

South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Thursday, September 10, 2015
@ 6:30 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 August 11, 2015 Finance and Human Resources Committee Minutes

The Minutes for the Finance and Human Resources Committee Meeting of August 11, 2015 are presented for Committee approval.

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, August 11, 2015
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Tuesday, August 11, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Dr. Alejo Salinas, Jr., Mr. Roy de León, Mr. Paul R. Rodriguez, and Ms. Rose Benavidez

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

Members absent: none

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Ms. Myriam Lopez, Mrs. Becky Cavazos, Mr. Ricardo De La Garza, Mr. Paul Varville, Mr. Daniel Ramirez, Mr. Matthew Hebbard, Mrs. Brenda Balderaz, Mr. Ken Lyons, Ms. Alicia Gomez, Mr. Raul Cabaza, Mr. Andrew Wisner, Mr. Brian Dycus, and Mr. Andrew Fish

Approval of July 13, 2015 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Minutes for the Finance and Human Resources Committee Meeting of July 13, 2015 were approved as written. The motion carried.

**Review and Recommend Action on Property, Casualty, Flood, & Workers
Compensation Insurance**

Approval will be requested at the August 25, 2015 Board meeting to award the proposal for Property / Flood, Crime, General Liability, School Board Legal Liability, Automobile and Workers Compensation Insurance for the period beginning September 1, 2015 through August 31, 2016 at a total cost of **\$729,818**.

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

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

Background - The request for proposals was advertised and issued to seven (7) vendors. Three (3) responses were received.

- **Property Insurance / Flood Insurance**

- ⇒ Request award of Property Insurance coverage to Hartford Fire Insurance Company (Montalvo Insurance Agency) at a total cost of **\$478,047**. The policy offered a 2% Wind/Hail Deductible, but not less than \$100,000 per building for any wind and hail event and a \$100,000 deductible for all other perils. The Deductible for any wind and hail event for the entire schedule was estimated at \$6.4 million on building and contents. Property values were updated with current construction costs per square foot.
- ⇒ Flood insurance was included with the property insurance with a deductible of \$50,000 or \$500,000 per occurrence.

- **Crime Insurance**

- ⇒ Request award of Crime Insurance coverage to The Hartford Fire Insurance Company (Montalvo Insurance Agency) at a cost of **\$8,562**

- **General Liability / Law Enforcement, School Board Legal Liability and Automobile Insurance**

- ⇒ Per legal counsel, the College's exposure was shown in the table below:

	<u>Liability Exposure</u>
General Liability	Immune under state law except in minor cases and autos; unlimited liability under Federal statutory causes of action
Automobile	\$100,000 / \$300,000

Per legal counsel, under state law, the College was immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College had exposure under Section 1983 Clauses of Action (Civil Rights Statute); there was theoretically no limit of liability. Legal counsel advised that though there was no ceiling under civil rights cases, the Board may, based on history, develop a risk policy. Given the College's comprehensive practices and procedures to avoid liability and the experience of the College with these cases, the primary purpose was first to ensure the College has competent legal defense and coverage was within limits. Based on the College's claim history, a \$250,000 limits policy would be reasonable and sufficient coverage. Mr. Raul Cabaza, III, Risk Management Consultant, indicated that \$1,000,000 was the minimum General

Liability Limit offered by both Texas Association of Public Schools (TPS) and Texas Association of School Boards (TASB). This being the case, a \$1,000,000 policy was reasonable.

- ⇒ General Liability Insurance and School Board Legal Liability Insurance to Texas Association of School Boards (TASB) at a cost of **\$55,598**. The policy offered a \$1,000,000 limit for General Liability including the School Board Legal Liability with a \$25,000 deductible per claim. Mr. Raul Cabaza, III, Risk Management Consultant, recommended the limit be reduced to \$1,000,000 from the current \$5,000,000.
- ⇒ Automobile Insurance to Texas Association of School Boards (TASB) at a cost of **\$13,533**. The policy offered a \$1,000 deductible for liability and physical damage. With TASB coverage, persons renting an automobile need to purchase physical damage coverage.

- **Workers Compensation Insurance**

- ⇒ Workers Compensation Insurance to Texas Political Subdivisions (Montalvo Insurance Agency) at a total cost of **\$174,078**; includes Volunteers.

The total recommended award to Montalvo Insurance Agency was **\$660,687**. The total recommended award to Texas Association of School Boards (TASB) was **\$69,131**.

Funding Source - Funds for this expenditure were budgeted in the Insurance and Benefits budgets for FY 2015-2016, pending Board approval of the budget.

Reviewers - Responses were received and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, the Vice President for Finance and Administrative Services, Mr. Ken Lyons, Risk Manager and the Purchasing Department.

Enclosed Documents – The Insurance Proposal Notes and the Comparison of Current (2014-2015) and Proposed (2015-2016) Policies were provided in the packet for the Committee's information and review. Also included were the letters and spreadsheets provided by Mr. Raul Cabaza, III, for the Committee's information and review.

Mr. Raul Cabaza attended the August 11, 2015 Finance Committee meeting to discuss the potential insurance options and obtain feedback from the Committee members.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval to award the proposals for Property / Flood, Crime, General Liability, School Board Legal Liability, Automobile and Workers Compensation Insurance for the period September 1, 2015 through August 31, 2016 at a total cost of **\$729,818**. The motion carried.

Review and Recommend Action on FY 2015-2016 Committee Meeting Schedule

The Finance and Human Resources Committee was asked to review the following schedule and recommend amendment or approval as appropriate. The Board would be asked to review and take action on a calendar of Committee and Board Meetings for FY 2015-2016 at the August 25, 2015 Regular Board Meeting.

The significant change to the proposed 2015-2016 Committee Meeting Schedule from the current schedule was the shift of Committee Meetings to Tuesdays instead of Thursdays. Regular Board Meetings were generally held on the 4th Tuesday, and holding Committee Meetings on the same night of the week may help keep calendars consistent and predictable.

The proposed meeting schedule for the Finance and Human Resources Committee was as follows:

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Thursday	September 10, 2015	6:30 p.m.*
Tuesday	October 6, 2015	5:30 p.m.
Tuesday	November 10, 2015	5:30 p.m.
Tuesday	December 8, 2015	5:30 p.m.
Tuesday	January 12, 2016	5:30 p.m.
Tuesday	February 9, 2016	5:30 p.m.
Tuesday	March 8, 2016	5:30 p.m.
Tuesday	April 12, 2016	5:30 p.m.
Tuesday	May 10, 2016	5:30 p.m.
Tuesday	June 14, 2016	5:30 p.m.
Tuesday	July 12, 2016	5:30 p.m.
Tuesday	August 9, 2016	5:30 p.m.
Tuesday	September 13, 2016	5:30 p.m.

**The date of the September 10, 2015 Committee meeting was set by the Board in September 2014, and the time was adjusted to accommodate the review of schematic designs for the 2013 Bond Construction Program.*

Finance and Human Resources Committee Meetings were generally scheduled for the second Tuesday of each Month at 5:30 p.m. unless scheduling conflicts required a schedule adjustment.

A full calendar view of the proposed Committee and Board meeting schedule was provided in the packet for the Committee's information.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the proposed Committee meeting schedule as presented. The motion carried.

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

The Finance and Human Resources Committee was asked to recommend Board approval of the following proposal awards, purchases, and renewals as follows:

- | | |
|--|---|
| A. Awards
B. Advertising or Memberships | C. Non-Instructional Items
D. Technology Items |
|--|---|

A. Awards

- 1) **Chiller Maintenance Services (Award):** award the proposal for chiller maintenance services to Johnson Controls, Inc. (Corpus Christi, TX) for the period beginning November 21, 2015 through November 20, 2016 with two one-year options to renew, at an annual amount of \$29,244.00 for scheduled services and an estimated amount of \$75,000.00 for repair services totaling \$104,244.00;
- 2) **Maintenance and Repair Parts, Materials, and Supplies (Award):** award the proposal for maintenance and repair parts, materials, and supplies for the period beginning August 30, 2015 through August 29, 2016 with two one-year options to renew, at an estimated amount of \$160,000.00 based on prior year expenditures; The vendors are as follows:

Burton Companies (Weslaco, TX)	Carrier Enterprise, LLC. (Pharr, TX)
Central Fence & Supply, Ltd. (Pharr, TX)	Central Plumbing & Electrical Supply (Weslaco, TX)
Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX/La Feria, TX)
Ferguson Enterprises (Pharr, TX)	Johnson Supply (Pharr, TX)
Johnstone Supply (Pharr, TX)	Lopez Brother Distribution, LLC./dba Interstate Batteries (McAllen, TX)
Morrison Supply Company (McAllen, TX)	MSC Industrial Supply, Co. (Harlingen, TX)
PPG Architectural Finishes, Inc. (McAllen, TX)	R. E. Friedrichs Company (Pharr, TX)
Sherwin Williams Paint, Co. (McAllen, TX)	Trane US, Inc. (Weslaco, TX)
Wofford McAllen Armature Works, Inc. (McAllen, TX)	

- 3) **Pest Control Services (Award):** award the proposal for pest control services to Bug Works Termite & Pest Control, Co. (McAllen, TX) for the period beginning September 1, 2015 through August 31, 2016 with two one-year options to renew, at an estimated cost of \$11,680.00;
- 4) **Printing Projects (Award):** award the proposal for printing projects and general purpose printing at an estimated amount of \$313,409.16 for the period beginning September 1, 2015 through August 31, 2016 as follows:
 - a. **Printing Projects** – At an estimated amount of \$213,409.16 to the following vendors in the amounts listed below:

Publications	Vendor	Amount
Division Brochures FY 2015-2016	Grunwald Printing Company (Corpus Christi, TX)	\$2,005.73
Imprints Tabloids FY 2015-2016	Aims Media TX – The Monitor (McAllen, TX)	\$24,200.00
Program of Study Brochures FY 2015-2016	Grunwald Printing Company (Corpus Christi, TX)	\$4,912.62
Staying Connected Special Edition Tabloids FY 2015-2016	Aims Media TX – The Monitor (McAllen, TX)	\$16,596.00
Class Schedules FY 2015-2016 - Summer/Fall 2016	Gatehouse Media Texas Holdings, II/dba Valley Town Crier (McAllen, TX)	\$46,961.01
Class Schedules FY 2015-2016 - Spring 2016	Gatehouse Media Texas Holdings, II/dba Valley Town Crier (McAllen, TX)	\$20,103.80
Official Stationary FY 2015-2016 (Letterhead, Envelopes, 2 nd Sheet and Business Cards)	FedEx Office (McAllen, TX)	\$65,000.00
Student Catalog FY 2015-2016	Trend Offset Printing (Carrollton, TX)	\$26,749.00
Viewbook FY 2015-2016	Border Press, Inc. (Brownsville, TX)	\$6,525.00
Graduation Announcements & Envelopes	Border Press, Inc. (Brownsville, TX)	\$356.00

- b. **General Purpose Printing** – At an estimated amount of \$100,000.00 will be awarded to the following ten (10) vendors:

Border Press, Inc. (Brownsville, TX)	Copy Plus (McAllen, TX)
Copy Zone, Ltd. (McAllen, TX)	Expressway Printing, Copying, and More, LLC. (Mercedes, TX)
FedEx Office (McAllen, TX)	Gateway Printing & Office Supply (Edinburg, TX)
Grunwald Printing Company (Corpus Christi, TX)	Office Depot, Inc. (McAllen, TX)
Safeguard Universal, LLC. (Corpus Christi, TX)	San Antonio Printing (McAllen, TX)

B. Advertising or Memberships

- 5) Professional Agency Services (Purchase):** purchase professional agency services from Richards Carlberg, Inc./Richards Carlberg (Houston, TX), a sole source vendor, for the period beginning September 1, 2014 through August 31, 2015, at a total cost of \$15,251.62;
- 6) Professional Agency & Media Planning Services (Purchase):** purchase professional agency & media planning services with Richards Carlberg, Inc./dba Richard Carlberg (Houston, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$955,400.00 as follows:

#	Description	Amount
1	Brand Management + Strategy, Creative Collaboration/Consultation, Photoshoot (up to 20 students), Illustrations, Music Renewal and Creative Development	\$350,000.00
2	Creative Development: Continuation of the “In the Making “ campaign, Billboards, Digital Ads, Video and Radio	\$590,400.00
3	Out of Pocket Expenses	\$15,000.00
	Total Amount	\$955,400.00

- 7) Security Benchmark Membership (Purchase):** purchase a security benchmark membership from Center for Internet Security (East Greenbush, NY), a sole source vendor, for the period beginning August 26, 2016 through August 25, 2018, at a total cost of \$13,500.00;
- 8) Sponsorship Advertisement Agreement (Purchase):** purchase a sponsorship advertisement agreement from Viper Baseball, LLC./Rio Grande Valley Vipers (McAllen, TX), a sole source vendor, for the period beginning July 3, 2015 through April 30, 2016, at a total cost of \$45,000.00;

C. Non – Instructional Items

- 9) Beverage Products (Renewal):** renew the beverage products contract with PepsiCo (Hidalgo, TX), for the period beginning October 13, 2015 through October 12, 2016, at an estimated cost of \$50,000.00 based on prior year expenditures. PepsiCo will also include a \$15,000.00 annual discretionary payment to the College;
- 10) Fire Suppression Systems Services and Alarm Monitoring (Renewal):** renew the fire suppression systems services and alarm monitoring contracts for the period beginning November 21, 2015 through November 20, 2016, at an estimated cost of \$85,099.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$11,990.00
2	Fire Alarm Panels – Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$20,000.00
3	Kitchen Hoods – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$1,195.00
4	Kitchen Hoods – Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
5	Fire Sprinklers – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$9,230.00
6	Fire Sprinklers – Repairs	1 st FP Services, LLC. (McAllen, TX)	\$15,000.00
7	Fire Sprinklers – Upright Sprinkler (Item and Installation Cost)	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

11)Food Service – Nursing and Allied Health Campus (Renewal): renew the food service – Nursing and Allied Health Campus contract with Domine Catering, LLC. (McAllen, TX), for the period beginning October 19, 2015 through October 18, 2016 at a commission of 4% of total sales;

12)In-Store Purchases of Materials, Supplies, and Miscellaneous Items (Renewal): renew the in-store purchases of materials, supplies, and miscellaneous items contracts for the period beginning October 17, 2015 through October 16, 2016, at an estimated amount of \$120,000.00 based on prior year expenditures, with the following vendors:

HEB Grocery, Co. (McAllen, TX)	Hobby Lobby Store’s, Inc. (McAllen, TX)
Sam’s Club (McAllen, TX)	Wal-Mart (Mission, TX)

13)Management and Leadership Training Services (Renewal): renew the management and leadership training services with PD Partners (East Lansing, MI) for the period beginning October 1, 2015 through September 30, 2016, at an estimated cost of \$22,000.00;

14)Office Supplies (Renewal): renew the office supplies contracts for the period beginning October 1, 2015 through September 30, 2016, at an estimated amount of \$450,000.00 with the following vendors:

- Primary: Gateway Printing & Office Supply, Inc. (Edinburg, TX)
- Secondary: Quill Corporation (Lincolnshire, IL)
Office Depot (Boca Raton, FL)

D. Technology

15)Computers (Purchase): purchase of computers from the State of Texas Department of Information Resources (DIR) approved vendor Dell Marketing, LP. (Dallas, TX), at a total cost of \$39,358.20;

16)Consulting Services (Purchase): purchase consulting services from Ellucian, Inc. through Texas A & M University – Corpus Christi (Corpus Christ, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$104,597.00;

17)Digital Signage Software and Licenses (Purchase): purchase digital signage software and licenses from Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$24,726.70;

18)Incident Response Services (Purchase): purchase incident response services from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$10,500.00;

- 19) Portable Programmable Logic Controllers (Purchase):** purchase portable programmable logic controllers (PLC) from Technical Laboratory Systems, Inc. (Houston, TX), a Harris County Department of Education – Choice Partner approved vendor, at a total cost of \$25,997.00;
- 20) Application Monitoring Software Agreement (Renewal):** renew the application monitoring software agreement with Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$13,686.40;
- 21) Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$401,802.66;
- 22) Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with TouchNet Information Systems, Inc. (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$184,256.24;
- 23) Data Storage Hardware Maintenance Agreement (Renewal):** renew the data storage hardware maintenance agreement with Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$24,116.44;
- 24) Data Storage Software Maintenance (Renewal):** renew the data storage software maintenance agreement with Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$25,500.00;
- 25) Desktop Software Licenses Maintenance and Support (Renewal):** renew the desktop software licenses maintenance and support with Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$40,675.00;
- 26) Email Security Software Licenses Services Agreement (Renewal):** renew the email security software licenses services agreement with Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$36,759.07;
- 27) Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$135,439.78;
- 28) Online Orientation Hosted Subscription Services (Renewal):** renew the online orientation hosted subscription services with Comevo, LLC. (San Luis Obispo, CA), a sole source vendor, the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$15,600.00;
- 29) Server Hardware and Software Maintenance Agreement (Renewal):** renew the server hardware and software maintenance agreement with Hewlett Packard (HP)

Company (Roseville, CA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$22,128.52;

- 30) Server Hardware Maintenance and Support Agreement (Renewal):** renew the server hardware maintenance and support agreement with Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$37,041.95;
- 31) System Appliance Maintenance Agreement (Renewal):** renew the system appliance maintenance agreement with Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$15,586.68;
- 32) TexShare Library Database Program Participation (Renewal):** renew the TexShare library database program participation with Texas State Library and Archives Commission (Austin, TX), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total cost of \$19,157.38. This fee is paid in advance and the vendor requires payment by October 31, 2015;
- 33) VMware Maintenance Agreement (Renewal):** renew the VMware maintenance agreement with Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$25,156.79;
- 34) Web Content Management System (Renewal):** renew the web content management system with Hannon Hill Corporation (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$46,550.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$3,594,219.59

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommend Board of the proposal awards, purchases, and renewals as presented. The motion carried.

Review and Action as Necessary on Contract Extension for BBVA Compass Commercial Card Services (Accounts Payable Card)

Approval of a twelve month contract extension for Commercial Card Services with BBVA Compass from September 1, 2015 through August 31, 2016 will be requested at the August 25, 2015 Board meeting.

Purpose – BBVA Compass provided a Commercial Card Account which could be used to purchase goods and services from those merchants that accept cards as a method of payment.

