Board of Trustees

Finance and Human Resources Committee Meeting

October 6, 2015
5:30 p.m.

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

SOUTH TEXAS COLLEGE

South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, October 6, 2015
@ 5:30 p.m.
McAllen, Texas

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

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   a. Revise Policy #4317: Military Leave
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   c. Adopt New Policy #4322: Donation of Sick Leave

Approval of September 10, 2015 Finance and Human Resources Committee Minutes

The Minutes for the Finance and Human Resources Committee Meeting of September 10, 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
Thursday, September 10, 2015
@ 6:30 p.m.
McAllen, Texas

Minutes

The Finance and Human Resources Committee Meeting was held on Thursday, September 10, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:33 p.m. with Dr. Alejo Salinas, Jr. presiding.

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

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

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Mrs. Becky Cavazos, Mr. George McCaleb, Mr. Ricardo De La Garza, Mr. Paul Varville, Mr. Daniel Ramirez, Mr. Matthew Hebbard, Mrs. Brenda Balderaz, Mr. Mario Reyna, Ms. Alicia Gomez, Mr. Ali Kolahdouz, Mr. Cody Gregg, Mrs. Kristina Wilson, and Mr. Andrew Fish

Approval of August 11, 2015 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meeting of August 11, 2015 were approved as written. The motion carried.

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

The Finance and Human Resources Committee was asked to recommend Board approval of 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
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

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

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

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

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, renewals, and contract extension is $2,071,162.48

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommend Board of the proposal awards, purchases, renewals, and contract extension as presented. The motion carried.

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 was provided in the packet for the Committee's information.

This was 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 was 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 reflected 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 was required from the Committee. This item was presented for information and feedback to staff.

Review and Discussion of Functional Categories of Cost

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed 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 were 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
2. Public Service
3. Academic Support
4. Student Services
5. Institutional 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 were 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 were 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 were 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 was included in the packet for the Committee's review and discussion.

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

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, reviewed 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 was included in the packet for the Committee's review and discussion.

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

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, reviewed the 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 were 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 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 was provided in the packet for the Committee's review and discussion.

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

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

Review and Recommend Action as Necessary on Legal Services

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

The Committee Chair asked staff to provide the following documentation, which was distributed at the meeting:

- History of Legal Services and supporting documentation.
- Summary of Compensation for Legal Services for FY 2013, 2014, and 2015
- Administrative Recommendation
- Proposed Legal Services Agreements
- Board Policy

The Committee Chair asked staff to place this item on the agenda again at the October 2015 Finance and Human Resources Committee meeting to allow the Committee members sufficient time to review the supporting documentation.

No action was taken.

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

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

Dr. Shirley A. Reed and Mrs. Mary Elizondo were available to discuss the report with the Committee.

The Position Vacancy Report for FY 2015-2016 was 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 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 7:07 p.m.

I certify that the foregoing are the true and correct Minutes of the September 10, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

_____
Dr. Alejo Salinas, Jr.
Presiding

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

Approval of the Hidalgo County Tax Resale Properties and the Resolution Authorizing the Tax Resale will be requested at the October 27, 2015, Board meeting.

Purpose – The law office of Linebarger Goggan Blair & Sampson, LLP is requesting consideration and possible action on the tax resale of nine (9) properties.

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

Background - On June 2, 2015 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

No bids were received at time of auction on any of these properties; however on June 22, 2015 private written bids were received.

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration the analysis of the bids received. The total amount the College will receive is $12.16.

Enclosed Documents - The Resolution Authorizing the Tax Resale follows in the packet for the Committee's review. Also included is a listing of the bids, the legal description for each property, as well as the amount of the bid, the South Texas College amount, and the Analysis of Bids Received for your information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP will be present at the meeting to address any questions by the committee.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the October 27, 2015 Board meeting, the Hidalgo County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

SOUTH TEXAS COLLEGE

RESOLUTION NO. _____

On the 27th day of October 2015, at the regularly scheduled meeting of the South Texas College Board of Trustees, a motion was duly made and seconded to resell the properties described on the attached list, which were acquired by the District through previous tax foreclosure proceedings. The properties were sold in accordance with Texas Tax Code Ann. §34.05.

Discussion was then conducted, and upon completion of the same the Board Chair for South Texas College called for a vote on the motion, and the same was passed by majority. Now therefore:

BE IT RESOLVED that the Board of Trustees of South Texas College approved the bids received on the properties described on the attached list and authorizes the Board Chair for South Texas College to execute the tax resale deeds conveying the approved properties.

SIGNED on this 27th day of October, 2015.

_____
Roy de León
Board Chair

ATTEST:

_____
Paul R. Rodriguez
Secretary

LAW OFFICES
OF
LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
ATTORNEYS AT LAW
205 SOUTH PIN OAK AVE.
EDINBURG, TEXAS 78539

Telephone: (956) 383-4500
Facsimile: (956) 383-7820

September 18, 2015

Dr. Shirley A. Reed, President
South Texas College
3201 W. Pecan Blvd.
McAllen, Texas 78501

RE: PRIVATE BID PROPERTIES

Dear Dr. Reed:

On June 22, 2015, our firm received 9 private bids on previously struck-off properties in Hidalgo County. The properties had been previously posted for sale and no bids were received. The sale of these properties was published in several newspapers throughout Hidalgo County.

Enclosed for the consideration of the Board of Trustees is an analysis of each bid received, which indicates the amount to be prorated amongst your district and all other taxing jurisdictions. We are also in the process of submitting the bids to South Texas Independent School District for their consideration.

If you have any questions or require further information, please do not hesitate to call me.

Very truly yours,

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

Michael Cano
Attorney for the Firm

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
SOUTH TEXAS COLLEGE

SUIT NO.	LEGAL DESCRIPTION	ACCOUNT NUMBER	AMOUNT OF BID	AMOUNT FOR DISTRICT
T-577-03-A 1	Lot 5, Valle De Palmas Subdivision, Unit No. 1, According to the Map or Plat Thereof, Recorded in Volume 24, page 47A, Map Records of Hidalgo County, Texas.	V0575-01-000-0005-00	$1,000.00	$6.08
T-577-03-A 2	Lot 6, Valle De Palmas Subdivision, Unit No. 1, According to the Map or Plat Thereof, Recorded in Volume 24, page 47A, Map Records of Hidalgo County, Texas.	V0575-01-000-0006-00	$1,000.00	$6.08
T-818-10-F 3	Lot 6, Block 119, Original Townsite, City of Mercedes, Hidalgo County, Texas, as Described in Clerk's File #2007-1736143, Official Records of Hidalgo County, Texas.	M3550-00-119-0006-00	$1,000.00	$0.00
T-1081-10-G 4	Lot 25, Block 168, J. F. Moore Addition, an Addition to the City of Mercedes, According to the Map or Plat Thereof, Recorded in Volume 12, Page 5, Map Records of Hidalgo County, Texas.	M3550-00-168-0025-00	$1,000.00	$0.00
T-1607-11-G 5	Lots 3, 4 and 5, Block 1, La Gloria Heights Subdivision to the City of Mercedes, According to the Map or Plat Thereof Recorded in Volume 8, Page 10, Plat Records of Hidalgo County, Texas.	L1000-00-001-0003-00	$1,000.00	$0.00
T-1406-11-H 6	Lot 6 of the D. Maklary Subdivision of Block 158, Original Townsite Addition, an Addition to the City of Mercedes, According to the Map or Plat Thereof, Recorded in Volume 11, Page 34, Map Records of Hidalgo County, Texas.	M3550-00-158-0006-00	$1,000.00	$0.00
T-2093-11-C 7	Lot 21, Cynthia Resubdivision, an Addition to the City of Mercedes, According to the Map or Plat Thereof, Recorded in Volume 17, Page 8, Map Records of Hidalgo County, Texas.	C9850-00-000-0021-00	$1,000.00	$0.00
T-2137-11-G 8	Lot 4, McNeil Subdivision of the South 1/2, Block 148, City of Mercedes, as Described in Volume 1501, Page 1, Deed Records of Hidalgo County, Texas.	M3550-00-148-2004-01	$1,000.00	$0.00
T-0347-12-C 9	Lot 12, Block 1, Rodel Addition, an Addition to the City of Mercedes, According to the Map or Plat Thereof, Recorded in Volume 10, Page 50, Map Records of Hidalgo County, Texas.	R3550-00-001-0012-00	$1,000.00	$0.00

Total $12.16

ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

STYLE OF CASE: T-577-03-A; MERCEDES I.S.D., CITY OF MERCEDES, EDCOUCH-ELSA I.S.D. AND SOUTH TEXAS COLLEGE VS GILBERT LOZANO

LEGAL DESCRIPTION: LOT 5, VALLE DE PALMAS SUBDIVISION, UNIT NO. 1, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 24, PAGE 47A, MAP RECORDS OF HIDALGO COUNTY, TEXAS.
V0575-01-000-0005-00

PROPERTY LOCATION: 10018 ANGUS ST

JUDGMENT DATE: December 14, 2010

DATE OF TAX SALE: April 5, 2011

YEARS IN JUDGMENT: 1991-2009

SHERIFF'S DEED RECORDED: June 2, 2011

AMOUNT OF JUDGMENT: $9,184.97

DATE OF TAX RESALE: N/A

COSTS OF SALE: $848.00

AMOUNT OF BID: $1,000.00

CURRENT APPRAISED VALUE: $42,507.00

VALUE AT JUDGMENT: $50,494.00

Entity Name	Judgment Amount Due Each Entity	Percentage To Be Received	Amount You Will Receive
Mercedes I.S.D.	$4,591.58	50%	$76.00
City of Mercedes	$2,678.36	29%	$44.08
South Texas I.S.D.	$101.81	1%	$1.52
South Texas College	$336.98	4%	$6.08
Hidalgo County	$1,358.41	15%	$22.80
Hidalgo Co. Drain. Dist. No. 1	$117.97	1%	$1.52

COMMENTS: PLEASE APPLY PROCEEDS PURSUANT TO TEXAS PROPERTY TAX CODE SECTION 34.06 (B) - (E). JUDGMENT YEARS ARE TO BE PAID BEFORE POST JUDGMENT YEARS. ANY REMAINING BALANCE SHOULD BE REMOVED.

BIDDER: The City of Mercedes, 400 South Ohio, Mercedes, Texas, 78570

ATTENTION

T-57703-A, Lot 5

Hidalgo CAD - Map of Property ID 312138 for Year 2015

Property Details

Account

Property ID: 312138
Geo ID: V0575-01-000-0005-00
Type: Real
Legal Description: VALLE DE PALMAS #1 LOT 5

Location

Situs Address: 10018 ANGUS ST
Neighborhood: VALLE DE PALMAS #1
Mapsco:
Jurisdictions: CMC, GHD, CAD, R11, DR1, JCC, SST, SMC

Owner

Owner Name: MERCEDES INDEPENDENT SCHOOL DIST. TR
Mailing Address: , PO BOX 178, , EDINBURG, TX 78540-0178

Property

Appraised Value: $8463

http://propaccess.hidalgoad.org/Map/View/Map/1/312138/2015

powered by: PropertyACCESS (LPS)

Map Disclaimer: This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Hidalgo County Appraisal District expressly disclaims any and all liability in connection herewith.

ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

STYLE OF CASE: T-577-03-A; MERCEDES I.S.D., CITY OF MERCEDES, EDCOUCH-ELSA I.S.D. AND SOUTH TEXAS COLLEGE VS GILBERT LOZANO

LEGAL DESCRIPTION: LOT 6, VALLE DE PALMAS SUBDIVISION, UNIT NO. 1, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 24, PAGE 47A, MAP RECORDS OF HIDALGO COUNTY, TEXAS.
V0575-01-000-0006-00

PROPERTY LOCATION: 10022 ANGUS ST

JUDGMENT DATE: December 14, 2010

DATE OF TAX SALE: April 5, 2011

YEARS IN JUDGMENT: 1991-2009

SHERIFF'S DEED RECORDED: June 2, 2011

AMOUNT OF JUDGMENT: $16,785.61

DATE OF TAX RESALE: N/A

COSTS OF SALE: $848.00

AMOUNT OF BID: $1,000.00

CURRENT APPRAISED VALUE: $20,366.00

VALUE AT JUDGMENT: $23,931.00

Entity Name	Judgment Amount Due Each Entity	Percentage To Be Received	Amount You Will Receive
Mercedes I.S.D.	$8,446.96	50%	$76.00
City of Mercedes	$4,926.79	29%	$44.08
South Texas I.S.D.	$181.81	1%	$1.52
South Texas College	$594.88	4%	$6.08
Hidalgo County	$2,426.25	15%	$22.80
Hidalgo Co. Drain. Dist. No. 1	$208.92	1%	$1.52

COMMENTS: PLEASE APPLY PROCEEDS PURSUANT TO TEXAS PROPERTY TAX CODE SECTION 34.06 (B) - (E). JUDGMENT YEARS ARE TO BE PAID BEFORE POST JUDGMENT YEARS. ANY REMAINING BALANCE SHOULD BE REMOVED.

BIDDER: The City of Mercedes, 400 South Ohio, Mercedes, Texas, 78570

T-572-03-A, Lot 6

Hidalgo CAD - Map of Property ID 312139 for Year 2015

Property Details

Account

Property ID: 312139
Geo ID: V0575-01-000-0006-00
Type: Real
Legal Description: VALLE DE PALMAS #1 LOT 6

Location

Situs Address: 10022 ANGUS ST
Neighborhood: VALLE DE PALMAS #1
Mapsco:
Jurisdictions: SMC, DR1, JCC, CAD, SST, R11, CMC, GHD

Owner

Owner Name: MERCEDES INDEPENDENT SCHOOL DISTRICT TRUSTEE
Mailing Address: , PO BOX 178, , EDINBURG, TX 78540-0178

Property

Appraised Value: $20366

http://propaccess.hidalgoad.org/Map/View/Map/1/312139/2015

powered by: PropertyACCESS LPS

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ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

STYLE OF CASE: T-818-10-F; MERCEDES I.S.D., CITY OF MERCEDES AND SOUTH TEXAS COLLEGE VS RICARDO GARCIA

LEGAL DESCRIPTION: LOT 6, BLOCK 119, ORIGINAL TOWNSITE, CITY OF MERCEDES, HIDALGO COUNTY, TEXAS, AS DESCRIBED IN CLERK'S FILE #2007-1736143, OFFICIAL RECORDS OF HIDALGO COUNTY, TEXAS.

M3550-00-119-0006-00

PROPERTY LOCATION: 701 S GEORGIA AVE

JUDGMENT DATE: FEB. 9, 2012

DATE OF TAX SALE: SEPT. 2, 2014

YEARS IN JUDGMENT: 1999-2011

SHERIFF'S DEED RECORDED: NOV. 12, 2014

AMOUNT OF JUDGMENT: $17,040.46

DATE OF TAX RESALE: N/A

COSTS OF SALE: $1,238.00

AMOUNT OF BID: $1,000.00

CURRENT APPRAISED VALUE: $22,148.00

VALUE AT JUDGMENT: $24,373.00

Entity Name	Judgment Amount Due Each Entity	Percentage To Be Received	Amount You Will Receive
Mercedes I.S.D.	$7,967.54	47%	$0.00
City of Mercedes	$4,484.80	26%	$0.00
South Texas I.S.D.	$227.85	1%	$0.00
South Texas College	$779.88	5%	$0.00
Hidalgo County	$3,285.57	19%	$0.00
Hidalgo Co. Drain. Dist. No. 1	$294.82	2%	$0.00

COMMENTS: PLEASE APPLY PROCEEDS PURSUANT TO TEXAS PROPERTY TAX CODE SECTION 34.06 (B) - (E). JUDGMENT YEARS ARE TO BE PAID BEFORE POST JUDGMENT YEARS. ANY REMAINING BALANCE SHOULD BE REMOVED.

BIDDER: The City of Mercedes, 400 South Ohio, Mercedes, Texas, 78570

ATTENTION
TAX RESALE FORECLOSURE
THIS PROPERTY WAS SEIZED
FOR DELINQUENT TAXES AND WILL BE
SOLD AT PUBLIC AUCTION
ON 6-2-15
FOR MORE INFORMATION PLEASE CALL 956 289-7909
OR VISIT OUR WEBSITE WWW.LGBS.COM
TAX RESALE NO. 37

T-818-10-F

Hidalgo CAD - Map of Property ID 234728 for Year 2015

Property Details

Account

Property ID: 234728
Geo ID: M3550-00-119-0006-00
Type: Real
Legal Description: MERCEDES ORIGINAL TOWNSITE LOT 6 BLK 119

Location

Situs Address: 701 S GEORGIA AVE MERCEDES, TX
Neighborhood:
Mapsco:
Jurisdictions: CAD, R11, SST, CMC, GHD, DR1, JCC, SMC

Owner

Owner Name: MERCEDES ISD TRUSTEE
Mailing Address: , PO BOX 178, , EDINBURG, TX 78540-0178

Property

Appraised Value: $22148

http://propaccess.hidalgoad.org/Map/View/Map/1/234728/2015

powered by PropertyACCESS LPS

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ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

STYLE OF CASE: T-1081-10-G; MERCEDES I.S.D., CITY OF MERCEDES AND SOUTH TEXAS COLLEGE VS MANUELA ESCALON

LEGAL DESCRIPTION: LOT 25, BLOCK 168, J. F. MOORE ADDITION, AN ADDITION TO THE CITY OF MERCEDES, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 12, PAGE 5, MAP RECORDS OF HIDALGO COUNTY, TEXAS.
M3550-00-168-0025-00

PROPERTY LOCATION: COLORADO AVE

JUDGMENT DATE: SEPT.26, 2013

DATE OF TAX SALE: MAY 6, 2014

YEARS IN JUDGMENT: 1993-2012

SHERIFF'S DEED RECORDED: JULY 28, 2014

AMOUNT OF JUDGMENT: $17,556.26

DATE OF TAX RESALE: N/A

COSTS OF SALE: $2,252.00

AMOUNT OF BID: $1,000.00

CURRENT APPRAISED VALUE: $13,125.00

VALUE AT JUDGMENT: $12,000.00

Entity Name	Judgment Amount Due Each Entity	Percentage To Be Received	Amount You Will Receive
Mercedes I.S.D.	$8,868.09	51%	$0.00
City of Mercedes	$4,517.34	26%	$0.00
South Texas I.S.D.	$222.74	1%	$0.00
South Texas College	$728.67	4%	$0.00
Hidalgo County	$2,956.40	17%	$0.00
Hidalgo Co. Drain. Dist. No. 1	$263.02	1%	$0.00

COMMENTS: PLEASE APPLY PROCEEDS PURSUANT TO TEXAS PROPERTY TAX CODE SECTION 34.06 (B) - (E). JUDGMENT YEARS ARE TO BE PAID BEFORE POST JUDGMENT YEARS. ANY REMAINING BALANCE SHOULD BE REMOVED.

BIDDER: The City of Mercedes, 400 South Ohio, Mercedes, Texas, 78570

T-1081-10-6

Hidalgo CAD - Map of Property ID 235419 for Year 2015

Property Details

Account

Property ID: 235419
Geo ID: M3550-00-168-0025-00
Type: Real
Legal Description: MERCEDES ORIGINAL TOWNSITE LOT 25 BLK 168

Location

Situs Address: COLORADO AVE TX
Neighborhood:
Mapsco:
Jurisdictions: CMC, GHD, CAD, SST, DR1, JCC, R11, SMC

Owner

Owner Name: MERCEDES ISD TRUSTEE
Mailing Address: , PO BOX 178, , EDINBURG, TX 78540-0178

Property

Appraised Value: $13125

http://propaccess.hidalgoad.org/Map/View/Map/1/235419/2015

powered by: PropertyACCESS LPS

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ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

STYLE OF CASE: T-1607-11-G; MERCEDES I.S.D., CITY OF MERCEDES AND SOUTH TEXAS COLLEGE VS POOL LA GLORIA

LEGAL DESCRIPTION: LOTS 3, 4 AND 5, BLOCK 1, LA GLORIA HEIGHTS SUBDIVISION TO THE CITY OF MERCEDES, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 8, PAGE 10, PLAT RECORDS OF HIDALGO COUNTY, TEXAS.
L1000-00-001-0003-00

PROPERTY LOCATION: BRUCE ST

JUDGMENT DATE: JUNE 26, 2014

DATE OF TAX SALE: SEPT. 2, 2014

YEARS IN JUDGMENT: 2007-2013

SHERIFF'S DEED RECORDED: DEC. 18, 2014

AMOUNT OF JUDGMENT: $25,143.57

DATE OF TAX RESALE: N/A

COSTS OF SALE: $1,205.00

AMOUNT OF BID: $1,000.00

CURRENT APPRAISED VALUE: $57,652.00

VALUE AT JUDGMENT: $67,470.00

Entity Name	Judgment Amount Due Each Entity	Percentage To Be Received	Amount You Will Receive
Mercedes I.S.D.	$11,000.11	44%	$0.00
City of Mercedes	$6,793.55	27%	$0.00
South Texas I.S.D.	$419.52	2%	$0.00
South Texas College	$1,281.86	5%	$0.00
Hidalgo County	$5,031.07	20%	$0.00
Hidalgo Co. Drain. Dist. No. 1	$617.46	2%	$0.00

COMMENTS: PLEASE APPLY PROCEEDS PURSUANT TO TEXAS PROPERTY TAX CODE SECTION 34.06 (B) - (E). JUDGMENT YEARS ARE TO BE PAID BEFORE POST JUDGMENT YEARS. ANY REMAINING BALANCE SHOULD BE REMOVED.

BIDDER: The City of Mercedes, 400 South Ohio, Mercedes, Texas, 78570

ATTENTION
TAX RESALE FORECLOSURE
6-2-15
287-7707
47
NO

T-1607-11-G

Hidalgo CAD - Map of Property ID 209123 for Year 2015

Property Details

Account

Property ID: 209123
Geo ID: L1000-00-001-0003-00
Type: Real
Legal Description: LA GLORIA LTS 3,4 & 5 BLK 1

Location

Situs Address: BRUCE ST TX
Neighborhood: LA GLORIA
Mapsco:
Jurisdictions: SMC, DR1, JCC, CMC, GHD, SST, R11, CAD

Owner

Owner Name: MERCEDES ISD TRUSTEE
Mailing Address: , PO BOX 178, , EDINBURG, TX 78540-0178

Property

Appraised Value: $57652

http://propaccess.hidalgoad.org/Map/View/Map/1/209123/2015

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ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

STYLE OF CASE: T-1406-11-H; MERCEDES I.S.D., CITY OF MERCEDES AND SOUTH TEXAS COLLEGE VS MAGDALENO RIVERA

LEGAL DESCRIPTION: LOT 6 OF THE D. MAKLARY SUBDIVISION OF BLOCK 158, ORIGINAL TOWNSITE ADDITION, AN ADDITION TO THE CITY OF MERCEDES, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 11, PAGE 34, MAP RECORDS OF HIDALGO COUNTY, TEXAS.
M3550-00-158-0006-00

PROPERTY LOCATION: 1245 S GEORGIA AVE

JUDGMENT DATE: JAN. 15, 2013

DATE OF TAX SALE: SEPT. 3, 2013

YEARS IN JUDGMENT: 2003-2011

SHERIFF'S DEED RECORDED: NOV. 12, 2013

AMOUNT OF JUDGMENT: $8,210.03

DATE OF TAX RESALE: N/A

COSTS OF SALE: $2,535.00

AMOUNT OF BID: $1,000.00

CURRENT APPRAISED VALUE: $13,125.00

VALUE AT JUDGMENT: $12,000.00

Entity Name	Judgment Amount Due Each Entity	Percentage To Be Received	Amount You Will Receive
Mercedes I.S.D.	$2,229.13	27%	$0.00
City of Mercedes	$3,130.14	38%	$0.00
South Texas I.S.D.	$148.45	2%	$0.00
South Texas College	$512.02	6%	$0.00
Hidalgo County	$1,948.10	24%	$0.00
Hidalgo Co. Drain. Dist. No. 1	$242.19	3%	$0.00

COMMENTS: PLEASE APPLY PROCEEDS PURSUANT TO TEXAS PROPERTY TAX CODE SECTION 34.06 (B) - (E). JUDGMENT YEARS ARE TO BE PAID BEFORE POST JUDGMENT YEARS. ANY REMAINING BALANCE SHOULD BE REMOVED.

