

South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Thursday, January 15, 2015
@ 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 November 13, 2014 Finance and Human Resources Committee Minutes

The Minutes for the Finance and Human Resources Committee Meeting of November 13, 2014 are presented for Committee approval.

Because the December 11, 2014 Meeting did not take place, there are no Minutes presented for Committee approval.

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Thursday, November 13, 2014
@ 6:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Thursday, November 13, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:17 p.m. with Dr. Alejo Salinas, Jr., Chair, presiding.

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

Other Trustees Present: Mr. Gary Gurwitz

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

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Becky Cavazos, Mrs. Brenda Balderaz, Mr. Paul Varville, Ms. Kelly Salazar, Ms. Alicia Gomez, Ms. Sally Velasquez, Mr. Keith Moore, Mr. Ricky Longoria, and Mr. Andrew Fish

Approval of October 14, 2014 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance and Human Resources Committee Meeting of October 14, 2014 are presented for Committee approval.

Review and Discussion of Internal Audit Report in the Area of Instructional Technologies Inventory

Ricky Longoria from Burton McCumber & Cortez, LLP attended the Committee meeting to discuss the procedures, findings, and recommendations of the internal audit report dated September 2, 2014 in the area of Instructional Technologies Inventory.

The report was 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 Proposed Projects for Internal Auditors and Overview of Internal Audit Function Options

Staff recommended projects for the Board's consideration for Internal Auditor's review for this coming year. The items listed below were the projects being proposed as the next assignments for the internal auditors.

- Property Taxes – Internal controls of Hidalgo County and Starr County Tax Assessor-Collectors' tax assessing, collecting, and reporting procedures and processes (pertaining to the College's tax transactions)
- Surprise Cash Counts – Cashiers Office
- Timeforce Time Keeping System Compliance
- Custodial Services - Work Orders, Purchase Orders, and Inventory
- Departmental Fixed Assets
- Student Activities Procedures
- Mileage Reimbursement Procedures
- Banner Computer System Security and Access
- Food Services Department Cash Handling Procedures

Input was also requested from the Finance and Human Resources Committee.

Burton McCumber & Cortez, L.L.P. have reviewed the following areas during the last three years:

1. Instructional Technologies Inventory (September 2014)
2. Human Resources - Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services) (In Progress) (2014)
3. Fraud Survey (November 2013)
4. Fraud Hotline Calls/Investigations (October 2013)
5. IT Security (September 2013)
6. Scholarship Funds (August 2013)
7. Facilities, Operation & Maintenance – Work orders and Purchase Orders (July 2013)
8. Financial Aid (May 2013)
9. Contracts (June 2012)
10. Continuing Professional and Workforce Education Department (January 2012)
11. Red Flag Rules (January 2012)

The list of Internal Audits conducted in the Period of FY 2003-2004 through FY 2014-2015 was provided in the packet for the Committee's information and review.

The Internal Auditor services contract with Burton McCumber & Cortez, LLP. (McAllen, TX), for the period of September 1, 2014 through August 31, 2015, at a cost of approximately \$54,000.00, was awarded at the July 29, 2014 Board of Trustees meeting.

The Board awarded the contract for internal auditor services at the June 26, 2012 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period began September 1, 2014 and would terminate on August 31, 2015.

The internal audit function at South Texas College has been outsourced for eighteen (18) fiscal years.

In an effort to increase the internal audit services to the College, during the term of the contract, Mr. Ricky Longoria from Burton McCumber & Cortez, LLP. provided the following options:

- Hiring an auditor who would be dedicated 100 percent of the time to South Texas College. Based on the current hourly rate, the approximate cost will be \$200,000 per fiscal year.
- Hiring an auditor who would be dedicated 50 percent of the time to South Texas College. Based on the current hourly rate, the approximate cost will be \$100,000 per fiscal year.

Per the current contract, the hourly payment rates per staff member were as follows:

- Partner \$200
- Manager \$150
- Senior \$90
- Staff \$75

Over the last five (5) years, the Internal Auditors conducted an average of five (5) audits annually at an average annual cost of \$39,834.

The annual payments to Burton McCumber & Cortez, LLP. for internal auditor services for fiscal year 2009-2010 through fiscal year 2013-2014 were as follows:

Fiscal Year	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	Average
Number of Audits	6	9	5	4	3	5
Annual Payment Amount	\$54,000	\$39,478	\$55,500	\$23,426	\$26,765	\$39,384

Internal Auditor Function Options

At the request of the President, the administrative staff surveyed other Texas Community Colleges and Districts. Twenty-eight (28) responded and the results confirmed that the Internal Audit function is either maintained in-house or outsourced as follows:

	In-House Services	Outsourced Services	Total # Of Community Colleges
Internal Audit Services	11	6	28

The top ten largest community colleges in Texas maintained internal audit services as follows:

In-House Services	Outsourced Services
Alamo Community College District	Austin Community College
Dallas Community College District	Collin Community College
Houston Community College	El Paso Community College
Lonestar Community College District	South Texas College
San Jacinto Community College	
Tarrant County College	

The advantages and disadvantages of the different methods of maintaining the internal audit function were provided in the packet for the Committee’s information and review.

The Internal Audit function may be maintained in-house, outsourced, or co-sourced, a combination of in-house and outsourced services.

Ricky Longoria from Burton McCumber & Cortez, LLP, Dr. Reed, and Mary Elizondo responded to any questions at the meeting. Mr. Longoria recommended that the Board consider an internal auditor operation given the growth of the College.

No action was requested from the Committee. The Committee determined that a recommendation for Board action was permitted under the agenda, and wished for this item to be brought to the full Board for consideration and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended that this discussion be placed on the Board agenda as a discussion item. The motion carried.

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

Mr. Keith Moore from Edward Jones presented on the status of the MEDA Scholarship Trust Fund. Mr. Moore provided an overview of the agreement, the annual obligated amount of distribution and the anticipated annual earnings.

The table below shows a recap of the market value from October 1, 2012 through September 30, 2014:

Beginning Market Value-October 1, 2012	\$ 3,189,982.10
Income	140,838.40
Additions	132,407.84
Disbursements	(431,580.49)
Security transfers	15,330.26
Other receipts	372.05
Change in market value	623,698.32
Ending Market Value-September 30, 2014	\$ 3,671,048.48

Based on the trust agreement, which provided for a 5% annual payout, the distributions paid to the College were \$160,784.54 on June 2013 and \$185,937.10 on June 2014 for a total of \$346,721.64. A total of \$123,800.00 was awarded to 118 students (unduplicated) during the period of August 2013 through September 2014. The balance, after reducing the amounts set-aside for Cycle 1 and Cycle 2 students in future semesters, was \$30,721.64. A summary report was provided in the packet for the Committee's information and review.

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 Trustees.

The Committee asked whether Edward Jones had provided a similar presentation to any other entity. Mr. Moore stated that monthly statements are provided to the College, as the sole beneficiary, and no other entity receives updates or has any entitlement to information about this trust foundation. A copy of the MEDA Scholarship Fund Endowment Agreement was included in the Committee packet.

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 Tax Resale Property and Resolution Authorizing Tax Resale

Approval of the Hidalgo County Tax Resale Property Bids and Resolution Authorizing Tax Resale will be requested at the November 20, 2014, Board meeting.

The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of fifty-one (51) properties.

On September 2, 2014 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.

The total amount the College would receive is \$15,106.98.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Board of Trustees' consideration.

The Resolution Authorizing the Tax Resale was 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 STC amount, and the Analysis of Bids Received were included under separate cover for their information and review.

The Finance and Human Resources Committee asked Ms. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP whether the other taxing entities with a more substantial interest in any tax debt had taken action to approve or deny these tax resale items, stating that the College often defers to those entities with a greater interest. Ms. Salazar confirmed that there were several pending, but that the firm did not anticipate any issues with the properties as presented.

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

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

Approval of the following proposal awards, purchases, and renewals will be requested at the November 20, 2014 Board meeting as follows:

- 1) Fire Suppression Systems Service and Alarm Monitoring (Award):** award the proposals for fire suppression systems service and alarm monitoring with the following vendors, for the period beginning November 21, 21, 2014 through November 20, 2015 with two one-year options to renew, at an estimated cost of \$85,099.00:

#	Services	Vendor	Amount
1	Fire Alarm Panels - Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$11,990.00
2	Fire Alarm Panels-Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$20,000.00
3	Kitchen Hoods – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$1,195.00
4	Kitchen Hoods - Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
5	Fire Sprinklers – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$9,230.00
6	Fire Sprinklers - Repairs	1 st FP Services, LLC. (McAllen, TX)	\$15,000.00
7	Fire Sprinklers - Upright Sprinkler (Item and Installation Costs)	1 st FP Services, LLC. (McAllen, TX)	\$10,000.00
8	Clean Agent Fire Suppression System Inspection – Inspection Rates	Alarm Security Group, LLC./dba ASG Security (McAllen, TX)	\$750.00
9	Fire Extinguishers - Inspection Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
10	Fire Extinguishers - Hydro Test Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
11	Fire Extinguishers - Recharge Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,000.00
12	Fire Alarm Monitoring	Alarm Security Group, LLC./dba ASG Security (McAllen, TX)	\$7,434.00

- 2) **Hydraulic Sheet Metal Iron Worker (Award):** award the proposal for a hydraulic sheet metal iron worker to cut sheet metal to Rex Supply Company (Pharr, TX), at a total cost of \$16,341.46;
- 3) **Air Conditioning Equipment, Supplies, and Service (Purchase):** purchase air conditioning equipment, supplies, and service from Carrier Corporation (Richardson, TX/ Pharr, TX) Carrier Enterprise, LLC. (Houston, TX/ Pharr, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning October 1, 2014 through August 31, 2015, at an estimated amount of \$50,000.00;
- 4) **Computers, Laptops, Tablets, and Printer (Purchase):** purchase of computers, laptops, tablets, and printer from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP (Dallas, TX), Apple Inc. (Dallas, TX), Computer Repair Center (McAllen, TX), and from the National Joint Powers Alliance approved vendor CDW Government (Vernon Hills, IL) in the total amount of \$101,611.41;
- 5) **Microscopes (Purchase):** purchase microscopes from North Central Instruments (Plymouth, MN), a State of Texas Term Contract approved vendor, at a total cost of \$16,284.00;
- 6) **Network Equipment - Instructional (Purchase):** purchase network equipment – instructional from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of

Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$64,907.04;

- 7) Police Vehicles (Purchase):** purchase police vehicles from Caldwell Country Chevrolet (Caldwell, TX), a Houston-Galveston Area Council (HGAC) purchasing cooperative approved vendor for general purpose and emergency vehicles (includes law enforcement vehicles), at a total cost of \$62,032.00;
- 8) Testing Materials (Purchase):** purchase testing materials for Texas Success Initiative (TSI) tests which use the Accuplacer Platform from The College Board (New York, NY), a sole source vendor, at an estimated cost of \$64,750.00;
- 9) Three Dimensional Printers (Purchase):** purchase three dimensional printers from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$51,156.80;
- 10) Training Services (Purchase):** purchase training services from FESTO Didactic, Inc. (Farmingdale, NJ), a sole source vendor, at a total cost of \$30,000.00;
- 11) Database Software Licenses and Support Agreements (Renewal):** renew the database software licenses and support agreements with Oracle America, Inc. (Dallas, TX), a sole source vendor, at a total cost of \$52,282.04 as follows:

#	Product	Quantity	Period	Amount
1	Internet Application Server Enterprise Edition, Tuning Pack, Oracle Database Enterprise Edition, Diagnostic Pack, and Oracle Real Application Clusters One Node	106	12/19/14 – 12/18/15	\$4,924.02
2	Internet Application Server Enterprise Edition, Real Application Clusters, Tuning Pack, Diagnostic Pack, and Oracle Database Enterprise Edition	2,132	12/20/14 – 12/19/15	\$47,358.02

- 12) Library Database Subscriptions (Renewal):** renew the library database subscriptions with Elsevier BV (New York, NY), a sole source vendor, at a total cost of \$24,324.26 as follows:

#	Subscription	Period	Amount
1	Clinical Pharmacology	10/15/14 – 9/30/15	\$3,975.00
2	Science Direct College Edition	1/1/15 – 12/31/15	\$20,349.26

13)Library Database Subscriptions and e-Book (Renewal/Purchase): renew the library database subscriptions and e-Book with Amigos Library Services (Dallas, TX), a sole source vendor, at a total cost of \$31,730.00 as follows:

#	Subscription	Renew or Purchase	Period	Amount
1	TEXEXP Courier Services	Renewal	9/1/14 – 8/31/15	\$3,375.00
2	Baker & Taylor TS3 & Grid Module Subscription	Renewal	11/1/14 – 10/31/15	\$3,808.00
3	Emerald Databases	Renewal	11/15/14 – 11/14/15	\$9,777.00
4	Credo Reference Database	Renewal	8/1/15 – 7/31/16	\$7,430.00
5	Amigos Membership Fees	Renewal	7/1/15 – 6/30/16	\$3,840.00
6	RDA Toolkit Subscription	Renewal	6/1/15 – 5/31/16	\$500.00
7	Amigos e-Shelf	New	11/24/14 – 10/31/15	\$3,000.00

14)Printing of Business Forms (Renewal): renew the contracts for printing of business forms, for the period beginning December 12, 2014 through December 11, 2015, at an estimated cost of \$20,847.68 with the following vendors:

#	Form	Vendor	Amount
1	Schedule Change Form 2-Part NCR	Gateway Printing & Office Supplies, Inc. (Edinburg, TX)	\$2,012.06
2	Transcript Paper	Micah's Printing (Berwyn, PA)	\$3,528.00
3	Reinstatement After Census Date Form	National Document Solutions (Santa Rosa, CA)	\$391.50
4	Document Sealer Z Forms	Curtis 1000 (McAllen, TX)	\$4,168.55
5	Emergency Tuition, Fees and Textbook Loan Application and Promissory Note	Micah's Printing (Berwyn, PA)	\$327.44
6	1098T Forms	Micah's Printing (Berwyn, PA)	\$2,260.12
7	Student Statement Mailers	Curtis 1000 (McAllen, TX)	\$3,681.24
8	Blank C Forms	Safeguard Universal Business Forms & Systems (Corpus Christi, TX)	\$1,731.56
9	W-2 Forms (for employee)	National Document Solutions (Santa Rosa, CA)	\$258.47
10	W-2 Forms (for employer)	National Document Solutions (Santa Rosa, CA)	\$120.04
11	Accounts Payable Checks	Safeguard Universal Business Forms & Systems (Corpus Christi, TX)	\$2,368.70

15)Rental of Firefighter Protective Clothing (Renewal): renew the contract for rental of firefighter protective clothing with LION TotalCare (Houston, TX), for the period beginning December 12, 2014 through December 11, 2015, at an estimated cost of \$10,579.20 per semester with an annual cost of \$21,158.40:

16)Reprographic Services (Renewal): renew the contract for reprographic services with RGV Reprographics, Inc. (McAllen, TX), for the period beginning December 12, 2014 through December 11, 2015, at an estimated cost of \$40,000.00 based on prior year expenditures;

17)Graduation Facility (License Agreement): lease the graduation facility from the City of McAllen – McAllen Convention Center (McAllen, TX), an interlocal license agreement for Sunday, December 14, 2014 beginning at 7:00 a.m. through December 14, 2014 at 7:00 p.m., at an estimated cost of \$17,339.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals was \$ 749,863.09

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

Review and Recommend Action to Revise Policy #6312: College Employed and Commissioned Peace Officers

Approval to revise Policy #6312: College Employed and Commissioned Peace Officers will be requested at the November 20, 2014 Board meeting.

The revisions to the policy were necessary for the following reasons:

- To identify the procedures that South Texas College police officers must adhere to, in addition to the rules and standards of conduct applicable to all college employees.
 - These procedures are developed and updated in accordance with Texas law and guidance provided by the Texas Commission on Law Enforcement (TCOLE).
 - South Texas College peace officers are informed of revisions to procedures, provided a briefing on changes, and are required to sign acknowledgement of receipt of each update.
- To describe the requirements for carrying firearms off duty and off duty employment.
 - Federal law allows commissioned peace officers to carry firearms and ammunition while off-duty.
 - Off-duty officers have no *jurisdictional authority* but are Texas peace officers while off-duty and may respond to significant incidences.
 - The College maintains the right to authorize outside employment of individuals commissioned as Texas peace officers to ensure that outside employment does not negatively impact the College.

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

The revised policy had been reviewed by staff, the President's Cabinet, and by South Texas College's legal counsel.

The Finance and Human Resources Committee requested the opportunity to review the procedures referenced by the Policy, and staff agreed to distribute the procedures to the Board, and has made them available through the Board website for Board and public review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #6312: College Employed and Commissioned Peace Officers as presented and which supersedes any previously adopted Board policy. The motion carried.

Review and Discussion on College's Procurement Levels for Purchase of Goods or Services

Discussion was requested to review the procurement levels for the purchase of goods or services

Section 44.031 of the Education Code, Purchasing; Contracts, generally states the following:

contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at **\$50,000** or more in the aggregate for each 12-month period shall be made by a specific type of method, such as **competitive bidding** for services other than construction services, **competitive sealed proposals** for services other than construction services, **request for proposals** for services other than construction, an interlocal contract, etc.

The College currently distinguished the purchasing of goods and services among three different levels as follows:

Level	Requirement	Amount
Level I	One Written Quote	\$0-\$4,999
Level II	Three Written Quotes or One Purchasing Cooperative Quote	\$5,000 - \$9,999
Level III	RFP, RFQ or One Purchasing Cooperative Quote	\$10,000 and Above

Administration was proposing that the Board consider increasing the procurement thresholds for each level. The proposed thresholds would remain within the limit of the Texas Education Code for Purchasing; Contracts.

Internal controls of reviews, approvals, and monitoring of all expenses would continue as established.

The current levels and proposed levels based upon dollar value and method of procurement for Board consideration were as follows:

Level	Current	Proposed
Level I	<u>Purchases valued less than \$5,000</u> When the College seeks to purchase personal property or services of a value less than \$1,000, quotations will be verbally accepted. Purchases of \$1,000 to \$5,000 will require written quotes. The purchasing decision will be based upon experience with the vendor, considering price, quality and deliver date.	<u>Purchases valued less than or at \$9,999</u> When the College seeks to purchase personal property or services of a value less than \$1,000, quotations will be verbally accepted. Purchases of \$1,000 to \$9,999 will require one (1) written quote. The purchasing decision will be based upon past experience with the vendor, considering price, quality and delivery date.
Level II	<u>Purchases valued \$5,000 to \$9,999</u> When the College seeks to purchase property or services of a value of \$5,000 to \$9,999 the College requires at least three written quotations which may include a quote or quotes from a catalog issued under an approved government purchasing program. Quotations will be recorded and kept with the purchasing files.	<u>Purchases valued \$10,000 to \$49,999</u> When the College seeks to purchase personal property or services of a value of \$10,000 to \$49,999 , the College shall require at least three written quotations. <i>This</i> may include a quote or quotes from <i>vendors</i> under <i>State of Texas</i> approved government purchasing program <i>such as the Department of Information Resources (DIR) and Texas Multiple Award Schedule (TXMAS) program.</i> Quotations will be recorded and kept with the purchasing file.
Level III	<u>Purchases valued at or above \$10,000</u> All College purchases and contracts valued at or above \$10,000 shall be made by one of the methods authorized by Section 44.021 Texas Education Code, Local Government Code 271.082 or 271.083 and/or 271.102 or 271.103 and in accordance with the procurement required.	<u>Purchases valued at or above \$50,000</u> All College purchases and contracts valued at or above \$50,000 shall be made by one of the methods authorized by Section 44.031 Texas Education Code, Local Gov't Code 271.082 or 271.083 and/or 271.102 or 271.103 and in accordance with the procedures required.

