate 36W, 2"H	\$ 4.72	\$ 37.76	
	20	SB36 Slotted Back Stop 36"W x 2"H	\$ 3.70	\$ 74.00	
	40	SR36 Shelf Reinforcement 20"	\$ 1.60	\$ 64.00	
	48	SS-3614 Standard Duty Shelf Support 36", 14 GA	\$ 2.57	\$ 123.36	
	4	TXMAS SmartBuy	\$ 3.46	\$ 13.84	
	1	Freight	\$ 529.00	\$ 529.00	
3	1	Installation	\$	\$ 748.53	
		Datum Filing Systems, Inc. Total	\$	8,125.62	
Exemplis Corporation/Gateway Printing and Office Supply, Inc. (NIPA/TXMAS)					
1	61	40Y.A17 TR2 Task Chair Enhanced Synchro Control	\$ 328.42	\$ 20,033.62	Technology Campus Bond FFE - Dr. Shirley A. Reed
	8	VS.FS8 Visit, Upholstered Arm Chair 35H x 28.5 x 29D	\$ 717.38	\$ 5,739.04	Staff Chairs and Instructional Lab Stools
	10	VS Visit Armless Single Seat Chair 35H x 22.5 x 29D	\$ 624.45	\$ 6,244.50	
2	5	40Y.A17 TR2 Task Chair Enhanced Synchro Control	\$ 328.42	\$ 1,642.10	Mid Valley Campus Bond FFE - Dr. Shirley A. Reed
3	1	Installation	\$	\$ 3,365.92	Chairs for Thermal Plant Staff
		Exemplis Corporation Total	\$	37,025.18	
The Hon Company/Gateway Printing and Office Supply, Inc. (TXMAS/TIPS)					
1	44	HS72ABC Brigade Bookcase 5-Shelf, Black	\$ 184.80	\$ 8,131.20	Technology Campus Bond FFE - Dr. Shirley A. Reed
	44	H314 Vertical File 4 Drawer Letter with Lock, Black	\$ 236.88	\$ 10,422.72	Bookcases and File Cabinets for Faculty and Staff
2	1	HS72ABC Brigade Bookcase 5-Shelf, Black	\$ 184.80	\$ 184.80	Mid Valley Campus Bond FFE - Dr. Shirley A. Reed
	1	H314 Vertical File 4 Drawer Letter with Lock, Black	\$ 236.88	\$ 236.88	Bookcase and File Cabinet for Thermal Plant Staff
3	1	Installation	\$	\$ 1,895.55	
		The Hon Company Total	\$	20,871.15	
Krueger International, Inc./Gateway Printing and Office Supply, Inc. (NJPA/TXMAS)					
1	6	K162/JR39 Impress Task, Pedestal Base T-Arms, Upholstered	\$ 375.84	\$ 2,255.04	La Joya Center Bond FFE - Dr. Shirley A. Reed
	6	Upcharge Per Unit	\$ 30.63	\$ 183.78	Instructor Classroom Tables and Chairs
	6	B255-74P Barron Fixed Leg Rectangle T-Base Table 30x60"	\$ 611.52	\$ 3,669.12	
	2	HUN2060-74P Hurry Up Table 20x60" 74 P Edge	\$ 583.68	\$ 1,167.36	
2	4	MSP Maestro Stack Chair, Polypropylene	\$ 74.88	\$ 299.52	Technology Campus Bond FFE - Dr. Shirley A. Reed
	1	BR35FX-74P Barron Fixed Leg Round Table LX Base, 74P Edge, 42"	\$ 680.64	\$ 680.64	Small Conference Room Tables and Chairs, Instructor Chairs,
	1	PINR3060C-74P Pirouette, Nesting Collaborative, Rectangular 30x60"	\$ 539.04	\$ 539.04	Guest Area Chairs, Industrial Lab Stools, Lecture Tables,
	4	MSP Maestro Stack Chair, Polypropylene	\$ 74.88	\$ 299.52	Large Conference Room Tables, Industrial Lab Tables,
	1	BR35FX-74P Barron Fixed Leg Round Table LX Base, 74P Edge, 42"	\$ 680.64	\$ 680.64	and Faculty and Staff Desks
	8	PINR3072C-74P Pirouette, Nesting Collaborative, Rectangular 30x72"	\$ 578.40	\$ 4,627.20	
	1	K162/JR39 Impress Task, Pedestal Base T-Arms, Upholstered	\$ 375.84	\$ 375.84	
	1	Up Charge Per Unit	\$ 30.63	\$ 30.63	
	1	BR255F-74P Barron Fixed Leg Table, T Base 74P Edge 30x60"	\$ 611.52	\$ 611.52	
	1	K162/JR39 Impress Task, Pedestal Base T-Arms, Upholstered	\$ 375.84	\$ 375.84	
	1	upcharge per unit	\$ 30.63	\$ 30.63	

**SOUTH TEXAS COLLEGE
9. DISTRICT WIDE FURNITURE REQUEST
JANUARY 31, 2017**

#	Qty	Description	Unit Price	Extension	Requesting Department
	1	K162/JR39 Impress Task, Pedestal Base T-Arms, Upholstered	\$ 375.84	\$ 375.84	
	1	upcharge per unit	\$ 30.63	\$ 30.63	
	1	B255F-74P Barron Fixed Leg Rectangular Table, 74P Edge 30x60"	\$ 611.52	\$ 611.52	
	1	K162/JR39 Impress Task, Pedestal Base T-Arms, Upholstered	\$ 375.84	\$ 375.84	
	1	upcharge per unit	\$ 30.63	\$ 30.63	
	1	B255F-74P Barron Fixed Leg Rectangular Table, 74P Edge 30x60"	\$ 611.52	\$ 611.52	
	1	K162/JR39 Impress Task, Pedestal Base T-Arms, Upholstered	\$ 375.84	\$ 375.84	
	1	upcharge per unit	\$ 30.63	\$ 30.63	
	1	B255F-74P Barron Fixed Leg Rectangular Table, 74P Edge 30x60"	\$ 611.52	\$ 611.52	
	1	K162/JR39 Impress Task, Pedestal Base T-Arms, Upholstered	\$ 375.84	\$ 375.84	
	1	upcharge per unit	\$ 30.63	\$ 30.63	
	1	B255F-74P Barron Fixed Leg Rectangular Table, 74P Edge 30x60"	\$ 611.52	\$ 611.52	
	9	TOGL3072EL-74P Toggle Table Rectangular Electric Base, 74P	\$ 867.84	\$ 7,810.56	
	3	TRER30 Trellis, End of Run Cover 30"H	\$ 21.12	\$ 63.36	
	12	TRFTINL Trellis Inline Foot	\$ 38.88	\$ 466.56	
	3	TRIB30 Trellis Base Infred 30"H	\$ 130.56	\$ 391.68	
	6	TRJP TJ 810 Jumper 18 1/2"	\$ 39.36	\$ 236.16	
	9	TRLI7230 Trellis Power and Data Chase, Lam Insert 72Wx30"H	\$ 326.88	\$ 2,941.92	
	9	TRRECP.1.15 Amp Duplex Receptacle for Raceway Use 6 Circuit, Circuit 1	\$ 10.08	\$ 90.72	
	9	TRRECP.4I 15 Amp Duplex Receptacle for Raceway Use 6 Circuit, Circuit 4	\$ 10.08	\$ 90.72	
	2	7D/D3048-SE-F Desk Full Modesty Panel, Self Edge 30x48"W	\$ 480.96	\$ 961.92	
	2	S79/1530WBBF Files Supporting Ped-Box/File 30" Nominal Depth	\$ 408.00	\$ 816.00	
	1	K162/JR39 Impress Task, Pedestal Base T-Arms, Upholstered	\$ 375.84	\$ 375.84	
	1	upcharge per unit	\$ 30.63	\$ 30.63	
	15	818BA Industrial Stool Uphold Seat/Backrest, Adj 19-27"H	\$ 88.32	\$ 1,324.80	
	1	B255F-74P Barron Fixed Leg Rectangular Table, 74P Edge 30x60"	\$ 611.52	\$ 611.52	
	1	7D/D3048-SE-F Desk Full Modesty Panel, Self Edge 30x48"W	\$ 480.96	\$ 480.96	
	1	S79/1530WBBF Files Supporting Ped-Box/File 30" Nominal Depth	\$ 408.00	\$ 408.00	
	12	818BA Industrial Stool Uphold Seat/Backrest, Adj 19-27"H	\$ 88.32	\$ 1,059.84	
	12	RAPW.AUS Rapture Four Leg Armchair, Uphold Seat/Poly Back	\$ 194.88	\$ 2,338.56	
	3	7D/B2436-74P-F Desk Bridge Full Modesty Panel, 74P Edge	\$ 350.88	\$ 1,052.64	
	3	7D/D2472-74P-F Desk Full Modesty Panel 74P Edge	\$ 487.20	\$ 1,461.60	
	3	7D/D3066-74P-F Desk Full Modesty Panel, 74P	\$ 558.72	\$ 1,676.16	
	3	S7P/1524WBBF Files Supporting Ped-Box/File-24"	\$ 386.88	\$ 1,160.64	
	3	S7P/1524WFFF Files Supporting Ped-Box/File-24"	\$ 353.76	\$ 1,061.28	
	3	BR35FX-74P Barron Fixed Leg Round Table LX Base, 74P Edge, 42"	\$ 680.64	\$ 2,041.92	
	34	RAPW.AUS Rapture Four Leg Armchair, Uphold Seat/Poly Back	\$ 194.88	\$ 6,625.92	
	34	7D/D3066-74P-F Desk Full Modesty Panel, 74P	\$ 558.72	\$ 18,996.48	
	34	7D/R2442-74P-F Desk Return Full Modesty Panel, 74P Edge	\$ 400.80	\$ 13,627.20	
	34	S79P/1524WBBF Files Supporting Ped-Box/File 24" Nominal	\$ 386.88	\$ 13,153.92	
	34	S7P/1524WFFF Files Supporting Ped-Box/File-24"	\$ 353.76	\$ 12,027.84	
	22	RAPW.AUS Rapture Four Leg Armchair, Uphold Seat/Poly Back	\$ 194.88	\$ 4,287.36	
	5	7D/D3066-74P-F Desk Full Modesty Panel, 74P	\$ 558.72	\$ 2,793.60	
	5	7D/R2442-74P-F Desk Return Full Modesty Panel, 74P Edge	\$ 400.80	\$ 2,004.00	
	5	S7P/1524WBBF Files Supporting Ped-Box/File-24"	\$ 386.88	\$ 1,934.40	
	5	S7P/1524WFFF Files Supporting Ped-Box/File-24"	\$ 353.76	\$ 1,768.80	
	4	PINR.3072C-74P Pirouette, Nesting Collaborative, Rectangular 30x72"	\$ 578.40	\$ 2,313.60	

**SOUTH TEXAS COLLEGE
9. DISTRICT WIDE FURNITURE REQUEST
JANUARY 31, 2017**

#	Qty	Description	Unit Price	Extension	Requesting Department
3	1	RAPWAUS Rapture Four Leg Armchair, Uphold Seat/Poly Back	\$ 194.88	\$ 194.88	Mid Valley Campus Bond FFE - Dr. Shirley A. Reed
	1	7D/D3066-74P-F Desk Full Modesty Panel, 74P	\$ 558.72	\$ 558.72	Desk and Guest Chair for Thermal Plant Staff
	1	7D/R2442-74P-F Desk Return Full Modesty Panel, 74P Edge	\$ 400.80	\$ 400.80	
	1	S7P/1524W/BBF Files Supporting Ped-Box/File-24"	\$ 386.88	\$ 386.88	
	1	S7P/1524W/FF Files Supporting Ped-File/File-24"	\$ 353.76	\$ 353.76	
	4	7D/D3048-SF-F Desk Full Modesty Panel 30" x 48"	\$ 480.96	\$ 1,923.84	
	4	S7P/1530W/BBF File Supporting Pedestal-Box/Box/File 30"	\$ 408.00	\$ 1,632.00	
4	1	Installation	\$	\$ 15,667.83	
		Krueger International, Inc. Total	\$	\$ 172,346.22	
		MSC Industrial Supply Company (TASB - Buyboard)			
1	9	Open Workbay 45 Gal.Self-Closing Safety Cabinet	\$ 805.88	\$ 7,252.92	Technology Campus Bond FFE -- Dr. Shirley A. Reed
2	8	Workbench 60" x 30" Solid Laminate Maple w/"Butcher Block"	\$ 302.25	\$ 2,418.00	Instructional Lab Safety Cabinets and Workbenches
3	1	Installation	\$	\$ 1,000.00	
		MSC Industrial Supply Company	\$	\$ 10,670.92	
		National Office Furniture/Gateway Printing and Office Supply, Inc. (TXMAS/NIPA-TCPN)			
1	9	N32T24ENL Reno End Table Round	\$ 428.80	\$ 3,859.20	Technology Campus Bond FFE - Dr. Shirley A. Reed
		Installation	\$	\$ 393.63	Lobby Tables for the Technology Campus Center
2	1	National Office Furniture Total	\$	\$ 4,252.83	
		NOVA Solutions, Inc./Gateway Printing and Office Supply, Inc. (TXMAS/TIPS)			
1	32	46-DL247130RX-TE0728NK Double User Workstation	\$ 1,459.80	\$ 46,713.60	La Joya Center Bond FFE - Dr. Shirley A. Reed
		Installation	\$	\$	Workstation for Students to use at La Joya Center
2	84	46-DL247130RX-TE0728NK Double User Workstation	\$ 1,459.80	\$ 122,623.20	Technology Campus Bond FFE - Dr. Shirley A. Reed
		Installation	\$	\$	Workstations for Students to use at Technology Campus
3	1	NOVA Solutions, Inc. Total	\$	\$ 16,933.68	
		FURNITURE TOTAL	\$	\$ 619,610.05	



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

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

(956) 872 4681
Fax (956) 872 4688

December 9, 2016

Halff Associates, Inc.
Attn: Robert L. Saenz, PE, CFM, PMP
5000 W Military Hwy Suite 100
McAllen, TX 78503

Dear Mr. Saenz,

On March 31, 2015, South Texas College awarded a contract to your company for Civil Engineering Services-On Call 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 March 31, 2017 through March 30, 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,

Becky Cavazos
Director of Purchasing

Renewal of contract accepted through March 30, 2018 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature: _____

Name (Printed):

ROBERT L. SAENZ

Date:

12/09/2016



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

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

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

December 9, 2016

Melden & Hunt, Inc.
Attn: Mr. Fred L. Kurth, PE, RPLS
115 W. McIntyre Street
Edinburg, TX 78541

Dear Mr. Kurth,

On March 31, 2015, South Texas College awarded a contract to your company for Civil Engineering Services-On Call 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 March 31, 2017 through March 30, 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,

Becky Cavazos
Director of Purchasing

Renewal of contract accepted through March 30, 2018 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature: _____

Name (Printed): _____

Date: _____

Fred L. Kurth
Fred L. Kurth, Pres.

