

# **Board of Trustees**

## **Finance and Human Resources Committee Meeting**

**November 10, 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, November 10, 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.”

|  |         |
|--|---------|
| I. Approval of October 6, 2015 and October 7, 2015 Finance and Human Resources Committee Minutes .....   | 1-27    |
| II. Review and Discussion of the Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Scholarships Awarded .....                  | 28-36   |
| III. Review and Discussion of Scholarships Awarded with Mission Economic Development Authority (MEDA) Scholarship Trust Funds .....  | 37-46   |
| IV. Discussion of Mission Economic Development Authority’s (MEDA) Request for Project Support using MEDA Trust Scholarship Funds .....   | 47-48   |
| V. Review and Recommend Action on Award of Proposals, Purchases, Renewals, and Interlocal Agreement.....   | 49-105  |
| VI. Review and Recommend Action on Vendor Reference Process for Request for Proposals and Request for Qualifications .....   | 106-107 |
| VII. Review and Recommend Action on Annual Investment Report and Report on Bank Deposits, Investments, and Interest Revenue .....  | 108-112 |
| VIII. Review and Recommend Action on Proposed New Policy #4112: Self-Reporting of Criminal Conduct .....   | 113-114 |
| IX. Review and Recommend Action on Establishing a Non-Interest Bearing Bank Account .....  | 115-117 |
| X. Review and Recommend Action on a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the City of Weslaco Police Department ..... | 118-120 |

|  |         |
|--|---------|
| XI. Review and Recommend Action on a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the Rio Grande City Police Department..... | 121-123 |
| XII. Review and Discussion of Preliminary Tuition and Fees Schedules for FY 2016-2017:.....  | 124-131 |
| a. Student Tuition and Fees  |         |
| b. Employee Fees   |         |
| c. Other (Non-Student/Non-Employee) Fees   |         |
| XIII. Review and Discussion of the Texas Higher Education Coordinating Board Report on the Financial Condition Analysis of Texas Public Community College Districts.....                                   | 132-139 |
| XIV. Discussion and Action as Necessary on Proposed New Faculty Positions for FY 2016-2017 .....   | 140-141 |
| XV. Review and Discussion of Position Vacancy Report for FY 2015-2016.....   | 142-149 |

**Approval of October 6, 2015 and October 7, 2015 Finance and  
Human Resources Committee Minutes**

The Minutes for the Finance and Human Resources Committee Meetings of October 6, 2015 and October 7, 2015 are presented for Committee approval.

**Finance and Human  
Resources Committee  
Minutes  
October 6, 2015**

**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**

**Minutes**

The Finance and Human Resources Committee Meeting was held on Tuesday, October 6, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:37 p.m. with Mr. Paul R. Rodriguez, Jr. presiding.

Members present: Mr. Paul R. Rodriguez

Members absent: Dr. Alejo Salinas, Jr., Mr. Roy de León, and Ms. Rose Benavidez

Also present: Mr. Andrew Fish

**Note Attendance:**

Mr. Paul R. Rodriguez called on Andrew Fish to note the attendance. Only Mr. Rodriguez was in attendance, and no other Committee members were present.

**Recess**

Mr. Rodriguez recessed the meeting at 5:38 p.m. and announced that it would resume the following day, October 7<sup>th</sup>, at 5:30 p.m.

I certify that the foregoing are the true and correct Minutes of the October 6, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

---

Mr. Paul R. Rodriguez  
Presiding

**Finance and Human  
Resources Committee  
Minutes  
October 7, 2015**

**South Texas College  
Board of Trustees  
Finance and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus  
Wednesday, October 7, 2015  
@ 5:30 p.m.  
McAllen, Texas**

**Minutes**

The Finance and Human Resources Committee Meeting was opened on Tuesday, October 6, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. That meeting went into recess at 5:37 p.m.

The Finance and Human Resources Committee came out of recess on Wednesday, October 7, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:44 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: Mr. Gary Gurwitz

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Mrs. Becky Cavazos, Mr. Matthew Hebbard, Mrs. Brenda Balderaz, Mr. Bryan Dycos, and Mr. Andrew Fish

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

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Minutes for the Finance and Human Resources Committee Meeting of September 10, 2015 were approved as written. The motion carried.

**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 requested consideration and possible action on the tax resale of nine (9) properties.



The College was subsequently notified that another taxing entity did not approve the proposed tax resale, and Linebarger Goggan Blair & Sampson, LLP withdrew the request for action by College.

The Finance and Human Resources Committee took no action on this item.

### **Review and Discussion of Results for Blackboard Outbound Call Center Services**

Mr. Brian Dycus, Director for Blackboard Student Services, reviewed 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 was included in the packet for the Committee's information and review.

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

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

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

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

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| <b>A. Awards</b>                     | <b>D. Non-Instructional Items</b> |
| <b>B. Advertising or Memberships</b> | <b>E. Technology Items</b>        |
| <b>C. Instructional Items</b>        | <b>F. Facility Use Agreement</b>  |

#### **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 | <b>Allsteel, Inc./Gateway Printing and Office Supply, Inc.</b><br>(Edinburg, TX)               | \$1,196.24  |
| B | <b>Exemplis Corporation/<br/>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)       | \$367.24    |
| C | <b>The Hon Company/<br/>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)            | \$3,586.03  |
| D | <b>Krueger International Inc./<br/>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX) | \$9,138.28  |
| E | <b>Southwest Solutions Group, LLC.</b> (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 | <b>La Feria News</b> (La Feria, TX)                                       | \$900.00    |
| 2 | <b>AIM Media Texas/Mid-Valley Town Crier</b> (McAllen, TX)                | \$5,566.00  |
| 3 | <b>Starr County Town Crier, LLC.</b> (Rio Grande City, TX)                | \$4,950.00  |
| 4 | <b>AIM Media Texas/Valley Morning Star</b> (McAllen, TX)                  | \$2,270.00  |
| 5 | <b>Valley Newspaper Holdings, LLP./Valley Town Crier</b><br>(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.

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

### **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 would update the current policy, which had not been revised by the Board since 1995.

Justification – The revisions included 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 was no established “standard” for such a policy. Some institutions employed in-house counsel, some had policies that were more or less prescriptive than South Texas College. Some institutions did not have a parallel policy at all.

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

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

Reviewers - The revised policy was 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 enumerated 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 was included in the packet for the Committee's review and information.

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

The Finance and Human Resources Committee Chair Dr. Alejo Salinas, Jr. independently reviewed policies established at peer institutions. He reported that some institutions' policies included a requirement for periodic reporting of legal services provided to the College. Dr. Salinas asked for periodic reporting on legal services to be provided to the Committee or Board. The Committee agreed that a report by legal counsel was appropriate.

The Committee also recommended a change to improve the language of the policy clarifying the retainage of General Counsel.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #2200: *Legal Counsel* and which supersedes any previously adopted Board policy. They amended the motion to recommend approval of the policy contingent upon the inclusion of the language as suggested by Dr. Salinas. The amended motion carried.

### **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 received correspondence from the College's Legal Counsel, *The J. Ramirez Law Firm*. The Board Chair and the 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 required 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 was able to designate legal counsel as necessary to protect the College and provide advice and representation in legal matters. South Texas College continued to grow and expand and in doing so needed to maintain adequate legal coverage in today's rapidly changing environment. Legal services allowed 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 increased alongside the College's growth and increased accountability from state and federal agencies. Legal services included:

- 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 retained 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 had been as follows:

| <b>Fiscal Year</b> | <b>FY 2010</b> | <b>FY 2011</b> | <b>FY 2012</b> | <b>FY 2013</b> | <b>FY 2014</b> | <b>FY 2015</b> | <b>Average</b> |
|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 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:

| <b>Legal Service Category</b>       | <b>Number of Invoices</b> | <b>Sum of Invoices</b> |
|-------------------------------------|---------------------------|------------------------|
| 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               |
| <b>TOTAL</b>                        | <b>192</b>                | <b>\$97,066.79</b>     |

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.

| <b>Colleges</b>                          | <b>In House</b>                        | <b>Outsourced</b> | <b>Legal Counsel</b>                                   |
|--|--|-------------------|--|
| Alamo Colleges                           | 2 Attorneys<br>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<br>2 Paralegals<br>1 Admin  |                   |  |
| El Paso Community College                |  | Firm              | Dunbar Armendariz & Hegeman                            |
| Houston Community College System         | 3 Attorneys<br>3 Paralegals<br>1 Admin |                   |  |
| Lone Star College System                 | 4 Attorneys<br>3 Paralegals<br>1 Admin |                   |  |



|                        |            |       |  |
|------------------------|------------|-------|--|
| San Jacinto College    |            | Firm  | Danny Snooks /<br>Thompson &<br>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 continued to grow and the College needed to ensure that adequate legal coverage as maintained going forward.

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

Funding Source – Expenditures were 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 asked the Finance and Human Resources Committee to recommend approval of Letters of Agreement with both firms as presented.

The Committee was asked to recommend Board approval 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 rates were as follows:

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended 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.

Dr. Salinas inquired whether the Board should consider appointing a committee to review legal counsel services. Dr. Salinas expressed that this would be consistent with a previous method implemented by the Board.

Mr. Rodriguez expressed concern that such a process could be unnecessarily time consuming and suggested that the current process by the Finance and Human Resources Committee was sufficient. Staff had confirmed that state procurement code and College policy did not require a formal process. Mr. Rodriguez called the question on the motion, and the motion carried.

### **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 required 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 contributed 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 included deferred outflows of resources, deferred inflow of resources and pension expense.

More extensive note disclosures were required, which included 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 were not recognized as pension expense. The contributions were recorded as a reduction to the net pension liability.

TRS 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 was 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 was a reduction in Fund Balance of \$25,610,445 and an increase in Net Liabilities of \$25,610,445.

It was anticipated that the Fund Balance at August 31, 2015, would 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, attended the October 6, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

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

### **Review and 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 required 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 brought 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 was 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 were necessary to strengthen and enhance understanding of the Investment Policy and Investment Strategy Statement. The revisions included numerous minor changes to wording in an effort to align with the investment strategy of the College, align with the Public Funds Investment Act statement, included additional sources for monitoring investment market prices, correct Act title, correct grammar, and provide clarification.

The minor revisions included:

Investment Policy:

|   | Section   | From                 | To  |
|---|---|----------------------|---|
| 1 | On page 1, Preface<br>-to provide clarification as recommended by legal counsel     | deleted “Resolution” | added “Tax Exempt” and “Issue”  |
| 2 | On page 2, Section I A<br>-to change wording as recommended by legal counsel        | “authorized”         | “adopted”   |
| 3 | On page 2, Section I A<br>-to change wording as recommended by the external auditor |                      | deleted “to”  |
| 4 | On page 2, Section I B<br>-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<br>-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”    |

|    | Section  | From                      | To   |
|----|--|---------------------------|--|
| 6  | On page 3, Section II A<br>On page 4, Section III A<br>On page 6, Section III E<br>1<br>On page 9, Section III E<br>6<br>-to include all deposits<br>as recommended by<br>Investment Advisor | “certificates of deposit” | “financial institution<br>deposits” and “those<br>transactions with financial<br>institution deposits” |
| 7  | On page 3, Section II A<br>-to provide clarification   | “operating funds”         | “all fund types, except for<br>Unexpended Plant Funds<br>and Funds for Retirement<br>of Indebtedness,” |
| 8  | On pages 4, Section III A<br>-to provide clarification and<br>recommended by legal<br>counsel  | “securities”              | “as”   |
| 9  | On pages 4, Section III A<br>-to provide clarification as<br>recommended by the<br>Investment Advisor  | “1-5 above”               | “the Public Funds Collateral<br>Act (Chapter 2257, Texas<br>Government Code),”                         |
| 10 | On pages 5, Section III A<br>-to provide clarification as<br>recommended by the<br>Investment Advisor  |                           | added “The College will<br>maintain”, “to address”, and<br>“that fall below the required<br>rating”    |
| 11 | On pages 4-5, Section III<br>A<br>-to provide clarification as<br>recommended by the<br>Investment Advisor   |                           | deleted “certificates” and<br>“such”   |

|    | Section  | From   | To   |
|----|--|--|--|
| 12 | On page 5-6, Section III C<br>-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 expressly 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<br>-to correct word as recommended by the Investment Advisor                  | “investments”  | “securities”   |
| 14 | On page 6, Section III E 1<br>-to correct word as recommended by the Investment Advisor                  | “investments”  | “security”   |
| 15 | On page 7, Section III E 3<br>-to provide clarification  |  | deleted “anticipating cash flow requirements, by” and “investing in”   |
| 16 | On page 7, Section III E 3<br>-to provide clarification  | “local government”   | “eligible”   |
| 17 | On page 7, Section III E 3<br>-to include additional investment type                                     |  | added “maintaining minimum balances in financial institution deposits,”  |

|    | Section  | From               | To  |
|----|--|--------------------|---|
| 18 | On page 8, Section III E 3<br>-to provide clarification  | “otherwise to”     | “to otherwise”  |
| 19 | On page 8, Section III E 4<br>-to correct Act title as recommended by the Investment Advisor           |                    | added “Reform,” “and”, and “of 1989”                  |
| 20 | On page 8, Section III E 4<br>-to correct Act title as recommended by the Investment Advisor           |                    | deleted “Resource” and “and”                          |
| 21 | On page 9, Section III E 6<br>-to provide clarification  | “local government” | “eligible”  |
| 22 | On pages 10, Section III F<br>-to provide clarification  |                    | deleted “specific” and “designated”                   |
| 23 | On page 11, Section III G 1<br>-to provide clarification as recommended by the Investment Advisor      |                    | deleted “Acting as a committee,”                      |
| 24 | On page 11, Section III G 1<br>-to provide clarification as recommended by the Investment Advisor      |                    | added “financial institution deposits”                |
| 25 | On page 11, Section III G 2<br>-to provide clarification   |                    | deleted “designated”                                  |
| 26 | On page 12, Section III G 3<br>-to correct word as recommended by the Investment Advisor               | “investor”         | “person”  |
| 27 | On page 12, Section III G 4<br>-to provide clarification   |                    | deleted “designated”                                  |
| 28 | On page 13, Section III G 7<br>-to include additional sources as recommended by the Investment Advisor |                    | added “including safekeeping agent,” and “Bloomberg,” |

|    | Section  | From | To   |
|----|--|------|--|
| 29 | On page 13, Section III G 8<br>-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<br>-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<br>-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.” |



|   | Section  | Added/Deleted  |
|---|--|--|
| 2 | <p>On pages 4-5, Section III A<br/>           -to remove high risk authorized investments as recommended by the Investment Advisor</p> | <p>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.”</p> |
| 3 | <p>On pages 4, Section III A<br/>           -to provide clarification and recommended by the Investment Advisor</p>                    | <p>added “102% of”, “plus accrued interest”, and “deposit less the applicable level of FDIC insurance”</p>   |
| 4 | <p>On pages 4, Section III A<br/>           -to provide clarification as recommended by the Investment Advisor</p>                     | <p>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.”</p>   |
| 5 | <p>On pages 6, Section III D<br/>           -to strengthen rating monitoring and recommended by the Investment Advisor</p>             | <p>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.”</p>   |

|   | Section  | Added/Deleted  |
|---|--|--|
| 6 | On page 9, Section III E 6<br>-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 13, Section III G 6<br>-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<br>-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 was provided in the packet for the Committee’s information and review. The additions to the Policy were in italics and highlighted in yellow and the deletions were designated with a red strikeout.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, that the Finance and Human Resources Committee recommended Board approval of the revisions to Policy #5120: *Investment Policy* and the Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy. The motion carried.

### **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 reviewed the Request for Proposal for Higher Education Strategic Market Assessment.

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

Justification -- The intent of the service was 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

would assist the college in developing a long term strategy. The benefit of the service would 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 were numerous future and ongoing regional development initiatives that would impact both academic and workforce programs that the college provided to its 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 education institutions all had 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 the College's region would 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 would 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 recommended advertising during the month of October and presenting for the Board committee to recommend approval in the November's Board meeting.

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

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

No action was required from the Committee. This item was presented for information and feedback to staff. The Committee's feedback was favorable for the proposed RFP and presentation of proposals for subsequent Committee and Board action.

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

The Staffing Plan Position Vacancy Report for FY 2015-2016 was provided in the packet for the Committee's information and review. Information was current as of October 1, 2015.

Dr. Shirley A. Reed and Mrs. Mary Elizondo attended the meeting to respond to questions from 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 seventy-two (72) new Board approved positions. Of these new positions, 55 were fully funded and 17 were partially funded. Approximately 91% or 50 of the 55 available positions were 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 was included and designated as Continuing. These positions were advertised until filled. Approximately 97% or 83 of these positions were currently advertised or in progress for final approval. 18% or fifteen (15) of the 83 advertised positions had recommendations currently in progress.

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.

### **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 requested the disposal through a live auction of surplus property valued at \$1,000 and over.

Justification – It was 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 went through an evaluation process by the departments to determine if the items were damaged beyond repair and unable to be utilized district wide. After this evaluation process, the departments submitted a request to have the property removed from the department and relocated to the Shipping and Receiving Warehouse for auction.

The auction items were located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction would be scheduled for the month of November.

The items valued over under \$1,000 were not included in the College's inventory but were recorded in a database. The items valued over \$1,000 were included in the College's inventory through the Banner system.

Enclosed Documents - The listing of the items to be auctioned were included in the packet for the Committee's review and information.

Upon a motion by Ms. Rose Benavidez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval to dispose of surplus property valued at \$1,000 and over through a live auction as presented. The motion carried.

### **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 were proposed in an effort to comply with federal and state laws.

#### **a. Revise Policy #4317: Military Leave**

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

- To incorporate the provisions of Texas Government Code, section 437.202 amended by the 84<sup>th</sup> 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 was necessary for the following reason:

- To comply with House Bill 786, 84<sup>th</sup> 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 was necessary for the following reason:

- To comply with House Bill 1771, 84<sup>th</sup> 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 were provided in the packet for the Committee's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a red strikeout.

The revised policy and new policies were reviewed by staff, the President's Cabinet, President's Administrative Staff, and by Legal Counsel.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the revised policy and the proposed new policies as presented and which supersedes any previously adopted Board policy. The motion carried.

## **Adjournment**

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:58 p.m.

I certify that the foregoing are the true and correct Minutes of the October 7, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

---

Dr. Alejo Salinas, Jr.  
Presiding

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

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

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

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

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

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

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

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

MEDA Scholarship Fund Trust

The table below is a recap of the market value activity for the period of October 1, 2012 through August 31, 2015.

|                                     |                        |
|-------------------------------------|------------------------|
| <b>Market Value-October 1, 2012</b> | <b>\$ 3,189,982.10</b> |
| <b>Additions:</b>                   |                        |
| Income                              | 207,774.58             |
| Additions                           | 160,836.91             |
| Security transfers                  | 16,132.82              |
| Other receipts                      | 711.30                 |
| Change in market value              | 546,471.46             |
| <b>Reductions:</b>                  |                        |
| Disbursements to STC                | (534,621.82)           |
| Other Disbursements <sup>(1)</sup>  | (115,344.93)           |
| <b>Market Value-August 31, 2015</b> | <b>\$ 3,471,942.42</b> |

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

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

|  |                      |
|--|----------------------|
| <b>Distributions Received by South Texas College</b> |                      |
| June 2013  | \$ 160,784.54        |
| June 2014  | 185,937.10           |
| July 2015  | 187,900.18           |
| <b>Total Distributions Received</b>                  | <b>\$ 534,621.82</b> |

MEDA Scholarships

The College has received total disbursements in the amount of \$534,621.82 and has awarded \$245,600.00 to 174 students (unduplicated) during the period of August 2013 through October 13, 2015. As of October 13, 2015, the College's MEDA Scholarship fund balance, after reducing the designated and set-aside amounts for current awardees in future semesters, is \$64,221.82.

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



## **Mission E.D.A. Scholarship Fund Endowment Agreement**

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

### **Part 1. The Fund.**

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

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

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

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

### **Part 3. The Scholarships**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **Part 4. Permitted Alternative Use of Funds**

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

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

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

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

#### **Part 5. General Terms**

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

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

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

C. **STC represents:**

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

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

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


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

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


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

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

**Mission Economic Development Authority, Inc.**

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

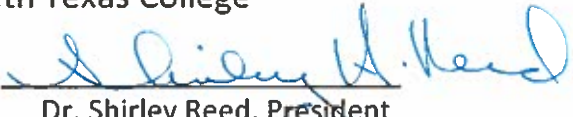
  
Pat Townsend, Jr., Member of Board of Directors

  
Ben Olivarez, Member of Board of Directors

  
David Heflin, Member of Board of Directors


\_\_\_\_\_  
Geoff Hall, Member of Board of Directors

**South Texas College**

By:   
Dr. Shirley Reed, President

Received and Acknowledged by:

**EDWARD JONES TRUST COMPANY**

Signature:  *KJH*

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

GHG: 1361098.3

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


**Mission Economic Development Authority, Inc.**

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

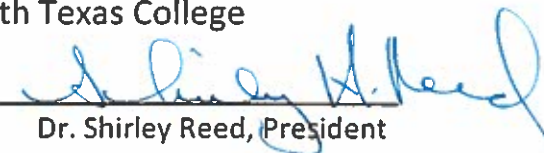
\_\_\_\_\_  
Pat Townsend, Jr., Member of Board of Directors

\_\_\_\_\_  
Ben Olivarez, Member of Board of Directors

\_\_\_\_\_  
David Heflin, Member of Board of Directors

  
\_\_\_\_\_  
Geoff Hall, Member of Board of Directors

**South Texas College**

By:   
Dr. Shirley Reed, President

Received and Acknowledged by:

**EDWARD JONES TRUST COMPANY**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

A Member of the Edward Jones Trust  
Company Acceptance Committee

GHG: 1361098.3

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

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

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

The history of awards shows that since its inception the MEDA Scholarship has benefited 174 individual students enrolled at South Texas College. These awards have been made for each term from Fall 2013 through Fall 2015, resulting in a total of 360 scholarship awards to those 174 students, totaling **\$245,600.00**.

The attached *Summary of MEDA Scholarship Recipients Attending South Texas College: FY 2013-14, FY 2014-15, FY 2015-16* provides a breakdown of graduation/enrollment status, showing that of these 174 students, 84% (146 students) have either graduated or are still enrolled, while the remaining 28 students are not enrolled in Fall 2015 and have not yet graduated. This is a greater retention rate than the general population, which may indicate the pivotal role these funds play in helping these students stay in their program of study through completion.