Levels II and III do not require Board authorization to solicit bids. Level III required Board authorization to award the bid/proposal.

The benefits to increasing the Level II amount from \$9,999 to \$49,999.99 and Level III amount from at or above \$10,000 to at or above \$50,000 thresholds included the following:

- Increased participation by vendors who claim contract amounts are too low to justify the effort required in preparing a proposal
- Reduction in administrative costs and time associated with solicitation, preparation, advertising, and evaluation committee staff time
- Reduction in delays for purchase of items needed by students. This is often the case for grants where a short timeline is available to acquire the items needed by students.
- Expedite the increase in purchases related to the 2013 Bond Construction Program.

The table below is a comparison of the number of goods or services purchased for the last five years that currently required Board approval and the number of purchasing items that required Board approval under the proposed new threshold:

Fiscal Year	Current # of Items at or Above \$10,000	Proposed # of Items at or Above \$50,000	Variance – Reduction of Purchases Presented to Board	Percentage Reduction
2013-2014	286	89	197	69%
2012-2013	250	89	161	64%
2011-2012	227	79	148	65%
2010-2011	242	102	140	58%
2009-2010	239	96	143	60%
Average of 5 years	248	91	157	63%

Increasing Level III threshold from \$10,000 to \$50,000 would result in the total number of goods and services requiring Board approval decreasing annually by approximately 157 items or 63%. An average of 91 items would require board approval as compared to 248 items currently requiring board approval.

Below is a summary of the purchasing items by amount ranges for the following fiscal years.

Fiscal Year	Amount Ranges					
	\$0 to \$9,999	\$10,000.00 to \$14,999.99	\$15,000 to \$19,999.99	\$20,000 to \$24,999.99	\$25,000 to \$49,999.99	\$50,000 and above
2013-2014	6,821	40	37	23	97	89
2012-2013	7,034	40	28	23	70	89
2011-2012	6,892	39	19	25	65	79

2010-2011	7,346	35	30	18	57	102
2009-2010	7,718	34	36	14	59	96
Average of 5 years	7,162	38	30	20	69	91

The total number of goods and services at or above \$10,000 and currently requiring Board approval was approximately 248 items per year.

The proposed increase to \$50,000 and above would require Board approval of approximately 91 items annually. Increase to another threshold levels between \$10,000 and \$50,000 are represented below, \$15,000 and above, \$20,000 and above, and \$25,000 and above annually and result in annual percentage reduction of items requiring board approval of approximately the following:

Amount Ranges	Cumulative	% Reduction
\$50,000 and Above	91	63%
\$25,000 and Above	160	36%
\$20,000 and Above	180	27%
\$15,000 and Above	210	15%
\$10,000.01 and Above	248	0%

The procurement levels for various Texas Community Colleges were provided in the packet for the Committee's information and review.

The proposed dollar level limits were reviewed by the College's Internal Auditor who indicated that the proposed thresholds were in compliance with state requirements for purchasing and that the changes would make the process more efficient while maintaining appropriate accountability.

The Committee recommended this item be brought to the full Board for consideration and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval to make the proposed adjustments to the procurement procedures and threshold levels.

Review and Discussion on the College’s Threshold Amounts on Authorization to Sign/Initial Checks and Authorization to Release Checks

Review and discussion was requested on the College’s threshold amount requirements related to check signatures/initials requirements and the authorization to release checks.

The current thresholds related to check signatures/initials requirements and the authorization to release checks were as follows:

Current			
Current Threshold Levels	Authorized Signatures (Two required)	Initials Required (Two required)	Authorized Release of Checks
\$0 - \$9,999	President VPFAS Comptroller	No	• Business Office
\$10,000 - \$49,999	President VPFAS Comptroller	Yes	• VPFAS • President
\$50,000 and above	President VPFAS Comptroller	Yes	• VPFAS • President • Board of Trustees*

* Requires Board of Trustees approval, except for checks for payments for utility and telephone services, lease agreements, security services, postage, rental fees, insurances, transfers between bank accounts, internal revenue service deposits of payroll taxes, and employee payroll deductions.

Administration proposed to increase the threshold amount requirements. The proposed thresholds related to check signatures/initials requirements and the authorization to release checks were as follows:

Proposed			
Proposed Threshold Levels	Authorized Signatures (Two required)	Initials Required (Two required)	Authorized Release of Checks
\$0 - \$24,999	President VPFAS Comptroller	No	• Business Office
\$25,000 - \$124,999	President VPFAS Comptroller	Yes	• VPFAS • President
\$125,000 and above	President VPFAS Comptroller	Yes	• VPFAS • President • Board of Trustees*

* Requires Vice President for Finance and Administrative Services, President, and Board of Trustees approval, except for disbursements for utility and telephone services, lease agreements, security services, postage, rental fees, insurances, transfers between bank accounts and to Certificates of Deposits, payroll benefits and deductions and delinquent tax attorney fees collected from taxpayers.

Below is a summary of the amount ranges for checks issued in FY 2014:

Fiscal Year	Amount Ranges - No. of Checks					
	\$0 to \$9,999	\$10,000 to \$24,999	\$25,000 to \$49,999	\$50,000 to \$99,999	\$100,000 to \$124,999	\$125,000 and Above
2013 - 2014	65,780	334	129	50	9	25

The proposed increase to \$125,000 and above would require Board approval each fiscal year of approximately 25 checks or a reduction of 59 checks or 70%. The current threshold of \$50,000 and above required board approval of approximately 84 checks. Other levels would require Board approval of the following number of checks.

Amount Range of Checks	Cumulative No. of Checks	% Reduction
\$125,000 and Above	25	70%
\$100,000 and Above	34	60%
\$50,000 and Above	84	0%

The total number of checks initialed by the President and Vice President for FAS would decrease annually by approximately 334 items or 61%.

Administration recommended the current thresholds be revised to increase the amounts for authorization to sign/initial checks and authorization to release checks. The benefits of increasing the threshold included the following:

- Expedite the process to release vendor checks. Prior to vendor payment, the Board of Trustees has approved the College's purchases and/or services currently above \$10,000 in compliance with the purchasing policy.
- Expedite payments related to the new bond construction program.
- The delay of payment to the vendor due to check release board approval requirement may be up to five weeks.
- Reduce administrative costs associated with handling and routing checks.
- Positive impact on the College's credit rating and vendor relationships due to prompt vendor payments.

A table showing the effect of the proposed changes, including the number of checks expected to be affected at each level was provided in the packet for the Committee's information and review.

The Committee recommended this item be brought to the full Board for consideration and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval to make the proposed revisions to the check signature/initialing and release of checks threshold levels. The motion carried.

Review and Discussion of Vacancy Report for FY 2014-2015

The Staffing Plan Vacancy Report for FY 2014-2015 was included in the packet for the Committee's information and review. Information was current as of November 7, 2014.

The Vacancy Report for FY 2014-2015 was based on the following:

- **Vacant Full Time Regular Positions - NEW - Board Approved Positions for FY 2014-2015:**
 - ⇒ A list of twenty-six (26) new positions for FY2014-2015 represented the new board-approved staffing plan positions for FY2014-2015. These positions would be advertised until filled. Approximately 76% were currently advertised and the remaining personnel requisitions were currently in progress for final approval.
- **Vacant Full Time Regular Positions – Continuing – CONTINUED from FY 2013-2014:**
 - ⇒ A list of vacant positions due to employee resignations, terminations, and retirement was included and designated as Continuing. These positions were advertised until filled. Approximately 73% of these positions were currently advertised and the remaining personnel requisitions were currently in progress for final approval. Seven of these positions were on hold due to funding allotted for temporary positions.
- **Full Time Regular Positions – Partially Funded in FY 2014-2015:**
 - ⇒ A list of forty-four (44) vacant positions was provided which were partially funded (less than 100%) in the FY 2014-2015 staffing plan in order to balance the total projected expenditures and total projected revenues. As a result, these positions were scheduled to be filled on or after December 15, 2014. These positions were included on the staffing plan with a salary amount of \$2.00 and the total actual salary budget was designated under a "70% Salary Pool" in each account.

The Vacancy Report for Fiscal Year 2014-2015 was presented for information and review by the Committee. No action was required from the Committee. The Committee Chair stated that he was satisfied with the progress that was being made to fill vacant positions.

Review of Payments to Broaddus & Associates and Overview of the Process for the Approval of All Payments

A review of the payments to Broaddus & Associates and an overview of the process for the receipt and verification of invoices, comparison of the work done to the invoices, and controls on approval of payments was provided at the request of the Finance and Human Resources Committee. Mrs. Elizondo reviewed the entire program, from submittal of invoices to authorization of payment, under the contract. No action was taken.

Adjournment

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:18 p.m.

I certify that the foregoing are the true and correct minutes of the November 13, 2014 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Chair

Review and Discussion of Proposed Projects for Internal Auditors

Staff is recommending projects for the Board's consideration for Internal Auditor's review for this coming year. The items listed below are the projects being proposed as the next assignments for the internal auditors.

- Property Taxes – Internal controls of Hidalgo County and Starr County Tax Assessor-Collectors' tax assessing, collecting, and reporting procedures and processes (pertaining to the College's tax transactions)
- Surprise Cash Counts – Cashiers Office
- Timeforce Time Keeping System Compliance
- Custodial Services - Work Orders, Purchase Orders, and Inventory
- Departmental Fixed Assets
- Student Activities Procedures
- Mileage Reimbursement Procedures
- Banner Computer System Security and Access
- Food Services Department Cash Handling Procedures

Input is also requested from the Finance and Human Resources Committee.

Burton McCumber & Cortez, L.L.P. have reviewed the following areas during the last three years:

- 2014-2015
 1. Instructional Technologies Inventory (September 2014)
 2. Human Resources - Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services) (In Progress) (2014)
 3. Fraud Survey (December 2014)
- 2013-2014
 1. Fraud Hotline Calls/Investigations (October 2013)
 2. IT Security and Procedures (September 2013)
 3. Fraud Survey (November 2013)
- 2012-2013
 1. Scholarship Funds (August 2013)
 2. Facilities, Operation & Maintenance – Work orders and Purchase Orders (July 2013)
 3. Financial Aid (May 2013)
 4. Fraud Survey (October 2012)
- 2011-2012
 1. Human Resources and Payroll (October 2011)
 2. Contracts (June 2012)
 3. Red Flag Rules (January 2012)
 4. Continuing Professional and Workforce Education Department (January 2012)
 5. Fraud Survey (November 2011)

The list of Internal Audits conducted in the Period of FY 2003-2004 through FY 2014-2015 follows in the packet for the Committee's information and review.

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



**South Texas College
Internal Auditing Services for the Period of FY 2004 through FY 2015**

	Audit Area	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
1	Accounts Payable -Operations				07/24/07								
2	Accounts Payable -Purchasing & A/P								06/30/11				
3	Cash -Controls and safeguards -Bank Reconciliation -Check and deposit preparation					02/06/08							
4	Cash -Bank Reconciliation								06/15/11				
5	Contracts -Solicitation/Renewal Process -Record keeping					06/25/08				06/28/12			
6	Student Receivables/ Third Party -Billing -Collections -Reconciliation							05/25/10					
7	Scholarship Funds -Valley Scholars -Pledges -Awards -Other Scholarships							05/25/10			08/22/13		
8	Property Taxes								10/14/10			Requested- Not Performed	Proposed
9	Grants- Title V				01/08/07								
10	Grants- Wired						05/19/09 06/19/09						
11	Financial Aid -Accounting -Awards -Reporting				03/01/07		01/19/09				05/07/13		
12	Fraud Survey		10/27/04	09/22/05	02/19/07	11/22/07	11/03/08	11/18/09	11/12/10	11/08/11	10/18/12	11/08/13	In Progress



**South Texas College
Internal Auditing Services for the Period of FY 2004 through FY 2015**

	Audit Area	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
14	Investments -Compliance -Collateral Documentation -Transfers for Debt Service -System for Monitoring Maturities			08/28/06				02/19/10					
15	Travel			06/27/06									
16	Purchasing		06/30/05					02/19/10					
17	Grants - Federal Workstudy, Federal Pell Grant, Carl Perkins, and Workforce Investment Act	06/30/04		10/27/05			01/19/09						
18	Human Resources and Payroll -Compliance & Controls			01/31/06						10/21/11			
19	Surprise Cash Counts and Cash Handling Controls over Student Tuition and Fees Collection		06/30/05						10/20/10 06/16/11			Requested- Not Performed	Proposed
20	Fixed Assets		09/28/04										
21	Fixed Assets -Capital Assets							02/19/10	07/01/11				
22	Construction Contracts	02/11/04							10/14/10 10/14/10				
23	Debt Service -Bond Payments -Continuing Disclosure Requirements -Arbitrage -Bond Restrictions			03/01/06									
24	Copiers						10/17/08						
25	Cell Phones						10/01/08						
26	Fuel Cards & Related Expenditures					08/15/08							



**South Texas College
Internal Auditing Services for the Period of FY 2004 through FY 2015**

	Audit Area	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
27	TimeForce Time Keeping System Compliance -Internal Control Procedures								5/5/2011 In Progress Not completed				
28	TimeForce Time Keeping System Compliance -Departmental Timeforce Procedures											Requested - Not Performed	Proposed
29	Red Flag Rules									01/06/12			
30	Continuing Professional and Workforce Education Department									01/05/12			
31	Fraud Hotline Calls/Investigations											10/29/13	
32	Facilities, Operation & Maintenance- Workorders and Purchase Orders										07/18/13		
33	IT Security and Procedures											09/05/13	
34	Custodial Services- Work Orders, Purchase Orders and Inventory											Requested - Not Performed	Proposed
35	Departmental Fixed Assets											Requested - Not Performed	Proposed
36	Human Resources- Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)											Requested - In Progress	In Progress
37	Instructional Technologies Inventory											Requested - In Progress	11/06/14
38	Student Activities Procedures												Proposed
39	Mileage Reimbursement Procedures												Proposed



**South Texas College
Internal Auditing Services for the Period of FY 2004 through FY 2015**

	Audit Area	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
40	Banner Computer System Security and Access												Proposed
41	Food Services Department Cash Handling Procedures												Proposed
	Total Number of Audits Completed	2	4	6	4	4	7	6	9	5	4	3	
	Annual Total Payments	\$ 12,100	\$ 8,970	\$ 13,455	\$ 33,700	\$ 28,150	\$ 34,434	\$ 54,000	\$ 39,478	\$ 55,500	\$ 23,426	\$ 26,765	

Review and Discussion of Internal Audit Function Options

As per Board Policy 5460, Internal Audit Function, the College shall maintain an internal audit function to review and appraise business activities, integrity of records, and effectiveness of operations of the College in accordance with the Texas Internal Auditing Act and The Institute of Internal Auditors Standards.

The objective of internal auditing is to assist the administration in the effective discharge of their responsibilities by furnishing objective analyses, appraisals, recommendations, and pertinent comments concerning the activities reviewed.

An internal audit function provides an independent review and appraisal of accounting, financial and other operations of any activity as a service to management.

The internal audit function at South Texas College has been outsourced for the past eighteen (18) fiscal years.

The Board awarded the last contract for internal auditor services to Burton McCumber & Cortez, LLP at the June 26, 2012 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period began September 1, 2014 and will terminate on August 31, 2015.

The College's internal auditors, Burton McCumber & Cortez, LLP have completed the following number of audits at the following costs in fiscal year 2009-2010 through fiscal year 2013-2014:

Fiscal Year	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	Average
Number of Audits	6	9	5	4	3	5
Total Annual Cost	\$54,000	\$39,478	\$55,500	\$23,426	\$26,765	\$39,384

College administration is recommending transitioning to an in-house internal audit function. This action is recommended in order to increase the number of audits performed annually and to expand the scope of audit coverage to other high-risk areas.

At the request of the President, administrative staff surveyed other community colleges. It was noted that the majority of the top ten largest community colleges with the larger operating budgets, \$152 million to \$382 million, maintain an in-house audit function. It was also noted that 21 internal audits were performed at Dallas Community College District and 10 internal audits were completed at Alamo Community College District annually. In addition to the planned audits, the internal audit staff at these colleges assisted in investigations and provided consulting services on other matters. Tarrant Community College District's audit plan includes 12 audits and other services, including 1,000 hours to be dedicated to the review of the Texas Administrative Code 202, Information Security Standards, requirements.

The ten largest community colleges in Texas maintain internal audit services as follows below. Their respective unrestricted fund budgets are also included.

In-House Internal Auditor	2014-2015 Unrestricted Fund Budget
1 Alamo Community College District	\$382,958,557
2 Dallas Community College District	379,154,536
3 Houston Community College	306,696,467
4 Lonestar Community College District	316,930,000
5 San Jacinto Community College	152,573,900
6 Tarrant County College	280,662,259
Outsourced Internal Auditor	2014-2015 Unrestricted Fund Budget
1 Austin Community College *	\$248,379,273
2 Collin Community College	136,229,595
3 El Paso Community College	133,551,956
4 South Texas College	151,285,133

**Austin Community College converted from an in-house internal audit function in FY 2014, after their in-house internal auditor resigned.*

The internal audit function at other community colleges surveyed was also either in-house or outsourced, with the majority or 71% maintaining the function in-house.

The advantages of maintaining an in-house internal audit function are as follows:

1. Increased number of audits.
2. Decreased external audit cost.
3. Internal relationships fostered by staff continuity and understanding of the ways in which change is best brought about in the institution.
4. The advantages of being able to assimilate the institution's culture and history in order to fully understand the impact of risk and potential outcomes.
5. Advantage of understanding the interrelationships between management and the dynamics of the organization.
6. In depth knowledge of the organization's policies and procedures.
7. Specific knowledge of higher education administration, governance and regulatory matters. Also of community colleges accounting procedures, laws, rules and regulations.
8. Ability to quickly respond to management concerns about issues of compliance, allegations of fraud and employee misconduct, or any internal control weaknesses.
9. Ability to provide outreach and training on concepts of internal control and ethical business conduct at no additional cost to the institution.
10. Retention, access to and ownership of workpapers.

11. Good standing membership in a professional organization such as Association of Colleges and University Auditors.
12. Retention of institutional knowledge for future assignments.
13. In-depth audit of specified area.
14. Able to learn internal computer information system to perform efficient audit procedures.

The budget for the in-house internal audit function for the first year is estimated to be \$200,000.00. This budget includes the cost of hiring an internal auditor and an administrative assistant, and for operating, travel and capital expenses. The current annual budget for internal auditor services is \$75,000, however actual expenditures have averaged \$39,384 over the past 5 years. Staff is concerned with the low number of audits being conducted on an annual basis and the limited scope of the audits. In addition, reviews of the status of implementation of prior audit recommendations have not been conducted.

The Association of College and University Auditors (ACUA), in an Open Letter to the Institute of Internal Auditors, indicates that it believes that the most appropriate model for higher education institutions is one in which the internal audit function is organizationally based within the institution.

The ACUA Open Letter and a Powerpoint presentation follows in the packet for the Committee's information and review.