BIDDER: The City of Mercedes, 400 South Ohio, Mercedes, Texas, 78570

ATTENTION
TAX SALE FORECLOSURE
THIS PROPERTY WAS SEIZED
FOR DELINQUENT TAXES AND WILL BE
SOLD AT PUBLIC AUCTION
ON 6-2-15
FOR MORE INFORMATION PLEASE CALL 256-289-7909
OR SEE OUR WEBSITE WWW.LGRS.COM
TAX SESSION NO. 48

T-1406-11-H

Hidalgo CAD - Map of Property ID 235316 for Year 2015

Property Details

Account

Property ID: 235316
Geo ID: M3550-00-158-0006-00
Type: Real
Legal Description: MERCEDES ORIGINAL TOWNSITE LOT 6 BLK 158

Location

Situs Address: 1245 S GEORGIA AVE MERCEDES, TX
Neighborhood:
Mapsco:
Jurisdictions: SMC, R11, SST, DR1, JCC, CAD, CMC, GHD

Owner

Owner Name: MERCEDES ISD TRUSTEE
Mailing Address: , PO BOX 178, , EDINBURG, TX 78540-0178

Property

Appraised Value: $13125

http://propaccess.hidalgoad.org/Map/View/Map/1/235316/2015

powered by PropertyACCESS LPS

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ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

STYLE OF CASE: T-2093-11-C; MERCEDES I.S.D., CITY OF MERCEDES AND SOUTH TEXAS COLLEGE VS DOMINGO ORANDAY, ET AL

LEGAL DESCRIPTION: LOT 21, CYNTHIA RESUBDIVISION, AN ADDITION TO THE CITY OF MERCEDES, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 17, PAGE 8, MAP RECORDS OF HIDALGO COUNTY, TEXAS.
C9850-00-000-0021-00

PROPERTY LOCATION: 121 CINDY LN

JUDGMENT DATE: MARCH 27, 2014

DATE OF TAX SALE: JULY 1, 2014

YEARS IN JUDGMENT: 1996-2013

SHERIFF'S DEED RECORDED: OCT. 15, 2014

AMOUNT OF JUDGMENT: $22,990.14

DATE OF TAX RESALE: N/A

COSTS OF SALE: $2,330.00

AMOUNT OF BID: $1,000.00

CURRENT APPRAISED VALUE: $10,230.00

VALUE AT JUDGMENT: $10,230.00

Entity Name	Judgment Amount Due Each Entity	Percentage To Be Received	Amount You Will Receive
Mercedes I.S.D.	$5,621.08	24%	$0.00
City of Mercedes	$11,242.13	49%	$0.00
South Texas I.S.D.	$316.76	1%	$0.00
South Texas College	$1,165.11	5%	$0.00
Hidalgo County	$4,279.31	19%	$0.00
Hidalgo Co. Drain. Dist. No. 1	$365.75	2%	$0.00

COMMENTS: PLEASE APPLY PROCEEDS PURSUANT TO TEXAS PROPERTY TAX CODE SECTION 34.06 (B) - (E). JUDGMENT YEARS ARE TO BE PAID BEFORE POST JUDGMENT YEARS. ANY REMAINING BALANCE SHOULD BE REMOVED.

BIDDER: The City of Mercedes, 400 South Ohio, Mercedes, Texas, 78570

ATTENTION
TAX RESALE FORECLOSURE
THIS PROPERTY WAS SEIZED
FOR DELINQUENT TAXES AND WILL BE
SOLD AT PUBLIC AUCTION
ON 6-2-15
FOR MORE INFORMATION PLEASE CALL 956 289-7909
OR VISIT OUR WEBSITE WWW.LGS.COM
TAX RESALE NO. 45

T-2093-11-C

Hidalgo CAD - Map of Property ID 156823 for Year 2015

Property Details

Account

Property ID: 156823
Geo ID: C9850-00-000-0021-00
Type: Real
Legal Description: CYNTHIA LOT 21

Location

Situs Address: 121 CINDY LN MERCEDES, TX
Neighborhood: CYNTHIA
Mapsco:
Jurisdictions: SST, DR1, JCC, CAD, CMC, GHD, R11, SMC

Owner

Owner Name: MERCEDES ISD TRUSTEE
Mailing Address: , PO BOX 178, , EDINBURG, TX 78540-0178

Property

Appraised Value: $10230

http://propaccess.hidalgoad.org/Map/View/Map/1/156823/2015

powered by: PropertyACCESS LPS

Map Disclaimer: This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Hidalgo County Appraisal District expressly disclaims any and all liability in connection herewith

ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

STYLE OF CASE: T-2137-11-G; MERCEDES I.S.D., CITY OF MERCEDES AND SOUTH TEXAS COLLEGE VS ROSA FLORES, ET AL

LEGAL DESCRIPTION: LOT 4, MCNEIL SUBDIVISION OF THE SOUTH 1/2, BLOCK 148, CITY OF MERCEDES, HIDALGO COUNTY, TEXAS, AS DESCRIBED IN VOLUME 1501, PAGE 1, DEED RECORDS OF HIDALGO COUNTY, TEXAS.
M3550-00-148-2004-01

PROPERTY LOCATION: S TEXAS AVE

JUDGMENT DATE: FEB. 11, 2014

DATE OF TAX SALE: SEPT. 2, 2014

YEARS IN JUDGMENT: 1998-2013

SHERIFF'S DEED RECORDED: OCT. 15, 2014

AMOUNT OF JUDGMENT: $9,925.39

DATE OF TAX RESALE: N/A

COSTS OF SALE: $2,033.00

AMOUNT OF BID: $1,000.00

CURRENT APPRAISED VALUE: $15,435.00

VALUE AT JUDGMENT: $14,112.00

Entity Name	Judgment Amount Due Each Entity	Percentage To Be Received	Amount You Will Receive
Mercedes I.S.D.	$4,541.53	45%	$0.00
City of Mercedes	$2,612.37	26%	$0.00
South Texas I.S.D.	$149.73	2%	$0.00
South Texas College	$487.81	5%	$0.00
Hidalgo County	$1,936.86	20%	$0.00
Hidalgo Co. Drain. Dist. No. 1	$197.09	2%	$0.00

COMMENTS: PLEASE APPLY PROCEEDS PURSUANT TO TEXAS PROPERTY TAX CODE SECTION 34.06 (B) - (E). JUDGMENT YEARS ARE TO BE PAID BEFORE POST JUDGMENT YEARS. ANY REMAINING BALANCE SHOULD BE REMOVED.

BIDDER: The City of Mercedes, 400 South Ohio, Mercedes, Texas, 78570

ATTENTION
TAX RESALE FOR CLOSURE

T-2137-11-6

Hidalgo CAD - Map of Property ID 582746 for Year 2015

Property Details

Account

Property ID: 582746
Geo ID: M3550-00-148-2004-01
Type: Real
Legal Description: MERCEDES ORIGINAL TOWNSITE LOT 4 BLK 148-MCNEIL

Location

Situs Address: S TEXAS AVE TX
Neighborhood:
Mapsco:
Jurisdictions: DR1, JCC, CAD, R11, SST, CMC, GHD, SMC

Owner

Owner Name: MERCEDES ISD TRUSTEE
Mailing Address: , PO BOX 178, , EDINBURG, TX 78540-0178

Property

Appraised Value: $15435

http://propaccess.hidalgoad.org/Map/View/Map/1/582746/2015

powered by PropertyACCESS LPS

Map Disclaimer: This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Hidalgo County Appraisal District expressly disclaims any and all liability in connection herewith.

ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY

STYLE OF CASE: T-0347-12-C; MERCEDES I.S.D., CITY OF MERCEDES AND SOUTH TEXAS COLLEGE VS MIGUEL PINA, JR.

LEGAL DESCRIPTION: LOT 12, BLOCK 1, RODEL ADDITION, AN ADDITION TO THE CITY OF MERCEDES, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 10, PAGE 50, MAP RECORDS OF HIDALGO COUNTY, TEXAS.
R3550-00-001-0012-00

PROPERTY LOCATION: 942 GARZA ST

JUDGMENT DATE: JUNE 20, 2013

DATE OF TAX SALE: JULY 1, 2014

YEARS IN JUDGMENT: 2000-2012

SHERIFF'S DEED RECORDED: OCT. 15, 2014

AMOUNT OF JUDGMENT: $7,351.33

DATE OF TAX RESALE: N/A

COSTS OF SALE: $1,252.00

AMOUNT OF BID: $1,000.00

CURRENT APPRAISED VALUE: $14,921.00

VALUE AT JUDGMENT: $8,952.00

Entity Name	Judgment Amount Due Each Entity	Percentage To Be Received	Amount You Will Receive
Mercedes I.S.D.	$3,481.20	47%	$0.00
City of Mercedes	$1,960.45	27%	$0.00
South Texas I.S.D.	$100.20	1%	$0.00
South Texas College	$342.03	5%	$0.00
Hidalgo County	$1,344.73	18%	$0.00
Hidalgo Co. Drain. Dist. No. 1	$122.72	2%	$0.00

COMMENTS: PLEASE APPLY PROCEEDS PURSUANT TO TEXAS PROPERTY TAX CODE SECTION 34.06 (B) - (E). JUDGMENT YEARS ARE TO BE PAID BEFORE POST JUDGMENT YEARS. ANY REMAINING BALANCE SHOULD BE REMOVED.

BIDDER: The City of Mercedes, 400 South Ohio, Mercedes, Texas, 78570

ATTENTION
TAX RESALE FORECLOSURE
THIS PROPERTY WAS SEIZED
FOR DELINQUENT TAXES AND WILL BE
SOLD AT PUBLIC AUCTION
ON 6-2-15
FOR MORE INFORMATION PLEASE CALL 289-7909
OR VISIT OUR WEBSITE WWW.TCIS.COM
19

T-0347-12-C

Hidalgo CAD - Map of Property ID 271602 for Year 2015

Property Details

Account

Property ID: 271602
Geo ID: R3550-00-001-0012-00
Type: Real
Legal Description: RODELL LOT 12 BLK 1

Location

Situs Address: 942 GARZA ST MERCEDES, TX
Neighborhood: RODELL
Mapsco:
Jurisdictions: CAD, R11, DR1, JCC, SST, SMC, CMC, GHD

Owner

Owner Name: MERCEDES ISD TRUSTEE
Mailing Address: , PO BOX 178, , EDINBURG, TX 78540-0178

Property

Appraised Value: $14921

http://propaccess.hidalgoad.org/Map/View/Map/1/271602/2015

powered by: PropertyACCESS LPS

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Review and Discussion of Results for Blackboard Outbound Call Center Services

Mr. Brian Dycus, Director for Blackboard Student Services, will review with the Committee the results for Blackboard Outbound Call Center Services.

Blackboard Inc. provided outbound enrollment services to 3,500 prospective Fall 2015 students to encourage them to complete the enrollment process. The two Outbound Engagement Campaigns provided the following:

- assisted applicants that failed to complete the application process
- assisted prospective students enrolled who had not completed the financial aid process.

The PowerPoint presentation follows in the packet for the Committee's information and review.

The Call Center Services will be presented for action later in the Agenda, as item number 10 in the Award of Purchases section.

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

SOUTH TEXAS COLLEGE

Blackboard

Engagement Campaigns

October 2015

Outbound Engagement Campaigns

- Targeted messaging to unengaged populations, such as inactive, aging inquiries, incomplete applications, et cetera.
- Proactive student outreach leverages communications technology, CRM software, and EnrollMatch trained advisors.
- High-impact results and business intelligence and recommendations based on student feedback.

Apply & Enroll	Register/ Re-Register
Student Accounts	Financial Aid

2

Campaign: Incomplete Applications

SOUTH TEXAS COLLEGE

Audience	Current applicants to South Texas College that have failed to complete the admissions process.
Objective	Proactive outreach to encourage completion of the admissions requirements and registration steps.
Topics	Coaching candidates about next steps, including assessment, transcripts, financial aid, and registration.
Execution	This campaign was conducted via phone in July and August to drive enrollments in Fall 2015.

3

Blackboard

Campaign Results

SOUTH TEXAS COLLEGE

Definitions

- *Candidates: This is the entire list of eligible, prospective students provided by South Texas College.*
- *Engaged: These are candidates who **responded** to outreach and participated in a discussion with a Bb Advisor. Conversations included **coaching sessions** on the benefits and process of registration.*
- *Registrations: These candidates completed the registration process at South Texas College, and remained registered after census. This data provided by Matt Hebbard on 9/24.*
- *Note: Candidates exclusively contacted by Bb Enrollment Advisors.*

4

Campaign: Incomplete Financial Aid

SOUTH TEXAS COLLEGE

Audience	Prospective students admitted to South Texas College who have not completed the Financial Aid process.
Objective	Proactive outreach to coach candidates on the process for completing the FA process and answer questions.
Topics	Coaching on multiple FA topics: FAFSA, aid availability, aid process, loan limits, and STC Financial Aid process steps.
Execution	This campaign was conducted via phone in July and August for the Fall 2015 term.

5

Blackboard

Campaign Results

SOUTH TEXAS COLLEGE

Definitions

- *Candidates: This is the entire list of eligible, prospective students provided by South Texas College.*
- *Engaged: These are candidates who **responded** to outreach and participated in a discussion with a Bb Advisor. Conversations included **coaching sessions** on the Financial Aid process and next steps.*
- *Registrations: These candidates completed the registration process at South Texas College, and remained past census. This data provided by Matt Hebbard on September 24th 2015.*
- *Note: Candidates exclusively contacted by Bb Enrollment Advisors.*

6

Recommended Campaigns

SOUTH TEXAS COLLEGE

Stop Outs
- Former STC students who have withdrawn (stopped out), but are eligible for re-entry.
- List of 3 years of candidates.

Aging Applicants
- Applicants who did not complete the admissions process.
- Pull list from 3 months aging through past 2 years.

Aging Inquiries
- Inquiries that have not applied to STC. Names from high school visits or purchased lists, such as SAT or ACT.
- Pull list from 12 months aging to past 2 years.

Financial Aid Completion
- Candidates who have completed a FAFSA but not completed STC's FA process
- Pull aging list from 3 months through past 2 years.

7

Blackboard

Recommended Timeline Engagement Campaigns

SOUTH TEXAS COLLEGE

Task Name	Duration	Start	Finish
Spring 2016 Retention & Enrollment Campaigns	95d	10/12/15	02/19/16
Implementation	20d	10/12/15	11/06/15
Campaign Execution	25d	11/09/15	12/11/15
Reporting & Analysis	20d	01/25/16	02/19/16
Fall 2016 Retention & Enrollment Campaigns	95d	05/16/16	09/23/16
Implementation	20d	05/16/16	06/10/16
Campaign Execution	45d	06/06/16	08/05/16
Reporting & Analysis	20d	08/29/16	09/23/16

This timeline is based on execution of campaigns to impact enrollment and retention for **Spring 2016** and **Fall 2016**.

Blackboard's recommendation is to conduct outreach in 5 Engagement Campaigns, with the option of conducting outreach to 15,500 candidates overall.

8

Blackboard

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

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

A. Awards
B. Advertising or Memberships
C. Instructional Items
D. Non-Instructional Items
E. Technology Items
F. Facility Use Agreement

A. Awards/Rejects

1) Business Skills Training Services (Award)
Award the proposal for business skills training services to **World Class Training** (Brownsville, TX) for the period beginning October 28, 2015 through October 27, 2016 with two one-year options to renew, at a commission of $18.00 per instructional hour. Since instructional costs will be covered by World Class Training, students will be registered by South Texas College at zero (0) tuition for Workforce Education Course Manual (WECM) courses.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/15	10/28/15 – 10/27/16	2 – one year options

Purpose – The Office of Continuing Professional and Workforce Education is requesting proposal for corporate and business skills training services to serve the community and College.

Justification and Benefit – The business skills training services provide the development of skills used in corporate and business workplace settings. These include training in Business Writing, Goal Setting, Leadership Skills, Project Management and other similar skills. The training is to be provided to staff of client firms through the College's Department of Continuing Professional and Workforce Education.

Background - Proposal documents were advertised on August 31, 2015 and September 7, 2015 and issued to five (5) vendors. Two (2) responses were received on September 15, 2015 which was reviewed by Continuing Professional and Workforce Education and the Purchasing Department.

2) Catering Services (Award)
Award the proposal for catering services for the period beginning November 21, 2015 through November 20, 2016 with two one-year options to renew, at an estimated cost of $65,000.00 based on prior year expenditures.

The vendors are as follows:

- **Blimpie** (McAllen, TX)

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

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/15	11/21/15 – 11/20/16	2 – one year options

Purpose – Various College departments and programs are requesting to purchase food and drinks for meetings and events that are attended by employees and the community.

Justification and Benefit – The catering services are necessary throughout the district for student activities events, professional development events, South Texas College sponsored events, and division meetings.

Background - Proposal documents were advertised on September 7, 2015 and September 14, 2015 and issued to twenty four (24) vendors. Eleven (11) responses were received on September 23, 2015 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the various auxiliary budgets for FY 2015-2016.

3) Lease of Warehouse (Reject)
Reject the proposal for lease of warehouse for the Facilities Planning and Construction Department due to the one proposal received being over the available budget.

Background - Proposal documents were advertised on July 16, 2015 and July 23, 2015 and issued to six (6) vendors. One (1) response was received on July 31, 2015 and reviewed by Facilities Planning and Construction and the Purchasing Department.

4) Travel Package for TexPrep Program (Reject)
Reject the proposal for travel package for TexPrep program due to the one proposal received being over the allowable grant budget.

Background - Proposal documents were advertised on August 31, 2015 and September 7, 2015 and issued to three (3) vendors. One (1) response was received on September 15, 2015 and reviewed by High School Programs and the Purchasing Department.

B. Advertising or Memberships

5) Advertisement Agreement – Continuing Education (Purchase)
Purchase advertisement agreement – Continuing Education from **ACM Valley Multimedia Network/dba Valley Town Crier** (McAllen, TX), a sole source vendor, for the period beginning September 16, 2015 through August 31, 2016, at a total cost of $17,139.20.

Purpose – The Continuing Professional and Workforce Education Department is requesting the advertisement of various educational programs available to the community.

Justification and Benefit – The advertisement is for all the courses offered through the Continuing Education Department, including ESL. This will include the following courses: Alternative Teacher Certification Program, Real Estate, Activity Director, Pharmacy Tech Trainee, Phlebotomy, Certified Nurse Assistant, Computer Applications, Pipe Welding, Certified Dietary Manager, Emergency Attendant, Police Academy, ACT Prep and several other courses.

Funds for this expenditure are budgeted in the Continuing Professional and Workforce Education budget for FY 2015-2016.

6) Institutional Membership - AACC (Renewal)
Renew the institutional membership with **American Association of Community Colleges** (AACC) (Washington, DC), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total cost of $15,490.00.

Purpose – The Office of the President is requesting to renew the institutional membership with the American Association of Community Colleges.

Justification and Benefit - The AACC assists in protecting Pell Grant funds, working to expand leadership development opportunities and is the national voice with the federal government, national media, and business leaders for community colleges.

Funds for this expenditure are budgeted in the Institutional Membership budget for FY2015-2016.

7) Institutional Membership - TACC (Renewal)
Renew the institutional membership with **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of $98,701.62.

Purpose – The Office of the President is requesting to renew the institutional membership with the Texas Association of Community Colleges.

Justification and Benefit – TACC is comprised of all 50 public community college district in the state and represents the interests of the colleges before the Texas Legislature and state agencies. The General Appropriations Bill and legislation affecting public community colleges in general have been and remain the principal concern of TACC.

Funds for this expenditure are budgeted in the Non-Public Fund Project budget for FY2015-2016.

C. Instructional Items

8) Instructional Training Equipment (Purchase)
Purchase instructional training equipment from **CPAT Distribution, Inc.** (Wildomar, CA) (New), a sole source vendor, at a total cost of $12,141.76.

Purpose – The Fire Science Academy is requesting simulation training equipment for the students to complete their required hours of hands-on training and to be able to prepare for their physical ability test.

Justification and Benefit – The training equipment will consist of a practice ceiling breach and pull, forcible entry machine, and calibration unit. This equipment is designed to simulate the critical task of breaching and pulling down a ceiling to check for fire extension, training on the forcible entry machine and training on the calibration unit. These events challenge the student's aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance.

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

9) Science Instructional Supplies and Equipment (Purchase)
Purchase science instructional supplies and equipment from **Fisher Science Education** (Hanover Park, IL), a U. S. Communities and Texas Association of School Boards (TASB) – Buyboard (Purchasing Cooperatives) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of $22,000.00 based on prior year expenditures.

Purpose – The Science and Nursing programs are requesting the purchase of science instructional supplies and equipment.

Justification and Benefit – The science instructional supplies and equipment will be used for student instruction in the science and allied health programs. This will includes some of the items that follow: beakers, flasks, glass bottles, glass funnels, and lab chemicals.

Fund for this expenditure are budgeted in the Biology, Chemistry, Physics, Geology, Geography, and Medical Technology budgets for FY 2015-2016.

D. Non – Instructional Items

10) Call Center Services (Purchase)
Purchase call center services from **Blackboard, Inc.** (Washington, DC), for period beginning October 1, 2015 through September 30, 2016, at a total cost of $150,000.00.

Purpose – On September 22, 2015 the Board of Trustees approved the one-year contract extension for call center services pending the Fall 2015 campaign results and to negotiate the fee for the additional services.

Justification and Benefit – The services will include the following enrollment and retention campaigns for approximately up to 12,000 students.

- Aging Inquiries – Prospective students who have not applied to South Texas College.
- Aging Applicants – Students who have submitted an application but have not completed the South Texas College application process.
- Financial Aid Completion – Students who have applied for financial aid but not completed the South Texas College Financial Aid process
- Stop Outs – Students who have withdrawn (stopped out) and have not completed a degree or certificate

These services will increase the enrollment rate, enhance services to reach out to more students, encourage more students to stay and remain enrolled through graduation/completion, and recover students that are stop outs.

Funds for this expenditure are budgeted in the Dean of Enrollment Services and Registrar budget for FY 2015-2016.

11)Furniture (Purchase)
Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of $31,114.79.

#	Vendor	Amount
A	**Allsteel, Inc./Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$1,196.24
B	**Exemplis Corporation/ Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$367.24
C	**The Hon Company/ Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$3,586.03
D	**Krueger International, Inc./ Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$9,138.28
E	**Southwest Solutions Group, LLC.** (Lewisville, TX)	$16,827.00
	Total	$31,114.79

The purchases can be summarized as follows:

- Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - ➢ 4 Chairs for the Division of Liberal Arts & Social Sciences

- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  ⇒ Pecan Campus
    - 1 Chair for the Division of Liberal Arts & Social Sciences

- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  ⇒ Pecan Campus
    - 1 Vertical File and 1 Bookcase for the Division of Liberal Arts & Social Sciences
    - 1 Desk, 1 Vertical File and 1 Bookcase for Academic Advancement
    - 2 Bookcases for the Student Assessment Center
    - 1 Stack on Storage and 1 Lateral File for the Division of Liberal Arts & Social Sciences

- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  ⇒ Pecan Campus
    - 1 Desk and 2 Chairs for the Purchasing Department
    - 1 Desk and 2 Chairs for the Division of Liberal Arts & Social Sciences
    - 1 Desk, 4 Chairs, and Privacy Dividers for the Student Assessment Center
    - 1 Conference Table for the Division of Liberal Arts & Social Sciences

- Southwest Solutions Group, LLC. (Lewisville, TX)
  ⇒ Pecan Campus
    - 18 Mobile Shelving Units for Planning and Construction Department

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Academic Advancement, Division of Liberal Arts & Social Science, Facilities Planning & Construction, Purchasing Department and Student Assessment Center.

12)Lumber and Materials (Purchase)
Purchase lumber and materials from **Lowe's Home Centers, LLC.** (Chicago, IL/Pharr, TX), a Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of $35,000.00 based on prior year expenditures.

Purpose – The Facilities Maintenance and Operations department and the Continuing Professional and Workforce Education department are requesting the purchase of lumber and building materials for student instruction and district wide repairs.

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.

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.

13)Overnight Delivery Services (Purchase)
Purchase overnight delivery services from **FedEx Government Services** (Memphis, TN/Pharr, TX), a Texas Procurement and Support Services (TPASS) term contract approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of $11,000.00 based on prior year expenditures.

Purpose – The Mail Services and Receiving Department are requesting the overnight delivery services for the daily shipment request of letters and packages that may require expedited shipping, a signature upon delivery, insurance and tracking.

Justification and Benefits – The overnight, second day and ground delivery services will be used for letters and/or packages that are required to be delivered, insured and tracked by various South Texas College departments. The state program provides the services at a significant savings on all packages, more hours are available and outgoing packages are picked up a various South Texas College campuses.

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

14)Playground Flooring (Purchase)
Purchase playground flooring from **Park Place Recreation Designs, Inc.** (San Antonio, TX), a Texas Association of School Boards – Buyboard (TASB) approved vendor, at a total cost of $29,690.00.

Purpose – The Mid Valley Campus Child Development Center through Facilities Planning and Construction is requesting to purchase new playground flooring to be installed at the center's playground area.

Justification and Benefit – The proposed playground surface is required in order to meet the new Texas Accessibility Standards (TAS)/Americans with Disabilities Act (ADA) accessibility and safety guidelines. This playground flooring project must be completed before December 31, 2015 to prevent the center from losing funding.

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

15)Student Information Distribution Services (Purchase)
Purchase student information distribution services for the period beginning November 1, 2015 through August 31, 2016, at a total cost of $42,781.00 with the following sole source vendors:

#	Vendor	Amount
1	**La Feria News** (La Feria, TX)	$900.00
2	**AIM Media Texas/Mid-Valley Town Crier** (McAllen, TX)	$5,566.00
3	**Starr County Town Crier, LLC.** (Rio Grande City, TX)	$4,950.00
4	**AIM Media Texas/Valley Morning Star** (McAllen, TX)	$2,270.00
5	**Valley Newspaper Holdings, LLP./Valley Town Crier** (McAllen, TX)	$29,095.00

Purpose – The Office of Public Relations and Marketing is requesting the student information distribution services for the distribution of the newspaper that provides course information and the Staying Connected magazine.