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

Detailed reporting on the distribution of MEDA Scholarship Trust Fund distributions since Fall 2013 is provided for the Committee's review. These distributions are drawn from the interest on the invested principal, as managed by Edward Jones. There is a balance of \$64,221.82 available for distribution to support Mission students work toward their academic and workforce goals in Spring and Summer 2016.

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



# SUMMARY OF MEDA SCHOLARSHIP RECIPIENTS ATTENDING SOUTH TEXAS COLLEGE: FY 2013-14, FY 2014-15, FY 2015-2016



## MEDA Scholarship Recipients

| Term           | Students Awarded Unduplicated | Total Amount Awarded |
|----------------|-------------------------------|----------------------|
| FY14+FY15+FY16 | 47                            | \$85,000             |
| FY15+FY16      | 79                            | \$125,800            |
| FY16           | 48                            | \$34,800             |
|                | 174                           | <b>\$245,600.00</b>  |

## Status of MEDA Scholarship Recipients

There are 174 MEDA Scholarship recipients. 69 have graduated, 77 are currently enrolled and are still working towards their degrees or certificates. The remaining 28 students are not enrolled at this time.

## Graduation:

|                    |            |             |
|--------------------|------------|-------------|
| Graduated          | 69         | 40%         |
| Currently Enrolled | 77         | 44%         |
| Not Enrolled       | 28         | 16%         |
| <b>TOTAL</b>       | <b>174</b> | <b>100%</b> |

## Majors:

| Program of Study                     | #  |
|--------------------------------------|----|
| AAS- Business Admin Accounting       | 2  |
| AAS- Nursing                         | 22 |
| AAS-Civil Drafting                   | 1  |
| AAS- Business Administration         | 15 |
| AAS- Child Development               | 3  |
| BAT- Computer Information Technology | 9  |
| AS- Computer Science                 | 2  |
| AAS- Computer Maintenance            | 1  |
| AA- Criminal Justice                 | 9  |
| AAS- Design and Technology           | 1  |
| AAT-Elementary Education             | 14 |
| CT1- Electrician Assistant           | 1  |
| AA- English                          | 2  |
| AA- Fine Arts                        | 2  |
| AAS- Health Information Technology   | 1  |
| CT1- HVAC                            | 1  |
| AA- Interdisciplinary Studies        | 8  |
| AS- Biology                          | 9  |
| AS- Engineering                      | 2  |
| AS- Mathematics                      | 1  |

| Program of Study                           | #  |
|--|----|
| AA- Kinesiology                            | 1  |
| BAS- Organizational Leadership             | 2  |
| CT2-LVN                                    | 10 |
| BAT- Technology Management                 | 10 |
| BAT- Medical and Health Service Management | 9  |
| CT1-Patient Care Assistant                 | 1  |
| AA- Philosophy                             | 1  |
| AAS- Pharmacy Technology                   | 1  |
| AS- Pre-Pharmacy                           | 1  |
| AA- Psychology                             | 9  |
| AAS- Occupational Therapy                  | 1  |
| AAS- Radiology Tech                        | 2  |
| AAS- Respiratory Therapy                   | 3  |
| AAT- Secondary Education                   | 4  |
| AAS- Management                            | 2  |
| AA- Communications                         | 1  |
| AA- Social Work                            | 4  |
| AA- Sociology                              | 3  |
| CT1- Office Specialist                     | 1  |
| AAS- Sign Language Interpreter             | 2  |

# SUMMARY OF MEDA SCHOLARSHIP RECIPIENTS ATTENDING SOUTH TEXAS COLLEGE: FY 2013-14, FY 2014-15, FY 2015-2016



| Certificates / Degrees Earned         | Students |
|---------------------------------------|----------|
| (CT1) Certificate of Completion       | 12       |
| (CT2) Certificate of Completion       | 4        |
| (AA) Associates of Arts               | 29       |
| (AAS) Associates of Applied Science   | 12       |
| (AAT) Associates of Arts in Teaching  | 3        |
| (BAT) Bachelors of Applied Technology | 9        |
|                                       | 69       |

**AGE Groups:** The chart shows 67 male students as compared to 107 female students receiving a MEDA scholarship. The larger number of female students receiving a MEDA scholarship demonstrates the greater need for financial assistance for female students to complete college.

| Age          | No of Students | Male      | Female     |
|--------------|----------------|-----------|------------|
| 18-20        | 29             | 9         | 19         |
| 21-30        | 89             | 39        | 51         |
| 31-40        | 35             | 12        | 23         |
| 41-50        | 17             | 5         | 12         |
| 51+          | 4              | 2         | 2          |
| <b>Total</b> | <b>174</b>     | <b>67</b> | <b>107</b> |

**Marital Status:** Below is the marital status of the MEDA scholarship recipients. 14% of the students (Separated/Divorced) come from single income homes which means the MEDA scholarship is a much needed funding source of assistance in getting them through college.

| Students | Marital Status | Average Annual Income |
|----------|----------------|-----------------------|
| 119      | Single         | \$25,550              |
| 31       | Married        | \$36,113              |
| 13       | Separated      | \$16,992              |
| 11       | Divorced       | \$17,351              |

**GPA:** The GPA criteria to receive the MEDA scholarship is a 2.5 GPA. 72% of the students are maintaining a GPA between 3.0 and 4.0 GPA which means the MEDA students are doing very well academically. Four students have maintained a 4.0 GPA.

| Students  | GPA         |
|-----------|-------------|
| 48 (28%)  | 2.50 - 2.99 |
| 122 (70%) | 3.00 - 3.99 |
| 4 (2%)    | 4.0         |

**South Texas College**  
**MEDA Scholarship Fund**  
**Summary of Activity**  
**For the Period of October 1, 2012 through October 13, 2015**

**Distributions Received**

|                                   |    |            |
|-----------------------------------|----|------------|
| MEDA Fund disbursements-June 2013 | \$ | 160,784.54 |
| MEDA Fund disbursements-June 2014 |    | 185,937.10 |
| MEDA Fund disbursements-July 2015 |    | 187,900.18 |

|                                     |           |                   |
|-------------------------------------|-----------|-------------------|
| <b>Total Distributions Received</b> | <b>\$</b> | <b>534,621.82</b> |
|-------------------------------------|-----------|-------------------|

**Scholarship Disbursements**

|               | <u>No. of Awards</u> |                    |
|---------------|----------------------|--------------------|
| FY 2014       |                      |                    |
| Fall 2013     | 47                   | \$ (33,800.00)     |
| Spring 2014   | 40                   | (27,800.00)        |
| Summer 2014   | 5                    | (2,600.00)         |
| Total FY 2014 |                      | <u>(64,200.00)</u> |

|               |    |                     |
|---------------|----|---------------------|
| FY 2015       |    |                     |
| Fall 2014     | 84 | (57,600.00)         |
| Spring 2015   | 74 | (49,800.00)         |
| Summer 2015   | 15 | (5,600.00)          |
| Total FY 2015 |    | <u>(113,000.00)</u> |

|               |    |                    |
|---------------|----|--------------------|
| FY 2016       |    |                    |
| Fall 2015     | 95 | (68,400.00)        |
| Total FY 2015 |    | <u>(68,400.00)</u> |

|  |            |                        |
|--|------------|------------------------|
| <b>Total Scholarship Disbursements</b> | <u>360</u> | <b>\$ (245,600.00)</b> |
|--|------------|------------------------|

|                     |           |                   |
|---------------------|-----------|-------------------|
| <b>Cash Balance</b> | <b>\$</b> | <b>289,021.82</b> |
|---------------------|-----------|-------------------|

Less Funds Designated and Set-Aside: (for Current Awardees in Future Semesters)

|   |                     |                     |
|---|---------------------|---------------------|
| FY 2013-2014 Awardees Funds Designated      | 14 students         | (11,600.00)         |
| FY 2014-2015 Awardees Funds Designated      | 66 students         | (94,400.00)         |
| FY 2015-2016 Awardees Funds Designated      | 48 students         | (118,800.00)        |
| <b>Total Funds Designated and Set-Aside</b> | <u>128 students</u> | <b>(224,800.00)</b> |

|                          |           |                  |
|--------------------------|-----------|------------------|
| <b>Available Balance</b> | <b>\$</b> | <b>64,221.82</b> |
|--------------------------|-----------|------------------|

|                                     |     |  |
|-------------------------------------|-----|--|
| Total Awards                        | 360 |  |
| Total Unduplicated Students Awarded | 174 |  |


**South Texas College  
MEDA Scholarship Fund  
Summary of Activity  
For the Period of October 1, 2012 through October 13, 2015**

| <b>Distributions Received</b>          | <u><b>Cohort 1</b></u>      |                            | <u><b>Cohort 2</b></u>      |                             | <u><b>Cohort 3</b></u>      |                            | <u><b>Total</b></u>         |                            |
|--|-----------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------------|-----------------------------|----------------------------|
| MEDA Fund Disbursements-June 2013      |                             | \$160,784.54               |                             |                             |                             |                            |                             | \$160,784.54               |
| MEDA Fund Disbursements-June 2014      |                             |                            |                             | \$185,937.10                |                             |                            |                             | 185,937.10                 |
| MEDA Fund Disbursements-July 2015      |                             |                            |                             |                             |                             | \$187,900.18               |                             | 187,900.18                 |
| <b>Total Distributions Received</b>    |                             | <u><b>160,784.54</b></u>   |                             | <u><b>185,937.10</b></u>    |                             | <u><b>187,900.18</b></u>   |                             | <u><b>534,621.82</b></u>   |
|  |                             |                            |                             |                             |                             |                            |                             |                            |
| <b>Scholarship Disbursements</b>       | <u><b>No. of Awards</b></u> |                            | <u><b>No. of Awards</b></u> |                             | <u><b>No. of Awards</b></u> |                            | <u><b>No. of Awards</b></u> |                            |
| FY 2014                                |                             |                            |                             |                             |                             |                            |                             |                            |
| Fall 2013                              | 47                          | (33,800.00)                |                             |                             |                             |                            | 47                          | (33,800.00)                |
| Spring 2014                            | 40                          | (27,800.00)                |                             |                             |                             |                            | 40                          | (27,800.00)                |
| Summer 2014                            | 5                           | (2,600.00)                 |                             |                             |                             |                            | 5                           | (2,600.00)                 |
| Total FY 2014                          |                             | <u>(64,200.00)</u>         |                             | <u>-</u>                    |                             | <u>-</u>                   |                             | <u>(64,200.00)</u>         |
| FY 2015                                |                             |                            |                             |                             |                             |                            |                             |                            |
| Fall 2014                              | 15                          | (9,400.00)                 | 69                          | (48,200.00)                 |                             |                            | 84                          | (57,600.00)                |
| Spring 2015                            | 15                          | (9,000.00)                 | 59                          | (40,800.00)                 |                             |                            | 74                          | (49,800.00)                |
| Summer 2015                            |                             | -                          | 15                          | (5,600.00)                  |                             |                            | 15                          | (5,600.00)                 |
| Total FY 2015                          |                             | <u>(18,400.00)</u>         |                             | <u>(94,600.00)</u>          |                             | <u>-</u>                   |                             | <u>(113,000.00)</u>        |
| FY 2016                                |                             |                            |                             |                             |                             |                            |                             |                            |
| Fall 2015                              | 3                           | (2,400.00)                 | 44                          | (31,200.00)                 | 48                          | (34,800.00)                | 95                          | (68,400.00)                |
| Spring 2016                            |                             |                            |                             |                             |                             |                            |                             | -                          |
| Summer 2016                            |                             |                            |                             |                             |                             |                            |                             | -                          |
| Total FY 2016                          |                             | <u>(2,400.00)</u>          |                             | <u>(31,200.00)</u>          |                             | <u>(34,800.00)</u>         |                             | <u>(68,400.00)</u>         |
|  |                             |                            |                             |                             |                             |                            |                             | -                          |
| <b>Total Scholarship Disbursements</b> | <u>125</u>                  | <u>(85,000.00)</u>         | <u>187</u>                  | <u>(125,800.00)</u>         | <u>48</u>                   | <u>(34,800.00)</u>         | <u>360</u>                  | <u>(245,600.00)</u>        |
| <b>Cash Balance - October 13, 2015</b> |                             | <b>75,784.54</b>           |                             | <b>60,137.10</b>            |                             | <b>153,100.18</b>          |                             | <b>289,021.82</b>          |
| Less Funds Designated and Set-Aside    | 14                          | (11,600.00)                | 66                          | (94,400.00)                 | 48                          | (118,800.00)               | 128                         | (224,800.00)               |
| <b>Available Balance</b>               |                             | <u><b>\$ 64,184.54</b></u> |                             | <u><b>\$(34,262.90)</b></u> |                             | <u><b>\$ 34,300.18</b></u> |                             | <u><b>\$ 64,221.82</b></u> |
| Total Awards                           |                             | 360                        |                             |                             |                             |                            |                             |                            |
| Total Unduplicated Students Awarded    |                             | 174                        |                             |                             |                             |                            |                             |                            |



**Mission Economic Development Authority (MEDA) Scholarship Recipients Attending South Texas College: FY 2013 -14, FY 2014 -15, and FY 2015 -16**

**MEDA Scholarship Recipients**



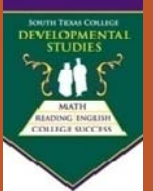
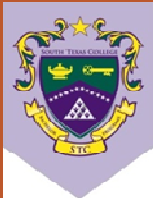
| Term               | Students Awarded Unduplicated | Total Amount Awarded |
|--------------------|-------------------------------|----------------------|
| FY14 + FY15 + FY16 | 47                            | \$85,000             |
| FY15 + FY16        | 79                            | \$125,800            |
| FY16               | 48                            | \$34,800             |
|                    | <b>174</b>                    | <b>\$245,600.00</b>  |

# Status of MEDA Scholarship Recipients



|                           |            |             |
|---------------------------|------------|-------------|
| <b>Graduated</b>          | <b>69</b>  | <b>40%</b>  |
| <b>Currently Enrolled</b> | <b>77</b>  | <b>44%</b>  |
| <b>Not Enrolled</b>       | <b>28</b>  | <b>16%</b>  |
| <b>TOTAL</b>              | <b>174</b> | <b>100%</b> |

# MAJORS



|                                      |    |  |    |
|--------------------------------------|----|--|----|
| Program of Study                     | #  | Program of Study                           | #  |
| AAS- Business Admin Accounting       | 2  | AA- Kinesiology                            | 1  |
| AAS- Nursing                         | 22 | BAS- Organizational Leadership             | 2  |
| AAS-Civil Drafting                   | 1  | CT2-LVN                                    | 10 |
| AAS- Business Administration         | 15 | BAT- Technology Management                 | 10 |
| AAS- Child Development               | 3  | BAT- Medical and Health Service Management | 9  |
| BAT- Computer Information Technology | 9  | CT1-Patient Care Assistant                 | 1  |
| AS- Computer Science                 | 2  | AA- Philosophy                             | 1  |
| AAS- Computer Maintenance            | 1  | AAS- Pharmacy Technology                   | 1  |
| AA- Criminal Justice                 | 9  | AS- Pre-Pharmacy                           | 1  |
| AAS- Design and Technology           | 1  | AA- Psychology                             | 9  |
| AAT-Elementary Education             | 14 | AAS- Occupational Therapy                  | 1  |
| CT1- Electrician Assistant           | 1  | AAS- Radiology Tech                        | 2  |
| AA- English                          | 2  | AAS- Respiratory Therapy                   | 3  |
| AA- Fine Arts                        | 2  | AAT- Secondary Education                   | 4  |
| AAS- Health Information Technology   | 1  | AAS- Management                            | 2  |
| CT1- HVAC                            | 1  | AA- Communications                         | 1  |
| AA- Interdisciplinary Studies        | 8  | AA- Social Work                            | 4  |
| AS- Biology                          | 9  | AA- Sociology                              | 3  |
| AS- Engineering                      | 2  | CT1- Office Specialist                     | 1  |
| AS- Mathematics                      | 1  | AAS- Sign Language Interpreter             | 2  |

## CERTIFICATES / DEGREES EARNED



| Certificates / Degrees Earned         | Students  |
|---------------------------------------|-----------|
| (CT1) Certificate of Completion       | 12        |
| (CT2) Certificate of Completion       | 4         |
| (AA) Associates of Arts               | 29        |
| (AAS) Associates of Applied Science   | 12        |
| (AAT) Associates of Arts in Teaching  | 3         |
| (BAT) Bachelors of Applied Technology | 9         |
| <b>Total</b>                          | <b>69</b> |

## Age Groups



| Age          | Number of Students | Male      | Female     |
|--------------|--------------------|-----------|------------|
| <b>18-20</b> | 29                 | 9         | 19         |
| <b>21-30</b> | 89                 | 39        | 51         |
| <b>31-40</b> | 35                 | 12        | 23         |
| <b>41-50</b> | 17                 | 5         | 12         |
| <b>51+</b>   | 4                  | 2         | 2          |
| <b>Total</b> | <b>174</b>         | <b>67</b> | <b>107</b> |

# Marital Status



| Students | Marital Status | Average Annual Income |
|----------|----------------|-----------------------|
| 119      | Single         | \$25,550              |
| 31       | Married        | \$36,113              |
| 13       | Separated      | \$16,992              |
| 11       | Divorced       | \$17,351              |

# GPA



| Students  | GPA         |
|-----------|-------------|
| 48 (28%)  | 2.50 - 2.99 |
| 122 (70%) | 3.00 – 3.99 |
| 4 (2%)    | 4.00        |



**Quote from  
Ray Ortiz,  
an STC  
student and  
Veteran**

*“MEDA came at a good time for me and provided me with a big relief ... it lifted a big burden to where all I had to worry about was school...where I could concentrate on setting a good foundation for the semester. I don't know how to tell you how grateful I am to MEDA for giving me the scholarship. I wish I knew who was behind the scenes as far as MEDA is concerned so I could personally thank them. I for one am extremely grateful that they helped me.”*

**Thank you MEDA for your  
support of South Texas College.**



### **Discussion of Mission Economic Development Authority's (MEDA) Request for Project Support using MEDA Trust Scholarship Funds**

The Mission Economic Development Authority (MEDA) has requested that the College consider releasing MEDA Trust Scholarship funds to support the Center for Education and Economic Development (CEED), which would be located in the former K-Mart building on Business 83 in Mission. According to the Valley Business Report ([www.valleybusinessreport.com](http://www.valleybusinessreport.com)):

“With an expected completion date of summer 2016, Mission EDC has executed the lease of 801 N. Bryan Road for the Center for Education and Economic Development, an education facility in the City of Mission that will aim to create an entrepreneurial (E) and Science, Technology, Education, Arts and Math (STEAM) ecosystem.

Adjacent to Mission City Hall, the CEED building will consist of 55,000 square feet, housing the Mission EDC and Mission Redevelopment Authority offices, co-working space and traditional office space for like minded *[sic]* entrepreneurial tenants, conference rooms, a small lecture hall, training classrooms, computer labs, industrial space, maker space, and a coffee shop to be utilized by the community as well as it's *[sic]* future tenants and partners.

Additionally, Mission EDC will be using three existing programs — Ruby Red Ventures, Code the Town, and Enginuity — to jumpstart CEED. Mission EDC plans on taking the initiative to provide economic development services and E-STEAM education related programs to attract and retain both businesses and talent.

Over the coming months, Mission EDC will be communicating its vision with various community partners, academic institutions, and profit and non-profit organizations to establish strategic alliances to help the City of Mission position itself to respond rapidly to changes in local economic conditions and training needs.” (Oct. 21, 2015)

Mr. Alex Meade, CEO of the Mission Economic Development Corporation and Executive Director of MEDA, requested a meeting of Mr. Paul Rodriguez, Board Secretary, Mrs. Graciela Farias, Board Member representing Western Hidalgo County including most of the City of Mission, and Dr. Shirley A. Reed, College President, to discuss and review the CEED project and to consider participating financially by releasing funds from the MEDA Scholarship Trust.

The MEDA Scholarship Trust agreement, managed by Edward Jones, permits this use of funds upon concurrent agreement by the Mission City Commission and the South Texas College Board of Trustees.

Edward Jones has provided the report on the MEDA Scholarship Trust Fund to the Committee, and staff has provided the report on scholarship awards to Mission residents pursuing higher education and workforce training at South Texas College. The Committee

is asked to consider the request by MEDA and its impact on the future of the MEDA Scholarship program.

Administration requests the Committee's feedback on this issue and guidance regarding the presentation of this item for possible Board action. No action is requested at this time.

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

Approval of the following proposal awards, purchases, renewals, and interlocal agreement will be requested at the November 24, 2015 Board meeting as follows:

- |                                   |                                |
|-----------------------------------|--------------------------------|
| <b>A. Awards</b>                  | <b>D. Technology Items</b>     |
| <b>B. Instructional Items</b>     | <b>E. Interlocal Agreement</b> |
| <b>C. Non-Instructional Items</b> |                                |

### **A. Awards**

#### **1) Interactive LCD Displays (Award)**

Award the proposal for interactive LCD displays to **Whitlock** (Austin, TX), at a total cost of \$19,198.01.

Purpose – Instructional Technologies is requesting to purchase eleven (11) interactive LCD displays which will be used for student instruction in classrooms throughout the college district.

Justification and Benefit – The displays are used for presentations and the addition of annotations to websites, presentations, and more by faculty and students. Due to the ongoing conversion to digital signal in campus classrooms upgrades in displays are required. Eleven (11) units will replace aging classroom equipment on various campuses. The remaining units will be made available for delivery to classrooms for instructional use as requested by faculty.

Background - Proposal documents were advertised on October 4, 2015 and October 13, 2015 and issued to five (5) vendors. Three (3) responses were received on October 21, 2015 which was reviewed by Instructional Technology and the Purchasing Department.

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

#### **2) Industrial Supplies, Materials, and Accessories (Award)**

Award the proposal for industrial supplies, materials, and accessories for the period beginning November 25, 2015 through November 24, 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:

- **Burton Companies** (Weslaco, TX)
- **International Industrial Supply Company** (Brownsville, TX)
- **MSC Industrial Supply Company** (Harlingen, TX)
- **Rex Supply Company** (Pharr, TX)

| Award    | Board Meeting Date | Original Term       | Renewal Term         |
|----------|--------------------|---------------------|----------------------|
| Original | 11/24/15           | 11/25/15 – 11/24/16 | 2 – one year options |

Purpose – The Institute for Advanced Manufacturing and Precision Manufacturing Program are requesting to purchase industrial supplies, materials, and accessories for student instruction.