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

Review and Discussion of Internal Audit Function Options

Mary G. Elizondo

Vice President for Finance and Administrative Services

Review and Discussion of Internal Audit Function Options

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- ▶ One year with two one-year annual renewals.
- ▶ The last renewal period began September 1, 2014 and will terminate on August 31, 2015.

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FY 2011	9	\$39,478
FY 2012	5	\$55,500
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FY 2014	3	\$26,765
Average	5	\$39,384

Review and Discussion of Internal Audit Function Options

College administration is recommending transitioning to an in-house internal audit function.

This action is recommended in order to increase the number of audits performed annually and to expand the scope of audit coverage to other high-risk areas.

Review and Discussion of Internal Audit Function Options

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It was noted that the majority of the top ten largest community colleges with the larger operating budgets, \$152 million to \$382 million, maintain an in-house audit function.

It was also noted that 21 internal audits were performed at Dallas Community College District and 10 internal audits were completed at Alamo Community College District annually.

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Review and Discussion of Internal Audit Function Options

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Review and Discussion of Internal Audit Function Options

The advantages of maintaining an in-house internal audit function are as follows:

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- 4- The advantages of being able to assimilate the institution's culture and history in order to fully understand the impact of risk and potential outcomes.

Review and Discussion of Internal Audit Function Options

- 5- Advantage of understanding the interrelationships between management and the dynamics of the organization.
- 6- In depth knowledge of the organization's policies and procedures.
- 7- Specific knowledge of higher education administration, governance and regulatory matters. Also of community colleges accounting procedures, laws, rules and regulations.
- 8- Ability to quickly respond to management concerns about issues of compliance, allegations of fraud and employee misconduct, or any internal control weaknesses.
- 9- Ability to provide outreach and training on concepts of internal control and ethical business conduct at no additional cost to the institution.

Review and Discussion of Internal Audit Function Options

- 10- Retention, access to and ownership of workpapers.
- 11- Good standing membership in a professional organization such as Association of College and University Auditors.
- 12- Retention of institutional knowledge for future assignments.
- 13- In-depth audit of specified area.
- 14- Able to learn internal computer information system to perform efficient audit procedures.

Review and Discussion of Internal Audit Function Options

The budget for the in-house internal audit function for the first year is estimated to be \$200,000.00. This budget includes the cost of hiring an internal auditor and an administrative assistant, and for operating, travel and capital expenses. The current annual budget for internal auditor services is \$75,000, however, actual expenditures have averaged \$39,384 over the past 5 years.

Review and Discussion of Internal Audit Function Options

Staff is concerned with the low number of audits being conducted on an annual basis and the limited scope of the audits.

In addition, reviews of the status of implementation of prior audit recommendations have not been conducted.

Review and Discussion of Internal Audit Function Options

The Association of College and University Auditors (ACUA), in an Open Letter to the Institute of Internal Auditors, indicated that it believes, that the most appropriate model for higher education institutions is one in which the internal audit function is organizationally based within the institution.

Review and Discussion of Internal Audit Function Options

Questions ?

Open Letter to the Institute of Internal Auditors on Resourcing the Internal Audit Function

June 29, 2005

On behalf of the Board of Directors of the Association of College and University Auditors (ACUA), I write to express our views on the recently issued IIA Position Paper on Resourcing Alternatives for the Internal Audit Function. In light of The IIA's guidance on this matter, ACUA reaffirms the position expressed in our 2004 Position Paper, [The Importance of Retaining The Internal Auditing Activity In-House](#).

ACUA fully supports the responsibility imposed by The IIA Professional Standards that requires the Chief Audit Executive to bring to bear on every engagement the requisite knowledge, skills and other competencies through the internal audit staff or "outside service providers." Our own anecdotal evidence supports The IIA Position Paper's observation that most practitioners agree that some combination of internal and external resources is appropriate.

However, ACUA continues to believe that the internal audit function should be organizationally based within the institution for the reasons expressed in our Position Paper, and we have the following additional observations.

The IIA Position Paper states in part, "The IIA believes that a fully resourced and professionally competent staff that is an integral part of the organization whether insourced or outsourced (emphasis added) best performs the internal audit activity." It is very difficult for us to imagine an outsourced function that is an "integral part of the organization" when one considers the values of institutional knowledge of the organizational culture, understanding the policies and procedures and their application over time, internal relationships fostered by staff continuity and understanding of the ways in which change is best brought about in the institution.

Further, as we consider the advantages and disadvantages to outsourcing as articulated in The IIA Position Paper we are struck by the notion that the advantages ascribed to outsourcing (e.g. greater staffing flexibility, availability of specialized skills, or more protected ownership of workpapers) can be mitigated by the use of outside service providers to augment the in-house internal audit function. Conversely, the unique advantages of an in-house internal audit function as articulated in the ACUA Position Paper are intrinsic, and cannot be mitigated by an outsourced service provider. Simply put, while technical expertise or specialized services can be acquired incrementally, "local knowledge" can't be acquired on an as needed basis.

As a result, and while we value the contributions made to our internal audit programs by outside service providers, we continue to believe that the most appropriate model for our higher education institutions is one in which the internal audit function is organizationally based in-house.

Sincerely,

Patrick V. Reed
ACUA President

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

Approval of the following proposal awards, purchases, and renewals will be requested at the January 27, 2015 Board meeting as follows:

1) Audio Visual Equipment and Parts (Award)

Award the proposal for audio visual equipment and parts at a total cost of \$21,805.66 as follows:

#	Vendor	Project	Amount
1	Audio Visual Aids, Corp. (San Antonio, TX)	Pecan Campus Portable Building 14B	\$13,661.00
2	Aisys Consulting, LLC. (McAllen, TX)	Pecan Campus Student Services Building Modifications	\$8,144.66

The audio visual equipment and parts will be used for the following projects:

- Project 1: The audio visual equipment will be used to equip a training center for Instructional Technologies' installation team and department staff.
- Project 2: The audio visual equipment will be used to complete the Pecan Campus Building K modifications for Student Services.

Proposal documents were advertised on November 17, 2014 and November 24, 2014 and issued to six (6) vendors. Two (2) responses were received on December 3, 2014 and reviewed by Instructional Technologies and the Purchasing Department.

Funds for this expenditure are budgeted in the Instructional Technology Maintenance & Replacement and Construction-Pecan Student Services Building Modifications-Technology budgets for FY 2014-2015.

2) Nursing and Allied Health Equipment and Supplies (Award)

Award the proposal for nursing and allied health equipment and supplies for the period beginning April 21, 2015 through April 20, 2016, at an estimated cost of \$165,000.00 with the following vendors:

- Henry Schein, Inc. (Irma, SC)
- Lee's Pharmacy & Medical Equipment (McAllen, TX)
- Meadows Medical (Quogue, NY)
- Med One Equipment Services (Sandy, UT)
- Moore Medical, LLC. (Farmington, CT)
- Enterprise, Inc./dba Pocket Nurse (Monaca, PA)
- Southeastern Emergency Equipment (Youngsville, NC)

The nursing and allied health equipment and supplies will be used for student instruction in the various nursing and allied health programs in the Division of Nursing and Allied Health.

Proposal documents were advertised on December 1, 2014 and December 8, 2014 and issued to thirteen (13) vendors. Six (6) responses were received on December 16, 2014 and reviewed by the Purchasing Department.

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 2014-2015.

3) Computers and Tablets (Purchase)

Purchase of computers and tablets from the State of Texas Department of Information Resources (DIR) approved vendor Dell Marketing, LP. (Dallas, TX) and from the National Joint Powers Alliance approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$86,838.62.

All purchase requests for computers and tablets have been evaluated by Technology Resources and the Chief Information Officer. An itemized list with justification is included for your review and information.

The purchases can be summarized as follows:

- Staff-Use Computers
 - ⇒ 6 Computers for Admin Allowance – Pell (Financial Aid)
 - ⇒ 8 Computers for Continuing Professional and Workforce Education
 - ⇒ 1 Computer for Chemistry Program
 - ⇒ 1 Computer for Risk Management
 - ⇒ 1 Computer for Grant Development Compliance
 - ⇒ 2 Computers for Research and Analytical Services
- Faculty-Use Computers
 - ⇒ 1 Computer for College Success Healthcare
 - ⇒ 1 Computer for Mathematics Program
 - ⇒ 3 Computers for Accounting Program
- Student Lab-Use Computers
 - ⇒ 19 Computers for Technology Renewal Fund
- Staff-Use Tablets
 - ⇒ 1 Tablet for Mathematics Program
 - ⇒ 2 Tablets for Professional Development
 - ⇒ 3 Tablets for Dual2Degree
 - ⇒ 1 Tablet for Business Office
 - ⇒ 1 Tablet for Admissions and Records
 - ⇒ 3 Tablets for MV Childcare and Development Program

- Faculty-Use Tablets
 - ⇒ 7 Tablets for Chemistry Program
 - ⇒ 3 Tablets for Engineering Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2014-2015 as follows: Admin Allowance – Pell (Financial Aid), CPWE, Chemistry, Risk Management, Grant Development Compliance, Research and Analytical Services, College Success Healthcare, Mathematics, Accounting, Technology Renewal Fund, Professional Development, Dual2Degree, Business Office, Admissions and Records, MV Childcare and Development, and Engineering.

4) Security Appliance Hardware and Services (Purchase)

Purchase security appliance hardware and services from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$120,790.94.

The security appliance hardware and services are necessary to support the planned bandwidth increase for this fiscal year and provide adequate capacity for future bandwidth increase. It will strengthen the College's security posture and will improve operational efficiency and service College wide. This hardware will replace the current hardware that is at its end-of-life.

Funds for this expenditure are budgeted in the South Texas College in Focus grant and Information Security budgets for FY 2014-2015.

5) Servers (Purchase)

Purchase servers from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$55,919.89.

The six (6) servers will be used as follows: four (4) of the servers will replace existing end-of-life servers, one (1) will increase the college's data storage capacity, and one (1) is to provide a testing environment for any database upgrades prior to applying them to production.

Funds for this expenditure are budgeted in the Infrastructure budget for FY 2014-2015.

6) Collaboration Software Agreement (Renewal)

Renew the collaboration software agreement with Huddle, Inc. (San Francisco, CA) a sole source vendor, for the period beginning September 1, 2014 through August 31, 2015, at a total cost of \$11,428.57.

The collaboration software allows tracking and management of Public Relations and Marketing projects, share assets, collaborates online, establish a workflow for approvals and run reports of all activities. It also provides online file sharing and management, collaboration via discussions, comments and whiteboards, real-time collaboration with online meeting functionality, task management, security, mobile apps and integration.

These features are required because as our office grows in size and scope it is important to be able to track and manage all projects.

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2014-2015.

7) Training Services for Dental Assisting and Dialysis Technician (Renewal)

Renew the contract for training services for dental assisting and dialysis technician with Condensed Curriculum International (Fairfield, NJ) for the period beginning February 1, 2015 through January 31, 2016, at a commission of 20% - 35% depending on the number of students per class.

The training services for dental assisting and dialysis technician will prepare participants for jobs in these demand fields. These training services are provided through South Texas College's Department of Continuing Professional and Workforce Education.

The Board awarded the contract for training services for dental assisting and dialysis technician at the January 29, 2013 Board of Trustees meeting for one year with two one-year options to renew. The last renewal period begins February 1, 2015 through January 31, 2016.

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

Recommendation:

It is requested that the Finance and Human Resources Committee recommend for Board approval at the January 27, 2015 Board meeting the proposal awards, purchases, and renewals as listed below:

- 1) Audio Visual Equipment and Parts (Award):** award the proposal for audio visual equipment and parts at a total cost of \$21,805.66 as follows:

#	Vendor	Project	Amount
1	Audio Visual Aids, Corp. (San Antonio, TX)	Pecan Campus Portable Building14B	\$13,661.00
2	Aisys Consulting, LLC. (McAllen, TX)	Pecan Campus Student Services Building Modifications	\$8,144.66

- 2) Nursing and Allied Health Equipment and Supplies (Award):** award the proposal for nursing and allied health equipment and supplies for the period beginning April 21, 2015 through April 20, 2016, at an estimated cost of \$165,000.00 with the following vendors:

- Henry Schein, Inc. (Irma, SC)
- Lee's Pharmacy & Medical Equipment (McAllen, TX)
- Meadows Medical (Quogue, NY)
- Med One Equipment Services (Sandy, UT)
- Moore Medical, LLC. (Farmington, CT)

- Enterprise, Inc./dba Pocket Nurse (Monaca, PA)
 - Southeastern Emergency Equipment (Youngsville, NC)
- 3) **Computers and Tablets (Purchase):** purchase of computers and tablets from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP. (Dallas, TX) and from the National Joint Powers Alliance approved vendor CDW Government (Vernon Hills, IL) in the total amount of \$86,838.62;
 - 4) **Security Appliance Hardware and Services (Purchase):** purchase a security appliance hardware and services from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$120,790.94;
 - 5) **Servers (Purchase):** purchase servers from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$55,919.89;
 - 6) **Collaboration Software Agreement (Renewal):** renew the collaboration software agreement with Huddle, Inc. (San Francisco, CA), a sole source vendor, for the period beginning September 1, 2014 through August 31, 2015, at a total cost of \$11,428.57;
 - 7) **Training Services for Dental Assisting and Dialysis Technician (Renewal):** renew the contract for training services for dental assisting and dialysis technician with Condensed Curriculum International (Fairfield, NJ) for the period beginning February 1, 2015 through January 31, 2016, at a commission of 20% - 35% depending on the number of students per class.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$461,783.68

SOUTH TEXAS COLLEGE
1. AUDIO VISUAL EQUIPMENT AND PARTS
PROJECT NO. 14-15-1034

NAME		Aisys Consulting, LLC.	Audio Visual Aids, Corp.			
ADDRESS		1217 E Hackberry Ave	2904 N Flores St			
CITY/STATE/ZIP		McAllen, TX 78501	San Antonio, TX 78212			
PHONE		956-626-0101	800-422-1282			
FAX		956-686-0106	800-854-8140			
CONTACT		Joel Hernandez	Ernest Mendez			
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
Project 1: Pecan Campus Portable Building 14B						
1	2	MLC226 IP AAP Media Link Controller P/N Extron 60-600-12	\$ 1,026.67	\$ 2,053.34	\$ 866.00	\$ 1,732.00
2	2	SMB105 Surface Mount Box 5G Blk (Replaces 60-643-02) P/N Extron EXT-60-1296-02	\$ 144.44	\$ 288.88	\$ 152.00	\$ 304.00
3	2	Two Gang AAP Mounting Frame, Black P/N Extron 60-300-02	\$ 63.92	\$ 127.84	\$ 71.00	\$ 142.00
4	2	SMB 102 Surface Mount Box 2G Blk (Replaces 60-640-02) P/N Extron EXT-60-1293-02	\$ 116.00	\$ 232.00	\$ 129.00	\$ 258.00
5	2	IN1608MA 8-Input Switcher Scaler w/Audio Amp 70v P/N Extron EXT-60-1238-03	\$ 2,520.00	\$ 5,040.00	\$ 2,169.00	\$ 4,338.00
6	2	DTP HDMI230RX HDMI Twisted Pair Ext Receiver P/N Extron EXT-60-1271-13	\$ 303.23	\$ 606.46	\$ 274.00	\$ 548.00
7	4	RSU126 Universal Rack Shelf P/N Extron 60-190-10	\$ 72.22	\$ 288.88	\$ 84.00	\$ 336.00
8	4	DP to HDMI F Active Cable 6' P/N Extron EXT-26-680-06	\$ 38.89	\$ 155.56	\$ 48.00	\$ 192.00
9	2	HDMI Ultra/12 HDMI Cable 12' P/N Extron 26-663-12	\$ 52.30	\$ 104.60	\$ 61.00	\$ 122.00
10	6	HDMI Ultra/6 HDMI Cable 6' P/N Extron 26-663-06	\$ 38.89	\$ 233.34	\$ 48.00	\$ 288.00
11	2	HDMI DVI-D/12 HDMI to DVI-D Cable 12' P/N Extron 26-614-03	\$ 40.67	\$ 81.34	\$ 48.00	\$ 96.00
12	2	1ft VGA-M to BNC-F Breakout Cable P/N Extron 26-531-11	\$ 30.00	\$ 60.00	\$ 33.00	\$ 66.00
13	2	6ft BNC M-M High Resolution Video Cable P/N Extron 26-383-12	\$ 15.56	\$ 31.12	\$ 19.00	\$ 38.00
14	2	6ft RCA M-M Stereo Audio Cable P/N Extron 26-641-06	\$ 5.56	\$ 11.12	\$ 7.00	\$ 14.00
15	2	CSR 6 Phoenix to 2 RCA-F P/N Extron 26-757-01	\$ 14.44	\$ 28.88	\$ 18.00	\$ 36.00
16	4	Stereo Mini Audio Adapter Cable P/N Extron 26-620-01	\$ 14.44	\$ 57.76	\$ 18.00	\$ 72.00
17	2	6ft Stereo Mini M-M Audio Cable P/N Extron 26-571-03	\$ 3.33	\$ 6.66	\$ 4.50	\$ 9.00
18	2	MVGA-A M-M Micro HR VGA Cable M-M 6' P/N Extron 26-566-02	\$ 27.78	\$ 55.56	\$ 34.00	\$ 68.00
19	2	Interface AAP Plate w/VGA & 3.5 Blk P/N Extron EXT-70-161-11	\$ 66.24	\$ 132.48	\$ 74.00	\$ 148.00
20	4	Dual USB AAP Plate on 10" Pigtails P/N Extron 70-382-12	\$ 44.44	\$ 177.76	\$ 55.00	\$ 220.00