Justification and Benefit – The student information distribution services will include inserting the student class schedules for Spring 2016, Summer 2016, Fall 2016, and Staying Connected Fall 2015, Spring 2016, and Summer 2016 issues in the different newspapers.

Funds for this expenditure are budgeted in the Catalogs and Brochures budget for FY 2015-2016.

16)Mobile Storage Services (Renewal)
Renew the contracts for mobile storage services for the period beginning December 18, 2015 through December 17, 2016, at an estimated cost of $10,000.00. The vendors are as follows:

- **Mobile Mini I, Inc.** (Tempe, AZ/Pharr, TX)
- **PODS of the Rio Grande Valley** (Edinburg, TX)

Purpose – The Office of Facilities Planning and Construction have requested to renew the contracts for mobile storage to facilitate temporary storage needs.

Justification and Benefit – The mobile storage services contracts will provide rental of mobile storage containers to the College as needed throughout the district to store furniture and other equipment during construction and renovation projects.

Background – The Board awarded the contracts for mobile storage services at the November 26, 2013 Board of Trustees meeting for one-year with two one-year annual renewals. The last renewal period begins on December 18, 2015 through December 17, 2016.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/26/13	12/18/13 – 12/17/14	2 – one year options
Renewal	10/28/14	12/18/14 – 12/17/15	1st year renewal
Renewal	10/27/15		2nd 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 Facilities Planning and Construction budget for FY 2015-2016.

17)Online Defensive Driving Training (Renewal)
Renew the contract for online defensive driving training with **I Drive Safely, LLC.** (Carlsbad, CA), for the period beginning November 1, 2015 through October 31, 2016. The College will receive $8.75 commission payment per student, which is 35% of the total tuition of $25.00.

Purpose – The Office for Continuing Professional and Workforce Education Department is requesting to renew the contract for online defensive driving training which is available to the community.

Justification and Benefit – The online defensive driving training will be provided through the South Texas College Continuing Professional and Workforce Education Department. The course provides an alternative to the traditional defensive driving classroom course. The course is available to anyone who desires to improve their driving skills and also provides traffic citation dismissal benefits for those individuals who have received approval from a Texas court.

Background – The Board awarded the contract for online defensive driving training at the October 28, 2014 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on November 1, 2015 through October 31, 2016.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/28/14	11/1/13 – 10/31/14	2 – one year options
Renewal	10/27/15		1st year renewal

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

E. Technology Items

18)Computers, Laptops, and Tablets (Purchase)
Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of $27,430.99.

All purchase requests for computers, laptops, and tablets 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. (ex. mobile devices)

The purchases can be summarized as follows:

- Faculty Computers
  - ⇒ 1 Computer for World Language Program
  - ⇒ 1 Computer for Kinesiology Program
  - ⇒ 1 Computer for Respiratory Therapy Program
  - ⇒ 1 Computer for HVAC Program
  - ⇒ 1 Computer for CADD Program

- Staff Computers
  - ⇒ 1 Computer for Curriculum & Student Learning
  - ⇒ 1 Computer for Instructional Technologies Maintenance & Replacement
  - ⇒ 1 Computer for Instructional Technologies
  - ⇒ 4 Computers for Public Relations/Marketing

- Faculty Laptops
  - ⇒ 1 Laptop for Medical Information Program
  - ⇒ 1 Laptop for Health Information Program
  - ⇒ 1 Laptop for World Language Program
  - ⇒ 1 Laptop for Computer Science Program

- Staff Laptops
  - ⇒ 2 Laptops for Instructional Technologies

- Student Lab Tablets
  - ⇒ 2 Tablets for Emergency Medical Technology Program

- Faculty Class Instruction Tablets
  - ⇒ 1 Tablet for College Success Healthcare
  - ⇒ 1 Tablet for Medical Information Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: World Language Department, Kinesiology, Respiratory Therapy, Property Loss Fund, CADD, Curriculum & Student Learning, Instructional Technologies Maintenance & Replacement, Instructional Technologies, Public Relations/Marketing, Medical Information, Health Information, Computer Science, Emergency Medical Technologies, and College Success Healthcare.

19) Accreditation Compliance and Institutional Effectiveness Management License (Renewal)

Renew the accreditation compliance and institutional effectiveness management license with **Concord USA, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning October 1, 2015 through September 30, 2016, at a total cost of $22,605.00.

Purpose – The Office of Institutional Research and Effectiveness is requesting the renewal of the license fee for the enterprise system that manages the College's accreditation and institutional effectiveness processes.

Justification and Benefit – The accreditation compliance and institutional effectiveness management license manages all aspects of accreditation and compliance reporting process, including reaffirmation report preparation, substantive change report preparation, and documentation and evidence collection and web-based hosting for accreditation reports. It allows collecting, managing and reporting of all data and evidence documents required for ongoing accreditation reporting to various agencies. This system also manages the Institutional Effectiveness Planning process, including documentation and reporting.

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

20) Microsoft Campus License Agreement (Renewal)

Renew the Microsoft campus license agreement with **Software House International Government** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2015 through October 31, 2016, at a total cost of $109,005.08.

Purpose – Technology Resources is requesting to purchase a non-perpetual license with a one year software assurance that includes upgrades for currently used software products and to ensure that all the College owned computers are Microsoft License compliant. These software licenses are used by the College faculty, staff and students.

Justification and Benefit - The Microsoft Campus License agreement includes the following software: Windows 7 Enterprise Upgrade, Microsoft Office Professional Plus 2013 and Office for Mac 2011, Microsoft Enterprise Client Access License (CAL) Suite, CAL for Lync Server Plus, Office 365 Plan A 2 for Faculty/Staff, Office 365 Plan A2 for Students, fifty MS Windows Server Standard licenses, and twenty Microsoft Visual Studio Professional with MSDN licenses.

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

21) Online Admission Application Service (Renewal)

Renew the online admission application service with **Texas Higher Education Coordinating Board** (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of $10,839.00.

Purpose – The Office of Admissions and Records is requesting to renew the online admission application service which is required for all students wishing to attend South Texas College.

Justification and Benefit – The online admissions application service is the statewide application for college and university admission. South Texas College is requesting to use this online application system to admit to the college. All of our new students, transfer, and returning students use this application to apply. All Texas colleges and universities are required by state law to use this application called "ApplyTexas".

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

22)Online Course Evaluation License Agreement (Renewal)
Renew the online course evaluation license agreement with **Gap Technologies, Inc.** (Cheektowaga, NY), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total cost of $21,999.00.

Purpose – The Office of Curriculum and Student Learning is requesting to renew the license agreement which will be used in 2015 Spring, Summer and Fall semesters for faculty evaluations.

Justification and Benefit – The online evaluation license agreement is a hosted service that provides the online administration of the Student Evaluations of South Texas College Faculty which includes detailed reporting tools for analyzing and publishing of evaluation results.

Funds for this expenditure are budgeted in the Curriculum and Student Learning budget for FY 2015-2016.

F. Facility Usage Agreement

23)Graduation Facility (License Agreement)
Lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), an interlocal license agreement for May 12, 2016 beginning at 8:00 a.m. through May 15, 2016 at midnight, at an estimated cost of $23,500.00.

Purpose – The Division of Student Services is request the interlocal license agreement for the ceremonies which will be held on Friday, May 13, 2016 through Saturday May 14, 2016.

Justification and Benefit – The facilities will be used for all South Texas College graduation ceremonies in May 2016. The cost includes the use of the facility, audio visual equipment, and personnel.

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

Recommendation:

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

A. Awards
B. Advertising or Memberships
C. Instructional Items
D. Non-Instructional Items
E. Technology Items
F. Facility Use Agreement

A. Awards

1) **Business Skills Training Services (Award):** award the proposal for business skills training services to **World Class Training** (Brownsville, TX), for the period beginning October 28, 2015 through October 27, 2016 with two one-year options to renew, at a commission of $18.00 per instructional hour. Since instructional costs will be covered by World Class Training, students will be registered by South Texas College at zero (0) tuition for Workforce Education Course Material (WECM) courses;
2) **Catering Services (Award):** award the proposal for catering services for the period beginning November 21, 2015 through November 20, 2016 with two one-year options to renew, at an estimated cost of $65,000.00 based on prior year expenditures. The vendors are as follows:
   - **Blimpie** (McAllen, TX)
   - **CB Cafes McAllen I, LLC. (Corner Bakery Café)** (McAllen, TX) (New)
   - **Cornerstone Catering** (Mission, TX)
   - **Delgar Foods/dba Delia's** (McAllen, TX)
   - **Domine Catering, LLC.** (McAllen, TX)
   - **El Reno Investments, LLC./dba Subway 41178** (Mission, TX)
   - **Esperanza on Fifth/dba Blimpie Weslaco** (Weslaco, TX)
   - **H&B Southern Investments/dba Don Pepe's Mexican Restaurant** (McAllen, TX)
   - **Jason's Deli** (Corpus Christi, TX)
   - **Pizza Properties, Inc./dba Peter Piper Pizza** (El Paso, TX)
   - **RGV Pizza Hut, LLC.** (McAllen, TX)

3) **Lease of Warehouse (Reject)**: reject the proposal for lease of warehouse for the Facilities Planning and Construction Department due to the one proposal received being over the available budget;
4) **Travel Package for TexPrep Program (Reject)**: reject the proposal for travel package for TexPrep program due to the one proposal received being over the allowable grant budget;

B. Advertising or Memberships

5) **Advertisement Agreement – Continuing Education (Purchase):** purchase advertisement agreement – Continuing Education from **ACM Valley Multimedia Network/dba Valley Town Crier** (McAllen, TX), a sole source vendor, for the period

beginning September 16, 2015 through August 31, 2016, at a total cost of $17,139.20;

6) **Institutional Membership – AACC (Renewal):** renew the institutional membership with **American Association of Community Colleges** (AACC) (Washington, DC.), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total cost of $15,490.00;
7) **Institutional Membership – TACC (Renewal):** renew the institutional membership with **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of $98,701.62;

C. Instructional Items

8) **Instructional Training Equipment (Purchase):** purchase instructional training equipment from **CPAT Distribution, Inc.** (Wildomar, CA) (New), a sole source vendor, at a total cost of $12,141.76;
9) **Science Instructional Supplies and Equipment (Purchase):** purchase science instructional supplies and equipment from **Fisher Science Education** (Hanover Park, IL), a U. S. Communities and Texas Association of School Boards (TASB) - Buyboard (Purchasing Cooperatives) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of $22,000.00 based on prior year expenditures;

D. Non – Instructional Items

10) **Call Center Services (Purchase)**: purchase call center services from **Blackboard, Inc.** (Washington, DC), for period beginning October 1, 2015 through September 30, 2016, at a total cost of $150,000.00;
11) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of $31,114.79.

#	Vendor	Amount
A	**Allsteel, Inc./Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$1,196.24
B	**Exemplis Corporation/ Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$367.24
C	**The Hon Company/ Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$3,586.03
D	**Krueger International Inc./ Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$9,138.28
E	**Southwest Solutions Group, LLC.** (Lewisville, TX)	$16,827.00
	Total	$31,114.79

12) **Lumber and Materials (Purchase):** purchase lumber and materials from **Lowe's Home Centers, LLC.** (Chicago, IL/Pharr, TX), a Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of $35,000.00. based on prior year expenditures;

13) **Overnight Delivery Services (Purchase):** purchase overnight deliver services from **FedEx Government Services** (Memphis, TN/Pharr, TX), a Texas Procurement and Support Services (TPASS) term contract approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of $11,000.00 based on prior year expenditures

14) **Playground Flooring (Purchase):** purchase playground flooring from **Park Place Recreation Designs, Inc.** (San Antonio, TX), a Texas Association of School Boards – Buyboard (TASB) approved vendor, at a total cost of $29,690.00;

15) **Student Information Distribution Services (Purchase**): purchase student information distribution services for the period beginning November 1, 2015 through August 31, 2016, at a total cost of $42,781.00 with the following sole source vendors:

#	Vendor	Amount
1	**La Feria News** (La Feria, TX)	$900.00
2	**AIM Media Texas/Mid-Valley Town Crier** (McAllen, TX)	$5,566.00
3	**Starr County Town Crier, LLC.** (Rio Grande City, TX)	$4,950.00
4	**AIM Media Texas/Valley Morning Star** (McAllen, TX)	$2,270.00
5	**Valley Newspaper Holdings, LLP./Valley Town Crier** (McAllen, TX)	$29,095.00

16) **Mobile Storage Services (Renewal):** renew the contracts for mobile storage services for the period beginning December 18, 2015 through December 17, 2016, at an estimated cost of $10,000.00. The vendors are as follows:
- **Mobile Mini I, Inc.** (Tempe, AZ/Pharr, TX)
- **PODS of the Rio Grande Valley** (Edinburg, TX)

17) **Online Defensive Driving Training (Renewal):** renew the contract for online defensive driving training with **I Drive Safely, LLC.** (Carlsbad, CA), for the period beginning November 1, 2015 through October 31, 2016. The College will receive $8.75 commission payment per student, which is 35% of the total tuition of $25.00;

E. Technology Items

18) **Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of $27,430.99;

19) **Accreditation Compliance and Institutional Effectiveness Management License (Renewal):** renew the accreditation compliance and institutional effectiveness management license with **Concord USA, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning October 1, 2015 through September 30, 2016, at a total cost of $22,605.00;

20) **Microsoft Campus License Agreement (Renewal):** renew the Microsoft campus license agreement with **Software House International Government** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the

period beginning November 1, 2015 through October 31, 2016, at a total cost of $109,005.08;

21) **Online Admission Application Service (Renewal):** renew the online admission application service with **Texas Higher Education Coordinating Board** (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of $10,839.00;

22) **Online Course Evaluation License Agreement (Renewal):** renew the online course evaluation license agreement with **Gap Technologies, Inc.** (Cheektowaga, NY), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total cost of $21, 999.00;

F. Facility Usage Agreement

23) **Graduation Facility (License Agreement):** lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), an interlocal license agreement for May 12, 2016 beginning at 8:00 a.m. through May 15, 2016 at midnight, at an estimated cost of $23,500.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, renewals, and a license agreement is $755,437.44

SOUTH TEXAS COLLEGE
1. BUSINESS SKILLS TRAINING SERVICES
PROJECT NO. 15-16-1019

VENDOR		Leadership Resource Group	World Class Training
ADDRESS		406 W Minnesota Rd	P O Box 4046
CITY/STATE		Pharr, TX 78577	Brownsville, TX 78523
PHONE		956-460-9125	956-504-9287
FAX			956-504-9863
CONTACT		Arnoldo Mata	Martha A. Valdez
#	**Description**	**Proposed**	**Proposed**
1	Number of years in Business	25 Years	16 Years
2	Type of Operation	Individual	Partnership
3	Number of Employees	1	3
4	Annual Sales Volume	$25,000	$320,000
5	Year 1 STC Commission	25%	$18.00 per instructional hour
6	Year 2 STC Commission	25%	$18.00 per instructional hour
7	Year 3 STC Commission	25%	$18.00 per instructional hour
8	Hourly Rate	$35-$50 per instructional hour per person	Hourly Rate Year 1 $240; Year 2 $260; Year 3 $280 (Includes all instructional materials)
9	Program Format		1-4 Hours (Half Day) 5-8 Hours (Full Day)
10	Minimum or Maximum Order		Minimum: $1040 (Half Day) Maximum: None
11	Number of Participants		30-50 Depending on Program Topic and format. Each additional participant above 50 is subject to an additional charge not to exceed $10.
12	Geographic Coverage		Domestic Only (Texas)
13	Quantity Discounts:		Discount for large single orders: $10,000 - 3% $15,000 - 7% $20,000 - 9%
14	Instructional/Training Materials		Included
15	Government Purchase Card		3.5% Administrative Charge
16	Escalation	10% Increase Year 2 10% Increase Year 3	
TOTAL RANKING POINTS		60	92
RANKING		2	1

SOUTH TEXAS COLLEGE
1. BUSINESS SKILLS TRAINING SERVICES
PROJECT NO. 15-16-1019
EVALUATION FORM

VENDOR		Leadership Resource Group		World Class Training	
ADDRESS		406 W Minnesota Rd		P O Box 4046	
CITY/STATE		Pharr, TX 78577		Brownsville, TX 78523	
PHONE/FAX		956-460-9125		956-504-9287	
FAX		None		956-547-9909	
CONTACT		Arnoldo Mata		Martha A. Valdez	
1	The respondent's financial proposal. (up to 40 points)	10	10	40	40
		10		40	
		10		40	
2	The respondent's experience and reputation. (up to 15 points)	13	13	14	14
		13		15	
		12		14	
3	The extent to which the goods and/or services meet the College's needs. (up to 15 points)	14	14	14	14
		15		15	
		14		14	
4	The respondent's success rate for clients for the services provided. (up to 10 points)	9	9	9	9
		10		10	
		9		9	
5	The quality of the respondent's proposal, including the responsiveness to requirements and adequacy of information provided. (up to 10 points)	9	9	9	9
		10		10	
		9		9	
6	The vendor's past relationship with the College. (up to 5 points)	4	4	5	5
		4		5	
		4		5	
7	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 5 points)	0	0	0	0
		0		0	
		0		0	
TOTAL EVALUATION POINTS		60		92	
RANKING		2		1	

SOUTH TEXAS COLLEGE
2. CATERING SERVICES
PROJECT NO. 15-16-1021

VENDOR		Blimpie	CB Cafes McAllen I, LLC. (Corner Bakery Café)	Cornerstone Catering	Delgar Foods/ dba Delia's	Domine Catering, LLC.	El Reno Investments, LLC./ dba Subway 41178	Esperanza on Fifth/ dba Blimpie Weslaco	H&B Southern Investments/dba Don Pepe's Mexican Restaurant	Jason's Deli	Pizza Properties, Inc./ dba Peter Piper Pizza	RGV Pizza Hut, LLC.
ADDRESS		2825 Pecan Blvd Ste A	3400 Expway 83	4406 Santa Fabiola	P O Box 2978	7304 N 17th St	3005 Las Colunas Ln	120 West 5th St	306 N McColl Rd	6000 S Staples Ste 300	4445 N Mesa Ste 100	2101 N 23rd St
CITY/STATE/ZIP		McAllen, TX 78501	McAllen, TX 78501	Mission, TX 78572	McAllen, TX 78502	McAllen, TX 78504	Mission, TX 78574	Weslaco, TX 78596	McAllen, TX 78501	Corpus Christi, TX	El Paso, TX 79902	McAllen, TX 78501
PHONE		956-627-3329	956-800-6279	956-445-3446	956-961-4609	956-279-4812	956-458-4407	956-351-5212	956-827-4200	361-854-5446	915-541-8218	956-682-1521
FAX		956-627-6606			956-961-44417			956-351-5215		361-854-0565	915-313-8918	956-682-7561
CONTACT		Jennifer B. Morgan	Adrian Olivarez	Roberto Ravelo	Laura L. Lubin	Francisco Domine, Jr.	Alejandro Varela	Robert Calvillo	Rebecca Jasso	Robert Becquet	Polly H. Vaughn	Jose Lozano
#	**Description**	**Discount**	**Discount**	**Discount**	**Discount**	**Discount**	**Discount**	**Discount**	**Discount**	**Discount**	**Discount**	**Discount**
1	Food Menu	0%	0% - $6.95 Lunch Box with Minimum Order of 50	0%	0%	0%	0%	0%	0%	0%	10% - $6.29 Large 1 Topping	14" Pepperoni $8 14" Specialty Pizza $10
2	Advance Order to Assure Delivery	24-48 Hours	Purchase Order upon delivery	No Response	4 Days	3-7 Business Days	1 Day Preferable	5 Business Days	No Response	1 Day or Less (Same Day)	2-3 Days Preferred	24 Hours
3	Minimum Order Requirement	1 Tray Minimum	$75 - 3 mile radius $100 - 10 mile radius $200 - 20 mile radius	No Response	2 dozen	Pecan/Tech - $50.00 MV/Starr - $100.00+$15.00 Delivery Surcharge	No Minimum	$50.00	No Response	$15.00	$100 minimum for Delivery - No Minimum for Pickup	5 Pizza Minimum
Escalation 2nd Year		10%	3%	9%	0%	4%	up to 2%	5%	10%	Current Menu Pricing	3-5%	10%
Escalation 3rd Year		5%	3%	9%	0%	4%	up to 2%	5.5%	10%	Current Menu Pricing	3-5%	10%

NO BACKUP FOR

3. Lease of Warehouse (Reject)

NO BACKUP FOR

4. Travel Package for TexPrep Program (Reject)

SOUTH TEXAS COLLEGE
5. ADVERTISEMENT AGREEMENT - CONTINUING EDUCATION
QUOTE NO. R0070832/R0070824

NAME	ACM Valley Multimedia Network/dba Valley Town Crier
ADDRESS	1811 N 23rd
CITY/STATE/ZIP	McAllen, TX 78501
PHONE	956-682-2423
FAX	956-630-6371
CONTACT	Rick de Luna

#	Qty	Description	Unit Price	Extension
1	1	Advertisement -Continuing Education Courses Period: 9/16/15 - 8/31/16	$ 8,569.60	$ 8,569.60
2	1	Advertisement - ESL Courses Period: 9/16/15 - 8/31/16	$ 8,569.60	$ 8,569.60
TOTAL AMOUNT			$	17,139.20

SOUTH TEXAS COLLEGE
6. INSTITUTIONAL MEMBERSHIP- AACC
QUOTE NO. R0071010

NAME	American Association of Community Colleges (AACC)
ADDRESS	One Dupont Circle NW Ste 410
CITY/STATE/ZIP	Washington, DC 20036
PHONE	202-728-0200
FAX	202-833-2467
CONTACT	Wayne Horton-Martin

#	Qty	Description	Unit Price	Extension
1	1	2016 AACC Institutional Membership Period: 1/1/16 - 12/31/16	$ 15,440.00	$ 15,440.00
2	1	2016 Presidents Academy Fee	$ 50.00	$ 50.00
TOTAL AMOUNT			$ 15,490.00	

SOUTH TEXAS COLLEGE
7. INSTITUTIONAL MEMBERSHIP-TACC
QUOTE NO. R0070964

NAME	Texas Association of Community Colleges (TACC)
ADDRESS	1304 San Antonio Ste 201
CITY/STATE/ZIP	Austin, TX 78701
PHONE	512-476-2572
FAX	512-476-0262

#	Qty	Description	Unit Price	Extension
1	1	2016 Association Membership Dues Period: 9/1/15 - 8/31/16	$ 50,816.00	$ 50,816.00
2	1	Building Assessment Fee	$ 9,773.00	$ 9,773.00
3	1	Mathway Assessment	$ 14,659.00	$ 14,659.00
4	1	Telecommunication Membership Fee	$ 3,909.00	$ 3,909.00
5	1	Additional Assessment for 2015	$ 19,544.62	$ 19,544.62
TOTAL AMOUNT			$	98,701.62

SOUTH TEXAS COLLEGE
8. INSTRUCTIONAL TRAINING EQUIPMENT

NAME	CPAT Distribution, Inc.
ADDRESS	23905 Clinton Keith Rd Ste 114-122
CITY/STATE/ZIP	Wildomar, CA 92595
PHONE	626-797-9025
FAX	626-797-9026
CONTACT	Patricia Alvarez

#	Qty	Description	Unit Price	Extension
1	1	Practice Ceiling Breach & Pull Brackets #NEWT-750	$ 4,920.00	$ 4,920.00
2	1	Crating Charge	$ 400.00	$ 400.00
3	1	Shipping Charge	$ 849.76	$ 849.76
4	1	Forcible Entry Machine #ALCO-200	$ 4,730.00	$ 4,730.00
5	1	Crating Charge	$ 45.00	$ 45.00
6	1	Shipping Charge	$ 150.00	$ 150.00
7	1	Calibration Unit #ALCO-300	$ 927.00	$ 927.00
8	1	Crating Charge	$ 45.00	$ 45.00
9	1	Shipping Charge	$ 75.00	$ 75.00
TOTAL AMOUNT			$	12,141.76

SOUTH TEXAS COLLEGE
9. SCIENCE INSTRUCTIONAL SUPPLIES AND EQUIPMENT

NAME			Fisher Science Education	
ADDRESS			4500 Turnberry Dr	
CITY/STATE/ZIP			Hanover Park, IL 60133	
PHONE			800-955-1177	
FAX			800-955-0740	
CONTACT			Nicole Olsen	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	Science Instructional Supplies and Equipment Period: 9/1/15 - 8/31/16	$ 22,000.00	$ 22,000.00
TOTAL AMOUNT			$ 22,000.00	