12-8-16



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

December 9, 2016

Perez Consulting Engineers, LLC.
Attn: J. David Perez, P.E.
808 Dallas Avenue
McAllen, TX 78501

Dear Mr. Perez,

On March 31, 2015, South Texas College awarded a contract to your company for Civil Engineering Services-On Call 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 March 31, 2017 through March 30, 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,

Becky Cavazos
Director of Purchasing

Renewal of contract accepted through March 30, 2018 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature: _____

Name (Printed): J. David Perez

Date: 12-8-16



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

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

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

December 9, 2016

R. Gutierrez Engineering Corporation
Attn: Mr. Ramiro Gutierrez, PE
130 E. Park Avenue
Pharr, TX 78577

Dear Mr. Gutierrez,

On March 31, 2015, South Texas College awarded a contract to your company for Civil Engineering Services-On Call 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 March 31, 2017 through March 30, 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,

Becky Cavazos
Director of Purchasing

Renewal of contract accepted through March 30, 2018 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature: Ramiro Gutierrez

Name (Printed): RAMIRO GUTIERREZ

Date: 12/8/2016



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

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

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

December 5, 2016

Valley View Consulting, LLC
Attn: Ms. Susan K. Anderson
130 Pecan Creek Drive
Horseshoe Bay, TX 78657

Dear Ms. Anderson:

On March 31, 2015, South Texas College awarded a contract to Valley View Consulting, LLC for investment advisory services. The award allowed for two additional 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 term of the contract and would like to renew for an additional one-year period. The first renewal period will be from April 1, 2017 through March 31, 2018.

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 March 31, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

Richard G. Long, Jr.
RICHARD G. Long, JR. MANAGER
12/9/2017

**SOUTH TEXAS COLLEGE
12. DISTRICT WIDE TECHNOLOGY REQUEST
JANUARY 31, 2017**

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	\$ 665.00	\$ 665.00	Division of Business and Technology - Mario Reyna (1) New system for new Conference Room at Tech
2	1	Computer 3040 MT, i5-6500 Processor, 500GB Hard Drive, 8GB Memory 20" Monitor, Integrated Video Card, 8X DVD+/-RW, Warranty	\$ 665.00	\$ 665.00	Psychological Science Program - Janene Israel (1) Replacement of 3-yr-old system for Dept Faculty
3	2	Computer 3040 MT, i5-6500 Processor, 500GB Hard Drive, 8GB Memory 20" Monitor, Integrated Video Card, 8X DVD+/-RW, Warranty	\$ 665.00	\$ 1,330.00	Biology Program - Murad Odeh (2) New systems for new Dept Faculty
4	4	Computer 3040 MT, i5-6500 Processor, 500GB Hard Drive, 8GB Memory 20" Monitor, Integrated Video Card, 8X DVD+/-RW, Warranty	\$ 665.00	\$ 2,660.00	Construction - Pecan Plaza HR Conversion - Dr. Shirley Reed (4) New systems for new offices for Human Resources
5	108	Computer 3040 MT, i5-6500 Processor, 500GB Hard Drive, 8GB Memory 20" Monitor, Integrated Video Card, 8X DVD+/-RW, Warranty	\$ 680.00	\$ 73,440.00	Computer Science Program - Saeed Molki Replacement of out-of-warranty systems for Computer Science Program Labs at Pecan
6	1	Computer 3040 MT, i5-6500 Processor, 500GB Hard Drive, 8GB Memory 24" Monitor, Integrated Video Card, 8X DVD+/-RW, Warranty	\$ 868.59	\$ 868.59	Chemistry Program - Enriqueta Cortez (1) New system for new Dept Faculty
		COMPUTER TOTAL		\$ 79,628.59	
LAPTOPS					
7	12	Laptop E5470 Intel Core i5-6200U, 250GB Hard Drive, Battery, 16GB Memory, Intel Dual Band Wireless Driver, Warranty	\$ 1,343.50	\$ 16,122.00	Engineering Program - Enriqueta Cortez (10) New systems for class instruction
8	1	Laptop MacBook Pro, 2.0GHz Dual-Core Intel Core i5 Processor, 256GB Flash Storage, 8GB Memory, Intel Iris Graphics 540 Video Card, Sling Sleeve, Warranty	\$ 1,601.00	\$ 1,601.00	Grant Development, Management, & Compliance - Virginia (1) New system for new Dept Staff
		LAPTOP TOTAL		\$ 17,723.00	
		COMPUTER/LAPTOP TOTAL		\$ 97,351.59	

Review and Recommend Action on Revision and Deletion of Personnel Policies and Proposed New Policy

Approval of revision and deletion of personnel policies and proposed new policy will be requested at the January 31, 2017 Board meeting.

A. Revision

1. Revise Policy #4115: Personnel Appointments
 - The revised policy clarifies the appointments that are classified as at-will.
2. Revise Policy #4118: Provision of Faculty Letter of Appointment and Name Change to Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee
 - The revised policy clarifies the timeframe within hearing procedures as working days.
 - Includes provisions of former Policy #4921: Termination of Annual Employees During The Term of Their Letter of Appointment.
3. Revise Policy #4911: Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees and Name Change to Disciplinary Action Procedures
 - The revised policy addresses disciplinary action procedures for all employees.

B. New

1. New Policy #4901: Standards of Conduct
 - New policy is necessary to replace the former Standards of Conduct Policy 4002 which required substantial revisions.

C. Deletion

1. Delete Policy #4002: Standards of Conduct
 - Provisions of proposed deleted policy have been incorporated into new Policy #4901: Standards of Conduct, to clarify requisite standards of conduct at South Texas College.
2. Delete Policy #4920: Discipline and Dismissal
 - Provisions of proposed deleted policy have combined Policy #4911: Disciplinary Action Procedures and New Policy #4901: Standards of Conduct, so that documentation and disciplinary procedures are set out with greater specificity and clarity.

3. Delete Policy #4921: Termination of Annual Employees During The Term of Their Letter of Appointment

- Provisions of proposed deleted policy have been combined into Policy #4118: Provision of Faculty Letter of Appointment, with Name Change to Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee.

In summary, the policy revisions, deletions, and new policy are as follows:

Revised Policy			
	No.	CURRENT	REVISED
1	4115	Personnel Appointments	No change to title
2	4118	Provision of Faculty Letter of Appointment	Name Change to 4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee
3	4911	Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees	4911: Disciplinary Action Procedures
Deleted Policy into New Policy			
	No.	DELETE	NEW
1	4002	Standards of Conduct	4901: Standards of Conduct
2	4920	Discipline and Dismissal	4911: Disciplinary Action Procedures and 4901: Standards of Conduct
3	4921	Termination of Annual Employees During The Term of Their Letter of Appointment	4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employees

The revised, deleted, and new personnel policies follow in the packet for the Committee's information and review. The additions to the policies are highlighted in yellow and the deletions are designated with a red strikeout.

The revised, deleted, and new personnel policies have been reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and/or by Legal Counsel.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the January 31, 2017 Board meeting, the revision and deletion of personnel policies and a proposed new policy as presented and which supersedes any previously adopted Board policy.

MANUAL OF POLICY

Title	Personnel Appointments	4115
Legal Authority	Approval of Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Minute Order dated April 8, 1998 As Amended by Board Minute Order dated December 20, 2001 As Amended by Board Minute Order dated May 15, 2003 As Amended by Board Minute Order dated June 26, 2014 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

The President of the College or the President's designee(s) is (are) authorized to employ, set the terms of employment, terminate, suspend, and otherwise make personnel decisions concerning personnel for Board approved Staffing Plan and temporary positions. No employee of the College other than the President has any authority to make oral or written representations or agreements with any employee for employment for any specified length of time or for employee benefits.

Employees whose positions fall within the Executive, Administrative, or *full-time regular* Faculty job classifications, with the exception of the College President, are employed on a one (1) year or less employment contract basis with no expectation of continued employment or property rights beyond the length of appointment. The letter of appointment must be electronically or manually signed by the President and by the respective employee and returned to the Office of Human Resources by stated deadline.

Adjunct, ~~faculty are employed on an as needed basis for a semester with no expectation of continued employment or property rights beyond the semester assignment.~~ Temporary full-time *temporary*, and dual enrollment faculty are employed on an as needed, *non-contractual, at-will*, basis ~~for a semester or one (1) year~~ with no expectation of continued employment or property rights beyond the assignment.

Grant funded employees, *not employed under a letter of appointment*, are employed on an as needed, *non-contractual, at-will* basis ~~for a one (1) year or less~~ with no expectation of continued employment or property rights beyond the assignment, ~~letter of appointment~~ or timeline of the grant.

All employees whose positions fall within the *Full Time Temporary category, including Professional/Technical Support, Classified, Direct Wage, or Student Workstudy* job classifications are employed on a non-contractual, at-will basis *with no expectation of continued employment or property rights beyond the assignment term.*

~~Any of the above referenced employees may be regular or temporary employees.~~ A *full-time* regular employee is an employee whose position is included in the Staffing Plan adopted by the Board of Trustees in conjunction with the College's fiscal year budget. A *full-time* temporary employee is an employee whose position is not included in the Staffing Plan but is otherwise provided for in the budget or with grant provisions.

All new hires are considered to be officially employed after they have completed the required hiring documents. Each individual shall report to the Office of Human Resources, provide the necessary documents required by the Immigration Naturalization Service, present his/her social security document for the College payroll system and complete all other new hire paperwork. When the orientation process is concluded, an Authorization to Work form will be given to the new employee authorizing him/her to report to their respective Department and Supervisor.

MANUAL OF POLICY

Title	Provision of Faculty Letter of Appointment: <i>Faculty, Administrative, or Executive Employee</i>	4118
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated February 21, 2002 As Amended by Board Minute Order dated April 28, 2015 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

Notice of Letter of Appointment Renewal or Non-renewal: *Faculty*

The College shall notify each faculty member whose Letter of Appointment is about to expire whether the College proposes to renew or not renew the Letter of Appointment for the next academic year as follows: Faculty members who have already completed a year of employment as full time regular faculty members with the College shall be given notice not later than February 15. Faculty members who are in their first year of employment with the College shall be given notice not later than April 15.

The College shall be deemed to have given the faculty member timely notice if it provides notice electronically or hand delivers the notice to the faculty member or deposits the notice to the custody of the U.S. Postal Service by the deadline date in a sealed envelope addressed to the faculty member to the address specified by the faculty member.

The College's failure to provide this notice by the specified date shall be deemed an election by the College to employ the faculty member in the same professional capacity for the following academic year.

Acceptance of Offer of Appointment: *Faculty, Administrative, or Executive Employee*

The College shall provide notice to each faculty member, *administrative, or executive employee* who is proposed to be renewed for the next academic *or fiscal year, as applicable*, an offer of appointment for the upcoming academic year *or fiscal year, as applicable*. The letter of appointment, if accepted, must be electronically or manually signed by the respective employee and returned to the Office of Human Resources by the stated deadline. Failure to respond by the deadline date indicated on the letter of appointment will constitute a rejection of the offer.

Notice Under Letter of Appointment: *Faculty, Administrative, or Executive Employee*

Before a Faculty Member, *administrative, or executive employee* employed under a Letter of Appointment may be terminated, suspended without pay, or released because of a necessary reduction of personnel, the President must notify the Faculty Member, *administrative, or executive employee* in writing of the proposed action and the grounds for the action.

Hearing Under Letter of Appointment: *Faculty, Administrative, or Executive Employee*

If a Faculty Member, *administrative, or executive employee* employed under a Letter of Appointment desires a hearing after receiving notice of the proposed termination, proposed non-renewal, or proposed suspension without pay, the Faculty Member, *administrative, or executive employee* shall notify the President in writing not later than the 10th working day after the date the Faculty Member, *administrative, or executive employee* receives the notice of the proposed action. The President shall schedule a hearing to be held not later than the ~~3~~20th working day after the date the President receives the request for a hearing unless the parties agree in writing to a different date.

MANUAL OF POLICY

Title	Provision of Faculty Letter of Appointment: <i>Faculty, Administrative, or Executive Employee</i>	4118
Legal Authority	Approval of the Board of Trustees	Page 2 of 3
Date Approved by Board	Board Minute Order dated February 21, 2002 As Amended by Board Minute Order dated April 28, 2015 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

At the hearing, the Faculty Member, *administrative, or executive employee* may:

- (1) be represented by *legal counsel or* a representative of the Faculty Member *administrative, or executive employee*'s choice;
- (1) hear the evidence supporting the reason for the proposed action;
- (2) call witnesses;
- (3) cross-examine witnesses; and
- (4) present evidence.