SOUTH TEXAS COLLEGE
1. AUDIO VISUAL EQUIPMENT AND PARTS
PROJECT NO. 14-15-1034

NAME		Aisys Consulting, LLC.		Audio Visual Aids, Corp.		
ADDRESS		1217 E Hackberry Ave		2904 N Flores St		
CITY/STATE/ZIP		McAllen, TX 78501		San Antonio, TX 78212		
PHONE		956-626-0101		800-422-1282		
FAX		956-686-0106		800-854-8140		
CONTACT		Joel Hernandez		Ernest Mendez		
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
21	2	Dual AC Outlet AAP Plate P/N Extron 70-584-02	\$ 145.26	\$ 290.52	\$ 146.00	\$ 292.00
22	2	Audio/Video RCA AAP Plate P/N Extron 70-109-13	\$ 33.33	\$ 66.66	\$ 41.00	\$ 82.00
23	2	HDMI F-F w/10" Pigtail P/N Extron 70-616-12	\$ 44.44	\$ 88.88	\$ 55.00	\$ 110.00
24	2	HSA AC Net AAP w/AC & RJ11/RJ45 Blk P/N Extron 70-211-01	\$ 84.78	\$ 169.56	\$ 84.00	\$ 168.00
25	4	AAP Double Blank Plate P/N Extron 70-090-12	\$ 11.11	\$ 44.44	\$ 14.00	\$ 56.00
26	4	AAP Single Blank Plate P/N Extron 70-090-11	\$ 11.11	\$ 44.44	\$ 14.00	\$ 56.00
27	1	HDMI High Speed Cable 15" P/N Extron 26-663-15	\$ 58.11	\$ 58.11	\$ 68.00	\$ 68.00
28	2	Hi-Def Ladibug Document Camera Purple P/N Lumens DC 192	\$ 537.84	\$ 1,075.68	\$ 509.00	\$ 1,018.00
29	2	20 Outlet Multi-Mount Power Strip P/N Middle Atlantic PD-2015R-NS	\$ 68.30	\$ 136.60	\$ 72.00	\$ 144.00
30	4	1RU Blank Rack Plate P/N Middle Atlantic EB1	\$ 6.97	\$ 27.88	\$ 8.00	\$ 32.00
31	2	1RU Vented Rack Plate P/N Middle Atlantic VT1	\$ 11.21	\$ 22.42	\$ 13.00	\$ 26.00
32	2	Ears 4SP 1-PR P/N Middle Atlantic KDE4	\$ 34.19	\$ 68.38	\$ 38.00	\$ 76.00
33	2	RTA Bottom 17.5" Deep P/N Middle Atlantic KDB-17-5	\$ 30.39	\$ 60.78	\$ 37.00	\$ 74.00
34	2	Rack Screws Qty 100 P/N Middle Atlantic HSK	\$ 27.59	\$ 55.18	\$ 32.00	\$ 64.00
35	2	Rack Screws 10-32 100 pc P/N Middle Atlantic HM	\$ 41.94	\$ 83.88	\$ 46.00	\$ 92.00
36	8	Comprehensive 6ft USB 2.0 Cable P/N USB2-AB-6ST	\$ 2.44	\$ 19.52	\$ 3.50	\$ 28.00
37	6	Comprehensive USB Cable A (M) to A (F) 3' P/N USB2-AA-MF-3ST	\$ 2.50	\$ 15.00	\$ 3.50	\$ 21.00
38	2	Cable CAT6 3ft Red P/N CAT6-3RED	\$ 1.83	\$ 3.66	\$ 3.50	\$ 7.00
39	2	CAT6 Patch Cable 14' Blue P/N CAT6-14BLU	\$ 4.44	\$ 8.88	\$ 6.00	\$ 12.00
40	2	CAT6 Patch Cable 14' Red P/N CAT6-14RED	\$ 4.44	\$ 8.88	\$ 6.00	\$ 12.00
41	2	Comprehensive CAT6 Inline Coupler WHT P/N ILC-C6W	\$ 6.11	\$ 12.22	\$ 7.50	\$ 15.00

SOUTH TEXAS COLLEGE
1. AUDIO VISUAL EQUIPMENT AND PARTS
PROJECT NO. 14-15-1034

NAME		Aisys Consulting, LLC.		Audio Visual Aids, Corp.		
ADDRESS		1217 E Hackberry Ave		2904 N Flores St		
CITY/STATE/ZIP		McAllen, TX 78501		San Antonio, TX 78212		
PHONE		956-626-0101		800-422-1282		
FAX		956-686-0106		800-854-8140		
CONTACT		Joel Hernandez		Ernest Mendez		
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
42	4	CTG CAT5E Shielded Patch Cable 75' GRN P/N CTG-28704	\$ 18.45	\$ 73.80	\$ 21.00	\$ 84.00
43	2	4 Port High Speed USB 2.0 Mobile Hub P/N Belkin F5U404-BLK	\$ 18.88	\$ 37.76	\$ 21.00	\$ 42.00
44	2	AC Power Extension 18AWG 15' (HOSA PWX-415) P/N CTG 3117	\$ 5.13	\$ 10.26	\$ 7.00	\$ 14.00
45	2	AC Power Cord 15' (HOSA PWC-415) P/N CTG CTG-09482	\$ 9.00	\$ 18.00	\$ 7.00	\$ 14.00
46	2	9 Pin Serial Connector, Male P/N CN-CDMX9M	\$ 14.39	\$ 28.78	\$ 18.00	\$ 36.00
47	2	9-Pin Connector to Term Blk (F) P/N CN-CDMX9F	\$ 11.61	\$ 23.22	\$ 18.00	\$ 36.00
48	2	9 & HD15 Hood F/Connector P/N CN-CDMX915H	\$ 2.34	\$ 4.68	\$ 3.00	\$ 6.00
49	1	LED TV 1080P 55" Diag Commercial 3 -Yr Warranty P/N Samsung SAM-ME55C	\$ 1,662.22	\$ 1,662.22	\$ 1,949.00	\$ 1,949.00
50	1	Shipping/Delivery Charge	\$ 290.00	\$ 290.00	\$ -	\$ -
Project 1 Sub-Total			\$ 14,283.87		\$ 13,661.00	
Project 2: Pecan Student Services Building Modifications						
1	2	55" High-Performance LED Backlit – Commercial Grade P/N NEC V552	\$ 1,704.30	\$ 3,408.60	\$ 1,809.00	\$ 3,618.00
2	3	Large, Height Adjustable, Tilt Mount P/N Chief LTMU	\$ 186.14	\$ 558.42	\$ 199.00	\$ 597.00
3	2	Elite Universal Projector Mount, Version A, Black P/N Chief RPMAU	\$ 156.59	\$ 313.18	\$ 119.00	\$ 238.00
4	2	6" Fixed Extension Column P/N Extron CMS006	\$ 11.23	\$ 22.46	\$ 14.00	\$ 28.00
5	5	Flat Field Ceiling Speaker with Transformer, Pair P/N Extron 42-141-03	\$ 277.78	\$ 1,388.90	\$ 291.00	\$ 1,455.00
6	2	Two-Gang AAP Mounting Frame P/N Extron 60-300-02	\$ 63.92	\$ 127.84	\$ 71.00	\$ 142.00
7	2	Interface Remote Connector Plate P/N Extron 70-161-11	\$ 66.24	\$ 132.48	\$ 74.00	\$ 148.00
8	2	One HDMI Female to Female on 10" Pigtail P/N Extron 70-616-12	\$ 44.44	\$ 88.88	\$ 55.00	\$ 110.00
9	2	Blank Plate – Double P/N Extron 70-090-12	\$ 12.00	\$ 24.00	\$ 14.00	\$ 28.00
10	2	VGA Male to Male Cable with Audio 6" P/N Extron 26-566-02	\$ 27.78	\$ 55.56	\$ 34.00	\$ 68.00
11	2	VGA Male to Male Cable with Audio 12" P/N Extron 26-566-03	\$ 33.33	\$ 66.66	\$ 41.00	\$ 82.00

SOUTH TEXAS COLLEGE
1. AUDIO VISUAL EQUIPMENT AND PARTS
PROJECT NO. 14-15-1034

NAME		Aisys Consulting, LLC.		Audio Visual Aids, Corp.		
ADDRESS		1217 E Hackberry Ave		2904 N Flores St		
CITY/STATE/ZIP		McAllen, TX 78501		San Antonio, TX 78212		
PHONE		956-626-0101		800-422-1282		
FAX		956-686-0106		800-854-8140		
CONTACT		Joel Hernandez		Ernest Mendez		
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
12	2	HDMI Male to Male Cable 6" P/N Extron 26-663-06	\$ 38.89	\$ 77.78	\$ 48.00	\$ 96.00
13	2	HDMI Male to Male Cable 12" P/N Extron 26-663-12	\$ 52.30	\$ 104.60	\$ 61.00	\$ 122.00
14	1	3 Output Composite Video Distribution Amplifier P/N Extron 60-439-01	\$ 133.33	\$ 133.33	\$ 129.00	\$ 129.00
15	1	Two Output VGA Distribution Amplifier P/N Extron 60-506-03	\$ 127.78	\$ 127.78	\$ 134.00	\$ 134.00
16	1	Two Output DVI Distribution Amplifier P/N Extron 60-886-02	\$ 261.11	\$ 261.11	\$ 274.00	\$ 274.00
17	1	VGA Male to Male Cable 50" P/N Extron 26-238-18	\$ 61.11	\$ 61.11	\$ 71.00	\$ 71.00
18	1	VGA Male to Male Cable 25" P/N Extron 26-238-03			\$ 40.00	\$ 40.00
19	1	VGA Male to Male Cable 35" P/N Extron 26-238-17	\$ 46.67	\$ 46.67	\$ 57.00	\$ 57.00
20	1	VGA Male to Male Cable 6" P/N Extron 26-567-01	\$ 23.33	\$ 23.33	\$ 29.00	\$ 29.00
21	1	DVI Male to Male Cable 50" P/N Extron 26-651-50	\$ 250.00	\$ 250.00	\$ 262.00	\$ 262.00
22	1	DVI Male to Male Cable 25" P/N Extron 26-651-25	\$ 150.00	\$ 150.00	\$ 157.00	\$ 157.00
23	1	DVI Male to Male Cable 35" P/N Extron 26-651-35	\$ 194.44	\$ 194.44	\$ 204.00	\$ 204.00
24	1	DVI Male to Male Cable 6" P/N Extron 26-651-06	\$ 38.89	\$ 38.89	\$ 48.00	\$ 48.00
25	1	Composite Male to Male Cable 6" P/N Extron 26-600-01	\$ 7.78	\$ 7.78	\$ 10.00	\$ 10.00
26	1	BNC Female to RCA Male Adapter P/N Extron 100-226-01	\$ 13.33	\$ 13.33	\$ 17.00	\$ 17.00
27	1	MaxBlox DB9 Male to Terminal Block Connector P/N BTX CD-MX9M	\$ 14.39	\$ 14.39	\$ 18.00	\$ 18.00
28	3	Wireless Keyboard and Mouse Set P/N Logitech 920-002553	\$ 54.38	\$ 163.14	\$ 68.00	\$ 204.00
29	1	Shipping/Delivery Charge	\$ 290.00	\$ 290.00	\$ -	\$ -
Project 2 Sub-Total			\$ 8,144.66		\$ 8,386.00	
GRAND TOTAL AMOUNT PROPOSED			\$ 22,428.53		\$ 22,047.00	
TOTAL EVALUATION POINTS			98.9		99.25	
RANKING			2		1	

SOUTH TEXAS COLLEGE
1. AUDIO VISUAL EQUIPMENT AND PARTS
PROJECT NO. 14-15-1034
EVALUATION FORM

NAME		Aisys Consulting, LLC.		Audio Visual Aids, Corp.	
ADDRESS		1217 E Hackberry Ave		2904 N Flores St	
CITY/STATE/ZIP		McAllen, TX 78501		San Antonio, TX 78212	
PHONE		956-626-0101		800-422-1282	
FAX		956-686-0106		800-854-8140	
CONTACT		Joel Hernandez		Ernest Mendez	
1	The purchase price. (up to 50 points)	48.9	48.9	49.25	49.25
		48.9		49.25	
		48.9		49.25	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 10 points)	10	10	10	10
		10		10	
		10		10	
3	The quality of the vendor's goods and/or services. (up to 18 points)	18	18	18	18
		18		18	
		18		18	
4	The extent to which the vendor's goods and/or services meet the district's needs. (up to 18 points)	18	18	18	18
		18		18	
		18		18	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	3	3
		3		3	
		3		3	
6	The impact on the ability of the College to comply with the laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	1	1	1	1
		1		1	
		1		1	
TOTAL EVALUATION POINTS		98.9		99.25	
RANKING		2		1	

**SOUTH TEXAS COLLEGE
2. NURSING AND ALLIED HEALTH EQUIPMENT AND SUPPLIES
PROJECT NO. 14-15-1044**

VENDOR	Henry Schein, Inc.	Lee's Pharmacy & Medical Equipment	Meadows Medical	Med One Equipment Services	Moore Medical, LLC.	Enterprises, Inc. dba Pocket Nurse	Southeastern Emergency Equipment
ADDRESS	P O Box 3227	1901 S 1st	62 Old Country Rd	10712 S 1300 East	1690 New Britain Ave	610 Frankfort Rd	P O Box 1097
CITY/STATE	Irma, SC 29063	McAllen, TX 78503	Quogue, NY 11959	Sandy, UT 84094	Farmington, CT 06032	Monaca, PA 15061	Youngsville, NC 27596
PHONE	800-845-3550	956-686-3716	631-873-4840	800-248-5882	800-234-1464	800-225-1600	800-334-6656
FAX	800-533-4793	956-686-0415	631-873-4841	801-566-7049	800-944-6667	800-763-0237	888-556-1048
CONTACT	Jesse A. Garringer	Daniel D. Vela	Sean Gallagher	Jeremy Quick	Janice Ligmanowski	Aaron Vicari	Verlie Altmann
#	Description	Discount	Discount	Discount	Discount	Discount	Discount
1	Discount from Catalog Prices	15.1% Except Pharmaceutical -No Discount Call for Pricing	0%	0%	18%	5%	10%
2	Shipping Cost	No Charge	Shipping is typically 12% unless previously quoted or pre-arranged, as with freight exceptions	Shipping if via UPS or FedEx - at the lower rate. Customer is charged shipping rate only-no handling charges.	No Charge	\$100.00 Minimum order of disposable supplies will qualify for free UPS parcel type shipping when Code PREF000 is listed on each Purchase Order. Large items such as equipment and/or furniture and/or specialized inside delivery will incur an additional shipping cost.	No Charge

**SOUTH TEXAS COLLEGE
3. DISTRICT WIDE TECHNOLOGY REQUEST
JANUARY 27, 2015**

COMPUTERS						
#	Qty	Description	Unit Price	Extension	Requesting Department	
1	1	Computer 3020 MT, 3.2GHz 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 687.98	College Success Healthcare - Wayne Williams Replacement of 7-yr-old system for Dept Faculty	
2	1	Computer 3020 MT, 3.2GHz 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 687.98	Admin Allowance - Pell (Financial Aid) - Miguel Carranza Replacement of 8-yr-old systems for Call Center Staff	
3	1	Computer 3020 MT, 3.2GHz 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 687.98	Mathematics Grant - Mahmood Fatheldin Replacement of 8-yr-old system for Dept Faculty	
4	3	Computer 3020 MT, 3.2GHz 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 2,063.94	Accounting Program - Rosemond Moore (1) Replacement of 9-yr-old system for Dept Faculty (2) Replacement of 8-yr-old systems for Dept Faculty	
5	8	Computer 3020 MT, 3.2GHz 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 5,503.84	CPWE - Juan Carlos Aguirre (1) Replacement of 9-yr-old system for Dept Staff (1) Replacement of 8-yr-old system for Dept Staff (6) Replacement of 7-yr-old systems for Dept Staff	
6	1	Computer 3020 MT, 3.2GHz 1600MHz, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 687.98	\$ 687.98	Chemistry Program - Enriqueta Cortez Replacement of 5-yr-old system for Dept Staff	
	1	Computer 3020 MT, 3.2GHz 1600MHz, 500GB Hard Drive, 8GB Memory (2) 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 874.39	\$ 874.39	Risk Management - Mary Elizondo Replacement of 5-yr-old system for Dept Staff	
	5	Computer 3020 MT, 3.2GHz 1600MHz, 500GB Hard Drive, 8GB Memory (2) 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 874.39	\$ 4,371.95	Admin Allowance - Pell (Financial Aid) - Miguel Carranza (1) Replacement of 9-yr-old systems for Dept Staff (2) Replacement of 8-yr-old systems for Dept Staff (1) Replacement of 7-yr-old system for Dept Staff (1) Replacement of 6-yr-old system for Dept Staff	
	1	Computer 7010 MT, 3.4GHz 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 758.00	\$ 758.00	Grant Development Compliance - Dr. Shirley Reed Replacement of 6-yr-old system for Dept Staff	
	2	Computer 7010 MT, 3.4GHz 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 758.00	\$ 1,516.00	Research and Analytical Services - Serkan Cetek (1) Replacement of 9-yr-old system for Dept Staff (1) New system for new Dept Staff	
	19	Computer T3610 Workstation, 3.0GHz 1866MHz, 500GB Hard Drive, 22" Monitor, 1GB AMD Video Card, 8X Slimline DVD+/-RW, Warranty	\$ 2,216.25	\$ 42,108.75	Technology Renewal Fund - David Plummer Replacement of out of warranty systems for AutoCADD student lab	
		COMPUTER TOTAL		\$ 59,948.79		

SOUTH TEXAS COLLEGE
3. DISTRICT WIDE TECHNOLOGY REQUEST
JANUARY 27, 2015

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
TABLETS					
1		Microsoft Surface Pro 3, 128GB Storage, Core i5 4300U / 1.9GHz, 4GB RAM, Type-Cover Keyboard, Warranty	\$ 1,104.45	\$ 1,104.45	Mathematics Program - Mahmoud Fathelden Mobile system for Dept Staff
2		Microsoft Surface Pro 3, 64GB Storage, Core i3 4020y / 1.5GHz, 4GB RAM, Type-Cover Keyboard, Warranty	\$ 1,119.54	\$ 2,239.08	Professional Development - Lee Etheridge Mobile systems for Dept Staff
7		Microsoft Surface Pro 3, 64GB Storage, Core i3 4020y / 1.5GHz, 4GB RAM, Type-Cover Keyboard, Warranty	\$ 1,122.42	\$ 7,856.94	Chemistry Program - Enriqueta Cortez Mobile systems for Dept Faculty for class instruction
3		Microsoft Surface Pro 3, 64GB Storage, Core i3 4020y / 1.5GHz, 4GB RAM, Type-Cover Keyboard, Surface Pen, Sleeve, Warranty	\$ 1,231.50	\$ 3,694.50	Dual2Degree - Lazaro Barroso Mobile systems for Dept Staff
1		Microsoft Surface Pro 3, 128GB Storage, Core i5 4300U / 1.9GHz, 4GB RAM, Type-Cover Keyboard, Warranty	\$ 1,338.76	\$ 1,338.76	Business Office - Myriam Lopez Mobile system for Dept Staff
1		Microsoft Surface Pro 3, 128GB Storage, Core i5 4300U / 1.9GHz, 4GB RAM, Type-Cover Keyboard, Warranty	\$ 1,338.76	\$ 1,338.76	Admissions and Records - Matthew Hebbard Mobile system for Dept Staff
3		Microsoft Surface Pro 3, 512GB Storage, Core i5 4300U / 1.6GHz, 8GB RAM, Type-Cover Keyboard, Warranty	\$ 1,552.89	\$ 4,658.67	Engineering Program - Enriqueta Cortez Mobile systems for Dept Faculty for class instruction
3		Microsoft Surface Pro 3, 512GB Storage, Core i5 4300U / 1.6GHz, 8GB RAM, Type-Cover Keyboard, Warranty	\$ 1,552.89	\$ 4,658.67	MV Childcare and Development - Veronica Rodriguez Mobile systems for Dept Staff for Teaching Strategies Gold online pilot program
		TABLET TOTAL		\$ 26,889.83	
		COMPUTER/TABLET TOTAL		\$ 86,838.62	

SOUTH TEXAS COLLEGE
4. SECURITY APPLIANCE HARDWARE AND SERVICES

NAME			Dell Marketing, LP.	
ADDRESS			P O Box 676021	
CITY/STATE/ZIP			Dallas, TX 75267	
PHONE			800-766-3355	
FAX			800-433-9527	
CONTACT			Wesley Dewald	
#	Qty	Description	Unit Price	Extension
1	1	PowerEdge Server R420, Intel Xeon E-244XX v2 Processor	\$ 4,893.24	\$ 4,893.24
2	1	Installation Services, Connection Modules, Training	\$ 34,372.50	\$ 34,372.50
3	1	Dell Sonicwall Supermassive 9800	\$ 81,525.20	\$ 81,525.20
TOTAL AMOUNT			\$	120,790.94

**SOUTH TEXAS COLLEGE
5. SERVERS
QUOTE NO. R0065807**

NAME		Dell Marketing, LP.		
ADDRESS		P O Box 676021		
CITY/STATE/ZIP		Dallas, TX 75267		
PHONE		800-336-2891		
FAX		800-433-9527		
CONTACT		Joey Mendoza		
#	Qty	Description	Unit Price	Extension
1	1	Dell EqualLogic PS-M4110E, 10Gb, High Capacity Storage Blade, 7.2K NL SAS Drives	\$ 14,586.00	\$ 14,586.00
2	1	PowerEdge R720, Intel Xeon E-26XX Processors	\$ 11,237.09	\$ 11,237.09
3	2	PowerEdge M620 Blade Server, Intel Xeon E26XX Processors	\$ 9,390.11	\$ 18,780.22
4	2	PowerEdge M520 Blade Server, Intel Xeon E24XX v2 Processors	\$ 5,658.29	\$ 11,316.58
TOTAL AMOUNT			\$	55,919.89

SOUTH TEXAS COLLEGE
6. COLLABORATION SOFTWARE AGREEMENT
QUOTE NO. R0064498

NAME		Huddle, Inc.		
ADDRESS		835 Howard St		
CITY/STATE/ZIP		San Francisco, CA 94103		
PHONE		415-376-0870		
FAX		415-366-1666		
#	Qty	Description	Unit Price	Extension
1	1	Huddle Team Management Subscription Renewal Period: 9/1/14 - 8/31/2015	\$ 11,428.57	\$ 11,428.57
TOTAL AMOUNT			\$	11,428.57



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

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

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

November 17, 2014

Condensed Curriculum International
Attn: Mr. Thomas A. Ruziska
214 Little Falls Rd
Fairfield, NJ 07004

Dear Mr. Ruziska:

On January 29, 2013, South Texas College awarded a contract to Condensed Curriculum International for Training Services for Dental Assistant and Dialysis Technician. 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 February 1, 2015 through January 31, 2016.