Justification – The AP card served as an accounts payable department payment solution. It allowed the Business Office to expedite payments to vendors and reduce payment

processing and statement reconciliation costs and time for the College. In addition, the program offered the College the potential to earn revenue share on payments made using the AP card. The revenue share was calculated annually and was based on the charge volume and ranges from 1.00% for total charges between \$1,500,000 and \$1,999,999 to 1.35% for total charges of \$15,000,000 and greater. The AP card solution was provided by BBVA Compass as a service to the College.

Background – The contract for commercial card services for the period of April 1, 2013 through August 31, 2014 was awarded to BBVA Compass at the March 26, 2013 Board of Trustees meeting. On August 26, 2014, The Board of Trustees approved a twelve month agreement extension for commercial card services with BBVA Compass from September 1, 2014 through August 31, 2015.

As of July 27, 2015, the AP card was utilized as follows:

Date	Card Transactions	Amount
April 2014	126	\$ 74,050.11
May 2014	327	\$197,066.15
June 2014	250	\$218,520.72
July 2014	376	\$238,324.94
August 2014	251	\$362,230.60
September 2014	337	\$221,998.81
October 2014	383	\$326,926.04
November 2014	289	\$281,898.19
December 2014	260	\$197,584.63
January 2015	306	\$230,322.03
February 2015	381	\$206,953.62
March 2015	395	\$264,861.01
April 2015	503	\$383,926.87
May 2015	500	\$354,877.52
June 2015	430	\$323,913.19
July 2015	287	\$219,194.96
Total	5,401	\$4,102,649.39

The annual rebate received for the period of June 2014 through May 2015 was as follows:

Rate	Amount Spent	Rebate
0.45%	\$157,666.75	\$ 709.50
1.20%	\$3,188,931.97	\$38,267.18
	Total Rebate	\$38,976.68

Funding Source – There was no cost to the College for this service.

Reviewers – The payment history and annual rebate data was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Business Office.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the August 13, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Mr. Roy de León abstained from the deliberation and action on this topic.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources committee recommended Board approval of the twelve month extension for Commercial Card Services with BBVA Compass from September 1, 2015 through August 31, 2016 as presented. The motion carried.

Review and Recommend Action on Proposed Employee Salary Pay Plans for FY 2015-2016

Approval of the Proposed Employee Salary Pay Plans for FY 2015-2016 will be requested at the August 25, 2015 Board meeting.

Purpose - The Proposed Employee Salary Pay Plans for FY 2015-2016 for all employee groups was presented for the Committee's review and consideration. The Employee Salary Pay Plans included the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty.

Justification - The Employee Salary Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY2015-2016.

Background – Evergreen Solutions conducted a full compensation study in FY 2014 and recommended a more consistent compensation structure which improved consistency within the uniformity of spread within each pay grade range. Range spreads were a measure of a pay range's width, calculated as the percent increase from the minimum salary to the maximum salary of the range. Upon completion of the compensation study, the minimum of the adopted pay plan was set to 7.3% above the minimum starting salary for the classified range of the prior pay plan to match market conditions. In addition, adjustments were made to placement in pay grade based on time in classification and educational supplements were provided to eligible employees.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in July 2015.

Enclosed Documents - A copy of the Proposed Employee Salary Pay Plan was included under separate cover. Staff was still in the process of proofing the document. There might be minor changes prior to final presentation to the Board due to personnel actions such as resignations and/or corrective revisions.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the August 13, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the Proposed Employee Salary Pay Plans for FY 2015-2016, as presented. The motion carried.

Review and Recommend Action on Proposed Staffing Plan for FY 2015-2016

Approval of the Proposed Staffing Plan for FY 2015-2016 will be requested at the August 25, 2015 Board meeting.

Purpose - The Proposed Staffing Plan for FY 2015-2016 for all employee groups was presented for the Committee's review and consideration. The Staffing Plan included all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College. The Staffing Plan also included title changes for some positions as requested by the Vice Presidents and President and as approved by the Board of Trustees in July, 2015.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office, to reflect the College's proposed staffing and salary structure for FY 2015-2016.

Background – As indicated in Policy 4100, College Staffing Plan, the Staffing Plan is the official document listing position titles, employees, and salaries for each fiscal year. The Staffing Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Staffing Plan.

Funding Source – The organization funding each position was listed on the Staffing Plan and was subject to Board approval of the FY 2015-2016 Budget.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in July.

Enclosed Documents - A copy of the FY 2015-2016 Staffing Plan was included under separate cover. Staff was still in the process of proofing the document. There could be minor changes prior to final presentation to the Board due to personnel actions such as resignations and/or corrective revisions.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the August 13, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the Proposed Staffing Plan for FY 2015-2016, as presented. The motion carried.

Review and Discussion of Proposed Budget for FY 2015-2016

The Proposed Budget for FY 2015-2016 was provided for the Committee's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Preliminary Summary of Proposed Budget for FY 2015-2016 to the Committee.

The revenues and expenditures for FY 2015-2016 were based on the following:

Revenues:

- State appropriation revenue was projected to increase \$2,687,290 from FY 2015. In addition, there was an overall increase in other state revenues consisting of TRS, ORP, and medical insurance for FY 2016, in the amount of \$274,132. The state appropriation amount was based on the allocations included in House Bill 1 and the other state revenue was based on state allocation schedules.
- Tuition for FY 2016 was based on projected enrollment of 19,196 traditional students, a 2% increase from Fall 2014, and 13,546 dual enrollment tuition free students for Fall 2015. The projections indicated an increase in tuition of approximately \$1,054,379 in FY 2016 and included the Board approved changes to the In District, Out of District, and Out of State tuition rates, and the addition of the new Chemistry, Physics, and Astronomy differential tuitions of \$10 per semester credit hour.
- Fees for FY 2016 were based on the same enrollment projections as tuition. The projections included the Board approved increase of \$2 per semester credit hour for the Information Technology Fee, the increase of \$2 per semester credit hour for the Learning Support Fee, the new Student Activity Fee of \$2 per semester credit hour, the removal of the First Repeat and Second Repeat Fees in the amounts of \$50 per semester credit hour and \$75 per semester credit hour, respectively, and the increase of \$25 per semester credit hour for the Third or More Repeat Fee. The projections indicated an increase in fees of approximately \$673,986 in FY 2016.
- Other revenue was expected to increase \$552,859 in FY 2016. The projected increase was mainly due to the increased revenue from dual enrollment cost reimbursements.
- Tax revenue for FY 2016 was expected to increase \$1,658,376, due to an increase in tax appraised values. Of the total increase in tax revenue, approximately \$309,116 was due to the increased tax rate of 3 cents related to the 2013 Bond Program.

- Carryover Allocations was projected to decrease \$2,241,106 in FY 2016. The decrease mainly resulted from the decrease of \$3,500,000 in the transfer to the Unexpended Plant Fund and the addition of approximately \$1,000,000 in carryover funds for Information Services and Planning and Strategic Initiatives.

Expenditures:

- The Salary expenditures budget was proposed to increase \$3,297,246 in FY 2016 mainly due to the following:

Addition of new faculty positions approved by the Board of Trustees at the February 24, 2015 Board Meeting (15 faculty)	\$825,000
Addition of Internal Audits positions approved by the Board of Trustees at the March 31, 2015 Board Meeting	126,000
Salary adjustments for faculty and staff	1,742,772
Proposed new positions (net)	1,387,341
Proposed increase for pools	82,000
Proposed salary reclassifications/adjustments	198,804
Restoration of FY 2015 frozen positions	302,446
Reductions in salary pools and positions partially funded in FY 2016	(1,367,117)
Total	\$3,297,246

- The Benefits expenditures budget for FY 2016 was proposed to increase by \$728,221.
- The Operating expenditures budget for FY 2016 was proposed to increase by \$3,852,928 primarily due to additional marketing and advertising, and improvements for the College's technology resources.
- The Travel expenditures budget for FY 2016 was proposed to increase by \$239,044. Approximately twenty five percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2016 was proposed to increase by \$970,061 primarily due to equipment needed for instructional programs, improvements for the College's technology resources, and items essential for improving the efficiency of the College.
- The Transfers and Contingencies budget for FY 2016 was proposed to decrease by \$4,457,584. The decrease was primarily due to the decrease of \$3,500,000 for the transfer to the unexpended plant fund and the decrease of \$1,000,000 for the transfer to the renewals and replacements plant fund. The Limited Tax, Bond Series 2014 Reserve increased by \$309,116 and the MTR Bond Series 2007 debt service was projected to increase by \$2,000 in FY 2016. This debt service was paid from maintenance and operations taxes.

Financial managers have submitted their anticipated expenditure budgets through the budget database for operating, travel, and capital. These expenditures were included in the Proposed Budget for FY 2015-2016.

Copies of the Proposed Draft Budget for FY 2015-2016 were included under separate cover. There could be additional changes prior to final presentation to the Board.

The Proposed Budget for Fiscal Year 2015-2016 was presented for information and review by the Committee. No action was required from the Committee.

Review and Discussion of South Texas College Proposed 2015 Tax Rate

Chapter 26 of the Property Tax code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation required a taxing unit to calculate two (2) tax rates, the effective tax rate and the rollback tax rate, after receiving its certified appraisal roll from the chief appraisal.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate. The College was proposing to adopt a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate and therefore, must hold two public hearings. It was proposed to have the first public hearing on September 10, 2015 and the second public hearing on September 17, 2015.

The notice of effective tax rate concerning the 2015 Property Tax Rate has been published in accordance with the Truth-In-Taxation requirements in the Monitor and Town Crier. A copy was provided for the Committee's information and review. In addition, the College must publish the Notice of Public Hearings on Tax Increase in a newspaper or mail it to each property owner at least seven (7) days before the public hearings. Furthermore, Tax Code Section 26.065 requires supplemental notice for the hearing on a tax rate increase. If the taxing unit owns, operates, or controls an Internet Web site, the unit shall post on its Web site this additional notice of the public hearings at least seven (7) days immediately before the first hearing on the proposed tax rate increase and remain until the second hearing is concluded.

The Hidalgo County Tax Assessor/Collector compiled the data for both counties and prepared the Truth-in-Taxation calculation to determine the tax rates as reflected below:

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1789	\$57,033,907
Rollback Tax Rate	\$0.1462	\$0.0450	\$0.1912	\$60,658,334
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$58,831,387

The proposed maintenance and operations (M&O) tax rate of \$0.1400 was the maximum rate that the College can adopt as approved by the voters on November 5, 2013.

The proposed debt rate of \$0.0450 was the amount necessary to fully fund all the debt service payments, including the LT Bond, Series 2014. The College would maintain the FY 2014-2015 debt rate of \$0.0450.

STC was required to hold two public hearings and publish special notices before adopting the proposed tax rate of \$0.1850 since this total tax rate exceeded the lower of the effective tax rate or the rollback tax rate. The proposed tax rate would raise \$58,831,387, which was \$3,482,846 more than taxes imposed last year.

The Notice of Effective Tax Rate for 2015 and a Presentation followed in the packet for your information and review.

Review and Recommend Action To Take Record Vote and Schedule Two Public Hearings Regarding Adoption of the Proposed Tax Rate that Exceeds the Lower of the Effective Tax Rate or the Rollback Tax Rate

Approval to take Record Vote and Schedule two Public Hearings regarding adoption of the proposed tax rate that exceeded the lower of the effective tax rate or the rollback tax rate will be requested at the August 25, 2015 Board meeting.

A taxing unit is required to hold two public hearings and publish newspaper ads before adopting a tax rate if that tax rate exceeds the lower of the effective tax rate or the rollback tax rate. The Tax Assessors for Hidalgo County and Starr County determined South Texas College's rates to be the following:

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1789	\$57,033,907
Rollback Tax Rate	\$0.1462	\$0.0450	\$0.1912	\$60,658,334
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$58,831,387

The proposed calculated tax rate exceeded the lower of the effective tax rate or the rollback tax rate and, therefore, the Board was required to take record vote and schedule two public hearings.

The proposed Notice of Public Hearing on Tax Increase and the Notice of Tax Revenue Increase were provided in the packet for the Committee's information and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended the Board take a record vote and

schedule two public hearings, one on September 10, 2015 at 5:30 PM and the second hearing on September 17, 2015 at 5:30 PM before adopting the proposed tax rate of \$0.1850 which exceeds the lower of the effective tax rate or the rollback tax rate. The motion carried.

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

The Staffing Plan Position Vacancy Report for FY 2014-2015 was included in the packet for the Committee's information and review. Information was current as of August 6, 2015.

Dr. Shirley A. Reed and Mrs. Mary Elizondo presented the report to the Committee.

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

- **Vacant Full Time Regular Positions - New - Board Approved Positions for FY 2014-2015:**
 - ⇒ The staffing plan for FY 2014-2015 began with 28 new Board approved positions. As of August 6, 2015, Seven (7) new positions approved for FY 2014-2015 remain vacant. Approximately 71% or 5 of the new positions are currently advertised or an applicant recommendation is in progress. For the remaining two positions, the budget is unavailable for one and the other is a position change for FY16.
- **Vacant Full Time Regular Positions – Continuing – CONTINUED from FY 2013-2014:**
 - ⇒ A list of seventy one (71) vacant positions due to employee resignations, terminations, and retirement is included and designated as Continuing. These positions are advertised until filled. Approximately 76% or 54 of these positions are currently advertised or in progress for final approval. Ten (10) of the 71 advertised positions have recommendations currently in progress. Seventeen (17) positions are on hold primarily due to funding allotted for temporary positions.
- **Full Time Regular Positions – Partially Funded in FY 2014-2015:**
 - ⇒ The staffing plan for FY 2014-2015 called for 44 partially funded positions. As of August 6, 2015, sixteen (16) positions of the 44 remain vacant. These positions 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. 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. Approximately 56% or 9 positions are currently advertised or currently in progress for final approval.

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

Review and Discussion of Broaddus and Associates Construction Program Management Fee and Payment Schedule

A new report reflecting information regarding the Broaddus & Associates construction program management fee and payment schedule was developed for the Committee's review and information and was included in the packet.

Beginning in August 2015, the new report would be included in the Monthly Financial Reports, which were presented at the monthly Board Meeting.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, discussed the report with the Committee.

The Broaddus and Associates Construction Program Management Fee and Payment Schedule was presented for information and review by the Committee. No action was required from the Committee.

Adjournment

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:33 p.m.

I certify that the foregoing are the true and correct Minutes of the August 11, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Presiding

**Review and Recommend Action on Award of Proposals,
Purchases, Renewals, and Contract Extension**

Approval of the following proposal awards, purchases, renewals, and contract extension will be requested at the September 22, 2015 Board meeting as follows:

- A. Awards**
- B. Advertising or Memberships**
- C. Instructional Items**
- D. Non-Instructional Items**
- E. Technology Items**
- F. Contract Extension**

A. Awards

1) Lumber and Building Materials (Award)

Award the proposal for lumber and building materials for the period beginning October 1, 2015 through September 30, 2016 with two one-year options to renew at an estimated cost of \$60,000.00 based on prior year expenditures. The vendors are as follows:

- **McCoys Building Supply** (Pharr, TX)
- **Pro Build Company, LLC.** (McAllen, TX)

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/22/2015	10/01/15 – 9/30/16	2 - one year options

Purpose – The Facilities Maintenance and Operations department and the Continuing Professional and Workforce Education department are requesting the purchase of lumber and building materials.

Justification and Benefit – The lumber and building materials will be used for repairs and replacement parts as needed throughout the district by the Facilities Maintenance and Operations department and for student instruction in Continuing Professional and Workforce Education (CPWE) department. The CPWE purchases are needed for Carpentry, Electricity, and Plumbing courses which build new and remodel homes. It will include plywood, paint, sheet rock, water faucets, door knobs, tools, and other various items to help students work on homes.

Background - Proposal documents were advertised on August 3, 2015 and August 10, 2015 and issued to four (4) vendors. Two (2) responses were received on August 18, 2015 and reviewed by the Facilities Maintenance and Operations Department and Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Maintenance and Operations department and the Continuing Professional and Workforce Education department budgets for FY 2015-2016.

2) Printing of Graduation Programs (Award)

Award the proposal for the printing of graduation programs to **Capital Spectrum, Inc.** (Buda, TX), at a total cost of \$21,403.00.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/22/2015	10/01/15 – 8/31/16	1 Year with no option

Purpose – The Division of Student Services and Office of Public Relations and Marketing are requesting the printing of graduation programs for the December 2015 and May 2016 commencement ceremonies.

Justification and Benefit – The graduation programs are available at each commencement ceremony for the graduates, family and friends attending graduation. The graduation ceremony program quantities are as follows: Fall 2015 – 10,000 and Spring 2016 – 18,000.

Background - Proposal documents were advertised on August 13, 2015 and August 20, 2015 and issued to five (5) vendors. Five (5) responses were received on August 28, 2015 and reviewed by the Office of Public Relations and Marketing, Division of Student Services, and Purchasing Department.

Funds for this expenditure are budgeted in the Graduation budget for FY 2015-2016.

3) Projector Lamps (Award)

Award the proposal for projector lamps for the period beginning October 1, 2015 through September 30, 2016 with two one-year options to renew, at an annual estimated cost of \$44,401.00 from the following vendors:

- **Audio Visual Aids, Corp.** (San Antonio, TX) \$11,929.00
- **Howard Technology Solutions, a Division of Howard Industries, Inc.** (Ellisville, MS) \$32,472.00

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/22/2015	10/01/15 – 9/30/16	2 – one year options

Purpose – Instructional Technologies maintains projectors in classrooms and conference rooms district wide and replaces lamps as needed.

Justification and Benefit – The projector lamps will be used by the Instructional Technologies Department to replace spent projector lamps as needed throughout the district.

Background - Proposal documents were advertised on July 27, 2015 and August 2, 2015 and issued to five (5) vendors. Two (2) responses were received on August 11, 2015 and reviewed by Instructional Technologies and the Purchasing Department.

Funds for this expenditure are budgeted in the Instructional Technologies budget for FY 2015-2016.

4) Records Management Services (Award)

Award the proposal for records management services to **CTC Distributing, Ltd.** (Edinburg, TX) (New) for the period beginning November 1, 2015 through October 31, 2016 with two one-year options to renew, at an estimated amount of \$15,000.00.

Award	Board Meeting Date	Original Term	Renewal Terms
Original	9/22/2015	11/01/15 – 10/31/16	2 – one year options

Purpose – The Purchasing Department and Risk Management Office are requesting the records management services to comply with the College’s records retention schedule for documents and records.