Decision of President

If the Faculty Member, *administrative, or executive employee* does not request a hearing, the President shall:

- (1) proceed to take the appropriate action to terminate the or suspend the faculty member, *administrative, or executive employee* without pay without further notice to the Faculty Member, *administrative, or executive employee* before taking such action; and
- (2) notify the Faculty Member, *administrative, or executive employee* in writing of that action not later than the 30th working day after the date the notice of proposed action was sent to the Faculty Member, *administrative, or executive employee*.

If the Faculty Member, *administrative, or executive employee* requests a hearing, following the hearing the President shall notify the Faculty Member, *administrative, or executive employee* in writing of that action not later than the 15th working day after the date on which the hearing is concluded.

Resignation Under Letter of Appointment: *Faculty*

To resign in good standing, a Faculty Member employed under a Letter of Appointment *whose term has not yet commenced*, shall be required to file a written *resignation request to be released from the Letter of Appointment* with the Office of Human Resources or the President's designee not later than the 45th calendar day before the *first effective day date of instruction* letter of appointment of the following academic year. A written resignation mailed by prepaid certified or registered mail to the Office of Human Resources, the President or the President's designee at the post office address of the College is considered filed at the time of mailing.

MANUAL OF POLICY

Title	Provision of Faculty Letter of Appointment: <i>Faculty, Administrative, or Executive Employee</i>	4118
Legal Authority	Approval of the Board of Trustees	Page 3 of 3
Date Approved by Board	Board Minute Order dated February 21, 2002 As Amended by Board Minute Order dated April 28, 2015 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

A Faculty Member employed under a Letter of Appointment may request a release from the Letter of Appointment in good standing at any other time with the ~~consent~~ approval of the President or the President's designee *by submitting a written request to be released from the Letter of Appointment not less than 45 calendar days prior to the effective date of the resignation.*

Resignation Under Letter of Appointment: Administrative, or Executive Employee

Executive and Administrative staff employed under a Letter of Appointment may request a release from the Letter of Appointment *not less than 45 calendar days prior to the effective date of the resignation. Approval of release of appointment must be obtained from the President.*

A Faculty Member, *administrative, or executive employee* who does not resign in good standing shall not be eligible for re-employment.

Termination or Suspension Under Letter of Appointment: *Faculty, Administrative, or Executive Employee*

The President may terminate a Letter of Appointment and discharge a Faculty Member *administrative, or executive employee* at any time for good cause or a financial exigency or program change that requires a reduction in personnel as determined by Board Policy.

A faculty member, administrative, or executive employee terminated for cause will not be eligible for re-employment with the College.

MANUAL OF POLICY

Title	Disciplinary Action Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees*	4911
Legal Authority	Approval of the Board of Trustees	Page 1 of 4
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 1, 2000 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

Purpose

This policy establishes a procedure for guiding supervisors in disciplining employees under their supervision who engage in conduct that fails to conform to the College's employee standards of conduct.

~~The Disciplinary Documentation policy has been established in order to evaluate management decisions relating to employee disciplinary matters. Proper documentation will assist the President in making determinations as to whether or not any employee policy such as Americans with Disabilities Act, the Equal Employment Opportunity Act, other Federal and State laws or College policies are being violated by supervisory personnel.~~

~~The Disciplinary Documentation policy is to be used by the College Administration as a tool to determine the adequacy of administrators in their roles and duties as supervisors of College employees. The documentation process is not a due process procedure and an employee has no right of appeal. An employee may file or present a grievance as set out in Paragraph #4 on Page 2 of this policy. The policy applies to all disciplinary actions including decisions not to renew or recommend renewal of annual letters of appointment for staffing plan positions.~~

Disciplinary Action Concerning Employees:

Disciplinary action ~~concerning~~ against an employees shall be initiated by the immediate supervisor or ~~by the department head~~ *other supervisor within the chain of command*. ~~Provided, all Any~~ disciplinary actions above ~~other than~~ verbal reprimands shall be approved by the department head. ~~The severity of the disciplinary action should match the corresponding conduct of the employee taking~~ *Supervisory personnel should take* into consideration the following:

1. Severity of the offense;
2. Frequency of the offense, if appropriate;
3. Duration of employment;
4. Conduct of the employee;
5. Effect of the action of the employee on the general public, fellow workers, and the College; and
6. All other extenuating circumstances relating to the particular facts of the situation.

~~The severity of the disciplinary action should match the corresponding conduct of the employee taking into consideration appropriate circumstances.~~ The decision to discipline an employee should be made within a reasonable time after ~~investigating the corresponding conduct or incident.~~ *the occurrence of conduct or incident warranting disciplinary action. Supervisory personnel shall consult the Director of Human Resources for assistance and guidance in disciplinary actions other than verbal reprimands.*

~~*For termination of annual employees during the term of their letter of appointment should reference Policy 4921: Termination of Annual Employees During The Term of Their Letter of Appointment~~

MANUAL OF POLICY

Title **Disciplinary Action Documentation Procedures** 4911
~~For Non-Annual Employees and Non-Renewal of Annual Employees*~~

Legal Authority **Approval of the Board of Trustees** Page 2 of 4

Date Approved by Board **Board Minute Order dated November 9, 1995**
As Amended by Board Minute Order dated May 1, 2000
As Amended by Board Minute Order dated January 31, 2017

Disciplinary Action: Verbal Warning

~~1. Basic disciplinary action includes counseling sessions where the employees are counseled about their actions by the immediate supervisor or the department head.~~

A verbal warning is a basic disciplinary action where an employee is verbally informed by an immediate supervisor, or other supervisor within the chain of command, that the employee has engaged in conduct which fails to conform to the standards of conduct for College employees, and is admonished about the possible adverse consequences of engaging in the non-conforming conduct. In addition to a verbal warning, an employee may be counseled by a supervisor, or other supervisor within the chain of command, about how the employee may improve his/her conduct. A verbal warning or ~~counseling sessions~~ may be noted by the immediate supervisor, or other supervisor within the chain of command, ~~or department head in a management folder~~ maintained internally by the immediate supervisor. ~~department head which does not become a part of the employee's personnel file.~~

Disciplinary Action: Written Reprimand

~~2. Where appropriate, the immediate supervisor and/or department head may issue a written reprimand which is a written documentation of the employee's conduct which does not meet the College's expectations of conduct. Written reprimands will be discussed with the employee and be placed in the personnel file of the employee as maintained by the individual department. Written reprimands are to be forwarded to the College Office of Human Resources.~~

An immediate supervisor and/or department head may issue a written reprimand to an employee whose conduct fails to conform to the College's standard of conduct for employees. A written reprimand need not be preceded by a verbal reprimand. But, a written reprimand shall be issued if the employee fails to correct his conduct after having received a verbal reprimand. A written reprimand shall identify the employee's non-conforming conduct and admonishes the employee about the possible adverse consequences for engaging in the same or other non-conforming conduct. Written reprimands shall be discussed with the employee and be placed in the employee's personnel file at the Office of Human Resources. An employee may file a written response to the disciplinary action within 3 working days after receipt which response will be filed with the Office of Human Resources to be placed in the employee's file. Procedures and guidance for the written reprimand may be obtained from the Office of Human Resources.

Disciplinary Action: Conduct and Performance Improvement Plan

Where an employee's conduct fails to conform to the College's standard of conduct after having received a verbal warning and/or a written reprimand, the immediate supervisor and/or department head may, in lieu of recommending termination, place the employee on a written Conduct and Performance Improvement Plan. This plan should be developed with the assistance of the Director of Human Resources or the Employee Relations Officer. The Conduct and Performance Improvement Plan may be for no more than three (3) months, and should follow the procedures established and maintained at the Office of Human Resources. A Conduct and Performance Improvement Plan may be modified, as needed, to assist the employee in conduct improvement.

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title **Disciplinary ~~Action~~ ~~Documentation~~ Procedures** 4911
~~For Non-Annual Employees and Non-Renewal of Annual Employees*~~

Legal Authority **Approval of the Board of Trustees** Page 3 of 4

Date Approved by Board **Board Minute Order dated November 9, 1995**
As Amended by Board Minute Order dated May 1, 2000
As Amended by Board Minute Order dated January 31, 2017

A Conduct and Performance Improvement Plan is to be placed in the employee's personnel file. An employee who fails to satisfactorily complete a Conduct and Performance Improvement Plan is subject to termination from employment for such failure and for the conduct precipitating the improvement plan.

Disciplinary Action: Suspension Without Pay

~~3. In appropriate circumstances, the immediate supervisor may recommend to the department head or the department head may initiate demotion or suspension without pay status, and/or propose remedial action by the employee. Such action shall be accompanied by written documentation relating to the employee's conduct including all relative facts relating thereto and the rationalization for the action. Prior to the effective date of such action, notice shall be delivered to the affected employee and forwarded to the Office of Human Resources. An employee may file a written response to the disciplinary action within 3 working days after receipt which response will be filed with the Office of Human Resources to be placed in the employee's file. The Human Resources supervisor shall review the disciplinary action to determine whether additional information needs to be presented and if the disciplinary action is an appropriate management decision. The Human Resources manager may alter, approve or disapprove such disciplinary action. A copy of the disciplinary action shall be delivered by the Human Resources supervisor to the employee. The decision of the Office of Human Resources shall be final on all such disciplinary action.~~

An at-will employee may be suspended without pay to discipline the employee for engaging in conduct that fails to conform to the College's standards of conduct for employees. This disciplinary action may be taken to impress upon an employee the serious nature of the employee's non-conforming conduct. An employee should consider this disciplinary action as a notice that the employee is facing possible termination if his/her conduct does not immediately improve. The supervisor will consult the department head and the Director of Human Resources before administering this disciplinary action. A suspension without pay shall not exceed 10 work days. Suspension without pay of an employee employed under a letter of appointment shall conform to the notice and hearing provisions of [Policy 4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employees](#). In addition to this disciplinary action, an employee may be issued a Written Reprimand and the employee placed on an Improvement Plan.

Disciplinary Action: Termination

~~4. The department head may provide for the termination or recommendation of non-renewal of a letter of appointment of an employee. Prior to the effective date of such action, notice of such disciplinary action shall be delivered to the employee and forwarded to the President. The supervisor may suspend an employee with or without pay pending the final decision of the President. Within five (5) working days after receipt of the notice of the disciplinary action, an employee has a right to present a grievance in person, or in writing, to the President.~~

~~The President shall receive the grievance, if applicable, and shall review the disciplinary action to determine whether additional information needs to be presented and if the disciplinary action is an appropriate management response to the employee conduct. The President may modify, approve or disapprove such action. The decision of the President shall be final on all such action. A copy of the decision shall be delivered by the Office of the President to the employee. The final action shall be placed in the employee's personnel file.~~

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title **Disciplinary ~~Action~~ ~~Documentation~~ Procedures** 4911
~~For Non-Annual Employees and Non-Renewal~~
~~of Annual Employees*~~

Legal Authority **Approval of the Board of Trustees** Page 4 of 4

Date Approved by Board **Board Minute Order dated November 9, 1995**
As Amended by Board Minute Order dated May 1, 2000
As Amended by Board Minute Order dated January 31, 2017

An employee may be recommended for termination for disciplinary reasons, based on documented acts or omissions. Prior to recommending termination of an employee for disciplinary reasons, the employee's immediate supervisor and any other appropriate administrator will meet with the employee to inform the employee of the reason(s) the employee is being recommended for termination. The employee may attend the meeting and respond to the reasons or the employee may submit a written response in lieu of attending the pre-termination meeting. This is not a due process hearing.

Administrative/Executive and Faculty Employed under a Letter of Appointment

Termination of an employee employed under a letter of appointment shall conform to [Policy 4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employees](#).

This policy is only a guide and is not intended to require progressive discipline procedure prior to recommending termination of an employee for disciplinary or other legitimate reasons. Nothing in this policy is intended to prohibit administrative suspension with pay of an employee.

Suspension With Pay

An employee may be suspended with pay pending investigation of allegations of the employee engaging in conduct that fails to conform to the College's standards of conduct for employees. Suspension pending investigation is considered when:

- a. an employee's continued attendance in the workplace may hinder the investigation;*
- b. the employee's continued attendance presents a risk to the employee or others; or*
- c. when the alleged actions interfere with the mandate of the College, either by damage to reputation or otherwise.*

The supervisor will consult the department head and the Director of Human Resources before administering this action. The department head may suspend the employee with pay for up to 30 calendar days. The department head may extend the suspension for an additional 30 calendar days if further investigation is necessary. The total period of suspension with pay pending investigation may not exceed 60 calendar days.

An employee on suspension pending investigation must be available for in-person interviews throughout the entire suspension period. The employee is responsible for providing current contact information to the Office of Human Resources.

This policy does not preclude an employee from filing a grievance, under Policy 4910 Employee Complaint Procedure, after a disciplinary action, other than termination, becomes final, or from placing a written response in his/her personnel file to any disciplinary action.

~~***For termination of annual employees during the term of their letter of appointment should reference Policy 4921: Termination of Annual Employees During The Term of Their Letter of Appointment**~~

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title	Standards of Conduct	4901
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 1 of 4
Date Approved by Board	Board Minute Order dated December 13, 2016 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

Employees of South Texas College are expected to adhere to all federal, state, and municipal laws and ordinances. Employees shall also adhere to all College policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over college activities. Employees of South Texas College are expected to conduct themselves in a professional, courteous, respectful, and ethical manner in the performance of their duties and responsibilities, and in their interaction with colleagues, students, and the general public.