Justification and Benefit – The industrial supplies, materials, and accessories included steel rods, aluminum rods, steel rods, and drill rods used in the instruction labs.

Background - Proposal documents were advertised on September 14, 2015 and September 21, 2015 and issued to four (4) vendors. Four (4) responses were received on September 29, 2015 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the Institute for Advanced Manufacturing and Precision Manufacturing budgets for FY 2015-2016.

**3) Medium Duty Truck (Award):**

Award the proposal for a medium duty truck to Bert Ogden Motors, Inc. (Edinburg, TX), at a total cost of \$45,623.53.

Purpose – The Distribution Services Department is requesting the purchase of a new cargo truck which will be used for deliveries throughout the College district and for transporting college equipment as needed.

Justification and Benefit – The medium duty truck is needed for the delivery of materials, equipment, supplies, and technology that are received daily at the Technology Campus warehouse. This vehicle is needed for the Central Receiving staff to complete daily deliveries throughout the district, for the Technology Resources staff to carry technology equipment to and from high schools for registration, for the Instructional Technologies staff to carry equipment to and from the graduation ceremonies, and for various instructional programs to carry equipment to and from the Mid Valley and Starr County campuses.

Background – Proposal documents were advertised on October 12, 2015 and October 19, 2015 and issued to six (6) vendors. One (1) response was received on October 27, 2015 and reviewed by the Distribution Supervisor and Purchasing Department.

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

**4) Promotional Items for Student Outreach (Award)**

Award the proposal for promotional items for student outreach for the period beginning November 27, 2015 through November 26, 2016 with two one-year options to renew, at an estimated cost of \$83,000.00 with the following top rated vendors:

- **Authentic Promotions.com** (Carmichael, CA)
- **Imprezos Pro Uniforms** (Pharr, TX)

- **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- **LAMAC, Inc.** (McAllen, TX) (New)
- **Tekna Impact, LLC.** (McAllen, TX) (New)
- **Images In Ink, Inc.** (McAllen, TX)

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

Purpose – Public Relations and Marketing and Student Outreach are requesting the purchase of promotional items for community awareness and events.

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

The Public Relations and Marketing Office provides promotional items for the college’s community outreach efforts in the amount of \$30,000.00. Items are ordered as needed throughout the fiscal year for the following reasons:

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

The Student Outreach Department purchases promotional items in the amount of \$53,000.00 for the following reasons:

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

- Promote a college-going culture for high school students participating in college bound programming and campus visits. Hidalgo and Starr Counties are home to over 77 high school sites with over 55,000 students in grades 9-12. In 2014, the outreach staff conducted over 100 high school visits, hosted college bound events and welcomed over 100 schools to one of our 5 campuses.
- Promote the College through recruitment events for new and prospective students at high schools, college fairs, community events, etc.
- Promote the College through campus tours and college events for prospective students and their families
- Create awareness for parents and families at parent nights and parent meetings at schools
- Recognition of community partners and high school counselors and administrators

Background - Proposal documents were advertised on October 6, 2015 and October 13, 2015 and issued to twenty six (26) vendors. Sixteen (16) responses were received on October 21, 2015 and reviewed by Public Relations and Marketing, Student Outreach, and the Purchasing Department.

Funds for this expenditure are budgeted in the Student Outreach and Public Relations and Marketing budgets for FY 2015-2016.

**5) Promotional T-Shirts for Student Outreach (Award)**

Award the proposal for promotional t-shirts for student outreach for the period beginning November 27, 2015 through November 26, 2016 with two one-year options to renew, at an estimated cost of \$66,000.00 with the following vendors:

- **A & L Athletics** (McAllen, TX)
- **Authentic Promotions.com** (Carmichael, CA)
- **Champion Awards** (Weslaco, TX) (New)
- **Elite Promotions** (Brownsville, TX)
- **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- **Images In Ink, Inc.** (McAllen, TX)
- **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
- **Tekna Impact, LLC.** (McAllen, TX) (New)

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

Purpose – Public Relations and Marketing, Student Activities, and Student Outreach are requesting the purchase of t-shirt for various community event and to promote South Texas College.

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

- Public Relations and Marketing - \$19,000.00
  - ⇒ T-Shirts used for special events to create awareness of South Texas College at all College Campuses
  - ⇒ White T-Shirts with South Texas College logo for registration round-ups, career fairs, financial aid fairs for student recruitment
  - ⇒ T-Shirts with the “Junior Jaguar” and “Future Student” imprint for promoting a college going culture among elementary age children
  - ⇒ T-Shirts for distribution during the Vipers Basketball Games. The program helps the college create a college going culture among students
  - ⇒ Assorted T-Shirts for online promotion
  - ⇒ T-shirts to promote “Ladies Night” event for women in non-traditional programs
  - ⇒ T-Shirts given out at various radio remotes at all campuses
  
- Student Activities and Wellness - \$20,000.00
  - ⇒ Student Intramural Sport Teams (Basketball, Soccer, Flag Football, Dodge Ball, Volleyball, etc.)
  - ⇒ Student Leadership Academy and Student Government Association
  - ⇒ South Texas College Wellness Centers for Marketing and Recruitment
  - ⇒ Student Activities and Wellness events for marketing and recruitment (Earth Day, etc.)
  - ⇒ First Year Connection Orientations (Spring, Summer and Fall semesters)
  
- Student Outreach - \$27,000.00
  - ⇒ College Bound t-shirts for elementary school students participating in the College Bound Adopted Elementary Initiative. Each student is provided a future student t-shirt that is worn on South Texas College Friday’s. The college has the following nine (9) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; North Grammar Elementary, RGCISD; E.B. Reyna Elementary, LJISD; Lincoln Elementary, ECISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD. This program builds a college-going culture.
  - ⇒ College bound t-shirts are provided to College Bound Elementary Junior Jaguar Ambassadors. Fifth grade students from the adopted elementary schools attend the Junior Jaguar Leadership Conference and are commissioned as Junior Ambassadors of Higher Education. The students wear their shirt to identify themselves as South Texas College Junior Ambassadors, and are commissioned to spread the message of financial literacy, going to college and staying in school.
  - ⇒ South Texas College t-shirts for distribution to high school students participating in college bound programming and campus visits. Hidalgo and Starr Counties are home to over 77 high school sites with over 55,000 students in grades 9-12. In 2014, the outreach staff conducted over 100 high school visits, hosted college bound events and welcomed over 100 schools to one of our 5 campuses.
  - ⇒ South Texas College shirts are provided as promotional giveaways at recruitment events, community events, college fairs and local schools. The South Texas



College shirts build excitement about the college and are worn by students on College Fridays.

Background - Proposal documents were advertised on October 6, 2015 and October 13, 2015 and issued to sixteen (16) vendors. Eight (8) responses were received on October 21, 2015 and reviewed by Public Relations and Marketing, Student Outreach, and the Purchasing Department.

Funds for this expenditure are budgeted in the Student Activities, Student Outreach, and Public Relations and Marketing budgets for FY 2015-2016.

**6) Reprographic Services (Award)**

Award the proposal for reprographic services to **RGV Reprographics, Inc.** (McAllen, TX) for the period beginning December 12, 2015 through December 11, 2016 with two one-year options to renew, at an estimated cost of \$346,000.00

| Award    | Board Meeting Date | Original Term       | Renewal Term         |
|----------|--------------------|---------------------|----------------------|
| Original | 11/24/15           | 12/12/15 – 12/11/16 | 2 – one year options |

Purpose – Facilities Planning and Construction is requesting reprographic services for the Bond and Non-Bond construction projects.

Justification and Benefit – The reprographic services will include the printing of construction or renovation project documents and specification manual for the contractors that are interested in submitting a proposal. These documents and manuals are various sizes which require these services. It is also required that all documents and manuals be tracked when released and contractor must provide a deposit.

Background – Proposal documents were advertised on September 28, 2015 and October 5, 2015 and issued to seven (7) vendors. One (1) response was received on October 13, 2015 and reviewed by Facilities Planning and Construction and the Purchasing Department.

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

**7) Welding Equipment (Award)**

Award the proposal for welding equipment to **Matheson Trigas** (San Benito, TX), at a total cost of \$17,402.72.

Purpose – The Welding Program in the Division of Business and Technology is requesting eight (8) light weight and compact portable power sources for student instruction.

Justification and Benefit – The welding equipment will be utilized by welding students in order to gain skills that will prepare them for the workforce. Students will have firsthand knowledge of machines/tools used in the profession and provide the ability to assist them in

welding different positions and processes as they complete different College courses. It will also prepare them for the certification that will be received upon completion of the courses.

Background - Proposal documents were advertised on September 14, 2015 and September 21, 2015 and issued to four (4) vendors. Three (3) responses were received on September 29, 2015 and reviewed by the Welding Program and Purchasing Department.

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

## **B. Instructional Items**

### **8) Classroom Whiteboards (Purchase)**

Purchase classroom whiteboards from **Workplace Resource** (San Antonio, TX), a State of Texas Department of Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$48,079.90.

Purpose – The Office of the HSI Grant and Office of Professional Development are requesting the purchase of thirty six (36) classroom whiteboards to further support the collaborative learning environment created by the Active Learning Classrooms, mobile whiteboards are necessary to facilitate small group interaction. This is a benefit to students and faculty alike.

Justification and Benefit – To enrich the learning environment and encourage student-centered learning space, the addition of mobile whiteboards supports best instructional practices. The whiteboard benefits will include: mobility to adapt to instructional needs, nesting to optimize classroom space, non-porous writing surface that eliminates staining and improves clarity, ability to utilize a variety of writing mediums, and durable construction to insure against wear and tear or replacement. They will be placed as follows: Pecan Campus – 13, Mid-Valley Campus – 7, Nursing and Allied Health – 4, Starr County Campus – 6, and Technology Campus – 6.

Funds for this expenditure are budgeted in the Professional and Organization Development and HSI grant budgets for FY 2015-2016.

### **9) Microscopes (Purchase)**

Purchase microscopes from **North Central Instruments** (Plymouth, MN), a State of Texas Term Contract approved vendor, at a total cost of \$16,957.30.

Purpose – The Biology Program in the Division of Math and Science is requesting to purchase microscopes for student instruction in the General Biology, Human Anatomy & Physiology, and Microbiology labs.

Justification and Benefits – The sixteen (16) microscopes will be placed at the Starr County Campus so all students who are taking Biology courses will be using them. This will translate into conducting the labs smoothly and more efficiently which is an important factor for a supportive learning environment.

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

**10) Testing Materials (Purchase)**

Purchase testing materials for Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (London, KY), a sole source vendor, at a total cost of \$64,750.00.

Purpose – The Student Assessment Center is requesting the purchase of thirty five thousand (35,000) test units which will be used through Fall 2015, Spring 2016 and Summer 2016 semesters.

Justification and Benefit – The Texas Success Initiative (TSI) is used for all South Texas College students to obtain results so that they are able to complete advisement and registration.

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

**11) Instructional Design Software Licenses and Maintenance Agreement (Renewal)**

Renew the instructional design software licenses and maintenance agreement with **GoEngineer** (Cottonwood Heights, UT), a sole source vendor, for the period beginning November 1, 2015 through October 31, 2018, at a total amount of \$10,450.00.

Purpose – The Engineering Program in the Division of Math and Science is requesting to renew the design software license and maintenance which is used for student instruction in the Engineering 1304 courses at the Pecan and Mid-Valley campuses.

Justification and Benefit – The design software will help our engineering students innovate design and provide them the basic understanding of graphic design. It is so intuitive that most leading companies are demanding most engineering students have prior engineering graphic knowledge before entering the workforce. With the use solid-works our students will create applications such as simulations, mold design, sheet metal fabrication and drafting, which are commonly used in engineering industry.

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

**C. Non – Instructional Items**

**12) Automated Vehicle Locator System (Purchase)**

Purchase an automated vehicle locator system from **Double Map** (Indianapolis, IN) (New), a sole source vendor, at a total cost of \$18,045.48.

Purpose - The Global Positioning System (GPS) will provide tracking capability of the shuttle buses for management of transportation services and also allow students and employees to identify the location of the shuttle buses to time their arrival at the bus stop.

Background - In previous years, the South Texas College park and ride shuttle bus service used GPS for tracking of the buses by the dispatch control center, as well as by students and employees to determine when the buses would arrive at the bus stops. This service stopped with the operation of the buses by the Lower Rio Grande Valley Development Authority.

Benefits and justification – This system will permit the tracking of the shuttle buses by dispatch to ensure their timely arrival at bus stops and students and employees will be able to identify the location of buses and plan to arrive at the bus stop in a timely manner.

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

### **13)Crime Record Services (Purchase)**

Purchase crime record services from the **Texas Department of Public Safety (DPS)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$12,000.00 which is based on prior year expenditures.

Purpose – The Office of Human Resources is requesting to purchase crime record services to comply with Chapter 51 of the Texas Education Code which stipulates an institution of higher education is entitled to obtain criminal history record information pertaining to an applicant for employment.

Justification and Benefit – The crime record services received from the DPS include a Texas background check, FBI background check, and motor vehicle record. The Texas background check is conducted for all employees new to the College, current employees hired into a new position, and all employees hired into a security sensitive position. The FBI background check is conducted, along with the Texas background check, for all employees hired into a security sensitive position. The motor vehicle record check is conducted upon initial hire, and annually, for all employees authorized to drive a College-owned vehicle.

“Security Sensitive Positions” are positions that are described in Texas Education Code 51.215 as positions in which the employee handles money, has access to a computer terminal, has access to a master key, or works in a security-sensitive position designated by the College. Full-time positions which fall under the description of Texas Education Code 51.215 are indicated as security-sensitive when advertised. Part time positions are reviewed by the Office of Human Resources when a requisition is submitted for determination of security-sensitive designation.

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

### **14)Furniture (Purchase)**

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$12,908.77.

| # | Vendor  | Amount      |
|---|---|-------------|
| A | Exemplis Corporation/<br>Gateway Printing & Office Supply, Inc. (Edinburg, TX)  | \$6,073.08  |
| B | The Hon Company/<br>Gateway Printing & Office Supply, Inc. (Edinburg, TX)       | \$868.73    |
| C | Krueger International/<br>Gateway Printing & Office Supply, Inc. (Edinburg, TX) | \$5,966.96  |
|   | Total   | \$12,908.77 |

The purchases are summarized below:

- Exemplis Corporation/ Gateway Printing & Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - 17 Chairs for Purchasing and Central Receiving
- The HON Company /Gateway Printing & Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - 1 Lateral File for the Office of the President
- Krueger International, Inc./Gateway Printing & Office Supply, Inc.(Edinburg, TX)
  - ⇒ Pecan Campus
    - 2 Desks and 2 Chairs for the Continuing Education Department
    - 1 Desk for the Student Assessment Center

Fund for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Continuing Professional and Workforce Education Carryover, Office of President, Purchasing, and Student Assessment Center.

**15)Geotechnical Engineering and Materials Testing Services (Renewal)**

Renew the geotechnical engineering and materials testing services contracts for the period beginning February 24, 2016 through February 23, 2017 with the following vendors:

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

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

Justification and Benefit – The services will includes some of the following test: soil conditions for proper foundation design, select fill dirt for proper compaction, concrete samples for during concrete pours, sub-grades, caliche base, and asphalt parking areas,

structural steel reinforcing, steel welding, floors for levelness, fireproof materials, environmental conditions including air quality, and identifying asbestos type materials.

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

Background - The Board awarded the contract for geotechnical engineering and materials testing services at the February 24, 2015 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on February 24, 2016 through February 23, 2017.

| Award                   | Board Meeting Date | Original Term     | Renewal Term         |
|-------------------------|--------------------|-------------------|----------------------|
| Original                | 2/24/15            | 2/24/15 – 2/23/16 | 2 – one year options |
| 1 <sup>st</sup> Renewal | 11/24/15           |                   | 2/24/15 – 2/23/17    |

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

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

**16) Graduation Caps and Gowns (Renewal)**

Renew the contract for graduation caps and gowns with **Jostens, Inc.** (Minneapolis, MN) for the period beginning February 1, 2016 through January 31, 2017, at an estimated cost of \$39,000.00.

Purpose – The Degree and Certification Completion Office is requesting to renew the graduation caps and gowns contract which is used to distribute regalia to South Texas College graduates.

Justification and Benefit – The graduation caps and gowns will be issued to all South Texas College graduates attending the December 2015 and May 2016 commencement ceremonies. This will include approximately one thousand (1,000) graduates in December and two thousand five hundred (2,500) graduates in May.

Background - The Board awarded the contract for graduation caps and gowns at the January 28, 2014 Board of Trustees meeting for one-year with two one-year annual renewals. The last renewal period begins on February 1, 2016 through January 31, 2017.

| Award                   | Board Meeting Date | Original Term    | Renewal Term         |
|-------------------------|--------------------|------------------|----------------------|
| Original                | 1/28/14            | 2/1/14 – 1/31/15 | 2 – one year options |
| 1 <sup>st</sup> Renewal | 12/16/14           |                  | 2/1/15 – 1/31/16     |
| 2 <sup>nd</sup> Renewal | 11/24/15           |                  | 2/1/16 – 2/31/17     |

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

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

**17)Time Clock Maintenance Agreement (Renewal)**

Renew the time clock maintenance agreement with **Troncoso's Time & Attendance** (Pharr, TX), a sole source vendor, for the period beginning December 1, 2015 through December 1, 2016, at a total cost of \$21,738.00.

Purpose – The Business Office is requesting to renew the annual maintenance agreement for the time clocks. The Board awarded the timekeeping and attendance system at the October 24, 2005 Board of Trustees meeting.

Justification and Benefit – The annual maintenance will cover forty-one (41) biometric clocks located throughout the college district for use by all South Texas College non-exempt staff. The time clocks are utilized by the time and attendance system, Timeforce.

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

**D. Technology Items**

**18)Computers, Laptops, Tablet, Server, and Printers (Purchase)**

Purchase of computers, laptops, tablet, server, and printers from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$108,622.05.

All purchase requests for computers, laptops, tablet, server, and printers have been evaluated by Technology Resources Department and the 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 are summarized below:

- Faculty Computers
  - ⇒ 1 Computer for Business Administration Program
  - ⇒ 1 Computer for Chemistry Program
  - ⇒ 2 Computers for Diesel Technology Program

- ⇒ 3 Computers for History Program
- ⇒ 1 Computer for Automotive Technology Program
- ⇒ 1 Computer for Radiologic Technology Program
  
- Staff Computers
  - ⇒ 1 Computer for BAT/BAS Program
  - ⇒ 1 Computer for History Program
  - ⇒ 1 Computer for Automotive Technology Program
  - ⇒ 1 Computer for Physics Program
  - ⇒ 3 Computers for Instructional Technology Maintenance and Replacement
  - ⇒ 3 Computers for Professional & Organizational Development
  
- Student Lab Computers
  - ⇒ 6 Computers for Student Assessment Center
  - ⇒ 5 Computers for Automotive Technology Program
  - ⇒ 89 Computers for Computer Science Program
  
- Faculty Laptops
  - ⇒ 1 Laptop for Patient Care Assistant Program
  - ⇒ 1 Laptop for Economics Program
  
- Staff Laptop
  - ⇒ 1 Laptop for Instructional Technology Maintenance and Replacement
  
- Staff Tablet
  - ⇒ 1 Tablet for Technology Resource Project Manager Risk and Security
  
- Server
  - ⇒ 1 Server for Computer Aided Drafting and Design Program
  
- Printers
  - ⇒ 3 Printers for Computer Aided Drafting and Design Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Business Administration, Chemistry, Diesel Technology, History, Automotive Technology, Radiologic Technology, BAT/BAS, Physics, Instructional Technology Maintenance and Replacement, Professional & Organizational Development, Student Assessment Center, Computer Science, Patient Care Assistance, Economics, Technology Resource Project Manager Risk and Security, and CADD.

**19)Collaboration Software Agreement (Renewal)**

Renew the collaboration software agreement with **Ninian Solutions Limited/dba Huddle, Inc.** (San Francisco, CA), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$11,428.57.



Purpose – Public Relations and Marketing is requesting to renew the collaboration software agreement which allows the tracking and management of their department projects, share assets, collaborates online, establish a workflow for approvals, and run reports of all activities.

Justification and Benefit – This collaboration software also provides online file sharing and management, collaboration via discussions, comments and whiteboards, real-time collaboration with online meeting functionality, task management, security, mobile apps, and integration. These features are required because as our office grows in size and scope it is important to be able to track and manage all projects.

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2015-2016.

**20)Library Database Subscription and e-Book (Renewal)**

Renew the library database subscription and e-book with **Amigos Library Services** (Dallas, TX), a sole source vendor, at a total cost of \$29,331.20 as follows:

| # | Subscription   | Period              | Amount     |
|---|--|---------------------|------------|
| 1 | Amigos – TEXEXP Courier Services                           | 9/1/15 – 8/31/16    | \$2,913.25 |
| 2 | Amigos – Emerald: Business Management & Strategy           | 11/01/15 – 10/31/16 | \$5,502.00 |
| 3 | Amigos – Emerald: HR, Learning & Organization Studies      | 11/01/15 – 10/31/16 | \$3,045.00 |
| 4 | Amigos – Emerald: Public Policy & Environmental Management | 11/01/15 – 10/31/16 | \$1,815.99 |
| 5 | Amigos – RDA Toolkit                                       | 7/01/16 – 6/30/17   | \$536.33   |
| 6 | Amigos – Membership Fees                                   | 7/01/16 – 06/30/17  | \$4,128.28 |
| 7 | Amigos – Credo Reference                                   | 8/01/16 – 7/31/17   | \$7,987.97 |
| 8 | Amigos – Ambrose Digital                                   | 6/01/16 – 5/31/17   | \$3,402.38 |

Purpose – Library Services is requesting to renew the library database subscription and e-book for an additional year to continue serving the faculty, staff, and students.

Justification and Benefit – The library database subscription and e-book will provide access to databases and collection support services supporting a broad range of academic programs.

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

**21)Online Training Services (Renewal)**

Renew the online training services with **Lynda.com, Inc.** (Carpinteria, CA), a sole source vendor, for the period beginning August 27, 2015 through August 26, 2016, at a total amount of \$27,600.00.