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 January 31, 2016 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Sidney B. Gilman

Date: 1/5/2015

Review and Recommend Action to Revise Policy #3210: Resident Status for Students

Approval to revise Policy #3210: Resident Status for Students will be requested at the January 27, 2015 Board meeting.

Request for the revision to the policy is necessary for the following reasons:

- Comply with requirements from the THECB regarding waivers and exemptions for residential tuition determination.
- Clarify that the College complies with all waivers and exemption programs for military personnel and their dependents.

The revised policy follows in the packet for the Committee's information and review. The additions to the policy are highlighted in yellow and the deletions are designated with a strikeout.

It is requested that the Finance and Human Resources Committee recommend for Board approval, at the January 27, 2015 Board meeting, the proposed revisions to Policy #3210: Resident Status for Students as presented and which supersedes any previously adopted Board policy.

MANUAL OF POLICY

Title	Resident Status for Students	3210
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order Dated November 9, 1995 As Amended by Board Minute Order dated February 13, 1997 As Amended by Board Minute Order dated July 28, 2005 <i>As Amended by Board Minute Order dated January 27, 2015</i>	Page 1 of 2

It is the policy of South Texas College that proof of residency must be provided at the time of application to the College. Students are also required to sign an oath of residency. Any violation of residency rules will result in disciplinary action. Students must have continuously lived in the state of Texas for a minimum of 12 months prior to registration to be considered for Texas resident tuition rates. For purposes of determining residency, the College complies with all applicable State and Federal regulations, as well as with the Texas Higher Education Coordinating Board recommendations. Students from out of state as defined by the above-cited guidelines must pay non-resident tuition.

To be classified as a Texas resident, a student must prove Texas residency for the 12 months immediately prior to the date of enrollment for the given semester with one or more of the following documents:

- Texas high school transcript (showing attendance for the last 12 months);
- Texas college or university transcript (showing attendance for the last 12 months);
- Texas voter registration (at least one year old);
- Permanent Texas driver's license (at least one year old);
- Statement of employment from Texas employer for last 12 months;
- Texas lease agreement for the last 12 months;
- Canceled checks from a Texas bank for the last 12 months;
- Texas utility bills for the last 12 months;
- Other third party documentation

To claim dependent residence status, a student must provide a copy of the parents' IRS 1040 (federal income tax return) with the parents' residence listed.

Texas Resident Students have two classifications – those that live within the South Texas College District and those who live outside the district. The South Texas College District includes all of Hidalgo and Starr Counties *and complies with waivers and exemption programs as allowed per Texas state statutes and regulations.*

Persons, and their dependents, who do not live in the college district but who own property which is subject to ad valorem taxation by the College's taxing district, are also classified as In-District students. Evidence of ownership of such property shall be a current certificate of payment provided by the Tax-Assessor Collector of either Starr or Hidalgo Counties. It must be submitted with the application for admission to the College

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Italics denote addition

MANUAL OF POLICY

Title	Resident Status for Students	3210
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order Dated November 9, 1995 As Amended by Board Minute Order dated February 13, 1997 As Amended by Board Minute Order dated July 28, 2005 <i>As Amended by Board Minute Order dated January 27, 2015</i>	Page 2 of 2

and will be retained by the College. This evidence must be re-submitted annually. Dependents of property owners must submit a copy of the prior year's income tax form listing the student as a dependent. Foreign students are not eligible for the waiver.

The student is responsible for registering under the proper residence classification and for providing appropriate documentation as required by the College.

When completing the oath of residency portion of an application for admission process, the student is responsible for registering under the proper residence classification and for providing documentation as required by the College. If there is any question as to right to classification as a resident of the South Texas College district, it is the student's obligation, prior to or at the time of enrollment, to raise the question with the administrative officials of the College for official determination. Students classified as Texas and In-District residents must affirm the correctness of that classification as part of the admissions procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials. Failure to notify the institution constitutes a violation of the oath of residency.

A student classified as a non-resident (out of state or international) is one who has not lived in Texas for the 12 months immediately prior to the date of enrollment. Aliens who live in this country under a visa permitting permanent residence or who have filed a declaration of intent to become a citizen with the proper federal immigration authorities have the same privilege of qualifying for resident status as a citizen of the United States.

All documentation must show the student's name and address.

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Italics denote addition

Review and Recommend Action to Revise Policy #4313: Family and Medical Leave

Approval to revise Policy #4313: Family and Medical Leave will be requested at the January 27 2015 Board meeting.

The policy requires revisions to comply with requirements of Family and Medical Leave and to clarify the method used to define the 12-month period for specified family and medical reasons.

Revisions to the policy are necessary for the following reasons:

- To clarify a “rolling” 12-month period measured backward – 12-month period measured backward from the date an employee uses any FMLA leave as the established method the College utilizes in establishing the 12 month period.
- To clarify intermittent leave may be taken after the birth of a child.
- To clarify reason eligibility for leave for a son or daughter over the age of 18.

The revised policy follows in the packet for the Committee’s information and review. The additions to the policy are highlighted in yellow and the deletions are designated with a strikeout.

The revised policy has been reviewed by staff, the President’s Cabinet, and by South Texas College’s legal counsel.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the January 27, 2015 Board meeting, the proposed revisions to Policy #4313: Family and Medical Leave as presented and which supersedes any previously adopted Board policy.

MANUAL OF POLICY

Title	Family and Medical Leave	4313
Legal Authority	73rd Texas Legislature, Federal Family And Medical Leave Act of 1993, National Defense Authorization Act for FY 2008 Approval of the Board of Trustees	Page 1 of 9
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated September 18, 2008 As Amended by Board Minute Order dated November 26, 2013 <i>As Amended by Board Minute Order dated January 27, 2015</i>	

The college complies with the Family and Medical Leave Act of 1993. 29 CFR § 825. The Family and Medical Leave Act (FMLA) covers only certain employers; affects only those employees eligible for the protections of the law; involves entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; sets requirements for notice and certification of the need for FMLA leave; and protects employees who request or take FMLA leave.

Eligibility For Leave. To be eligible for FMLA leave, an employee **must work for a covered employer and:**

1. have worked for that employer for at least 12 months; and
2. have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and,
3. work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

The 1,250 hours refers to hours actually worked and does not include any paid time off.

Entitlement To Leave. Eligible College employees are entitled, to job-protected leave under the Family and Medical Leave Act (FMLA) for a total of 12 weeks of leave during **any a "rolling" 12-month period *measured backward from the date an employee uses any FMLA leave, except in the case of leave to care for a covered servicemember with a serious injury or illness,*** for one or more of the following:

1. for incapacity due to pregnancy, prenatal medical care, or child birth;
2. to care for the employee's child after birth, or the placement for adoption or foster care;
3. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
4. because of a serious health condition that makes the employee unable to perform the functions of the employee's job.
5. Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

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Italics denote addition

MANUAL OF POLICY

Title	Family and Medical Leave	4313
Legal Authority	73rd Texas Legislature, Federal Family And Medical Leave Act of 1993, National Defense Authorization Act for FY 2008 Approval of the Board of Trustees	Page 2 of 9
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated September 18, 2008 As Amended by Board Minute Order dated November 26, 2013 <i>As Amended by Board Minute Order dated January 27, 2015</i>	

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness.

Expiration of Entitlement. The entitlement to leave for a birth or placement of a son or daughter shall expire at the end of the 12-month period beginning on the date of such birth or placement.

Intermittent Leave or Reduced Leave Schedule. Leave taken ~~for~~ after the birth, or for the adoption, or foster care of son or daughter shall not be taken by an employee intermittently or on a reduced leave schedule unless the employee and College agree otherwise. Subject to certification requirements under the FMLA, leave taken for purposes of a serious health condition or a serious injury or illness of a covered service member may be taken by an employee intermittently or on a reduced leave schedule when medically necessary. Subject to certification requirements under the FMLA, leave taken for purposes of a qualifying exigency may be taken by an employee intermittently or on a reduced leave schedule. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave. Employees may not be required to take more FMLA leave than necessary to address the circumstances that cause the need for leave. (CFR Section 203)

Substitution of Paid Leave.

(1) **In General.** The College requires the employee, to substitute applicable accrued paid leave of the employee for leave taken with respect to the birth, adoption, or foster care of a child or for a qualifying exigency for any part of the 12-week period.

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MANUAL OF POLICY

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(2) Serious Health Condition. The College requires the employee, to substitute applicable accrued paid leave of the employee for leave taken with respect to a serious health condition or taking care of a qualifying relative with a serious health condition for any part of the 12-week period of such leave, except that the College is not required to provide paid leave in any situation in which such employer would not normally provide any such paid leave.

(3) Service Member Family Leave. The College requires the employee, to substitute any of the accrued paid leave of the employee for leave taken for a serious injury or illness of a covered service member for any part of the 26-week period, except that the College shall not be required to provide paid leave in any situation in which the College would not normally provide any such paid leave.

Unpaid Leave. If an employee exceeds available paid leave for fewer than 12 workweeks or 26 workweeks in the case of service member family leave, the additional weeks of leave necessary, up to 12 workweeks or 26 workweeks, as appropriate, of the leave will be taken as leave without compensation.

Maintenance of Health Benefits/Job Restoration after Leave.

An employee's application shall specify the period and purpose of the leave requested. The application must include the required medical certification from the health care provider of the eligible employee, child, spouse or parent as appropriate.

All requests for Family and Medical Leave will be forwarded to the Office of Human Resources and will be retained in the Employee Benefits Record file.

Requirement of Notice. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. In any case in which the necessity for leave for the employee's serious health condition or to care for a qualifying relative with a serious health condition or for service member family leave is foreseeable based on planned medical treatment, the employee--

(A) shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the College, subject to the approval of the health care provider of the employee or the health care provider of the son, daughter, spouse, or parent of the employee, as appropriate; and

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(B) shall provide the College with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take such leave, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

(2) Notice For Leave Due To Qualifying Exigency. In any case in which the necessity for leave for a qualifying exigency is foreseeable, whether because the spouse, or a son, daughter, or parent, of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the employer as is reasonable and practicable.

Spouses Employed By The College.

(1) In General Spouses employed by the same employer may be limited to a **combined** total of 12 workweeks of family leave for the following reasons:

The birth and care of a child, for the placement of a child for adoption or foster care and to care for the newly placed child and to care for an employee’s parent with a serious health condition.

(2) Servicemember Family Leave. The aggregate number of workweeks of leave to which both that husband and wife may be entitled to care for a covered service member with a serious injury or illness may be limited to 26 workweeks during the single 12-month period prescribed by the FMLA if the leave is Servicemember Family Leave or a combination of Servicemember Family Leave and other leave provided under the FMLA. However, when leave is combined, leave other than Servicemember Family Leave shall be limited to not more than 12 weeks.

Certification Requirements.

(1) The College may require that a request for leave for a serious health condition or to care for the employee’s immediate family member be supported by a certification issued by a health care provider. The employee shall provide a copy of such certification to the College in a timely manner. The College will allow at least 15 calendar days (additional time may be required in some circumstances).

(2) Qualifying Exigency Leave. The College may require that a request for leave because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation be supported by a certification issued The same

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timing requirements for certification apply to all requests for FMLA leave, including those for military family leave. Thus, an employee must provide any requested certification to the college within the time frame requested (which must allow at least 15 calendar days after the employer's request).

(3) Failure To Return From Leave. The College may recover the premium that the employer paid for maintaining coverage for the employee under the College's group health plan during any period of unpaid leave under this policy if:

- (A) the employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
- (B) the employee fails to return to work for a reason other than--
 - (i) the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA leave or Servicemember Family Leave; or
 - (ii) other circumstances beyond the control of the employee.

In addition to certification required for failure to return to work from other FMLA leave, the College may require that a claim that an employee is unable to return to work because of the continuation, recurrence, or onset of the serious injury or illness of a covered servicemember be supported by) a certification issued by the health care provider of the servicemember being cared for by the employee, in the case of an employee unable to return to work.

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Definitions.

"Active Duty" means:

1. in the case of a member of the Regular Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and,
2. in the case of a member of the Reserve components of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call

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or order to active duty in support of a contingency operation under a provision of law referred to in section 101(a)(13)(B) of Title 10, United States Code. See also § 825.126(a).

“Contingency Operation” means a military operation that:

1. is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. results in the call or order to, or retention on, active duty of members of the uniformed services under section 688, 12301(a), 12302, 12304, 12305, or 12406 of Title 10 of the United States Code, chapter 15 of Title 10 of the United States Code, or any other provision of law during a war or during a national emergency declared by the President or Congress. See also § 825.126(a)(2).

“Covered Service Member” means:

1. a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

“Next of Kin”, means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin. See also § 825.127(d)(3).

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Legal Authority	73rd Texas Legislature, Federal Family And Medical Leave Act of 1993, National Defense Authorization Act for FY 2008 Approval of the Board of Trustees	Page 7 of 9
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“**Outpatient Status**” with respect to a covered service member, means the status of a member of the Armed Forces assigned to—

(A) a military medical treatment facility as an outpatient; or

(B) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“**Parent**” means a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

“**Qualifying Exigency**” is one of the two new military family leave provisions. It may be taken for any qualifying exigency arising out of the fact that a covered military member is on active duty or call to active duty status. The Department’s new regulations include a broad list of activities that are considered qualifying exigencies and will permit eligible employees who are family members of a covered military member to take FMLA leave to address the most common issues that arise when a covered military member is deployed, such as attending military-sponsored functions, making appropriate financial and legal arrangements, and arranging for alternative childcare.

“**Serious Health Condition**” means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., and overnight stay) in a hospital, hospice, or residential medical care facility; or
- any period of incapacity requiring absence of more than three consecutive days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervisor of) a health care provider.
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or treatment therefor) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or,
- any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

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MANUAL OF POLICY

Title	Family and Medical Leave	4313
Legal Authority	73rd Texas Legislature, Federal Family And Medical Leave Act of 1993, National Defense Authorization Act for FY 2008 Approval of the Board of Trustees	Page 8 of 9
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated September 18, 2008 As Amended by Board Minute Order dated November 26, 2013 <i>As Amended by Board Minute Order dated January 27, 2015</i>	

“Serious Injury or Illness”, In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the covered servicemember in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the servicemember medically unfit to perform the duties of the member’s office, grade, rank, or rating; and

In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:

1. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank, or rating; or
2. A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50% or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
3. A physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of disability or disabilities related to military service, or would do so absent treatment; or
4. An injury, including psychological injury, which is the basis on which the covered veteran has been enrolled in the Department of Veterans’ Affairs Program of Comprehensive Assistance for Family Caregivers. See also § 825.127(c).

"Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is a “biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is

(A) under 18 years of age; or

(B) 18 years of age or older and incapable of self-care because of a mental or physical disability.” §See 29 C.F.R. § 825.122~~(e)~~ (d).

The FMLA does not require that a biological or legal relationship exist between the employee and the child. See 29 C.F.R. § 825.122~~(e)~~ (d) (3).

The FMLA definition of “son or daughter” therefore includes a child of a person standing in loco parentis—those with day-to-day responsibilities to care for or financially support a child.

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Family and Medical Leave	4313
Legal Authority	73rd Texas Legislature, Federal Family And Medical Leave Act of 1993, National Defense Authorization Act for FY 2008 Approval of the Board of Trustees	Page 9 of 9
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated September 18, 2008 As Amended by Board Minute Order dated November 26, 2013 As Amended by Board Minute Order dated January 27, 2015	

A child under 18 years of age is a “son or daughter” under the FMLA without regard to whether or not the child has a disability. An eligible employee requesting FMLA leave to care for a son or daughter under 18 years of age must only show a need to care for the child due to a serious health condition.

However, in order to meet the FMLA’s definition of a “son or daughter,” an adult child (i.e., one who is 18 years of age or older) must have a mental or physical disability and be incapable of self-care because of that disability. The FMLA regulations adopt the ADA’s definition of “disability” as a physical or mental impairment that substantially limits a major life activity (as interpreted by the EEOC) to define “physical or mental disability.” 29 C.F.R. § 825.122(e) (d) (2). The FMLA regulations define “incapable of self-care because of mental or physical disability” as when an adult son or daughter “requires active assistance or supervision to provide daily self-care in three or more of the ‘activities of daily living’ (ADLs) or ‘instrumental activities of daily living’ (IADLs).”

§825.122(e) (d) (1). A parent will be entitled to take FMLA leave to care for a son or daughter 18 years of age or older, if the adult son or daughter: ~~is “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.~~

- ~~(1) has a disability as defined by the ADA;~~
- ~~(2) is incapable of self-care due to that disability;~~
- ~~(3) has a serious health condition; and~~
- ~~(4) is in need of care due to the serious health condition~~

~~It is only when all four requirements are met that an eligible employee is entitled to FMLA-protected leave to care for his or her adult son or daughter.~~

“Spouse” means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including "common law" marriage and same-sex marriage.

Documenting relationships. For purposes of confirmation of family relationship, the College may require the employee giving notice of the need for leave to provide reasonable documentation or statement of family relationship. This documentation may take the form of a simple statement from the employee, or a child’s birth certificate, a court document, etc. The College is entitled to examine documentation such as a birth certificate, etc., but the employee is entitled to the return of the official document submitted for this purpose.

~~Strikethrough denotes deletion~~

Italics denote addition

**Review and Recommend Action on Student Tuition and Fees Schedule
 for FY 2015-2016**

Approval of revisions to the Student Tuition and Fees Schedule for FY 2015-2016 will be requested at the January 27, 2015 Board meeting.