An employee who engages in conduct prohibited by this policy shall be subject to disciplinary action and/or other adverse personnel action, including termination. The decision to discipline an employee should be made in accordance with Policy #4911 Disciplinary Action Procedures.

The prohibited conduct described by this policy is intended as a general guide for employees to follow, it is not intended as an exhaustive description of all the types of conduct that is prohibited and subject to sanction.

South Texas College employees shall be prohibited from engaging in conduct, including, but not limited to:

1. Providing false or altering to falsify information on a time sheet, an employment application, a transcript, a resume, a travel voucher, a purchase order, a student grade record, any report, a payroll record or of any other official record of the College;
2. Violating workplace health or safety rules or accepted safety practices; and creating or contributing to unhealthy or unsanitary conditions in the workplace;
3. Soliciting or accepting any prohibited gift, favor, service, or benefit from any vendor to the College, or soliciting or accepting a bribe;
4. Conducting private business during working hours, regardless of whether it is for profit or not, and regardless of whether or not it interferes with assigned duties and responsibilities;
5. Using or misappropriating work time or College property or resources for personal gain or benefit;
6. Smoking anywhere except in a designated smoking area;
7. Gambling or participating in any games of chance on the College premises at any time;
8. Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the College;
9. Unlawful possession, selling, distributing, or offering and/or consuming alcoholic beverages, illicit drugs, illegal narcotics, hallucinogens, drug paraphernalia, or other illegal intoxicants, drugs, or controlled substances on College premises at anytime or while on duty at any location;

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Standards of Conduct	4901
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 2 of 4
Date Approved by Board	Board Minute Order dated December 13, 2016 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

10. Unlawful possessing, selling, distributing, or offering illicit drugs, illegal narcotics, hallucinogens, drug paraphernalia, or other illegal intoxicants, drugs, or controlled substances at anytime.
11. Failure or refusal to follow work-related directives from supervisors; or to perform designated work that is part of an employee's job duties and responsibilities;
12. Sabotaging, impeding, impairing, and/or disrupting the function of the workplace;
13. Neglect of duty, cyberloafing, loitering or wasting time during working hours; or failure to meet a reasonable and objective measure of efficiency and productivity;
14. Engaging in any conduct during the course and scope of employment with the College that gives rise to the employee being charged with a criminal offense;
15. Engaging in any conduct outside the course and scope of employment with the College which tends to impugn the employee's moral character or professional reputation, or if such conduct tends to tarnish or bring into disrepute the College's image in the community;
16. Intentional, reckless, or negligent conduct that results in personal injury to a student, College employee, or other person while on work duty with the College;
17. Actual or constructive possession on College premise of materials, photographs, video-recordings, drawings or other similar visual illustrations of a pornographic nature that are not a bona-fide part of an approved College course being taught by the employee;
18. Engaging in any conduct with any student, any employee of the College, or any other person if the conduct is offensive, inappropriate, indecent, insulting, physically threatening, and/or humiliating;
19. Making statements or remarks that are derogatory, demeaning, or denigrating of another person on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, or any other protected class;
20. Engaging in dishonest or unethical acts;
21. Inducing, encouraging, soliciting, or compelling any person to engage in any conduct that is criminal in nature, dishonest, insubordinate, offensive, vulgar, or which violates any board policy;
22. Fighting, instigating a fight, threatening or attempting bodily harm or injury to another;
23. Refusal or negligent failure to follow instructions or to perform designated work that is part of an employee's job duties and responsibilities;

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Italics denote addition

MANUAL OF POLICY

Title	Standards of Conduct	4901
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 3 of 4
Date Approved by Board	Board Minute Order dated December 13, 2016 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

24. Disclosing to the public information maintained by the College if the information is exempt from disclosure under any law;
25. Creating a condition or engaging in conduct that creates an unreasonable risk of injury to the individual, students, fellow employees, or members of public;
26. Participating in any purchase or acquisition of goods or services in which the employee has a conflict of interest;
27. Unauthorized or repeated tardiness or absence, or excessive use or abuse of sick or other leave privileges;
28. Unlawful possession or storage of a prohibited firearm or other prohibited weapon on College premises;
29. Failure to comply with the College's gun-free zone policy;
30. Making misrepresentations or providing misleading work-related information to supervisors, co-workers, regulatory bodies, or funding agencies.
31. Engaging in conduct that is prohibited by other College policies;
32. Violating departmental rules or regulations or College policies;
33. Failing to comply with purchasing or hiring policies, rules, or regulations of the College; or
34. Engaging in conduct that is unprofessional, disrespectful, discourteous, or unethical in the performance of duties and responsibilities or in interactions with colleagues, students, or the general public;
35. Bringing children on College premises during employee's working hours in lieu of childcare arrangements; or
36. Other acts of misconduct as determined by Administration to be prohibited.

Employees may not earn additional compensation for work/projects for the college which requires the same skills or consists of the same responsibilities inherent in their position with the college and included in the position's job description.

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Italics denote addition

MANUAL OF POLICY

Title	Standards of Conduct	4901
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 4 of 4
Date Approved by Board	Board Minute Order dated December 13, 2016 <i>As Amended by Board Minute Order dated January 31, 2017</i>	

The decision to discipline an employee should be made in accordance with Policy #4911: Disciplinary Action Procedures.

This policy is not intended to create any property interest in continued employment.

NEW POLICY

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Standards of Conduct	4002
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Deleted by Board Minute Order Dated January 31, 2017	

Employees of South Texas College are expected to adhere to all federal, state, and municipal laws and ordinances. Employees shall also adhere to all college policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over college activities.

Employees shall not accept or solicit any gift, favor, service, or benefit related to employment at the college. Likewise, employees may not solicit, accept, or agree to accept any unauthorized gift, favor, service, or other benefit from having exercised the powers and responsibilities of their official college position. This does not include logo items with a value of less than \$10.

Employees shall not conduct private business using college equipment, systems, supplies or facilities; nor transport or use college equipment, systems, supplies or facilities for personal purposes. Employees may not conduct private business with the college. Employees may not earn additional compensation for work/projects for the college which requires the same skills or consists of the same responsibilities inherent in their position with the college. Private business on the part of the employee may not conflict with the duties, responsibilities, or time commitment required by the employee's position with the college.

College employees whose position allow/require participation in the selection process for textbooks or any materials from which the employee might personally gain shall completely withdraw from such processes by not participating in any discussion or by voting on any recommendation related thereto.

Employees shall not participate, directly or indirectly, in activities that relate to or consist of the sale or exchange of complimentary textbooks, software, laboratory manuals, or other educationally related items and that result in financial benefit to the employee.

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Italics denote addition

MANUAL OF POLICY

Title	Discipline and Dismissal	4920
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated December 16, 1999 As Amended by Board Minute Order Dated July 24, 2000 As Deleted by Board Minute Order Dated January 31, 2017	

Requisite Standards of Conduct

South Texas College has established performance standards for all employees and employees are expected to acquaint themselves with required performance criteria for their particular jobs along with all rules, procedures, and standards of conduct established by the employing unit, division or department. Those employees failing to satisfy the responsibilities as set forth in such rules, procedures and standards are subject to adverse personnel actions.

The delineation of these procedures is for the benefit of the orderly management of the College and does not give rise to any contractual or property interests in the continued employment with the College except as specifically authorized in writing and approved by the Board of Trustees. The employment status of all personnel is governed by provisions in Policy 4115.

Conduct which is Subject to Disciplinary Action

Poor Work Performance

The general standard of work performance of all employees should exceed the merely satisfactory level, and employees are expected to strive for excellence. The failure of an employee to achieve an acceptable level of productivity and to maintain work performance standards may constitute cause for disciplinary action including dismissal. The term "work performance" shall be all-inclusive and shall pertain to every aspect of an employee's work and behavior on the job including the ability to work harmoniously with other employees.

Work performance is to be judged by the supervisor and includes a formal supervisory evaluation process which describes the quality and quantity of work performed by each employee. Documentation of poor work performance would also include memorandums, records of meetings, and other written documentation. When, in the opinion of the supervisor, the work performance of an employee is unsatisfactory, the supervisor must take appropriate disciplinary action.

Misconduct

All employees are expected to adhere to such standards of conduct that will result in a productive environment. Disciplinary action must be imposed for unacceptable conduct and this can even result in dismissal.

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Italics denote addition

MANUAL OF POLICY

Title	Discipline and Dismissal	4920
Legal Authority	Approval of the Board of Trustees	Page 2 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated December 16, 1999 As Amended by Board Minute Order Dated July 24, 2000 As Deleted by Board Minute Order Dated January 31, 2017	

A list of examples of misconduct must include such behavior that defies the socially acceptable standards of expected behavior and are not limited to those given below:

1. Falsification of time sheets, personnel records or other records of the College;
2. Violations of safety rules or accepted safety practices;
3. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee or to adhere to established rules and regulations;
4. Neglect of duties, loafing, loitering or wasting time during working hours;
5. Smoking anywhere except in designated smoking area;
6. Gambling or participation in other games of chance on the premises at any time;
7. Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the College;
8. Possessing intoxicants or drugs at the work place or the use of intoxicants or drugs during working hours;
9. Abuse or waste of tools, equipment, fixtures, property, supplies, or goods of the College or any item on loan and under the control of the College;
10. Creating or contributing to unhealthy or unsanitary conditions;
11. Failure to cooperate with supervisor or co-worker, impairment of function of work unit, or disruptive conduct;
12. Disorderly conduct, horseplay, harassment of College personnel including sexual harassment, racial harassment, or use of abusive language on the premises;
13. Fighting, agitating a fight, threatening or attempting bodily harm or injury to another employee of the College;
14. Neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity;
15. Theft, dishonesty or unauthorized use of College property or equipment, including College records and confidential information;
16. Creating a condition hazardous to the individual or fellow employee;

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MANUAL OF POLICY

Title	Discipline and Dismissal	4920
Legal Authority	Approval of the Board of Trustees	Page 3 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated December 16, 1999 As Amended by Board Minute Order Dated July 24, 2000 As Deleted by Board Minute Order Dated January 31, 2017	

17. Refusal of an employee to follow instructions or to perform designated work in the reasonable time prescribed or to adhere to established rules and regulations;
18. Repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reason, or unavailability for work;
19. Violations of College policies or rules;
20. The prohibited carrying of a firearm or other weapon on school premises;
21. Violation of criminal or civil law in relation to performance of duties at the College; and
22. Other acts or omissions of misconduct as determined by Administration to be derelict.

Investigation of Unsatisfactory Behavior

All observed or reported incidents that involve the potential for disciplinary action shall be investigated by the employee's supervisor or other administrative official.

The supervisor or other administrator shall obtain documentation that the employee engaged in conduct which warrants disciplinary action prior to instituting a disciplinary action.

The investigating supervisor is encouraged to discuss the results of the investigation with the Human Resources Supervisor or another appropriate College official before disciplinary actions are imposed.

Pre-Disciplinary Meetings

An employee will be informed of the basis for any proposed disciplinary action resulting in suspension, demotion or dismissal and will have an opportunity to respond in the presence of the employee's supervisor and an administrator before a final decision is made to take disciplinary action. This procedure is not intended to be a due process hearing or procedure. This meeting may be waived by the employee.

This policy does not negate or alter any provisions stated in Policy #3030 Academic Freedom and Responsibility.

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Italics denote addition

MANUAL OF POLICY

Title Termination of Annual Employees 4921
During The Term of Their Letter of Appointment

Legal Authority Approval of Board of Trustees Page 1 of 2

Date Approved by Board Board Minute Order dated November 9, 1995
As Amended by Board Minute Order Dated December 16, 1999
As Amended by Board Minute Order Dated May 1, 2000
As Deleted by Board Minute Order Dated January 31, 2017

Any person who is employed in a staffing-plan position under a current letter of annual appointment may be terminated for good cause during the contract term, regardless of appointment status determined by the President. Good cause shall include, in addition to but not limited to, the following:

General Grounds for Dismissal:

1. Professional incompetence;
2. Substantial neglect of professional responsibilities;
3. Moral turpitude adversely affecting the performance of duties or the meeting of responsibilities to the institution or to students or associates;
4. Mental or physical disablement which substantially and adversely affects the performance of duties or the meeting of responsibilities to the institution or to students or associates, and for which reasonable accommodations could not be provided;
5. Unprofessional conduct adversely affecting to a substantial degree the performance of duties or the meeting of responsibilities to the institution or to students;

More Specific Grounds for Dismissal:

1. Falsification of time sheets, personnel records or other records of the College;
2. Violations of safety rules or accepted safety practices;
3. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee, or refusal to adhere to established rules and regulations;
4. Neglect of duties, loafing, loitering or wasting time during working hours;
5. Smoking anywhere except in designated smoking area;
6. Gambling, or participation in other games of chance on the premises at any time;
7. Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the College;
8. Possessing intoxicants or drugs at the work place or the use of intoxicants or drugs during working hours;

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MANUAL OF POLICY

Title **Termination of Annual Employees During The Term of Their Letter of Appointment** **4921**

Legal Authority **Approval of Board of Trustees** **Page 2 of 2**

Date Approved by Board **Board Minute Order dated November 9, 1995**
As Amended by Board Minute Order Dated December 16, 1999
As Amended by Board Minute Order Dated May 1, 2000
As Deleted by Board Minute Order Dated January 31, 2017

9. Abuse or waste of tools, equipment, fixtures, property, supplies, or goods of the College or any item on loan and under the control of the College;
10. Creating or contributing to unhealthy or unsanitary conditions;
11. Failure to cooperate with supervisor or co-worker, impairment of function of work unit, or disruptive conduct;
12. Disorderly conduct, horseplay, harassment of College personnel including sexual harassment, racial harassment, or use of abusive language on the premises;
13. Fighting, agitating a fight, threatening or attempting bodily harm or injury to another employee of the College;
14. Neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity;
15. Theft, dishonesty or unauthorized use of College property or equipment, including College records and confidential information;
16. Creating a condition hazardous to the individual or fellow employee;
17. Refusal of an employee to follow instructions or to perform designated work in the reasonable time prescribed or refusal to adhere to established rules and regulations;
18. Repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reason, or unavailability for work;
19. Violations of College policies or rules;
20. ~~The prohibited carrying of a firearm or other weapon on school premise;~~
21. Violation of criminal or civil law in relation to performance of duties at the College; and
22. Other acts or omissions of misconduct as determined by Administration to be derelict.