Purpose – Instructional Technologies is requesting to renew the online training services which are available for faculty and staff to increase skills and knowledge to maintain and exceed the department's goals and mission.

Justification and Benefit – The online training services will provide the institution with unlimited, cost-effective, organization-wide access to a vast library of instructional videos. The training will provide all faculty and staff an opportunity to learn the latest software, creative and business skills at their own pace.

This staff development program will provide/promote:

- Digital literacy across all academic and administrative departments
- A virtual help desk, offer mobile device training and help boost team or student performance, and simplify onboarding

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

#### **E. Interlocal Agreement**

##### **South Texas College Lean Leadership Train the Trainer (Interlocal Agreement/Purchase)**

Enter into an interlocal agreement for South Texas College Lean Leadership Train the Trainer with **UTRGV/Texas Manufacturing Assistance Center (TMAC)** for the period beginning December 1, 2015 through January 31, 2016 at a total cost of \$9,450.00.

Purpose – The UTRGV consultants will provide 40 hours of principles of Lean Training for a cross-functional group of up to 20 employees with a goal of deploying the Lean Enterprise concepts, tools and strategies to establish a culture that will support sustained benefits of the lean methodology throughout all aspects of South Texas College operations. This training will help South Texas College employees understand lean concepts, understand their role in the lean deployment process, and introduce tools for decision-making, communication, and tracking of lean project progress and results.

Justification and Benefit – American Society for Quality defines Lean as a system of techniques and activities for running a manufacturing or service operation. The techniques and activities differ according to the application at hand but they have the same underlying principle: the elimination of all non-value-adding activities and waste from the business.

Opportunities for improvement exist in all aspects of the College's operation. Improvements include, but are not limited to: identifying and eliminating waste/duplicated steps (non-value added activities), reducing and eliminating inaccuracies and/or defects, and streamlining processes. The lean philosophy is one of continuous quality improvement.

Background – TMAC has a successful history of assisting organizations in the application of Lean Enterprise techniques through onsite facilitation. David Ortiz, TMAC Training and Development Specialist II, with UTRGV will serve as the primary consultant. TMAC serves

as the Technical Assistance (i.e. consulting) Department under the UTRGV College of Engineering. TMAC is an affiliate of the Manufacturing Extension Partnership (MEP) program of the National Institute of Standards and Technology (NIST). The program is hosted by six institutions such as, The University of Texas at El Paso, Southwest Research Institute at San Antonio, Texas Tech University at Lubbock, Texas Engineering Extension Service at College Station, The University of Texas at Arlington and The University of Texas Rio Grande Valley.

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

**Recommendation:**

It is requested that the Finance and Human Resources Committee recommend for Board approval at the November 24, 2015 Board meeting the proposal awards, purchases, renewals, and interlocal agreement as listed below:

- |                                   |                                |
|-----------------------------------|--------------------------------|
| <b>A. Awards</b>                  | <b>D. Technology Items</b>     |
| <b>B. Instructional Items</b>     | <b>E. Interlocal Agreement</b> |
| <b>C. Non-Instructional Items</b> |                                |

**A. Awards**

- 1) **Interactive LCD Displays (Award):** award the proposal for interactive LCD displays to **Whitlock** (Austin, TX), at a total cost of \$19,198.01;
- 2) **Industrial Supplies, Materials, and Accessories (Award):** award the proposal for industrial supplies, materials, and accessories for the period beginning November 25, 2015 through November 24, 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:
  - **Burton Companies** (Weslaco, TX)
  - **International Industrial Supply Company** (Brownsville, TX)
  - **MSC Industrial Supply Company** (Harlingen, TX)
  - **Rex Supply Company** (Pharr, TX)
- 3) **Medium Duty Truck (Award):** award the proposal for a medium duty truck to Bert Ogden Motors, Inc. (Edinburg, TX), at a total cost of \$45,623.53;
- 4) **Promotional Items for Student Outreach (Award):** award the promotional items for student outreach for the period beginning November 27, 2015 through November 26, 2016 with two one-year options to renew, at an estimated cost of \$83,000.00 with the following top rated vendors:
  - **Authentic Promotions.com** (Carmichael, CA)
  - **Imprezos Pro Uniforms** (Pharr, TX)
  - **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
  - **LAMAC, Inc.** (McAllen, TX) (New)
  - **Tekna Impact, LLC.** (McAllen, TX) (New)
  - **Images In Ink, Inc.** (McAllen, TX)

- 5) **Promotional T-Shirts for Student Outreach (Award):** award the promotional t-shirts for student outreach for the period beginning November 27, 2015 through November 26, 2016 with two one-year options to renew, at an estimated amount of \$66,000.00, with the following vendors:
- **A & L Athletics** (McAllen, TX)
  - **Authentic Promotions.com** (Carmichael, CA)
  - **Champion Awards** (Weslaco, TX) (New)
  - **Elite Promotions** (Brownsville, TX)
  - **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
  - **Images In Ink, Inc.** (McAllen, TX)
  - **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
  - **Tekna Impact, LLC.** (McAllen, TX) (New)
- 6) **Reprographic Services (Award):** award the proposal for reprographic services to **RGV Reprographics, Inc.** (McAllen, TX) for the period beginning December 12, 2015 through December 11, 2016 with two one-year options to renew, at an estimated cost of \$346,000.00;
- 7) **Welding Equipment (Award):** award the proposal for welding equipment to **Matheson Trigas** (San Benito, TX), at a total cost of \$17,402.72;

#### **B. Instructional Items**

- 8) **Classroom Whiteboards (Purchase):** purchase classroom whiteboards from **Workplace Resource** (San Antonio, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$48,079.90;
- 9) **Microscopes (Purchase):** purchase microscopes from **North Central Instruments** (Plymouth, MN), a State of Texas Term Contract approved vendor, at a total cost of \$16,957.30;
- 10) **Testing Materials (Purchase):** purchase testing materials for Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (London, KY), a sole source vendor, at a total cost of \$64,750.00;
- 11) **Instructional Design Software Licenses and Maintenance Agreement (Renewal):** renew the instructional design software licenses and maintenance agreement with **GoEngineer** (Cottonwood Height, UT), a sole source vendor, for the period beginning November 1, 2015 through October 31, 2018, at a total amount of \$10,450.00;

#### **C. Non – Instructional Items**

- 12) **Automated Vehicle Locator System (Purchase):** purchase an automated vehicle locator system from **Double Map** (Indianapolis, IN) (New), a sole source vendor, at a total cost of \$18,045.48;
- 13) **Crime Record Services (Purchase):** purchase crime record services from the **Texas Department of Public Safety (DPS)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$12,000.00 which is based on prior year expenditures;

**14)Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$12,908.77.

| # | Vendor  | Amount      |
|---|---|-------------|
| A | Exemplis Corporation/<br>Gateway Printing & Office Supply, Inc. (Edinburg, TX)  | \$6,073.08  |
| B | The Hon Company/<br>Gateway Printing & Office Supply, Inc. (Edinburg, TX)       | \$868.73    |
| C | Krueger International/<br>Gateway Printing & Office Supply, Inc. (Edinburg, TX) | \$5,966.96  |
|   | Total   | \$12,908.77 |

**15)Geotechnical Engineering and Materials Testing Services (Renewal):** renew the geotechnical engineering and materials testing services contracts for the period beginning February 24, 2016 through February 23, 2017 with the following vendors:

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

**16)Graduation Caps and Gowns (Renewal):** renew the contract for graduation caps and gowns with **Jostens, Inc.** (Minneapolis, MN) for the period beginning February 1, 2016 through January 31, 2017, at an estimated cost of \$39,000.00;

**17)Time Clock Maintenance Agreement (Renewal):** renew the time clock maintenance agreement with **Troncoso’s Time & Attendance** (Pharr, TX), a sole source vendor, for the period beginning December 1, 2015 through December 1, 2016, at a total cost of \$21,738.00;

**D. Technology**

**18)Computers, Laptops, Tablet, Server, and Printers (Purchase):** purchase of computers, laptops, tablet, server, and printers from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$108,622.05;

**19)Collaboration Software Agreement (Renewal):** renew the collaboration software agreement with **Ninian Solutions Limited/dba Huddle, Inc.** (San Francisco, CA), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$11,428.57;

**20)Library Database Subscription and e-Book (Renewal):** renew the library database subscription and e-Book with **Amigos Library Services** (Dallas, TX), a sole source vendor, at a total cost of \$29,331.20 as follows:

| # | Subscription  | Period              | Amount     |
|---|---|---------------------|------------|
| 1 | Amigos – TEXEXP Courier Services                      | 9/1/15 – 8/31/16    | \$2,913.25 |
| 2 | Amigos – Emerald: Business Management & Strategy      | 11/01/15 – 10/31/16 | \$5,502.00 |
| 3 | Amigos – Emerald: HR, Learning & Organization Studies | 11/01/15 – 10/31/16 | \$3,045.00 |

|   |  |                     |            |
|---|--|---------------------|------------|
| 4 | Amigos – Emerald: Public Policy & Environmental Management | 11/01/15 – 10/31/16 | \$1,815.99 |
| 5 | Amigos – RDA Toolkit                                       | 7/01/16 – 6/30/17   | \$536.33   |
| 6 | Amigos – Membership Fees                                   | 7/01/16 – 6/30/17   | \$4,128.28 |
| 7 | Amigos – Credo Reference                                   | 8/01/16 – 7/31/17   | \$7,987.97 |
| 8 | Amigos – Ambrose Digital                                   | 6/01/16 – 5/31/17   | \$3,402.38 |

**21)Online Training Services (Renewal):** renew the online training services with **Lynda.com, Inc.** (Carpinteria, CA), a sole source vendor, for the period beginning August 27, 2015 through August 26, 2016, at a total amount of \$27,600.00;

**E. Interlocal Agreement**

**22)South Texas College Lean Leadership Train the Trainer (Interlocal Agreement/Purchase):** enter into an interlocal agreement for South Texas College Lean Leadership Train the Trainer with **UTRGV/Texas Manufacturing Assistance Center (TMAC)** for the period beginning December 1, 2015 through January 31, 2016 at a total cost of \$9,450.00.

**SUMMARY TOTAL:**

The total for all proposal awards, purchases, renewals, and interlocal agreement is \$1,067,585.53.

**SOUTH TEXAS COLLEGE**  
**1. INTERACTIVE LCD DISPLAYS**  
**PROJECT NO 15-16-1029**

| <b>NAME</b>                    |     | Data Projection, Inc.   | Office Depot, Inc.     | Whitlock                |              |             |              |              |
|--------------------------------|-----|---|------------------------|-------------------------|--------------|-------------|--------------|--------------|
| <b>ADDRESS</b>                 |     | 2903 N Flores St  | 2401 Midpoint Dr       | 11100 Metric Blvd #200e |              |             |              |              |
| <b>CITY/STATE/ZIP</b>          |     | San Antonio, TX 78212   | Edwardsville, KS 66111 | Austin, TX 78758        |              |             |              |              |
| <b>PHONE</b>                   |     | 800-422-1282  | 913-667-5343           | 512-354-2827            |              |             |              |              |
| <b>FAX</b>                     |     | 800-854-8140  | 913-378-6198           | 512-933-0291            |              |             |              |              |
| <b>CONTACT</b>                 |     | Ernest Mendez   | John Lander            | Elissa Fox              |              |             |              |              |
| #                              | Qty | Description   | Unit Price             | Extension               | Unit Price   | Extension   | Unit Price   | Extension    |
| 1                              | 11  | Smart Podiums SP518-NB  | \$ 1,779.00            | \$19,569.00             | \$ 2,583.88  | \$28,422.68 | \$ 1,694.44  | \$ 18,638.84 |
| 2                              | 1   | Optional: Smart Meeting Pro (Room Edition) - 1 Yr standard software maintenance | \$ -                   | \$ -                    | \$ 163.08    | \$ 163.08   | \$ -         | \$ -         |
| 3                              | 1   | Shipping and Handling   | \$ 275.00              | \$ 275.00               | \$ -         | \$ -        | \$ 559.17    | \$ 559.17    |
| <b>TOTAL AMOUNT PROPOSED</b>   |     |   | \$ 19,844.00           |                         | \$ 28,422.68 |             | \$ 19,198.01 |              |
| <b>TOTAL EVALUATION POINTS</b> |     |   | 90.5                   |                         | 76.5         |             | 93.5         |              |
| <b>RANKING</b>                 |     |   | 2                      |                         | 3            |             | 1            |              |

**SOUTH TEXAS COLLEGE**  
**1. INTERACTIVE LCD DISPLAYS**  
**PROJECT NO. 15-16-1029**  
**EVALUATION FORM**

|                                |   |                       |                        |                   |     |      |       |
|--------------------------------|---|-----------------------|------------------------|-------------------|-----|------|-------|
| <b>NAME</b>                    |   | Data Projection, Inc. | Office Depot, Inc.     | Whitlock          |     |      |       |
| <b>ADDRESS</b>                 |   | 2903 N Flores St      | 2401 Midpoint Dr       | 11100 Metric Blvd |     |      |       |
| <b>CITY/STATE/ZIP</b>          |   | San Antonio, TX 78212 | Edwardsville, KS 66111 | Austin, TX 78758  |     |      |       |
| <b>PHONE</b>                   |   | 800-422-1282          | 913-667-5343           | 512-354-2827      |     |      |       |
| <b>FAX</b>                     |   | 800-854-8140          | 913-378-6198           | 512-933-0291      |     |      |       |
| <b>CONTACT</b>                 |   | Ernest Mendez         | John Lander            | Elissa Fox        |     |      |       |
| 1                              | The purchase price.<br>(up to 50 points)  | 48                    | 48                     | 33                | 33  | 50   | 50    |
|                                |   | 48                    |                        | 33                |     | 50   |       |
|                                |   | 48                    |                        | 33                |     | 50   |       |
|                                |   | 48                    |                        | 33                |     | 50   |       |
| 2                              | The reputation of the vendor<br>and the vendor's goods and/or<br>services. (up to 10 points)  | 8                     | 8.25                   | 8                 | 8.5 | 8    | 8.25  |
|                                |   | 9                     |                        | 9                 |     | 9    |       |
|                                |   | 8                     |                        | 9                 |     | 8    |       |
|                                |   | 8                     |                        | 8                 |     | 8    |       |
| 3                              | The quality of the vendor's<br>goods and/or services.<br>(up to 18 points)  | 18                    | 16                     | 16                | 16  | 18   | 16.25 |
|                                |   | 17                    |                        | 17                |     | 17   |       |
|                                |   | 15                    |                        | 17                |     | 15   |       |
|                                |   | 14                    |                        | 14                |     | 15   |       |
| 4                              | The extent to which the<br>vendor's goods and/or services<br>meet the district's needs.<br>(up to 18 points)  | 16                    | 16                     | 18                | 17  | 17   | 16.5  |
|                                |   | 18                    |                        | 18                |     | 18   |       |
|                                |   | 17                    |                        | 17                |     | 17   |       |
|                                |   | 13                    |                        | 15                |     | 14   |       |
| 5                              | The vendor's past relationship<br>with the College.<br>(up to 3 points)   | 2                     | 2.25                   | 2                 | 2   | 3    | 2.5   |
|                                |   | 3                     |                        | 2                 |     | 3    |       |
|                                |   | 2                     |                        | 2                 |     | 2    |       |
|                                |   | 2                     |                        | 2                 |     | 2    |       |
| 6                              | The impact on the ability of the<br>College to comply with the<br>laws and rules relating to<br>Historically Underutilized<br>Businesses. (up to 1 point) | 0                     | 0                      | 0                 | 0   | 0    | 0     |
|                                |   | 0                     |                        | 0                 |     | 0    |       |
|                                |   | 0                     |                        | 0                 |     | 0    |       |
|                                |   | 0                     |                        | 0                 |     | 0    |       |
| <b>TOTAL EVALUATION POINTS</b> |   | 90.5                  |                        | 76.5              |     | 93.5 |       |
| <b>RANKING</b>                 |   | 2                     |                        | 3                 |     | 1    |       |



**SOUTH TEXAS COLLEGE  
2. INDUSTRIAL SUPPLIES, MATERIALS, AND ACCESSORIES  
PROJECT NO. 15-16-1025**

|                       |  |   |                                     |  |
|-----------------------|--|---|-------------------------------------|--|
| <b>VENDOR</b>         | Burton Companies   | International Industrial Supply Company | MSC Industrial Supply Company       | Rex Supply Company   |
| <b>ADDRESS</b>        | 529 E Highway 83   | 3620 E 14th St                          | 2125 N 77 Sunshine Strip Unit 3     | 1313 West 495  |
| <b>CITY/STATE/ZIP</b> | Weslaco, TX 78596  | Brownsville, TX 78521                   | Harlingen, TX 78550                 | Pharr, TX 78577  |
| <b>PHONE</b>          | 956-968-3121   | 956-982-1350                            | 800-596-4748                        | 956-781-7761   |
| <b>FAX</b>            | 956-973-3213   | 956-982-1397                            | 956-412-8131                        | 956-781-1408   |
| <b>CONTACT</b>        | C. Scott Vaughan   | Moises Lara                             | Jorge Blanco                        | David Guajardo   |
| <b>#</b>              | <b>Proposed</b>  | <b>Proposed</b>                         | <b>Proposed</b>                     | <b>Proposed</b>  |
| 1                     | Company List Price<br>50% Discount   | 0% Discount                             | 12%-28% Discount<br>(TXMAS Pricing) | 20%-25% Discount   |
| 2                     | Will company deliver?<br>Yes   | Yes                                     | Yes                                 | Yes  |
| <b>Return Policy</b>  |  |   |                                     |  |
| 4                     | Wrong Item Sent -<br>Your Mistake<br>Will issue full credit and<br>pick merchandise  | Credit or replacement                   | No restocking Fee                   | No restocking fee  |
| 5                     | Wrong Item Sent -<br>Our Mistake<br>Will pick up and issue full<br>credit for normal stock;<br>special orders may have a<br>restocking fee | 25% restocking fee                      | No restocking Fee                   | No restocking fee for stock<br>items; restocking fee for<br>special orders |
| 6                     | Defective Material<br>Will replace any items within<br>the warranty period   | Will replace                            | No restocking Fee                   | Full refund after evaluation   |
| 7                     | Duplicates<br>Will issue full credit and<br>pick merchandise   | Issue Credit                            | No restocking Fee                   | Will accept returns  |

**SOUTH TEXAS COLLEGE  
3. MEDIUM DUTY TRUCK  
PROJECT NO. 15-16-1033**

| <b>NAME</b>                    |            |   | Bert Ogden Motors, Inc. |                  |
|--------------------------------|------------|---|-------------------------|------------------|
| <b>ADDRESS</b>                 |            |   | 4221 S Bus Hwy 83       |                  |
| <b>CITY/STATE/ZIP</b>          |            |   | Edinburg, TX 78539      |                  |
| <b>PHONE</b>                   |            |   | 956-381-0001            |                  |
| <b>FAX</b>                     |            |   | 956-383-9223            |                  |
| <b>CONTACT</b>                 |            |   | Fernando De La Garza    |                  |
| <b>#</b>                       | <b>UOM</b> | <b>Description</b>                      | <b>Unit Price</b>       | <b>Extension</b> |
| 1                              | 1          | Medium Duty Truck<br>-2016 Isuzu NPR HD | \$ 45,623.53            | \$ 45,623.53     |
| <b>TOTAL AMOUNT PROPOSED</b>   |            |   | \$                      | 45,623.53        |
| <b>TOTAL EVALUATION POINTS</b> |            |   |                         | 95.66            |
| <b>RANKING</b>                 |            |   |                         | 1                |

**SOUTH TEXAS COLLEGE  
3. MEDIUM DUTY TRUCK  
PROJECT NO. 15-16-1033  
EVALUATION FORM**

|                                |   |                         |       |
|--------------------------------|---|-------------------------|-------|
| <b>NAME</b>                    |   | Bert Ogden Motors, Inc. |       |
| <b>ADDRESS</b>                 |   | 4221 S Bus Hwy 83       |       |
| <b>CITY/STATE/ZIP</b>          |   | Edinburg, TX 78539      |       |
| <b>PHONE</b>                   |   | 956-381-0001            |       |
| <b>FAX</b>                     |   | 956-383-9223            |       |
| <b>CONTACT</b>                 |   | Fernando De La Garza    |       |
| 1                              | The purchase price. (up to 50 points)   | 50                      | 50    |
|                                |   | 50                      |       |
|                                |   | 50                      |       |
| 2                              | The reputation of the vendor and the vendor's goods and/or services. (up to 10 points)  | 10                      | 9.33  |
|                                |   | 9                       |       |
|                                |   | 9                       |       |
| 3                              | The quality of the vendor's goods and/or services. (up to 18 points)  | 17                      | 17    |
|                                |   | 17                      |       |
|                                |   | 17                      |       |
| 4                              | The extent to which the vendor's goods and/or services meet the College needs. (up to 18 points)  | 18                      | 17.33 |
|                                |   | 17                      |       |
|                                |   | 17                      |       |
| 5                              | The vendor's past relationship with the College. (up to 3 points)   | 2                       | 2     |
|                                |   | 2                       |       |
|                                |   | 2                       |       |
| 6                              | The impact on the ability of the College to comply with the laws and rules relating to Historically Underutilized Businesses. (up to 1 point) | 0                       | 0     |
|                                |   | 0                       |       |
|                                |   | 0                       |       |
| <b>TOTAL EVALUATION POINTS</b> |   | 95.66                   |       |
| <b>RANKING</b>                 |   | 1                       |       |