SOUTH TEXAS COLLEGE
10. CALL CENTER SERVICES

NAME			Blackboard, Inc.	
ADDRESS			650 Massachusetts Ave NW	
CITY/STATE/ZIP			Washington, DC 20001	
PHONE			571-318-0479	
CONTACT			Brian Dycus	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	Outbound Engagement Campaign Period: 10/1/15 - 9/30/16 Includes the following: -Up to 12,000 unique students spread across several campaigns -Outbound Calling Campaign - several attempts per student -Includes project management, reporting, and data analysis services	$ 150,000.00	$ 150,000.00
TOTAL AMOUNT			$ 150,000.00	

SOUTH TEXAS COLLEGE
11. DISTRICT WIDE FURNITURE REQUEST
OCTOBER 27, 2015

#	Qty	Description	Unit Price	Extension	Requesting Department
Allsteel, Inc./Gateway Printing and Office Supply, Inc. (TXMAS-9-71I050)					
1	4	SCU-UADF Scout Armless Chair Adjustable Back	$274.06	$1,096.24	Div Liberal Arts & Social Sciences - Margaretha E Bischoff
					Chairs for Conference Table located at the Dean of
					Liberal Arts & Social Science Office
2	1	Labor to receive, inspect, deliver and install	$100.00	$100.00	
		Allsteel, Inc. Total		**$1,196.24**	
Exemplis Corporation/Gateway Printing and Office Supply, Inc. (TXMAS-4-7110240)					
1	1	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	$332.24	$332.24	Div Liberal Arts & Social Sciences - Margaretha E Bischoff
					Office Chair for Student Success Specialist
2	1	Labor to receive, inspect, deliver, install and remove debris	$35.00	$35.00	
		Exemplis Corporation Total		**$367.24**	
The Hon Company/Gateway Printing and Office Supply, Inc. (TXMAS-6-71111060-11)					
1	1	H314 Vertical File 4 Drawer Letter with Lock, Black	$198.39	$198.39	Div Liberal Arts & Social Sciences - Margaretha E Bischoff
	1	HS72ABC Brigade Bookcase 5-Shelf 12 5/8Dx34 1/2Wx71H, Black	$159.10	$159.10	Bookcase and Vertical File for Student Success Specialist
2	1	H38292L Desk with Lock Single Pedestal 30Dx 66W	$519.84	$519.84	Academic Advancement - Anahid Petrosian
	1	H38215R Desk Single Pedestal 30Dx 66W	$340.70	$340.70	Desk, Vertical File and Bookcase for the HSI Project Director
	1	H314 Vertical File 4 Drawer Letter with Lock, Charcoal	$198.39	$198.39	
	1	HS72ABC Brigade Bookcase 5-Shelf, Charcoal	$159.10	$159.10	
3	2	HS72ABC Brigade Bookcase 5-Shelf	$159.10	$318.20	Student Assessment Center - Miguel Carranza
					Bookcases for Director of Testing Services
4	1	Stack on Full Clearance without Doors	$281.39	$281.39	Div Liberal Arts & Social Sciences - Margaretha E Bischoff
	1	Flipper Doors with Lock for 66"W Stack-On	$172.19	$172.19	Lateral File and Stack on Storage for Dean of
	1	HPE302 Penn Ave 2 Drawer Lateral File, 36Wx20Dx29H	$823.73	$823.73	Liberal Arts & Social Science Office
5	1	Labor to receive, inspect, deliver, install and remove debris	$415.00	$415.00	
		The Hon Company Total		**$3,586.03**	

SOUTH TEXAS COLLEGE
11. DISTRICT WIDE FURNITURE REQUEST
OCTOBER 27, 2015

#	Qty	Description	Unit Price	Extension	Requesting Department
Krueger International, Inc./Gateway Printing and Office Supply, Inc. (TXMAS-3-7110400)					
1	1	7D/D3066-74P-F Desk Full Modesty Panel 74P Edge	$530.00	$530.00	Purchasing Department - Becky Cavazos
	1	7D/R2448-74P-F Desk, Return Modesty Panel	$390.00	$390.00	Desk and Chairs for new position at the
	1	S7P/1530/WBBF Files Supporting Ped-Box	$390.00	$390.00	Purchasing Department
	1	S7P/1524WFF Files Supporting Ped File	$340.00	$340.00	
	2	RAPWAUS Rapture Four-Leg Armchair	$190.00	$380.00	
2	1	7D/D3066-74P-F Desk Full Modesty Panel 74P Edge	$526.56	$526.56	Div Liberal Arts & Social Sciences - Margaretha E Bischoff
	1	7D/R2448-74P-F Desk, Return Modesty Panel	$382.56	$382.56	Desk and Guest Chairs for Student Success Specialist
	1	S7P/1530/WBBF Files Supporting Ped-Box	$384.48	$384.48	
	1	S7P/1524WFF Files Supporting Ped File	$333.60	$333.60	
	2	RAPWAUS Rapture Four-Leg Armchair	$183.84	$367.68	
3	1	7D/D3066-74P-F Desk Full Modesty Panel 74P Edge	$526.56	$526.56	Student Assessment Center - Miguel Carranza
	1	7D/R2470-74P-F Desk, Return Modesty Panel	$458.88	$458.88	Desk and Chairs for the new office of Director of Testing.
	1	7D/B2436-74P-F Desk, Full Modesty Panel	$330.72	$330.72	Privacy Divider Screens are for the Testing lab
	1	S7P/1530/WBBF Files Supporting Ped-Box	$384.48	$384.48	
	1	S7P/1524WFF Files Supporting Ped File	$333.60	$333.60	
	4	ITPS1736 intandem privacy screen, rect	$104.64	$418.56	
	4	ITDV1724/E end divider screen 17"Hx24"W	$96.00	$384.00	
	2	ITDV1724/M74P middle divider screen	$102.24	$204.48	
	4	RAPWAUS Rapture Four-Leg Armchair	$183.84	$735.36	
4	1	BR35FX-74P Barron Fixed Table Round , 42 Diameter	$641.76	$641.76	Div Liberal Arts & Social Sciences - Margaretha E Bischoff
					Conference Table for Dean of Liberal Arts & Social Science
5	1	Labor to receive, inspect, deliver, install and remove debris	$695.00	$695.00	
		Krueger International, Inc. Total		**$9,138.28**	
Southwest Solutions Group, LLC. (TXMAS-14-710110)					
1	1	18 Mobile Shelving Units with High Capacity Hand Crank System	$16,827.00	$16,827.00	Facilities Planning & Construction - Ricardo De la Garza
					Mobile shelves needed to store construction binders
					in the Planning & Construction file room
		Southwest Solutions Group, LLC. Total		**$16,827.00**	
		FURNITURE TOTAL		**$31,114.79**	

SOUTH TEXAS COLLEGE
12. LUMBER AND MATERIALS

NAME	Lowe's Home Centers, LLC.
ADDRESS	1605 Curtis Bridge Rd
CITY/STATE/ZIP	Chicago, IL 60631
LOCAL ADDRESS	707 S Jackson Rd Pharr, TX 78577
PHONE	956-783-7570
FAX	956-783-7573

#	Qty	Description	Unit Price	Extension
1	1	Lumber and Materials Period: 9/1/15 - 8/31/16	$ 35,000.00	$ 35,000.00
TOTAL AMOUNT			$	35,000.00

SOUTH TEXAS COLLEGE
13. OVERNIGHT DELIVERY SERVICES

NAME	FedEx Government Services
ADDRESS	6625 Lenox Park
CITY/STATE/ZIP	Memphis, TN 38115
LOCAL ADDRESS	902 N Jackson Rd Pharr, TX 78577
PHONE	800-645-9424
FAX	901-224-2471

#	Qty	Description	Unit Price	Extension
1	1	Overnight Delivery Services Period: 9/1/15 - 8/31/16	$ 11,000.00	$ 11,000.00
TOTAL AMOUNT			$	11,000.00

SOUTH TEXAS COLLEGE
14. PLAYGROUND FLOORING

NAME			Park Place Recreation Designs, Inc.	
ADDRESS			P O Box 18186	
CITY/STATE/ZIP			San Antonio, TX 78218	
PHONE			800-626-0238	
FAX			210-832-0115	
CONTACT			Marilyn Ahrens	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	Large Playground Area #2 Turf and Installation	$ 27,395.00	$ 27,395.00
2	1	Removal and Disposal of Existing Rubber Mulch	$ 1,900.00	$ 1,900.00
3	1	Area #4 Install Rubber Poured in place materials to fill in gap	$ 395.00	$ 395.00
TOTAL AMOUNT			$ 29,690.00	

SOUTH TEXAS COLLEGE
15. STUDENT INFORMATION DISTRIBUTION SERVICES

		NAME	La Feria News	AIM Media Texas/Mid-Valley Town Crier	Starr County Town Crier, LLC.	AIM Media Texas/ Valley Morning Star	Valley Newspaper Holdings, LLP./ Valley Town Crier
		ADDRESS	102 S Main St	P O Box 3267	P O Box 209	P O Box 3267	1811 N 23rd St
		CITY/STATE/ZIP	La Feria, TX 78559	McAllen, TX 78502	Rio Grande City, TX 78582	McAllen ,TX 78502	McAllen, TX 78501
		PHONE	956-797-9920	956-683-4000	956-487-6544	956-683-4000	956-682-2423
		FAX	956-797-9921		956-487-6165		956-630-6371
		CONTACT	Bill Keltner	Mary Escobedo	Jorge Canales	Mary Escobedo	Ricardo De Luna
#	**Qty**	**Description**	**Price Proposal**	**Price Proposal**	**Price Proposal**	**Price Proposal**	**Price Proposal**
1	1	Spring 2016 Course Schedule Inserts	$ 250.00	$ 1,150.00	$ 1,500.00	$ 490.00	$ 6,095.00
2	1	Staying Connected Special Edition Fall Issue 2015	$ 200.00	$ 920.00	$ 975.00	$ 280.00	$ 4,715.00
3	1	Summer/Fall 2015 Course Schedule	$ -	$ 1,426.00	$ -	$ 730.00	$ 7,475.00
4	1	Fall only 2016 Course Schedule	$ 250.00	$ 1,150.00	$ 1,500.00	$ 490.00	$ 6,095.00
5	1	Staying Connected Special Edition Summer Issue 2015	$ 200.00	$ 920.00	$ 975.00	$ 280.00	$ 4,715.00
TOTAL AMOUNT			$ 900.00	$ 5,566.00	$ 4,950.00	$ 2,270.00	$ 29,095.00

STC
South Texas College

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

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

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

September 14, 2015

Mobile Mini I, Inc.
Attn: Mr. Ron Marshall
7420 S Kyrene Rd Ste 101
Tempe, AZ 85283

Dear Mr. Marshall:

On November 26, 2013, South Texas College awarded a contract to Mobile Mini I, Inc. for Mobile Storage Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from December 18, 2015 through December 17, 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,

Becky Cavazos

Rebecca R. Cavazos

OK TO EXTEND CONTRACT RATE

GOVERNMENT ACCOUNT MGR.

TOM NAYLOR 9/24/15

GOVERNMENT@mobilemini.com

480.894.6311 EX: 1713

STC
South Texas College

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

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

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

September 14, 2015

PODS of the Rio Grande Valley
Attn: Mr. Brian Madden
615 Blaze Blvd
Edinburg, TX 78539

Dear Mr. Madden:

On November 26, 2013, South Texas College awarded a contract to PODS of the Rio Grande Valley for Mobile Storage Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from December 18, 2015 through December 17, 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,

Becky Cavazos

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through December 17, 2016 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: B Kelly Madden

Name Printed: Brian Kelly Madden

Date: 9-16-2015

STC
South Texas College

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

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

(956) 872 4681
Fax (956) 872 4688

September 14, 2015

I Drive Safely, LLC.
Attn: Mr. Gregory Hallinan
5760 Fleet St #210
Carlsbad, CA 92008

Dear Mr. Hallinan:

On October 28, 2014, South Texas College awarded a contract to I Drive Safely, LLC. for Online Defensive Driving Training. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 1, 2015 through October 31, 2016.

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

Sincerely,

Becky Cavazos

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through October 31, 2016 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: GREG HALLINAN / EVP

Date: 9/15/15

SOUTH TEXAS COLLEGE
18. DISTRICT WIDE TECHNOLOGY REQUEST
OCTOBER 27, 2015

COMPUTERS

#	Qty	Description		Extension	Requesting Department
1	1	Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory	$ 680.00	$ 680.00	World Language Program - Delia Magdaleno
		19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty			(1) Replacement of 8-yr-old system for Dept Faculty
2	1	Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory	$ 680.00	$ 680.00	Kinesiology Program - Rebecca de los Santos
		19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty			(1) Replacement of 6-yr-old system for Dept Faculty
3	1	Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory	$ 680.00	$ 680.00	Respiratory Therapy Program- Gabriel Pena
		19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty			(1) New system for new Dept Faculty
4	1	Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory	$ 680.00	$ 680.00	Property Loss Fund - Becky Cavazos
		19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty			(1) Replacement of system for HVAC program due to water
					damage from roof construction
5	1	Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory	$ 680.00	$ 680.00	Curriculum & Student Learning - Kristina Wilson
		19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty			(1) Replacement of 6-yr-old system for Dept Staff
6	1	Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory	$ 1,264.50	$ 1,264.50	Instructional Technologies Maintenance & Replacement - Marie
		(2) 24" Monitor, 2GB AMD Video Card, 16X DVD+/-RW, Warranty			(1) Replacement of 5-yr-old system for Dept Staff
7	1	Computer 7020 MT, i5-4590 Processor, 250GB Hard Drive, 8GB Memory	$ 774.87	$ 774.87	Instructional Technologies - Marie Evans
		No Monitor, 1.0GB AMD Radeon Video Card, 16X DVD+/-RW, Warranty			(1) Replacement of 7-yr-old system for Dept Staff
8	1	Computer 5810 Workstation, Intel Xeon 3.1GZ Processor, 500GB Hard Drive, 32GB Memory	$ 1,958.11	$ 1,958.11	CADD Program - Rey Sanchez
		22" Monitor, 2.0GB NVIDIA Video Card, 16X DVD+/-RW, Warranty			(1) Replacement of 7-yr-old system for Dept Faculty
9	2	Computer iMac, 2.7GHz Quad-Core Intel i5, 1TB Hard Drive, 16GB Memory,	$ 1,682.00	$ 3,364.00	Public Relations/Marketing - Daniel Ramirez
		21.5" Monitor, Intel Iris Pro Graphics, Warranty			(2) New systems for new Dept Staff
10	2	Computer iMac, 302GHz Quad-Core Intel i5, 1TB Hard Drive, 16GB Memory,	$ 2,142.00	$ 4,284.00	Public Relations/Marketing - Daniel Ramirez
		27" Monitor, 1GB NVIDIA Video Card, Warranty			(2) New systems for new Dept Staff
		COMPUTER TOTAL		**$ 15,045.48**	

LAPTOPS

#	Qty	Description		Extension	Requesting Department
11	1	Laptop E5450 Intel Core i5-5300U, 250GB Hard Drive, Battery,	$ 1,180.00	$ 1,180.00	Medical Information Program - Irma Rodriguez
		8.0GB Memory, Intel Dual Band Wireless Card, Warranty			(1) Replacement of 4-yr-old system for Dept Faculty
12	1	Laptop E5450 Intel Core i5-5300U, 250GB Hard Drive, Battery,	$ 1,180.00	$ 1,180.00	Health Information Program - Irma Rodriguez
		8.0GB Memory, Intel Dual Band Wireless Card, Warranty			(1) Replacement of 8-yr-old system for Dept Faculty

SOUTH TEXAS COLLEGE
18. DISTRICT WIDE TECHNOLOGY REQUEST
OCTOBER 27, 2015

#	Qty	Description		Extension	Requesting Department
13	2	Laptop 3550 Intel Core i7-5500U, 500GB Hard Drive, Battery,	$ 1,327.95	$ 2,655.90	Instructional Technologies - Marie Evans
		8.0GB Memory, 2.0GB NVIDIA GeForce Video Card, Warranty			(2) Replacement of 7-yr-old systems for Dept Staff
14	1	Laptop MacBook Air, 1.6GHz Dual-Core Intel i5, 128GB Flash Storage,	$ 1,216.00	$ 1,216.00	World Language Program - Delia Magdaleno
		4GB Memory, Intel Iris Graphics 6000, Warranty			(1) New mobile system for Dept Chair/Faculty
15	1	Laptop MacBook Pro, 3.1GHz Dual-Core Intel i7, 512GB Flash Storage,	$ 2,182.00	$ 2,182.00	Computer Science Program - Saeed Molki
		16GB Memory, Intel Iris Graphics 6100, Warranty			(1) Replacement of 5-yr-old system for classroom instruction
		LAPTOP TOTAL		**$ 8,413.90**	

TABLETS

#	Qty	Description		Extension	Requesting Department
16	2	iPad Air 2, Wi-Fi, 16GB, Engraved "Property of South Texas College",	$ 672.00	$ 1,344.00	Emergency Medical Technology Program - Roberto Gonzalez
		Warranty			(2) New systems for simulation scenarios @ NAH student lab
17	1	Microsoft Surface Pro 3, 128GB Storage, Core i5 4020y / 1.5GHz,	$ 1,204.17	$ 1,204.17	College Success Healthcare - Wayne Williams
		4GB RAM, Type-Cover Keyboard, Warranty			(1) New system for Dept Faculty for classroom instruction
18	1	Microsoft Surface Pro 3, 128GB Storage, Core i5 4020y / 1.5GHz,	$ 1,423.44	$ 1,423.44	Medical Information Program - Irma Rodriguez
		4GB RAM, Type-Cover Keyboard, Dock Station, Touch Mouse, Warranty			(1) New system for Dept Chair for classroom instruction
		TABLET TOTAL		**$ 3,971.61**	
		COMPUTER/LAPTOP/SERVER TOTAL		**$ 27,430.99**	

SOUTH TEXAS COLLEGE
19. ACCREDITATION COMPLIANCE AND INSTITUTIONAL EFFECTIVENESS MANAGEMENT LICENSE

NAME	Concord USA, Inc.
ADDRESS	1 Dunwoody Park Ste 103
CITY/STATE/ZIP	Atlanta, GA 30338
PHONE	770-200-7465
FAX	678-578-4148

#	Qty	Description	Unit Price	Extension
1	1	Xitracs Enterprise System-ASP Annual Fee for 30K License Period: 10/1/15 - 9/30/16	$ 21,955.00	$ 21,955.00
2	1	Xitracs Standards Template-ASP Annual Fee License Period: 10/1/15 - 9/30/16	$ 650.00	$ 650.00
TOTAL AMOUNT			$	22,605.00

SOUTH TEXAS COLLEGE
20. MICROSOFT CAMPUS LICENSE AGREEMENT

NAME	Software House International Government
ADDRESS	1301 S Mo Pac Expway Ste 375
CITY/STATE/ZIP	Austin, TX 78746
PHONE	512-732-8022
FAX	512-732-0232
CONTACT	Adrienne Pubylski

#	Qty	Description	Unit Price	Extension
Period: 11/1/15 - 10/31/16				
1	1,906	Microsoft Desktop Education w/Enterprise CAL License & Software Assurance - 1 License	$ 54.18	$ 103,267.08
2	5	Microsoft Windows Server Datacenter Edition - License & Software Assurance - 2 Processors	$ 295.00	$ 1,475.00
3	1,906	Microsoft Office 365 (Plan A2) - Subscription License (1 Month) - 1 User - EDU - For Faculty/Staff	$ -	$ -
4	19,474	Microsoft Office 365 (Plan A2) - Subscription License (1 Month) - 1 User - EDU - for Students	$ -	$ -
5	50	Microsoft Windows Server Standard Edition - License & Software Assurance - 2 Processors	$ 44.70	$ 2,235.00
6	19,474	Office 365 Pro Plus for Students	$ -	$ -
7	1,906	O365ProPlusEdu ALNG SubsVL MVL AddOn to OPP	$ -	$ -
8	100	Skype for Business Server Plus CAL- License & Software assurance 1-Device CAL	$ 9.10	$ 910.00
9	20	Microsoft Visual Studio Professional with MSDN -License & Software assurance - 1 user-Select-WIN	$ 55.90	$ 1,118.00
TOTAL AMOUNT			$	109,005.08

SOUTH TEXAS COLLEGE
21. ONLINE ADMISSION APPLICATION SERVICE
QUOTE NO. R0070907

NAME	Texas Higher Education Coordinating Board
ADDRESS	1200 E Anderson Ln
CITY/STATE/ZIP	Austin, TX 78572
PHONE	512-427-6101
CONTACT	Harold Hahn

#	Qty	Description	Unit Price	Extension
1	1	Apply Texas Application System -Annual Fee Period: 9/1/15-8/31/16	$ 10,839.00	$ 10,839.00
TOTAL AMOUNT			$	10,839.00

SOUTH TEXAS COLLEGE
22. ONLINE COURSE EVALUATION LICENSE AGREEMENT
QUOTE NO. R0070384

NAME	Gap Technologies, Inc.
ADDRESS	431 Cleveland Dr
CITY/STATE/ZIP	Cheektowaga, NY 14225
PHONE	716-803-1111
FAX	716-715-1054
CONTACT	Ronald Jennings

#	Qty	Description	Unit Price	Extension
1	1	Online Course Evaluation License Agreement Period: 1/01/16 - 12/31/16	$ 21,999.00	$ 21,999.00
TOTAL AMOUNT			$ 21,999.00	

SOUTH TEXAS COLLEGE
23. GRADUATION FACILITY

NAME	City of Hidalgo - Texas Municipal Facilities Corporation (State Farm Arena)
ADDRESS	2600 N 10th St
CITY/STATE/ZIP	Hidalgo, TX 78557
PHONE	956-843-5501
FAX	956-843-5539
CONTACT	Gloria Tovar

#	Qty	Description	Unit Price	Extension
1	1	Lease Facility - Graduation Ceremonies Date: May 12, 2015 - May 15, 2015	$ 23,500.00	$ 23,500.00
TOTAL AMOUNT			$	23,500.00

Review and Recommend Action to Revise Policy #2200: Legal Counsel

Approval to revise Policy #2200: Legal Counsel will be requested at the October 27, 2015 Board meeting.

Purpose – The proposed policy revisions update the current policy, which has not been revised by the Board since 1995.

Justification – The revisions include requiring a written contract/letter of engagement between the Board and the attorney(s) to include compensation, and the manner by which requests for legal advice will be channeled.

Background – Policy #2200: Legal Counsel was approved by the Board of Trustees on November 9, 1995.

The College President surveyed peer institutions and found that there is no established "standard" for such a policy. Some institutions employ in-house counsel, some have policies that are more or less prescriptive than South Texas College. Some institutions do not have a parallel policy at all.

The College has learned from the Texas Association of School Boards (TASB) that there is no legislative mandate for Community Colleges in Texas to adopt a "legal counsel" policy; however, in reviewing peer institutions' policies, the President has recommended a revision to Policy #2200: Legal Counsel.

The Board has latitude in the engagement of legal counsel and the acquisition of the services of an attorney through a competitive procurement method is not required by either Section 44.031 of the Education Code or Chapter 2254 of the Government Code.

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

- The requirement that services to be performed and reasonable compensation shall be set forth in a written contract / letter of engagement between the Board and the attorney(s).
- Communication between the Board and legal counsel shall be channeled through the President, as appropriate, when counsel is sought.
- Staff requests for legal advice shall be submitted through the President or designee.

The proposed revisions would require a more specific letter of agreement with the College's legal counsel that enumerates legal services and compensation. This would help provide a clear framework for the College's interactions with its various legal counsels.

The proposed revisions would also codify that communication from the Board or staff with legal counsel would be channeled through the Board's designee, the College President, and staff as designated by the President.

Enclosed Documents - The revised policy follows in the packet for the Committee's review and information.

The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout.

It is requested that the Finance and Human Resources Committee recommend for Board approval, at the October 27, 2015 Board meeting, Policy #2200: Legal Counsel and which supersedes any previously adopted Board policy.

Title	**Legal Counsel**	**2200**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 1**
Date Approved by Board	**Board Minute Order dated November 9, 1995** ***As Amended by Board Minute Order dated October 27, 2015***	

The Board of Trustees shall ~~designate~~ *retain* an attorney(s)*, as necessary,* to serve in the capacity of legal counsel for the College and to represent and advise the Board *and Executive administration* in all legal matters affecting or potentially affecting the Board or the College.

The attorney(s) shall be reasonably compensated and shall serve at the pleasure of the Board. The attorney(s) shall be available to handle all legal matters for the Board and the administration of the College, and shall be responsible to the Board. *Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract/letter of engagement between the Board and the attorney(s).*

Staff requests for legal advice from the College's legal counsel shall be submitted through the College President or designee.

The attorney(s) shall attend Board meetings when requested by the Board or by the President and shall be available for consultation with members of the Board, the President, and individual staff members designated by the President, and shall undertake to represent the Board and the College in all matters referred by the Board and the President.

Revised

~~Strikethrough denotes deletion~~
Italics denote addition

Review and Recommend Action as Necessary on Legal Services

The Board will be asked to approve and authorize Letters of Agreement as necessary to retain legal counsel with *The J. Ramirez Law Firm* and with *Guerrero Law Firm*.