Notice of the reasons for the proposed action and an opportunity to be heard, including the right to present, in person, a grievance to the President, shall be given to each annual employee whose termination during the term of their letter of appointment is under consideration. The hearing shall be before the President of the College under procedures to be established by the President. In those instances of termination as a consequence of financial exigency or the phasing out of institutional programs, efforts at transfer/reassignment, where applicable, will be made.

This policy does not negate or alter any provisions stated in Policy #3030 Academic Freedom and Responsibility.

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

Approval to award a contract for delinquent tax collection services for Hidalgo and Starr Counties at a 15% fee based on the amount of delinquent tax, penalty, and interest collected for the period of May 1, 2017 through April 30, 2018, with two (2) one-year renewal options to Linebarger Goggan Blair & Sampson, LLP. (Edinburg, TX) will be requested at the January 31, 2017 Board meeting.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP expires on April 30, 2017. Approval to approve a firm for the contract for delinquent tax collection services is needed in order to provide collection services for delinquent property taxes that are owed to the College.

Justification - Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee.

Background - The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 25, 2014 Board meeting for the period ending April 30, 2015 with two (2) one year renewal options. At the February 24, 2015 meeting, the Board approved the first of the two (2) one-year renewal options for the period beginning May 1, 2015 through April 30, 2016. The last of the two (2) one-year renewal options for the period of May 1, 2016 through April 30, 2017 was reviewed and approved by the Board at the February 23, 2016 meeting.

A request for proposals for delinquent tax collection services was advertised November 23, 2016 and November 30, 2016, and three (3) requests for proposals were emailed to delinquent tax collection firms.

One (1) response was received from Linebarger Goggan Blair & Sampson, LLP.

Funding Source – The delinquent tax collection services fee of 15 percent is paid to the delinquent tax attorney from the delinquent tax collection revenues from Hidalgo County and Starr County.

Enclosed Documents - A Proposal Summary and Evaluation prepared by staff, a Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year, and a Summary Total Tax Levy Uncollected follows in the packet for the Committee's information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the January 31, 2017 Board meeting, the selection of the firm to provide services for delinquent tax collection services for Hidalgo County and Starr County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected. The

contract period will be May 1, 2017 through April 30, 2018 with two (2) one-year options to renew.

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 16-17-1025**

VENDOR	Linebarger Goggan Blair & Sampson, LLP.
ADDRESS	205 S Pin Oak Ave
CITY/STATE/ZIP	Edinburg, TX 78539
PHONE	956-383-4500
FAX	956-316-4935
CONTACT	Lucy G. Canales
1. Years In Business	41 years Established: 1976
2. Type of Operation	Limited Liability Partnership
3. Staff	Listed the following as those who would comprise the project team: 8 Attorneys (5 local; 3 out of the area) 1 Operations Manager 1 Collections Manager 1 Auditor/Litigation/Bankruptcy Coordinator 1 Local Network Administrator 20 Area managers 2 Document production 1 Post Judgment Manager 1 Data Manager 1 Data Specialist 1 Tax Warrant Manager 3 Client Services Managers 1 Purchasing Manager 1 Public Affairs Coordinator 1 Assistant Office Manager 2 District Court Managers 1 Tax Resale Manager 1 Tax Sale Manager 1 Title Manager 1 Administrative Secretary 1 Courier 1 Receptionist 1 File Clerk 2 Payment Clerks
4. Team Members	Listed the following as key team members: Lucy G. Canales, Capital Partner and Management Committee Member Lori Gruver, Capital Partner and Chief Compliance Officer (out of area) Anthony W. Nims, Capital Partner (out of area) Diane W. Sanders, Partner (out of area) Gustavo Martinez, Partner Michael G. Cano, Attorney Kelly Rivera Salazar, Attorney Tito Salinas, Director of Operations John D. Franz, Local Counsel Martha Lopez, Auditor/Bankruptcy Manager Gonzalo Villagomez, Local Network Administrator
5. Contracts with Taxing Jurisdictions in Texas	Indicated that they represent over 1,700 delinquent tax clients, including 443 school districts in Texas.

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 16-17-1025**

VENDOR	Linebarger Goggan Blair & Sampson, LLP.	
6. Tax Collection Efforts	Listed the following clients and the tax collection rates for each based on a 5-year average: El Paso Community College: 24.6% South Texas ISD: 31.3% Pharr-San Juan-Alamo ISD: 31.5% Del Mar College: 34.3% Mission CISD: 32.6%	
7. Reports	Indicated they can provide the following reports: -Annual performance report -Annual report summarizing and documenting the July turnover and mailing -Periodic report detailing tax sale collection activities and results -Bankruptcy activity reports -Special reports upon request -Quarterly and yearly reports	
8. References	Rio Grande City CISD Ms. Laura Garcia RGCISD Tax Assessor-Collector (956) 457-3297 Contract Start: June 1980	South Texas ISD Dr. Marla Guerra Superintendent (956) 565-2454 / 800-217-8839 Contract Start: January 1990
	Pharr-San Juan-Alamo ISD Ms. Janet Robles Assistant Superintendent of Finance (956) 354-2108 Contract Start: 1987	Mission CISD Mr. Ricardo Lopez Superintendent (956) 323-5515 Contract Start: January 2009
	Hidalgo County Mr. Pablo "Paul" Villarreal, PCC County Tax Assessor-Collector (956) 318-2157 Contract Start: January 2015	
9. Bilingual Collection Services	Provide bilingual collection notices and have bilingual customer services personnel. Edinburg office has 52 staff who can assist Spanish-speaking citizens. Toll free number is provided.	
10. Fees	15% of the total tax, penalty, and interest collected by firm. Comprehensive delinquent tax bankruptcy litigation services are included.	
11. Tax Suit Procedures	Provided detailed tax suit procedures described in writing and summarized in a flowchart.	
12. Tax Collection Procedures	Provided detailed tax collection procedures, which include the following: - Send a tax collection letter to every eligible account. - Follow with second letter 60 days later if no payment is made. - Real property lawsuits are often filed simultaneously with the second mailing to ensure that the collection process maintains credibility. - Meet with taxpayers - All Edinburg office personnel are available to meet with taxpayers in person and to respond to all phone inquiries and letters from taxpayers. - Use of several national electronic database programs to increase the likelihood of finding delinquent taxpayers that move frequently.	
TOTAL EVALUATION POINTS	94.75	
RANKING	1	

**SOUTH TEXAS COLLEGE
 DELINQUENT TAX COLLECTION SERVICES
 PROJECT NO. 16-17-1025
 EVALUATION FORM**

VENDOR		Linebarger Goggan Blair & Sampson, LLP.	
STREET		205 S Pin Oak Ave	
CITY/STATE/ZIP		Edinburg, TX 78539	
PHONE		956-289-7922	
FAX		956-316-4935	
CONTACT		Lucy G. Canales	
1	The purchase price. (up to 35 points)	35	35
		35	
		35	
		35	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	16	16
		16	
		16	
		16	
3	The quality of the vendor's goods and/or services. (up to 18 points)	16	16.5
		16	
		17	
		17	
4	The extent to which the goods and/or services meet the District's needs. (up to 15 points)	15	14.25
		14	
		14	
		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5
		5	
		5	
		5	
8	The experience of the firm in the area of tax collection. (up to 5 points)	5	5
		5	
		5	
		5	
TOTAL EVALUATION POINTS		94.75	
RANKING		1	

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections¹
Hidalgo County and Starr County (As of Each Fiscal Year End)

Hidalgo County					
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2001	2,716,708.96	839,606.38	30.91%	1,877,102.58	69.09%
8/31/2002	3,244,428.26	1,006,249.37	31.01%	2,238,178.89	68.99%
8/31/2003	3,615,648.58	1,166,448.10	32.26%	2,449,200.48	67.74%
8/31/2004	5,091,331.97	1,751,912.15	34.41%	3,339,419.82	65.59%
8/31/2005	5,978,239.23	2,085,693.50	34.89%	3,892,545.73	65.11%
8/31/2006	6,746,745.98	2,358,746.57	34.96%	4,387,999.41	65.04%
8/31/2007	7,224,499.45	2,769,522.98	38.34%	4,454,976.47	61.66%
8/31/2008	7,129,924.85	2,420,602.01	33.95%	4,709,322.84	66.05%
8/31/2009	7,556,574.12	2,498,540.41	33.06%	5,058,033.71	66.94%
8/31/2010	8,258,756.74	2,729,121.63	33.05%	5,529,635.11	66.95%
8/31/2011	8,530,967.53	2,523,445.77	29.58%	6,007,521.76	70.42%
8/31/2012	8,752,982.60	2,582,406.29	29.50%	6,170,576.31	70.50%
8/31/2013	8,447,972.68	2,451,424.36	29.02%	5,996,548.32	70.98%
8/31/2014	8,177,151.97	2,332,595.47	28.53%	5,844,556.50	71.47%
8/31/2015	7,962,716.58	2,398,069.32	30.12%	5,564,647.26	69.88%
8/31/2016	8,126,450.21	2,363,719.49	29.09%	5,762,730.72	70.91%
12/31/2016	8,798,918.76	909,329.75	10.33%	7,889,589.01	89.67%

Starr County					
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2001	479,905.69	74,547.85	15.53%	405,357.84	84.47%
8/31/2002	578,910.06	80,941.58	13.98%	497,968.48	86.02%
8/31/2003	667,348.56	83,672.46	12.54%	583,676.10	87.46%
8/31/2004	957,436.55	128,665.07	13.44%	828,771.48	86.56%
8/31/2005	1,249,563.04	217,103.60	17.37%	1,032,459.44	82.63%
8/31/2006	1,355,472.42	189,483.47	13.98%	1,165,988.95	86.02%
8/31/2007	1,518,552.99	195,526.47	12.88%	1,323,026.52	87.12%
8/31/2008	1,655,912.68	173,773.17	10.49%	1,482,139.51	89.51%
8/31/2009	1,816,829.44	218,163.48	12.01%	1,598,665.96	87.99%
8/31/2010	1,979,486.75	185,900.69	9.39%	1,793,586.06	90.61%
8/31/2011	2,180,147.10	210,889.63	9.67%	1,969,257.47	90.33%
8/31/2012	2,320,220.72	206,007.67	8.88%	2,114,213.05	91.12%
8/31/2013	2,466,505.02	179,535.66	7.28%	2,286,969.36	92.72%
8/31/2014	2,707,453.40	233,429.98	8.62%	2,474,023.42	91.38%
8/31/2015	2,837,289.99	214,046.85	7.54%	2,623,243.14	92.46%
8/31/2016	3,077,455.22	222,939.72	7.24%	2,854,515.50	92.76%
12/31/2016	3,552,749.67	78,770.03	2.22%	3,473,979.64	97.78%

¹ Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections ¹
As of Each Fiscal Year End

Hidalgo and Starr County - Combined

Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2001	3,196,614.65	914,154.23	28.60%	2,282,460.42	71.40%
8/31/2002	3,823,338.32	1,087,190.95	28.44%	2,736,147.37	71.56%
8/31/2003	4,282,997.14	1,250,120.56	29.19%	3,032,876.58	70.81%
8/31/2004	6,048,768.52	1,880,577.22	31.09%	4,168,191.30	68.91%
8/31/2005	7,227,802.27	2,302,797.10	31.86%	4,925,005.17	68.14%
8/31/2006	8,102,218.40	2,548,230.04	31.45%	5,553,988.36	68.55%
8/31/2007	8,743,052.44	2,965,049.45	33.91%	5,778,002.99	66.09%
8/31/2008	8,785,837.53	2,594,375.18	29.53%	6,191,462.35	70.47%
8/31/2009	9,373,403.56	2,716,703.89	28.98%	6,656,699.67	71.02%
8/31/2010	10,238,243.49	2,915,022.32	28.47%	7,323,221.17	71.53%
8/31/2011	10,711,114.63	2,734,335.40	25.53%	7,976,779.23	74.47%
8/31/2012	11,073,203.32	2,788,413.96	25.18%	8,284,789.36	74.82%
8/31/2013	10,914,477.70	2,630,960.02	24.11%	8,283,517.68	75.89%
8/31/2014	10,884,605.37	2,566,025.45	23.57%	8,318,579.92	76.43%
8/31/2015	10,800,006.57	2,612,116.17	24.19%	8,187,890.40	75.81%
8/31/2016	11,203,905.43	2,586,659.21	23.09%	8,617,246.22	76.91%
12/31/2016	12,351,668.43	988,099.78	8.00%	11,363,568.65	92.00%

¹ Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

South Texas College
Summary of Total Tax Levy Uncollected
Including Penalty, Interest, and Other Collections By Tax Year for Hidalgo County and Starr County
As of December 31, 2016