**SOUTH TEXAS COLLEGE**  
**4. PROMOTIONAL ITEMS FOR STUDENT OUTREACH**  
**PROJECT NO. 15-16-1030**  
**EVALUATION FORM**

| VENDOR                         | A & L Athletics   | Authentic Promotions.com    | Cielo Office Products    | Club Colors Buyers, LLC. | Copy Plus, LLC.        | Curtis 1000       | Elite Promotions      | Gateway Printing & Office Supply, Inc. | Images In Ink, Inc.    | Imprezos Pro Uniforms | KC Advertising Specialist, Inc. | LAMAC, Inc.       | Office Depot, Inc.    | Promo Masters     | Safeguard Universal, LLC. | Tekna Impact, LLC.   |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |    |    |
|--------------------------------|---|-----------------------------|--------------------------|--------------------------|------------------------|-------------------|-----------------------|--|------------------------|-----------------------|---------------------------------|-------------------|-----------------------|-------------------|---------------------------|----------------------|-------|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|----|----|----|
| ADDRESS                        | 2208 Primrose Bldg O  | 6151 Fair Oaks Blvd Ste 103 | 1408 E Jasmine Ave Ste A | 420 E State Parkway      | 4500 N 10th St Ste 240 | P O Box 4547      | 50 E Elizabeth St     | 315 S Clossner                         | 1200 E Hackberry Ste H | 1317 W Hwy 83 Ste A   | 620 N McColl Rd                 | P O Box 1629      | 6600 N Military Trail | P O Box 639       | 2741 Swantner             | 6200 S 35th St Ste B |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |    |    |
| CITY/STATE                     | McAllen, TX 78504   | Carmichael, CA 95608        | McAllen, TX 78501        | Schaumburg, IL 60174     | McAllen, TX 78504      | McAllen, TX 78502 | Brownsville, TX 78520 | Edinburg, TX 78539                     | McAllen, TX 78501      | Pharr, TX 78577       | McAllen, TX 78501               | McAllen, TX 78505 | Boca Raton, FL 33496  | Mission, TX 78573 | Corpus Christi, TX 78404  | McAllen, TX 78503    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |    |    |
| PHONE/FAX                      | 956-631-2300  | 800-497-7765                | 956-688-6001             | 800-249-2582             | 956-668-7587           | 956-605-1309      | 956-982-2059          | 956-383-3861                           | 956-330-3725           | 956-685-5099          | 956-682-5223                    | 956-682-0552      | 561-438-4800          | 956-585-3112      | 800-221-7419              | 956-213-8285         |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |    |    |
| FAX                            | 956-682-8118  | 800-497-7706                | 956-688-6012             | 800-205-8348             | 956-668-7590           | 956-631-1001      | 956-982-2499          | 956-383-4674                           | 956-994-8133           | 866-733-8509          | 956-682-3299                    | 956-682-6271      | 800-593-8830          | 956-585-1132      | 361-884-8015              | 956-278-3230         |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |    |    |
| CONTACT                        | Gilma Salinas   | Amy Warner                  | David Barrera            | Jeff Baumot              | Leonel Cantu           | Oscar Zapata      | Rosy Galarza          | Butch Shook                            | Viola Hanshaw          | Francisco J. Morales  | Leroy Cadena                    | Trey Gonzalez     | Chris McEntee         | Edna J. Pena      | Anthony Anzaldua          | Sergio Velasco       |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |    |    |
| 1                              | The purchase price. (up to 45 points)   | 25                          | 0.00                     | 45                       | 45.00                  | 30                | 30.00                 | 35                                     | 35.00                  | 25                    | 25.00                           | 25                | 25.00                 | 25                | 25.00                     | 30                   | 30.00 | 25 | 25.00 | 35 | 35.00 | 25 | 25.00 | 40 | 40.00 | 25 | 25.00 | 25 | 25.00 | 30 | 30.00 | 40 | 40.00 |    |    |    |
|                                |   | 25                          |                          | 45                       |                        | 30                |                       | 35                                     |                        | 25                    |                                 | 25                |                       | 30                |                           | 25                   |       | 35 |       | 25 |       | 40 |       | 25 |       | 25 |       | 30 |       | 40 |       | 25 |       | 25 | 30 | 40 |
|                                |   | 25                          |                          | 45                       |                        | 30                |                       | 35                                     |                        | 25                    |                                 | 25                |                       | 30                |                           | 25                   |       | 35 |       | 25 |       | 40 |       | 25 |       | 25 |       | 30 |       | 40 |       | 25 |       | 25 | 30 | 40 |
|                                |   | 25                          |                          | 45                       |                        | 30                |                       | 35                                     |                        | 25                    |                                 | 25                |                       | 30                |                           | 25                   |       | 35 |       | 25 |       | 40 |       | 25 |       | 25 |       | 30 |       | 40 |       | 25 |       | 25 | 30 | 40 |
| 2                              | The reputation of the vendor and the vendor's goods and/or services. (up to 10 points)  | 5                           | 7.00                     | 10                       | 9.50                   | 5                 | 6.75                  | 7                                      | 7.00                   | 6                     | 6.50                            | 7                 | 7.25                  | 5                 | 7.25                      | 9                    | 9.25  | 10 | 10.00 | 10 | 9.75  | 5  | 6.75  | 4  | 5.00  | 5  | 7.00  | 5  | 5.50  | 8  | 8.50  | 4  | 4.25  |    |    |    |
|                                |   | 5                           |                          | 10                       |                        | 5                 |                       | 7                                      |                        | 6                     |                                 | 7                 |                       | 9                 |                           | 10                   |       | 10 |       | 9  |       | 5  |       | 5  |       | 5  |       | 5  |       | 8  |       | 4  |       |    |    |    |
|                                |   | 10                          |                          | 10                       |                        | 9                 |                       | 7                                      |                        | 6                     |                                 | 7                 |                       | 9                 |                           | 10                   |       | 10 |       | 9  |       | 5  |       | 5  |       | 9  |       | 5  |       | 9  |       | 4  |       |    |    |    |
|                                |   | 8                           |                          | 8                        |                        | 8                 |                       | 7                                      |                        | 8                     |                                 | 8                 |                       | 8                 |                           | 9                    |       | 10 |       | 10 |       | 9  |       | 8  |       | 7  |       | 9  |       | 7  |       | 9  |       | 5  |    |    |
| 3                              | The quality of the vendor's goods and/or services. (up to 18 points)  | 6                           | 9.25                     | 18                       | 17.75                  | 4                 | 5.25                  | 9                                      | 9.00                   | 9                     | 9.25                            | 9                 | 9.25                  | 9                 | 8.00                      | 13                   | 13.50 | 13 | 13.25 | 18 | 17.75 | 3  | 4.25  | 10 | 10.00 | 0  | 2.25  | 13 | 12.25 | 14 | 14.00 | 8  | 8.75  |    |    |    |
|                                |   | 6                           |                          | 18                       |                        | 4                 |                       | 9                                      |                        | 9                     |                                 | 9                 |                       | 13                |                           | 13                   |       | 18 |       | 3  |       | 10 |       | 1  |       | 13 |       | 14 |       | 8  |       |    |       |    |    |    |
|                                |   | 15                          |                          | 18                       |                        | 4                 |                       | 9                                      |                        | 9                     |                                 | 9                 |                       | 13                |                           | 13                   |       | 18 |       | 3  |       | 10 |       | 4  |       | 10 |       | 14 |       | 10 |       | 9  |       |    |    |    |
|                                |   | 10                          |                          | 17                       |                        | 9                 |                       | 9                                      |                        | 10                    |                                 | 10                |                       | 15                |                           | 14                   |       | 17 |       | 8  |       | 10 |       | 4  |       | 13 |       | 14 |       | 9  |       |    |       |    |    |    |
| 4                              | The extent to which the vendor's goods and/or services meet the College's needs. (up to 18 points)                                  | 8                           | 8.75                     | 18                       | 17.75                  | 4                 | 6.75                  | 9                                      | 9.00                   | 9                     | 9.25                            | 9                 | 9.25                  | 9                 | 9.00                      | 14                   | 14.75 | 13 | 13.25 | 18 | 17.75 | 5  | 6.00  | 10 | 10.00 | 9  | 9.00  | 9  | 11.25 | 9  | 9.25  | 8  | 8.00  |    |    |    |
|                                |   | 8                           |                          | 18                       |                        | 4                 |                       | 9                                      |                        | 9                     |                                 | 9                 |                       | 14                |                           | 13                   |       | 18 |       | 5  |       | 10 |       | 9  |       | 9  |       | 9  |       | 8  |       |    |       |    |    |    |
|                                |   | 9                           |                          | 18                       |                        | 10                |                       | 9                                      |                        | 9                     |                                 | 9                 |                       | 14                |                           | 13                   |       | 18 |       | 5  |       | 10 |       | 9  |       | 14 |       | 10 |       | 9  |       | 13 |       | 9  |    |    |
|                                |   | 10                          |                          | 17                       |                        | 9                 |                       | 9                                      |                        | 10                    |                                 | 10                |                       | 9                 |                           | 17                   |       | 14 |       | 9  |       | 10 |       | 9  |       | 13 |       | 9  |       | 8  |       |    |       |    |    |    |
| 5                              | The vendor's past relationship with the College. (up to 3 points)   | 2                           | 2.00                     | 3                        | 3.00                   | 2                 | 2.00                  | 2                                      | 2.00                   | 2                     | 2.00                            | 2                 | 2.25                  | 3                 | 3.00                      | 3                    | 2.75  | 2  | 2.25  | 3  | 3.00  | 2  | 1.75  | 2  | 2.00  | 2  | 2.00  | 2  | 2.00  | 3  | 2.50  | 2  | 2.00  |    |    |    |
|                                |   | 2                           |                          | 3                        |                        | 2                 |                       | 2                                      |                        | 2                     |                                 | 3                 |                       | 2                 |                           | 2                    |       | 3  |       | 2  |       | 2  |       | 2  |       | 2  |       | 2  |       | 2  |       | 2  |       |    |    |    |
|                                |   | 2                           |                          | 3                        |                        | 2                 |                       | 2                                      |                        | 2                     |                                 | 3                 |                       | 2                 |                           | 2                    |       | 3  |       | 2  |       | 2  |       | 2  |       | 2  |       | 2  |       | 2  |       | 2  |       |    |    |    |
|                                |   | 2                           |                          | 3                        |                        | 2                 |                       | 2                                      |                        | 2                     |                                 | 3                 |                       | 2                 |                           | 2                    |       | 3  |       | 2  |       | 2  |       | 2  |       | 2  |       | 2  |       | 2  |       | 2  |       |    |    |    |
| 6                              | The impact on the ability of the College to comply with the laws relating to Historically Underutilized Businesses. (up to 1 point) | 0                           | 0.00                     | 0                        | 0.00                   | 0                 | 0.00                  | 0                                      | 0.00                   | 0                     | 0.00                            | 0                 | 0.00                  | 0                 | 0.00                      | 0                    | 0.00  | 0  | 0.00  | 0  | 0.00  | 0  | 0.00  | 0  | 0.00  | 0  | 0.00  | 0  | 0.00  | 1  | 1.00  | 0  | 0.00  |    |    |    |
|                                |   | 0                           |                          | 0                        |                        | 0                 |                       | 0                                      |                        | 0                     |                                 | 0                 |                       | 0                 |                           | 0                    |       | 0  |       | 0  |       | 0  |       | 0  |       | 0  |       | 0  |       | 0  |       | 0  |       |    |    |    |
|                                |   | 0                           |                          | 0                        |                        | 0                 |                       | 0                                      |                        | 0                     |                                 | 0                 |                       | 0                 |                           | 0                    |       | 0  |       | 0  |       | 0  |       | 0  |       | 0  |       | 0  |       | 0  |       | 0  |       |    |    |    |
|                                |   | 0                           |                          | 0                        |                        | 0                 |                       | 0                                      |                        | 0                     |                                 | 0                 |                       | 0                 |                           | 0                    |       | 0  |       | 0  |       | 0  |       | 0  |       | 0  |       | 0  |       | 0  |       | 0  |       |    |    |    |
| 7                              | The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)                                 | 5                           | 5.00                     | 5                        | 5.00                   | 2                 | 2.00                  | 3                                      | 3.00                   | 3                     | 3.00                            | 2                 | 2.00                  | 2                 | 2.00                      | 5                    | 5.00  | 3  | 3.00  | 5  | 5.00  | 4  | 4.00  | 1  | 1.00  | 0  | 0.00  | 5  | 5.00  | 1  | 1.00  | 4  | 4.00  |    |    |    |
|                                |   | 5                           |                          | 5                        |                        | 2                 |                       | 3                                      |                        | 3                     |                                 | 2                 |                       | 5                 |                           | 3                    |       | 5  |       | 4  |       | 1  |       | 0  |       | 5  |       | 1  |       | 4  |       |    |       |    |    |    |
|                                |   | 5                           |                          | 5                        |                        | 2                 |                       | 3                                      |                        | 3                     |                                 | 2                 |                       | 5                 |                           | 3                    |       | 5  |       | 4  |       | 1  |       | 0  |       | 5  |       | 1  |       | 4  |       |    |       |    |    |    |
|                                |   | 5                           |                          | 5                        |                        | 2                 |                       | 3                                      |                        | 3                     |                                 | 2                 |                       | 5                 |                           | 3                    |       | 5  |       | 4  |       | 1  |       | 0  |       | 5  |       | 1  |       | 4  |       |    |       |    |    |    |
| <b>TOTAL EVALUATION POINTS</b> |   | 32.00                       | 98.00                    | 52.75                    | 65.00                  | 55.00             | 55.00                 | 54.25                                  | 75.25                  | 66.75                 | 88.25                           | 47.75             | 68.00                 | 45.25             | 61.00                     | 66.25                | 67.00 |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |    |    |
| <b>RANKING</b>                 |   | 10                          | 1                        | 13                       | 8                      | 11                | 11                    | 12                                     | 3                      | 6                     | 2                               | 14                | 4                     | 15                | 9                         | 7                    | 5     |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |       |    |    |    |







**SOUTH TEXAS COLLEGE**  
**6. REPROGRAPHIC SERVICES**  
**PROJECT NO. 15-16-1028**

|  |   |  |
|--|---|--|
| <b>VENDOR</b>                                      |   | RGV Reprographics, Inc.  |
| <b>ADDRESS</b>                                     |   | 519 S Broadway   |
| <b>CITY/STATE/ZIP</b>                              |   | McAllen, TX 78501  |
| <b>PHONE</b>                                       |   | 956-686-1525   |
| <b>FAX</b>   |   | 956-686-1529   |
| <b>CONTACT</b>                                     |   | Teresa C. Smith  |
| <b>#</b>   | <b>Description</b>                          | <b>Proposed</b>  |
| 1  | 24" x 36" Digital Blacklines                | \$0.137 per S.F.   |
| 2  | 1/2 Sized Digital Blacklines                | \$0.22 per S.F.  |
| 3  | 30" x 42" Digital Blacklines                | \$0.137 per S.F.   |
| 4  | 1-Sided 11" x 17" Photocopies               | \$0.17 per page  |
| 5  | 2-Sided 8-1/2" x 11" Photocopies            | \$0.10 per page  |
| 6  | 1-Sided 8 1/2" x 11" Photocopies            | \$0.065 per page   |
| 7  | 8 1/2" x 11" Cover Sets                     | No charge per set  |
| 8  | Binders                                     | \$3.00 per set   |
| 9  | Data Disk                                   | \$20.00 per disk   |
| <b>Additional Charges</b>                          |   |  |
| 10   | Binding of Large Format Printing            | \$1.00 to \$5.00<br>Based on the number of sheets  |
| 11   | Binding of Specification Printing           | \$3.00   |
| 12   | Packaging Cost for Out of Town Shipments    | \$5.00 to \$12.50<br>Based on the size and weight  |
| <b>Work requested outside normal working hours</b> |   |  |
| 13   | Charges for Outside of Normal Working Hours | \$27.50 per hour/per person<br>Monday through Friday<br>All other is \$37.50 per hour/per person |
| <b>TOTAL EVALUATION POINTS</b>                     |   | 95.66  |
| <b>RANKING</b>                                     |   | 1  |

**SOUTH TEXAS COLLEGE  
6. REPROGRAPHIC SERVICES  
PROJECT NO. 15-16-1028  
EVALUATION FORM**

|                                |   |                         |       |
|--------------------------------|---|-------------------------|-------|
| <b>VENDOR</b>                  |   | RGV Reprographics, Inc. |       |
| <b>ADDRESS</b>                 |   | 519 S Broadway          |       |
| <b>CITY/STATE</b>              |   | McAllen, TX 78501       |       |
| <b>PHONE</b>                   |   | 956-686-1525            |       |
| <b>FAX</b>                     |   | 956-686-1529            |       |
| <b>CONTACT</b>                 |   | Teresa C. Smith         |       |
| 1                              | The purchase price. (up to 40 points)   | 40                      | 40    |
|                                |   | 40                      |       |
|                                |   | 40                      |       |
| 2                              | The reputation of the vendor and the vendor's goods and/or services. (up to 15 points)  | 14                      | 14    |
|                                |   | 14                      |       |
|                                |   | 14                      |       |
| 3                              | The quality of the vendor's goods and services. (up to 16 points)   | 15                      | 15    |
|                                |   | 15                      |       |
|                                |   | 15                      |       |
| 4                              | The extent to which the vendor's good and/or services meet the colleges needs. (up to 20 points)  | 18                      | 18.33 |
|                                |   | 19                      |       |
|                                |   | 18                      |       |
| 5                              | The vendor's past relationship with the College. (up to 3 points)   | 3                       | 3     |
|                                |   | 3                       |       |
|                                |   | 3                       |       |
| 6                              | The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point) | 1                       | 1     |
|                                |   | 1                       |       |
|                                |   | 1                       |       |
| 7                              | The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)                                       | 4                       | 4.33  |
|                                |   | 5                       |       |
|                                |   | 4                       |       |
| <b>TOTAL EVALUATION POINTS</b> |   | 95.66                   |       |
| <b>RANKING</b>                 |   | 1                       |       |

**SOUTH TEXAS COLLEGE  
7. WELDING EQUIPMENT  
PROJECT NO. 15-16-1024**

| <b>VENDOR</b>               |   | Airgas USA, LLC.           | Matheson Trigas      |              | Praxair Dist, Inc. |              |            |              |
|-----------------------------|---|----------------------------|----------------------|--------------|--------------------|--------------|------------|--------------|
| <b>ADDRESS</b>              |   | 201 N 23rd St              | 1801 W Business 77   |              | 1021 W Ferguson    |              |            |              |
| <b>CITY/STATE</b>           |   | McAllen, TX 78501          | San Benito, TX 78586 |              | Pharr, TX 78577    |              |            |              |
| <b>PHONE</b>                |   | 956-686-7622               | 956-399-2706         |              | 956-787-3003       |              |            |              |
| <b>FAX</b>                  |   | 866-587-1792               | 956-399-6045         |              | 956-787-0043       |              |            |              |
| <b>CONTACT</b>              |   | Jesse Mendoza              | Reynaldo Rivera      |              | Marco Alvarez      |              |            |              |
| #                           | Qty   | Description                | Unit Price           | Extension    | Unit Price         | Extension    | Unit Price | Extension    |
| 1                           | 8   | Multi-Process Welding Unit | \$2,060.84           | \$ 16,486.72 | \$2,175.34         | \$ 17,402.72 | \$3,347.00 | \$ 26,776.00 |
| 2                           | 1   | Shipping                   | FOB                  |              | \$ -               | \$ -         | \$ 35.00   | \$ 35.00     |
| 3                           | Number of days for delivery upon placement of order |                            | 5 - 7 Days           |              | 5 Business Days    |              | 5 Days     |              |
| <b>TOTAL AWARD AMOUNT</b>   |   |                            | \$                   | 16,486.72    | \$                 | 17,402.72    | \$         | 26,811.00    |
| <b>TOTAL RANKING POINTS</b> |   |                            | 88.65                |              | 94.12              |              | 70.14      |              |
| <b>RANKING</b>              |   |                            | 2                    |              | 1                  |              | 3          |              |

**SOUTH TEXAS COLLEGE  
7. WELDING EQUIPMENT  
PROJECT NO. 15-16-1024  
EVALUATION FORM**

| <b>VENDOR</b>                  |  | Airgas USA, LLC.  |       | Matheson Trigas      |       | Praxair Dist, Inc. |       |
|--------------------------------|--|-------------------|-------|----------------------|-------|--------------------|-------|
| <b>ADDRESS</b>                 |  | 201 N 23rd St     |       | 1801 W Business 77   |       | 1021 W Ferguson    |       |
| <b>CITY/STATE</b>              |  | McAllen, TX 78501 |       | San Benito, TX 78586 |       | Pharr, TX 78577    |       |
| <b>PHONE/FAX</b>               |  | 956-686-7622      |       | 956-399-2706         |       | 956-787-3003       |       |
| <b>FAX</b>                     |  | 866-587-1792      |       | 956-399-6045         |       | 956-787-0043       |       |
| <b>CONTACT</b>                 |  | Jesse Mendoza     |       | Reynaldo Rivera      |       | Marco Alvarez      |       |
| 1                              | The purchase price.<br>(up to 45 points)   | 45                | 45    | 42.8                 | 42.8  | 27.5               | 27.5  |
|                                |  | 45                |       | 42.8                 |       | 27.5               |       |
|                                |  | 45                |       | 42.8                 |       | 27.5               |       |
| 2                              | The reputation of the vendor and<br>the vendor's goods and/or<br>services. (up to 10 points)   | 5                 | 4.33  | 9                    | 9.33  | 7                  | 6.66  |
|                                |  | 4                 |       | 9                    |       | 7                  |       |
|                                |  | 4                 |       | 10                   |       | 6                  |       |
| 3                              | The quality of the vendor's goods<br>and/or services. (up to 18 points)  | 17                | 17.33 | 17                   | 17.33 | 17                 | 14.33 |
|                                |  | 18                |       | 17                   |       | 17                 |       |
|                                |  | 17                |       | 18                   |       | 9                  |       |
| 4                              | The extent to which the vendor's<br>goods and/or services meet the<br>Colleges needs. (up to 18 points)  | 17                | 16.33 | 17                   | 17    | 17                 | 15.66 |
|                                |  | 15                |       | 17                   |       | 17                 |       |
|                                |  | 17                |       | 17                   |       | 13                 |       |
| 5                              | The vendor's past relationship<br>with the College. (up to 3 points)   | 2                 | 1     | 3                    | 3     | 2                  | 1.33  |
|                                |  | 1                 |       | 3                    |       | 2                  |       |
|                                |  | 0                 |       | 3                    |       | 0                  |       |
| 6                              | The impact on the ability of the<br>College to comply with laws and<br>rules relating to Historically<br>Underutilized Businesses.<br>(up to 1 points) | 0                 | 0     | 0                    | 0     | 0                  | 0     |
|                                |  | 0                 |       | 0                    |       | 0                  |       |
|                                |  | 0                 |       | 0                    |       | 0                  |       |
| 7                              | The warranty on the vendor's<br>products. (up to 5 points)   | 4                 | 4.66  | 4                    | 4.66  | 4                  | 4.66  |
|                                |  | 5                 |       | 5                    |       | 5                  |       |
|                                |  | 5                 |       | 5                    |       | 5                  |       |
| <b>TOTAL EVALUATION POINTS</b> |  | 88.65             |       | 94.12                |       | 70.14              |       |
| <b>RANKING</b>                 |  | 2                 |       | 1                    |       | 3                  |       |