Justification and Benefit – The records management services will provide boxing of records, dating of records, tracking of records, and destruction of records for the Business Office, Admissions, Financial Aid, Human Resources, Accountability, Maintenance, Purchasing and other departments as necessary.

Background - Proposal documents were advertised on July 27, 2015 and August 3, 2015 and issued to four (4) vendors. Three (3) responses were received on August 11, 2015 and reviewed by the Risk Manager and Purchasing Department.

Funds for this expenditure are budgeted in the Records Retention budget for FY 2015-2016.

B. Advertising or Memberships

5) Advertisement – Classified Ads (Purchase)

Purchase advertisement – classified ads from **AIM Media Texas/The Monitor** (McAllen, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$80,000.00.

Purpose – The advertisement – classified ads are requested by various College departments for the advertising of proposals, budget and tax information, and personnel vacancies.

Justification and Benefit – The advertisement will be used by the Purchasing Department for classified ads soliciting request for proposals, Business Office for budget and tax legal ads, and Human Resources for advertising vacant positions.

Funds for this expenditure are budgeted in the Purchasing Department, Business Office, Human Resources and Construction budgets for FY 2015-2016.

C. Instructional Items

6) Automotive Parts, Equipment, and Supplies (Purchase)

Purchase automotive parts, equipment, and supplies from **Burton Companies** (Weslaco, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$25,000.00 based on prior year expenditures.

Purpose – The Automotive Technology Program, Diesel Technology, Facilities Maintenance and Custodial Department are requesting to purchase automotive parts, equipment, and supplies for instruction and repairs.

Justification and Benefit – The automotive parts, equipment, and supplies will be used for student instruction in the Automotive Technology and Diesel Technology programs labs. The facility maintenance and custodial departments will use the automotive parts and supplies for the repair of equipment.

Funds for this expenditure are budgeted in the Automotive Technology, Diesel Technology, Facilities Maintenance, and Custodial budgets for FY 2015-2016.

7) Fire Fighter Gear (Purchase)

Purchase fire fighter gear from **Casco Industries, Inc.** (Houston, TX) a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$15,470.60.

Purpose – The Fire Science Academy in the Division of Business and Technology is requesting the purchase of fire fighter gear for student instruction.

Justification and Benefit – The fire fighter gear will include a coat, pant, boots, helmet, hood, and gloves for five (5) students to experience hands-on training in the required gear. This is the quantity provided by the grant and additional set will be purchased or rented through the unrestricted budget.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2015-2016.

8) Welding Supplies (Renewal)

Renew the contracts for welding supplies for the period beginning October 1, 2015 through September 30, 2016, at an estimated cost of \$100,000.00 with the following vendors:

- **Airgas USA, LLC.** (McAllen, TX)
- **Alamo Iron Works** (Brownsville, TX)
- **Matheson Gas Products** (San Benito, TX)
- **Weldinghouse, Inc.** (Pharr, TX)

Purpose – The Welding Program, Continuing, Professional, and Workforce Education, and Facilities Maintenance Department have requested to renew the contracts for welding supplies.

Justification and Benefit – The welding supplies will be used for student instruction by the Welding Program in the Division of Technology and Continuing, Professional, and Workforce Education. It will include gases and classroom/lab supplies used by students for hands on instruction in welding classes throughout the district. The Facilities Maintenance and Operations department purchases as needed for the day-to-day operation throughout the district.

Background – The Board awarded the contracts for welding supplies at the September 23, 2014 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on October 1, 2015 through September 30, 2016.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/23/14	10/01/14 – 9/30/15	2 - one year options
Renewal	9/22/15		1st year renewal

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

Funds for this expenditure are budgeted in the Welding Program, Continuing, Professional, and Workforce Education and Facilities Maintenance department budgets for FY 2015-2016.

D. Non – Instructional Items

9) Lease of Storage Warehouse (Purchase)

Purchase the lease of storage warehouse with McAllen Foreign Trade Zone, (McAllen, TX), a board approved vendor, for the period beginning January 1, 2016 through December 31, 2016, at a monthly amount of \$4,680.00 totaling \$56,160.00 annually.

The Board previously awarded a contract to the McAllen Foreign Trade Zone at the July 28, 2015 Board of Trustees Meeting for the lease of space at a rate of \$400.00 per every 1,000 square feet.

Purpose – The Office of Facilities Planning and Construction is requesting at least 11,700 square feet of floor space near the Technology Campus during the Bond Construction to store furniture and equipment.

Justification and Benefit – The space in Building E at the Technology Campus is currently being utilized for storage and will need to be vacated while it is being renovated as part of the 2013 Bond Construction program. The items stored in this space are various classroom and office furniture items that are distributed as requested and needed throughout the district.

Funds for this expenditure are budgeted in the Facilities Planning and Construction budget for FY 2015-2016.

10)Online Auction Services (Renewal)

Renew the online auction services contract with **The Public Group** (Provo, UT) for the period beginning October 1, 2015 through September 30, 2016, at no charge to the College.

Purpose – The Central Receiving Department has requested to renew the contract for online auction services to be used as needed for surplus property.

Justification and Benefit – The online auction service will be used for the disposal of Board or College President approved surplus property. This option will provide a larger audience, a longer auction period, and higher percentage of sales. No commission is paid by the College and the buyer pays the premium. The property will include all items not regulated by the Environmental Protection Agency (e.g. electronics/technology equipment).

Background – The Board awarded the contract for online auction services item at the September 23, 2014 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on October 1, 2015 through September 30, 2016.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/23/14	10/01/14 – 9/30/15	2 - one year options
Renewal	9/22/15		1st year renewal

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

E. Technology

11)Audio Visual Equipment and Supplies (Purchase)

Purchase audio visual equipment and supplies for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$150,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
AISYS Consulting, LLC. (McAllen, TX) – TIPS Purchasing Cooperative	\$20,000.00
Audio Visual Aids Corp (San Antonio, TX) – Texas Association of School Boards - Buyboard, Texas Cooperative Purchasing Network, TIPS Purchasing Cooperative, and State of Texas Multiple Award Schedule	\$50,000.00
B & H Foto & Electronics, Corp. (New York, NY) – Texas Association of School Boards – Buyboard, Harris County Dept of Ed – Choice Partners, and E & I Cooperative Services	\$50,000.00
Best Buy (Richfield, MN/McAllen, TX) – Texas Association of School Boards – Buyboard	\$10,000.00
PCM Gov, Inc. (Chantilly, VA) – Texas Association of School Boards - Buyboard	\$10,000.00
Audio Fidelity Communications Corp/dba Whitlock (Austin, TX) – State of Texas Department of Information Resources (DIR)	\$10,000.00

Purpose – The audio visual equipment and supplies purchases are requested district wide as needed to support classroom instruction, staff presentations, office operations, and communication with internal and external individuals or groups.

Justification and Benefit - The audio visual equipment and supplies are purchased district wide for the day to day operation of departments and instructional programs. This includes some of the following items:

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

Funds for this expenditure are budgeted in the various requesting departments and academic programs budgets for FY 2015-2016.

12)Computers, Laptop, and Server (Purchase)

Purchase of computers, laptop, and a server from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total cost of \$383,835.94.

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

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

- Systems being requested meet the South Texas College standard configuration
- The new systems will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity
- System is for a new hire and Technology Resources does not have refurbished systems available
- Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (e.g. mobile devices)

The purchases can be summarized as follows:

- Staff Computers
 - ⇒ 4 Computers for Purchasing Department

- Faculty/Staff Computers
 - ⇒ 99 Computers for Pecan Campus/Technology Renewal Fund
 - ⇒ 36 Computers for Technology Campus/Technology Renewal Fund
 - ⇒ 21 Computers for Starr Campus/Technology Renewal Fund
 - ⇒ 18 Computers for Mid-Valley Campus/Technology Renewal Fund
 - ⇒ 16 Computers for Nursing and Allied Health Campus/Technology Renewal Fund

- Student Lab Computers
 - ⇒ 80 Computers for Pecan Campus/Technology Renewal Fund
 - ⇒ 77 Computers for Starr Campus/Technology Renewal Fund
 - ⇒ 60 Computers for Mid-Valley Campus/Technology Renewal Fund
 - ⇒ 55 Computers for Technology Campus/Technology Renewal Fund
 - ⇒ 38 Computers for Nursing and Allied Health Campus/Technology Renewal Fund
 - ⇒ 10 Computers for Learning Commons and Open Labs

- Grant-funded Student Lab Computers
 - ⇒ 20 Computers for Carl Perkins Grant (Paralegal Program)

- Staff Laptop
 - ⇒ 1 Laptop for Information Security Office

- Server
 - ⇒ 1 Server for Wagner Peyser Advanced Manufacturing (Grant)

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Purchasing, Technology Renewal Fund, Learning Commons and Open Labs, Carl Perkins Grant, Information Security, and Wagner Peyser Advanced Manufacturing (Grant).

13)Computer Components, Peripherals, Software, and Supplies (Purchase)

Purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$218,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
B & H Foto & Electronics, Corp (New York, NY) - Texas Association of School Boards - Buyboard	\$10,000.00
Best Buy (Richfield, MN/McAllen, TX) – Harris County Dept of Ed - Choice Partners	\$10,000.00

CDW Government (Vernon Hills, IL) – State of Texas Department of Information Resources (DIR), Texas Cooperative Purchasing Network (TCPN), Harris County Dept of Ed – Choice Partners, and TIPS Purchasing Cooperative	\$80,000.00
GovConnection (Merrimack, NH) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), E & I Purchasing Cooperative, and Texas Cooperative Purchasing Network	\$18,000.00
PCM Gov, Inc. (Chantilly, VA) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and TIPS Purchasing Cooperative	\$80,000.00
SHI Government Solutions, Inc. (Austin, TX) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and Harris County Dept of Ed – Choice Partners	\$10,000.00
Tiger Direct (Miami, FL) – TIPS Purchasing Cooperative	\$10,000.00

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

Justification and Benefit - The computer components, peripherals, software, and supplies are purchased district wide for the day to day operation of departments and instructional programs. The following are some of the items requested by programs/departments:

- Scanners, Printers, Storage Media, Surge Protectors, Toner Cartridges, and Cables – All departments district wide
- Barcode Scanners – Library Services, Security, Central Receiving, and Instructional Technologies
- Memory – Business Computer Systems Program and All Departments District Wide
- Head Phones – Open Labs and Center for Learning Excellence
- Web Cameras – Distance Education and All Departments District Wide
- Computer Parts – Business Computer Systems Program
- Hard Drives – Business Computer Systems Program and All Departments District Wide
- Software – Instructional and Business packages

Funds for this expenditure are budgeted in the Instructional Technologies, Library Services, Central Receiving and other department and academic programs budgets for FY 2015-2016.

14) Database Administrator Services (Purchase)

Purchase database administrator services from **Strata Information Group** (San Diego, CA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$50,000.00.

Purpose – The Technology Resources Department is requesting to purchase database administrator services to assist with various Banner related projects.

Justification and Benefit - The database administrator services will include support in technical environments, student and faculty/staff self-service and system administrative services, as well as assist with hardware configuration, system installation and documentation for several projects.

Funds for this expenditure are budgeted in the Technology Resources Project Management Risk and Security budget for FY 2015-2016.

15) Network Routers, Interface Cards, and Switches (Purchase)

Purchase network routers, interface cards, and switches from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$63,080.92.

Purpose – The Business Computer Systems Program in the Division of Business and Technology is requesting the purchase of network routers, interface cards, and switches for student instruction.

Justification and Benefit – The network routers, interface cards, and switches are used for students to be able to complete the four (4) networking course labs. They are also used to comply with Cisco Networking Academy regulations.

Cisco 2911 Routers, Cisco 2-port WAN Interface card, and Catalyst 2960 series SI switches, are all part of the same group and need to be purchased in order for students to be able to complete the hands-on labs. These 3 items are combined to effectively build the labs required to comply with the Cisco Networking Academy regulations. Since our Business Computer Systems program is part of the Cisco Networking Academy, we are required to have these items in order to have the most up-to-date equipment required by the new curriculum which was released about a year ago. In addition to compliance, the routers and switches are used to help students get the hands-on experience needed to take the Cisco CCENT and CCNA certifications needed to obtain a better opportunity in finding employment upon graduation. Students will not only be able to successfully complete the certification exam but will obtain the technical skills needed to be successful in the job force.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2015-2016.

16) Internet Services (Renewal)

Renew the internet services with **Time Warner Cable** (New York, NY/Harlingen, TX) through the State of Texas Department of Information Resources (DIR) (Austin, TX) for a nine (9) month period beginning May 1, 2015 through December 31, 2015, at a monthly cost of \$19,295.36, which includes a monthly federal fee or an annual cost of \$173,658.24.

Purpose - Technology Resources is requesting to renew the Internet services for the Pecan, Mid Valley, and Starr County campuses.

Justification and Benefit - The services will be utilized by students, faculty, and staff to access the internet for use in classrooms and offices throughout the Pecan, Mid Valley, and Starr County campuses.

The breakdown of costs for each campus is as follows:

- Pecan Campus - \$8,986.88 per month, \$80,881.92 (9 months)
- Mid Valley Campus (direct) - \$4,757.76 per month, \$42,819.84 (9 months)
- Mid Valley Campus (point to point)- \$2,775.36 per month, \$24,978.24 (9 months)
- Starr County Campus (point to point) - \$2,775.36 per month, \$24,978.24 (9 months)

Background – The Board approved contracts for internet services at the April 24, 2012 Board of Trustees meeting. The contracts have expired and are on a month-to-month basis, which is preferred as Technology Resources transitions and transfers these services to a different technology which will provide faster connection and a more dedicated service.

Funds for this expenditure are budgeted in the Telecom budget for FY 2014-2015 and FY2015-2016.

17)Internet Services – Pecan Campus (Renewal)

Renew the internet services with **AT&T Corporation (Austin, TX)** through the State of Texas Department of Information Resources (DIR) (Austin, TX) for a nine (9) month period beginning May 1, 2015 through December 31, 2015, at a monthly cost of \$12,693.68 which includes a monthly federal fee or an annual cost of \$114,243.12.

Purpose - Technology Resources is requesting to renew the Internet services for the Pecan Campus, Nursing and Allied Health Campus, Pecan Plaza, Hidalgo Center, and Pharr Center.

Justification and Benefit - The services provide a secondary connection to the internet at the Pecan Campus and a primary connection at the Nursing and Allied Health Campus, Pecan Plaza, Hidalgo Center, and Pharr Center. The services will be utilized by students, faculty, and staff to access the internet for use in classrooms and offices.

Background – The Board approved contracts for internet services at the April 24, 2012 Board of Trustees meeting. The contracts have expired and are on a month-to-month basis, which is preferred as Technology Resources transitions and transfers these services to a different technology which will provide faster connection and a more dedicated service.

Funds for this expenditure are budgeted in the Telecom budget for FY 2014-2015 and FY2015-2016.

18)Library Database Subscriptions #I (Renewal)

Renew the library database subscriptions #I with **ProQuest, LLC.** (Ann Arbor, MI), a sole source vendor, for the period beginning October 1, 2015 through December 31, 2016, at a total cost of \$49,006.01 for the following collections:

#	Database	Period	Amount
1	Bowker’s Resources for College Libraries	10/01/15 – 9/30/16	\$1,290.00
2	eLibrary Curriculum Edition	11/1/15 – 10/31/16	\$11,432.63
3	Nursing & Allied Health Source	11/1/15 – 10/31/16	\$15,227.38
4	PRISMA Hispanic Studies Journal	11/1/15 – 10/31/16	\$4,558.00
5	Safari Tech Books Online Subscription	11/1/15 – 10/31/16	\$14,498.00
6	Ebrary (e-Books) Hosting Fee	1/1/15 – 12/31/16	\$1,500.00
7	History Vault Service Fee	1/1/16 – 12/31/16	\$500.00

Purpose – Library Services is requesting to renew the library database subscriptions #I to support academic programs district wide.

Justification and Benefit - The library database subscriptions #I fee will provide access for all faculty, staff, and students.

Funds for this expenditure are budgeted in the Library Services budget for FY 2015-2016.

19)Library Database Subscriptions #II (Renewal)

Renew the library database subscriptions #II with **EBSCO Publishing/dba EBSCO Information Services Group** (Ipswich, MA), a sole source vendor, for the period beginning September 1, 2015 through February 28, 2017, at a total amount of \$51,664.52 for the following collections:

#	Database	Period	Amount
1	EBSCO Discovery Service	9/1/15 – 8/31/16	\$20,129.38
2	Auto Repair Reference Center	11/1/15 – 10/31/16	\$3,273.38
3	CINAHL with Full Text	11/1/15 – 10/31/16	\$4,531.13
4	Library Information Science & Technology Abstracts	11/1/15 – 10/31/16	\$3,521.70
5	Points of View Reference Center	11/1/15 – 10/31/16	\$3,952.78
6	Curriculum Builder	2/1/16 – 1/31/17	\$2,687.50
7	eBook Academic Subscription Collection	3/1/16 – 2/28/17	\$13,568.65

Purpose – Library Services is requesting to renew the library database subscriptions #II for an additional year to support the academic programs.

Justification and Benefit - The library database subscriptions #II will provide access for all faculty, staff and students.

Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2015-2016.

20)Library Database Subscriptions #III (Renewal)

Renew the library database subscriptions #III with **Elsevier BV, Inc.** (San Diego, CA), a sole source vendor, for the period beginning October 1, 2015 through December 31, 2016, at a total amount of \$26,148.58 for the following collections:

#	Subscription	Period	Amount
1	Gold Standard Clinical Pharmacology	10/1/15 – 9/30/16	\$4,273.13
2	ScienceDirect College Edition	1/1/16 – 12/31/16	\$21,875.45

Purpose – Library Services is requesting to renew the library database subscriptions #III for an additional year to support the Nursing and Allied Health and Science programs.

Justification and Benefit - The subscription to the Clinical Pharmacology database provides access to pharmacological information that supports programs in Nursing and Allied Health. The subscription to ScienceDirect College Edition provides access to extensive collections of scholarly journals that support science programs at the College.

Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2015-2016.