The Board Chair has received correspondence from the College's Legal Counsel, *The J. Ramirez Law Firm*. The Board Chair of the Finance and Human Resources Committee requested this item be placed on the agenda for discussion and action as necessary.

Purpose – The College requires legal counsel and representation for various issues related to its normal operations, as well as legal matters and questions that arise.

Justification – Under Board Policy #2200: *Legal Counsel*, the Board is able to designate legal counsel as necessary to protect the College and provide advice and representation in legal matters. South Texas College continues to grow and expand and in doing so must maintain adequate legal coverage in today's rapidly changing environment. Legal services allow the College to manage legal risk, identify legal issues, and develop plans and programs to manage and address legal problems that may arise. The scope and volume of legal work has increased alongside the College's growth and increased accountability from state and federal agencies. Legal services include:

- Attending Board meetings
- Providing legal counsel and guidance to Board of Trustees and administrative staff on such matters as:
  - ⇒ Employment law (Title IX federal regulations, review of practices regarding federal laws on discrimination, retaliation, equal opportunity, veterans employment preference, human resources development)
  - ⇒ Personnel matters (Development, review and recommendation for updates of personnel policies)
  - ⇒ Procurement procedures and contracts (interpretation of procurement law and review of certain contracts, development of a standardized contract form for most services the College solicits to be included as part of the RFP or RFQ document) and contract compliance
  - ⇒ Elections
  - ⇒ Texas Open Meetings Act
  - ⇒ Texas Public Information Act
  - ⇒ Construction contracts
  - ⇒ Litigation representation
  - ⇒ Other such as Tax Abatement Agreements and IRS examinations
  - ⇒ Policy Drafting and Advising
  - ⇒ Legal Counsel Advising
  - ⇒ Public Information Response
- Other work as authorized by the Board

Background – The College currently retains legal counsel through *The J. Ramirez Law Firm* based upon prior Board designation of *Ramirez & Guerrero, L.L.P.* as legal counsel, and previously designated as *Montalvo and Ramirez*.

At the January 18, 2001 Board Meeting, the Board approved the appointment of The Law Firm of Montalvo & Ramirez for an hourly rate of $125. Furthermore at the February 21, 2008 Board Meeting, the Board approved contracting with the law firm of Ramirez & Guerrero, L.L.P. for legal services at an hourly rate of $150.00. In October 2013, Mr. Jesus Ramirez and Mr. Jose Guerrero notified the College that the Ramirez & Guerrero partnership had been dissolved. Each of the attorneys is now operating a separate law firm. Since that time, the College has primarily received legal services from Mr. Jesus Ramirez.

The annual cost for legal services has been as follows:

Fiscal Year	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Average
Total Annual Cost	$59,462	$60,017	$104,092	73,518	$78,338	$97,067	$78,749

Following is a breakdown of legal services and associated costs for FY 2014-2015:

Legal Service Category	Number of Invoices	Sum of Invoices
Bank Depository	3	$8,697.69
Bond	10	6,176.25
Construction	8	6,215.13
Contracts	16	2,070.00
Employee Issues	36	19,757.28
Hailstorm Damage	4	23,204.51
LRGVDC - Metro	1	1,523.95
Meetings	19	7,750.50
Miscellaneous and Initial Inquiries	45	5,368.98
Open Records	1	1,237.50
Patent Review	2	112.50
Policies	8	1,137.00
Property - Real Estate	10	1,917.36
Rollback Elections	25	5,197.50
Student Issues	1	37.50
Tax Abatement	3	6,663.14
TOTAL	**192**	**$97,066.79**

Administration, upon request from the President, researched the legal services representation of twelve (12) other community colleges in Texas; including the other nine (9) largest community colleges.

Colleges	In House	Outsourced	Legal Counsel
Alamo Colleges	2 Attorneys 1 Paralegal		Various
Austin Community College		Firm	Bickerstaff, Health, Delgado, Acosta, LLC
Collin College		Firm	Abernathy, Roeder, Boyd & Joplin, A Professional Corp.
Dallas County Community College District	1 Attorney 2 Paralegals 1 Admin		
El Paso Community College		Firm	Dunbar Armendariz & Hegeman
Houston Community College System	3 Attorneys 3 Paralegals 1 Admin		
Lone Star College System	4 Attorneys 3 Paralegals 1 Admin		
San Jacinto College		Firm	Danny Snooks / Thompson & Horton
South Texas College		Firm	
Tarrant County College	1 Attorney		
Del Mar College		Firms	6 External Firms
Kilgore College		Firms	3 External Firms
Navarro College		Firms	3 External Firms

South Texas College's need for legal services continues to grow and the College must ensure that adequate legal coverage is maintained going forward.

A contract with the Board approved legal counsel(s) is necessary in accordance with the College's Purchasing Department vendor setup procedures, which indicate that a contract must be on file in the same name as the vendor and that payment is made in the name of the company mentioned on the contract.

Funding Source – Expenditures are budgeted in the Legal Services budget for FY 2015-2016.

Reviewers - Dr. Shirley A. Reed, College President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the documentation with staff and ask the Finance and Human Resources Committee to recommend approval of Letters of Agreement with both firms as presented.

The Board is now asked to retain legal counsel with both *The J. Ramirez Law Firm* and *Guerrero Law Firm.* Each firm would be authorized to represent the College on specific matters as designated by the Board or President. *The J. Ramirez Law Firm* would serve as general counsel, and the *Guerrero Law Firm* would offer counsel and representation specifically related to personnel matters.

The proposed hourly rate is as follows:

The J. Ramirez Law Firm (new hourly rate)	$200
Guerrero Law Firm	$175

The Finance and Human Resources Committee is asked to recommend Board approval to enter into a new letter of agreement for legal counsel with The J. Ramirez Law Firm and with Guerrero Law Firm, as presented.

Review and Discussion on Governmental Accounting Standards Board (GASB) 68 Pronouncement

Review of implementation of new Governmental Accounting Standards Board (GASB) 68 pronouncement in financial statements for the fiscal year ending August 31, 2015.

Purpose – To comply with new financial statement pronouncement regarding reporting of Pension Liability at the employer level and employer proportionate share.

Justification – South Texas College must comply with GASB 68 as an employer offering pension benefits through Texas Retirement Services (TRS) and must recognize the potential liability related to the potential pension expense for retiring employees.

Background – In June 2012, The GASB approved Statement No. 68, *Accounting and Financial Reporting for Pensions.* The guidance contained in this Statement changes how governments calculate and report the costs and obligations associated with pensions. It is designed to improve the decision-usefulness of reported pension information and to increase the transparency, consistency, and comparability of pension information across governments. It is effective for fiscal years beginning on or after June 15, 2014. For the College, this pronouncement is effective in fiscal year 2014-2015.

GASB is the authoritative, standard setting body which establishes governmental Generally Accepted Accounting Principles (GAAP) for state and local governments. As such, they establish financial reporting guidelines for pensions held with TRS.

GASB Statement 68 requires reporting entities to recognize their proportionate share of the net pension liability and operating statement activity related to the changes in the collective pension liability. Consequently, reporting entities that contribute to the TRS pension plan should now report a noncurrent liability on their financial statements for their proportionate share of the net pension liability. In addition to the net pension liability, other pension amounts to be recognized by the employers include deferred outflows of resources, deferred inflow of resources and pension expense.

More extensive note disclosures are required, which include description of benefits, contribution requirements, assumptions used, discount rate of +/- 1 percentage point (provided by TRS), employer's proportion and proportionate share of the collective net pension liability and deferred outflows/inflows recognized for the current year. Employer's contributions to the pension plan are not recognized as pension expense. The contributions are recorded as a reduction to the net pension liability.

TRS has provided audited Schedules and Notes related to this Statement to all affected entities in the state of Texas. The total impact on Net Position for all Community and Junior Colleges in Texas is a restatement as of August 31, 2014 in the amount of $671,746,854 and cumulative restatement of the Net Position as of August 31, 2015 is $726,549,055.

The impact of GASB 68 on South Texas College as of August 31, 2015 is a reduction in Fund Balance of $25,610,445 and an increase in Net Liabilities of $25,610,445.

It is anticipated that the Fund Balance at August 31, 2015, will be sufficient to cover the total Board approved designations and more than four (4) months of Fiscal Year 2016 budgeted expenditures, in accordance with the requirement of Policy # 5350, Unrestricted Fund Balance.

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

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the October 6, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

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

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

Approval to revise Policy #5120: Investment Policy and Investment Strategy Statement will be requested at the October 27, 2015 Board meeting.

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

Justification – Revisions to Policy #5120: Investment Policy and Investment Strategy Statement were approved and authorized on October 28, 2014. The administration brings the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

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

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

The revisions recommended are necessary to strengthen and enhance understanding of the Investment Policy and Investment Strategy Statement. The revisions include numerous minor changes to wording in an effort to align with the investment strategy of the College, align with the Public Funds Investment Act statement, include additional sources for monitoring investment market prices, correct Act title, correct grammar, and provide clarification.

The minor revisions include:

Investment Policy:

	Section	From	To
1	On page 1, Preface -to provide clarification as recommended by legal counsel	deleted "Resolution"	added "Tax Exempt" and "Issue"
2	On page 2, Section I A -to change wording as recommended by legal counsel	"authorized"	"adopted"

	Section	From	To
3	On page 2, Section I A -to change wording as recommended the external auditor		deleted “to”
4	On page 2, Section I B -to provide clarification as recommended by legal counsel		added “Designation of Investment Officers and Investment Committee to”, “Authorized investments”, and “and oversight”
5	On page 2, Section I B -to provide clarification as recommended by legal counsel		deleted “who can”, “how South Texas College funds will be invested”, “when and how a periodic”, and “will be made”
6	On page 3, Section II A On pages 4-5, Section III A On page 6, Section III E 1 On page 9, Section III E 6 -to include all deposits as recommended by Investment Advisor	“certificates of deposit”	“financial institution deposits” and “those transactions with financial institution deposits”
7	On page 3, Section II A -to provide clarification	“operating funds”	“all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness,”
8	On pages 4-5, Section III A -to provide clarification and recommended by legal counsel	“securities”	“as”
9	On pages 4-5, Section III A -to provide clarification as recommended by the Investment Advisor	“1-5 above”	“the Public Funds Collateral Act (Chapter 2257, Texas Government Code),”
10	On pages 4-5, Section III A -to provide clarification as recommended by the Investment Advisor		added “The College will maintain”, “to address”, and “that fall below the required rating”
11	On pages 4-5, Section III A -to provide clarification as recommended by the Investment Advisor		deleted “certificates” and “such”

	Section	From	To
12	On page 5, Section III C -to align with the PFIA statement as recommended by the Investment Advisor	"South Texas College expressly prohibits any direct investment in asset or mortgage backed securities. South Texas College expressively prohibits the acceptance for collateralized deposits in interest-only and principal-only mortgage backed securities and collateralized mortgage obligations."	"In accordance with Texas state law, the following are not authorized investments: 1) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal; 2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest; 3) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and 4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index."
13	On page 6, Section III E 1 -to correct word as recommended by the Investment Advisor	"investments"	"securities"
14	On page 6, Section III E 1 -to correct word as recommended by the Investment Advisor	"investments"	"security"
15	On page 7, Section III E 3 -to provide clarification		deleted "anticipating cash flow requirements, by" and "investing in"
16	On page 7, Section III E 3 -to provide clarification	"local government"	"eligible"
17	On page 7, Section III E 3 -to provide clarification	"otherwise to"	"to otherwise"
18	On page 7, Section III E 3 -to include additional investment type		added "maintaining minimum balances in financial institution deposits,"

	Section	From	To
19	On page 8, Section III E 4 -to correct Act title as recommended by the Investment Advisor		added "Reform," "and", and "of 1989"
20	On page 8, Section III E 4 -to correct Act title as recommended by the Investment Advisor		deleted "Resource" and "and"
21	On page 9, Section III E 6 -to provide clarification	"local government"	"eligible"
22	On pages 9-10, Section III F -to provide clarification		deleted "specific" and "designated"
23	On page 10, Section III G 1 -to provide clarification as recommended by the Investment Advisor		deleted "Acting as a committee,"
24	On page 10, Section III G 1 -to provide clarification as recommended by the Investment Advisor		added "financial institution deposits"
25	On page 11, Section III G 2 -to provide clarification		deleted "designated"
26	On page 11, Section III G 3 -to correct word as recommended by the Investment Advisor	"investor"	"person"
27	On page 11, Section III G 4 -to provide clarification		deleted "designated"
28	On page 12, Section III G 7 -to include additional sources as recommended by the Investment Advisor		added "including safekeeping agent," and "Bloomberg,"
29	On page 12, Section III G 8 -to include all deposits and provide clarification as recommended by the Investment Advisor		added "financial institution deposits" and "funds"

Investment Strategy Statement:

	Section	Added	Deleted
1	On page 2 of the Investment Strategy Statement -to provide clarification		"the"

In addition, several more significant revisions are being recommended to clarify methods to be used for portfolio rate of return, remove authorized investments with a high risk, indicate

credit rating review process, clarify process for certain investment selection criteria, include additional reporting requirement, and remove terms from the Policy that will be integrated within procedures. A majority of the significant revisions are being recommended by Valley View Consulting, LLC (Investment Advisor).

The more significant revisions include:

Investment Policy:

	Section	Added/Deleted
1	On page 4, Section II C -to clarify method to be used as recommended by the Investment Advisor	added "Weighted Average Yield to Maturity shall be the standard for calculating portfolio rate of return."
2	On pages 4-5, Section III A -to remove high risk authorized investments as recommended by the Investment Advisor	deleted "Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States." and "No-load mutual funds must be registered with the Securities and Exchange Commission (SEC), have an average weighted maturity of less than two years, be invested exclusively in obligations approved in this section, be is continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent, and conforms to the requirements set forth in Sections 2256.016(b) and (c) of the Act relating to the eligibility of investment pools to receive and invest funds of investing entities. South Texas College may not invest funds under its control in an amount that exceeds 15% of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service in no-load mutual funds. The College may not invest any portion of bond proceeds, reserves and funds held for debt service, in no-load mutual funds or invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund."
3	On pages 4-5, Section III A -to provide clarification and recommended by the Investment Advisor	added "102% of", "plus accrued interest", and "deposit less the applicable level of FDIC insurance"
4	On pages 4-5, Section III A -to provide clarification as recommended by the Investment Advisor	added "Issued in a manner consistent with the Act that distributes the deposit among multiple financial institutions to effectively provide FDIC insurance for the entire deposit."

	Section	Added/Deleted
5	On pages 5-6, Section III D -to strengthen rating monitoring and recommended by the Investment Advisor	added "Credit Rating Review and" and "The College will seek to control the risk of loss due to failure of an investment issuer by monitoring the ratings of portfolio positions to ensure compliance with the rating requirements imposed by the Public Funds Investment Act. Not less than quarterly, the Investment Officers will obtain, from a reliable source, the current credit rating for each held investment that has a PFIA-required minimum rating. Any authorized investment that requires a minimum rating does not qualify during the period the investment does not have the minimum rating."
6	On page 9, Section III E 6 -to provide clarification	added "Rather than relying solely on yield, investments in financial institution deposits, money market mutual funds, and eligible investment pools shall be based on criteria determined by the Investment Officers."
7	On page 12, Section III G 6 -to comply with procedures as required by the PFIA as recommended by the Investment Advisor	added "provide the credit rating for each separately invested asset that has a required minimum rating, and"
8	Glossary of Common Treasury Terminology -as recommended by the Investment Advisor	delete the entire glossary of common treasury terminology

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

Enclosed Documents – The revised Policy follows in the packet for the Committee's information and review. The additions to the Policy are in italics and highlighted in yellow and the deletions are designated with a red strikeout.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the October 6, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the October 27, 2015 Board meeting, the revisions to Policy #5120: Investment Policy and Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy.

Title	**Investment Policy**	**5120**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 14**
Date Approved by Board	**Board Minute Order Dated October 12, 1995**	
Date Amended by Board	**As Amended by Board Minute Order Dated August 8, 1996** **As Amended by Board Minute Order Dated December 11, 1997** **As Amended by Board Minute Order Dated October 15, 1998** **As Amended by Board Minute Order Dated October 17, 2002** **As Amended by Board Minute Order Dated October 16, 2003** **As Amended by Board Minute Order Dated October 21, 2004** **As Amended by Board Minute Order Dated November 17, 2005** **As Amended by Board Minute Order Dated October 19, 2006** **As Amended by Board Minute Order Dated February 15, 2007** **As Amended by Board Minute Order Dated October 18, 2007** **As Amended by Board Minute Order Dated October 13, 2008** **As Amended by Board Minute Order Dated June 25, 2009** **As Amended by Board Minute Order Dated November 23, 2009** **As Amended by Board Minute Order Dated October 25, 2010** **As Amended by Board Minute Order Dated October 27, 2011** **As Amended by Board Minute Order Dated October 30, 2012** **As Amended by Board Minute Order Dated October 28, 2013** **As Amended by Board Minute Order Dated October 28, 2014** ***As Amended by Board Minute Order Dated October 27, 2015***	

PREFACE

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable *Tax Exempt* Bond *Issue* ~~Resolution~~ requirements, adopted Investment Policy and adopted Investment Strategy.

Effective cash management is recognized as essential to good fiscal management. Aggressive cash management and effective investment strategy development will be pursued to take advantage of interest earnings as viable and material revenue to all South Texas College funds. The South Texas College portfolio shall be designed and managed in a manner responsive to the public trust and consistent with this Policy.

Investments shall be made with the primary objectives of:

Preservation of capital and safety of South Texas College funds,
Maintenance of sufficient liquidity,
Maximization of return within acceptable risk constraints, and
Diversification of investments.

~~Strikethrough denotes deletion~~
Italics denote addition

I. PURPOSE

A. Formal Adoption

This Investment Policy (hereinafter "Investment Policy" or "Policy") is *adopted* ~~authorized~~ by South Texas College in accordance with Chapter 2256, Texas Government Code, the Public Funds Investment Act (hereinafter the "Act" or "Public Funds Investment Act") and shall be interpreted ~~to~~ at all times to comply with the Act.

B. Scope

This Investment Policy applies to all financial assets of South Texas College and includes the following funds or fund types: Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency, Funds for Renewal and Replacement, Unexpended Plant Funds, Funds for Retirement of Indebtedness, and any other funds which have been contractually delegated to South Texas College for management purposes.

This Policy establishes guidelines for:

1) *Designation of Investment Officers and Investment Committee to* ~~who can~~ invest South Texas College funds,
2) *Authorized investments* ~~how South Texas College funds will be invested~~, and
3) ~~when and how a periodic~~ Review *and oversight* of investments ~~will be made~~. In addition to this Policy, bond funds (as defined by the Internal Revenue Service) shall be managed in accordance with their issuing documentation and all applicable State and Federal Laws.

All investments made with South Texas College (hereinafter "South Texas College" or the "College") funds prior to the adoption of this Investment Policy shall be held or liquidated as determined by the Investment Committee (defined hereinafter in Section III.G.1 of the Policy) to be in the best interest of the financial well-being of South Texas College.

C. Review and Amendment

This Policy shall be reviewed annually by the Board of Trustees. Amendments must be adopted by the Board of Trustees.

D. Investment Strategy

In conjunction with the annual Policy review, the Board of Trustees shall review the separate written investment strategy for each of South Texas College's funds. The investment strategy must describe the investment objectives for each fund according to the following priorities:

1) understanding of the suitability of the investment to the financial requirements of South Texas College,
2) preservation and safety of principal,
3) liquidity,
4) marketability of the investment if the need arises to liquidate the investment prior to maturity,

5) diversification of the investment portfolio, and
6) yield.

II. INVESTMENT OBJECTIVES

A. Safety of Principal

The primary objective of all investment activity is the preservation of capital and the safety of principal in the overall portfolio. Each investment transaction shall seek to ensure first that capital losses are minimized, whether they are from securities defaults or erosion of market value.

The objective will be to mitigate credit and interest rate risk.

- Credit Risk: In accordance with State law and the College's Investment Policy, the College limits its exposure to credit risk, the risk that the issuer of a debt security will not pay its pay value upon maturity, by limiting its investments to the types herein described: obligations of the United States and its Agencies and Instrumentalities, direct or guaranteed obligations of the State of Texas, obligations of states, agencies, counties, cities or other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm of not less than "A" or its equivalent, ~~certificates of deposit~~ *financial institution deposits* which are secured by obligations described above and governed by a depository agreement, money market mutual funds regulated by the SEC, or eligible investment pools organized and operating in compliance with the Public Funds Investment Act. The College's Investment Policy also seeks to minimize its concentration of credit risk by establishing the following maximum percentages of investment types for the total College portfolio: U.S. Treasury Bills/Notes/Bonds 100%; U.S. Agencies and Instrumentalities 100%; States, Counties, Cities, and Other 25%; ~~Certificates of Deposit~~ *Financial Institution Deposits* 100%; Money Market Mutual Funds 25%; and Eligible Investment Pools 50%.

- Interest Rate Risk: In accordance with its Investment Policy, the College limits its exposure to interest rate risk by investing in securities whose maturities will not exceed the anticipated cash flow requirements for the funds. College policy states that investments of ~~operating funds~~ *all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness,* are limited to a weighted average of 270 days until maturity for all investments, with a maximum allowable maturity of two years for any one investment. The investment maturities of Unexpended Plant Funds and of Funds for Retirement of Indebtedness are generally limited to the anticipated cash flow requirements of the funds.

B. Maintenance of Adequate Liquidity

The investment portfolio will remain sufficiently liquid to meet the cash flow requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturity with forecasted cash flow requirements; investing in securities with active secondary markets; and maintaining appropriate portfolio diversification.

C. Market Rate of Return (Yield)

The College's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, consistent with the College's investment risk constraints and the cash flow needs projected. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. *Weighted Average Yield to Maturity shall be the standard for calculating portfolio rate of return.*

III. INVESTMENT POLICIES

A. Authorized Investments

Investments described below are authorized by the Public Funds Investment Act as eligible securities**.** South Texas College restricts its investments to the following, *as* ~~securities~~ authorized by the Public Funds Investment Act.

1) Obligations, including letters of credit, of the United States or its agencies and instrumentalities.
2) Direct obligations of the State of Texas, or its agencies and instrumentalities.
3) ~~Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States.~~
4) Other obligations, the principal and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.
5) Obligations of states, agencies, counties, cities, and other political subdivisions of any State rated as to investment quality by a nationally recognized investment rating firm not less than "A" or its equivalent. The College will take all prudent measures that are consistent with its Investment Policy to liquidate an investment that does not have the minimum rating.
6) ~~Certificates of deposit~~ *Financial institution deposits* issued by a depository institution that has its main office or branch in Texas and is:
   a) guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or its successors or the National Credit Union Share Insurance Fund or its successor;
   b) secured by obligations that are described by ~~1–5 above~~ *the Public Funds Collateral Act (Chapter 2257, Texas Government Code),* including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than *102% of* the principal amount *plus accrued interest* of the *deposit* ~~certificates~~ *less the applicable level of FDIC insurance*; or
   c) secured in any other manner and amount provided by law for deposits of the College.
   d) *Issued in a manner consistent with the Act that distributes the deposit among multiple financial institutions to effectively provide FDIC insurance for the entire deposit.*
   e) governed by a Depository Agreement, as described in E.4 of this section, that complies with Federal and State Regulation; and
   f) solicited for bid orally, in writing, electronically, or any combination of those methods, unless acquired exclusively from the South Texas College depository.

~~Strikethrough denotes deletion~~
Italics denote addition

7) No-load money market mutual funds registered with and regulated by the Securities and Exchange Commission; provides South Texas College with a prospectus and other information required by the Securities and Exchange Act of 1934 or the Investment Company Act of 1940; has a dollar weighted average portfolio maturity of 90 days or less; fully invest dollar-for-dollar all South Texas College funds without sales commissions or loads; and, whose investment objectives include seeking to maintain a stable net asset value of $1 per share.
~~No-load mutual funds must be registered with the Securities and Exchange Commission (SEC), have an average weighted maturity of less than two years, be invested exclusively in obligations approved in this section, be is continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent, and conforms to the requirements set forth in Sections 2256.016(b) and (c) of the Act relating to the eligibility of investment pools to receive and invest funds of investing entities. South Texas College may not invest funds under its control in an amount that exceeds 15% of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service in no-load mutual funds. The College may not invest any portion of bond proceeds, reserves and funds held for debt service, in no-load mutual funds or invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund~~.

8) Eligible investment pools organized and operating in compliance with the Public Funds Investment Act that have been authorized by the Board of Trustees by rule, order, ordinance, or resolution and whose investment philosophy and strategy is consistent with this Policy and South Texas College's ongoing investment strategy. A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

~~9)~~ To the extent the bonds or other obligations of the College or a municipal bond insurance policy further limits the types of investments the College makes with funds pledged to the payment of those bonds or obligations, the provisions thereof shall govern.