The recommended changes for FY 2015-2016 are as follows:

- Reduce Resident and Non-Resident Tuition as follows:

RESIDENT TUITION - IN-DISTRICT HIDALGO & STARR COUNTIES:				
• In-District 1 credit hour	from	\$135.00	to	\$100.00
• In-District 2 credit hours	from	110.00	to	100.00
RESIDENT TUITION – OUT OF DISTRICT-OTHER TEXAS COUNTIES:				
• Out of District 1 credit hour	from	\$164.50	to	\$125.00
• Out of District 2 credit hours	from	132.00	to	125.00
NON-RESIDENT TUITION – OUT OF STATE/INTERNATIONAL:				
• Out of State/International 1 credit hour	from	\$200.00	to	\$200.00
• Out of State/International 2 credit hours	from	172.00	to	100.00
• Out of State/International 3 credit hours	from	138.00	to	100.00
• Out of State/International 4-5 credit hours	from	122.00	to	100.00
• Out of State/International 6-8 credit hours	from	114.00	to	100.00
• Out of State/International 9-11 credit hours	from	106.00	to	100.00
• Out of State/International 12-21 credit hours	from	105.00	to	100.00

- Add a Differential Tuition for Chemistry of \$10.00 per credit hour
- Add a Differential Tuition for Physics of \$10.00 per credit hour
- Add a Differential Tuition for Astronomy of \$10.00 per credit hour
- Change the **wording** on the Workforce/Continuing Education Tuition as follows:
 - ⇒ Workforce/Continuing Education Tuition per contact hour ~~and~~ **or** variable tuition
- Change the **wording** on the Mandatory Fees for the Registration Fee as follows:
 - ~~Enrollment Fees~~ **Registration Fee:**
 - ⇒ If registered and paid or registered and financial aid processed **BEFORE** August 1st, January 1st, May 15th and June 15th
 - Or**
 - Registration Fee After Deadline:**
 - ⇒ If registered **and** paid or financial aid processed **ON** or **AFTER** August 1st, January 1st, May 15th and June 15th
- Increase Information Technology Fee per credit hour from \$20.00 to \$22.00
- Increase Learning Support Fee per credit hour from \$13.00 to \$15.00
- Add Student Activity Fee of \$2.00 per credit hour

- Change the Course Repeat Fee per credit hour as follows:
 - ⇒ Delete First repeat (Excludes Developmental) of \$50.00
 - ⇒ Delete Second repeat (Includes Developmental) of \$75.00
 - ⇒ Increase Third or more repeat (Includes Developmental) from \$100.00 to \$125.00
- Add “VCT Course” to wording on the following:
 - ⇒ Electronic Distance Learning/VCT Course Fee per credit hour
- Add Fire Academy Fees as follows:
 - ⇒ Gear Rental Fee of \$280/ 4 weeks
 - ⇒ Self-Contained Breathing Apparatus Fee of \$360/Semester
 - ⇒ Testing Fee of \$85.00
- Delete NAH Student Clinical Data Fee per year of \$60.00
- Increase the Third Parking Permit Violation from \$70.00 to \$80.00
- Increase the Fourth Parking Permit Violation from \$90.00 to \$100.00
- Increase the Fifth Parking Permit Violation from \$110.00 to \$120.00
- Increase the Third Moving Traffic Violation Fee from \$70.00 to \$90.00
- Delete “and Preparation” from the wording on the following
 - ⇒ TSI Assessment Reservation ~~and Preparation~~ Fee
- Add “Three” to wording on the following
 - ⇒ TSI Assessment Exam - All **Three** Exams
- Add TSI Assessment Exam Retesting Fee – All Three Exams of \$29.00
- Add TSI Assessment Exam Fee – Retesting Reading only of \$10.00
- Add TSI Assessment Exam Fee – Retesting Writing only of \$10.00
- Add TSI Assessment Exam Fee – Retesting Math only of \$10.00
- Delete the Wellness Center Student Membership Fee per semester (may be prorated) of \$72.00

The Student Tuition and Fees Schedule for FY 2015-2016 follows in the packet for the Committee’s information and review. The revisions are highlighted in yellow.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the January 27, 2015 Board meeting, the Student Tuition and Fees Schedule for FY 2015-2016 as presented.

	Board Approved FY 2013-2014	Board Approved FY 2014-2015	Proposed for FY 2015-2016
RESIDENT TUITION -IN-DISTRICT HIDALGO & STARR COUNTIES:			
• In-District 1 credit hour	135.00	135.00	100.00
• In-District 2 credit hours	110.00	110.00	100.00
• In-District 3 credit hours	88.00	88.00	88.00
• In-District 4-5 credit hours	78.00	78.00	78.00
• In-District 6-8 credit hours	73.00	73.00	73.00
• In-District 9-11 credit hours	68.00	68.00	68.00
• In-District 12-21 credit hours	67.00	67.00	67.00
RESIDENT TUITION -OUT OF DISTRICT-OTHER TEXAS COUNTIES:			
• Out of District 1 credit hour	164.50	164.50	125.00
• Out of District 2 credit hours	132.00	132.00	125.00
• Out of District 3 credit hours	103.40	103.40	103.40
• Out of District 4-5 credit hours	90.40	90.40	90.40
• Out of District 6-8 credit hours	83.90	83.90	83.90
• Out of District 9-11 credit hours	77.40	77.40	77.40
• Out of District 12-21credit hours	76.10	76.10	76.10
NON-RESIDENT TUITION – OUT OF STATE/INTERNATIONAL			
• Out of State/International 1 credit hour	202.00	200.00	200.00
• Out of State/International 2 credit hours	0.00	172.00	100.00
• Out of State/International 3 credit hours	0.00	138.00	100.00
• Out of State/International 4-5 credit hours	0.00	122.00	100.00
• Out of State/International 6-8 credit hours	0.00	114.00	100.00
• Out of State/International 9-11 credit hours	0.00	106.00	100.00
• Out of State/International 12-21credit hours	0.00	105.00	100.00
DIFFERENTIAL TUITION PER CREDIT HOUR:			
Biology	10.00	10.00	10.00
Chemistry	0.00	0.00	10.00
Physics	0.00	0.00	10.00
Astronomy	0.00	0.00	10.00
3000/4000 level courses	30.00	30.00	30.00
Associate Degree Nursing	50.00	50.00	50.00
EMT	35.00	35.00	35.00
Occupational Therapy Assistant	40.00	40.00	40.00
Patient Care Assistant	20.00	20.00	20.00
Pharmacy Tech	40.00	40.00	40.00
Physical Therapist Assistant	40.00	40.00	40.00
Radiologic Technology	40.00	40.00	40.00
Respiratory Therapy	40.00	40.00	40.00
Vocational Nursing	50.00	50.00	50.00

	Board Approved FY 2013-2014	Board Approved FY 2014-2015	Proposed for FY 2015-2016
BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP TUITION:			
Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term	750.00	750.00	750.00
WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:			
Workforce/Continuing Education Tuition per contact hour or variable tuition	6.00 or variable tuition	6.00 or variable tuition	6.00 or variable tuition
Workforce/Continuing Education Late Registration Fee	10.00	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00	5.00
Continuing Education Installment Plan Late Payment Fee	10.00	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/ Summer Camps /Workshops/Customized Training/ Other Training Activities and Events	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
DUAL ENROLLMENT TUITION AND FEES:			
Adjusted Tuition Rate per credit hour for in-district dual enrollment students attending STC independent of their school's participation	50.00	50.00	50.00
Adjusted Tuition Rate per credit hour for out-of-district dual enrollment students attending STC independent of their school's participation	0.00	78.00	78.00
Dual Credit Late Processing Fee per course per student	150.00	150.00	150.00
MANDATORY FEES:			
Registration Fee:			
• If registered and paid or registered and financial aid processed BEFORE August 1 st , January 1 st , May 15 th and June 15 th	90.00	90.00	90.00
Or			
Registration Fee After Deadline:			
▪ If registered and paid or financial aid processed ON or AFTER August 1 st , January 1 st , May 15 th and June 15 th	150.00	150.00	150.00
Information Technology Fee per credit hour	18.00	20.00	22.00
Learning Support Fee per credit hour	13.00	13.00	15.00
Student Activity Fee per credit hour	0.00	0.00	2.00
COURSE FEES:			
Lab Fee per lab credit hour for applicable courses with labs	24.00	24.00	24.00
Course Repeat Fee per credit hour			
• First repeat (Excludes Developmental)	50.00	50.00	0.00
• Second repeat (Includes Developmental)	75.00	75.00	0.00
• Third or more repeat (Includes Developmental)	100.00	100.00	125.00
Developmental Studies Fee	50.00	50.00	50.00
Electronic Distance Learning VCT Course Fee per credit hour	26.00	15.00	15.00

	Board Approved FY 2013-2014	Board Approved FY 2014-2015	Proposed for FY 2015-2016
Hybrid Course Fee per credit hour	5.00	5.00	5.00
Fire Academy Fees:			
• Gear Rental	0.00	0.00	\$280/4 weeks
• Self-Contained Breathing Apparatus	0.00	0.00	\$360/Semester
• Testing	0.00	0.00	85.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
NAH Student Clinical Data Fee per year	60.00	60.00	0.00
Physical Education Special Activity Fee per course	55.00	55.00	55.00
LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee	30.00	30.00	30.00
Overdue Library Book/Media Fee per day	0.25	0.25	0.25
Overdue Library Reserve Item per hour	1.00	1.00	1.00
Overdue Library Equipment per day	1.00	1.00	1.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
INSTALLMENT PLAN/EMERGENCY LOAN FEES:			
Installment Plan Fee	30.00	30.00	30.00
Installment Plan Late Payment Fee	30.00	30.00	30.00
Emergency Loan Late Payment Fee	30.00	30.00	30.00
PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Permit Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	70.00	70.00	80.00
<i>Fourth</i>	90.00	90.00	100.00
<i>Fifth</i>	110.00	110.00	120.00
Handicap Parking Violations	150.00	150.00	150.00

	Board Approved FY 2013-2014	Board Approved FY 2014-2015	Proposed for FY 2015-2016
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	70.00	70.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
TESTING FEES:			
Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee	50.00	50.00	50.00
Credit By Examination	Tuition	Tuition	Tuition
GED Exam Fee (All Five Exams-Package Rate)	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.
• GED Exam Fee – Writing only			
• GED Exam Fee – Reading only			
• GED Exam Fee – Mathematics only			
• GED Exam Fee – Science only			
• GED Exam Fee – Social Studies only			
GED Retest Exam Fees:			
• GED Retest Exam Fee – Writing only			
• GED Retest Exam Fee – Reading only			
• GED Retest Exam Fee – Mathematics only			
• GED Retest Exam Fee – Science only			
• GED Retest Exam Fee – Social Studies only			
TSI Assessment Reservation and Preparation Fee	25.00	25.00	25.00
TSI Assessment Exam - All Three Exams	29.00	29.00	29.00
• TSI Assessment Exam Fee – Reading only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Writing only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Math only	10.00	10.00	10.00
TSI Assessment Exam Retesting Fee - All Three Exams	29.00	29.00	29.00
• TSI Assessment Exam Fee – Retesting Reading only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Retesting Writing only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Retesting Math only	10.00	10.00	10.00
CHILD DEVELOPMENT CENTER FEES:			
Tuition fee per week	120.00	120.00	120.00
Registration Fee:			
• Fall and Spring Semesters	40.00	40.00	40.00
• Summer Session	20.00	20.00	20.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. add'l. minute	\$5/first 5 minutes and \$1/ea. add'l. minute	\$5/first 5 minutes and \$1/ea. add'l. minute
Supply Fee:			
• Fall and Spring Semesters	30.00	30.00	30.00
• Summer Session	10.00	10.00	10.00
Reservation Fee for Fall/Spring semester Breaks	65.00	65.00	65.00
• Summer	20.00	20.00	20.00

	Board Approved FY 2013-2014	Board Approved FY 2014-2015	Proposed for FY 2015-2016
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INCIDENTAL FEES:			
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Drop Fee (one-time fee) – 1 st class day through Census date	25.00	25.00	25.00
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Withdrawal Fee (one-time fee) – after Census date	50.00	50.00	50.00
Wellness Center Student Membership Fee per semester (may be prorated)	72.00	72.00	72.00
Student Insurance Fee (voluntary)	Contact Cashier's Office	Contact Cashier's Office	Contact Cashier's Office

Review and Recommend Action on Employee Fees for FY 2015-2016

Approval of the Employee Fees for FY 2015-2016 will be requested at the January 27, 2015 Board meeting.

The recommended changes from FY 2015-2016 are as follows:

- Increase the Third Parking Permit Violation from \$70.00 to \$80.00
- Increase the Fourth Parking Permit Violation from \$90.00 to \$100.00
- Increase the Fifth Parking Permit Violation from \$110.00 to \$120.00
- Increase the Third Moving Traffic Violation Fee from \$70.00 to \$90.00
- Delete the Wellness Center Student Membership Fee per semester (may be prorated) of \$72.00

The Employee Fees for FY 2015-2016 follows in the packet for the Committee's information and review.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the January 27, 2015 Board meeting, the Employee Fees for FY 2015-2016 as presented.

PROPOSED EMPLOYEE FEES FOR FY 2015-2016

	Board Approved for FY 2014-2015	Proposed for FY 2015-2016
Parking Permit Fee	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00
Parking Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	70.00	80.00
<i>Fourth</i>	90.00	100.00
<i>Fifth</i>	110.00	120.00
Handicap Parking Violations	150.00	150.00
Moving Traffic Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	70.00	90.00
Vehicle Boot Removal Fee	100.00	100.00
Keyless Access Card Replacement Fee	10.00	10.00
Wellness Center Membership Fee per semester (may be prorated)	72.00	72.00
Returned Check	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee	30.00	30.00
Overdue Inter-Library Loan or TexShare Item	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library

**Review and Recommend Action on Other (Non-Student/Non-Employee)
Fees for FY 2015-2016**

Approval of the Other (Non-Student/Non-Employee) Fees for FY 2015-2016 will be requested at the January 27, 2015 Board meeting.

The recommended changes from FY 2015-2016 are as follows:

- Increase the Third Parking Permit Violation from \$70.00 to \$80.00
- Increase the Fourth Parking Permit Violation from \$90.00 to \$100.00
- Increase the Fifth Parking Permit Violation from \$110.00 to \$120.00
- Increase the Third Moving Traffic Violation Fee from \$70.00 to \$90.00

The Other (Non-Student/Non-Employee) Fees for FY 2015-2016 follows in the packet for the Committee's information and review.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the January 27, 2015 Board meeting, the Other (Non-Student/Non-Employee) Fees for FY 2015-2016 as presented.



	Board Approved for FY 2014-2015	Proposed for FY 2015-2016
Returned Check	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee	30.00	30.00
Overdue Library Book/Media Fee per day	0.25	0.25
Parking violations:		
First	30.00	30.00
Second	50.00	50.00
Third	70.00	80.00
Fourth	90.00	100.00
Fifth	110.00	120.00
Handicap Parking Violations	150.00	150.00
Moving Traffic Violations:		
First	30.00	30.00
Second	50.00	50.00
Third	70.00	90.00
Vehicle Boot Removal Fee	100.00	100.00
Child Development Center:		
Tuition fee per week	120.00	120.00
Registration Fee:		
• Fall and Spring Semesters	40.00	40.00
• Summer Session	20.00	20.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee:		
• Fall and Spring Semesters	30.00	30.00
• Summer Session	10.00	10.00
Reservation Fee for Fall/Spring semester Breaks	65.00	65.00
• Summer	20.00	20.00

Review and Discussion of Position Vacancy Report for FY 2014-2015

The Staffing Plan Position Vacancy Report for FY 2014-2015 follows in the packet for the Committee's information and review. Information is current as of January 9, 2015.

Dr. Shirley A. Reed and Mrs. Mary Elizondo will discuss the report with the Committee.

The Position Vacancy Report for FY 2014-2015 is based on the following:

- **Vacant Full Time Regular Positions - New - Board Approved Positions for FY 2014-2015:**
 - ⇒ A list of twenty-three (23) new positions for FY2014-2015 represents the vacant new board-approved staffing plan positions for FY2014-2015. These positions will be advertised until filled. Approximately 87% are currently advertised and the remaining four personnel requisitions are currently in progress for final approval.

- **Vacant Full Time Regular Positions – Continuing – CONTINUED from FY 2013-2014:**
 - ⇒ A list of vacant positions due to employee resignations, terminations, and retirement is included and designated as Continuing. These positions are advertised until filled. Approximately 75% of these positions are currently advertised or currently in progress for final approval. Three (3) of these positions have recommendations currently in progress. Ten (10) positions are on hold due to funding allotted for temporary positions.

- **Full Time Regular Positions – Partially Funded in FY 2014-2015:**
 - ⇒ A list of thirty-four (34) vacant positions is provided which are partially funded (less than 100%) in the FY 2014-2015 staffing plan in order to balance the total projected expenditures and total projected revenues. As a result, these positions are scheduled to be filled or advertised on or after January 15, 2015. These positions are included on the staffing plan with a salary amount of \$2.00 and the total actual salary budget is designated under a “70% Salary Pool” in each account.

The Position Vacancy Report for Fiscal Year 2014-2015 is presented for information and review by the Committee. No action is required from the Committee.