21)Library Digital Resource Subscriptions (Renewal)

Renew the library digital resource subscriptions with **Film Media Group/Infobase Learning** (New York, NY), a sole source vendor, for the period beginning December 1, 2015 through May 30, 2017, at a total amount of \$27,350.55. This subscriptions package includes the following films on demand (FoD) video collections and databases:

#	Video Subscription	Period	Amount
1	FoD: Business & Economics Collection	12/1/15 – 11/30/16	\$1,242.54
2	FoD: Career & Technical Education Collection	12/1/15 – 11/30/16	\$1,370.95
3	FoD: Health Collection	12/1/15 – 11/30/16	\$2,173.63
4	FoD: Humanities & Social Science Collection	12/1/15 – 11/30/16	\$12,413.36
5	FoD: Nursing Collection	12/1/15 – 11/30/16	\$2,528.50
6	FoD: Science & Math Collection	12/1/15 – 11/30/16	\$1,715.88
7	Issues & Controversies	5/31/16 – 5/30/17	\$1,476.42
8	Today's Science	5/31/16 – 5/30/17	\$1,476.42
9	World News Digest	5/31/16 – 5/30/17	\$2,952.85

Purpose – Library Services is requesting to renew the library digital resource subscriptions for an additional year to continue serving the virtual campus.

Justification and Benefit - The library digital resource subscriptions support the eSTC virtual campus with equal resources on-campus and online.

Funds for this expenditure are budgeted in the Library Acquisition budget for FY 2015-2016.

22) Student Enrollment Management System (Purchase)

Purchase a student enrollment management system from Hobsons, Inc. (Cincinnati, OH) (New), a sole source vendor, for the period beginning September 28, 2015 through September 27, 2018, at a total cost of \$346,740.00. The total amount will be split evenly into three (3) annual payments.

Purpose - The Division of Student Services, Division of Academic Affairs and the Office of Public Relations are requesting the purchase of Radius® Constituent Relationship Management (CRM) and Starfish® Early Alert Systems along with professional services to assist with the implementation of these systems.

Justification and Benefit - The College does not currently utilize a Constituent Relationship Management system. Several departments including admissions, recruiting, and public relations have expressed a need for an institutional CRM system.

The college does not currently have an Early Alert System (EAS) that can support our 32,000 students. Academic Affairs and the Advising Office have requested an integrated system that would allow faculty to easily identify students at risk of not succeeding in the classroom and tie them to appropriate college services. The Starfish EAS has been reviewed and demonstrations have been provided several times over the last year to faculty, staff and administrators.

By moving to integrated systems, the college will be able to provide a more personalized service and targeted interventions for students and improve the student experience. The overall goal is to transform our current processes to be fully integrated between all departments across the college. The CRM system will provide the tools needed to support students at all stages of their student lifecycle from recruitment, enrollment, and admissions through graduation. The EAS will allow the college to get the right intervention to the right student at the right time which will lead to increased student retention and completion.

Background - EDUCAUSE, a nonprofit association committed to advancing higher education, in 2013 invited South Texas College to apply for funding of projects that improve on current Integrated Planning and Advising Services (IPAS) and related technologies.

IPAS is an integrative approach to student success that promotes shared ownership among students, faculty, and staff. It encompasses services that help students formulate and advance toward educational goals including advising, counseling, progress tracking, and academic early alerts. IPAS technologies can contribute in many ways such as documenting and tracking students' educational plans, improving data analysis, offering self-service resources that reduce advisor workloads, and triggering interventions based on student behavior or faculty input.

On June 10, 2013, South Texas College was awarded an initial IPAS grant from EDUCAUSE to assist with the purchase and implementation of the Degreeworks software program and to scale up its existing advising programs.

After successfully rolling out Degreeworks to all 32,000 students, EDUCAUSE invited South Texas College to apply for funding of a second round of projects that improve on current Integrated Planning and Advising Services and related technologies, referred to as IPAS2.

South Texas College has been awarded a grant of \$75,000 per year for three (3) years totaling \$225,000 to offset the cost of purchase and implementation of the Hobsons CRM and EAS products over that period.

In its grant application South Texas College specifically identified that the grant funds would be used to purchase the products and professional services related to HOBSONS' Radius® Customer Relationship Management (CRM) and Starfish® Early Alert technology systems.

Funds for this expenditure are budgeted in the Integrated Planning and Advising Services - 2 Grant and the Division of Information Services, Planning and Strategic Initiatives budgets for FY 2015-2016.

F. Contract Extension

23)Call Center (Contract Extension)

Contract extension for call center services with **Blackboard, Inc.** (Washington, DC), for the period beginning October 1, 2015 through September 30, 2016, is requested. At this time, the extension of the contract is requested at no cost.

Purpose - On June 23, 2015 the Board of Trustees awarded the contract for call center services beginning July 1, 2015 through September 30, 2015 with the option to extend the contract for one additional year.

Justification and Benefit - The Division of Student Affairs & Enrollment Management (SAEM) is requesting a no cost extension of the current contract. Blackboard, Inc. conducted an Enrollment Outreach Campaign for 3,500 prospective students. The Division will prepare a report after the Fall 2015 Census Enrollment Report on the results of the campaign for prospective students and present to the Board for review and approval of additional services.

Recommendation:

It is requested that the Finance and Human Resources Committee recommend for Board approval at the September 22, 2015 Board meeting the proposal awards, purchases, renewals, and Contract Extension as listed below:

A. Awards

B. Advertising or Memberships

C. Instructional Items

D. Non-Instructional Items

E. Technology Items

F. Contract Extension

A. Awards

- 1) **Lumber and Building Materials (Award):** award the proposal for lumber and building materials for the period beginning October 1, 2015 through September 30, 2016 with two one-year options to renew at an estimated cost of \$60,000.00 based on prior year expenditures. The vendors are as follows:
 - **McCoys Building Supply** (Pharr, TX)
 - **Pro Build Company, LLC.** (McAllen, TX)
- 2) **Printing of Graduation Programs (Award):** award the proposal for the printing of graduation programs to **Capital Spectrum, Inc.** (Buda, TX), at a total cost of \$21,403.00;
- 3) **Projector Lamps (Award):** award the proposal for projector lamps for the period beginning October 1, 2015 through September 30, 2016 with two one-year options to renew, at an annual estimated cost of \$44,401.00 from the following vendors:

Audio Visual Aids, Corp. (San Antonio, TX)	\$11,929.00
Howard Technology Solutions, a Division of Howard Industries, Inc. (Ellisville, MS)	\$32,472.00

- 4) **Records Management Services (Award):** award the proposal for records management services to **CTC Distributing, Ltd.** (Edinburg, TX) (New) for the period beginning November 1, 2015 through October 31, 2016 with two one-year options to renew, at an estimated amount of \$15,000.00;

B. Advertising or Memberships

- 5) **Advertisement – Classified Ads (Purchase):** purchase advertisement – classified ads from **AIM Media Texas/The Monitor** (McAllen, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$80,000.00;

C. Instructional Items

- 6) **Automotive Parts, Equipment and Supplies (Purchase):** purchase automotive parts, equipment, and supplies from **Burton Companies** (Weslaco, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$25,000.00 based on prior year expenditures;
- 7) **Fire Fighter Gear (Purchase):** purchase fire fighter gear from **Casco Industries, Inc.** (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$15,470.60;
- 8) **Welding Supplies (Renewal):** renew the contracts for welding supplies for the period beginning October 1, 2015 through September 30, 2016, at an estimated cost of \$100,000.00 with the following vendors:
 - **Airgas USA, LLC.** (McAllen, TX)
 - **Alamo Iron Works** (Brownsville, TX)
 - **Matheson Gas Products** (San Benito, TX)
 - **Weldinghouse, Inc.** (Pharr, TX)

D. Non – Instructional Items

- 9) Lease of Storage Warehouse (Purchase):** purchase the lease of storage warehouse with McAllen Foreign Trade Zone, (McAllen, TX), a board approved vendor, for the period beginning January 1, 2016 through December 31, 2016 at a monthly amount of \$4,680.00, totaling \$56,160.00 annually;
- 10) OnLine Auction Services (Renewal):** renew the online auction services with **The Public Group** (Provo, UT) for the period beginning October 1, 2015 through September 30, 2016, at no charge to the College;

E. Technology

- 11) Audio Visual Equipment and Supplies (Purchase):** purchase audio visual equipment and supplies for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$150,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
AISYS Consulting, LLC. (McAllen, TX) – TIPS Purchasing Cooperative	\$20,000.00
Audio Visual Aids Corp (San Antonio, TX) – Texas Association of School Boards - Buyboard, Texas Cooperative Purchasing Network, TIPS Purchasing Cooperative, and State of Texas Multiple Award Schedule	\$50,000.00
B & H Foto & Electronics, Corp. (New York, NY) – Texas Association of School Boards – Buyboard, Harris County Dept of Ed – Choice Partners, and E & I Cooperative Services	\$50,000.00
Best Buy (Richfield, MN/McAllen, TX) – Texas Association of School Boards – Buyboard	\$10,000.00
PCM Gov, Inc. (Chantilly, VA) – Texas Association of School Boards - Buyboard	\$10,000.00
Audio Fidelity Communications Corp/dba Whitlock (Austin, TX) – State of Texas Department of Information Resources (DIR)	\$10,000.00

- 12) Computers, Laptop, and Server (Purchase):** purchase of computers, laptop, and a server from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total cost of \$383,835.94;
- 13) Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software and supplies for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$218,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
B & H Foto & Electronics, Corp (New York, NY) - Texas Association of School Boards - Buyboard	\$10,000.00
Best Buy (Richfield, MN/McAllen, TX) – Harris County Dept of Ed - Choice Partners	\$10,000.00

CDW Government (Vernon Hills, IL) – State of Texas Department of Information Resources (DIR), Texas Cooperative Purchasing Network (TCPN), Harris County Dept of Ed – Choice Partners, and TIPS Purchasing Cooperative	\$80,000.00
GovConnection (Merrimack, NH) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), E & I Purchasing Cooperative, and Texas Cooperative Purchasing Network	\$18,000.00
PCM Gov, Inc. (Chantilly, VA) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and TIPS Purchasing Cooperative	\$80,000.00
SHI Government Solutions, Inc. (Austin, TX) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and Harris County Dept of Ed – Choice Partners	\$10,000.00
Tiger Direct (Miami, FL) – TIPS Purchasing Cooperative	\$10,000.00

- 14) Database Administrator Services (Purchase):** purchase database administrator services from **Strata Information Group** (San Diego, CA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period September 1, 2015 through August 31, 2016, at an estimated cost of \$50,000.00;
- 15) Network Routers, Interface Cards, and Switches (Purchase):** purchase network routers, interface cards, and switches from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$63,080.92;
- 16) Internet Services (Renewal):** renew the internet services with **Time Warner Cable** (New York, NY/Harlingen, TX) through the State of Texas Department of Information Resources (DIR) (Austin, TX) for a nine (9) month period beginning May 1, 2015 through December 31, 2015, at a monthly cost of \$19,295.36, which includes a monthly federal fee or an annual cost of \$173,658.24;
- 17) Internet Services – Pecan Campus (Renewal):** renew the internet services with **AT&T Corporation** (Austin, TX) through the State of Texas Department of Information Resources (DIR) (Austin, TX) for a nine (9) month period beginning May 1, 2015 through December 31, 2015, at a monthly cost of \$12,693.68 which includes a monthly federal fee or an annual cost of \$114,243.12;
- 18) Library Database Subscriptions #I (Renewal):** renew the library database subscriptions #I with **ProQuest, LLC.** (Ann Arbor, MI), a sole source vendor, for the period beginning October 1, 2015 through December 31, 2016, at a total cost of \$49,006.01 for the following collections:

#	Database	Period	Amount
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19)Library Database Subscriptions #II (Renewal): renew the library database subscriptions #II with **EBSCO Publishing/dba EBSCO Information Services Group** (Ipswich, MA), a sole source vendor, for the period beginning September 1, 2015 through February 28, 2017, at a total amount of \$51,664.52 for the following collections:

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4	Library Information Science & Technology Abstracts	11/1/15 – 10/31/16	\$3,521.70
5	Points of View Reference Center	11/1/15 – 10/31/16	\$3,952.78
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20)Library Database Subscriptions #III (Renewal): renew the library database subscriptions #III with **Elsevier BV, Inc.** (San Diego, CA), a sole source vendor, for the period beginning October 1, 2015 through December 31, 2016, at a total amount of \$26,148.58 for the following collections:

#	Subscription	Period	Amount
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2	ScienceDirect College Edition	1/1/16 – 12/31/16	\$21,875.45

21)Library Digital Resource Subscriptions (Renewal): renew the library digital resource subscriptions with **Film Media Group/Infobase Learning** (New York, NY), a sole source vendor, for the period beginning December 1, 2015 through May 30, 2017, at a total amount of \$27,350.55. This subscriptions package includes the following films on demand (FoD) video collections and databases:

#	Video Subscription	Period	Amount
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3	FoD: Health Collection	12/1/15 – 11/30/16	\$2,173.63
4	FoD: Humanities & Social Science Collection	12/1/15 – 11/30/16	\$12,413.36
5	FoD: Nursing Collection	12/1/15 – 11/30/16	\$2,528.50
6	FoD: Science & Math Collection	12/1/15 – 11/30/16	\$1,715.88
7	Issues & Controversies	5/31/16 – 5/30/17	\$1,476.42
8	Today's Science	5/31/16 – 5/30/17	\$1,476.42
9	World News Digest	5/31/16 – 5/30/17	\$2,952.85

22) Student Enrollment Management System (Purchase): purchase a student enrollment management system from Hobsons, Inc. (Cincinnati, OH) (New), a sole source vendor, for the period beginning September 28, 2015 through September 27, 2018, at a total cost of \$346,740.00. The total amount will be split evenly into three (3) annual payments;

F. Contract Extension

23) Call Center (Contract Extension): contract extension for call center services with **Blackboard, Inc.** (Washington, DC), for the period beginning October 1, 2015 through September 30, 2016 is requested. At this time, the extension of the contract is requested at no cost.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$2,071,162.48

SOUTH TEXAS COLLEGE
1. LUMBER AND BUILDING MATERIALS
PROJECT NO. 15-16-1016

VENDOR	McCoys Building Supply	Pro Build Company, LLC.	
ADDRESS	1120 W Hwy 83	5020 W Bus Hwy 83	
CITY/STATE/ZIP	Pharr, TX 78577	McAllen, TX 78501	
PHONE	956-787-1000	956-686-1761	
FAX	956-787-3088	956-686-3483	
CONTACT	Manny Gonzalez	Carlos D. Rodriguez	
#	Description	Proposed	Proposed
1	Lumber and Building Materials	2% - 6%	0.00% Contractor Level # 3 Pricing
2	Will company deliver?	Yes	Yes
Return Policy			
4	Wrong Item Sent - Your Mistake	Will accept returned sellable items	No Charge
5	Wrong Item Sent - Our Mistake	Will accept returned sellable items	\$15.00 for orders under \$500.00
6	Defective Material	Will accept returns	No Charge
7	Duplicates	Will accept returned sellable items	

**SOUTH TEXAS COLLEGE
2. PRINTING OF GRADUATION PROGRAMS
PROJECT NO. 15-16-1017**

NAME	Border Press, Inc.	Capital Spectrum, Inc.	Curtis 1000	Grunwald Printing Company	San Antonio Printing
ADDRESS	620 E Price Rd	501 S Loop 4	P O Box 4547	1418 Morgan Ave	2909 W US Hwy 83
CITY/STATE/ZIP	Brownsville, TX 78521	Buda, TX 78609	McAllen, TX 78502	Corpus Christi, TX	McAllen, TX 78501
PHONE	956-831-2793	512-478-3448	956-605-1309	361-882-5654	956-605-0088
FAX	956-831-4565	512-478-3863	956-631-1001	361-882-7394	
CONTACT	John G. Champion	James F. Adame	Oscar Zapata	John Grunwald	Antonio Delgado
DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
GRADUATION PROGRAMS FY 2015-2016					
Fall 2015 Graduation Ceremony Programs					
1	10,000 Program	\$ 11,160.00	\$ 7,384.00	\$ 8,986.65	\$ 11,570.00
Spring 2016 Graduation Ceremony Programs					
2	18,000 Programs	\$ 19,984.00	\$ 14,019.00	\$ 15,940.38	\$ 23,400.00
TOTAL AMOUNT PROPOSED		\$ 31,144.00	\$ 21,403.00	\$ 24,927.03	\$ 34,970.00
TOTAL EVALUATION POINTS		71.85	92	83.65	76.65
RANKING		4	1	2	3

**SOUTH TEXAS COLLEGE
2. PRINTING OF GRADUATION PROGRAMS
PROJECT NO. 15-16-1017**

NAME		Border Press, Inc.		Capital Spectrum, Inc.		Curtis 1000		Grunwald Printing Company		San Antonio Printing	
ADDRESS		620 E Price Rd		501 S Loop 4		P O Box 4547		1418 Morgan Ave		2909 W US Hwy 83	
CITY/STATE/ZIP		Brownsville, TX 78521		Buda, TX 78609		McAllen, TX 78502		Corpus Christi, TX		McAllen, TX 78501	
PHONE		956-831-2793		512-478-3448		956-605-1309		361-882-5654		956-605-0088	
FAX		956-831-4565		512-478-3863		956-631-1001		361-882-7394			
CONTACT		John G. Champion		James F. Adame		Oscar Zapata		John Grunwald		Antonio Delgado	
1	The purchase price. (up to 40 points)	27.6	27.6	40	40	19.2	19.2	34.4	34.4	24.4	24.4
		27.6		19.2		34.4		24.4			
		27.6		19.2		34.4		24.4			
		27.6		19.2		34.4		24.4			
2	The reputation of the vendor and the vendor's goods and/or services. (up to 15 points)	10	11.5	13	13.5	14	13.25	13	13	13	14
		12		15		12		14			
		12		12		13		14			
		12		12		14		15			
3	The quality of the vendor's goods or services. (up to 16 points)	11	11.75	15	14	15	13	14	13.5	15	15.25
		13		13		12		16			
		11		12		14		15			
		12		12		14		15			
4	The extent to which the goods or services meet the district's needs. (up to 20 points)	15	15.25	18	16.75	17	14.5	18	16.5	19	17
		15		11		15		12			
		14		15		17		18			
		17		15		16		19			
5	The vendor's past relationship with the College. (up to 3 points)	3	2.5	3	3	3	2.75	3	3	3	3
		3		3		3		3			
		2		2		3		3			
		2		3		3		3			
6	The impact on the ability of the College to comply with the laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	0	0	0	0	0
		0		0		0		0			
		0		0		0		0			
		0		0		0		0			
7	The vendor's delivery schedule. (up to 5 points)	3	3.25	5	4.75	2	2.5	3	3.25	3	3
		3		2		3		2			
		4		4		4		5			
		3		2		3		2			
TOTAL EVALUATION POINTS		71.85		92		65.2		83.65		76.65	
RANKING		4		1		5		2		3	