**SOUTH TEXAS COLLEGE**  
**8. CLASSROOM WHITEBOARDS**  
**QUOTE NO. R0071905**

| <b>NAME</b>           |     | Workplace Resource                           |             |              |
|-----------------------|-----|--|-------------|--------------|
| <b>ADDRESS</b>        |     | 4400 NE Loop 410 Ste 130                     |             |              |
| <b>CITY/STATE/ZIP</b> |     | San Antonio, TX 78218                        |             |              |
| <b>PHONE</b>          |     | 800-486-6011                                 |             |              |
| <b>FAX</b>            |     | 210-226-4218                                 |             |              |
| <b>CONTACT</b>        |     | Fred Rodriguez                               |             |              |
| #                     | Qty | Description                                  | Unit Price  | Extension    |
| 1                     | 36  | Clarus Go Mobile 73"H x 40"W<br>White Boards | \$ 1,262.74 | \$ 45,458.64 |
| 2                     | 1   | Delivery and Installation                    | \$ 1,440.00 | \$ 1,440.00  |
| 3                     | 1   | TXMAS Admin Fee                              | \$ 721.18   | \$ 721.18    |
| 4                     | 1   | Freight                                      | \$ 460.08   | \$ 460.08    |
| <b>TOTAL AMOUNT</b>   |     |  | \$          | 48,079.90    |

**SOUTH TEXAS COLLEGE  
9. MICROSCOPES  
QUOTE NO. R0071452**

| <b>NAME</b>           |     | North Central Instruments   |             |              |
|-----------------------|-----|---|-------------|--------------|
| <b>ADDRESS</b>        |     | 3700 Annapolis Ln Ste 145   |             |              |
| <b>CITY/STATE/ZIP</b> |     | Plymouth, MN 55447  |             |              |
| <b>PHONE</b>          |     | 713-897-1968  |             |              |
| <b>FAX</b>            |     | 763-559-7372  |             |              |
| <b>CONTACT</b>        |     | Walker Agnew  |             |              |
| #                     | Qty | Description   | Unit Price  | Extension    |
| 1                     | 16  | Leica DM300 Microscope  | \$ 936.00   | \$ 14,976.00 |
| 2                     | 16  | US Power Cord Fits the Cord Wrap of DM500, DM750, DM750P, DM750M Stands | \$ 14.40    | \$ 230.40    |
| 3                     | 1   | Leica ICC50 W Microscope Camera with Software                           | \$ 1,494.90 | \$ 1,494.90  |
| 4                     | 1   | Basic Integration and Install   | \$ 250.00   | \$ 250.00    |
| 5                     | 1   | Leica Application Suite: LAS Core-Package                               | \$ 6.00     | \$ 6.00      |
| <b>TOTAL AMOUNT</b>   |     |   | \$          | 16,957.30    |

**SOUTH TEXAS COLLEGE  
10. TESTING MATERIALS  
QUOTE NO. R0072025**

|                       |            |                       |                   |                  |
|-----------------------|------------|-----------------------|-------------------|------------------|
| <b>NAME</b>           |            |                       | The College Board |                  |
| <b>ADDRESS</b>        |            |                       | P O Box 7500      |                  |
| <b>CITY/STATE/ZIP</b> |            |                       | London, KY 40742  |                  |
| <b>PHONE</b>          |            |                       | 866-607-5223      |                  |
| <b>FAX</b>            |            |                       | 888-713-8143      |                  |
| <b>#</b>              | <b>Qty</b> | <b>Description</b>    | <b>Unit Price</b> | <b>Extension</b> |
| 1                     | 35,000     | Accuplacer Test Units | \$ 1.85           | \$ 64,750.00     |
| <b>TOTAL AMOUNT</b>   |            |                       | \$                | 64,750.00        |



**SOUTH TEXAS COLLEGE**  
**11. INSTRUCTIONAL DESIGN SOFTWARE LICENSES AND**  
**MAINTENACE AGREEMENT**

| <b>NAME</b>           |     |  | GoEngineer                   |             |
|-----------------------|-----|--|------------------------------|-------------|
| <b>ADDRESS</b>        |     |  | 1787 E Ft Union Blvd Ste 100 |             |
| <b>CITY/STATE/ZIP</b> |     |  | Cottonwood Height, UT        |             |
| <b>PHONE</b>          |     |  | 972-383-0113                 |             |
| <b>FAX</b>            |     |  | 972-395-2139                 |             |
| <b>CONTACT</b>        |     |  | David Schaller               |             |
| #                     | Qty | Description  | Unit Price                   | Extension   |
| 1                     | 1   | Solid Works Licenses-Upgrade 100 Seat<br>license to 200 seats<br>Period: 11/01/15 - 10/31/16         | \$ 750.00                    | \$ 750.00   |
| 2                     | 1   | Solid Works Licenses-Educational Lab 200<br>Licenses, 3yr Maintenance<br>Period: 11/01/15 - 10/31/18 | \$ 9,700.00                  | \$ 9,700.00 |
| <b>TOTAL AMOUNT</b>   |     |  | \$                           | 10,450.00   |

**SOUTH TEXAS COLLEGE**  
**12. AUTOMATED VEHICLE LOCATOR SYSTEM**

|                       |            |  |  |                  |
|-----------------------|------------|--|--|------------------|
| <b>NAME</b>           |            |  | Double Map   |                  |
| <b>ADDRESS</b>        |            |  | 429 N Pennsylvania St Ste 401                                  |                  |
| <b>CITY/STATE/ZIP</b> |            |  | Indianapolis, IN 46204   |                  |
| <b>PHONE</b>          |            |  | 855-463-6655   |                  |
| <b>EMAIL</b>          |            |  | <a href="mailto:thomas@doublemap.com">thomas@doublemap.com</a> |                  |
| <b>CONTACT</b>        |            |  | Thomas Standley  |                  |
| <b>#</b>              | <b>Qty</b> | <b>Description</b>                           | <b>Unit Price</b>  | <b>Extension</b> |
| 1                     | 6          | Automated Vehicle Locator (AVL)<br>Warehouse | \$ 696.00  | \$ 4,176.00      |
| 2                     | 6          | User License & Site Inception                | \$ 266.90  | \$ 1,601.40      |
| 3                     | 6          | Training & Installation                      | \$ 425.00  | \$ 2,550.00      |
| 4                     | 6          | Annual Software Subscription                 | \$ 1,619.68  | \$ 9,718.08      |
| <b>TOTAL AMOUNT</b>   |            |  | \$   | 18,045.48        |

**SOUTH TEXAS COLLEGE**  
**13. CRIME RECORD SERVICES**

| <b>NAME</b>           |     |  | Texas Department of Public Safety (DPS) |              |
|-----------------------|-----|--|---|--------------|
| <b>ADDRESS</b>        |     |  | 5805 N Lamar Blvd                       |              |
| <b>CITY/STATE/ZIP</b> |     |  | Austin, TX 78572                        |              |
| <b>PHONE</b>          |     |  | 512-424-2000                            |              |
| #                     | Qty | Description  | Unit Price                              | Extension    |
| 1                     | 1   | Crime Record Services<br>Period: 9/01/15 - 8/31/16 | \$ 12,000.00                            | \$ 12,000.00 |
| <b>TOTAL AMOUNT</b>   |     |  | \$                                      | 12,000.00    |

**SOUTH TEXAS COLLEGE  
14. DISTRICT WIDE FURNITURE REQUEST  
NOVEMBER 24, 2015**

| #   | Qty | Description   | Unit Price | Extension          | Requesting Department   |
|---|-----|---|------------|--------------------|---|
| <b>Exemplis Corporation/Gateway Printing and Office Supply, Inc. (TXMAS-4-7110240)</b>          |     |   |            |                    |   |
| 1   | 17  | 40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair     | \$332.24   | \$5,648.08         | Purchasing Department - Rebecca Cavazos<br>Chairs to replace old and broken staff chairs<br>at the Receiving Department (Warehouse) |
| 2   | 1   | Labor to receive, inspect, deliver, install and remove debris | \$425.00   | \$425.00           |   |
| <b>Exemplis Corporation Total</b>   |     |   |            | <b>\$6,073.08</b>  |   |
| <b>The Hon Company/Gateway Printing &amp; Office Supply, Inc. (TXMAS-6-71111060-11)</b>         |     |   |            |                    |   |
| 1   | 1   | HPE302 Penn Ave 2 Drawer Lateral File, Mahogany               | \$823.73   | \$823.73           | Office of President - Dr. Shirley A. Reed<br>Lateral file needed at the President's Office  |
| 2   | 1   | Labor to receive, inspect, deliver, install and remove debris | \$45.00    | \$45.00            |   |
| <b>The Hon Company Total</b>  |     |   |            | <b>\$868.73</b>    |   |
| <b>Krueger International, Inc./Gateway Printing &amp; Office Supply, Inc. (TXMAS-3-7110400)</b> |     |   |            |                    |   |
| 1   | 2   | 7D/D3066-74P-F Desk Full Modesty Panel 74P Edge               | \$526.56   | \$1,053.12         | Continuing Education and Workforce Professional -   |
| 2   | 2   | 7D/R2448-74P-F Desk, Return Modesty Panel                     | \$382.56   | \$765.12           | Carryover - Juan Carlos Aguirre   |
| 2   | 2   | S7P/1530/WBBF Files Supporting Ped-Box                        | \$384.48   | \$768.96           | Desk and Guest Chairs for new offices at  |
| 2   | 2   | S7P/1524WFF Files Supporting Ped File                         | \$333.60   | \$667.20           | Continuing Education  |
| 4   | 4   | RAPWAUS Rapture Four-Leg Armchair                             | \$183.84   | \$735.36           |   |
| 2   | 1   | 7D/D3066-74P-F Desk Full Modesty Panel 74P Edge               | \$526.56   | \$526.56           | Student Assessment Center - Miguel Carranza   |
| 1   | 1   | 7D/R2448-74P-F Desk, Return Modesty Panel                     | \$382.56   | \$382.56           | Desk for the new Coordinator of   |
| 1   | 1   | S7P/1530/WBBF Files Supporting Ped-Box                        | \$384.48   | \$384.48           | Testing Services  |
| 1   | 1   | S7P/1524WFF Files Supporting Ped File                         | \$333.60   | \$333.60           |   |
| 3   | 1   | Labor to receive, inspect, deliver, install and remove debris | \$350.00   | \$350.00           |   |
| <b>Krueger International, Inc. Total</b>  |     |   |            | <b>\$5,966.96</b>  |   |
| <b>FURNITURE TOTAL</b>  |     |   |            | <b>\$12,908.77</b> |   |



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

November 5, 2015

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

Dear Mr. Palma,

On February 24, 2015, South Texas College awarded a contract to your company for Geotechnical and Material Testing-Engineering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for one additional one-year period. The first renewal period will be from February 24, 2016 through February 23, 2017.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through February 23, 2017 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature:

Name (Printed): Raul Palma

Date: 11/5/15



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

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

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

November 5, 2015

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

Dear Mr. Arjona,

On February 24, 2015, South Texas College awarded a contract to your company for Geotechnical and Material Testing-Engineering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for one additional one-year period. The first renewal period will be from February 24, 2016 through February 23, 2017.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through February 23, 2017 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_ Isidoro Arjona, P.E., PMP

Date: \_\_\_\_\_ 11/05/15



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

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

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

November 5, 2015

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

Dear Mr. Flores,

On February 24, 2015, South Texas College awarded a contract to your company for Geotechnical and Material Testing-Engineering Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for one additional one-year period. The first renewal period will be from February 24, 2016 through February 23, 2017.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through February 23, 2017 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_



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

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

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

October 16, 2015

Josten's, Inc.  
Attn: Mr. Jim Simpson  
3601 Minnesota Dr Ste 400  
Minneapolis, MN 55435

Dear Mr. Simpson:

On January 28, 2014, South Texas College awarded a contract to Josten's Inc. for Graduation Caps and Gowns. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from February 1, 2016 through January 31, 2017.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

Authorized Signature: Brad Forseth

Name Printed: Brad Forseth

Date: 10/22/15



**SOUTH TEXAS COLLEGE**  
**17. TIME CLOCK MAINTENANCE AGREEMENT**  
**QUOTE NO. R0071650**

| <b>NAME</b>           |     | Troncoso's<br>Time & Attendance   |             |             |
|-----------------------|-----|---|-------------|-------------|
| <b>ADDRESS</b>        |     | 716 W Green Jay Ave   |             |             |
| <b>CITY/STATE/ZIP</b> |     | Pharr, TX 78577   |             |             |
| <b>PHONE</b>          |     | 956-533-6163  |             |             |
| <b>FAX</b>            |     | 956-787-4067  |             |             |
| <b>CONTACT</b>        |     | Joe Troncoso  |             |             |
| #                     | Qty | Description   | Unit Price  | Extension   |
| 1                     | 16  | Timeclocks Bio-Metric (IQ 1000)<br>Maintenance Agreement<br>Period: 12/01/15 - 12/01/16 | \$ 450.00   | \$ 7,200.00 |
| 2                     | 22  | Timeclocks Bio-Metric (IQ 1000)<br>Maintenance Agreement<br>Period: 12/01/15 - 12/01/16 | \$ 450.00   | \$ 9,900.00 |
| 3                     | 1   | Insurance Service<br>Period: 12/01/15 - 12/01/16  | \$ 3,288.00 | \$ 3,288.00 |
| 4                     | 3   | Timeclocks Bio-Metric (IQ 1000)<br>Maintenance Agreement<br>Period: 12/01/15 - 12/01/16 | \$ 450.00   | \$ 1,350.00 |
| <b>TOTAL AMOUNT</b>   |     |   | \$          | 21,738.00   |

SOUTH TEXAS COLLEGE  
18. DISTRICT WIDE TECHNOLOGY REQUEST  
NOVEMBER 24, 2015

| <b>COMPUTERS</b> |     |   |             |              |  |   |
|------------------|-----|---|-------------|--------------|--|---|
| #                | Qty | Description   |             | Extension    | Requesting Department  |   |
| 1                | 1   | Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory<br>19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty   | \$ 680.00   | \$ 680.00    | BAT/BAS - Ali Esmaeli  | (1) New system for new Dept Staff   |
| 2                | 1   | Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory<br>19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty   | \$ 680.00   | \$ 680.00    | Business Administration - Rosemond Moore                         | (1) New system for new Dept Faculty   |
| 3                | 1   | Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory<br>19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty   | \$ 680.00   | \$ 680.00    | Chemistry - Enriqueta Cortez                                     | (1) New system for new Dept Faculty   |
| 4                | 2   | Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory<br>19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty   | \$ 680.00   | \$ 1,360.00  | Diesel Technology - Roy Trevino                                  | (2) New systems for new Dept Faculty  |
| 5                | 4   | Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory<br>19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty   | \$ 680.00   | \$ 2,720.00  | History - Robert Kennedy   | (3) New systems for new Dept Faculty  |
| 6                | 6   | Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory<br>19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty   | \$ 680.00   | \$ 4,080.00  | Student Assessment Center - Miguel Carranza                      | (1) Replacement of 5-yr-old system for Dept Staff<br>(6) Additional systems for testing student-lab @ PCN   |
| 7                | 7   | Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory<br>19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty   | \$ 680.00   | \$ 4,760.00  | Automotive Technology - Roy Trevino                              | (5) New systems for Automotive student-lab @ TC<br>(1) New system for new Dept Faculty<br>(1) Replacement of 5-yr-old system for Dept Staff   |
| 8                | 89  | Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory<br>19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty   | \$ 680.00   | \$ 60,520.00 | Computer Science - Saeed Molki                                   | (36) Replacement of out-of-warranty systems for<br>Computer Science student lab @ PCN<br>(34) Replacement of soon to be out-of-warranty systems for<br>Computer Science student lab @ MV<br>(19) Replacement of systems that no longer meet the class instruction<br>software requirements for Computer Science student lab @ PCN |
| 9                | 1   | Computer 9020 MT, i5-4590 Processor, 500GB Hard Drive, 16GB Memory<br>24" Monitor, 2GB Radeon Video Card, 16X DVD+/-RW, Warranty  | \$ 1,345.98 | \$ 1,345.98  | Physics - Enriqueta Cortez                                       | (1) Replacement of 7-yr-old system for Dept Staff   |
| 10               | 1   | Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory<br>(3) 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty   | \$ 1,073.25 | \$ 1,073.25  | Radiologic Technology - Crystal Bird                             | (1) New system for new Dept Faculty   |
| 11               | 1   | Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory<br>(2) 24" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty   | \$ 1,264.50 | \$ 1,264.50  | Instructional Technology Maintenance & Replacement - Marie Evans | (1) Replacement of 7-yr-old system for Dept Staff   |
| 12               | 3   | Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory<br>(2) 24" Monitor, Intel Integrated Video Card, 16X DVD+/-RW, Warranty                                   | \$ 1,761.90 | \$ 5,285.70  | Professional & Organizational Development - Lee Etheridge        | (1) Replacement of 7-yr-old system for Dept Staff<br>(2) Replacement of 5-yr-old systems for Dept Staff   |
| 13               | 1   | Computer 5810 Workstation, Intel Xeon 3.5GHz Processor, 500GB Hard Drive, 8GB Memory<br>(2) 22" Monitor, 2GB NVIDIA Video Card, 8X BD-RE and 8X Slimline DVD+/-RW, Warranty | \$ 1,978.86 | \$ 1,978.86  | Instructional Technology Maintenance & Replacement - Marie Evans | (1) Replacement of system for Dept Staff to support video editing job duties  |

SOUTH TEXAS COLLEGE  
18. DISTRICT WIDE TECHNOLOGY REQUEST  
NOVEMBER 24, 2015

| <b>COMPUTERS</b> |     |  |  |
|------------------|-----|--|--|
| #                | Qty | Description  | Requesting Department  |
| 14               | 1   | Computer 7910 Workstation, Intel Xeon 3.0GHz Processor, 2TB Hard Drive, 32GB Memory (2) 24" Monitor, 4GB NVIDIA Video Card, 8X Slimline DVD+/-RW, Warranty | Instructional Technology Maintenance & Replacement - Marie Evans<br>(1) Replacement of system for Dept Staff to support video editing job duties   |
|                  |     | <b>COMPUTER TOTAL</b>  | <b>\$ 91,282.31</b>  |
| <b>LAPTOPS</b>   |     |  |  |
| 15               | 1   | Laptop E5450 Intel Core i5-5300U, 250GB Hard Drive, Battery, 8.0GB Memory, Intel Dual Band Wireless Card, Warranty   | Patient Care Assistant - Sharon Rice<br>(1) Mobile system for Dept Faculty   |
| 16               | 1   | Laptop E5450 Intel Core i5-5300U, 250GB Hard Drive, Battery, 8.0GB Memory, Intel Dual Band Wireless Card, Warranty   | Economics - Rosemond Moore<br>(1) New system for new for Dept Faculty  |
| 17               | 1   | Laptop 3550 Intel Core i7-5500U, 500GB Hard Drive, (2) Battery, 16GB Memory, 2.0GB NVIDIA GeForce Video Card, Warranty                                     | Instructional Technology Maintenance & Replacement - Marie Evans<br>(1) Replacement of system for Dept Staff to facilitate the configuration of audio/visual control systems throughout the district |
|                  |     | <b>LAPTOP TOTAL</b>  | <b>\$ 3,916.69</b>   |
| <b>TABLET</b>    |     |  |  |
| 18               | 1   | Microsoft Surface Pro 3, 128GB Storage, Core i5 4020y / 1.5GHz, 4GB RAM, Type-Cover Keyboard, Dock Station, Warranty                                       | Technology Resources Project Manager Risk and Security - Ali Kollahdouz<br>(1) Mobile system for Dept Staff  |
|                  |     | <b>TABLET TOTAL</b>  | <b>\$ 1,364.08</b>   |
| <b>SERVER</b>    |     |  |  |
| 19               | 1   | Server PowerEdge R320, Xeon E5-2420 v2 Processor, 600GB Hard Drive, 16GB Memory, 512MB Network Card, Sliding Rails, Warranty                               | CADD - Reynaldo Sanchez<br>(1) Replacement of system used in CADD student lab for educational storage  |
|                  |     | <b>SERVER TOTAL</b>  | <b>\$ 3,997.22</b>   |
| <b>PRINTERS</b>  |     |  |  |
| 20               | 3   | HP M712n Printer, LaserJet, Enterprise, Monochrome, 1200 x 1200 dpi, 40 ppm  | CADD - Reynaldo Sanchez<br>(3) Replacement of malfunctioning systems for CADD student labs   |
|                  |     | <b>PRINTER TOTAL</b>   | <b>\$ 8,061.75</b>   |
|                  |     | <b>COMPUTER/LAPTOP/TABLET/SERVER/PRINTER TOTAL</b>   | <b>\$ 108,622.05</b>   |

**SOUTH TEXAS COLLEGE**  
**19. COLLABORATION SOFTWARE AGREEMENT**  
**QUOTE NO. R0071567**

| <b>NAME</b>           |     |  | Ninian Solutions Limited/<br>dba Huddle, Inc. |              |
|-----------------------|-----|--|---|--------------|
| <b>ADDRESS</b>        |     |  | 835 Howard St Fl 3rd                          |              |
| <b>CITY/STATE/ZIP</b> |     |  | San Francisco, CA 94103                       |              |
| <b>PHONE</b>          |     |  | 415-376-0870                                  |              |
| <b>CONTACT</b>        |     |  | Jinal Mehta                                   |              |
| #                     | Qty | Description  | Unit Price                                    | Extension    |
| 1                     | 1   | Collaboration Software Agreement -<br>Subscription to Huddle 25 User Account<br>Period: 9/1/15 - 8/31/16 | \$ 11,428.57                                  | \$ 11,428.57 |
| <b>TOTAL AMOUNT</b>   |     |  | \$  | 11,428.57    |