23 NEW Vacant Full-Time Regular Positions Approved for FY2014-2015

AS OF JANUARY 09, 2015

New

Division	Position	Type	Category	Title	POSITION STATUS	Proposed Hire Date	Budget
Academic Advancement							\$ 191,500.00
HS Programs and Services	703284	New	Prof/Tech Support Exempt	Coord for CTE - Early College High Schools	Pending Requisition	01-30-15	
HS Programs and Services	707286	New	Prof/Tech Support Non-Exempt	Early College High School Specialist	Advertised	01-30-15	
Professional & Organizational Dev	705352	New	Prof/Tech Support Exempt	Coord for Professional & Organizational Dev	Advertised	01-30-15	
Finance and Administrative Services							\$ 744,255.00
Business Office	745184	New	Administrative Exempt	Associate Comptroller	Advertised	02-02-15	
Business Office	746184	New	Prof/Tech Support Non-Exempt	Accountant	Advertised	01-30-15	
Dir Fac Planning & Construction	701513	New	Classified Non-Exempt	Facilities Planning & Constr Accounts Asst	Requisition in process	01-30-15	
Dir Fac Planning & Construction	703501	New	Prof/Tech Support Exempt	Facilities Planning & Constr Project Mgr	Advertised	01-30-15	
Human Resources	703241	New	Prof/Tech Support Exempt	Coordinator for Human Resources	Advertised	01-30-15	
Human Resources	702241	New	Prof/Tech Support Non-Exempt	Benefits Specialist	Advertised	01-30-15	
Human Resources	700240	New	Prof/Tech Support Non-Exempt	HR Staffing Specialist	Advertised	01-30-15	
STC Police	723514	New	Prof/Tech Support Non-Exempt	Police Dispatcher	Advertised	01-30-15	
STC Police	726514	New	Prof/Tech Support Non-Exempt	Police Officer	Advertised	01-30-15	
STC Police	727514	New	Prof/Tech Support Non-Exempt	Police Officer	Advertised	01-30-15	
STC Police	728514	New	Prof/Tech Support Non-Exempt	Police Officer	Advertised	01-30-15	
STC Police	729514	New	Prof/Tech Support Non-Exempt	Police Officer	Advertised	01-30-15	
STC Police	730514	New	Prof/Tech Support Non-Exempt	Police Officer	Advertised	01-30-15	
STC Police	731514	New	Prof/Tech Support Non-Exempt	Police Officer	Advertised	01-30-15	
Information Services, Planning and Strategic Initiatives							\$ 255,000.00
Infrastructure	716393	New	Prof/Tech Support Exempt	Applications Analyst III	Advertised	01-30-15	
Infrastructure	717393	New	Prof/Tech Support Exempt	Applications Analyst III	Advertised	01-30-15	
Research and Analytical Services	703320	New	Administrative Exempt	Assoc Dean of Inst'l Research and Effectiveness	Advertised	01-30-15	
Research and Analytical Services	705170	New	Prof/Tech Support Exempt	Institutional Research Analyst	Advertised	02-02-15	
Office of the President							\$ 120,000.00
Office of President	701340	New	Executive Exempt	Executive Vice President for Student Success	Pending Requisition	02-02-15	
Student Affairs and Enrollment Management							\$ 35,000.00
Student Affairs & Enrollment Mgt	718612	New/Adj	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	Advertised	01-30-15	
Grand Total							\$ 1,345,755.00

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Proposed Hire Date	Budget	Budget
Academic Advancement								\$ 105,770.00	\$ 127,795.00
Academic Advancement	701284	Cont	Classified Non-Exempt	Administrative Assistant	10/1/14	Advertised	01-30-15	\$ 30,113.00	
Centers for Learning Excellence	703591	Cont	Administrative Exempt	Director of Ctrs for Lrng Excellence	Funding Encumbered	On hold	01-30-15	\$ 17,400.00	
Centers for Learning Excellence	704426	Cont	Classified Non-Exempt	Learning Excellence Lab Tech	3/11/11	Advertised	01-30-15	\$ 24,154.00	
Centers for Learning Excellence	702423	Cont	Classified Non-Exempt	Learning Excellence Lab Tech	10/5/14	Pending Requisition	01-30-15		
Centers for Learning Excellence	707423	Cont	Classified Non-Exempt	Secretary	10/10/14	Advertised	01-30-15	\$ 22,975.00	
Centers for Learning Excellence	704423	Cont	Prof/Tech Support Exempt	Coord of Learning Support	7/25/14	Advertised	01-30-15	\$ 41,241.00	
High School Programs and Services	702286	Cont	Prof/Tech Support Non-Exempt	Academies Specialist	1/5/15	Requisition in process	01-30-15	\$ 38,640.00	
Academic Affairs								\$ 87,166.00	\$ 149,018.00
Distance Education-Instructional	705276	Cont	Prof/Tech Support Exempt	Instructional Designer	9/1/14	On hold	02-12-15	\$ 48,000.00	
Mid Valley Campus	702269	Cont	Classified Non-Exempt	Faculty Secretary	11/28/14	Pending Requisition	02-12-15	\$ 20,050.00	
Starr County Campus	702267	Cont	Classified Non-Exempt	Faculty Secretary	7/31/08	Pending Requisition	01-30-15	\$ 19,116.00	
Administrative								\$ 21,398.00	\$ 21,398.00
Public Relations/Marketing	710462	Cont	Classified Non-Exempt	Secretary	12/13/11	Advertised	01-30-15	\$ 21,398.00	
Community Engagement and Workforce Development								\$ 425,373.00	\$ 372,873.00
Alternative Teacher Certification	701873	Cont	Classified Non-Exempt	Customer Service Technician	Funding Encumbered	Budget Unavailable	01-30-15	\$ 23,509.00	
Alternative Teacher Certification	701880	Cont	Prof/Tech Support Exempt	Program Manager	11/30/07	Pending Requisition	01-30-15	\$ 52,000.00	
CPWE - State	705587	Cont	Classified Non-Exempt	Compliance Assistant	Funding Encumbered	Budget Unavailable	01-30-15	\$ 27,000.00	
CPWE - State	708587	Cont	Classified Non-Exempt	Customer Service Technician	11/9/12	Budget Unavailable	01-30-15	\$ 23,509.00	
CPWE - State	707587	Cont	Classified Non-Exempt	Customer Service Technician	Funding Encumbered	Budget Unavailable	01-30-15	\$ 23,509.00	
CPWE - State	714590	Cont	Classified Non-Exempt	Customer Service Technician	6/30/12	Budget Unavailable	01-30-15	\$ 23,509.00	
CPWE - State	716590	Cont	Prof/Tech Support Exempt	Continuing Education Coord	11/30/10	Budget Unavailable	01-30-15	\$ 49,356.00	
CPWE - State	718590	Cont	Prof/Tech Support Exempt	Program Developer and Coordinator	Funding Encumbered	Pending Requisition	01-30-15	\$ 34,827.00	
CPWE - State	720565	Cont	Prof/Tech Support Exempt	Program Developer and Manager	3/3/09	Pending Requisition	01-30-15	\$ 52,000.00	
Grant Development & Compliance	704160	Cont	Prof/Tech Support Exempt	Grants and Contracts Compliance Manager	8/4/14	Advertised	01-30-15	\$ 52,500.00	
Grant Development & Compliance	701321	Cont	Administrative Exempt	Director of Grant Dev and Mgmt	8/31/14	Advertised	01-30-15	\$ 63,654.00	
Division of Business and Technology								\$ 47,588.00	\$ 67,864.00
Business and Technology	701304	Cont	Classified Non-Exempt	Faculty Secretary	10/8/14	Requisition in process	01-30-15	\$ 21,092.00	
Business and Technology	700027	Cont	Classified Non-Exempt	Faculty Secretary	10/17/14	Advertised	01-30-15	\$ 18,751.00	
Culinary Arts	701264	Cont	Classified Non-Exempt	Lab Assistant - Culinary Arts	Funding Encumbered	Pending Requisition	01-30-15	\$ 25,000.00	
Welding	701311	Cont	Classified Non-Exempt	Lab Assistant - Welding	10/3/14	Advertised	01-30-15	\$ 22,588.00	
Div Liberal Arts & Social Sciences								\$ 92,217.00	\$ 56,803.00
Div Liberal Arts & Social Sciences	702426	Cont	Classified Non-Exempt	Developmental Lab Technician	Funding Encumbered	On hold	09-01-15	\$ 24,154.00	
Div Liberal Arts & Social Sciences	700173	Cont/Adj	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	1/21/14	Advertised	01-30-15	\$ 32,649.00	
Div Liberal Arts & Social Sciences	709137	Cont	Prof/Tech Support Non-Exempt	Early Childhood Educator II	11/28/14	Advertised	02-15-14	\$ 35,414.00	
Division of Math, Science and Bachelor Programs								\$ 76,964.00	\$ 118,603.00
Biology	700204	Cont	Classified Non-Exempt	Lab Specialist II - Biology	8/14/14	Recommendation in Process	01-30-15	\$ 29,000.00	
Div. of Math, Science & BA Programs	701298	Cont	Classified Non-Exempt	Administrative Assistant	Funding Encumbered	Advertised	01-30-15	\$ 25,000.00	
Div. of Math, Science & BA Programs	706203	Cont/Adj	Classified Non-Exempt	Senior Administrative Assistant	7/31/13	Advertised	01-30-15	\$ 22,964.00	
Division of Nursing and Allied Health								\$ 91,425.00	\$ 91,425.00
Associate Degree Nursing	704557	Cont	Prof/Tech Support Non-Exempt	Certified Lab Asst	6/30/11	Advertised	01-30-15	\$ 36,336.00	
Emergency Medical Technology	700012	Cont	Classified Non-Exempt	Faculty Secretary	2/1/14	Recommendation in Process	12-08-14	\$ 22,129.00	
Emergency Medical Technology	701555	Cont	Prof/Tech Support Non-Exempt	Licensed Lab Assistant	5/15/14	Advertised	01-30-15	\$ 32,960.00	

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Proposed Hire Date	Budget	Budget
Finance and Administrative Services								\$ 415,784.00	\$ 393,342.00
Business Office	736184	Cont/Adj	Prof/Tech Support Non-Exempt	Accountant	6/30/14	Advertised	01-30-15	\$ 44,670.00	
Business Office	728184	Cont/Adj	Prof/Tech Support Non-Exempt	Accounting Group Supervisor	6/30/14	Advertised	01-30-15	\$ 50,000.00	
Business Office	706184	Cont	Classified Non-Exempt	Payroll Assistant - Business Office	9/22/14	Recommendation in Process	01-30-15	\$ 27,647.00	
Custodial	706502	Cont	Classified Non-Exempt	Custodian	9/1/14	Advertised	01-30-15	\$ 18,688.00	
Custodial	731502	Cont	Classified Non-Exempt	Custodian	10/17/14	Advertised	01-30-15	\$ 18,897.00	
Custodial	711502	Cont	Prof/Tech Support Exempt	Custodial Manager	9/1/14	Advertised	01-30-15	\$ 54,000.00	
Office of Safety and Security	718514	Cont	Classified Non-Exempt	Security Guard	12/31/13	Advertised	01-30-15	\$ 21,803.00	
Operations/Maintenance	703515	Cont	Prof/Tech Support Non-Exempt	Maintenance Technician	10/17/14	Pending Requisition	01-30-15	\$ 43,584.00	
Distribution Center	703581	Cont	Classified Non-Exempt	General Services Assistant	1/5/15	Pending Requisition	04-15-15	\$ 26,833.00	
Distribution Center	701584	Cont	Classified Non-Exempt	Fixed Assets & Receiving Technician	9/9/14	Advertised	01-30-15	\$ 21,203.00	
Human Resources	700057	Cont	Prof/Tech Support Non-Exempt	HR Specialist	9/1/14	Advertised	01-30-15	\$ 32,459.00	
STC Police	707514	Cont	Prof/Tech Support Non-Exempt	Police Dispatcher	11/30/14	Advertised	01-30-15	\$ 29,000.00	
STC Police	721514	Cont	Prof/Tech Support Non-Exempt	Police Dispatcher	9/1/14	Advertised	01-30-15	\$ 27,000.00	
STC Police	722514	Cont	Prof/Tech Support Non-Exempt	Police Dispatcher	12/31/13	Requisition in process	01-30-15	\$ 29,000.00	
Information Services, Planning and Strategic Initiatives									
Strategic Initiatives	701625	Cont	Executive Exempt	VP for Info Svcs, Planning & Strategic Initiatives	8/31/14	Pending Requisition	01-30-15	\$ 119,441.00	
Client Services	704392	Cont	Prof/Tech Support Non-Exempt	Client Services Specialist	7/31/14	Advertised	01-30-15	\$ 33,156.00	
Information Security	706395	Cont	Administrative Exempt	Chief Info Security Officer	8/31/14	Advertised	01-30-15	\$ 83,523.00	
Infrastructure	712393	Cont	Prof/Tech Support Non-Exempt	Applications Analyst I	1/5/15	Pending Requisition	04-15-15	\$ 44,475.00	
Infrastructure	711399	Cont	Prof/Tech Support Exempt	Applications Analyst III	9/30/14	Advertised	01-30-15	\$ 72,717.00	
Inst'l Effectiveness and Assessment	701170	Cont	Prof/Tech Support Exempt	Institutional Effectiveness Specialist	1/5/15	Pending Requisition	04-15-15	\$ 37,799.00	
Library Services	737101	Cont	Prof/Tech Support Non-Exempt	Art Gallery Associate	1/5/15	Advertised	01-30-15	\$ 36,307.00	
Information Services and Planning	729101	Cont	Prof/Tech Support Exempt	Project Manager - IS&P	8/6/14	Advertised	01-30-15		
Instructional Resource Open Lab	702271	Cont	Prof/Tech Support Non-Exempt	Lab Excellence Tech	10/5/14	Pending Requisition	01-30-15		
Instructional Resource Open Lab	720371	Cont	Prof/Tech Support Non-Exempt	Lab Specialist II - Open Lab	11/17/14	Advertised	02-15-15	\$ 29,500.00	
Instructional Technologies	707271	Cont	Classified Non-Exempt	Instructional Technologies Technician	12/9/14	Advertised	01-30-15	\$ 21,782.00	
Technology Support	706394	Cont	Prof/Tech Support Non-Exempt	Computer Services Spec	6/30/13	Advertised	01-30-15		
Technology Support	712392	Cont	Prof/Tech Support Non-Exempt	Computer Services Spec	6/1/14	Advertised	01-30-15		
Technology Support	710392	Cont	Prof/Tech Support Exempt	Tech & Client Svcs Manager	5/31/14	Advertised	01-30-15	\$ 71,754.00	
Telecom	702392	Cont	Prof/Tech Support Non-Exempt	Network Specialist	6/1/14	Advertised	01-30-15		
Office of the President									
Office of President	704362	Cont	Classified Non-Exempt	Administrative Assistant	Funding Encumbered	On hold	01-30-15	\$ 23,915.00	
Office of President	700202	Cont	Classified Non-Exempt	Administrative Assistant	9/9/08	Pending Requisition	01-30-15	\$ 23,915.00	
Office of President	703362	Cont	Prof/Tech Support Non-Exempt	Administrative Spec for Board Relations	11/11/11	In progress	01-30-15	\$ 49,000.00	
Student Affairs and Enrollment Management									
Admissions & Records	700072	Cont	Classified Non-Exempt	Admissions Technician	5/31/14	Advertised	01-30-15	\$ 72,509.00	
Advising	700081	Cont	Prof/Tech Support Non-Exempt	Advisor	4/6/14	Advertised	01-30-15	\$ 33,428.00	
Advising	714332	Cont	Prof/Tech Support Non-Exempt	Advisor	8/1/14	Advertised	01-30-15	\$ 37,273.00	
Student Activities and Wellness	702330	Cont	Prof/Tech Support Non-Exempt	Student Activities Specialist	12/9/14	Advertised	01-30-15	\$ 36,185.00	
Student Activities and Wellness	720330	Cont	Prof/Tech Support Non-Exempt	Student Activities Specialist	1/19/15	Pending Requisition	04-15-15	\$ 39,254.00	
Student Affairs & Enrollment Mgt	700205	Cont	Prof/Tech Support Non-Exempt	Testing Technician	10/6/14	Advertised	01-30-15	\$ 35,000.00	
Student Affairs & Enrollment Mgt	700331	Cont	Prof/Tech Support Exempt	Testing Officer	10/31/14	Advertised	01-30-15	\$ 74,301.00	
Student Affairs & Enrollment Mgt	708190	Cont	Prof/Tech Support Non-Exempt	College Connection Specialist/Recruiter	9/18/14	Advertised	01-30-15	\$ 33,500.00	
Student Financial Services	701440	Cont	Prof/Tech Support Non-Exempt	Financial Aid Specialist	10/24/14	Advertised	01-30-15	\$ 38,922.00	
Student Financial Services	700068	Cont	Classified Non-Exempt	Financial Aid Technician	12/9/14	Pending Requisition	02-15-15	\$ 32,928.00	
Student Financial Services	704440	Cont	Classified Non-Exempt	Financial Aid Technician	10/19/14	Advertised	01-30-15	\$ 23,874.00	
Student Outreach Center	705610	Cont	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	14-Nov-14	Advertised	01-30-15	\$ 39,169.00	
Budget Unavailable = Budget is allocated and being used for another position, such as a temporary position or direct wage employee									
								\$ 96,830.00	\$ 123,506.00
								\$ 23,915.00	
								\$ 23,915.00	
								\$ 49,000.00	
								\$ 400,372.00	\$ 304,308.00
								\$ 72,509.00	
								\$ 33,428.00	
								\$ 37,273.00	
								\$ 36,185.00	
								\$ 39,254.00	
								\$ 35,000.00	
								\$ 74,301.00	
								\$ 33,500.00	
								\$ 38,922.00	
								\$ 32,928.00	
								\$ 23,874.00	
								\$ 39,169.00	
								\$ 2,288,305.00	\$ 2,503,934.00

South Texas College
Full Time Regular Vacant Positions - Partial-Funded Percentage in Salary Pool (Not at 100%)
 AS OF JANUARY 09, 2015

Partially Funded

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Proposed Hire Date	Budget
Academic Affairs	703279	FUND%-CONT	Executive Exempt	VP for Academic Affairs	8/31/13	Budget Unavailable	03-15-15	\$ 2.00
Div Liberal Arts & Social Sciences	700250	FUND%-CONT	Administrative Exempt	Dean for Liberal Arts	1/1/14	Budget Unavailable	03-01-15	\$ 2.00
Finance and Administrative Services	702160	FUND%-CONT	Administrative Exempt	Director of Accountability Svcs	3/28/14	Advertised	01-30-15	\$ 2.00
Accountability & Management Svcs	705160	FUND%-CONT	Classified Non-Exempt	Accountability Assistant	9/13/09	Requisition in Process	01-30-15	\$ 2.00
Accountability & Management Svcs	701160	FUND%-CONT	Prof/Tech Support Exempt	Project Manager - Accountability	9/1/14	Advertised	01-30-15	\$ 2.00
Business Office	795184	FUND%-CONT	Classified Non-Exempt	Accounting Assistant	1/20/14	Advertised	01-30-15	\$ 2.00
Business Office	701184	FUND%-CONT	Prof/Tech Support Non-Exempt	Accountant	10/14/13	Advertised	01-30-15	\$ 2.00
Business Office	702184	FUND%-CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	4/30/14	Advertised	01-30-15	\$ 2.00
Cashiers Office	712184	FUND%-CONT	Classified Non-Exempt	Cashier II	9/1/14	Advertised	01-30-15	\$ 2.00
Cashiers Office	731184	FUND%-CONT	Classified Non-Exempt	Cashier II	9/1/14	Advertised	01-30-15	\$ 2.00
Cashiers Office	739184	FUND%-CONT	Prof/Tech Support Exempt	Systems Analyst I - FAS	11/1/13	Pending Requisition	01-30-15	\$ 2.00
Custodial	730502	FUND%-CONT	Classified Non-Exempt	Custodian	5/12/14	Advertised	01-30-15	\$ 2.00
Custodial	700117	FUND%-CONT	Classified Non-Exempt	Lead Custodian III	1/31/14	Advertised	01-30-15	\$ 2.00
Facility Maintenance	700004	FUND%-CONT	Prof/Tech Support Non-Exempt	Maintenance Manager	8/21/13	Advertised	01-30-15	\$ 2.00
General Services	700310	FUND%-CONT	Prof/Tech Support Exempt	Operations Contract Manager	4/30/14	Advertised	01-30-15	\$ 2.00
Human Resources	704240	FUND%-CONT	Administrative Exempt	Assistant Director of Human Resources	9/1/14	Requisition in Process	03-15-15	\$ 2.00
Human Resources	706240	FUND%-CONT	Classified Non-Exempt	Administrative Assistant	8/16/13	Advertised	01-30-15	\$ 2.00
Human Resources	720240	FUND%-CONT	Prof/Tech Support Exempt	Benefits and Payroll Manager	6/30/14	Advertised	01-30-15	\$ 2.00
STC Police	705514	FUND%-CONT	Prof/Tech Support Exempt	Police Compliance Coord	11/17/13	Recommendation in Process	01-19-15	\$ 2.00
Information Services, Planning and Strategic Initiatives								
Infrastructure	702393	FUND%-CONT	Prof/Tech Support Exempt	Applications Analyst II	8/31/13	Advertised	01-30-15	\$ 2.00
Infrastructure	704395	FUND%-CONT	Prof/Tech Support Exempt	Information Tech Risk and Sec Mgr	5/31/14	Advertised	01-30-15	\$ 2.00
Infrastructure	707392	FUND%-CONT	Prof/Tech Support Non-Exempt	Reporting Analyst II	3/31/14	Advertised	01-30-15	\$ 2.00
Infrastructure	705393	FUND%-CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	7/31/11	Advertised	01-30-15	\$ 2.00
Infrastructure	710395	FUND%-CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	8/31/13	Advertised	01-30-15	\$ 2.00
Infrastructure	715393	FUND%-CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	10/31/13	Advertised	01-30-15	\$ 2.00
Inst'l Effectiveness and Assessment	701171	FUND%-CONT	Prof/Tech Support Exempt	Project Manager - IEA	3/16/14	Pending Requisition	01-30-15	\$ 2.00
Instructional Technologies	713102	FUND%-CONT	Classified Non-Exempt	Instructional Technologies Managed Services Specialist	6/12/14	Advertised	01-30-15	\$ 2.00
Library Public Services	700031	FUND%-CONT	Classified Non-Exempt	Library Tech	5/23/14	Pending Requisition	01-30-15	\$ 2.00
Library Public Services	731101	FUND%-CONT	Prof/Tech Support Exempt	Librarian III	7/31/14	Advertised	01-30-15	\$ 2.00
Office of Strategic Initiatives	702320	FUND%-CONT	Prof/Tech Support Exempt	Project Manager - OSI	9/1/14	Recommendation in Process	01-30-15	\$ 2.00
Technology Support	706394	FUND%-CONT	Prof/Tech Support Non-Exempt	Computer Services Spec	6/30/13	Advertised	01-30-15	\$ 2.00
Technology Support	712392	FUND%-CONT	Prof/Tech Support Non-Exempt	Computer Services Spec	6/1/14	Advertised	01-30-15	\$ 2.00
Office of the President								\$ 2.00
Office of the President	701369	FUND%-CONT	Administrative Exempt	Director of Fundraising	On hold	On hold	02-25-15	\$ 2.00
Student Affairs and Enrollment Management								
Advising	732332	FUND%-NEW	Prof/Tech Support Non-Exempt	Advisor	9/1/14	Advertised	02-15-15	\$ 2.00
Advising	730332	FUND%-CONT	Prof/Tech Support Non-Exempt	Special Programs Spec	Funding Encumbered	Budget Unavailable	03-01-15	\$ 2.00
Student Affairs & Enrollment Mgt	703190	FUND%-CONT	Administrative Exempt	Director of College of Connections & Adm-Dual Enr	10/24/10	Recommendation in Process	01-30-15	\$ 2.00
Student Financial Services	721440	FUND%-CONT	Administrative Exempt	Director of Testing Services	9/1/14	Advertised	01-30-15	\$ 2.00
Student Financial Services	722440	FUND%-CONT	Prof/Tech Support Non-Exempt	Financial Aid Outreach Spec	9/1/14	Budget Unavailable	04-01-15	\$ 2.00
Student Outreach Center	723610	FUND%-NEW	Prof/Tech Support Exempt	Coord of Dual Enrollment	9/1/14	Advertised	01-30-15	\$ 2.00
Budget Unavailable = Budget is allocated and being used for another position, such as a temporary position or direct wage employe								Grand Total
								\$ 78.00