**SOUTH TEXAS COLLEGE
3. PROJECTOR LAMPS
PROJECT NO. 15-16-1013**

VENDOR			Audio Visual Aids, Corp.		Howard Technology Solutions, a Division of Howard Industries, Inc.	
ADDRESS			2903 N Flores St		36 Howard Dr	
CITY/STATE			San Antonio, TX 78212		Ellisville, MS 39437	
PHONE			800-422-1282		888-912-3151	
FAX			800-854-8140		601-399-5077	
CONTACT			Ernest Mendez		Jessica Hayes	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
1	5	Projector Lamp POA-LMP131	\$ 225.00	\$ 1,125.00	\$ -	\$ -
2	6	Projector Lamp POA-LMP148	\$ 254.00	\$ 1,524.00	\$ -	\$ -
3	1	Projector Lamp POA-LMP115	\$ 225.00	\$ 225.00	\$ -	\$ -
4	4	Projector Lamp POA-LMP100	\$ 399.00	\$ 1,596.00	\$ -	\$ -
5	2	Projector Lamp POA-LMP55	\$ 359.00	\$ 718.00	\$ -	\$ -
6	1	Projector Lamp ET-LAD40W	\$ 645.00	\$ 645.00	\$ 627.00	\$ 627.00
7	1	Projector Lamp ET-LAD57W	\$ 749.00	\$ 749.00	\$ 756.00	\$ 756.00
8	1	Projector Lamp ET-LAD55W	\$ 749.00	\$ 749.00	\$ 756.00	\$ 756.00
9	7	Projector Lamp ET-LAD60AW	\$ 749.00	\$ 5,243.00	\$ 756.00	\$ 5,292.00
10	75	Projector Lamp ET-LAF100A	\$ 351.00	\$ 26,325.00	\$ 310.00	\$ 23,250.00
11	2	Projector Lamp ET-LAE16	\$ 853.00	\$ 1,706.00	\$ 816.00	\$ 1,632.00
12	20	Projector Lamp ET-LAV300	\$ 306.00	\$ 6,120.00	\$ 277.00	\$ 5,540.00
13	1	Projector Lamp ET-LAE200	\$ 532.00	\$ 532.00	\$ 495.00	\$ 495.00
14	1	Projector Lamp ET-LAD120W	\$ 849.00	\$ 849.00	\$ 833.00	\$ 833.00
15	1	Projector Lamp DT014111	\$ 109.00	\$ 109.00	\$ 95.00	\$ 95.00
TOTAL BID AMOUNT			\$ 48,215.00		\$ 39,276.00	
PROPOSED AWARD			\$ 11,929.00		\$ 32,472.00	
ESCALATION 2ND YEAR			0%		5-7%	
ESCALATION 3RD YEAR			0%		5-7%	
TOTAL RANKING POINTS			97.99		92.32	
RANKING			1		2	

**SOUTH TEXAS COLLEGE
3. PROJECTOR LAMPS
PROJECT NO. 15-16-1013
EVALUATION FORM**

VENDOR		Audio Visual Aids, Corp.		Howard Technology Solutions, a Division of Howard Industries, Inc.	
ADDRESS		2903 N Flores St		36 Howard Dr	
CITY/STATE		San Antonio, TX 78212		Ellisville, MS 39437	
PHONE/FAX		800-422-1282		888-912-3151	
FAX		800-854-8140		601-399-5077	
CONTACT		Ernest Mendez		Jessica Hayes	
1	The purchase price. (up to 45 points)	45	45	42	42
		45		42	
		45		42	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 10 points)	9	9	9	9
		9		9	
		9		9	
3	The quality of the vendor's goods and/or services. (up to 18 points)	17	17.66	17	17.66
		18		18	
		18		18	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 18 points)	17	17.33	17	17.33
		17		17	
		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 laws relating to Historically Underutilized Businesses. (up to 1 points)	1	1	0	0
		1		0	
		1		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5	3	3.33
		5		4	
		5		3	
TOTAL EVALUATION POINTS		97.99		92.32	
RANKING		1		2	

SOUTH TEXAS COLLEGE
4. RECORDS MANAGEMENT SERVICES
PROJECT NO. 15-16-1014

VENDOR		Creative Imaging, LLC.	CTC Distributing, Ltd.	Records Consultants, Inc.
ADDRESS		1702 S 28th St	615 Blaze Blvd	12829 Wetmore Rd
CITY/STATE		Edinburg, TX 78542	Edinburg, TX 78539	San Antonio, TX 78247
PHONE		956-287-8883	956-686-4351	210-366-4127
FAX		956-287-8881	956-787-9804	210-366-0776
CONTACT		Lydia Ochoa	Brian Kelly Madden	Elizabeth Hernandez
#	Description	Proposed	Proposed	Proposed
1	Indexing of Files (per box)	\$4.00		
2	Printed copy of retention schedule and copy of CD (s)		No Charge	
3	On-Site Processing Fee (per box)	\$8.95	\$10.95	\$18.00
4	Cost of New Boxes Sold (per box)			\$3.50
5	Records Destruction Fee (per box)	\$2.45	\$3.25	\$5.50
PROCESSING FEE PER BOX		\$15.40	\$14.20	\$23.50
Escalation				
6	2nd Year	0%	0%	0%
7	3rd Year	0%	0%	0%
TOTAL EVALUATION POINTS		88.79	90.32	80.66
RANKING		2	1	3

SOUTH TEXAS COLLEGE
4. RECORDS MANAGEMENT SERVICES
PROJECT NO. 15-16-1014
EVALUATION FORM

VENDOR		Creative Imaging, LLC.		CTC Distributing, Ltd.		Records Consultants, Inc.	
ADDRESS		1702 S 28th St		615 Blaze Blvd		12829 Wetmore Rd	
CITY/STATE		Edinburg TX 78542		Edinburg TX 78539		San Antonio TX 78247	
PHONE		956-287-8883		956-686-4351		210-366-4127	
FAX		956-287-8881		956-787-9804		210-366-0776	
CONTACT		Lydia Ochoa		Brian Kelly Madden		Elizabeth Hernandez	
1	The purchase price. (up to 40 points)	36.80	36.8	40	40	24	24
		36.80		40		24	
		36.80		40		24	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	17	16.33	16	15.33	18	16.66
		16		15		17	
		16		15		15	
3	The quality of the vendor's goods or services. (up to 18 points)	16	15.66	16	15.33	18	17
		16		15		17	
		15		15		16	
4	The extent to which the good or services meet the district's needs. (up to 15 points)	14	13	14	12.66	15	15
		13		13		15	
		12		11		15	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2	3	3
		2		2		3	
		2		2		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 points)	0	0	0	0	0	0
		0		0		0	
		0		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5	5	5	5	5
		5		5		5	
		5		5		5	
TOTAL EVALUATION POINTS		88.79		90.32		80.66	
RANKING		2		1		3	

SOUTH TEXAS COLLEGE
5. ADVERTISEMENT - CLASSIFIED ADS

NAME			AIM Media Texas/ The Monitor	
ADDRESS			P O Box 3267	
CITY/STATE/ZIP			McAllen, TX 78502	
PHONE			956-683-4000	
CONTACT			Elizabeth Flores	
#	Qty	Description	Unit Price	Extension
1	1	Advertisement - Classified Ads - Proposals Period: 9/1/15 - 8/31/16	\$ 40,000.00	\$ 40,000.00
2	1	Advertisement - Classified Ads - Vacancies Period: 9/1/15 - 8/31/16	\$ 40,000.00	\$ 40,000.00
TOTAL AMOUNT			\$	80,000.00

SOUTH TEXAS COLLEGE
6. AUTOMOTIVE PARTS, EQUIPMENT, AND SUPPLIES

NAME			Burton Companies	
ADDRESS			529 E Highway 83	
CITY/STATE/ZIP			Weslaco, TX 78596	
PHONE			956-968-3121	
FAX			956-686-6520	
CONTACT			Scott Vaughan	
#	Qty	Description	Unit Price	Extension
1	1	Automotive Parts, Equipment, and Supplies Period: 9/1/15 - 8/31/16	\$ 25,000.00	\$ 25,000.00
TOTAL AMOUNT			\$	25,000.00

**SOUTH TEXAS COLLEGE
7. FIRE FIGHTER GEAR**

NAME			Casco Industries, Inc.	
ADDRESS			1920 Rankin Rd Ste 155	
CITY/STATE/ZIP			Houston, TX 77073	
PHONE			281-443-0999	
FAX			281-443-0858	
CONTACT			Bob Yancy	
#	Qty	Description	Unit Price	Extension
1	5	GLO-31257G Coast GXT PBI per your spec	\$ 1,333.47	\$ 6,667.35
2	5	GLO-41257G Pant GXT PBI per your spec	\$ 1,022.61	\$ 5,113.05
3	5	GLO-1201400 Supreme Leather Boots	\$ 374.50	\$ 1,872.50
4	5	CRN-TRDB1C231221 Helmet 1044 Defender	\$ 239.92	\$ 1,199.60
5	5	LLI-35TP9723ES Hood, PBI P84 Triple Ply	\$ 64.00	\$ 320.00
6	5	SHE-5228G Glove Gold	\$ 59.62	\$ 298.10
TOTAL AMOUNT			\$	15,470.60



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

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

(956) 872 4681
Fax (956) 872 4688

July 8, 2015

Airgas USA, LLC.
Attn: Mr. Luis Canchola
201 N 23rd St
McAllen, TX 78501

Dear Mr. Canchola:

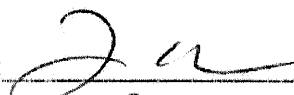
On September 18, 2013, South Texas College awarded a contract to Airgas USA, LLC. for Welding Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 1, 2015 through September 30, 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](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through September 30, 2016 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: 

Name Printed: Luis Canchola

Date: 7-9-15



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

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

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

July 8, 2015

Alamo Iron Works
Attn: Robert N. Garcia
2771 Robindale Rd
Brownsville, TX 78526

Dear Mr. Garcia:

On September 18, 2013, South Texas College awarded a contract to Alamo Iron Works for Welding Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 1, 2015 through September 30, 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 September 30, 2016 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

Jerry A. LeFlore Act. Mgr.

8-5-2015



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

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

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

July 8, 2015

Matheson Gas Products
Attn: Reynaldo Rivera
1801 W Hwy 77
San Benito, TX 78586

Dear Mr. Rivera:

On September 18, 2013, South Texas College awarded a contract to Matheson Gas Products for Welding Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 1, 2015 through September 30, 2015 with a 10% price escalation.

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

Sincerely,

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

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through September 30, 2016 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Reynaldo Rivera

Name Printed: Reynaldo Rivera

Date: 7-9-15



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

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

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

July 8, 2015

Weldinghouse, Inc.
Attn: Mr. Alex Martinez
2901 N Sugar Rd
Pharr, TX 78577

Dear Mr. Martinez:

On September 18, 2013, South Texas College awarded a contract to Weldinghouse, Inc. for Welding Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 1, 2015 through September 30, 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 September 30, 2016 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Alex Martinez

Name Printed: Alex Martinez

Date: 07-09-2015

SOUTH TEXAS COLLEGE
9. LEASE OF STORAGE WAREHOUSE

NAME			McAllen Foreign Trade Zone	
ADDRESS			6401 S 33rd St	
CITY/STATE/ZIP			McAllen, TX 78503	
PHONE			956-682-4306	
FAX			956-682-9111	
CONTACT			Mark E. Garcia	
#	Qty	Description	Unit Price	Extension
1	12	Warehouse Space of 11,700 at \$400.00 per 1,000 square foot Period: 1/1/2016 - 12/31/16	\$ 4,680.00	\$ 56,160.00
TOTAL AMOUNT			\$	56,160.00



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

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

(956) 872 4681
Fax (956) 872 4688

July 8, 2015

The Public Group, LLC.
Attn: Mr. Eric Heaps
1503 S 40 E #350
Provo, UT 84605

Dear Mr. Heaps:

On September 23, 2014, South Texas College awarded a contract to The Public Group for Online Auction Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from October 1, 2015 through September 30, 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 September 30, 2016 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Derek MacFarland

Date: 7/15/15

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

NAME		Audio Visual Aids Corp		B & H Foto & Electronics, Corp.		Best Buy		PCM Gov, Inc.		Audio Fidelity Communications Corp /dba Whitlock		
ADDRESS		2903 N Flores St San Antonio, TX 78212		420 9th Ave New York, NY 10001		7601 Penn Ave Richfield, MN 55423		14120 Newbrook Dr Ste 100 Chantilly, VA 20151		11100 Metric Blvd Austin, TX		
CITY/STATE/ZIP						3400 East Expway 83 McAllen, TX 78501						
LOCAL ADDRESS												
PHONE		800-422-1282		212-239-7500		612-292-0341		800-625-5468		512-354-2827		
FAX		800-854-8140								512-933-0291		
CONTACT		Ernest Mendez		Bailla Hersko		Timothy Stahl		Peter Blackburn		Elissa Fox		
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	1	Audio Visual Equipment and Supplies	\$ 20,000.00	\$ 20,000.00	\$ 50,000.00	\$ 50,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
		Period: 9/1/15 - 8/31/16										
TOTAL AMOUNT			\$	20,000.00	\$	50,000.00	\$	10,000.00	\$	10,000.00	\$	10,000.00

SOUTH TEXAS COLLEGE
12. DISTRICT WIDE TECHNOLOGY REQUEST
SEPTEMBER 22, 2015

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	4	Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 688.00	\$ 2,752.00	Purchasing Department - Becky Cavazos (2) New systems for new Purchasing Dept Staff (2) New systems for new Receiving Dept Staff
2	20	Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 688.00	\$ 13,760.00	Carl Perkins Grant - Samantha Uriegas Replacement of 7-yr-old systems for Paralegal student lab @ TC
3	500	Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 688.00	\$ 344,000.00	Technology Renewal Fund - David Plummer Replacement of student lab systems: Pecan Campus - 80, Starr County Campus - 77, Mid Valley Campus - 60, Technology Campus - 55, and Nursing & Allied Health - 38 Replacement of Faculty/Staff systems: Pecan Campus - 99, Technology Campus - 36, Starr County Campus - 21, Mid Valley Campus - 18, and Nursing & Allied Health - 16
4	10	Computer iMac, 2.9GHz Quad-Core Intel i5, 1TB Hard Drive, 16GB Memory, 21.5" Monitor, 1GB NVIDIA Video Card, Warranty	\$ 1,682.00	\$ 16,820.00	Learning Commons and Open Labs - Lelia Salinas Additional systems for CLE student labs: Pecan Campus - 3, Technology Campus - 2, Starr County Campus - 1, and Mid Valley Campus - 1 Additional systems for Open Lab student labs: Pecan Campus - 2 and Technology Campus - 1
		COMPUTER TOTAL		\$ 377,332.00	
LAPTOP					
5	1	Laptop MacBook Pro, 2.7GHz Dual-Core Intel i5, 256GB Flash Storage, 8GB Memory, Intel Iris Graphics 6100, Warranty	\$ 1,546.00	\$ 1,546.00	Information Security - Victor Gonzalez New system for new Dept Staff
		LAPTOP TOTAL		\$ 1,546.00	
SERVER					
6	1	Server PowerEdge R730, Xeon E5-2609 v3 Processor, 4TB Hard Drive, 8GB Memory, 1GB Network Card, Sliding Rails, Warranty	\$ 4,957.94	\$ 4,957.94	Wagner Peyser Advanced Manufacturing (Grant) - Carlos Margo New system to provide software wirelessly for student-training
		SERVER TOTAL		\$ 4,957.94	
		COMPUTER/LAPTOP/SERVER TOTAL		\$ 383,835.94	

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

NAME		B & H Foto & Electronics, Corp.	Best Buy	CDW Government	GovConnection	PCM Gov. Inc.	SHI Government Solutions, Inc.	Tiger Direct
ADDRESS		420 9th Ave New York, NY 10001	7601 Penn Ave South Richfield, MN 55423 3400 East Expwy 83 McAllen, TX 78501	230 N Milwaukee Ave Vernon Hills, IL 60061	732 Milford Rd Merrimack, NH 03054	14120 Newbrook Dr Ste 100 Chantilly, VA 20151	1301 S Mo-Pac Expwy Ste 375 Austin, TX 78746	7795 W Flagler St Ste 35 Miami, FL 33144
CITY/STATE/ZIP								
LOCAL ADDRESS								
PHONE		212-239-7500	877-393-1038	877-708-8009	800-800-0019	800-625-5468	888-764-8888	888-928-4437
FAX		866-839-8472		312-705-8262	603-683-0213		512-732-0232	305-415-4315
CONTACT		Bailia Hersko	Timothy Stahl	Tim Reboletti	Ed Reed	Peter Blackburn	Adrienne Pubylyski	Robert Harding
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	1	Computer Components, Peripherals, Software, and Supplies Period: 9/1/15 - 8/31/16	\$ 10,000.00	\$ 10,000.00	\$ 18,000.00	\$ 80,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL AMOUNT			\$ 10,000.00	\$ 10,000.00	\$ 18,000.00	\$ 80,000.00	\$ 10,000.00	\$ 10,000.00

SOUTH TEXAS COLLEGE
14. DATABASE ADMINISTRATOR SERVICES

NAME			Strata Information Group	
ADDRESS			3935 Harvet St Ste 203	
CITY/STATE/ZIP			San Diego, CA 92110	
PHONE			619-296-0170	
FAX			619-296-0171	
CONTACT			Linda Bettencourt	
#	Qty	Description	Unit Price	Extension
1	1	Database Administrator Services Period: 9/1/15 - 8/31/16	\$ 50,000.00	\$ 50,000.00
TOTAL AMOUNT			\$	50,000.00