**SOUTH TEXAS COLLEGE**  
**20. LIBRARY DATABASE SUBSCRIPTION AND E-BOOK**

| <b>NAME</b>           |     | Amigo Library Services  |             |             |
|-----------------------|-----|---|-------------|-------------|
| <b>ADDRESS</b>        |     | 14400 Midway Rd   |             |             |
| <b>CITY/STATE/ZIP</b> |     | Dallas, TX 75244  |             |             |
| <b>PHONE</b>          |     | 800-843-8482  |             |             |
| <b>FAX</b>            |     | 972-991-6061  |             |             |
| <b>CONTACT</b>        |     | Mike Purcell  |             |             |
| #                     | Qty | Description   | Unit Price  | Extension   |
| 1                     | 1   | Amigos - TEXEXP Courier Services<br>Period: 9/1/15 - 8/31/16                                | \$ 2,913.25 | \$ 2,913.25 |
| 2                     | 1   | Amigos - Emerald: Business<br>Management & Strategy<br>Period: 11/01/15 - 10/31/16          | \$ 5,502.00 | \$ 5,502.00 |
| 3                     | 1   | Amigos -Emerald: HR, Learning &<br>Organization Studies<br>Period: 11/1/15 - 10/31/16       | \$ 3,045.00 | \$ 3,045.00 |
| 4                     | 1   | Amigos - Emerald: Public Policy &<br>Environmental Management<br>Period: 11/1/15 - 10/31/16 | \$ 1,815.99 | \$ 1,815.99 |
| 5                     | 1   | Amigos - RDA Toolkit<br>Period: 7/1/16 - 6/30/17  | \$ 536.33   | \$ 536.33   |
| 6                     | 1   | Amigos - Membership Fees<br>Period: 7/1/16 - 6/30/17  | \$ 4,128.28 | \$ 4,128.28 |
| 7                     | 1   | Amigos - Credo Reference<br>Period: 8/1/16 - 7/31/17  | \$ 7,987.97 | \$ 7,987.97 |
| 8                     | 1   | Amigos - Ambrose Digital<br>Period: 6/1/16 - 5/31/17  | \$ 3,402.38 | \$ 3,402.38 |
| <b>TOTAL AMOUNT</b>   |     |   | \$          | 29,331.20   |

**SOUTH TEXAS COLLEGE**  
**21. ONLINE TRAINING SERVICES**

| <b>NAME</b>           |     |   | Lynda.com, Inc.       |              |
|-----------------------|-----|---|-----------------------|--------------|
| <b>ADDRESS</b>        |     |   | 6410 Via Real         |              |
| <b>CITY/STATE/ZIP</b> |     |   | Carpinteria, CA 93013 |              |
| <b>PHONE</b>          |     |   | 805-755-1617          |              |
| <b>CONTACT</b>        |     |   | Wes Pompe             |              |
| #                     | Qty | Description   | Unit Price            | Extension    |
| 1                     | 1   | Online Training Subscription Renewal<br>Period: 8/27/15 - 8/26/16 | \$ 27,600.00          | \$ 27,600.00 |
| <b>TOTAL AMOUNT</b>   |     |   | \$                    | 27,600.00    |



**THE UNIVERSITY OF TEXAS-RIO GRANDE VALLEY (UTRGV)  
and  
TEXAS MANUFACTURING ASSISTANCE CENTER (TMAC)**

1201 W. University Dr. ASF 1.301  
Edinburg, Texas 78539  
Telephone: (956) 665-7011  
Fax: (956) 665-7079  
Email: *tmac@utpa.edu*

|                              |  |
|------------------------------|--|
| <b>PROPOSAL FOR SERVICES</b> |  |
| <b>PROPOSAL TITLE:</b>       | <u>South Texas College Lean Leadership Train the Trainer</u> |
| <b>PROJECT MANAGER:</b>      | <u>David Ortiz</u>   |
| <b>PROPOSAL NO:</b>          | <u>110315-1</u>  |
| <b>DATE:</b>                 | <u>November 03, 2015</u>                                     |

**CLIENT:** South Texas College

**ADDRESS:** 3201 W. Pecan McAllen, Texas 78501

**COUNTY:** Hidalgo

**CONTACT PERSON:** Mr. Frank Jason Gutierrez

**SECONDARY CONTACT:** N/A

**PHONE:** (956) 872-3566      **FAX:** (956) 872-4688

**TYPE OF BUSINESS:** Higher education

**# OF EMPLOYEES:** 500+

The Texas Manufacturing Assistance Center (TMAC) is pleased to submit the following proposal to deliver “Lean Leadership Train the Trainer”. The proposal objective, scope, key tasks, as well as the estimated TMAC hours for the preparation, execution, and follow-up of events are outlined below.

## **BACKGROUND**

TMAC is an affiliate of the Manufacturing Extension Partnership (MEP) program of National Institute of Standard and Technology. See Attachment A on page 6 for TMAC Statewide Network and accomplishments achieved by South Texas Region.

TMAC has a successful history of assisting organizations in the application of Lean Enterprise techniques through onsite facilitation. Our approach is to have employee involvement in order to transfer lean knowledge so that improvements can be continued and sustained without our assistance.

Lean principles provide a systematic approach to identifying and eliminating waste (non-value added activities) through continuous improvement by flowing product/service, at the pull of the customer/user, in pursuit of perfection. The overriding Lean philosophy is one of continuous improvement. When holistically embraced, Lean is a success because of empowered employees, who believe in the philosophy, and management commitment to spreading Lean to every level of an organization. These principles are not new, but implementing using total employee involvement via kaizen events is new. This dedication to change is revolutionizing industry.

Understanding that Lean Enterprise is a system-wide effort, STC has requested TMAC to deliver a training on Lean Principles and Train the Trainer Value Stream Mapping.

## **SCOPE OF WORK**

The goal of a Lean Enterprise deployment strategy is to establish a culture that will support sustained benefits of Lean Principles throughout all aspects of South Texas College operations. Each project is customized based on the current state of the organization’s operations and culture. Based on TMAC’s experience in assisting organizations with the implementation of their Lean Enterprise deployment strategies and based on our conversation with the STC Leadership committee, the following is proposed.

### **Day 1: Principles of Lean Training – Train the Trainer (8 hrs.)**

The STC Lean Leadership team will be trained through a mixture of lecture and hands-on Lego simulation on Lean principles and terminology. The training will include conceptual and practical examples of Wastes of Lean, Kaizen Events, Gemba Walks and Takt Time calculation. The team will also learn about standardized work, workplace organization, visual controls, set-up reduction, batch size reduction, point of use storage, quality at the source, workforce practices, and pull systems.



**Day 2: Lean Leadership Tools and Coaching – Train the Trainer (8 hrs.)**

The STC Lean Leadership team will be trained on how to implement a Lean Project through the use of the following tools: A3 PDCA Form, Cause and Effect Diagram, Pareto Charts, Control Charts and variation analysis, Single Minute Exchange of Die (or Data) for Administrative processes, 5S workplace organization, Negotiation Techniques, SIPOC (i.e. supplier, input, process, output, customer) diagram, Critical Path Method, Time Observation sheets, Kanban Analysis (i.e. backlog analysis) for administrative processes.

**Day 3-5: Value Stream Mapping - Train the Trainer (24 hrs.)**

The STC Lean Leadership team will be trained on the development of Value Stream Maps challenges and data gathering processes. The team will be trained working on a pre-selected real case scenario. The team will learn how to structure a current value stream map, use terminology and icons, measure process efficiency, information flow analysis. Also, the team will learn how to analyze the map holistically, brainstorm on ideas for improvement, and create a future state map and an action plan. Pre-work and data gathering is required prior to the start of this project item (e.g. cycle times, inventory levels, demand and capacity measurements).

**BUSINESS ASSUMPTIONS**

TMAC expects STC's leadership team and team members to support:

- The initial training session.
- A dedicated cross functional group of up to 20 employees to participate in the training.
- Development of the VSM.
- Participation in training and brainstorming meetings.
- No interruptions during training hours.

**CLIENT RESPONSIBILITIES**

- STC will have all participants ready for the training and implementation.
- Meetings interruption must be kept to a minimum. Emergencies only.
- The training facilities will be available and ready to use.

**DELIVERABLES**

Project deliverables include Lean training TTT (8 hours), Lean Leadership training TTT (8 hours) and Value Stream Mapping training TTT (24 hours).

**TRAINING INVESTMENT****Lean Leadership (5 days)**

Prices are per day, for a group of up to 20 participants:

|   |                   |
|---|-------------------|
| Principles of Lean Training (TTT) (8 hrs):    | \$1,650.00        |
| Lean Leadership Training (TTT) (8 hrs):       | \$1,650.00        |
| Value Stream Mapping Training (TTT) (24 hrs): | <u>\$7,650.00</u> |
| *TTT: Train the Trainer                       |                   |
| Group Discount                                | <u>1,500.00</u>   |

**Total Investment: US\$9,450.00**

**TERMS OF PAYMENT:**

- All prices are in US dollars.
- Payment is due at the first week of the training, upon invoice received.
- Payment may be made by Purchase Order, Credit Card, Money Order or Check\* (\*US Dlls)

This proposal is valid for 60 days after the date of issuance.

The total cost for the 5-day training is US\$9,450.00. If the scope of work or the required effort changes during the course of the project, additional funding may be required, with STC agreement.

This type of workshop requires 2 experienced specialists and the help of engineering interns as needed. And our fee includes handouts and exercise materials.

This proposal is valid for 30 days after the date of issuance.

**LENGTH OF CONTRACT**

**Start date:** TBD

**End date:** TBD

**TERMS OF PAYMENT**

- All prices are in US dollars.
- Down payment of 50% is required to reserve a date (at least two weeks prior to beginning of first session).
- The remaining balance payment (50%) is due at the end of last scheduled session.
- Payment may be made by Credit Card, Money Order or Check (only from US Banks)

**TERMS AND CONDITIONS**

1. TMAC will perform this quotation in accordance with client written instructions and or specifications.
2. If no written instructions or specifications were available, TMAC will follow standard industry practices.
3. Any deviation or alternation from services quoted involving extra costs will only be executed upon receipt of written orders executed by client authorized representative and will become an extra charge over and above the quoted price.
4. All payments are due and payable per terms of this proposal. Invoices will be submitted per terms of payment and are due and payable within 15 days.
5. All prices are based on current costs and can only be revised by written agreement of both parties. TMAC reserves the right to revise prices in case of major cost increases.
6. Client shall be held accountable for payment of expenses incurred due to contract cancellations. A 20% fee before commencement of project and if project is in progress, an assessment of expenditures will be conducted along with the 20% cancellation fee.

**ACCEPTANCE OF PROPOSAL:**

The undersigned parties bind themselves to accept the terms and conditions specified above.

Representing Party

Performing Party

---

Dr. Shirley A. Reed  
South Texas College President

---

Henry Oh  
TMAC Regional Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment A





at The University of Texas-Pan American

**TMAC South Texas Region** at The University of Texas-Pan American is a local resource to address the challenges of today's hyper-competitive business environment. We specialize in onsite **project implementation, coaching** and **training** that **generates savings** and **Return on Investment**.

**TMAC Statewide Network**

- Gulf Coast - University of Houston
- Metroplex - University of Texas-Arlington
- Paso del Norte - University of Texas-El Paso
- South Central - Southwest Research Institute
- Statewide - Texas Engineering Extension Service
- West Texas - Texas Tech University
- South Texas - University of Texas-Pan American



**Proof Is in the Numbers – South Texas**  
TMAC customers reported 2010 impacts:

- \$53.5 million in sales increase
- \$20 million in cost savings and cost avoidance on materials, labor, inventory and equipment
- **More than 1,800 South Texas jobs created or retained**

**TMAC is perfect for businesses that want to:**  
Grow; Increase Profits; Be Environmentally Responsive;  
Improve Management Systems; Implement Appropriate Technologies; and Develop a Skilled Workforce

**Professional Development**  
High quality professional development that is most effective in improving employees' practices is results-oriented, data driven, constructivist in nature and job embedded.

**Internship Program, STEP Camps, Lean Sigma Academy**  
The *internship program* at TMAC introduces UTPA students from the College of Engineering and Computer Science to hands on training and provides them with the opportunity to put into practice the tools learned in class.

**STEP Camps** are geared towards Middle and High School students. Main objective is to expose youth participants to hands-on experiences that encourages an interest in the areas of Science, Technology, Engineering, and Math/Manufacturing.

The **Lean Sigma Academy** is a program that has students from the UTPA College of Engineering and Computer Science learn about Lean Manufacturing and Six Sigma concepts. Students acquire skills and techniques to identify and eliminate waste, standard quality systems and variation reduction through hands-on classes and projects with local businesses.



**TMAC is an affiliate of the Manufacturing Extension Partnership (MEP) program of National Institute of Standards and Technology (NIST). The program is hosted by UTPA in the South Texas Region.**

[www.utpa.edu/tmac](http://www.utpa.edu/tmac)

**Review and Recommend Action on Vendor Reference Process for Request for Proposals and Request for Qualifications**

Approval of the process to evaluate vendor references for Requests for Proposals and Requests for Qualifications for property and services, property only, and services only will be requested at the November 24, 2015 Board meeting.

- Property and Services includes: purchase of equipment with installation, chiller chemicals and maintenance, audio visual equipment and installation, etc.
- Property only includes: equipment, vehicles, welding machines, audio visual equipment, projector lamps, etc.
- Services only includes: Pest control services, catering services, grounds maintenance, mail services, depository services, records management services, armored car services, consultant services, etc.

Purpose -- To review the current vendor reference process and to propose an updated vendor reference process for Requests for Proposals and Requests for Qualifications for property and services, property only, and services only. This vendor reference process will be consistent with the process approved by the Board for the Requests for Construction Proposals and Requests for Qualifications for Architects and Engineers.

Justification – At the October 27, 2015, the Board of Trustees approved the vendor reference evaluation process for Construction Proposals and Requests for Qualifications for Architects and Engineers. With this recommendation, the same process will be followed for the purchase of property and services, property only, and services only. This proposed process will allow each evaluator to review and interpret the comments to provide points for this part of the evaluation criteria.

The proposal/qualification evaluation committee will consist of members from the requesting department and Purchasing.

The current process for the evaluation of request for proposals or request for qualifications is as follows:

| # | Vendor Reference Process  | Department |
|---|---|------------|
| 1 | The request for proposal or qualification requires a minimum of five (5) reference to be submitted          | RFP/RFQ    |
| 2 | The Purchasing Department contacts the references with a phone call and/or via email                        | Purchasing |
| 3 | The references complete each question with a rating and are provided a comments section                     | Purchasing |
| 4 | All responses are returned by the reference via fax or email  | Purchasing |
| 5 | Reference ratings are averaged from all references received for each firm to arrive at the reference score. | Purchasing |
| 6 | The reference score is used as one of the evaluation criteria   | Committee  |

The current process is designed to have each reference indicate to South Texas College how well the company or individual performed for them by providing a numerical score to that performance. This made the factor more objective by removing the wide disparity in the interpretation of comments by each evaluator.

Other community colleges were surveyed and it was found that the following methods are utilized to evaluate references: numerical score and comments, comments only, or references are requested but are not contacted.

The proposed evaluation process for vendor references is as follows:

| # | Vendor Reference Process  | Department                                     |
|---|---|--|
| 1 | Request 5 minimum to 10 maximum references per proposal or request for qualifications   | RFP/RFQ  |
| 2 | Develop the vendor reference questions project specific (proposal or qualifications)  | Purchasing/Requesting Department               |
| 3 | Purchasing Department will contact the references and document responses  | Purchasing Department                          |
| 4 | A minimum of four (4) responses will be collected from the vendor references.   | Purchasing Department                          |
| 5 | Comments received from all references will be shared with the proposal or qualification evaluation committee. All references received will be evaluated.  | Purchasing Department and Evaluation Committee |
| 6 | The evaluation committee members will review the comments provided by each reference and each evaluator will interpret the comments according to his/her own discretion and evaluate accordingly. | Evaluation Committee                           |

It is requested that the Finance and Human Resources Committee recommend for Board approval at the November 24, 2015 Board meeting, the process to evaluate vendor references for Request for Proposals and Requests for Qualifications for property and services, property only, and services only as presented.

### **Review and Recommend Action on Annual Investment Report and Report on Bank Deposits, Investments, and Interest Revenue**

Approval of the Annual Investment Report and the Report on Bank Deposits, Investments, and Interest Revenue for FY 2014-2015 will be requested at the November 24, 2015 Board Meeting.

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

Justification – The Administration brings the Annual Investment Report and the Report on Bank Deposits, Investments, and Interest Revenue to the Board of Trustees annually, as required.

Reviewers – The Report on Bank Deposits, Investments, and Interest Revenue was reviewed by Long Chilton, LLP (external auditors).

Enclosed Documents – The Annual Investment Report prepared for the State Auditor’s Office follows in the packet for your information and review. Also included is the Report on Bank Deposits, Investments, and Interest Revenue for FY 2014–2015.

In FY 2015, all College funds, with the exception of the LT Bonds Series 2015 funds, were deposited at the College’s Depository, BBVA Compass Bank, in public funds interest checking accounts or certificates of deposit. The LT Bonds Series 2015 funds were deposited in TexPool Investment Pool. The attached report reflects the total interest earned during the fiscal year and the audited reconciled balance of each account at August 31, 2015.

At August 31, 2015, the College had the following cash and cash equivalents and investments:

|  |                                 |
|--|---------------------------------|
| Demand deposits (7)                                    | \$ 262,714,178.15               |
| Certificates of deposit (3)                            | 331,925.10                      |
| Bank deposits  | <u>\$ 263,046,103.25</u>        |
| Investment Pool (1)                                    | 99,036,872.31                   |
| Endowment investment                                   | 5,589.70                        |
| Change funds on hand                                   | 9,450.00                        |
| <b>Total Cash and Cash Equivalents and Investments</b> | <b><u>\$ 362,098,015.26</u></b> |
| <b>Total Interest Revenue</b>                          | <b><u>\$ 144,205.70</u></b>     |

The College's bank deposits and investments were properly collateralized during the fiscal year.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the November 10, 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 November 24, 2015 Board meeting, the Annual Investment Report and the Report on Bank Deposits, Investments, and Interest Revenue for FY 2014-2015, as presented.



**South Texas College**  
**Annual Investment Report (Including Deposits)**

August 31, 2015  
Market Value

Investment or Deposit Type

**Publicly Traded Equity and Similar Investments**

Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)

Equity/Stock Mutual Funds

Balanced Mutual Funds (where target allocation is > 50% equities)

"Commonfund" Equity Commingled Funds

Other Equity Commingled Funds (if primarily invested in publicly traded equities)

Preferred Stock

Other - list by type

Total Publicly Traded Equity and Similar Investments 0.00

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

Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio )

Other Real Asset Investments (e.g. investments in infrastructure funds)

Private Equity

Hedge Funds

"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds,

Commodities, etc.)

Annuities

Commodities

Collectibles

Other - Miscellaneous Coins

5,589.70

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

**Publicly Traded Debt & Similar Investments > 1 year maturity**

U.S. Government Securities ("Treasuries")

U.S. Government Agency Securities ("Agencies")

Mortgage Pass-Throughs - "Agency"

Mortgage Pass-Throughs - "Private Label"

Asset-Backed Securities (ABS) (other than mortgage-backed securities)

Sovereign Debt (non-U.S.)