Tax Year	Adjusted Tax Levy	Tax Levy Collections Without Penalty and Interest	Tax Levy Uncollected	Percentage of Uncollected Levy	Penalty, Interest, and Other Collections	Tax Levy Collected Including Penalty, Interest, and Other Collections	% Collected Including Penalty, Interest, and Other Collections
1996	10,215,317.14	10,150,573.58	(64,743.56)	-0.63%	669,423.04	10,819,996.62	105.92%
1997	10,590,226.76	10,522,889.79	(67,336.97)	-0.64%	656,911.60	11,179,801.39	105.57%
1998	10,951,767.82	10,874,308.57	(77,459.25)	-0.71%	692,130.04	11,566,438.61	105.61%
1999	11,624,167.12	11,535,753.54	(88,413.58)	-0.76%	269,422.38	11,805,175.92	101.56%
2000	12,510,866.24	12,408,465.49	(102,400.75)	-0.82%	951,429.60	13,359,895.09	106.79%
2001	13,862,552.99	13,757,437.77	(105,115.22)	-0.76%	825,108.90	14,582,546.67	105.19%
2002	29,278,743.31	29,035,412.50	(243,330.81)	-0.83%	1,539,598.63	30,575,011.13	104.43%
2003	30,537,676.66	30,269,813.37	(267,863.29)	-0.88%	1,485,600.93	31,755,414.30	103.99%
2004	32,868,478.93	32,581,454.08	(287,024.85)	-0.87%	1,535,261.02	34,116,715.10	103.80%
2005	34,373,178.22	34,037,464.61	(335,713.61)	-0.98%	1,432,803.86	35,470,268.47	103.19%
2006	36,838,682.87	36,474,095.36	(364,587.51)	-0.99%	1,636,727.35	38,110,822.71	103.45%
2007	41,534,432.16	41,113,696.92	(420,735.24)	-1.01%	1,778,768.98	42,892,465.90	103.27%
2008	44,640,433.20	44,160,280.12	(480,153.08)	-1.08%	1,340,472.31	45,500,752.43	101.93%
2009	45,108,697.70	44,548,133.72	(560,563.98)	-1.24%	1,595,767.23	46,143,900.95	102.29%
2010	44,759,883.90	44,155,275.69	(604,608.21)	-1.35%	1,302,250.11	45,457,525.80	101.56%
2011	44,114,119.89	43,347,515.71	(766,604.18)	-1.74%	1,148,253.27	44,495,768.98	100.87%
2012	44,297,674.91	43,437,324.78	(860,350.13)	-1.94%	1,063,961.59	44,501,286.37	100.46%
2013	45,219,233.41	44,077,723.70	(1,141,509.71)	-2.52%	1,747,095.59	45,824,819.29	101.34%
2014	56,885,038.82	55,144,764.10	(1,740,274.72)	-3.06%	1,859,341.27	57,004,105.37	100.21%
2015	60,467,679.06	57,682,899.06	(2,784,780.00)	-4.61%	1,570,711.39	59,253,610.45	97.99%
Delinquent Subtotal	660,678,851.11	649,315,282.46	(11,363,568.65)	-1.72%	25,101,039.09	674,416,321.56	102.08%
2016*	63,195,312.69	19,756,582.42	(43,438,730.27)	-68.74%	(823,870.10)	18,932,712.32	29.96%
Total	\$ 723,874,163.80	\$ 669,071,864.88	\$ (54,802,298.92)	-7.57%	\$ 24,277,168.99	\$ 693,349,033.88	95.78%

* The Tax Levy Uncollected for Levy 2016 will become delinquent 7/1/2017-unaudited

**Review and Recommend Action on Resolution to Impose a 15%
Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07
of the Texas Property Tax Code for Delinquent Tax Attorney Fees and Expenses**

Approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for delinquent tax attorney fees and expenses will be requested at the January 31, 2017 Board meeting.

Purpose – A resolution authorizing the College to levy an additional penalty of 15% to the delinquent 2016 district taxes is needed in order to recover the cost of delinquent tax attorney fees and expenses for the collection of delinquent taxes, penalty, and interest due on 2016 taxes which will remain delinquent on July 1, 2017.

Justification – Board action will be necessary on the Resolution previously prepared by legal counsel to approve the 15% additional penalty for the payment of attorney fees and expenses for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20% of the amount of delinquent tax, penalty, and interest collected.

Background – The Resolution imposing a 15% penalty for the collection of tax year 2015 delinquent taxes, the College's prior levy tax year, was approved by the Board on February 23, 2016.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded for the collection of Tax Year 2016 Delinquent Taxes follows in the packet for your review and information.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the January 31, 2017 Board meeting, the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.

RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF 15% TO THE DELINQUENT 2016 DISTRICT TAXES PURSUANT TO SECTION 33.07 OF THE STATE OF TEXAS PROPERTY TAX CODE.

STATE OF TEXAS §

COUNTY OF STARR §

AND HIDALGO §

SOUTH TEXAS COLLEGE §
DISTRICT

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2016; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2016 taxes which remain delinquent on July 1, 2017; and,

WHEREAS, the College has contracted Linebarger Goggan Blair & Sampson, LLP for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of fifteen (15%) percent of collections.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE, THAT;

1. Pursuant to Section 33.07 of the Texas Property Tax Code, there is hereby levied on all 2016 delinquent taxes, the penalty of fifteen (15%) percent on the amount of taxes, penalty and interest due as of July 1, 2017, and thereafter for taxes levied for the tax year 2016. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. The Tax Assessor-Collector for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2016 at least thirty (30) and not more than sixty (60) days before July 1, 2017.
3. A tax lien shall be attached to the property on which the 2016 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this _____ day of _____, 2017 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: _____
Dr. Alejo Salinas, Jr.
Chairman

ATTEST:

BY: _____
Jesse Villarreal
Secretary

**Review and Recommend Action to Revise the Resolution Authorizing
Investment Brokers, Dealers, Banks, and Investment Pools**

Approval to revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools will be requested at the January 31, 2017 Board meeting.

Purpose – One additional bank, NexBank, is being recommended to be added to the approved bank list. The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College's Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on April 26, 2016, as amended. A revised list of brokers, dealers, banks, and investment pools, which includes one additional bank, NexBank, that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA are included on Exhibit "A".

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on April 26, 2016, as amended. This limitation has prevented the use of money market accounts in banks that were not included on the list. Valley View Consulting, LLC, the investment advisor under contract with the College, has identified several money market account offerings that would be advantageous to the College, yet because the offering banks were not on the approved list, they could not be utilized.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College's legal counsel. No changes are being presented except the addition of one bank to Exhibit "A".

Enclosed Documents – The revised Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools follows in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the January 17, 2017 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 January 31, 2017 Board meeting, Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

A RESOLUTION BY SOUTH TEXAS COLLEGE RELATING TO THE COLLEGE'S ADOPTION AND ANNUAL REVIEW OF ITS LIST OF AUTHORIZED BROKER/DEALERS/BANKS/INVESTMENT POOLS AND AMENDING SUCH BROKER/DEALER/BANK/INVESTMENT POOL LIST AS REQUIRED BY BOARD POLICY AND STATE LAW; AND AUTHORIZING OTHER MATTERS INCIDENT AND RELATED THERETO.

WHEREAS, the Board of Trustees (the "Board") of South Texas College (the "College") has adopted a written Investment Policy which primarily emphasizes safety of principal and liquidity and addresses investment diversification, yield, and maturity and the quality and capability of investment management provisions in accordance with the Public Funds Investment Act, Texas Government Code Chapter 2256, Subchapter A, as amended, (the *Act*); and

WHEREAS, the Board must annually review the list of authorized broker/dealers/banks/investment pools that are authorized to engage in investment transactions with the College and adopt a written instrument acknowledging receipt of such list of authorized broker/dealers/banks/investment pools; and

WHEREAS, a written copy of the College's Investment Policy must be presented to any person offering to engage in an investment transaction with an investment entity or to an investment management firm under contract with an investing entity to invest or manage the entity's investment portfolio; and

WHEREAS, the authorized representatives of a business organization offering to engage in an investment transaction with the College must execute a written instrument substantially to the effect that the business organization has: (1) received and reviewed the College's Investment Policy, and (2) has acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the College and the organization that are not authorized by the College's Investment Policy; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE THAT:

SECTION 1: The Board has reviewed the list of authorized broker/dealers/banks/investment pools authorized to engage in investment transactions with the College (Exhibit "A" attached hereto), and the Board further wishes to memorialize this review by the adoption of this Resolution.

SECTION 2: Prospective authorized broker/dealers/banks/investment pools will be provided with written copies of the College's Investment Policy who shall acknowledge receipt and review of (1) the College's Investment Policy and (2) the implementation of procedures and controls to comply with the College's Investment Policy prior to any investment transaction.

SECTION 3: This Resolution establishes the College's compliance with the requirements of the Act and the College's Investment Policy and may be relied upon by all appropriate government officials and broker/dealers/banks/investment pools and engaging in investment transactions with College.

SECTION 4: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 5: All parts of resolutions which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 6: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 7: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 8: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

PASSED AND APPROVED this ____ day of _____, 2017.

SOUTH TEXAS COLLEGE

Dr. Alejo Salinas, Jr., Board Chair

ATTEST:

Jesse Villarreal, Board Secretary

(COLLEGE SEAL)

Exhibit "A"

List of Authorized Broker/Dealers:

Coastal Securities
Duncan Williams
Raymond James
Rice Financial
Wells Fargo Securities

List of Authorized Banks:

BBVA Compass
Bank of Texas
BTH Bank
Capital One Bank
Comerica Bank
Falcon Bank
First Community Bank
Frost Bank
Greater South Texas Bank
Green Bank
Independent Bank
International Bank of Commerce
Inter National Bank
JPMorgan Chase
LegacyTexas Bank
Lone Star National Bank
NexBank
PlainsCapital Bank
Prosperity Bank
Rio Bank
Southwest Bank
Southside Bank
Texas Regional Bank
Wallis State Bank
Wells Fargo Bank

List of Authorized Investment Pools:

TexPool
TexStar

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 January 12, 2017.

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)

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.

1) Positions Filled during Fiscal Year 2016 - 2017

(EXHIBIT C - HIRED)

- Seventy-Eight (78) Full Time, Regular positions have been filled as of January 12, 2017.
- Nineteen (19) Full Time, Regular positions have been filled since the last vacancy report provided as of December 15, 2016.

2) Position Turnover during Fiscal Year 2016 - 2017

(EXHIBIT D - RESIGNATIONS)

- There have been twenty-six (26) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of January 12, 2017.
- There have been twelve (12) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of December 15, 2016.

Vacancies, Filled Positions, and Resignations FY 2016 - 2017					
	FY15-16 Vacant Positions	New Positions for FY 2016-2017			Total
		Non- Bond	Bond	Total	
September 1, 2016	143	13	152	165	308
Filled as of January 12, 2017	68	5	5	10	78
Total	75	8	147	155	230
Resignations as of 01/12/2017	26	0	0	0	26
Vacancies Balance as of January 12, 2017	101	8	147	155	256

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

As of January 12, 2017

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Academic Affairs							
Distance Learning	710276	NEW-BOND	Prof/Tech Support Exempt	Distance Learning Instr. Facilitator	7	Bond Position	02-01-17
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	04-03-17
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							
Division of Nursing and Allied Health	712557	NEW-BOND	Prof/Tech Support Non-Exempt	Biomedical Simulation Specialist	1	Requisition in Progress	03-20-17
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	02-01-17
Finance and Administrative Services							
Accountability, Risk, and Compliance	706160	NEW	Prof/Tech Support Exempt	Compliance Coordinator	1	Pending Requisition	04-03-17
Accountability, Risk, and Compliance	708160	NEW	Prof/Tech Support Exempt	Compliance Manager	1	Pending Requisition	04-03-17
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	03-20-17
Business Office	753184	NEW-BOND	Prof/Tech Support Non-Exempt	Payroll Specialist	7	Bond Position	06-01-17
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	4	Screening in Progress	03-01-17
Campus Police	764514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	4	Screening in Progress	03-01-17
Campus Police	765514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	4	Screening in Progress	03-01-17
Campus Police	766514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	4	Screening in Progress	03-01-17
Campus Police	767514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	4	Screening in Progress	03-01-17

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 January 12, 2017

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Central Receiving	714584	NEW-BOND	Prof/Tech Support Non-Exempt	Distribution Services Specialist	2	Requisition in Progress	03-20-17
Central Receiving	712584	NEW-BOND	Classified Non-Exempt	Fixed Assets and Receiving Technician	4	Screening in Progress	03-01-17
Central Receiving	713584	NEW-BOND	Classified Non-Exempt	Fixed Assets and Receiving Technician	4	Screening in Progress	03-01-17
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	08-01-17
Custodial	787502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	769502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	767502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	771502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	04-01-18
Custodial	764502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	07-01-17
Custodial	763502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	768502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
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	08-01-17
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	04-01-18
Custodial	784502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	783502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	760502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	781502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	782502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	786502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	761502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	762502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	754502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	755502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17
Custodial	756502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	09-01-17
Custodial	757502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	09-01-17
Custodial	759502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	791502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	10-01-17
Custodial	792502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	10-01-17
Custodial	788502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	08-01-17