~~10)~~ *The College will maintain* procedures to monitor rating changes in investments acquired with public funds and *to address* the liquidation of ~~such~~ investments *that fall below the required rating* consistent with the provisions of Section III D.

B. Existing Investments

The College is not required to liquidate investments that were authorized investments at the time of the purchase.

C. Prohibited Investment

~~South Texas College expressly prohibits any direct investment in asset or mortgage backed securities. South Texas College expressively prohibits the acceptance for collateralized deposits in interest-only and principal-only mortgage backed securities and collateralized mortgage obligations.~~ *In accordance with Texas state law, the following are not authorized investments:*

1) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;

~~Strikethrough denotes deletion~~
Italics denote addition

2) *Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;*
3) *Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and*
4) *Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.*

D. *Credit Rating Review and* Effect of Loss of Required Rating

The College will seek to control the risk of loss due to failure of an investment issuer by monitoring the ratings of portfolio positions to ensure compliance with the rating requirements imposed by the Public Funds Investment Act. Not less than quarterly, the Investment Officers will obtain, from a reliable source, the current credit rating for each held investment that has a PFIA-required minimum rating. Any authorized investment that requires a minimum rating does not qualify during the period the investment does not have the minimum rating. All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

E. Protection of Principal

South Texas College shall seek to control the risk of loss due to the failure of a security issuer or grantor. Such risk shall be controlled by investing only in the safest types of securities as defined in the Policy; by qualifying the broker, dealer, and financial institution with whom the College will transact; by collateralization as required by law; and through portfolio diversification by maturity and type.

The purchase of individual securities shall be executed "delivery versus payment" (DVP) through the South Texas College Safekeeping Agent. By so doing, South Texas College's funds are not released until South Texas College has received, through the Safekeeping Agent, the securities purchased.

1. Diversification by Investment Type

Diversification by investment type shall be maintained by ensuring an active and efficient secondary market in portfolio ~~investments~~ *securities* and by opportunity risks associated with specific ~~investment~~ *security* types.

Diversification by investment type shall be established by the following maximum percentages of investment type to the total South Texas College investment portfolio at the time of each investment transaction:

a. U.S. Treasury Bills/Notes/Bonds 100%
b. U.S. Agencies and Instrumentalities 100%
c. States, Counties, Cities, and Other 25%
d. ~~Certificates of Deposit~~ *Financial Institution Deposits* 100%
e. Money Market Mutual Funds 25%
f. Eligible Investment Pools 50%

Bond proceeds may be invested in a single security or investment if the Investment Committee determines that such an investment is necessary to comply with Federal arbitrage restrictions or to facilitate arbitrage record-keeping and calculations.

2. Diversification by Investment Maturity

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Maturity guidelines by fund are as follows: (Investment transactions made prior to the adoption of this Policy are not subject to these guidelines).

a) Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency and Plant Renewal and Replacement Funds

The weighted average days to maturity for the portfolio of these funds shall be less than 270 days and the maximum allowable maturity shall be two years for any one investment.

b) Unexpended Plant Funds

The investment maturity of Unexpended Plant Funds, allocable to a bond issue**,** shall generally be limited to the anticipated cash flow requirements or the "Temporary Period," as defined by the U.S. Tax Code and the regulations thereunder. During the Temporary Period, bond proceeds may be invested at an unrestricted yield. After the expiration of the Temporary Period, bond proceeds subject to yield restriction shall be invested consistent with yield restrictions under the U.S. Tax Code and the regulations thereunder.

The weighted average days to maturity for the Unexpended Plant Funds not allocable to a bond issue shall be less than 270 days and the maximum allowable maturity shall be two years for any one investment.

c) Funds for Retirement of Indebtedness

Funds, along with other available monies, shall be invested to ensure adequate funding for debt service payment. The Investment Officers shall ensure that the investments shall mature on such dates as the available monies and the anticipated receipts from investments will be sufficient to pay, when due, the principal, interest and call premiums, if any, of the outstanding obligations.

South Texas College's funds that are considered "bond proceeds" for arbitrage purposes will be invested using a more conservative approach than the standard investment strategy when arbitrage rebate rules require rebate of excess earnings. All earnings in excess of the allowable arbitrage earnings ("rebate liability") will be segregated and made available for any necessary payments to the U.S. Treasury.

3. South Texas College Liquidity

Liquidity shall be achieved by ~~anticipating cash flow requirements, by~~ investing in securities with active secondary markets and by *maintaining minimum balances in financial institution deposits*, ~~investing in~~ eligible money market mutual funds and *eligible* ~~local government~~ investment pools.

A security may be liquidated to meet unanticipated cash requirements, to redeploy cash into other investments expected to outperform current holdings, or *to* otherwise ~~to~~ adjust the portfolio.

4. Depository Agreements

Consistent with the requirements of State law, South Texas College requires all bank deposits to be federally insured or collateralized with eligible securities. Financial institutions serving as South Texas College's Depositories will be required to sign a Depository Agreement (hereinafter "Agreement") with South Texas College and South Texas College's safekeeping agent.

The safekeeping portion of the Agreement shall define South Texas College's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
- the Agreement has to be executed by the Depository and South Texas College contemporaneously with the acquisition of the asset;
- the Agreement must be executed in compliance with the Financial Institutions *Reform,* ~~Resource and~~ Recovery*, and* Enforcement Act *of 1989* (FIRREA) and approved by the Board of Directors or the loan committee of the Depository and a copy of the meeting minutes must be delivered to South Texas College;
- the Agreement must be part of the Depository's "official record" continuously since its execution.
- the Agreement states the securities and collateral will be held in South Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

a) Allowable Collateral

Eligible securities for collateralization of deposits are defined by the Public Funds Collateral Act, Chapter 2257, Texas Government Code, as amended, and those that meet the constraints of this Policy.

b) Collateral Levels

The market value of the principal portion of collateral pledged must at all times be equal to or greater than 102% of par value of the time and demand deposits plus accrued interest, less the applicable level of FDIC insurance.

c) Monitoring Collateral Adequacy

South Texas College shall require monthly reports with market values of pledged securities from all financial institutions with which South Texas College has collateralized deposits. The bank shall be responsible and liable for monitoring and maintaining the collateral and collateral margins on a daily basis and for reporting these activities monthly. The Investment Officers will monitor adequacy of collateralization levels to verify market values and total collateral positions.

d) Additional Collateral

If the market value of the collateral pledged for a deposit falls below 102% of par value of time and demand deposits, plus accrued interest and less FDIC insurance, the institution holding the deposit will be notified by the Investment Officers and will be required to pledge additional allowable collateral as defined above no later than the end of the next succeeding business day.

e) Security Substitution

Collateralized deposits often require substitution of securities. Any financial institution requesting substitution must contact the Investment Officers for approval and settlement. The substituted security's value will be calculated and substitution approved if the substitution maintains a pledged value equal to or greater than the required security level. An Investment Officer must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The Investment Officer may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

5. Safekeeping

a) Safekeeping Agreement

South Texas College shall contract with a bank or banks for the safekeeping and custody of securities either owned by South Texas College as a part of its investment portfolio or as part of its depository agreements or held as collateral to secure time and demand deposits. Securities and collateral will be held in South Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

b) Safekeeping of Deposit Collateral

All collateral securing bank and savings and loan deposits must be held by a third party banking institution acceptable to and under contract with South Texas College or by the Federal Reserve Bank.

6. Competitive Bidding

The College will require at least three competitive offers or bids for all individual security purchases and sales (excluding *those transactions with financial institution deposits*, money market mutual funds, ~~certificates of deposit,~~ and ~~local government~~ *eligible* investment pools (Section III A)) and require any investment advisor to do the same. *Rather than relying solely on yield, investments in financial institution deposits, money market mutual funds, and eligible investment pools shall be based on criteria determined by the Investment Officers.*

F. Investment Advisors and Investment Providers

Investment Advisors shall adhere to the spirit, philosophy, and ~~specific~~ terms of this Policy and shall invest within the same "Standard of Care." Investment Providers shall adhere to the spirit and philosophy of this Policy and shall avoid recommending or suggesting transactions outside that "Standard of Care."

Selection of Investment Advisors and Investment Providers will be performed by the Board of Trustees. The Board of Trustees may contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for the investment and management of its public funds under its control. The contract period will be for a maximum of two years, and a renewal or extension of the contract must be made by the Board of Trustees by order, ordinance, or resolution. The criteria to evaluate Investment Advisors and Investor Providers include the following:

a) Adherence to South Texas College's policies and strategies,
b) Investment performance and transaction pricing within accepted risk constraints,
c) Responsiveness to South Texas College's requests for services, information and open communication,
d) Understanding of the inherent fiduciary responsibility of investing public funds, and
e) Similarity in philosophy and strategy with South Texas College's objectives.

Selected Investment Advisors and Investment Providers shall provide timely transaction confirmations and monthly activity reports.

Business organizations eligible to transact investment business with South Texas College shall be presented a written copy of this Investment Policy. Additionally, the qualified representative of the business organization, as defined in the Act, seeking to transact investment business shall execute a written instrument substantially to the effect that the qualified representative has:

1) received and thoroughly reviewed this Investment Policy, and
2) acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between South Texas College and the organization that are not authorized by the College's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the College's entire portfolio or requires an interpretation of subjective investment standards.

South Texas College shall not enter into an investment transaction with a business organization prior to receiving the written instrument described above.

The ~~designated~~ Board of Trustees of South Texas College shall, at least annually, review, revise, and adopt a list of qualified Investment Providers (brokers/dealers/banks/pools) that are authorized to engage in investment transactions with the College.

G. Responsibility and Controls

1. Authority to Invest

South Texas College's "Investment Officers" are the Vice President for Finance and Administrative Services, the Comptroller, and one of South Texas College's elected officials (selected by the Board of Trustees). ~~Acting as a committee,~~ The Investment Officers are authorized to deposit, withdraw, invest, transfer, execute documentation, and otherwise manage South Texas College's funds according to this Policy. The Investment Officers may authorize one Investment Officer to deposit, withdraw, or transfer funds out of or into *financial institution deposits*, an investment pool or money market mutual fund in order to meet daily operating needs of South Texas College.

The Board of Trustees' Finance and Human Resources Committee shall be the Investment Committee. The Investment Committee shall review the investment portfolio's status and performance, determine and implement appropriate portfolio adjustments, review brokers/dealers/banks/pools and independent training sources, oversee South Texas College's Investment Advisor, monitor compliance with the Investment Policy and Investment Strategy Statement, and perform other duties as necessary to manage South Texas College's funds.

Each member of the Board of Trustees and the Investment Officers shall attend at least one training session, relating to the person's responsibilities under the Act within six months after taking office or assuming duties. The Texas Higher Education Coordinating Board shall provide the training.

The Investment Officers shall receive not less than 10 hours of instruction within the first twelve months after taking office or assuming duties. The Investment Officer shall prepare a report on any changes in the Public Funds Investment Act and deliver the report to the Board of Trustees not later than the 180th day after the last day of each regular session of the legislature.

The Investment Officers shall attend an investment training session not less than once each state fiscal biennium, and receive not less than 10 hours of instruction relating to investment responsibilities that addresses investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with the Public Funds Investment Act. The investment training session shall be provided by the following approved training sources: the Texas Higher Education Coordinating Board, the Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League, and the University of North Texas Center for Public Management.

2. Prudent Investment Management

The ~~designated~~ Investment Officers shall perform their duties in accordance with the adopted Investment Policy and internal procedures. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the investment of all funds over which the Investment Officer had responsibility, rather than the prudence of a single investment, shall be considered. Investment Officers acting in good faith and in accordance with these policies and procedures shall be relieved of personal liability.

3. Standard of Care

The standard of care used by the College shall be the "prudent *person* ~~investor~~ rule" and shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The Public Funds Investment Act states:

"Investments shall be made with judgment and care, under circumstances then prevailing, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived."

4. Standard of Ethics and Conflicts of Interest

The ~~designated~~ Investment Officers shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. If the Investment Officer has a personal business relationship with a business organization offering to engage in an investment transaction with South Texas College, the Investment Officer shall file a statement disclosing that personal business interest. If the Investment Officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to sell an investment to South Texas College, the Investment Officer shall file a statement disclosing that relationship as stated in the Public Funds Investment Act Chapter 2256.005 (i) (1-3). This disclosure statement must be filed with the Texas Ethics Commission and the Board of Trustees. An Investment Officer has a personal business relationship with a business organization if:

a) the Investment Officer owns 10 percent or more of the voting stock or shares of the business organization or owns $5,000 or more of the fair market value of the business organization;
b) funds received by the Investment Officer from the business organization exceed 10 percent of the Investment Officer's gross income for the previous year; or
c) the Investment Officer has acquired from the business organization during the previous year investments with a book value of $2,500 or more for the personal account of the Investment Officer.

5. Establishment of Internal Controls

South Texas College's Investment Officers will maintain a system of internal controls over the investment activities of South Texas College.

South Texas College, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to South Texas College's Investment Policy and Investment Strategy Statement.

6. Reporting

Investment performance will be monitored and evaluated by the Investment Officers. The Investment Officers shall submit an investment report to the Board of Trustees and the President quarterly. This investment report shall:

1) describe in detail the investment position of South Texas College
2) be prepared jointly by all Investment Officers of the College
3) be signed by each Investment Officer of the College
4) contain a summary statement of each pooled fund group that states the:
   a. beginning market value for the reporting period,
   b. ending market value for the period and
   c. fully accrued interest for the reporting period.
5) state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested
6) state the maturity date of each separately invested asset that has a maturity date
7) state the account or fund or pooled group fund in the College for which each individual investment was acquired; and
8) *provide the credit rating for each separately invested asset that has a required minimum rating, and*
9) state the compliance of the investment portfolio of the College as it relates to:
   a) the investment strategy expressed in the College's Investment Policy; and
   b) relevant provisions of the Act.

7. Methods used to Monitor the Market Price of Acquired Investments

The methods/sources to be used to monitor the market price of investments that have been acquired with public funds shall be from sources deemed reliable by an Investment Advisor, *including safekeeping agent*, brokers/dealers, the Wall Street Journal, *Bloomberg*, or other market pricing services.

8. Investment Transactions must be Settled on a Delivery Versus Payment Basis

Investment transactions will be settled on a delivery versus payment (DVP) basis with the exception of *financial institution deposits*, investment pool *funds* and mutual funds.

9. Review by Independent Auditor

In conjunction with its annual financial audit, the auditor shall perform a compliance audit of management controls on investments and adherence to the College's established Investment Policy. The results of the audit shall be reported to the College's Board of Trustees by the auditor.

If the College invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers must be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board of Trustees by the auditor.

10. Investment Policy Adoption

The Investment Policy and Investment Strategy shall be reviewed annually by the Investment Committee and any modifications made thereto must be approved by the Board of Trustees. The Board of Trustees shall review its Investment Policy and investment strategies not less than annually. The Board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy.

PREFACE

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Bond Resolution requirements, adopted Investment Policy and adopted Investment Strategy.

In accordance with the Public Funds Investment Act, South Texas College's investment strategies shall address the following priorities (in order of importance):

* Understanding of the suitability of the investment to the financial requirements of South Texas College,
* Preservation and safety of principal,
* Liquidity,
* Marketability of the investment if the need arises to liquidate the investment prior to maturity,
* Diversification of the investment portfolio, and
* Yield

Effective investment strategy development coordinates the primary objectives of South Texas College's Investment Policy and cash management procedures to enhance interest earnings and reduce investment risk. Aggressive cash management will increase the available "investment period" and subsequently interest earnings. Maturity selections shall be based on cash flow and market conditions to take advantage of various interest rate cycles. South Texas College's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with the Investment Policy.

Each major fund type has varying cash flow requirements and liquidity needs. Therefore specific strategies shall be implemented considering the fund's unique requirements. South Texas College's funds shall be analyzed and invested according to the following fund types:

a) Unrestricted,
b) Auxiliary,
c) Restricted,
d) Loan,
e) Endowment,
f) Agency,
g) Funds for Renewal and Replacement,
h) Unexpended Plant Funds, and
i) Funds for Retirement of Indebtedness

INVESTMENT STRATEGY

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the fund. Investment guidelines for all fund-types are as follows:

A. Funds

South Texas College's funds include:

Unrestricted Fund
Auxiliary Fund

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Restricted Fund
Loan Fund
Endowment Fund
Agency Fund
Funds for Renewal and Replacement
Unexpended Plant Funds
Funds for Retirement of Indebtedness

Suitability: Any investment eligible in the Investment Policy is suitable for ~~the~~ all fund types.

Safety of Principal: All investments shall be of high quality securities with no perceived default risk. Market price fluctuations will occur. However by managing the weighted average days to maturity for all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness, to less than 270 days for all investments and restricting the maximum allowable maturity to two years for any one investment, the price volatility of the overall portfolio will be minimized. Unexpended Plant Funds investments should be as per Section III E 2 b and Funds for Retirement of Indebtedness investments should be as per Section III E 2 c.

Marketability: Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than a quarter of a percentage point shall define an efficient secondary market. Unexpended Plant Funds investment should be as per Section III E 2 b and Funds for Retirement of Indebtedness investment should be as per Section III E 2 c.

Liquidity: All fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness require the greatest short-term liquidity of any of the fund types. Short-term investment pools and money market mutual funds shall provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification: Investment maturities shall be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of South Texas College. Market cycle risk will be reduced by diversifying the appropriate maturity structure out through two years.

Yield: Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three months Treasury bill portfolio shall be the minimum yield objective.

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Italics denote addition

GLOSSARY OF COMMON TREASURY TERMINOLOGY

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~~**Accrued Interest:** The accumulated interest due on a bond as of the last interest payment made by the issuer.~~

~~**Agency:** A debt security issued by a federal or federally sponsored agency. General agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSAs) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of federal agency is the Government National Mortgage Association (GNMA). An example of a FSA is the Federal National Mortgage Association (FNMA).~~

~~**Asked:** The price at which securities are offered.~~

~~**Bankers' Acceptance (BA):** A draft of bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.~~

~~**Basis Point:** A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of a percent of yield. e.g., "1/4" of 1 percent is equal to 25 basis points.~~

~~**Bid:** The indicated price at which a buyer is willing to purchase a security or commodity.~~

~~**Book Value:** The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.~~

~~**Broker:** A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. In the money market, brokers are active in markets in which banks buy and sell money and in inter-dealer markets.~~

~~**Certificate of Deposit (CD):** A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.~~

~~**Collateral:** Securities, evidence of deposit or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.~~

~~**Collateralization:** Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.~~

~~**Commercial Paper:** An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.~~

~~**Comprehensive Annual Financial Report (CAFR):** The official annual report for the College includes the basic financial statements prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed statistical section.~~

~~**Coupon Rate:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.~~

~~**Credit Quality:** The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.~~

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Italics denote addition

~~**Credit Risk:** The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.~~

~~**Current Yield (Current Return):** A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.~~

~~**Dealer:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.~~

~~**Debenture:** A bond secured only by the general credit of the issuer.~~

~~**Delivery versus Payment (DVP):** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (DVR) (also called free). Delivery versus payment means delivery of securities with an exchange of money for the securities. Delivery versus receipt means delivery of securities with an exchange of a signed receipt for the securities.~~

~~**Derivative Security**: Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.~~

~~**Discount:** The difference between the cost price of a security and its values at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.~~

~~**Discount Securities:** Non-interest bearing money-market instruments that are issued at a discount and redeemed at maturity for full face value, for example, U.S. Treasury bills.~~

~~**Diversification:** Dividing investment funds among a variety of securities offering independent returns.~~

~~**Fair Value**: The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.~~

~~**Federal Credit Agencies:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, for example, S & L's, small business firms, students, farmers, farm cooperatives, and exporters.~~

~~**Federal Deposit Insurance Corporation (FDIC):** A federal agency that insures bank deposits.~~

~~**Federal Funds (Fed Funds):** Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.~~

~~**Federal Funds Rate (the Fed Rate):** The rate of interest at which Federal funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.~~

~~**Federal Home Loan Banks (FHLB):** The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks in relation to member commercial banks.~~

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Italics denote addition

~~**Federal National Mortgage Association (FNMA or Fannie Mae):** FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development, H.U.D. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and secondary loans in addition to fixed-rate mortgages. FNMA's securities are highly liquid and widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.~~

~~**Federal Open Market Committee (FOMC):** Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The president of the New York Federal Reserve Bank is a permanent member while the other presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of government securities in the open-market as a means of influencing the volume of bank credit and money.~~

~~**Federal Reserve System:** The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., twelve (12) regional banks, and about 5,700 commercial banks that are members of the system.~~

~~**Government National Mortgage Association (GNMA or Ginnie Mae):** Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. The security holder is protected by the full faith and credit of the U.S. Government. Ginnie Mae securities are backed by FHA, VA, or FMHM mortgages. The term pass-through is often used to describe Ginnie Mae.~~

~~**Interest Rate Risk:** The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.~~

~~**Internal Control**: An internal control structure designated to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognized that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:~~

~~**Control of collusion** – Collusion is a situation where two or more employees are working in conjunction to defraud their employer.~~

~~**Separation of transaction authority from accounting and record keeping** – By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction a separation of duties is achieved.~~

~~**Custodial safekeeping** – Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.~~

~~**Investment Policy:** A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.~~

~~**Letter of Credit:** A letter issued by a bank authorizing the bearer to draw a stated amount of money from the issuing bank, its branches, or other associated banks or agencies.~~

~~**Liquidity:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable quantities can be purchased at those quotes.~~

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Italics denote addition

~~**Local Government Investment Pool (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.~~

~~**Market Risk:** The risk that the value of a security will rise or decline as a result of changes in market conditions.~~

~~**Market Value:** The price at which a security is trading and could presumably be purchased or sold.~~

~~**Master Repurchase Agreement:** To protect investors, many public investors will request that repurchase agreements be preceded by a master repurchase agreement between the investor and the financial institution or dealer. The master agreement should define the nature of the transaction, identify the relationship between the parties, establish normal practices regarding ownership and custody of the collateral securities during the term of the investment, provide remedies in the case of default by either party, and clarify issues of ownership. The master repurchase agreement protects the investors to liquidate collateral if a bank or dealer defaults during the term of the agreement.~~

~~**Maturity:** The date at which the principal or stated value of an investment becomes due and payable.~~

~~**Money Market:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.~~

~~**Money Market Mutual Fund:** Mutual funds that invest solely in money market instruments.~~

~~**Mutual Fund:** An investment company that pools money and can invest in a variety of securities, including fixed income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940.~~

~~**National Association of Securities Dealers (NASD):** A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.~~

~~**Net Asset Value:** The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities, and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio.~~

~~**No-Load Mutual Fund**: A mutual fund which does not levy a sales charge on the purchase of its shares.~~

~~**Nominal Yield**: The stated rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon, coupon rate, or interest rate".~~

~~**Offer:** The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.~~

~~**Open Market Operations:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.~~

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Italics denote addition

~~**Par:** Face value or principal value of a bond, typically $1,000 per bond.~~

~~**Portfolio:** Collection of securities held by an investor.~~

~~**Positive Yield Curve**: A chart formation that illustrates short-term securities having lower yields than long-term securities.~~

~~**Premium:** The amount by which the price paid for a security exceeds the security's par value.~~

~~**Prime Rate:** A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.~~

~~**Primary Dealer:** A primary dealer is made up of a group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks and a few unregulated firms.~~

~~**Principal:** The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.~~

~~**Prospectus:** A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statement.~~

~~**Prudent Person Rule:** An investment standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.~~

~~**Qualified Public Depositories:** A financial institution that does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, and that has segregated for the benefit of the Public Deposit Protection Commission eligible collateral having a value of not less than its maximum liability and which has been approved by the commission to hold public deposits.~~

~~**Rate of Return:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.~~

~~**Repurchase Agreement (RP or REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers used RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money to increase bank reserves.~~

~~**Safekeeping:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.~~

~~**SEC Rule 15C3-1:** See uniform Net Capital Rule.~~

~~**Secondary Market:** A market made for the purchase and sale of outstanding issues following the initial distribution.~~

~~Strikethrough denotes deletion~~
Italics denote addition

~~**Securities & Exchange Commission (SEC):** Agency created by Congress to protect investors in securities transactions by administering securities legislation.~~

~~**Securities & Exchange Commission (SEC) Structured Notes**: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.~~

~~**Serial Bond:** A bond issue, usually of a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.~~
~~**Sinking Fund:** Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.~~

~~**Swap:** Trading one asset for another.~~

~~**Term Bond:** Bonds comprising a large part of all or a particular issue which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.~~

~~**Total Return:** The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period. (Price Appreciation) + (Dividends paid) + (Capital gains) = Total Return.~~

~~**Treasury Bills (T-Bills):** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.~~

~~**Treasury Bond:** Long term U.S. Treasury securities having initial maturities of more than ten years.~~

~~**Treasury Notes:** Intermediate-term, coupon-bearing U.S. Treasury securities having initial maturities from one to ten years.~~

~~**Uniform Net Capital Rule:** Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities. This is one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.~~

~~**Volatility:** A degree of fluctuation in the price and valuation of securities.~~

~~**Yield:** The rate of annual income return on an investment, expressed as a percentage. (a) Income Yield is obtained by dividing the current dollar income by the current market price of the security. (b) Net Yield or Yield to Maturity is the current income yield minus any premium above par.~~

~~**Yield-to-maturity:** The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.~~

~~Strikethrough denotes deletion~~
Italics denote addition

Review and Discussion of Request for Proposal for Higher Education Strategic Market Assessment

Dr. David Plummer, Interim Vice President for Information Services, Planning & Strategic Initiatives will review with the Committee the Request for Proposal for Higher Education Strategic Market Assessment.