SOUTH TEXAS COLLEGE
15. NETWORK ROUTERS, INTERFACE CARDS AND SWITCHES

NAME			Insight Public Sector	
ADDRESS			6820 S Harl Ave	
CITY/STATE/ZIP			Temple, AZ 85283	
PHONE			956-465-8080	
FAX			630-295-7881	
CONTACT			Darak Weaver	
#	Qty	Description	Unit Price	Extension
1	1	Mobility Express Bundle AP1700i-A and WLC2504 Part #AIR-AP1702I-A-WLC	\$ 834.40	\$ 834.40
2	2	Smartnet 8x5xNBD Services for CME Bundles only Part #CON-SNT-AZBCAPLK	\$ 10.35	\$ 20.70
3	1	Smartnet 8x5xNBD 2504 Wireless Controller in a Bundle Wit Part #CON-SNT-AIR25K9Z	\$ 20.70	\$ 20.70
4	12	Cisco 2911 w/3 GE, 4 EHWIC, 2 DSP, 1 SM, 256MB CF, 512MB DRAM, IPB Part #CISCO2911/K9	\$ 1,509.20	\$ 18,110.40
5	12	Smartnet 8x5xNBD Cisco 2911 w/3 GE, 4 Part #CON-SNT-2911	\$ 312.57	\$ 3,750.84
6	12	2-Port Serial WAN Interface Card Part # HWIC-2T	\$ 392.00	\$ 4,704.00
7	1	4500X with (12) 2960X Switches Stacked Catalyst 4500-X 16 Port 10G IP Base, Front-to-Back, No P/S Part # WS-C4500X-16SFP+	\$ 8,960.00	\$ 8,960.00
8	1	Catalyst 4500X 750W AC Front to Back Cooling Power Supply Part #C4KX-PWR-750AC-R	\$ 1,120.00	\$ 1,120.00
9	1	Smartnet 8x5xNBD Catalyst 4500X 16 Port 10G IP Base, Fro Part #CON-SNT-WSC16SFX	\$ 745.20	\$ 745.20
10	3	1000 Base-SX SFP Transceiver Module, MMF, 850nm, DOM Part #GLC-SX-MMD	\$ 280.00	\$ 840.00
11	12	Catalyst 2960-X 24 GigE PoE 370W, 4 x 1G SFP, LAN Base Part #WS-C2960X-24PS-L	\$ 1,789.20	\$ 21,470.40
12	12	Smartnet 8x5xNBD Catalyst 2960-X 24 G Part #CON-SNT-WSC224SL	\$ 138.69	\$ 1,664.28
13	3	1000Base-SX SFP Transceiver Module, MMF, 850 nm, Dom Part #GLC-SX-MMD	\$ 280.00	\$ 840.00
TOTAL AMOUNT			\$	63,080.92

**SOUTH TEXAS COLLEGE
16. INTERNET SERVICES**

NAME		Time Warner Cable		
ADDRESS		60 Columbus Circle		
CITY/STATE/ZIP		New York, NY 10023		
LOCAL ADDRESS		1514 S 77 Sunshine Strip Ste 1 Harlingen, TX 78550		
PHONE		956-365-6656		
FAX		956-230-0465		
CONTACT		Arturo J. Garcia		
#	Qty	Description	Unit Price	Extension
1	9	Internet Service - Pecan Campus Period: 5/1/15 - 12/31/15	\$ 8,986.88	\$ 80,881.92
2	9	Internet Service - Mid Valley Campus (Direct) Period: 5/1/15 - 12/31/15	\$ 4,757.76	\$ 42,819.84
3	9	Internet Service - Mid Valley Campus (Point to Point) Period: 5/1/15 - 12/31/15	\$ 2,775.36	\$ 24,978.24
4	9	Internet Service - Starr County Campus (Point to Point) Period: 5/1/15 - 12/31/15	\$ 2,775.36	\$ 24,978.24
TOTAL AMOUNT			\$	173,658.24

SOUTH TEXAS COLLEGE
17. INTERNET SERVICES - PECAN CAMPUS

NAME			AT&T Corporation	
ADDRESS			712 E Huntland Dr Rm 313	
CITY/STATE/ZIP			Austin, TX 78752	
PHONE			512-421-5054	
FAX			512-870-4388	
CONTACT			Edmundo Lopez	
#	Qty	Description	Unit Price	Extension
1	9	Internet Services - Pecan Campus Period: 5/1/15 - 12/31/15	\$ 12,693.68	\$ 114,243.12
TOTAL AMOUNT			\$	114,243.12

SOUTH TEXAS COLLEGE
18. LIBRARY DATABASE SUBSCRIPTIONS #I

NAME			ProQuest, LLC.	
ADDRESS			789 E Eisenhower Pkwy	
CITY/STATE/ZIP			Ann Arbor, MI 48108	
PHONE			800-521-0600	
FAX			800-308-1586	
CONTACT			Thomas Hyatt	
#	Qty	Description	Unit Price	Extension
1	1	Bowker's Resources for College Libraries Period: 10/1/15 - 9/30/16	\$ 1,290.00	\$ 1,290.00
2	1	eLibrary Curriculum Edition Period: 11/1/15 - 10/31/16	\$ 11,432.63	\$ 11,432.63
3	1	Nursing & Allied Health Source Period: 11/1/15 - 10/31/16	\$ 15,227.38	\$ 15,227.38
4	1	PRISMA Hispanic Studies Journal Period: 11/1/15 - 10/31/16	\$ 4,558.00	\$ 4,558.00
5	1	Safari Tech Books Online Subscription Period: 11/1/15 - 10/31/16	\$ 14,498.00	\$ 14,498.00
6	1	Ebrary (e-books) Hosting Fee Period: 1/1/15 - 12/31/16	\$ 1,500.00	\$ 1,500.00
7	1	History Vault Service Fee Period: 1/1/16 - 12/31/16	\$ 500.00	\$ 500.00
TOTAL AMOUNT			\$	49,006.01

SOUTH TEXAS COLLEGE
19. LIBRARY DATABASE SUBSCRIPTIONS #II

		NAME	EBSCO Publishing/dba EBSCO Information Services Group	
		ADDRESS	P O Box 682	
		CITY/STATE/ZIP	Ipswich, MA 01938	
		PHONE	800-653-2726	
		FAX	978-356-5640	
		CONTACT	Jessica Wolkiewicz	
#	Qty	Description	Unit Price	Extension
1	1	EBSCO Discovery Services Period: 9/1/15 - 8/31/16	\$ 20,129.38	\$ 20,129.38
2	1	Auto Repair Reference Center Period: 11/1/15 - 10/31/16	\$ 3,273.38	\$ 3,273.38
3	1	CINAHL with Full Text Period: 11/1/15 - 10/31/16	\$ 4,531.13	\$ 4,531.13
4	1	Library Information Science & Technology Abstracts Period: 11/1/15 - 10/31/16	\$ 3,521.70	\$ 3,521.70
5	1	Points of View Reference Center Period: 11/1/15 - 10/31/16	\$ 3,952.78	\$ 3,952.78
6	1	Curriculum Builder Period: 2/1/16 - 1/31/17	\$ 2,687.50	\$ 2,687.50
7	1	eBook Academic Subscription Collection Period: 3/1/16 - 2/28/17	\$ 13,568.65	\$ 13,568.65
TOTAL AMOUNT			\$	51,664.52

SOUTH TEXAS COLLEGE
20. LIBRARY DATABASE SUBSCRIPTIONS III

NAME			Elsevier BV, Inc.	
ADDRESS			525 B St Ste 1900	
CITY/STATE/ZIP			San Diego, CA 92101	
PHONE			404-799-4079	
FAX			212-633-3880	
CONTACT			Boyd Brown	
#	Qty	Description	Unit Price	Extension
1	1	Gold Standard Clinical Pharmacology Period: 10/1/15 - 9/30/16	\$ 4,273.13	\$ 4,273.13
2	1	ScienceDirect College Edition Period: 1/1/16 - 12/31/16	\$ 21,875.45	\$ 21,875.45
TOTAL AMOUNT			\$	26,148.58

SOUTH TEXAS COLLEGE
21. LIBRARY DIGITAL RESOURCE SUBSCRIPTIONS

NAME			Film Media Group /Infobase Learning	
ADDRESS			132 W 31st St	
CITY/STATE/ZIP			New York, NY 10001	
PHONE			800-322-8755	
FAX			800-678-3633	
CONTACT			Chris Dedrick	
#	Qty	Description	Unit Price	Extension
1	1	FoD: Business & Economics Collection Period: 12/1/15 - 11/30/16	\$ 1,242.54	\$ 1,242.54
2	1	FoD: Career & Technical Education Collection Period: 12/1/15 - 11/30/16	\$ 1,370.95	\$ 1,370.95
3	1	FoD: Health Collection Period: 12/1/15 - 11/30/16	\$ 2,173.63	\$ 2,173.63
4	1	FoD: Humanities & Social Science Collection Period: 12/1/15 - 11/30/16	\$ 12,413.36	\$ 12,413.36
5	1	FoD: Nursing Collection Period: 12/1/15 - 11/30/16	\$ 2,528.50	\$ 2,528.50
6	1	FoD: Science & Math Collection Period: 12/1/15 - 11/30/16	\$ 1,715.88	\$ 1,715.88
7	1	Issues & Controversies Period: 5/31/16 - 5/30/17	\$ 1,476.42	\$ 1,476.42
8	1	Today's Science Period: 5/31/16 - 5/30/17	\$ 1,476.42	\$ 1,476.42
9	1	World News Digest Period: 5/31/16 - 5/30/17	\$ 2,952.85	\$ 2,952.85
TOTAL AMOUNT			\$	27,350.55

SOUTH TEXAS COLLEGE
22. STUDENT ENROLLMENT MANAGEMENT SYSTEM

NAME			Hobson, Inc.	
ADDRESS			50 E Business Way Ste 300	
CITY/STATE/ZIP			Cincinnati, OH 45241	
PHONE			702-225-7071	
CONTACT			Anthony Morris	
#	Qty	Description	Unit Price	Extension
1	1	Radius Constituent Relationship Management Radius Advanced Connections Bidirectional Annual Subscription - 36 months Radius Advanced Connections: Bidirectional Set Up Fee - 12 months Radius Campus Package - 36 months Radius Implementation - 12 months Pre-Implementation CRM Assessment - 12 months Radius Instant Chat - 36 months	\$ 179,000.00	\$ 179,000.00
2	1	Starfish Early Alert Systems Starfish CONNECT - 36 months Starfish EARLY ALERT - 36 months Starfish Professional Services - 12 months	\$ 167,740.00	\$ 167,740.00
TOTAL AMOUNT			\$	346,740.00

NO BACKUP FOR

23. Call Center (Contract Extension)

**Review and Discussion of Certificate of Achievement for Excellence in
Financial Reporting Issued by Government Finance Officers Association
of the United States and Canada (GFOA) for the College's Comprehensive
Annual Financial Report (CAFR)**

South Texas College was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States of America and Canada (GFOA) for its Fiscal Year 2013-2014 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represents a significant accomplishment by South Texas College.

The CAFR was judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR. The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statements have the information they need to do so themselves. Each CAFR is reviewed using a checklist designed to determine compliance with both generally accepted accounting principles (GAAP) and program policy as established by the GFOA.

A copy of the Certificate of Achievement for Excellence in Financial Reporting follows in the packet for the Committee's information.

This is the twelfth consecutive year the award has been awarded to the College. The Fiscal Year 2014-2015 CAFR will also be submitted to the GFOA to be considered for this Certificate of Achievement.

The annual CAFR prepared by the Business Office is presented to the External Auditors to be audited. The main components of the CAFR are as follows:

- Transmittal letter
- Management's discussion and analysis (MD&A)
- Financial statements
- Notes to the financial statements
- Supplementary information schedules
- Statistical schedules
- Special reports

The Certificate of Achievement for Excellence in Financial Reporting reflects the College's commitment to financial integrity and accountability in all financial reporting.

Sixteen (16) of the fifty (50) Texas community colleges, including South Texas College, received the GFOA award for their FY 2013-2014 CAFR.

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



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

South Texas College

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

August 31, 2014

Executive Director/CEO

Review and Discussion of Functional Categories of Cost

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will review with the Committee the functional categories of cost as identified by the National Association of College and University Business Officers (NACUBO). These functional categories were developed for financial accounting purposes and are used to report expenditures on the Comprehensive Annual Financial Report submitted to the Texas Higher Education Coordinating Board.

The six (6) functional categories in the unrestricted fund are:

- | | |
|---------------------|---------------------------------------|
| 1. Instruction | 4. Student Services |
| 2. Public Service | 5. Institutional Support |
| 3. Academic Support | 6. Operation and Maintenance of Plant |

The definitions of the functional categories per NACUBO are as follows:

1. Instruction -- The instruction category includes expenditures for all activities that are part of an institution's instruction program. Expenditures for credit and non-credit courses; academic, vocational and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions should be included.
2. Public Service -- The public service category includes funds expended for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. These activities include community service programs. Included in this category are conferences and institutes, and similar non-instructional services to particular sectors of the community.
3. Academic Support -- The academic support category includes funds expended to provide support services for the institution's primary missions: instruction, research, and public service. It includes the retention, preservation, and display of educational materials, for example, libraries, museums, and galleries; media such as audio-visual services and technology such as computing support.
4. Student Services -- The student services category includes funds expended for offices of admissions and the registrar and activities with the primary purpose of contributing to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. It includes expenditures for student activities, enrollment management, cultural events, student newspapers, intramural athletics, student organizations, counseling and career guidance (excluding informal academic counseling by the faculty), and student aid administration.
5. Institutional Support -- The institutional support category includes expenditures for central executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, president, planning and

programming, legal services, fiscal operations, investment office, administrative data processing, space management, employee personnel and records, logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution.

6. Operation and Maintenance of Plant -- The operation and maintenance of plant category includes all expenditures of current operating funds for the operation and maintenance of the physical plant. It includes all expenditures for operations established to provide services and maintenance related to grounds and facilities. Also included are utilities, fire protection, property insurance, and similar items. It does not include expenditures made from the institutional plant fund accounts.

The percentage of each functional category of cost to total cost in Fiscal Year 2015 for seven (7) large Texas community colleges are as follows:

Seven Large Texas Community Colleges Percentage of Costs by Functional Category Budgeted Expenditures - Unrestricted Fund – FY 2015							
College	Instruction	Public Service	Academic Support	Student Services	Institutional Support	O&M of Plant	Total
Dallas County Community College District	48.95%	1.49%	6.10%	11.92%	21.01%	10.53%	100.00%
Austin Community College District	46.09%	1.79%	11.53%	11.51%	19.23%	9.85%	100.00%
Collin County Community College District	53.90%	0.12%	8.44%	8.69%	19.95%	8.91%	100.00%
El Paso Community College District	39.57%	2.97%	12.78%	6.91%	29.48%	8.29%	100.00%
Houston Community College District	42.08%	0.57%	9.35%	10.48%	24.34%	13.18%	100.00%
Lone Star College System	38.57%	0.28%	20.09%	15.89%	12.38%	12.79%	100.00%
San Jacinto College District	40.57%	3.08%	9.05%	8.47%	26.23%	12.60%	100.00%
Average	44.25%	1.47%	11.05%	10.55%	21.80%	10.88%	100.00%

The percentage of each functional category of cost to total costs in Fiscal Year 2015 and Fiscal Year 2016 for South Texas College are as follows:

South Texas College Percentage of Costs by Functional Category Budgeted Expenditures - Unrestricted Fund – FY 2015 and FY 2016							
South Texas College	Instruction	Public Service	Academic Support	Student Services	Institutional Support	O&M of Plant	Total
FY 2015	48.94%	0.65%	10.67%	8.71%	19.75%	11.27%	100.00%
FY 2016	50.81%	1.01%	12.40%	8.83%	15.43%	11.52%	100.00%

When compared to the average percentages of the seven (7) large Texas community colleges, South Texas College’s percentages of costs by functional category are higher or lower as follows for Fiscal Year 2015.

South Texas College Compared to Average of Seven Large Texas Community Colleges Percentage of Costs by Functional Category Budgeted Expenditures – Unrestricted Fund – FY 2015						
College	Instruction	Public Service	Academic Support	Student Services	Institutional Support	O&M of Plant
South Texas College	48.94%	0.65%	10.67%	8.71%	19.75%	11.27%
Average	44.25%	1.47%	11.05%	10.55%	21.80%	10.88%
Variance	4.69%	-0.82%	-0.38%	-1.84%	-2.05%	0.39%


A PowerPoint follows in the packet for the Committee’s review and discussion.