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 January 12, 2017

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	08-01-17
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	07-01-17
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	10-01-17
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	3	Advertised	03-20-17
Facilities Planning and Construction	721501	NEW-BOND	Administrative Exempt	Assistant Director Facilities Planning & Cons	7	Bond Position	06-01-17
Facilities Planning and Construction	722501	NEW-BOND	Prof/Tech Support Exempt	Facil Ping and Constr Project Manager	7	Bond Position	06-01-17
Facilities Planning and Construction	723501	NEW-BOND	Classified Non-Exempt	Facil Ping and Constr Project Technician	7	Bond Position	06-01-17
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	05-01-17
Facility Maintenance	732499	NEW-BOND	Classified Non-Exempt	Carpenter	7	Bond Position	05-01-17
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	05-01-17
Facility Maintenance	724499	NEW-BOND	Classified Non-Exempt	Electrician	7	Bond Position	05-01-17
Facility Maintenance	723499	NEW-BOND	Classified Non-Exempt	Electrician	7	Bond Position	05-01-17
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	05-01-17
Facility Maintenance	734499	NEW-BOND	Classified Non-Exempt	Maintenance Assistant	7	Bond Position	05-01-17
Facility Maintenance	735499	NEW-BOND	Classified Non-Exempt	Maintenance Assistant	7	Bond Position	05-01-17
Facility Maintenance	736499	NEW-BOND	Classified Non-Exempt	Maintenance Assistant	7	Bond Position	05-01-17
Facility Maintenance	720499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	Bond Position	05-01-17
Facility Maintenance	721499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	Bond Position	05-01-17
Facility Maintenance	722499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	Bond Position	05-01-17
Facility Maintenance	719499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	Bond Position	05-01-17
Facility Maintenance	731499	NEW-BOND	Classified Non-Exempt	Painter	7	Bond Position	05-01-17
Facility Maintenance	730499	NEW-BOND	Classified Non-Exempt	Painter	7	Bond Position	05-01-17
Facility Maintenance	726499	NEW-BOND	Classified Non-Exempt	Plumber	7	Bond Position	05-01-17

Legend-Tiered steps in Hiring Process

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- 7 - Bond Position
- x - Position Change

South Texas College
NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017
 As of January 12, 2017

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Facility Maintenance	727499	NEW-BOND	Classified Non-Exempt	Plumber	7	Bond Position	05-01-17
Facility Maintenance	728499	NEW-BOND	Classified Non-Exempt	Plumber	7	Bond Position	05-01-17
Facility Maintenance	718499	NEW-BOND	Classified Non-Exempt	Warehouse Technician	7	Bond Position	04-01-17
Finance and Administrative Services	706625	NEW	Prof/Tech Support Exempt	Project Manager - FAS	4	Screening in Progress	03-01-17
Human Resources	719240	NEW-BOND	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	7	Bond Position	12-01-17
Human Resources	725240	NEW-BOND	Classified Non-Exempt	Human Resources Assistant	3a	Re-Advertised	03-20-17
Human Resources	726240	NEW-BOND	Classified Non-Exempt	Human Resources Assistant	3a	Re-Advertised	03-20-17
Purchasing	729580	NEW-BOND	Prof/Tech Support Exempt	Buyer	2	Requisition in Progress	03-20-17
Safety and Security	711514	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	03-01-17
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

Legend-Tiered steps in Hiring Process

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South Texas College
NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017
 As of January 12, 2017

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Learning Commons and Open Labs	716397	NEW-BOND	Prof/Tech Support Non-Exempt	Technology Specialist	7	Bond Position	01-01-17
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	04-03-17
Public Relations/Marketing	725462	NEW	Classified Non-Exempt	Community Relations Asst	1	Pending Requisition	04-03-17
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	02-01-17
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	02-01-17
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	04-03-17
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	02-01-17

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 January 12, 2017

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Academic Advancement								
Academic Advancement	700089	CONT	Classified Non-Exempt	Administrative Assistant	11-07-16	4	Screening in Progress	03-01-17
Academic Excellence	707332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-20-16	4	Screening in Progress	03-01-17
Academic Grants & Projects Officer	704272	CONT	Classified Non-Exempt	Administrative Assistant	12-01-16	1	Pending Requisition	04-03-17
HS Programs and Services	705285	CONT	Prof/Tech Support Non-Exempt	Dual Enrollment Program Specialist	08-07-16	5	Recommendation in Progress	01-23-17
Office of Professional Development	702352	CONT	Administrative Exempt	Associate Dean of Prof & Org Development	01-06-17	1	Pending Requisition	04-03-17
Professional & Organizational Dev	705352	CONT	Prof/Tech Support Exempt	Instructional Coach	FY17 Position Chng	1	Pending Requisition	04-03-17
Professional & Organizational Dev	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	08-16-15	4	Screening in Progress	03-01-17
Professional & Organizational Dev	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	07-22-16	1	Pending Requisition	04-03-17
Academic Affairs								
Academic Affairs	703279	CONT	Executive Exempt	Vice President for Academic Affairs	08-31-13	1	Pending Requisition	04-03-17
Distance Learning	702279	CONT	Administrative Exempt	Dean of Distance Learning	02-02-17	1	Pending Requisition	04-03-17
Division of Business and Technology								
HVACR	701304	CONT	Classified Non-Exempt	Faculty Secretary	10-02-16	4	Screening in Progress	03-01-17
Welding	707415	CONT	Classified Non-Exempt	Lab Assistant - Welding	New for FY16	4	Screening in Progress	03-01-17
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	Pending Requisition	04-03-17
Drama	701227	CONT	Prof/Tech Support Non-Exempt	Coordinator of Theater Support Services	01-31-17	3	Advertised	03-20-17
MV-Child Care & Development	703137	CONT	Prof/Tech Support Non-Exempt	Early Childhood Educator II	07-15-16	5	Recommendation in Progress	03-20-17
Division of Math, Science and Bachelor Programs								
Chemistry	702200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	FY17 Position Chng	4	Screening in Progress	03-01-17
Chemistry	701200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	02-28-17	1	Pending Requisition	04-03-17
Division of Math, Science and Bachelor Programs	701416	CONT	Classified Non-Exempt	Administrative Assistant	11-30-15	1	Pending Requisition	04-03-17
Division of Math, Science and Bachelor Programs	701298	CONT	Classified Non-Exempt	Administrative Assistant	09-01-13	1	Pending Requisition	04-03-17
Division of Nursing and Allied Health								
Division of Nursing and Allied Health	700164	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	01-31-16	4	Screening in Progress	03-01-17
Division of Nursing and Allied Health	700557	CONT	Administrative Exempt	Dean for Nursing and Allied Health	08-14-15	3	Advertised	03-20-17
Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	4	Screening in Progress	03-01-17
Finance and Administrative Services								
Accountability, Risk, and Compliance	701162	CONT	Prof/Tech Support Non-Exempt	Actbly, Rsk. & Compl Sup Spec	Frozen in FY16	1	Pending Requisition	04-03-17
Business Office	749184	CONT	Prof/Tech Support Non-Exempt	Accountant	New for FY16	5	Recommendation in Progress	01-23-17
Business Office	717184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	04-27-16	5	Recommendation in Progress	01-23-17
Business Office	700050	CONT	Classified Non-Exempt	Cashier	01-04-17	1	Pending Requisition	04-03-17
Campus Police	703514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	07-31-16	5	Recommendation in Progress	01-23-17
Cashiers Office	739184	CONT	Prof/Tech Support Exempt	Business System Analyst	Frozen in FY14 & FY15	4	Screening in Progress	03-01-17
Cashiers Office	731184	CONT	Classified Non-Exempt	Cashier II	01-04-16	4	Screening in Progress	03-01-17
Cashiers Office	712184	CONT	Classified Non-Exempt	Cashier II	09-01-14	4	Screening in Progress	03-01-17
Central Receiving	701584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	09-03-16	4	Screening in Progress	03-01-17

705352 - Position was advertised 3 times, then cancelled as per Dr. Petrosian - position will be filled in FY 2016 - 2017.

700557 - Position was advertised, then cancelled as per Dr. Petrosian - Position has been re-advertised/extended through 01/31/2017 due to insufficient pool.

Legend-Tiered steps in Hiring Process
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Vacant Positions - Continuing

South Texas College
 Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017
 As of January 12, 2017

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Custodial	709502	CONT	Classified Non-Exempt	Custodian	02-05-16	5	Recommendation in Progress	01-23-17
Custodial	700090	CONT	Classified Non-Exempt	Custodian	08-31-16	5	Recommendation in Progress	01-23-17
Custodial	708502	CONT	Classified Non-Exempt	Custodian	Frozen in FY16	5	Recommendation in Progress	01-23-17
Custodial	741502	CONT	Classified Non-Exempt	Custodian	11-01-16	4	Screening in Progress	03-01-17
Custodial	704502	CONT	Classified Non-Exempt	Custodian	12-06-16	1	Pending Requisition	04-03-17
Custodial	705502	CONT	Classified Non-Exempt	Custodian	01-04-17	1	Pending Requisition	04-03-17
Custodial	715502	CONT	Classified Non-Exempt	Lead Custodian	Frozen in FY16	5	Recommendation in Progress	01-23-17
Fac Planning & Construction	707501	CONT	Prof/Tech Support Exempt	Senior Facilities Planning and Construction Project Manager	05-31-16	4	Screening in Progress	03-01-17
Facility Maintenance	700004	CONT	Prof/Tech Support Exempt	Maintenance Manager	08-21-13	5	Recommendation in Progress	01-23-17
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16	2	Requisition in Progress	03-20-17
Facility Planning and Construction	706501	CONT	Classified Non-Exempt	Secretary	11-07-16	3	Advertised	03-20-17
Finance and Administrative Services	702360	CONT	Classified Non-Exempt	Administrative Assistant	01-31-17	1	Pending Requisition	04-03-17
Human Resources	704240	CONT	Administrative Exempt	Assistant Director of Human Resources	09-01-14	4	Re-Advertised	03-20-17
Human Resources	711240	CONT	Prof/Tech Support Non-Exempt	Benefits Specialist	10-03-16	4	Screening in Progress	03-01-17
Human Resources	724240	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist - Employee Relations	New for FY16	3a	Re-Advertised	03-20-17
Human Resources	723240	CONT	Prof/Tech Support Non-Exempt	HR Faculty Staffing Specialist/Evaluator	Frozen in FY16	4	Screening in Progress	03-01-17
Human Resources	700240	CONT	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	08-05-16	4	Screening in Progress	03-01-17
Purchasing	725580	CONT	Prof/Tech Support Exempt	Contracts Manager	09-01-15	3	Advertised	03-20-17
Purchasing	728580	CONT	Prof/Tech Support Exempt	Specifications Writer	New for FY16	4	Screening in Progress	03-01-17
Purchasing	710580	CONT	Prof/Tech Support Exempt	Buyer	1/24/2017	1	Pending Requisition	04-03-17
Purchasing	700580	CONT	Prof/Tech Support Exempt	Technical Buyer	10/7/2016	4	Screening in Progress	03-01-17
Safety and Security	721514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	1/4/2017	1	Pending Requisition	04-03-17
Safety and Security	755514	CONT	Classified Non-Exempt	Security Guard	8/31/2016	1	Pending Requisition	04-03-17
Safety and Security	738514	CONT	Prof/Tech Support Non-Exempt	Security Guard Specialist	New for FY16	5	Recommendation in Progress	01-23-17
Information Services, Planning and Strategic Initiatives								
Centers for Learning Excellence	705423	CONT	Classified Non-Exempt	Secretary	06-30-16	1	Pending Requisition	04-03-17
Educational Technologies	707102	CONT	Classified Non-Exempt	Educational Technologies Assistant I	12-08-16	2	Requisition in Progress	03-20-17
Educational Technologies	705102	CONT	Classified Non-Exempt	Educational Technologies Assistant I	12-12-16	1	Pending Requisition	04-02-17
Educational Technologies	713102	CONT	Prof/Tech Support Exempt	Educational Tech Managed Svcs Spec	01-06-17	2	Requisition in Progress	03-20-17
Information Services and Planning	729101	CONT	Prof/Tech Support Exempt	Project Manager - IS&P	Frozen in FY16	1	Pending Requisition	04-03-17
Information Services and Planning	701625	CONT	Executive Exempt	Vice President for Info Services, Plan, Performance and Strategic Initiative	08-31-14	1	Pending Requisition	04-03-17
Information Technology	700242	CONT	Classified Non-Exempt	Administrative Assistant	02-13-15	1	Pending Requisition	04-03-17
Information Technology	710262	CONT	Classified Non-Exempt	Administrative Assistant	New for FY16	1	Pending Requisition	04-03-17
Information Technology	700396	CONT	Administrative Exempt	Asst Chief Information Officer for Software Devel	07-21-16	5	On Hold	01-23-17
Information Technology	708395	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	11-05-15	5	Recommendation in Progress	01-23-17
Infrastructure	712393	CONT	Prof/Tech Support Non-Exempt	Applications Analyst I	01-05-15	2	Requisition in Progress	03-20-17
Infrastructure	714393	CONT	Prof/Tech Support Non-Exempt	Applications Analyst II	07-31-16	4	Screening in Progress	03-01-17
Infrastructure	700028	CONT	Prof/Tech Support Exempt	Applications Analyst III	06-30-16	4	Screening in Progress	03-01-17

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

Vacant Positions - Continuing

South Texas College
Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017
 As of January 12, 2017