Purpose -- The Division of Information Services, Planning & Strategic Initiatives is seeking a solicitation for proposals by qualified professional individuals and organizations for a higher education strategic market assessment. The service will assist in planning for the time period of FY 2016 - FY 2020.

Justification -- The intent of the service is to provide a strategic market assessment component to South Texas College's FY 2013 – FY 2018 Strategic Plan and the FY 2016 - FY 2020 Comprehensive Operational Plan. The Higher Education Strategic Market Study will assist South Texas College by collecting, assessing and analyzing district data and will assist the college in developing a long term strategy. The benefit of the service will be to assist STC in strategically planning for its growth and to create or improve systems to meet the future educational and future labor force needs.

Background -- There are numerous future and ongoing regional development initiatives that will impact both academic and workforce programs that the college provides to our district constituents. Economic development such as Space X, Liquefied Natural Gas, Wind Energy, and the deregulation of numerous industries in Mexico; and educational initiatives such as from The University of Texas Rio Grande Valley and associated Medical School, Texas A&M College Station expansion to McAllen, Doctors Hospital at Renaissance, and other public/private higher ed institutions all have the potential to change the current and future degree and program offerings within the college district.

A strategic market assessment partner along with key stakeholders in our region can come together to gather, assess, analyze, and quantify the potential impact these future and ongoing economic and educational initiatives may have on our South Texas College district. As a result, the College will use this information to proactively plan, prepare, and implement changes that may be needed to meet the changing educational needs of the college's Hidalgo and Starr county service area.

Administration recommends advertising during the month of October and presenting for the Board committee to recommend approval in the November's Board meeting.

Funding Source – Expenditures are budgeted in the Strategic Initiatives budget for FY 2015 – FY 2016.

Enclosed Documents - The Request for Proposal follows in the packet for the Committee's review and information.

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

SOUTH TEXAS COLLEGE

South Texas College
PURCHASING DEPARTMENT
P. O. BOX 9500
MCALLEN, TX 78502-9500

REQUEST FOR PROPOSALS

RFP NUMBER
15-16-1017

PROPOSAL MUST BE RECEIVED BEFORE:
2:00 PM, , 2015
Opening will be public

If by US Postal Service, Mail to:	**Hand Deliver or Express Mail (Overnight, 2nd day, etc) to:**
South Texas College Purchasing Department P.O. Box 9500 McAllen, TX 78502-9500	South Texas College Purchasing Department 3200 W. Pecan, Bldg N, Ste 145 McAllen, TX 78501

Show RFP Number, Opening Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at **South Texas College Purchasing Department** before the hour and date specified for receipt of proposal.

Proposals must be submitted in a sealed envelope plainly marked with the name and address of the entity submitting a response. The proposal envelope must contain the following: HIGHER EDUCATION STRATEGIC MARKET ASSESSMENT and the date and time of the submittal deadline.

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SECTION 1
ACKNOWLEDGEMENT OF RECEIPT

Please fill in the requested information below as acknowledgement that you have received the RFP and intend to respond. Submit this page via Fax or as an email attachment using the following contact information:

South Texas College
Purchasing Department
FAX No.: (956) 872-4688
Email: flamas@southtexascollege.edu

By doing this, we will be able to provide notification of any addenda to the RFP.

Name of Firm:_____

Address:_____

City/State/Zip:_____

Phone: (_____)_____Fax: (_____)_____

Name: (Print)_____

Title:_____

Signature:_____Date:_____

_____Yes, our company does have an interest in responding.

_____No, our company does not have an interest in responding.

SECTION 2
INTRODUCTION

2.1 Background on STC

South Texas College ("STC") is a comprehensive community college serving the counties of Hidalgo and Starr in South Texas. It has six campuses, including three which are in McAllen: the Pecan Campus, the Technology Campus, the Ramiro R. Casso Nursing and Allied Health Campus; the Mid-Valley Campus in Weslaco; the Starr County Campus in Rio Grande City; and a full service virtual campus at http://elearn.southtexascollege.edu. Established in 1993, STC serves an area with a population of approximately 700,000 and has an enrollment over 31,000. It offers 4 baccalaureate and 118 degree and certificate programs.

2.2 Purpose and Objectives

South Texas College seeks to develop an academic strategy to meet the future educational needs of the area it serves. The college is soliciting proposals from qualified firms that are experienced in conducting market studies to assist in gathering and analyzing data that will assist the college in this objective.

SECTION 3
INSTRUCTIONS AND RESPONSE REQUIREMENTS

3.1 Acceptance and Consideration of Proposals

A. STC reserves the right to accept or reject any or all proposals, to waive informalities and minor technicalities, or to cancel this RFP in part or in its entirety, according to what is in the best interest of STC.

B. Only sealed proposals will be accepted. Faxed proposals will NOT be accepted.

C. Proposals received after the stated deadline for submittal will not be accepted under any circumstances and will be returned to the respondent unopened.

D. Unsigned proposals will NOT be considered.

E. Proposals qualified with conditional clauses, or alterations or irregularities of any kind are subject to disqualification by STC, at its option.

F. All accepted proposals will become the property of STC upon submission.

3.2 Proposal Preparation Instructions

A. Each proposal shall be prepared simply and economically, providing a straightforward and concise description of Respondent's ability to meet the requirements of this RFP. Emphasis shall be on completeness, clarity of content and responsiveness to the RFP requirements.

B. Proposals must be typed or printed on letter size (8-1/2 x 11) white paper suitable for copies.

C. All pages of the proposal should be numbered sequentially.

D. All sections of this RFP requiring information and/or a signature must be filled out and returned as part of the proposal.

E. Respondents must submit one original and three (3) copies, of the complete proposal.

3.3 Submittal Documents

The following documents, at a minimum, must be filled out, signed by an authorized representative, and returned as part of your proposal submittal:

- Answers to Respondent Questionnaire (Section 7)
- Pricing Information (Section 8)
- Addenda Checklist (Section 9)
- Signed Execution of Offer (Section 10)
- Notification of Criminal History (Section 11)
- Conflict of Interest Questionnaire

3.4 Submittal Deadline and Location

A. All proposals must be received by STC no later than 2:00 P.M. (CST), **_____, 2015**.

B. Submit proposals to:

If by US Postal Service, Mail to:	**Hand Deliver or Express Mail (Overnight, 2nd day, etc) to:**
South Texas College Purchasing Department P.O. Box 9500 McAllen, TX 78502-9500	South Texas College Purchasing Department 3200 W. Pecan Blvd, Bldg N, Ste 145 McAllen, TX 78501

3.5 STC Contacts

Any questions or concerns regarding this Request for Proposal shall be directed to:

Isaac Garza
Project Manager
Office of Strategic Initiatives
South Texas College
3201 W. Pecan Blvd.
McAllen, Texas 78501
956-872-1678
Email: igarza89@southtexascollege.edu

Fernando Lamas
Assistant Director of Purchasing
South Texas College
3200 W. Pecan Blvd, Bldg N, Ste 145
McAllen, Texas 78501
956-872-4683
Email: flamas@southtexascollege.edu

STC specifically requests that Respondents restrict all contact and questions regarding this RFP to the above named individual(s).

3.6 Alteration of Proposals

Proposals cannot be altered or amended after the submission deadline. However, a proposal may be withdrawn and re-submitted at any time prior to the deadline for submittals. The signer of the proposal, guaranteeing authenticity, must initial any interlineations, alterations, or erasures made on the proposal document.

3.7 Inquiries and Interpretations

Responses to inquiries which directly affect an interpretation or change to this RFP will be issued in writing by addendum (amendment) and mailed and/or faxed to all parties recorded by STC as having received a copy of the RFP. All such addenda issued by STC prior to the time that proposals are received shall be considered part of the RFP, and the Respondent shall consider and acknowledge receipt of such in their response.

Only those STC replies to inquiries made by formal written addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

3.8 Addenda Acknowledgement

Addenda must be acknowledged with bid submittal. An addenda acknowledgement form is included as part of this RFP (Section 9) and must be returned with the response.

3.9 Open Records

STC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under the Texas Public Information Act (Texas Government code, Chapter 552). Notwithstanding the foregoing, disclosure of information related to this solicitation shall be made only after a contract is awarded.

3.10 Award of Contract

STC shall reserve the right to award a contract for all or any of the requirements in this Request for Proposals, to award multiple awards, or to not award any contract, according to what is in the best interest of STC.

The General Terms and Conditions (Section 6) in this Request for Proposal shall become a part of and govern any contract and/or purchase order issued as a result of this RFP.

3.11 Validity Period

Proposals are to be valid for a minimum of 60 days from the submittal deadline date to allow time for evaluation, selection, and any unforeseen delays.

3.12 Response Irregularities

Proposals that are qualified with conditional clauses, alterations, and items not requested in the RFP documents, or irregularities of any kind are subject to disqualification by STC at its option.

SECTION 4
EVALUATION CRITERIA FOR AWARD

4.1 Evaluation Information

STC will utilize an evaluation team for the evaluation of this RFP. The evaluation will include the overall response to the RFP and the general requirements defined in the RFP. STC will evaluate and make the award on the proposal that is determined to be the best value to STC based on the criteria listed below.

All proposals must be complete and convey all of the information requested to be considered responsive. STC alone will determine if a proposal fails to conform to the essential requirements of the RFP and whether it is a candidate for further consideration.

4.2 Evaluation Criteria and Weights

The purchase price	**40 points**
The reputation of the vendor and of the vendor's goods or services	**18 points**
The quality of the vendor's goods or services	**18 points**
The extent to which the vendor's goods or services meet the college's needs	**15 points**
The vendor's past relationship with the college	**3 points**
The impact on the ability of the college to comply with laws and rules relating to historically underutilized businesses	**1 points**
The total long-term cost to the College to acquire the vendor's goods or services	**5 points**
TOTAL POINTS	**100**

SECTION 5
SCOPE OF SERVICES

5.1 Scope of Services Overview

South Texas College is soliciting the services of a market research firm to conduct a study to determine future educational needs of the area. The college seeks to contract with a firm with experience in conducting educational needs assessments to identify and analyze demand for additional degree, certificate and workforce training programs. The intent in this scope of services is to provide a component to South Texas College 2013-2018 Strategic Plan.

5.2 Time Frame for Services

STC prefers to have a study performed within three months, but will consider options for performing the study for a longer time period (6 months, 9 months, 12 months). Respondents may submit pricing for the different time period options.

5.3 Service Requirements

The successful firm will be expected to provide research and consultation to assist the college with the following:

A. Survey of local businesses and other organizations to identify skill needs in the current workforce and academic needs for future workers.

B. Survey of area households to identify future skills needs, educational, training needs, and academic program needs.

C. Determine the level of awareness of perceptions of South Texas College within the following areas:

1. its program offerings;
2. the quality of its students;
3. the quality and relevance of degree programs;
4. cost of its offerings
5. accessibility of offerings

D. Identify the academic needs within the area and determine which are not being met by existing college academic programs;

E. Identify specific degree, certificate and workforce training programs that need to be developed, expanded or considered in the near future;

F. Identify underserved areas;

G. Identify possible business growth and emerging industry sectors and the resulting educational needs.

5.4 Deliverables

The following are the deliverables expected of the selected firm:

A. Identification of categories of customers to serve: community members, school districts, agencies, employers, etc.;

B. Provide a listing of new training and academic programs to develop based on community interest and demand;

C. Enumerate those existing programs with expansion possibilities based on interest and demand;

D. Provide a competition study with the following elements:
   1. Similar programs offered by competitors to STC and their costs.
   2. Programs offered by competitors that STC could develop.

E. Identification of resources to invest in to achieve enrollment targets (e.g. personnel, facilities, advertising, etc.)

F. Milestone progress reports.

G. Prepare power point presentations, as needed, for focus and planning group discussions and final report.

H. Presentation of final report to STC Board, President, Executive Staff and stakeholders.

I. Establishment of an enrollment growth timeline by program.

5.5 Respondent Qualifications

Respondents must provide information demonstrating the following knowledge and experience:

A. Knowledge and experience in conducting higher education labor market assessments, labor market studies, and skills needs analysis, economic development forecasting, labor force needs, socio economic reports and strategic planning.

B. Knowledge and experience in labor market research, quantitative and qualitative research methodologies, data collection, data analysis, tabulations, coding and report writing. Relevant experience with similar clients and projects;

C. Knowledge and experience in cross-border (United States and Mexico), factors as it relates to higher education. The potential impact on higher education from cross-border flows on markets for labor, goods and services, their educational needs, and the future growth of.

D. Knowledge and experience in conducting *on site* internal and external focus groups, meetings with stakeholders, community partners, faculty, staff, Board of Trustees.

E. Ability to conduct research in English and Spanish.

SECTION 6
GENERAL TERMS AND CONDITIONS

These General Terms and Conditions shall be made a part of and govern any Purchase Order and/or contract resulting from this Request for Proposals.

6.1 Time of Performance

Time is of the essence in the rendering of services and delivery of products hereunder. Seller agrees to perform all obligations and render services set forth in the requirements in this Contract.

6.2 Default

In the event that Contractor fails to carry out or comply with any of the terms and conditions of the Contract with STC, STC may notify Contractor of such failure or default in writing and demand that the failure or default be remedied within ten (10) days. In the event that Contractor fails to remedy such failure or default within the ten (10) day period, STC shall have the right to cancel the Contract.

The cancellation of the Contract, under any circumstances whatsoever, shall not effect or relieve the Contractor from any obligation or liability that may have been incurred or will be incurred pursuant to the Contract and such cancellation by STC shall not limit any other right or remedy available to STC at law or in equity.

6.3 Indemnification

To the fullest extent permitted by law, the Contractor agrees to indemnify and hold harmless STC, its officers, employees, and agents harmless from and against all claims of any nature or kind arising out of or caused from the performance of services, or provision of goods, by the Contractor pursuant to this contract, which are caused, in whole or in part, by any negligent act or omission of the contractor.

Contractor shall protect and indemnify STC from infringement of any United States patent or copyright, arising from the services performed or goods provided under this contract.

6.4 Compliance with Law

Contractor is aware of and in full compliance with its obligations under existing applicable law and regulations, including the Immigration Reform and Control Act of 1986, Title VI of the Civil Rights Act of 1964 (as amended), the Age Discrimination Act of 1975, the Fair Labor Standards Act (as amended), the Americans with Disabilities Act of 1990, and all other applicable laws and regulations.

6.5 Payments

Payment for services/goods will be made after acceptable performance of services and/or receipt of items in good condition and after receipt of a valid invoice. Payment shall be in accordance with the State of Texas Prompt Payment Act, Chapter 2251, and Government Code VTCA.

6.6 Termination

A. STC shall have the right to terminate the contract if contractor is in default.

B. STC may terminate this Contract, without penalty, either in whole or in part, if funds are not appropriated.

C. In no event shall such termination by STC, as provided for under this Section, give rise to any liability on the part of STC, including, but not limited to, claims of the Contractor for compensation for anticipated profits, unabsorbed overhead, or interest on borrowing.

STC's sole obligation hereunder is to pay Contractor for products and/or services ordered and received prior to the date of termination.

6.7 Contract Amendments

The Contract may be amended within the Contract period by mutual consent of the parties. No modification or amendment to the Contract shall become valid unless in writing and signed by both parties.

6.8 Independent Contractor Status

Contractor agrees that it is engaged as an independent contractor and acknowledges that STC will have no responsibility to provide benefits normally associated with an employer-employee relationship. Contractor agrees that it will neither hold itself out as nor claim to be an officer, partner, employee or agent of STC.

6.9 Non-Disclosure

Contractor and STC acknowledge that they or their employees may, in the performance of this contract, come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit or make such information available to any person, firm, corporation, or other organizations, whether directly or indirectly affiliated with Contractor or STC, unless required by law.

6.10 Publicity

Contractor agrees that it shall not publicize this Contract or disclose, confirm or deny any details thereof to third parties or use any photographs or video recordings of STC's name in connection with any sales promotion or publicity event without the prior express written approval of STC.

6.11 Severability

If any provision of this Contract, or the application of any provision to any party or circumstance is held invalid, unenforceable, or illegal in any respect, the remainder of the Contract and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.

6.12 Non-Waiver of Defaults

Any failure of STC at any time, to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair same, or the right of STC at any time to avail itself of same.

6.13 Force Majeure

If either STC or Contractor is delayed at any time in the performance of its obligations under this contract by economic industry-wide strikes, fire, floods, acts of government, unavoidable casualties, or other causes reasonably beyond the control of either party and which could not have been reasonably anticipated, then the party affected by such an event shall give notice to the other party of the probable extent to which the affected party will be unable to perform or be delayed in performing its obligations hereunder. If the performance of either party is delayed or prevented by such an event, both parties shall be excused from performing their obligations hereunder while and to the extent the conditions arising from the event exist, after which the parties' performance shall be resumed. A delay or failure in performance by either party under this paragraph shall not constitute default hereunder, or give rise to any claim for damages.

6.14 Governing Law

This contract will be governed and construed according to the laws of the State of Texas. Both parties agree that venue for any litigation arising from this contract shall lie in Hidalgo County, Texas.

6.15 Assignment

The contractor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of STC.

6.16 Insurance

Contractor, consistent with its status as an independent contractor, shall carry insurance coverage in the following types and amounts:

A. Worker's Compensation insurance, to the extent required by law;

B. Commercial General Liability insurance for at least One Million Dollars ($1,000,000) Combined Single Limit Bodily Injury and Property Damage on an occurrence basis;

C. Comprehensive Automobile Liability insurance covering all owned, non-owned or hired automobiles to be used by Contractor, with coverage for at least One Million Dollars ($1,000,000) Combined Single Limit Bodily Injury and Property Damage;

SECTION 7
RESPONDENT QUESTIONNAIRE

The Respondent recognizes that in selecting a provider of the requested services, STC will rely, in part, on the answers provided in response to this Section. Accordingly, Respondent warrants to the best of its knowledge that all responses are true, correct and complete.

7.1 Company Profile

A. Number of Years in Business: _____

B. Type of Operation: Sole Proprietorship ____ Partnership____ Corporation ____ Limited Liability Company _____ Government____

C. How many offices do you have and where are they located?

D. Number of employees: Full-time:_____ Part-time: _____

E. Provide a brief history of your organization and its experience providing the type of services requested herein.

F. Provide evidence of your company's financial status and stability, such as a Dun and Bradstreet report, if available, or your company's financial statements.

G. Provide a customer reference list of at least three (3) entities for which you currently provide services or have provided services of the type and scope requested herein over the past five years. References must include organization name, contact person, telephone number and email address and length of business relationship.

H. Provide a list of at least five (5) projects that involve similar work as requested herein. If applicable, include projects that have been performed for institutions of higher education. Include a brief summary of the work performed for each project.

I. Is your company currently certified as a Historically Underutilized Business (HUB) by the State of Texas, or certified as a woman, minority or small business under any U.S. Government agency? If yes, please attach a copy of the certificate or other proof of such certification.

7.2 Service Questionnaire

A. Provide the name, title and a brief resume of each individual who would be assigned to perform work under a contract with STC.

C. Provide details of how your organization would approach the project.

D. Do you plan to subcontract any of the work proposed for the project? If yes, please provide the names of the subcontractors, the type of work they will perform and a summary of their experience.

E. Describe your organization's quality assurance program.

F. List the critical success factors and risks you see for this project.

G. Are there any difficulties you anticipate in providing services to STC and how do you plan to manage these?

H. What assistance will you require from STC to perform services?

I. Submit a work plan for the services to be performed.

J. Submit a portfolio of work from similar projects.

Company Name: _____

_____
Signature of Authorized Representative

SECTION 8
PRICE PROPOSAL

Respondent must enter pricing information for services. Respondent may submit a response to this section on his own form, but it must be signed by an authorized representative. **Pricing provided must be all-inclusive (services, travel, lodging, etc.).**

_____

_____

_____

_____

_____

_____

_____

_____

Company/Entity Name: _____

_____
Authorized Signature

SECTION 9
ADDENDA CHECKLIST

Any addenda issued by STC to this RFP will become part of the RFP. Addenda will be numbered sequentially. Respondent must indicate on this sheet the receipt of any and all addenda.

Receipt is hereby acknowledged of the following addenda to this RFP.

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

Company/Entity Name:_____

_____
Authorized Signature

SECTION 10
EXECUTION OF OFFER

In compliance with this solicitation, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services at the prices quoted. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contract, and the Respondent may be removed from STC vendor lists.

By signature hereon, the Respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

By signature hereon, the Respondent hereby certifies that the firm is not debarred, suspended or otherwise declared ineligible to contract by any federal, state or local public agency.

By executing this offer, Respondent affirms that he/she has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

By the signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of this solicitation is authorized to sign such documents on behalf of the company and to bind the company under any contract which may result from the submission of this proposal.

By signature hereon, Respondent affirms that he has not prepared, or assisted in the preparation of, the specifications or other requirements for this solicitation.

Proposal must include Taxpayer Identification Number, full firm name and address of Respondent. Failure to manually sign proposal will disqualify it. The person signing the proposal should show title or authority to bind his/her firm in contract.

Taxpayer Identification Number: _____

Sole Owner should also enter social security No.: _____

Respondent/Company: _____

Signature: _____

Name (Typed/Printed): _____

Title: _____

Street: _____

City/State/Zip: _____

Telephone No.: _____

Fax No.: _____

SECTION 11
NOTIFICATION OF CRIMINAL HISTORY

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID

State of Texas legislative Bill No. 1 Section 4.034, Notification of Criminal History, Subsection (a) states
" a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states " a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Please check off one box and sign the form in the appropriate space

I, the undersigned agent for the firm named below, certify; that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge.

VENDOR'S NAME:_____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): _____

☐ A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

SIGNATURE OF COMPANY OFFICIAL _____

☐ B. My firm is not owned nor operated by anyone who has been convicted of a felony.

SIGNATURE OF COMPANY OFFICIAL _____

☐ C. My firm is owned and/or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s) _____

Details of Conviction(s) _____

_____

_____

_____

SIGNATURE OF COMPANY OFFICIAL _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of person who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

_____
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

_____ _____
Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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 October 1, 2015.

Dr. Shirley A. Reed and Mrs. Mary Elizondo will be available to respond to questions from 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 seventy-two (72) new Board approved positions. Of these new positions, 55 are fully funded and 17 are partially funded. Approximately 91% or 50 of the 55 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-six (86) vacant positions due to employee resignations, terminations, and retirement is included and designated as Continuing. These positions are advertised until filled. Approximately 97% or 83 of these positions are currently advertised or in progress for final approval. 18% or fifteen (15) of the 83 advertised positions have recommendations currently in progress.

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.