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



**SOUTH TEXAS
COLLEGE**

Functional Categories of Costs Unrestricted Fund



Functional Categories of Costs Unrestricted Fund

1. Instruction
2. Public Service
3. Academic Support
4. Student Services
5. Institutional Support
6. Operation and Maintenance of Plant

The Definitions of the Functional Categories of Cost

1. Instruction

- The **Instruction** category includes expenditures for all activities that are part of an institution's instruction program.
 - Expenditures for credit and noncredit courses
 - Academic, Vocational & Instruction, Remedial & Tutorial Instruction
 - Regular, Special, Extension Sessions

2. Public Service

- The **Public Service** category includes funds expended for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution.
- These activities include:
 - Community Service Programs, Conferences & Institutes, Similar Non-Instructional Services to particular sectors of the community

The Definitions of the Functional Categories of Cost

3. Academic Support

- The **Academic Support** category includes funds expended to provide support services for the institution's primary missions:
 - Instruction, Research, Public Service
- Includes the retention, preservation, and display of educational materials, for example:
 - Libraries, Museums, Galleries, Media such as audio-visual services, Technology such as computing support

4. Student Services

- The **Student Services** category includes funds expended for:
 - Offices of Admissions and the Registrar
- Activities with the primary purpose of contribution to students'
 - Emotional & physical well-being, Intellectual, Cultural, Social Development
- Includes expenditures for
 - Student activities, Enrollment Management, Cultural Events, Student Newspaper, Intramural Athletics, Student Organizations Counseling, Career Guidance, Student Aid Administration

The Definitions of the Functional Categories of Cost

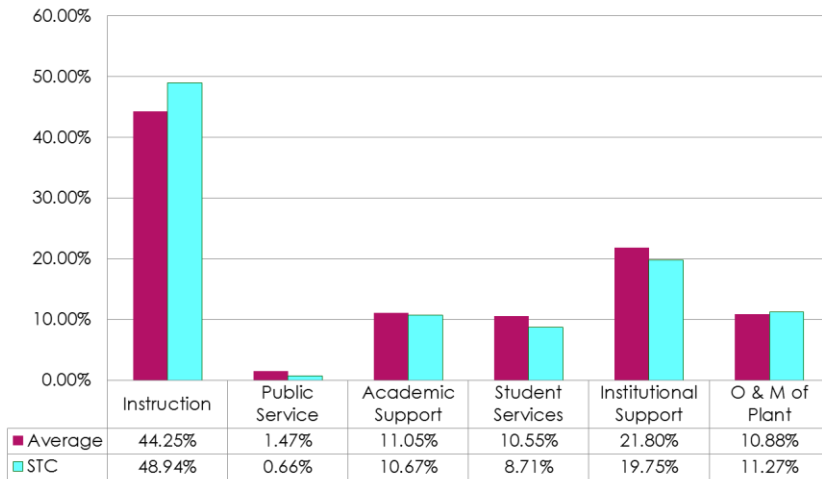
5. Institutional Support

- The **Institutional Support** category includes expenditures for central executive-level activities concerned with management and long-range planning for the entire institution, such as
 - Governing Board, President, Planning & Programming, Legal Services, Fiscal Operations, Investment Office, Administrative Data Processing, Space Management, Employee personnel & records
- Logistical activities that provide
 - Procurement, Storerooms, Safety, Security, Printing, Transportation Services to the Institution

6. Operation & Maintenance of Plant

- The **Operation and Maintenance of Plant** category includes all expenditures of current operating funds for the operation and maintenance of the physical plant.
- Includes all expenditures for operations established to provide service and maintenance related to grounds and facilities. Included are:
 - Fire Protection
 - Property Insurance
 - Similar Items
- Does not include expenditures made from the institutional plant fund accounts

FY 2015 Average Percentage of Cost by Functional Category (Seven Large Texas Community Colleges) with Comparison to South Texas College

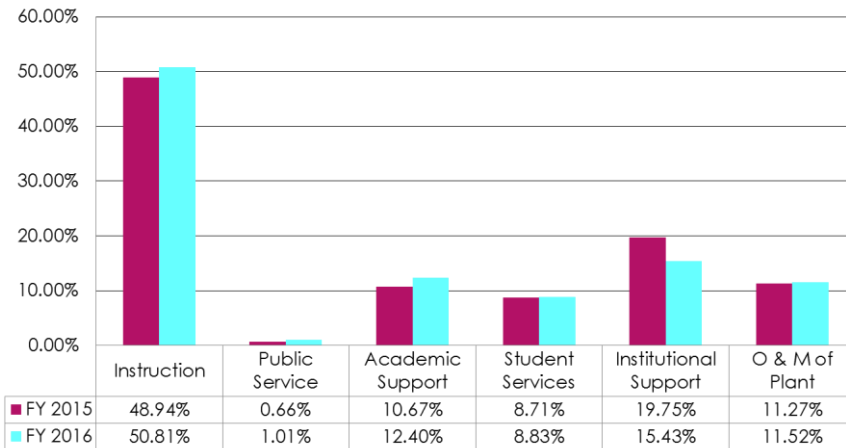


FY 2015 Average Percentage of Cost by Functional Category (Seven Large Texas Community Colleges) with Comparison to South Texas College

Functional Category	*Average Percentage	South Texas College Percentage	Difference Percentage
Instruction	44.25%	48.94%	4.69%
Public Service	1.47%	0.66%	-0.81%
Academic Support	11.05%	10.67%	-0.38%
Student Services	10.55%	8.71%	-1.84%
Institutional Support	21.80%	19.75%	-2.05%
O & M of Plant	10.88%	11.27%	.39%
Total	100.00%	100.00%	0.00%

* Seven Large Texas Community Colleges

South Texas College Percentage of Costs by Functional Category for FY 2015 and FY 2016



South Texas College
Percentage of Costs by Functional Category for
FY 2015 and FY 2016

Functional Category	South Texas College FY 2015 Percentage	South Texas College FY 2016 Percentage	Difference Percentage
Instruction	48.94%	50.81%	1.87%
Public Service	.66%	1.01%	0.35%
Academic Support	10.67%	12.40%	1.73%
Student Services	8.71%	8.83%	.12%
Institutional Support	19.75%	15.43%	-4.32%
O & M of Plant	11.27%	11.52%	.25%
Total	100.00%	100.00%	0.00%

Questions?



Thank you!

**Review and Discussion of Internal Revenue Service Determination
on Limited Tax Refunding Bonds, Series 2007 Examination**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will review with the Committee the Internal Revenue Service (IRS) determination on the Limited Tax Refunding Bonds, Series 2007 examination.

On May 6, 2013, the IRS notified South Texas College of an examination of the Refunding Bonds, Series 2007. The purpose of the examination was to determine compliance with Federal tax requirements.

The College retained expert legal services from Stefano Taverna from McCall, Parkhurst & Horton L.L.P. to assist in responding to the IRS inquiry. In addition, the College provided the IRS various documents requested and related to Refunding Bond, Series 2007 transaction. The information and documents were requested in four different letters, dated January 14, 2014, January 23, 2014, February 20, 2014, and April 17, 2014.

The attorney prepared and submitted to the IRS four (4) responses, which explained the bond transactions and the related practices and federal and state laws.

On August 17, 2015, the IRS notified the College that the audit has been concluded and closed. The IRS made a determination to close the examination with no change to the position that interest received by the beneficial owners of the Bonds is excludable from gross income under section 103 of the Internal Revenue Code.

The letter from the Internal Revenue Service follows in the packet for the Committee's review and discussion.

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



TAX EXEMPT AND
GOVERNMENT ENTITIES
DIVISION

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

South Texas College
Attn: Ms. Shirley A. Reed
3201 West Pecan Blvd.
McAllen, Texas 78501

Taxpayer Identification Number:
74-2683499
Form Number:
8038-G
Person to Contact/ID Number:
Sidney Wong
75-07814
Contact Telephone Number:
(214) 413-5397
Contact Address:
Internal Revenue Service
MC: 4957 DAL
1100 Commerce Street
Dallas, TX 75242
Date: August 17, 2015

RE: Notification of No Change Determination, \$23,589,991 Limited Tax Refunding Bonds,
Series 2007

Dear Ms. Reed:

We have recently completed our examination of the bond issue(s) named above (the "Bonds"). As a result, we have made a determination to close the examination with no change to the position that interest received by the beneficial owners of the Bonds is excludable from gross income under section 103 of the Internal Revenue Code.

Please note, if the need arises to open another examination on the Bonds, any change resulting from the future examination may affect all open years of the beneficial owners of the Bonds.

If you have any questions concerning this matter, please contact the person whose name and phone number are shown above.

Thank you for your cooperation in this matter.

Sincerely,

Allyson D. Belosome
Manager, Field Operations
Tax Exempt Bonds

**Review and Discussion of Internal Revenue Service Form 1098-T and
 1099-MISC Notices and Resolution**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will review with the Committee Notices received from the Internal Revenue Service (IRS) on the determination on waiving the penalty for missing or incorrect taxpayer identification numbers (TIN) for the 2011 and 2012 tax periods.

Purpose – The College received penalty notices from the IRS due to missing or incorrect taxpayer identification numbers on Forms 1098-T, Tuition statement, provided to students and Forms 1099-MISC provided to vendors for calendar years 2011 and 2012. The fees totaled \$112,100.00 for 2011 and \$133,200.00 for 2012. The College promptly completed responses requesting to waive the penalty since the missing TINs are not due to willful neglect and the College makes required efforts to obtain TINs from students and vendors. The IRS issues a penalty of \$100.00 per missing or incorrect form.

The timeframes of the associated correspondence are as follows:

Tax Period 2011	
Date of Notice	Notice
09/03/2013	IRS Proposed Penalty of \$112,100.00 for tax period 2011, which consisted of 1,112 1098-T and 9 1099-MISC Forms.
10/16/2013	South Texas College’s response requesting to waive fee.
11/15/13 – 08/14/14	IRS monthly notices requesting extension to provide response.
09/17/2014	IRS Notice Waiving Penalty of \$112,100.00 for tax period 2011.

Tax Period 2012	
Date of Notice	Notice
09/02/2014	IRS Proposed Penalty of \$133,200.00 for tax period 2012, which consisted of 1,320 1098-T and 12 1099-MISC Forms.
10/13/2014	South Texas College’s response requesting to waive fee.
11/17/14 – 06/30/15	IRS monthly notices requesting extension to provide response.
08/21/2015	IRS Notice Waiving Penalty of \$133,200.00 for tax period 2012.

The College has received a waiver from the IRS of all penalties assessed for both fiscal years, 2011 and 2012.

Background – Form 1099-MISC, Miscellaneous Income, reports the total amount paid to a person or company for certain types of services. The College prepares Form 1099-MISC and issues a copy to the eligible recipient and the IRS, when payments total \$600 or more during any year.

Form 1098-T is used by eligible educational institutions to report information about their students to the IRS as required by the Taxpayer Relief Act of 1997. The Taxpayer Relief Act of 1997 provides educational tax incentives for eligible taxpayers, which allows taxpayers to reduce their federal income tax based on qualified tuition and fees paid, assuming all eligibility requirements are met.

Institutions are required to mail by January 31st Form 1098-T to all students who had qualified tuition and other related educational expenses billed to them during the previous fiscal year. The purpose of Form 1098-T is to alert students that they may be eligible for federal income tax education credits on their Federal Income Tax Return.

The Forms 1098-T require the students' social security numbers, however, the College is not required to obtain social security numbers for admission purposes. The College, therefore, requests social security numbers from students by mailing W-9s forms to each student that did not provide their social security number on Apply Texas, the Texas Common Application. Apply Texas is the centralized mean for students to apply to many, post-secondary institutions in Texas.

The National Association of College and University Business Officers (NACUBO) made numerous attempts to communicate the Colleges' position to the IRS and requested a blanket waiver of penalties. NACUBO claimed that forms are filed long before the proposed fine notices are issued which does not give an opportunity to change reporting for the tax year. In addition, NACUBO also argued that a waiver is allowed if the institution acted in a "responsible manner" on collection of taxpayer identification numbers.

On August 28, 2015, the IRS posted on its website a statement indicating the waiving of penalties assessed against any college, university or other educational institution for Forms 1098-T that were filed with an incorrect or missing taxpayer identification number for tax years 2012, 2013 and 2014. This announcement follows in the packet for the Committee's review and discussion.

The College has received a waiver from the IRS of all penalties assessed for both fiscal years, 2011 and 2012.

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



For Colleges and Universities: IRS Waives Penalties for Missing or Incorrect Taxpayer Identification Numbers

The IRS is waiving penalties assessed against any college, university or other educational institution for Forms 1098-T that were filed with an incorrect or missing taxpayer identification number (TIN). The IRS is granting this relief for tax years 2012, 2013 and 2014.

Relief for these three years is being given in light of recent legislation that provides relief to educational institutions from future penalties for missing or incorrect TINs if the educational institution certifies under penalty of perjury that it has complied with regulations governing solicitation of payee TINs. Although this legislation permits this certification, it does not remove the requirement to properly solicit payee TINs.

For tax year 2012, each educational institution that was previously assessed such penalty will receive a letter from the IRS informing them of the IRS' decision. Affected institutions that do not receive a letter by Oct. 1, 2015, should respond to the IRS using the original penalty assessment notice. The IRS is not assessing penalties for incorrect or missing TINs for tax years 2013 and 2014.

Page Last Reviewed or Updated: 28-Aug-2015

Review and Recommend Action as Necessary on Legal Services

The Board Chair has received correspondence from Legal Counsel. The Chair would like to advise the Finance and Human Resources Committee and has requested this item be placed on the agenda for discussion and action as necessary.

Review and Discussion of Position Vacancy Report for FY 2015-2016

The Staffing Plan Position Vacancy Report for FY 2015-2016 follows in the packet for the Committee's information and review. Information is current as of September 4, 2015.

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

The Position Vacancy Report for FY 2015-2016 is based on the following:

- **Vacant Full Time Regular Positions - New - Board Approved Positions for FY 2015-2016:**
 - ⇒ The staffing plan for FY 2015-2016 began with 72 new Board approved positions. Of these new positions, 20 were partially funded. Approximately 78% or 41 of the 52 available positions are currently advertised or have a requisition in progress.
- **Vacant Full Time Regular Positions – Continuing – CONTINUED from FY 2014-2015:**
 - ⇒ A list of eighty one (81) vacant positions due to employee resignations, terminations, and retirement is included and designated as Continuing. These positions are advertised until filled. Approximately 96% or 78 of these positions are currently advertised or in progress for final approval. Sixteen (16%) or thirteen (13) of the 77 advertised positions have recommendations currently in progress
- **Full Time Regular Positions – Partially Funded in FY 2015-2016:**
 - ⇒ The staffing plan for FY 2015-2016 called for **36** partially funded new and continuing positions. These positions were partially funded (less than 100%) in the FY 2015-2016 staffing plan in order to balance the total projected expenditures and total projected revenues. 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 "Position Freeze Pool" in each account. Approximately 25% or 9 positions are currently advertised or currently in progress for final approval.

The Position Vacancy Report for Fiscal Year 2015-2016 is presented for information and review by the Committee. No action is required from the Committee.

NEW Vacant Full-Time Regular Positions Approved for FY2015-2016

As of September 4, 2015

New

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Academic Advancement							
Curriculum & Student Learning	703335	NEW	Prof/Tech Support Exempt	Curriculum and Scheduling Coordinator	2	Requisition in Progress	11-16-15
HS Programs and Services	720286	NEW	Prof/Tech Support Exempt	Coordinator of Early College High Schools	1	Pending Requisition	11-16-15
Division of Business and Technology							
Division of Business & Technology	707415	NEW	Classified Non-Exempt	Lab Assistant – Mid Valley	1	Pending Requisition	11-16-15
Division of Liberal Arts and Social Sciences							
Kinesiology	701130	NEW	Prof/Tech Support Exempt	Facilities	1	Pending Requisition	11-16-15
Division of Math, Science and Bachelor Programs							
Division of Math, Science & BA Programs	707416	NEW	Prof/Tech Support Exempt	Academic Coach	2	Requisition in Progress	11-16-15
Division of Math, Science & BA Programs	708416	NEW	Prof/Tech Support Exempt	Science Lab Coordinator	1	Pending Requisition	11-16-15
Division of Math, Science & BA Programs	705416	NEW	Prof/Tech Support Exempt	Center Officer	1	Pending Requisition	11-16-15
Finance and Administrative Services							
Business Office	749184	NEW	Prof/Tech Support Non-Exempt	Accountant	2	Requisition in Progress	11-16-15
Business Office	748184	NEW	Prof/Tech Support Non-Exempt	Accounting Specialist	2	Requisition in Progress	11-16-15
Business Office	750184	NEW	Prof/Tech Support Exempt	Financial Analyst	2	Requisition in Progress	11-16-15
Central Receiving	711584	NEW	Classified Non-Exempt	Fixed Asset and Receiving Technician	2	Requisition in Progress	11-16-15
Human Resources	724240	NEW	Prof/Tech Support Non-Exempt	Human Resources Specialist	2	Requisition in Progress	11-16-15
Office of Safety and Security	743514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	744514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	745514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	746514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	747514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	748514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	749514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	750514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	751514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	752514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	753514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	754514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	755514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	756514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15

Legend-Tiered steps in Hiring Process

- 1 - Pending Requisition
- 2 - Requisition in Progress
- 3 - Advertised
- 3a-Re-Advertised
- 4 - Screening in Progress
- 5 - Recommendation in Progress
- x - Other

NEW Vacant Full-Time Regular Positions Approved for FY2015-2016

As of September 4, 2015

New

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Office of Safety and Security	757514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	758514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	759514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	760514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	761514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	11-16-15
Office of Safety and Security	733514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	3	Advertised	11-16-15
Office of Safety and Security	734514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	3	Advertised	11-16-15
Office of Safety and Security	735514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	3	Advertised	11-16-15
Office of Safety and Security	736514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	3	Advertised	11-16-15
Office of Safety and Security	737514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	3	Advertised	11-16-15
Office of Safety and Security	738514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	3	Advertised	11-16-15
Office of Safety and Security	739514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	3	Advertised	11-16-15
Office of Safety and Security	740514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	3	Advertised	11-16-15
Office of Safety and Security	741514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	3	Advertised	11-16-15
Purchasing	727580	NEW	Prof/Tech Support Exempt	Construction Buyer	2	Requisition in Progress	11-16-15
Purchasing	728580	NEW	Prof/Tech Support Exempt	Specifications Writer	2	Requisition in Progress	11-16-15
Information Services, Planning and Strategic Initiatives							
Centers for Learning Excellence	721426	NEW	Prof/Tech Support Non-Exempt	Learning Excellence Specialist	2	Requisition in Progress	11-16-15
Centers for Learning Excellence	722426	NEW	Prof/Tech Support Non-Exempt	Learning Excellence Specialist	2	Requisition in Progress	11-16-15
Infrastructure - Instruction	719393	NEW	Prof/Tech Support Exempt	Database Analyst	1	Pending Requisition	11-16-15
Institutional Effectiveness and Assessment	709171	NEW	Prof/Tech Support Exempt	Institutional Effectiveness Analyst	2	Requisition in Progress	11-16-15
Learning Commons and Open Labs	715397	NEW	Prof/Tech Support Non-Exempt	Lab Supervisor	2	Requisition in Progress	11-16-15
Library Acquisition	746101	NEW	Prof/Tech Support Non-Exempt	Graphics and Multimedia Specialist	1	Pending Requisition	11-16-15
Technology Resources - Instruction	710262	NEW	Classified Non-Exempt	Administrative Assistant	1	Pending Requisition	11-16-15
Office of the President							
Public Relations/Marketing	723462	NEW	Prof/Tech Support Non-Exempt	Copy Writer	1	Pending Requisition	11-16-15
Public Relations/Marketing	722462	NEW	Prof/Tech Support Non-Exempt	Multimedia Designer	1	Pending Requisition	11-16-15
Public Relations/Marketing	721462	NEW	Prof/Tech Support Non-Exempt	Social Media Specialist	1	Pending Requisition	11-16-15