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Infrastructure	711393	CONT	Prof/Tech Support Exempt	Applications Analyst III	10-31-14	4	Screening in Progress	03-01-17
Infrastructure	716393	CONT	Prof/Tech Support Exempt	Applications Analyst III	09-09-16	4	Screening in Progress	03-01-17
Infrastructure	798391	CONT	Prof/Tech Support Non-Exempt	Applications Specialist	11-07-16	1	Pending Requisition	04-03-17
Infrastructure	700194	CONT	Prof/Tech Support Exempt	Service Delivery Manager	FY17 Position Chng	4	Screening in Progress	03-01-17
Infrastructure	703393	CONT	Prof/Tech Support Non-Exempt	Systems Specialist	12-01-15	2	Requisition in Progress	03-20-17
Infrastructure	715393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	10-31-13	5	Recommendation in Progress	01-23-17
Infrastructure	705393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	08-25-16	1	Pending Requisition	04-03-17
Learning Commons and Open Labs	702423	CONT	Classified Non-Exempt	Open Lab Technician	10-26-16	4	Screening in Progress	03-01-17
Learning Commons and Open Labs	701271	CONT	Classified Non-Exempt	Open Lab Technician	12-05-16	4	Screening in Progress	03-01-17
Library Acquisition	723101	CONT	Prof/Tech Support Non-Exempt	Library Systems and Application Specialists	11-09-16	1	Pending Requisition	04-03-17
Library Public Services	704101	CONT	Prof/Tech Support Exempt	Librarian I - Public Services	11-01-16	2	Requisition in Progress	03-20-17
Library Public Services	731101	CONT	Prof/Tech Support Exempt	Librarian III	07-31-14	x	Position Chng for FY17	02-01-17
Library Public Services	707391	CONT	Classified Non-Exempt	Library Technician	FY17 Position Chng	4	Screening in Progress	03-01-17
Library Public Services	700260	CONT	Classified Non-Exempt	Library Technician	01-31-17	1	Pending Requisition	04-03-17
Office of Strategic Initiatives	704170	CONT	Prof/Tech Support Non-Exempt	Project Management Analyst I	11-28-16	1	Pending Requisition	04-03-17
Research and Analytical Services	700271	CONT	Prof/Tech Support Exempt	Qualitative Researcher	10-28-16	3a	Re-Advertised	03-20-17
Technology Support	713392	CONT	Prof/Tech Support Non-Exempt	Computer Services Analyst I	06-06-16	4	Screening in Progress	03-01-17
TR PM Risk and Security	719395	CONT	Prof/Tech Support Exempt	Information Security Analyst	09-01-15	1	Pending Requisition	04-03-17
TR PM Risk and Security	701171	CONT	Prof/Tech Support Exempt	Project Manager - Information Technology	09-01-15	1	Pending Requisition	04-03-17
Office of the President								
Community Engagement and Workforce Dev	707160	CONT	Administrative Exempt	Associate Dean Comm Eng/Workforce 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	04-03-17
CPWE - State	713590	CONT	Classified Non-Exempt	Compliance Technician	06-30-16	1	Pending Requisition	04-03-17
CPWE - State	714590	CONT	Classified Non-Exempt	Customer Service Technician	06-30-12	4	Screening in Progress	03-01-17
CPWE - State	707587	CONT	Classified Non-Exempt	Customer Service Technician	09-01-09	1	Pending Requisition	04-03-17
CPWE - State	708587	CONT	Classified Non-Exempt	Customer Service Technician	11-09-12	1	Pending Requisition	04-03-17
CPWE - State	701880	CONT	Administrative Exempt	Director of College and Career Preparation	09-01-15	1	Pending Requisition	04-03-17
CPWE - State	718590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	09-01-00	1	Pending Requisition	04-03-17
CPWE - State	703587	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	Pending	1	Pending Requisition	04-03-17
CPWE - State	716590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	11-30-10	2	Requisition in Progress	03-20-17
Grant Development, Management, and Compliance	700316	CONT	Prof/Tech Support Exempt	Grant Development Officer	06-22-15	1	Pending Requisition	04-03-17
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	04-03-17
Office of President	700202	CONT	Classified Non-Exempt	Administrative Assistant	09-09-08	1	Pending Requisition	04-03-17
Office of President	706362	CONT	Administrative Exempt	Asst to Pres Pbl Sch Rel/psnps	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	04-03-17
Office of President	701340	CONT	Executive Exempt	Executive Vice President for Student Success	09-01-14	1	Pending Requisition	04-03-17

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

Vacant Positions - Continuing

South Texas College
Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017
 As of January 12, 2017

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
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	04-03-17
Public Relations/Marketing	711462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Community Relations	06-21-15	4	Screening in Progress	03-01-17
Public Relations/Marketing	707462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Public Relations	07-10-16	5	Recommendation in Progress	01-23-17
Public Relations/Marketing	700114	CONT	Prof/Tech Support Non-Exempt	Graphic Designer I	01-13-17	4	Screening in Progress	03-01-17
Public Relations/Marketing	706462	CONT	Prof/Tech Support Non-Exempt	Graphic Designer II	11-30-16	4	Screening in Progress	03-01-17
Public Relations/Marketing	721462	CONT	Prof/Tech Support Non-Exempt	Social Media Specialist	New for FY16	4	Screening in Progress	03-01-17
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								
Admissions & Records	700020	CONT	Classified Non-Exempt	Admissions Technician	11-14-17	2	Requisition in Progress	03-20-17
Advising	730332	CONT	Prof/Tech Support Non-Exempt	Special Programs Specialist	Frozen in FY16	6	Frozen in FY17	09-01-18
Advising	718332	CONT	Prof/Tech Support Non-Exempt	Advisor	01-03-17	1	Pending Requisition	04-03-17
College Connections	708190	CONT	Prof/Tech Support Non-Exempt	College Connection Specialist/Recruiter	08-25-16	3	Advertised	03-20-17
College Connections	707612	CONT	Classified Non-Exempt	Coordinator of College Connections	08-25-16	4	Screening in Progress	03-01-17
College Connections	720612	CONT	Prof/Tech Support Non-Exempt	Admissions Specialist	10-02-16	1	Pending Requisition	04-03-17
College Connections	700272	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	08-17-16	5	Recommendation in Progress	1/10/2017 *Offer made
College Connections	700036	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	01-04-17	3	Advertised	03-20-17
College Connections	700032	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist II	11/1/16	4	Screening in Progress	03-01-17
Dual2Degree	705285	CONT	Prof/Tech Support Non-Exempt	Dual Enrollment Program Specialist	08-07-16	3	Readvertised	04-03-17
Office of Enrollment Services	704612	CONT	Administrative Exempt	Dean of Enrollment Services	08-31-16	1	Pending Requisition	04-03-17
Student Affairs and Enrollment Management	704190	CONT	Prof/Tech Support Exempt	Student Services Training Manager	Frozen in FY16	6	Frozen in FY17	09-01-18
Student Financial Services	714440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	Pending	2	Requisition in Progress	03-20-17
Student Financial Services	700103	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	11-01-16	4	Screening in Progress	03-01-17
Student Financial Services	707440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	FY17 Position Chng	4	Screening in Progress	03-01-17
Student Financial Services	703331	CONT	Classified Non-Exempt	Testing Technician	12/1/2016	1	Pending Requisition	04-03-17

Legend-Tiered steps in Hiring Process
 1 - Pending Requisition
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South Texas College		Hired						
Positions Filled in FY 2016 - 2017		Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
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	
Centers for Learning Excellence	720426	CONT	Classified Non-Exempt	Student Learning Assistant	New for FY16	Filled	01-09-17	
Curriculum and Student Learning	700095	CONT	Classified Non-Exempt	Administrative Assistant	02-08-16	Filled	12-01-16	
HS Programs and Services	705286	CONT	Prof/Tech Support Non-Exempt	Early College High School Specialist	08-12-15	Filled	01-09-17	
Academic Affairs								
Academic Affairs	709279	NEW	Prof/Tech Support Exempt	Project Manager - Academic Affairs	New for FY16	Filled	11-07-16	
Mid Valley Campus	700281	CONT	Classified Non-Exempt	Faculty Secretary	06-14-16	Filled	01-04-17	
Division of Business and Technology								
Division of Business and Technology	701264	CONT	Classified Non-Exempt	Lab Assistant - Business and Technology	07-01-16	Filled	Pending	
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	
Campus Police	713514	CONT	Prof/Tech Support Non-Exempt	Police Officer	08-05-16	Filled	01-04-17	
Central Receiving	703584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	09-11-16	Filled	12-05-16	
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	711499	CONT	Classified Non-Exempt	Staff Secretary	08-31-16	Filled	12-01-16	
Facility Maintenance	704499	CONT	Classified Non-Exempt	Maintenance Assistant	11-09-15	Filled	09-12-16	
Finance and Administrative Services	704360	CONT	Prof/Tech Support Exempt	Project Manager - Finance and Administrative Services	04-29-16	Filled	10-03-16	
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	
Human Resources	701240	CONT	Classified Non-Exempt	Human Resources Assistant	06-19-16	Filled	12-01-16	
Internal Audits	701273	CONT	Prof/Tech Support Non-Exempt	Staff Audit Specialist	New for FY16	Filled	01-04-17	
Safety and Security	703514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	8/31/2016	Filled	01-17-17	
Safety and Security	760514	CONT	Classified Non-Exempt	Security Guard	09-01-15	Filled	01-04-17	
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	756514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	01-04-17	

South Texas College

Positions Filled in FY 2016 - 2017

As of January 12, 2017

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
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	749514	CONT	Classified Non-Exempt	Security Guard	08-05-16	Filled	01-17-17
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
Educational Technologies	707271	CONT	Classified Non-Exempt	Educational Technologies Assistant I	08-05-16	Filled	01-04-17
Information Security	709392	CONT	Prof/Tech Support Exempt	Information Security Analyst	05-27-16	Filled	11-07-16
Information Technology	700062	CONT	Prof/Tech Support Exempt	Business Analyst	FY17 Position Chng	Filled	01-17-17
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
Telecom	702392	CONT	Prof/Tech Support Non-Exempt	Network Services Specialist	06-01-14	Filled	01-17-17
Library Public Services	700060	CONT	Administrative Exempt	Associate Dean of Library Services	FY17 Position Chng	Filled	01-17-17
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	11-17-16
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	703170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	07-24-16	Filled	03-01-17
Research and Analytical Services	715170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	New for FY16	Filled	11-14-16
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							
Associate Degree Nursing	720556	NEW	Classified Non-Exempt	Faculty Secretary	5-Jan-00	Filled	01-04-17
Division of Nursing and Allied Health	706557	NEW	Prof/Tech Support Exempt	Project Manager - NAH	New for FY17	Filled	11-07-16
Division of Nursing and Allied Health	701557	CONT	Classified Non-Exempt	Lab Asst - NAH	05-01-16	Filled	12-08-16
Division of Nursing and Allied Health	700225	CONT	Classified Non-Exempt	Lab Asst - NAH	09-07-16	Filled	12-05-16
Office of the President							
Alternative Teacher Certification	701873	CONT	Classified Non-Exempt	Customer Service Technician	1-Sep-09	Filled	12-01-16
CPWE - State	720565	CONT	Administrative Exempt	Director of Professional and Workforce Education	1-Sep-15	Filled	01-04-17
Grant Development, Management, and Compliance	700123	CONT	Prof/Tech Support Exempt	Grant Development Officer	02-21-16	Filled	10-03-16
Public Relations/Marketing	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

Hired

South Texas College	Positions Filled in FY 2016 - 2017							
As of January 12, 2017	Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
	Advising	733332	CONT	Prof/Tech Support Non-Exempt	Advisor	New for FY16	Filled	11-14-16
	Advising	734332	CONT	Prof/Tech Support Non-Exempt	Advisor	New for FY16	Filled	11-07-16
	Career and Employer Services	701275	CONT	Prof/Tech Support Exempt	Coord of Career Services	8/13/15	Filled	12-08-16
	College Connections	700257	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist II	09-14-16	Filled	01-04-17
	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
	Dual2Degree	701612	CONT	Prof/Tech Support Non-Exempt	Dual Credit Records and Registration Specialist	08-07-16	Filled	01-17-17
	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	700015	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	04-29-16	Filled	01-17-17
	Student Financial Services	700068	CONT	Classified Non-Exempt	Financial Aid Specialist	12-12-14	Filled	10-03-16
	Student Assessment Center	722331	NEW	Prof/Tech Support Non-Exempt	Testing Specialist	New for FY16	Filled	12-01-16
	Total	78						

South Texas College		Resignations				Date		
Resignations in FY 2016 - 2017		Division		Position	Type	Category	Title	Position Vacated
As of January 12, 2017		Division		Position	Type	Category	Title	Date
Academic Affairs								
Distance Learning				702279	CONT	Administrative Exempt	Dean of Distance Learning	02-02-17
Office of Professional Development				702352	CONT	Administrative Exempt	Associate Dean of Prof & Org Development	01-06-17
Division of Nursing and Allied Health								
Division of Nursing and Allied Health				700225	CONT	Classified Non-Exempt	Lab Asst - NAH	09-07-16
Division of Liberal Arts and Social Sciences								
Drama				701227	CONT	Prof/Tech Support Non-Exempt	Coordinator of Theater Support Services	01-31-17
Division of Math, Science & Bachelor Programs								
Chemistry				701200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	02-28-17
Physics				701202	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Physics	01-12-17
Finance and Administrative Services								
Business Office				700050	CONT	Classified Non-Exempt	Cashier	01-04-17
Central Receiving				701584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	09-03-16
Custodial				704502	CONT	Classified Non-Exempt	Custodian	12-06-16
Human Resources				711240	CONT	Prof/Tech Support Non-Exempt	Benefits Specialist	10-03-16
Finance and Administrative Services				702360	CONT	Classified Non-Exempt	Administrative Assistant	01-31-17
Purchasing				710580	CONT	Prof/Tech Support Exempt	Buyer	01-24-17
Safety and Security				721514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	01-04-17
Information Services, Planning and Strategic Initiatives								
Educational Technologies				713102	CONT	Prof/Tech Support Exempt	Educational Tech Managed Svcs Spec	01-06-17
Educational Technologies				705102	CONT	Classified Non-Exempt	Educational Technologies Assistant I	12-12-17
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
Library Public Services				700260	CONT	Classified Non-Exempt	Library Technician	01-31-17
Office of Strategic Initiatives				704170	CONT	Prof/Tech Support Non-Exempt	Project Management Analyst I	11-28-16
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
Public Relations/Marketing				700114	CONT	Prof/Tech Support Non-Exempt	Graphic Designer I	01-13-17
Student Affairs and Enrollment Management								
Admissions & Records				700020	CONT	Classified Non-Exempt	Admissions Technician	11-14-17
Advising				718332	CONT	Prof/Tech Support Non-Exempt	Advisor	01-03-17
College Connections				700036	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	01-03-17
College Connections				700257	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist II	09-14-16