SOUTH TEXAS COLLEGE

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

New

As of October 1, 2015

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	3	Advertised	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	2	Requisition in Progress	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	2	Requisition in Progress	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	4	Screening in Progress	11-16-15
Central Receiving	711584	NEW	Classified Non-Exempt	Fixed Asset and Receiving Technician	4	Screening in Progress	11-16-15
Human Resources	722240	NEW	Administrative Exempt	Employee Relations Officer	4	Screening 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	742514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	743514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	744514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	745514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	746514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	747514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	748514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	749514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	750514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	751514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	752514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	753514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	754514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	755514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	756514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	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

SOUTH TEXAS COLLEGE

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

New

As of October 1, 2015

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	4	Screening in Progress	11-16-15
Office of Safety and Security	758514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	759514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	760514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	761514	NEW	Classified Non-Exempt	Security Guard	4	Screening in Progress	11-16-15
Office of Safety and Security	732514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	3	Advertised	11-16-15
Office of Safety and Security	733514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	4	Screening in Progress	11-16-15
Office of Safety and Security	734514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	4	Screening in Progress	11-16-15
Office of Safety and Security	735514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	4	Screening in Progress	11-16-15
Office of Safety and Security	736514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	4	Screening in Progress	11-16-15
Office of Safety and Security	737514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	4	Screening in Progress	11-16-15
Office of Safety and Security	738514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	4	Screening in Progress	11-16-15
Office of Safety and Security	739514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	4	Screening in Progress	11-16-15
Office of Safety and Security	740514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	4	Screening in Progress	11-16-15
Office of Safety and Security	741514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	4	Screening in Progress	11-16-15
Purchasing	727580	NEW	Prof/Tech Support Exempt	Construction Buyer	4	Screening in Progress	11-16-15
Purchasing	728580	NEW	Prof/Tech Support Exempt	Specifications Writer	4	Screening 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	3	Advertised	11-16-15
Library Acquisition	746101	NEW	Prof/Tech Support Non-Exempt	Graphics and Multimedia Specialist	2	Requisition in Progress	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	2	Requisition in Progress	11-16-15
Public Relations/Marketing	722462	NEW	Prof/Tech Support Non-Exempt	Multimedia Designer	2	Requisition in Progress	11-16-15
Public Relations/Marketing	721462	NEW	Prof/Tech Support Non-Exempt	Social Media Specialist	2	Requisition in Progress	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

South Texas College

Vacant-Continuing Full-Time Regular Positions from FY2014-2015

As of October 1, 2015

Continuing

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	4	Screening in Progress	11-02-15
HS Programs and Services	701286	CONT	Administrative Exempt	Dir of Academies & HS Projects	08-31-15	3	Advertised	11-02-15
Professional & Organizational Dev	705352	CONT	Prof/Tech Support Exempt	Coord for Professional & Organizational Dev	09-01-14	4	Screening in Progress	11-02-15
Professional & Organizational Dev	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	08-16-15	3	Advertised	11-02-15
Professional & Organizational Dev	704352	CONT	Prof/Tech Support Non-Exempt	Professional Development Specialist	08-23-15	1	Pending Requisition	11-02-15
Academic Affairs								
Academic Affairs _ VP Admin	708279	CONT	Prof/Tech Support Exempt	Academic Grants & Proj Offcr	08-23-15	3	Advertised	12-07-15
Distance Education	701374	CONT	Prof/Tech Support Non-Exempt	Course Development Specialist	06-30-15	4	Screening in Progress	11-02-15
Distance Learning	701274	CONT	Prof/Tech Support Non-Exempt	Help Desk Specialist	09-17-15	1	Pending Requisition	11-02-15
Division of Business and Technology								
Business and Technology	701264	CONT	Classified Non-Exempt	Lab Assistant - Business and Technology	09-01-15	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	702222	CONT	Classified Non-Exempt	Faculty Secretary	8/31/15	2	Requisition in Progress	11-16-15
Division of Math, Science and Bachelor Programs								
Biology	700204	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	07-10-15	5	Recommendation in Progress	11-02-15
Biology	701204	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	08-21-15	4	Screening in Progress	11-02-15
Chemistry	702200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist I - Chemistry	09-14-15	1	Pending Requisition	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	2	Requisition in Progress	01-11-16
Division of Nursing and Allied Health								
Associate Degree Nursing	704557	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - ADN	09-01-15	3a	Re-Advertised	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	11-16-15
Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	3a	Re-Advertised	12-07-15
Finance and Administrative Services								
Accountability Svcs	705160	CONT	Classified Non-Exempt	Accountability Assistant	Frozen in 14	4	Screening in Progress	11-02-15
Business Office	736184	CONT	Prof/Tech Support Non-Exempt	Accountant	06-30-14	3a	Re-Advertised	11-02-15
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	4	Screening in Progress	11-02-15
Cashiers Office	727184	CONT	Classified Non-Exempt	Cashier	04-05-15	5	Recommendation in Progress	11-02-15
Cashiers Office	794184	CONT	Classified Non-Exempt	Cashier	06-15-15	2	Requisition in Progress	11-16-15
Cashiers Office	712184	CONT	Classified Non-Exempt	Cashier II	09-01-14	3a	Re-Advertised	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	5	Recommendation 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	3	Advertised	11-02-15
Dir Fac Planning & Construction	701501	CONT	Administrative Exempt	Director of Facilities Planning and Construction	05-31-15	3a	Re-Advertised	12-07-15

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

South Texas College

Vacant-Continuing Full-Time Regular Positions from FY2014-2015

Continuing

As of October 1, 2015

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Facility Maintenance	702515	CONT	Classified Non-Exempt	Electrician	05-31-15	4	Screening in Progress	11-02-15
Internal Audits	700273	CONT	Administrative Exempt	Internal Auditor	09-01-15	3a	Re-Advertised	12-07-15
Internal Audits	701273	CONT	Prof/Tech Support Non-Exempt	Staff Audit Specialist	09-01-14	4	Screening in Progress	11-02-15
Office of Safety and Security	708499	CONT	Classified Non-Exempt	Administrative Assistant	08-21-15	2	Requisition in Progress	11-16-15
STC Police	703514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	08-31-15	2	Requisition in Progress	11-16-15
STC Police	715514	CONT	Prof/Tech Support Non-Exempt	Police Officer	06-21-15	5	Recommendation in Progress	11-02-15
Information Services, Planning and Strategic Initiatives								
Centers for Learning Excellence	707423	CONT	Classified Non-Exempt	Administrative Assistant	09-01-15	4	Screening in Progress	11-02-15
Centers for Learning Excellence	721423	CONT	Prof/Tech Support Non-Exempt	CLE Manager	07-31-15	5	Recommendation in Progress	11-02-15
Centers for Learning Excellence	720423	CONT	Prof/Tech Support Non-Exempt	CLE Manager	05-08-15	5	Recommendation 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	11-02-15
Centers for Learning Excellence	705423	CONT	Classified Non-Exempt	Secretary	08-01-15	5	Recommendation in Progress	11-02-15
Client Services	704392	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	07-31-14	5	Recommendation in Progress	11-02-15
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	x	Budget Unavailable	01-11-16
Infrastructure	716393	CONT	Prof/Tech Support Exempt	Applications Analyst III	09-01-14	5	Recommendation in Progress	11-02-15
Infrastructure	717393	CONT	Prof/Tech Support Exempt	Applications Analyst III	09-01-14	5	Recommendation in Progress	11-02-15
Infrastructure	700194	CONT	Prof/Tech Support Non-Exempt	Reporting Analyst I	05-31-15	3	Advertised	01-11-16
Infrastructure	710395	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	08-31-13	3a	Re-Advertised	11-02-15
Infrastructure	715393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	10-31-13	3a	Re-Advertised	11-02-15
Instructional Technologies	700186	CONT	Classified Non-Exempt	Instructional Technologies Assistant I	09-13-15	2	Requisition in Progress	11-02-15
Learning Commons and Open Labs	702423	CONT	Classified Non-Exempt	Open Lab Technician	09-01-15	4	Screening in Progress	11-02-15
Learning Commons and Open Labs	701397	CONT	Classified Non-Exempt	Open Lab Technician	08-20-15	4	Screening in Progress	11-02-15
Library Public Services	731101	CONT	Prof/Tech Support Exempt	Librarian III	07-31-14	3a	Re-Advertised	11-02-15
Research and Analytical Services	702170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	07-13-15	5	Recommendation 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	11-16-15
TR PM Risk and Security - Instr	701171	CONT	Prof/Tech Support Exempt	Project Manager - Technology Resources	09-01-15	4	Screening in Progress	11-02-15
Office of the President								
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	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	09-01-15	1	Pending Requisition	12-07-15
CPWE - State	720565	CONT	Administrative Exempt	Director of Professional and Workforce Education	09-01-15	1	Pending Requisition	03-07-16
Grant Development and Compliance	701321	CONT	Administrative Exempt	Director of Grant Dev, Mgmnt & Compl	08-31-14	4	Screening in Progress	11-16-15
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	09-01-14	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
Public Relations/Marketing	702462	CONT	Prof/Tech Support Non-Exempt	Public Relations Specialist	08-31-15	2	Requisition in Progress	11-16-15
Student Affairs and Enrollment Management								
Admissions & Records	713612	CONT	Classified Non-Exempt	Records Technician	03-31-15	5	Recommendation in Progress	11-02-15
Career & Employer Services	701275	CONT	Prof/Tech Support Exempt	Coord of Career Services	08-13-15	2	Requisition in Progress	11-02-15
Counseling & Disability Services	700141	CONT	Prof/Tech Support Exempt	Counselor	09-30-15	2	Requisition in Progress	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

South Texas College

Vacant-Continuing Full-Time Regular Positions from FY2014-2015

Continuing

As of October 1, 2015

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Dual2Degree	706610	CONT	Classified Non-Exempt	Administrative Assistant	08-05-15	4	Screening in Progress	11-02-15
Dual2Degree	707190	CONT	Prof/Tech Support Non-Exempt	College Connection Specialist/Recruiter	09-22-15	2	Requisition in Progress	11-16-15
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	3a	Re-Advertised	11-02-15
Dual2Degree	711610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	07-02-15	5	Recommendation in Progress	11-02-15
Student Activities and Wellness	700080	CONT	Prof/Tech Support Non-Exempt	Student Activities Specialist	06-05-15	4	Screening in Progress	11-16-15
Student Affairs & Enrollment Management	700190	CONT	Executive Exempt	VP Student Affairs & Enrollment Management	08-31-13	4	Screening in Progress	11-16-15
Student Assessment Center	705331	CONT	Classified Non-Exempt	Staff Secretary	07-05-15	4	Screening in Progress	11-02-15
Student Assessment Center	710331	CONT	Prof/Tech Support Non-Exempt	Testing Specialist	08-17-15	3	Advertised	11-02-15
Student Financial Services	720440	CONT	Prof/Tech Support Non-Exempt	Data Management Coordinator	09-16-15	2	Requisition in Progress	11-16-15

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

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

Review and Action as Necessary on Disposal of Surplus Property

Approval to dispose of surplus property valued at $1,000 and over through a live auction will be requested at the October 27, 2015 Board meeting.

Purpose – The Fixed Assets Department is requesting the disposal through a live auction of surplus property valued at $1,000 and over.

Justification – It is necessary to dispose of obsolete, damaged, and non-functioning property for safety purposes and due to the lack of storage area for surplus property.

Background – The surplus property goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to be utilized district wide. After this evaluation process, the department submits a request to have the property removed from the department and relocated to the Shipping and Receiving Warehouse for auction.

The auction items are located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction will be scheduled for the month of November.

The items valued over under $1,000 are not included in the College's inventory but are recorded in a database. The items valued over $1,000 are included in the College's inventory through the Banner system.

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

It is requested that the Finance and Human Resources Committee recommend for Board approval, at the October 27, 2015 Board meeting, to dispose of surplus property valued at $1,000 and over through a live auction as presented.

SOUTH TEXAS COLLEGE
SURPLUS PROPERTY AT $1,000 AND OVER
OCTOBER 27, 2015

Pallet	Qty	Description	Silver Tag	Ptag	Serial Number	Green Tag	Purchase Amount	Net Value	Condition
1	1 EA	Hill-Rom Centra Adjustable Bed	20746	N00020423		5000015612	$ 1,900.95		Obsolete
2	1 EA	Hill-Rom Centra Adjustable Bed	20744	N00020425		5000015614	$ 1,900.95		Obsolete
3	1 EA	Bretford 30 Laptop Storage Cabinet	18142	N00019575			$ 1,407.99		Damaged
4	1 EA	Olympus Camedia E-10 Electornic Camera with Accessories	0000006451	000006590	1097924		$ 1,660.00		Obsolete
4W	1 EA	Conference Table; Banner Gateway 2500 Laptop	0000002662	000003561	001408550		$ 1,979.00		Obsolete
5	1 EA	Tandberg 800 Camera	0000006458	000006570	0804471	5000002733	$ 2,488.01		Obsolete
6	1 EA	Pullman-Holt 1090 Gloss Boss Burnisher	17153	000001281	1024		$ 1,200.00		Obsolete
6	1 EA	Pullman-Holt DC2000 Burnisher	17154	000001283	1033		$ 1,200.00		Damaged
7	1 EA	Nilfisk Advance BA5321 Floor Scrubber	0000004536	000006325	1465493		$ 3,000.00		Obsolete
8	1 EA	Nilfisk Advance BA5321 Floor Scrubber	0000009419	000009959	1765203		$ 3,600.00		Obsolete
9	1 EA	Bretford Laptop Storage Cabinet	0000006904	000007768			$ 2,866.95		Obsolete
10	1 EA	Polycom View Station NTSC Camera	0000008391	000009204	82024902E999A3	5000004550	$ 4,024.00		Obsolete
11	1 EA	Robinair Refrigerant Recovery, Recycling and Recharging System	15581	N00014331	116095	5000010256	$ 2,595.00		Obsolete
12	1 EA	Robinair Refrigerant Recovery, Recycling and Recharging System	17403	N00014330	115372	5000005935	$ 2,595.00		Obsolete
13	1 EA	Robinair Refrigerant Recovery, Recycling and Recharging System	15392	N00014332	116852	5000010246	$ 2,039.00		Obsolete
14	1 EA	Snap-On Vacuum Pump	0000008525	000009635	0309A0251	5000005243	$ 4,860.73		Obsolete
15	1 EA	Canon RE-455X Visualizer Presenter Document Camera	17363	N00013431	5100000047		$ 1,427.23		Obsolete
16	1 EA	Sencore Video Pro VP300 Multimedia Video Generator	0000006839	000007555	672465	5000003909	$ 4,424.00		Obsolete
17	1 EA	Ohaus Adventurer SL AS313 Precision Balance with Draftshield	15806	N00015133	8027431154		$ 1,021.25		Obsolete
20	1 EA	Claridge Display 6' Case-Natural Tan Cork	15149	N00014397			$ 1,444.78		Incomplete
21	1 EA	Ice-O-Matic Ice ICEU060A Maker with Bin	15039	N00014724		5000007386	$ 1,529.00		Damage
22	1 EA	Sencore Video Pro VP300 Multimedia Video Generator	0000006840	000007556	6712477	5000003910	$ 4,370.21		Obsolete
23	1 EA	Medical Plastics Laboratory Multi-Sounds Trainer with Case	0000006787	000007392	000678		$ 4,909.45		Obsolete
24	1 EA	Robinair Refrigerant Recovery, Recycling and Recharging System	0000011319	000010581	00234		$ 4,689.63		Obsolete
25	1 EA	Da-Lite, DAL-79079, Boardroom Projector Screen with Harness	18123	N00019582			$ 2,234.99		Obsolete
26	1 EA	Canon RE-455X Visualizer Presenter Document Camera	15846	N00015232	5270100000		$ 1,275.00		Obsolete
27	1 EA	Canon RE-455X Visualizer Presenter Document Camera	15843	N00015229	5290100133		$ 1,275.00		Obsolete
28	1 EA	Canon RE-455X Visualizer Presenter Document Camera	15845	N00015231	5290100042		$ 1,275.00		Obsolete
29	1 EA	Canon RE-455X Visualizer Presenter Document Camera	15844	N00015230	5290100044		$ 1,275.00		Obsolete
31	1 EA	Axis 2120 Network Camera	0000005630	000006032	00408C504344		$ 1,460.75		Obsolete
32	1 EA	Fiber Optic Curing Oven	0000006163	000007610	1568	5000003529	$ 3,906.01		Obsolete
33	1 EA	Allen & Heath GL-2400 Dual-Function Live Sound Mixer with Accessories	13947	N00016840	L2K42412073095		$ 2,627.84		Obsolete
34	1 EA	NIKON Microscope	0000001760	000002275	1104455		$ 1,086.31		Obsolete
34	1 EA	NIKON Microscope	0000001773	000002268	1104367		$ 1,086.31		Obsolete
34	1 EA	NIKON Microscope	0000002509	000003207	1106921		$ 1,088.02		Obsolete
34	1 EA	NIKON Microscope	0000001754	000003207	11038/20		$ 1,088.02		Obsolete
34	1 EA	NIKON Microscope	0000001763	000002278	1104534		$ 1,086.31		Obsolete
34	1 EA	NIKON Microscope	0000001762	000002277	1103691		$ 1,086.31		Obsolete
34	1 EA	NIKON Microscope	0000001761	000002276	1104428		$ 1,086.31		Obsolete
34	1 EA	NIKON Microscope	0000002219	000002822	242307		$ 1,088.00		Obsolete
34	1 EA	GBC DocuSeal 2700 With Table	0000004633	000006195	MIM9899		$ 1,432.02		Obsolete
34	1 EA	Eppendorf Centrifuge5410	0000002637	000003195	541003394		$ 1,292.31		Obsolete
35	1 EA	Victor-1640S Highspeed Lathe	0000003060	000003870	S8806027		$ 13,545.50	$ -	Damage
36	1 EA	Dynamic 1760C Acer Lathe	0000011245	000011138			$ 13,324.00	$ -	Damage
37	1 EA	Chevalier FSG-18M Surface Grinder	0000003061	000003871	A3885007		$ 6,866.50	$ -	Damage
39	1 EA	Chevalier FM-33H Mill	0000001354	000010631	HC85A035		$ 33,925.00	$ -	Damage
40	1 EA	Auto Transmission Xslide Dynometer	0000004531	000006385	329995R+11		$ 89,923.20	$ -	Damage
41	1 EA	Nilfisk Advance BA5321 Floor Scrubber	0000009420	000009959	1765213		$ 3,600.00		Obsolete
42	1 EA	Snap-On EEBR312A Brake Lathe	0000008820	000010177	0406602807		$ 5,606.44		Obsolete

Capital Asset ($5,000 and over)
Grant Asset

Review and Recommend Action on Revision of Policy and New Policies

Approval of revision of policy and new policies will be requested at the October 27, 2015 Board meeting.

These updates are being proposed in an effort to comply with federal and state laws.

a. Revise Policy #4317: Military Leave

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

- To incorporate the provisions of Texas Government Code, section 437.202 amended by the 84th Legislature, H.B. 445.

- To incorporate a requirement that the College provide notice of the availability of paid leave, by the end of the fiscal year, of the number of workdays the eligible employee is entitled to, the net balance of unused accumulated leave available, and the requirement to retain the records of available short term military leave in the employee's personnel file.

b. Adopt New Policy #4321: Right to Express Breast Milk in the Workplace

Request for the new policy is necessary for the following reason:

- To comply with House Bill 786, 84th Legislature, effective September 1, 2015 relating to the regulations that a public employer, including an institution of higher education, develop a written policy on the right of employees to express breast milk in the workplace.

c. Adopt New Policy #4322: Donation of Sick Leave

Request for the new policy is necessary for the following reason:

- To comply with House Bill 1771, 84th Legislature, effective September 1, 2015 relating to the regulations that employees may voluntarily donate sick leave hours to another employee.

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

The revised policy and new policies have been reviewed by staff, the President's Cabinet, President's Administrative Staff, and by Legal Counsel.

It is requested that the Finance and Human Resources Committee recommend for Board approval, at the October 27, 2015 Board meeting, the revised policy and the proposed new policies as presented and which supersedes any previously adopted Board policy.

MANUAL OF POLICY

Title	**Military Leave**	**4317**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 3**
Date Approved by Board	**Board Minute Order dated November 9, 1995** **As Amended by Board Minute Order dated July 28, 2005** ***As Amended by Board Minute Order dated October 27, 2015***	

The College complies with State and Federal Laws regarding the rights to Military Leave. These State and Federal laws include the Texas Government Code 437.202 as amended by 84th Legislature, HB 445, and The Uniformed Services Employment and Reemployment Rights Act 1994 (USERRA). Military Leave provides employment protection, income protection, and a means for employees to secure time off when called to uniformed U.S. military service. The College will comply with The Uniformed Services Employment and Reemployment Rights Act (USERRA), *which covers all categories of military training and service, including duty performed on a voluntary or involuntary basis, in time of peace or war. It applies to the National Guard and reserve military personnel and also applies to persons serving in the active components of the Armed Forces as provided by state and federal law.*

~~The College will comply with The Uniformed Services Employment and Reemployment Rights Act (USERRA). An employee who is drafted or otherwise called to active duty, or who leaves for extended active duty in the military services of the United States during a war or national emergency, shall be granted a military leave without pay for the duration of such war or national emergency after notifying the employee's supervisor, appropriate Vice President, Office of Human Resources, and the President. A copy of military orders should be submitted as supporting documentation to the military leave request. Notification of intent to return to the College must be made in accordance with guidelines established in the Uniformed Services Employment and Reemployment Rights Act (USERRA). Such leaves of absence shall not be considered a break in service; however, the employee shall not accrue leave during this period and will be responsible for payment of group health benefit premiums~~.

State Leave for Member of Military or Rescue Team

Short Term Military Leave

A person who is an officer or employee of the state, a municipality, a county, or another political subdivision of the state, including a college district, and who is a member of the state military forces, a reserve component of the armed forces, or a member of a state or federally authorized urban search and rescue team is entitled to a paid leave of absence from the person's duties on a day on which the person is engaged in authorized training or duty ordered or authorized by proper authority for not more than 15 workdays in a fiscal year. During a leave of absence, the person may not be subjected to loss of time, efficiency rating, personal time, sick leave, or vacation time.

(1) The College shall provide written notice, to the employee, of the number of workdays of paid leave to which the employee is entitled each fiscal year.

~~Strikethrough denotes deletion~~
Italics denote addition

(2) The College shall carry forward from one fiscal year to the next the net balance of unused accumulated leave under the Short Term Military Leave available not to exceed 45 workdays.

(3) The employee who is such a member of the armed forces, or a member of a state or federally authorized urban search and rescue team and who has been ordered to duty by proper authority is entitled, when relieved from duty, to be restored to the position that the employee held when ordered to duty.

The College shall maintain complete and accurate records of the granted and accumulated leave in the employee's personnel file to include the net balance of unused accumulated military leave and the net balance of unused accumulated leave that the individual is entitled to carry forward to the next fiscal year.

Employee Request for Short Term Military Leave
A prior written notification, provided at minimum five business days prior to leave begin date, accompanied by copy of the official military orders must be submitted to the employee's supervisor, appropriate Vice President, and to the Office of Human Resources. Failure to provide the required notice on a timely basis may be grounds for disciplinary action, but shall not be grounds for refusal of the leave.

Unpaid Extended Military Leave
An employee who is drafted or otherwise called to active duty, or who leaves for extended active duty in the military services of the United States during a war or national emergency, shall be granted a military leave without pay for the duration of such war or national emergency after notifying the employee's supervisor, appropriate Vice President, Office of Human Resources, and the President. *Written notification of request for extended military leave shall be provided at minimum five business days prior to leave begin date*. A copy of military orders should be submitted as supporting documentation to the military leave request. Notification of intent to return to the College must be made in accordance with guidelines established in the Uniformed Services Employment and Reemployment Rights Act (USERRA). Such leaves of absence shall not be considered a break in service; however, the employee shall not accrue leave during this period and will be responsible for payment of group health benefit premiums.

~~An employee may take a two week leave of absence per year to perform temporary active duty with Reserve or National Guard units. During such leave of absence and while engaged in the performance of such military duty, the employee will be entitled to receive regular pay for~~

~~Strikethrough denotes deletion~~
Italics denote addition

~~required military training periods up to a maximum of two weeks. A prior written notification of intent to perform this two week duty must be submitted to the employee's supervisor, appropriate Vice President, and to the Office of Human Resources. A copy of the official military orders must be attached. If orders are not provided, leave will not be approved. Such leave of absence shall not be considered a break of service.~~

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title	**Rights of Nursing Mothers to Express Breast Milk in the Workplace**	**4321**
Legal Authority	**Approval of the Board of Trustees**	
Date Approved by Board	**Board Minute Order dated October 27, 2015**	

The College complies with State and Federal Laws regarding the right of nursing mothers to express breast milk in the workplace. These State and Federal laws include the Texas Health & Safety Code, Chapter 165; the United State Code, as amended by the Patient Protection and Affordable Care Act, Title 29, Chapter 8 (Fair Labor Standards Act of 1938), Section 207(r); and the Texas Government Code, Chapter 619.

The College supports the rights of nursing mothers in the workplace. The College shall provide an employee a reasonable break time and a reasonable space for the employee to express breast milk for up to one year from the child's birth. Requests for extensions to the one-year provision will be considered on a case by case basis.

The College shall provide a space reasonably accessible to the employee, except a bathroom, which is shielded from view and free from intrusion by the employee's co-workers or by the public.

The College shall provide a break time to the employee, reasonably sufficient to accommodate the employee's particular need to express breast milk.

The employee shall submit a written request for the accommodation to express milk from the Office of Human Resources. The written request shall be submitted at least two weeks prior to the accommodation being required.

Procedures to implement this policy shall be developed by the Office of Human Resources and approved by the President.

New Policy

MANUAL OF POLICY

Title	***Donation of Sick Leave***	***4322***
Legal Authority	***Approval of the Board of Trustees***	
Date Approved by Board	***Board Minute Order dated November 24, 2015***	

The College complies with House Bill 1771, 84th Legislature, effective September 1, 2015. The employees may voluntarily donate sick leave hours to another employee. A sick leave donation made specifically to benefit another employee should not be confused with an employee's donation of accrued sick leave hours to the sick leave pool.

The sick leave donation policy is intended to benefit those employees who have exhausted all accrued sick leave entitlement including any amounts from the College's sick leave pool. The additional donation granted by one employee to another allows the employee on sick leave to remain on paid leave status during a recovery from an illness or injury. Employees may also use donated sick leave in order to care for eligible immediate family members.

The employee may not provide or receive remuneration or a gift in exchange for sick leave donation.

Donated sick leave will be used in accordance with Policy 4308 Sick Leave, with the exception that donated sick leave hours cannot be used for Employee Retirement System of Texas credit.

The President or designee has the authority and responsibility, with the appropriate participation of the faculty and staff, to develop and administer guidelines and procedures for the donation of sick leave, which is maintained by the Office of Human Resources.

New Policy