**Discussion and Action as Necessary on the Assessment of the College President
and the Self-Assessment of the Board of Trustees**

Approval to conduct an assessment of the College President and the Self-Assessment of the Board of Trustees will be requested at the January 27, 2015 Board meeting.

The assessment of the College President and the self-assessment of the Board of Trustees have historically been performed every few years. These assessments could be a valuable process to help the Board in their stewardship and to provide the College President with feedback as necessary; additionally, best practices call for annual Board assessment of both the College President and the Board itself.

The Board is asked to review the assessment criteria and provide feedback as deemed appropriate for both the Assessment of the College President and the Self-Assessment by the Board of Trustees.

The annual assessment of the Board of Trustees and the College President is necessary as scheduled.

The previous evaluation of the Board of Trustees and the College President was conducted in 2012.

The previous evaluation forms for the Board of Trustees and the College President follow in the packet for your information and review.

The Finance and Human Resources Committee is asked to review the evaluation forms and discuss the evaluation instruments and methodology. Any changes to the provided evaluation instruments could be incorporated into either a printed form or an electronic survey.

It is requested that the Finance and Human Resources Committee recommend for Board approval, at the January 27, 2015 Board meeting, the assessment of the College President and the Self-Assessment of the Board of Trustees and provide any required specific instructions regarding the questions, format, method, and time frame as appropriate.

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE PRESIDENT
FY 2014-2015**

Please rate the functioning of the President according to the following criteria and characteristics.

4 = Excellent 3 = Good 2 = Satisfactory 1 = Needs Improvement 0 = Not observed

A.	BOARD RELATIONS	SCORE
1	Keeps the Board adequately informed of College operations and activities on an ongoing basis.	4 3 2 1 0
2	Keeps the Board adequately informed of major circumstances.	4 3 2 1 0
3	Provides adequate concern for needs of individual Board members.	4 3 2 1 0
4	Communicates effectively using both written and oral communication.	4 3 2 1 0
5	Appropriately carries out the directions of the Board.	4 3 2 1 0
6	Works productively and harmoniously with Trustees.	4 3 2 1 0
7	Provides the Board with needed information soon enough to be read and assimilated.	4 3 2 1 0
8	Provides sufficient information for the Board to make decisions.	4 3 2 1 0

B.	COMMUNITY, STATE, & NATIONAL RELATIONS	SCORE
1	Provides effective institutional representation in community relations.	4 3 2 1 0
2	Effectively interacts with community organizations in a leadership capacity as appropriate.	4 3 2 1 0
3	Participates in appropriate community organizations and committee/task force activities.	4 3 2 1 0
4	Maintains appropriate state and national professional affiliations.	4 3 2 1 0
5	Provides institutional respectability/image.	4 3 2 1 0

C.	FISCAL AND FACILITIES MANAGEMENT	SCORE
1	Develops sound financial plans and operates the College in a financially prudent manner.	4 3 2 1 0
2	Is responsible for audit compliance and correcting any concerns.	4 3 2 1 0
3	Maintains effective and legally sound purchasing procedures.	4 3 2 1 0
4	Demonstrates knowledge of College budget.	4 3 2 1 0
5	Is well informed regarding facility, equipment and supply needs and keeps Trustees apprised of needs and response to needs.	4 3 2 1 0
6	Directs short-term and long-range planning of campus maintenance and operations.	4 3 2 1 0

D.	INSTRUCTIONAL AND STUDENT SERVICE PROGRAMS	SCORE
1	Identifies and understands, and implements the academic mission and goals of the College.	4 3 2 1 0
2	Effectively establishes, organizes, and operates instructional and student service programs.	4 3 2 1 0
3	Is responsive and innovative with respect to changes in the community and in the delivery of educational services.	4 3 2 1 0
4	Maintains appropriate academic standards.	4 3 2 1 0
5	Understands and appropriately responds to the needs of students.	4 3 2 1 0
6	Maintains a high degree of value for the student as a customer	4 3 2 1 0

E.	PERSONNEL/HUMAN RESOURCES OPERATION	SCORE
1	Maintains effective working relationship with College employees.	4 3 2 1 0
2	Employs individuals whose abilities are well suited to their position.	4 3 2 1 0
3	Effectively delegates responsibility to appropriate staff.	4 3 2 1 0

4	Directs the development and implementation of personnel procedures and practices that comply with Board policy.	4 3 2 1 0
5	Willing to make difficult personnel decisions.	4 3 2 1 0
6	Demonstrates and promotes sensitivity to and support of EEO/Affirmative Action policies and procedures.	4 3 2 1 0
7	Maintains accessibility.	4 3 2 1 0

F.	LEADERSHIP	SCORE
1	Demonstrates ability to communicate and implement decisions.	4 3 2 1 0
2	Demonstrates ability to handle crises.	4 3 2 1 0
3	Demonstrates ability to initiate new ideas.	4 3 2 1 0
4	Demonstrates a leadership style that inspires others.	4 3 2 1 0
5	Demonstrates effective short and long-range planning.	4 3 2 1 0
6	Engenders confidence as an educational leader.	4 3 2 1 0
7	Exhibits a high level of knowledge and understanding of a comprehensive community college.	4 3 2 1 0
8	Fosters an appropriate level of credibility in the community.	4 3 2 1 0
9	Identifies and analyzes problems and issues confronting the College.	4 3 2 1 0
10	Identifies potential areas of conflict.	4 3 2 1 0
11	Incorporates the ideas of others in the decision-making process.	4 3 2 1 0
12	Provides effectively maintained College facilities and seeks needed funding for future construction/renovation.	4 3 2 1 0
13	Possess an appropriate degree of personal integrity.	4 3 2 1 0

COMMENTS: _____

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE PRESIDENT
2014 -2015**

4 = Excellent 3 = Good 2 = Satisfactory 1 = Needs Improvement 0 = Not Observed									
A. BOARD RELATIONS									
CRITERIA AND CHARACTERISTICS	Eval. No.1	Eval. No.2	Eval. No.3	Eval. No.4	Eval. No.5	Eval. No.6	Eval. No.7	AVG.	
Keeps the Board adequately informed of College operations and activities on an ongoing basis.									
Keeps the Board adequately informed of major circumstances.									
Provides adequate concern for needs of individual Board members.									
Communicates effectively using both written and oral communication.									
Appropriately carries out the directions of the Board.									
Works productively and harmoniously with Trustees.									
Provides the Board with needed information soon enough to be read and assimilated.									
Provides sufficient information for the Board to make decisions.									

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE PRESIDENT
2014 -2015**

B. COMMUNITY, STATE, & NATIONAL RELATIONS								
CRITERIA AND CHARACTERISTICS	Eval. No.1	Eval. No.2	Eval. No.3	Eval. No.4	Eval. No.5	Eval. No.6	Eval. No.7	AVG.
Provides effective institutional representation in community relations.								
Effectively interacts with community organizations in a leadership capacity as appropriate.								
Participates in appropriate community organizations and committee/task force activities.								
Maintains appropriate state and national professional affiliations.								
Provides institutional respectability/image.								

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE PRESIDENT
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C. FISCAL AND FACILITIES MANAGEMENT								
CRITERIA AND CHARACTERISTICS	Eval. No.1	Eval. No.2	Eval. No.3	Eval. No.4	Eval. No.5	Eval. No.6	Eval. No.7	AVG.
Develops sound financial plans and operates the College in a financially prudent manner.								
Is responsible for audit compliance and correcting any concerns.								
Maintains effective and legally sound purchasing procedures.								
Demonstrates knowledge of College budget.								
Is well informed regarding facility, equipment and supply needs and keeps Trustees apprised of needs and response to needs.								
Directs short-term and long-range planning of campus maintenance and operations.								

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE PRESIDENT
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D. INSTRUCTIONAL AND STUDENT SERVICE PROGRAMS								
CRITERIA AND CHARACTERISTICS	Eval. No.1	Eval. No.2	Eval. No.3	Eval. No.4	Eval. No.5	Eval. No.6	Eval. No.7	AVG.
Identifies and understands, and implements the academic mission and goals of the College.								
Effectively establishes, organizes, and operates instructional and student service programs.								
Is responsive and innovative with respect to changes in the community and in the delivery of educational services.								
Maintains appropriate academic standards.								
Understands and appropriately responds to the needs of students.								
Maintains a high degree of value for the student as a customer								

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE PRESIDENT
2014 -2015**

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E. PERSONNEL/HUMAN RESOURCES OPERATION									
CRITERIA AND CHARACTERISTICS	Eval. No.1	Eval. No.2	Eval. No.3	Eval. No.4	Eval. No.5	Eval. No.6	Eval. No.7	AVG.	
Maintains effective working relationship with College employees.									
Employs individuals whose abilities are well suited to their position.									
Effectively delegates responsibility to appropriate staff.									
Directs the development and implementation of personnel procedures and practices that comply with Board policy.									
Willing to make difficult personnel decisions.									
Demonstrates and promotes sensitivity to and support of EEO/Affirmative Action policies and procedures.									
Maintains accessibility.									

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE PRESIDENT
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F. LEADERSHIP									
CRITERIA AND CHARACTERISTICS	Eval. No.1	Eval. No.2	Eval. No.3	Eval. No.4	Eval. No.5	Eval. No.6	Eval. No.7	AVG.	
Demonstrates ability to communicate and implement decisions.									
Demonstrates ability to handle crises.									
Demonstrates ability to initiate new ideas.									
Demonstrates a leadership style that inspires others.									
Demonstrates effective short and long-range planning.									
Engenders confidence as an educational leader.									
Exhibits a high level of knowledge and understanding of a comprehensive community college.									
Fosters an appropriate level of credibility in the community.									
Identifies and analyzes problems and issues confronting the College.									
Identifies potential areas of conflict.									
Incorporates the ideas of others in the decision-making process.									

**South Texas College
Assessment of the Board
FY 2014 - 2015**

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CRITERIA AND CHARACTERISTICS	SCORE				
The quality of participation and discussion at Board meetings	4	3	2	1	0
The manner in which the agenda is planned in advance to assure interest and participation.	4	3	2	1	0
The material and information that is sent in advance of the Board meeting to prepare trustees	4	3	2	1	0
The attendance at Board meetings	4	3	2	1	0
In terms of the institution's needs, the number of times the Board meets	4	3	2	1	0
The Board's working relationship with the chief executive officer	4	3	2	1	0
The Board's working relationship with the administrative staff	4	3	2	1	0
The Board's knowledge and understanding of the activity of major committees	4	3	2	1	0
Financial records of the institution are audited annually, and a certified report is presented in a timely fashion following the close of the fiscal year.	4	3	2	1	0
The Board's understanding of its role in the development of broad institutional policies	4	3	2	1	0
Reports of major committees are presented in writing, and there is ample opportunity for understanding and discussion.	4	3	2	1	0
The level of understanding and commitment of trustees of their responsibility to assure an adequately funded institution	4	3	2	1	0
The degree of attention and concern given to the proper investment of reserves and endowment funds	4	3	2	1	0

**South Texas College
Assessment of the Board**

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CRITERIA AND CHARACTERISTICS	SCORE				
The practice and procedure of indoctrinating and orienting new Board members	4	3	2	1	0
The camaraderie and esprit of the Board	4	3	2	1	0
The practice of trustees to act as a team	4	3	2	1	0
The degree to which the institution's short-term objectives and long-range goals are in place and understood by trustees	4	3	2	1	0
The Board's understanding of the role and responsibilities of trustees	4	3	2	1	0
The Board's understanding, concern, and assessment of the institution's success in its service area	4	3	2	1	0
The Board's understanding, concern, and assessment of the institution's success against its competition	4	3	2	1	0
The Board's use of staff people to make reports and presentations at meetings	4	3	2	1	0
The Board's written policy and enforcement of possible conflict of interest with trustees and their business relationships	4	3	2	1	0
The level at which trustees take their responsibility and commitment of Board membership	4	3	2	1	0
The appropriateness and effectiveness of standing committees that meet and report on a regular basis	4	3	2	1	0
The regularity in which governing policies, By-laws and so forth, are reviewed for appropriateness and relevancy	4	3	2	1	0
The depth and pertinence of data and information provided trustees to properly understand and interpret the work of the institution	4	3	2	1	0

**South Texas College
Assessment of the Board**

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CRITERIA AND CHARACTERISTICS	SCORE				
The Board’s attentiveness and evaluation of the public relations of the institution	4	3	2	1	0
The Board’s concern about the allocation of funds to assure the optimum operation of the institution	4	3	2	1	0
Before making decisions regarding policy and other important matters, the degree of opportunity the board has to review and discuss all appropriate data and information – whether positive or negative	4	3	2	1	0
The participation at Board meetings is open, candid, and reflects all possible opinions.	4	3	2	1	0
At most meetings, trustees have an opportunity to hear information that is of an educational or interpretive nature about the institution and its work.	4	3	2	1	0
The Board ensures that Board action results from discussion of the whole Board and that no individual member or committee takes unauthorized action on behalf of the Board.	4	3	2	1	0
The Board retains a clear distinction between its role in establishing broad institutional policies and the administration’s responsibility to administer and implement policy.	4	3	2	1	0
All things considered, the overall effectiveness and dedication of the Board.	4	3	2	1	0
<p>Comments:</p>					

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE BOARD
2014 -2015**

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CRITERIA AND CHARACTERISTICS	Eval. No.1	Eval. No.2	Eval. No.3	Eval. No.4	Eval. No.5	Eval. No.6	Eval. No.7 AVG.
The quality of participation and discussion at Board meetings							
The manner in which the agenda is planned in advance to assure interest and participation.							
The material and information that is sent in advance of the Board meeting to prepare trustees							
The attendance at Board meetings							
In terms of the institution's needs, the number of times the Board meets							
The Board's working relationship with the chief executive officer							
The Board's working relationship with the administrative staff							
The Board's knowledge and understanding of the activity of major committees							
Financial records of the institution are audited annually, and a certified report is presented in a timely fashion following the close of the fiscal year.							

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE BOARD
2014 -2015**

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	Eval. No. 1	Eval. No. 2	Eval. No. 3	Eval. No. 4	Eval. No. 5	Eval. No. 6	Eval. No. 7	AVG.
The Board's understanding of its role in the development of broad institutional policies								
Reports of major committees are presented in writing, and there is ample opportunity for understanding and discussion.								
The level of understanding and commitment of trustees of their responsibility to assure an adequately funded institution								
The degree of attention and concern given to the proper investment of reserves and endowment funds								
The practice and procedure of indoctrinating and orienting new Board members								
The camaraderie and esprit of the Board								
The practice of trustees to act as a team								
The degree to which the institution's short-term objectives and long-range goals are in place and understood by trustees								
The Board's understanding of the role and responsibilities of trustees								
The Board's understanding, concern, and assessment of the institution's success in its service area								

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE BOARD
2014 -2015**

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	Eval. No. 1	Eval. No. 2	Eval. No. 3	Eval. No. 4	Eval. No. 5	Eval. No. 6	Eval. No. 7	AVG.
The Board's understanding, concern, and assessment of the institution's success against its competition								
The Board's use of staff people to make reports and presentations at meetings								
The Board's written policy and enforcement of possible conflict of interest with trustees and their business relationships								
The level at which trustees take their responsibility and commitment of Board membership								
The appropriateness and effectiveness of standing committees that meet and report on a regular basis								
The regularity in which governing policies, By-laws and so forth, are reviewed for appropriateness and relevancy								
The depth and pertinence of data and information provided trustees to properly understand and interpret the work of the institution								
The Board's attentiveness and evaluation of the public relations of the institution								
The Board's concern about the allocation of funds to assure the optimum operation of the institution								

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE BOARD
2014 -2015**

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	Eval. No. 1	Eval. No. 2	Eval. No. 3	Eval. No. 4	Eval. No. 5	Eval. No. 6	Eval. No. 7	AVG.
Before making decisions regarding policy and other important matters, the degree of opportunity the board has to review and discuss all appropriate data and information – whether positive or negative								
The participation at Board meetings is open, candid, and reflects all possible opinions.								
At most meetings, trustees have an opportunity to hear information that is of an educational or interpretive nature about the institution and its work.								
The Board ensures that Board action results from discussion of the whole Board and that no individual member or committee takes unauthorized action on behalf of the Board.								
The Board retains a clear distinction between its role in establishing broad institutional policies and the administration's responsibility to administer and implement policy.								
All things considered, the overall effectiveness and dedication of the Board.								
TOTAL								