Legend-Tiered steps in Hiring Process

1 - Pending Requisition

2 - Requisition in Progress

3 - Advertised

3a-Re-Advertised

4 - Screening in Progress

5 - Recommendation in Progress

x - Other

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Academic Advancement								
Academic Advancement	700089	CONT	Classified Non-Exempt	Administrative Assistant	08-31-15	2	Requisition in Progress	11-02-15
HS Programs and Services	701286	CONT	Administrative Exempt	Dir of Academics & HS Projects	08-31-15	2	Requisition in Progress	11-02-15
Professional & Organizational Dev	705352	CONT	Prof/Tech Support Exempt	Coord for Professional & Organizational Dev	New for FY15	4	Screening in Progress	11-02-15
Academic Affairs								
Distance Education	701374	CONT	Prof/Tech Support Non-Exempt	Course Development Specialist	06-30-15	4	Screening in Progress	11-02-15
Distance Education	704276	CONT	Prof/Tech Support Exempt	Instructional Designer	06-30-15	5	Recommendation in Progress	09-14-15
Division of Business and Technology								
Business and Technology	701264	CONT	Classified Non-Exempt	Lab Assistant - Fixed Asset	Position Chng for FY16	4	Screening in Progress	11-02-15
Welding	701311	CONT	Classified Non-Exempt	Lab Assistant - Welding	10-03-14	4	Screening in Progress	11-02-15
Division of Liberal Arts and Social Sciences								
Division of Liberal Arts and Social Sciences	702426	CONT	Classified Non-Exempt	Developmental Lab Technician	Funding Encumbered	x	On hold	09-01-16
Division of Math, Science and Bachelor Programs								
Biology	700204	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	07-10-15	4	Screening in Progress	11-02-15
Biology	701204	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	08-21-15	3	Advertised	11-02-15
Division of Math, Science and Bachelor Programs	701298	CONT	Classified Non-Exempt	Administrative Assistant	09-01-13	4	Screening in Progress	11-02-15
Mathematics	702415	CONT	Classified Non-Exempt	Faculty Secretary	08-07-15	1	Pending Requisition	11-02-15
Physics	702202	CONT	Classified Non-Exempt	Faculty Secretary	08-18-15	1	Pending Requisition	11-02-15
Division of Nursing and Allied Health								
Associate Degree Nursing	704557	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	Position Chng for FY16	1	Pending Requisition	11-02-15
Division of Nursing and Allied Health	700557	CONT	Administrative Exempt	Dean for Nursing and Allied Health	08-14-15	3	Advertised	09-01-16
Emergency Medical Technology	700012	CONT	Classified Non-Exempt	Faculty Secretary	08-05-15	2	Requisition in Progress	11-02-15
Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	3a	Re-Advertised	11-02-15
Finance and Administrative Services								
Business Office	736184	CONT	Prof/Tech Support Non-Exempt	Accountant	06-30-14	5	Recommendation in Progress	09-14-15
Business Office	704184	CONT	Classified Non-Exempt	Accounting Assistant	02-18-15	4	Screening in Progress	11-02-15
Business Office	792184	CONT	Classified Non-Exempt	Accounting Assistant	06-22-15	4	Screening in Progress	11-02-15
Business Office	738184	CONT	Classified Non-Exempt	Accounting Assistant	07-05-15	4	Screening in Progress	11-02-15
Business Office	728184	CONT	Prof/Tech Support Non-Exempt	Accounting Group Supervisor	06-30-14	x	Position Chng for FY16	11-02-15
Business Office	702184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	04-30-14	5	Recommendation in Progress	01-11-16
Cashiers Office	739184	CONT	Prof/Tech Support Exempt	Business System Analyst	11-01-13	2	Requisition in Progress	11-02-15
Cashiers Office	700050	CONT	Classified Non-Exempt	Cashier	02-20-15	5	Recommendation in Progress	09-14-15
Cashiers Office	727184	CONT	Classified Non-Exempt	Cashier	04-05-15	4	Screening in Progress	11-02-15
Cashiers Office	712184	CONT	Classified Non-Exempt	Cashier II	09-01-14	4	Screening in Progress	11-02-15
Custodial	721502	CONT	Classified Non-Exempt	Custodian	01-23-15	4	Screening in Progress	11-02-15
Custodial	700502	CONT	Classified Non-Exempt	Custodian	03-06-15	4	Screening in Progress	11-02-15
Custodial	712502	CONT	Classified Non-Exempt	Custodian	08-31-15	1	Pending Requisition	11-02-15
Custodial	753502	CONT	Classified Non-Exempt	Lead Custodian	05-11-15	2	Requisition in Progress	11-02-15
Dir Fac Planning & Construction	701501	CONT	Administrative Exempt	Director of Facilities Planning and Construction	05-31-15	3a	Re-Advertised	11-16-15
Facility Maintenance	702515	CONT	Classified Non-Exempt	Electrician	05-31-15	4	Screening in Progress	11-02-15
Human Resources	717240	CONT	Classified Non-Exempt	Payroll Assistant - Human Resources	06-07-15	5	Recommendation in Progress	09-14-15
Office of Safety and Security	708499	CONT	Classified Non-Exempt	Administrative Assistant	08-21-15	1	Pending Requisition	11-02-15

Legend-Tiered steps in Hiring Process

- 1 - Pending Requisition
- 2 - Requisition in Progress
- 3 - Advertised
- 3a - Re-Advertised
- 4 - Screening in Progress
- 5 - Recommendation in Progress
- x - Other

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
STC Police	703514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	08-31-15	1	Pending Requisition	11-02-15
STC Police	715514	CONT	Prof/Tech Support Non-Exempt	Police Officer	06-21-15	4	Screening in Progress	11-02-15
Information Services, Planning and Strategic Initiatives								
Centers for Learning Excellence	707423	CONT	Classified Non-Exempt	Administrative Assistant	Position Chng for FY16	2	Requisition in Progress	11-02-15
Centers for Learning Excellence	721423	CONT	Prof/Tech Support Non-Exempt	CLE Manager	07-31-15	4	Screening in Progress	11-02-15
Centers for Learning Excellence	720423	CONT	Prof/Tech Support Non-Exempt	CLE Manager	05-08-15	4	Screening in Progress	11-02-15
Centers for Learning Excellence	703591	CONT	Administrative Exempt	Director of Ctrs for Lrng Excellence	09-01-05	5	Recommendation in Progress	09-14-15
Centers for Learning Excellence	705423	CONT	Classified Non-Exempt	Secretary	08-01-15	5	Recommendation in Progress	09-14-15
Client Services	704392	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	07-31-14	5	Recommendation in Progress	09-14-15
Infrastructure	712393	CONT	Prof/Tech Support Non-Exempt	Applications Analyst I	01-05-15	1	Pending Requisition	11-02-15
Infrastructure	711393	CONT	Prof/Tech Support Exempt	Applications Analyst III	09-30-14	4	Screening in Progress	11-02-15
Infrastructure	716393	CONT	Prof/Tech Support Exempt	Applications Analyst III	New for FY15	4	Screening in Progress	11-02-15
Infrastructure	717393	CONT	Prof/Tech Support Exempt	Applications Analyst III	New for FY15	4	Screening in Progress	11-02-15
Infrastructure	710395	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	08-31-13	4	Screening in Progress	11-02-15
Infrastructure	715393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	10-31-13	4	Screening in Progress	11-02-15
Learning Commons and Open Labs	715102	CONT	Classified Non-Exempt	Open Lab Technician	05-20-15	5	Recommendation in Progress	09-14-15
Learning Commons and Open Labs	702423	CONT	Classified Non-Exempt	Open Lab Technician	Position Chng for FY16	2	Requisition in Progress	11-02-15
Learning Commons and Open Labs	701397	CONT	Classified Non-Exempt	Open Lab Technician	08-20-15	3	Advertised	11-02-15
Library Public Services	731101	CONT	Prof/Tech Support Exempt	Librarian III	07-31-14	5	Recommendation in Progress	09-14-15
Library Public Services	739101	CONT	Prof/Tech Support Non-Exempt	Library Specialist	05-31-15	5	Recommendation in Progress	09-14-15
Library Public Services	732101	CONT	Prof/Tech Support Non-Exempt	Library Specialist	04-19-15	5	Recommendation in Progress	09-14-15
Research and Analytical Services	702170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	07-13-15	4	Screening in Progress	11-02-15
Telecom	702392	CONT	Prof/Tech Support Non-Exempt	Network Services Specialist	06-01-14	4	Screening in Progress	11-02-15
TR PM Risk and Security - Instr	709391	CONT	Prof/Tech Support Exempt	Information Security Analyst	07-13-15	2	Requisition in Progress	11-02-15
TR PM Risk and Security - Instr	701171	CONT	Prof/Tech Support Exempt	Project Manager - Technology Resources	Position Chng for FY16	4	Screening in Progress	11-02-15
Office of the President								
Alternative Teacher Certification	701873	CONT	Classified Non-Exempt	Customer Service Technician	09-01-09	1	Pending Requisition	11-02-15
CPWE - State	705587	CONT	Classified Non-Exempt	Compliance Assistant	09-01-09	1	Pending Requisition	01-11-16
CPWE - State	716590	CONT	Prof/Tech Support Exempt	Continuing Education Coord	11-30-10	1	Pending Requisition	02-02-16
CPWE - State	704587	CONT	Classified Non-Exempt	Customer Service Technician	07-31-15	4	Screening in Progress	11-02-15
CPWE - State	706587	CONT	Classified Non-Exempt	Customer Service Technician	07-20-15	4	Screening in Progress	11-02-15
CPWE - State	708587	CONT	Classified Non-Exempt	Customer Service Technician	11-09-12	1	Pending Requisition	12-07-15
CPWE - State	707587	CONT	Classified Non-Exempt	Customer Service Technician	09-01-09	1	Pending Requisition	01-11-16
CPWE - State	714590	CONT	Classified Non-Exempt	Customer Service Technician	06-30-12	4	Screening in Progress	11-02-15
CPWE - State	701880	CONT	Administrative Exempt	Director of College and Career Preparation	Position Chng for FY16	1	Pending Requisition	12-07-15
CPWE - State	720565	CONT	Administrative Exempt	Director of Professional and Workforce Education	Position Chng for FY16	1	Pending Requisition	03-07-16
CPWE - State	718590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	09-01-00	1	Pending Requisition	11-02-15
Grant Development and Compliance	701321	CONT	Administrative Exempt	Director of Grant Dev, Mgmt & Compl	08-31-14	4	Screening in Progress	11-02-15
Office of President	704362	CONT	Classified Non-Exempt	Administrative Assistant	09-01-05	1	Pending Requisition	11-02-15
Office of President	701340	CONT	Executive Exempt	Executive Vice President for Student Success	New for FY15	1	Pending Requisition	01-01-16
Public Relations/Marketing	711462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Events	06-21-15	x	Position Chng for FY16	01-11-16

Legend-Tiered steps in Hiring Process

- 1 - Pending Requisition
- 2 - Requisition in Progress
- 3 - Advertised
- 3a- Re-Advertised
- 4 - Screening in Progress
- 5 - Recommendation in Progress
- x - Other

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Student Affairs and Enrollment Management								
Admissions & Records	713612	CONT	Classified Non-Exempt	Records Technician	03-31-15	5	Recommendation in Progress	09-14-15
Advising	732332	CONT	Prof/Tech Support Non-Exempt	Advisor	09-01-14	5	Recommendation in Progress	09-14-15
Career & Employer Services	701275	CONT	Prof/Tech Support Exempt	Coord of Career Services	08-13-15	1	Pending Requisition	11-02-15
Dual2Degree	722610	CONT	Prof/Tech Support Non-Exempt	Coordinator of Dual Enrollment	06-30-15	4	Screening in Progress	11-02-15
Dual2Degree	704610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	07-31-15	4	Screening in Progress	11-02-15
Student Affairs & Enrollment Management	700190	CONT	Executive Exempt	VP Student Affairs & Enrollment Management	08-31-13	4	Screening in Progress	11-02-15
Student Assessment Center	705331	CONT	Classified Non-Exempt	Staff Secretary	07-05-15	3	Advertised	11-02-15

Budget Unavailable = Budget is allocated and being used for another position, such as a temporary position or direct wage employee

<p>Legend-Tiered steps in Hiring Process</p> <p>1 - Pending Requisition</p> <p>2 - Requisition in Progress</p> <p>3 - Advertised</p> <p>3a- Re-Advertised</p> <p>4 - Screening in Progress</p> <p>5 - Recommendation in Progress</p> <p>x - Other</p>

Full Time Regular Vacant Positions - Partial-Funded Percentage in Salary Pool (Not at 100%)

As of September 4, 2015

Partially Funded

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date	
Finance and Administrative Services	705160	FUND%-CONT	Classified Non-Exempt	Accountability Assistant	09-13-09	4	Screening in Progress	11-02-15	
	700004	FUND%-CONT	Prof/Tech Support Exempt	Maintenance Manager	08-21-13	x	Budget Unavailable	01-11-16	
	710584	FUND%-NEW	Classified Non-Exempt	Fixed Asset and Receiving Technician	New for FY16	x	Budget Unavailable	03-07-16	
	719501	FUND%-NEW	Classified Non-Exempt	Space Management Technician	New for FY16	x	Budget Unavailable	11-16-15	
	722240	FUND%-NEW	Administrative Exempt	Employee Relations Officer	New for FY16	3	Advertised	11-16-15	
	723240	FUND%-NEW	Prof/Tech Support Non-Exempt	Human Resources Specialist	New for FY16	x	Budget Unavailable	11-16-15	
	704240	FUND%-CONT	Administrative Exempt	Resources	09-01-14	x	Budget Unavailable	03-01-16	
	702241	FUND%-CONT	Prof/Tech Support Non-Exempt	Benefits Specialist	09-01-14	x	Budget Unavailable	09-01-17	
	703241	FUND%-NEW	Prof/Tech Support Exempt	Staffing and Compensation Manager	New for FY16	x	Budget Unavailable	12-01-15	
	732514	FUND%-NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	New for FY16	2	Requisition in Progress	11-16-15	
	742514	FUND%-NEW	Classified Non-Exempt	Security Guard	New for FY16	2	Requisition in Progress	11-16-15	
	725580	FUND%-NEW	Prof/Tech Support Exempt	Contracts Manager	New for FY16	x	Budget Unavailable	03-07-16	
	726580	FUND%-NEW	Prof/Tech Support Non-Exempt	Purchasing Specialist	New for FY16	x	Budget Unavailable	07-05-16	
	Information Services, Planning and Strategic Initiatives								
	Centers for Learning Excellence	720426	FUND%-NEW	Classified Non-Exempt	Student Learning Assistant	New for FY16	x	Budget Unavailable	11-16-15
	Infrastructure	703395	FUND%-CONT	Prof/Tech Support Non-Exempt	Applications Analyst I	06-07-15	2	Requisition in Progress	11-02-15
	Infrastructure	700194	FUND%-CONT	Prof/Tech Support Non-Exempt	Reporting Analyst I	05-31-15	2	Requisition in Progress	11-02-15
	Information Services and Planning	729101	FUND%-CONT	Prof/Tech Support Exempt	Project Manager - IS&P	08-06-14	x	Budget Unavailable	09-01-17
	Library Public Services	738101	FUND%-CONT	Prof/Tech Support Non-Exempt	Library Specialist	08-11-15	x	Budget Unavailable	01-11-16
	Research and Analytical Services	715170	FUND%-NEW	Prof/Tech Support Exempt	Institutional Research Analyst	New for FY16	x	Budget Unavailable	11-16-15
TR PM Risk and Security	719395	FUND%-NEW	Prof/Tech Support Exempt	Information Security Analyst	New for FY16	x	Budget Unavailable	11-16-15	
Office of the President									
Office of President	701369	FUND%-CONT	Administrative Exempt	Director of Fundraising	09-01-05	x	Budget Unavailable	09-01-17	
Office of President	700202	FUND%-CONT	Classified Non-Exempt	Administrative Assistant	09-09-08	x	Budget Unavailable	01-11-15	
Student Affairs and Enrollment Management									
Admissions and Records	715612	FUND%-NEW	Prof/Tech Support Non-Exempt	Transcript/Graduation Analyst	New for FY16	x	Budget Unavailable	11-16-15	
Advising	733332	FUND%-NEW	Prof/Tech Support Non-Exempt	Advisor	New for FY16	x	Budget Unavailable	11-16-15	
Advising	734332	FUND%-NEW	Prof/Tech Support Non-Exempt	Advisor	New for FY16	x	Budget Unavailable	11-16-15	
Advising	735332	FUND%-NEW	Prof/Tech Support Non-Exempt	Advisor	New for FY16	x	Budget Unavailable	11-16-15	
Advising	730332	FUND%-CONT	Prof/Tech Support Non-Exempt	Special Programs Spec	01-01-11	x	Budget Unavailable	09-01-17	
Counseling & Disability Services	709336	FUND%-NEW	Classified Non-Exempt	Secretary	New for FY16	x	Budget Unavailable	11-16-15	

Legend-Tiered steps in Hiring Process

- 1 - Pending Requisition
- 2 - Requisition in Progress
- 3 - Advertised
- 3a - Re-Advertised
- 4 - Screening in Progress
- 5 - Recommendation in Progress
- x - Other

Full Time Regular Vacant Positions - Partial-Funded Percentage in Salary Pool (Not at 100%)

As of September 4, 2015

Partially Funded

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Dual2Degree	711610	FUND%-CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	07-02-15	4	Screening in Progress	11-02-15
Judicial Affairs	707191	FUND%-NEW	Classified Non-Exempt	Secretary	New for FY16	2	Requisition in Progress	11-16-15
Student Activities and Wellness	700080	FUND%-CONT	Prof/Tech Support Non-Exempt	Student Activities Specialist	06-05-15	4	Screening in Progress	11-02-15
Student Assessment Center	716331	FUND%-NEW	Prof/Tech Support Non-Exempt	Testing Specialist	New for FY16	x	Budget Unavailable	11-16-15
Student Financial Services	725440	FUND%-NEW	Prof/Tech Support Exempt	Coordinator of Scholarships	New for FY16	x	Budget Unavailable	11-16-15
Student Financial Services	700068	FUND%-CONT	Classified Non-Exempt	Financial Aid Technician	08-03-15	x	Budget Unavailable	01-11-16
Student Financial Services	722440	FUND%-CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	09-01-14	x	Budget Unavailable	01-11-16
Student Financial Services	726440	FUND%-NEW	Prof/Tech Support Non-Exempt	Financial Aid Specialist	New for FY16	x	Budget Unavailable	11-16-15

Budget Unavailable = Budget is allocated and being used for another position, such as a temporary position or direct wage employee

<p>Legend-Tiered steps in Hiring Process</p> <p>1 - Pending Requisition</p> <p>2 - Requisition in Progress</p> <p>3 - Advertised</p> <p>3a - Re-Advertised</p> <p>4 - Screening in Progress</p> <p>5 - Recommendation in Progress</p> <p>x - Other</p>
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