Municipal Obligations

Collateralized Mortgage Obligations (CMOs) - list below by category

Interest Only Strips (IOs)

Principal Only Strips (POs)

Inverse Floaters

Stated Final Maturity longer than 10 years

Other CMOs - "Agency"

Other CMOs - "Private Label"

Corporate Obligations (U.S. or foreign companies) - list below by rating

Highly Rated (AAA/AA or equivalent)

Other Investment Grade (A/BBB or equivalent)

High Yield Bonds (<BBB or equivalent)

Not Rated (NR)

Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)

Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)

"Commonfund" Fixed Income/Bond Commingled Funds

Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)

GICs (Guaranteed Investment Contracts)

Other - list by type

Total Publicly Traded Debt & Similar Investments > 1 year 0.00

**South Texas College**  
**Annual Investment Report (Including Deposits)**

**August 31, 2015**  
**Market Value**

**Investment or Deposit Type**

| <b>Short-Term Investments &amp; Deposits</b>  |                                     |
|---|-------------------------------------|
| U.S. Government Securities ("Treasuries")   |                                     |
| U.S. Government Agency Securities ("Agencies")  |                                     |
| Bankers' Acceptances  |                                     |
| Commercial Paper - A1/P1 (or equivalent)  |                                     |
| Other Commercial Paper - lower rated  |                                     |
| Repurchase Agreements (Repos)   |                                     |
| Money Market Mutual Funds (registered with the SEC)   |                                     |
| Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)                                |                                     |
| Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC but "2a7-like") |                                     |
| TexPool (and TexPool Prime)   | 99,036,872.31                       |
| Other Public Funds Investment Pools Functioning as Money Market Mutual Funds  |                                     |
| Other Investment Pools - Short-Term (not created to function as a money market mutual fund)                           |                                     |
| Certificates of Deposit (CD) - Nonnegotiable  | 331,925.10                          |
| Certificates of Deposit (CD) - Negotiable   |                                     |
| Bank Deposits   | 262,714,178.15                      |
| Cash Held at State Treasury   |                                     |
| Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)                        |                                     |
| <b>Other - Cash on Hand</b>   | 9,450.00                            |
| <b>Total Short-Term Investments &amp; Deposits</b>  | <u><b>362,092,425.56</b></u>        |
| <b>TOTAL INVESTMENTS and DEPOSITS</b>   | <u><u><b>362,098,015.26</b></u></u> |

Annual Investment Report - Prepared for State Auditor's Office

**South Texas College**  
**Bank Deposits, Investments, and Interest Revenue Report - Fiscal Year 2014 - 2015 - Audited**  
**Interest Checking (Chkg) Accounts, Certificates of Deposit (CD)**  
**Accounts, and Investment Pool (Pool) Accounts**  
**As of August 31, 2015**

Operating (Unrestricted Fund, Auxiliary Fund,  
Restricted Fund, Agency Fund, Endowment Fund,  
Payroll, Federal Draw Down and Student)

| No.          | Interest Checking (Chkg),<br>Certificate of Deposit (CD), or Investment<br>Pool (Pool) | Acct. No.  | Interest<br>Revenue | Reconciled<br>Bank Balance |
|--------------|--|------------|---------------------|----------------------------|
| 1            | Chkg - Operating   | 51015560   | \$ 83,013.48        | \$ 165,933,551.90          |
| 2            | CD - Operating   | 6721404763 | 909.78              | 0.00                       |
| 3            | CD - Operating #1  | 6721402728 | 401.03              | 0.00                       |
| 4            | CD - Endowment - Alfredo De Los Santos   | 6721406103 | 3.90                | 15,101.14                  |
| 5            | CD - Endowment - Futuro Brillante  | 6721402310 | 51.71               | 200,115.13                 |
| 6            | CD - Endowment - Glen & Rita Roney   | 6721403899 | 30.16               | 116,708.83                 |
| 7            | Chkg - Payroll   | 51025558   | 282.40              | 32,072.46                  |
| 8            | Chkg - Federal Draw Down   | 51015544   | 47.74               | 0.00                       |
| 9            | Chkg - Student   | 41376536   | 428.60              | 10,000.00                  |
| <b>Total</b> |  |            | <b>\$ 85,168.80</b> | <b>\$ 166,307,549.46</b>   |

**Unexpended Plant Fund - Non Bond**  
**Transfers from Unrestricted**

| No.          | Interest Checking (Chkg),<br>Certificate of Deposit (CD), or Investment<br>Pool (Pool) | Acct. No.  | Interest<br>Revenue | Reconciled<br>Bank Balance |
|--------------|--|------------|---------------------|----------------------------|
| 10           | CD - Construction - E&G Transfer   | 6721403309 | \$ 126.08           | \$ -                       |
| 11           | Chkg - Construction - E&G Transfer   | 51067625   | 8,923.60            | 23,402,392.66              |
| <b>Total</b> |  |            | <b>\$ 9,049.68</b>  | <b>\$ 23,402,392.66</b>    |

**Unexpended Plant Fund - Bond**  
**Bonds Series 2014 & 2015**

| No.          | Interest Checking (Chkg),<br>Certificate of Deposit (CD), or Investment<br>Pool (Pool) | Acct. No.  | Interest<br>Revenue | Reconciled<br>Bank Balance |
|--------------|--|------------|---------------------|----------------------------|
| 12           | CD - Construction - LT Bonds Series 2014   | 6721394822 | \$ 542.64           | \$ -                       |
| 13           | Chkg - Construction - LT Bonds Series 2014   | 6720987978 | 30,377.16           | 58,308,842.44              |
| 14           | Pool - Construction - LT Bonds Series 2015   | 7942700005 | 7,932.31            | 99,036,872.31              |
| <b>Total</b> |  |            | <b>\$ 38,852.11</b> | <b>\$ 157,345,714.75</b>   |

**Retirement of Indebtedness - Plant Fund**  
**Bond 1996, 2002, 2003, 2004, 2007, 2010, 2013, 2014 & 2015 - Interest & Sinking (I&S)**  
**Bond 1999 & 2007 - Interest & Sinking (I&S)**

| No.          | Interest Checking (Chkg),<br>Certificate of Deposit (CD), or Investment<br>Pool (Pool) | Acct. No. | Interest<br>Revenue | Reconciled<br>Bank Balance |
|--------------|--|-----------|---------------------|----------------------------|
| 15           | Chkg I&S - Bond 1999 & 2007  | 51060671  | \$ 8.45             | \$ 470.73                  |
| 16           | Chkg I&S - Bond 1996, 2002, 2003, 2004,<br>2007, 2010, 2013, 2014 & 2015               | 51029782  | 11,126.66           | 15,026,847.96              |
| <b>Total</b> |  |           | <b>\$ 11,135.11</b> | <b>\$ 15,027,318.69</b>    |

**Grand Total** **\$ 144,205.70** **\$ 362,082,975.56**

|   |                     |  |  |                          |
|---|---------------------|--|--|--------------------------|
| 17  | Miscellaneous Coins |  |  | 5,589.70                 |
| 18  | Cash on hand        |  |  | 9,450.00                 |
| <b>Total Investments and Cash on hand</b> |                     |  |  | <b>\$ 362,098,015.26</b> |

**Review and Recommend Action on Proposed New Policy #4112:  
Self-Reporting of Criminal Conduct**

Approval of proposed new Policy #4112: Self-Reporting of Criminal Conduct will be requested at the November 24, 2015 Board meeting.

The new policy is necessary for the following reasons:

- The new policy requires employees to self-report criminal conduct to support the Code of Professional Ethics requirement that the administration, faculty, and staff shall support the goals and ideals of the institution and shall act in public and private affairs in such a manner as to bring credit to the institution.
- To strive to maintain a healthy and safe environment and protect the College's financial and physical assets by establishing a formal process for self-reporting.

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

The proposed new policy has been reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and by South Texas College's Legal Counsel.

It is requested that the Finance and Human Resources Committee recommend for Board approval, at the November 24, 2015 Board meeting, Policy #4112: Self-Reporting of Criminal Conduct as presented.

## MANUAL OF POLICY

|                               |   |             |
|-------------------------------|---|-------------|
| <b>Title</b>                  | <b>Self-Reporting of Criminal Conduct</b>         | <b>4112</b> |
| <b>Legal Authority</b>        | <b>Approval of the Board of Trustees</b>          |             |
| <b>Date Approved by Board</b> | <b>Board Minute Order dated November 24, 2015</b> |             |

South Texas College requires employees to self-report criminal conduct.

### **I. Reporting of Criminal Charges or Arrest**

Any employee that is arrested for or charged with a felony or misdemeanor offense in this State, or any other jurisdiction, other than a traffic offense that is punishable by a fine only, is required to report such arrest or charge to South Texas College. This report must be made to the Office of Human Resources within five business days of the employee first being arrested, summoned, or served with a charging instrument such as a citation, an information, or an indictment. An employee is not excused from making this report because the employee is detained or incarcerated pending release on bail. This report may be made by the employee or by any other person acting at the employee's request. An employee's supervisor that receives a report under this policy shall, within three business days, thereafter, forward the report to the Office of Human Resources.

### **II. Report of Disposition of Criminal Charges**

Additionally, an employee is required to report to the Office of Human Resources of the disposition of the criminal charges, i.e., acquittal, conviction, pre-trial diversion, or deferred adjudication. This report must be made within three business days of the disposition of the criminal charges.

### **III. Report of Revocation of Probation or Adjudication**

Any employee that is serving a suspended sentence and is placed on community supervision/probation, or whose adjudication of guilt has been deferred pending successful completion of community supervision/probation shall report to the Office of Human Resources within five days of receiving notice that a court proceeding has been scheduled concerning revocation of the employee's community supervision/probation or concerning adjudication of the employee's guilt. The employee shall immediately inform the Office of Human Resources of the outcome of any such revocation or adjudication proceeding.

### **IV. Report of Revocation of Parole or Supervised Release**

Any employee that is on parole or supervised release shall report to the Office of Human Resources within five days of receiving notice that a court proceeding has been scheduled concerning revocation of the employee's parole or supervised release. The employee shall immediately inform the Office of Human Resources of the outcome of any such revocation proceeding.

### **V. Form of Report**

Initially, any report required under this policy may be verbal if making a written report is impracticable during the five-business day period due to the employee being detained or incarcerated pending release on bail. The verbal notice shall be reduced to writing and provided to the Office of Human Resources within three days of the employee being released on bail.

### **VI. Disciplinary Action**

An employee or supervisor who fails to comply with the notice requirements of this policy may be subject to disciplinary action, including dismissal, in accordance with existing policy.

~~Strikethrough denotes deletion~~

*Italics denote addition*

### **Review and Recommend Action on Establishing a Non-Interest Bearing Bank Account**

Approval to establish a new bank account at the College's depository bank, BBVA Compass, will be requested at the November 24, 2015 Board meeting.

Purpose - The primary purpose of establishing a new non-interest bearing bank account is to deposit the minimum monthly average balance of \$25 million as a compensating balance for the waiver of bank fees.

Justification - The terms of the College's depository contract with BBVA Compass indicate that the College will maintain a minimum monthly average balance of \$25 million in non-interest bearing account(s) in order for BBVA Compass to waive bank fees for the period of October 16, 2015 to August 31, 2016.

Background - Per Board Policy #5110: Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds, the Board of Trustees must approve by Resolution the establishment of an operating bank account with the College's Depository Bank.

Enclosed Document – The Resolution Approving the Opening of a New Non-Interest Bearing Bank Account follows in the packet for the Committee's information and review.

Reviewers – South Texas College's legal counsel, Jesus Ramirez, has reviewed the Resolution Approving the Opening of a New Non-Interest Bearing Bank Account.

Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the November 10, 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 November 24, 2015 Board meeting, to establish a new non-interest bearing bank account at the College's depository bank, BBVA Compass, for the primary purpose of depositing the minimum monthly average balance of \$25 million in order for BBVA Compass to waive bank fees, as presented.

**A RESOLUTION APPROVING THE OPENING OF A NEW NON-INTEREST BEARING BANK ACCOUNT FOR THE PURPOSE OF DEPOSITING THE MINIMUM MONTHLY AVERAGE BALANCE OF \$25 MILLION.**

**WHEREAS**, South Texas College District has designated BBVA as its authorized depository bank; and,

**WHEREAS**, South Texas College District desires to open a new non-interest bearing bank account for the deposit of the minimum monthly average balance of \$25 million;

**NOW THEREFORE,**

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

Section 1. That the findings and provisions set out in the preamble to this resolution are hereby in all things approved and adopted.

Section 2. That the Board of Trustees of South Texas College is hereby authorized to open a new non-interest bearing bank account in the following name: South Texas College Operating Reserve.

Section 3. That the Secretary of the Board of Trustees is authorized to provide such an incumbency certificate and other make such other representations and certifications as may be necessary or convenient to confirm the title, identity, and signature of each person holding one of the aforesaid titles and the authority of said persons with respect to the transactions authorized herein.

Section 4. That this resolution shall be effective immediately from and after its date of passage.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2015.

---

Roy de León  
Board Chair

**ATTEST:**

---

Paul R. Rodriguez  
Board Secretary

**APPROVED AS TO FORM:**

---

General Counsel



**Review and Recommend Action on a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the City of Weslaco Police Department**

Approval of a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the City of Weslaco Police Department will be requested at the November 24, 2015 Board meeting.

Purpose - The South Texas College Police Department currently has an MOU with the City of McAllen for the College's Pecan, Nursing and Allied Health, and Technology campuses and seeks an MOU with the City of Weslaco Police Department.

Justification – The MOU outlines the jurisdiction of each department, cooperation protocol, and identifies which agency is responsible for responding to incidents in geographical locations within the City Weslaco.

Background - This MOU was developed by STC Chief of Police/Director of Safety & Security Paul Varville and concurred by Weslaco Chief of Police Stephen Scott Mayer.

Funding Source - No funds are required for this MOU with the City of Weslaco Police Department.

Reviewers – The Vice President for Finance and Administrative Services and the South Texas College Chief of Police/Director of Safety & Security have reviewed the information being presented.

Enclosed Documents – The Jurisdictional and Interagency Support Memorandum of Understanding (MOU) follows in the packet for the Committee's review and information.

Paul Varville, STC Chief of Police/Director of Safety & Security, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the November 10, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Facilities Committee recommend for Board approval at the November 24, 2015 Board meeting, the Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the City of Weslaco Police Department.

**JURISDICTIONAL AND INTERAGENCY SUPPORT  
MEMORANDUM OF UNDERSTANDING**

**SOUTH TEXAS COLLEGE POLICE DEPARTMENT  
AND WESLACO POLICE DEPARTMENT**

---

WHEREAS, The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions of higher education, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the institution, and

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of the city of Weslaco, jurisdiction within the city limits and for certain purposes throughout the county.

BE IT THEREFORE AGREED AS FOLLOWS: That the South Texas College Police Department (STC PD) and the Weslaco Police Department (WPD) shall abide by the following articles:

**ARTICLE 1:**

STC PD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within the City of Weslaco (STC jurisdiction site), and WPD shall retain concurrent jurisdiction.

**ARTICLE 2:**

WPD will retain primary jurisdiction within the city of Weslaco outside of property owned, operated, rented or leased by South Texas College.

**ARTICLE 3:**

STC PD may exercise police powers outside of STC property as required by and/or authorized by law. WPD may exercise police powers within STC property located within the city of Weslaco as required and/or authorized by law.

**ARTICLE 4:**

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 5:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 6:

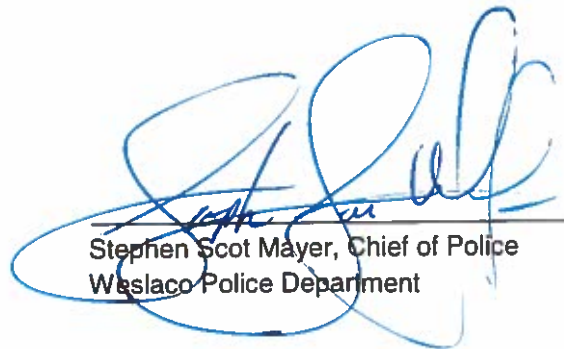
Federal Clery Act Compliance

- A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.
- B. STC PD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

ARTICLE 7:

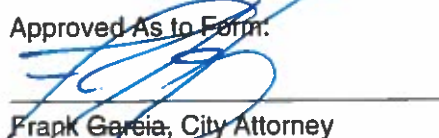
It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

\_\_\_\_\_  
 Dr. Shirley Reed, President      Date  
 South Texas College  
 Police Department

  
 \_\_\_\_\_  
 Stephen Scot Mayer, Chief of Police      Date  
 Weslaco Police Department

ATTEST:  WCC 05/05/15  
 \_\_\_\_\_  
 Elizabeth Walker, City Secretary

City of Weslaco-  
  
 \_\_\_\_\_  
 David Suarez, Mayor

Approved As to Form:  
  
 \_\_\_\_\_  
 Frank Garcia, City Attorney  
 Garcia

**Review and Recommend Action on a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the Rio Grande City Police Department**

Approval of a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the Rio Grande City Police Department will be requested at the November 24, 2015 Board meeting.

Purpose - The South Texas College Police Department currently has an MOU with the City of McAllen for the college's Pecan, Nursing and Allied Health, and Technology campuses and seeks an MOU with the Rio Grande City Police Department.

Justification – The MOU outlines the jurisdiction of each department, cooperation protocol, and identifies which agency is responsible for responding to incidents in geographical locations within Rio Grande City.

Background - This MOU was developed by STC Chief of Police/Director of Safety & Security Paul Varville and concurred by Rio Grande City Chief of Police Noe Castillo.

Funding Source - No funds are required for this MOU with Rio Grande City Police Department.

Reviewers – The Vice President for Finance and Administrative Services and the South Texas College Chief of Police/Director of Safety & Security have reviewed the information being presented.

Enclosed Documents – The Jurisdictional and Interagency Support Memorandum of Understanding (MOU) follows in the packet for the Committee's review and information.

Paul Varville, STC Chief of Police/Director of Safety & Security, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the November 10, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Facilities Committee recommend for Board approval at the November 24, 2015 Board meeting, the Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the Rio Grande City Police Department.

**JURISDICTIONAL AND INTERAGENCY SUPPORT  
MEMORANDUM OF UNDERSTANDING**

**SOUTH TEXAS COLLEGE POLICE DEPARTMENT  
AND RIO GRANDE CITY POLICE DEPARTMENT**

---

WHEREAS, The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions of higher education, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the institution, and

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of Rio Grande City, jurisdiction within the city limits and for certain purposes throughout the county

BE IT THEREFORE AGREED AS FOLLOWS: That the South Texas College Police Department (STC PD) and the Rio Grande City Police Department (RGCPD) shall abide by the following articles:

ARTICLE 1:

STC PD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within Rio Grande City (STC jurisdiction site), and RGCPD shall retain concurrent jurisdiction.

ARTICLE 2:

RGCPD will retain primary jurisdiction within Rio Grande City outside of property owned, operated, rented or leased by South Texas College within Rio Grande City.

ARTICLE 3:

STC PD may exercise police powers outside of STC property as required by and/or authorized by law. RGCPD may exercise police powers within STC property located within Rio Grande City as required and/or authorized by law and as further set forth herein below.

ARTICLE 4:

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 5:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 6:

Federal Clery Act Compliance

- A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.
- B. STC PD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

ARTICLE 7:

It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

\_\_\_\_\_  
Dr. Shirley Reed, President    Date  
South Texas College  
Police Department

 Sept. 1, 2015  
\_\_\_\_\_  
Noe Castillo, Chief of Police    Date  
Rio Grande City Police Department

**Review and Discussion of Preliminary Tuition and Fees Schedules for FY 2016-2017:**

- a. Student Tuition and Fees**
- b. Employee Fees**
- c. Other (Non-Student/Non-Employee) Fees**

Administration is beginning the process of reviewing the Tuition and Fees Schedules for FY 2016-2017 for students, employees, and other (non-student/non-employee) fees.

The initial proposed adjustment of Tuition and Fees is requested for consideration for the FY 2016-2017 fee schedule.

The three (3) proposed Tuition and Fees Schedules for FY 2016-2017 follow in the packet for the Committee's information and review. The revisions are highlighted in yellow.

No action is required from the Committee. This item is presented for information and feedback to staff and will be presented for approval at another Committee meeting.

|  | <b>Board<br/>Approved<br/>FY 2014-2015</b> | <b>Board<br/>Approved<br/>FY 2015-2016</b> | <b>Proposed<br/>for<br/>FY 2016-2017</b> |
|--|--|--|--|
| <b>RESIDENT TUITION -IN-DISTRICT HIDALGO &amp; STARR COUNTIES:</b>                                   |  |  |  |
| • In-District 1 credit hour  | 135.00                                     | 100.00                                     | 100.00                                   |
| • In-District 2 credit hours   | 110.00                                     | 100.00                                     | 100.00                                   |
| • In-District 3 credit hours   | 88.00                                      | 88.00                                      | 88.00                                    |
| • In-District 4-5 credit hours   | 78.00                                      | 78.00                                      | 78.00                                    |
| • In-District 6-8 credit hours   | 73.00                                      | 73.00                                      | 73.00                                    |
| • In-District 9-11 credit hours  | 68.00                                      | 68.00                                      | 68.00                                    |
| • In-District 12-21 credit hours   | 67.00                                      | 67.00                                      | 67.00                                    |
| <b>RESIDENT TUITION –OUT OF DISTRICT-OTHER TEXAS COUNTIES:</b>                                       |  |  |  |
| • Out of District 1 credit hour  | 164.50                                     | 125.00                                     | 125.00                                   |
| • Out of District 2 credit hours   | 132.00                                     | 125.00                                     | 125.00                                   |
| • Out of District 3 credit hours   | 103.40                                     | 103.40                                     | 103.40                                   |
| • Out of District 4-5 credit hours   | 90.40                                      | 90.40                                      | 90.40                                    |
| • Out of District 6-8 credit hours   | 83.90                                      | 83.90                                      | 83.90                                    |
| • Out of District 9-11 credit hours  | 77.40                                      | 77.40                                      | 77.40                                    |
| • Out of District 12-21 credit hours   | 76.10                                      | 76.10                                      | 76.10                                    |
| <b>NON-RESIDENT TUITION – OUT OF STATE/INTERNATIONAL</b>   |  |  |  |
| • Out of State/International 1 credit hour   | 200.00                                     | 200.00                                     | 200.00                                   |
| • Out of State/International 2 credit hours  | 172.00                                     | 100.00                                     | 100.00                                   |
| • Out of State/International 3 credit hours  | 138.00                                     | 100.00                                     | 100.00                                   |
| • Out of State/International 4-5 credit hours  | 122.00                                     | 100.00                                     | 100.00                                   |
| • Out of State/International 6-8 credit hours  | 114.00                                     | 100.00                                     | 100.00                                   |
| • Out of State/International 9-11 credit hours   | 106.00                                     | 100.00                                     | 100.00                                   |
| • Out of State/International 12-21 credit hours  | 105.00                                     | 100.00                                     | 100.00                                   |
| <b>DIFFERENTIAL TUITION PER CREDIT HOUR:</b>   |  |  |  |
| Biology  | 10.00                                      | 10.00                                      | 15.00                                    |
| Chemistry  | 0.00                                       | 10.00                                      | 15.00                                    |
| Physics  | 0.00                                       | 10.00                                      | 10.00                                    |
| Astronomy  | 0.00                                       | 10.00                                      | 10.00                                    |
| 3000/4000 level courses  | 30.00                                      | 30.00                                      | 30.00                                    |
| Associate Degree Nursing   | 50.00                                      | 50.00                                      | 50.00                                    |
| EMT  | 35.00                                      | 35.00                                      | 35.00                                    |
| Occupational Therapy Assistant   | 40.00                                      | 40.00                                      | 40.00                                    |
| Patient Care Assistant   | 20.00                                      | 20.00                                      | 20.00                                    |
| Pharmacy Tech  | 40.00                                      | 40.00                                      | 40.00                                    |
| Physical Therapist Assistant   | 40.00                                      | 40.00                                      | 40.00                                    |
| Radiologic Technology/Sonography   | 40.00                                      | 40.00                                      | 40.00                                    |
| Respiratory Therapy  | 40.00                                      | 40.00                                      | 40.00                                    |
| Vocational Nursing   | 50.00                                      | 50.00                                      | 50.00                                    |
| <b>BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP TUITION:</b>                             |  |  |  |
| Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term | 750.00                                     | 750.00                                     | 750.00                                   |



|   | <b>Board<br/>Approved<br/>FY 2014-2015</b>             | <b>Board<br/>Approved<br/>FY 2015-2016</b>             | <b>Proposed<br/>for<br/>FY 2016-2017</b>               |
|---|--|--|--|
| <b>WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:</b>   |  |  |  |
| Workforce/Continuing Education Tuition per contact hour or variable tuition   | 6.00 or variable tuition                               | 6.00 or variable tuition                               | 6.00 or variable tuition                               |
| Workforce/Continuing Education Late Registration Fee  | 10.00  | 10.00  | 10.00  |
| Continuing Education Installment Plan Fee   | 5.00   | 5.00   | 5.00   |
| Continuing Education Installment Plan Late Payment Fee  | 10.00  | 10.00  | 10.00  |
| Workforce/Continuing Education, Conferences/Seminars/ Summer Camps /Workshops/Customized Training/ Other Training Activities and Events   | Recovery of costs and processing fees to be negotiated | Recovery of costs and processing fees to be negotiated | Recovery of costs and processing fees to be negotiated |
| <b>DUAL ENROLLMENT TUITION AND FEES:</b>  |  |  |  |
| Adjusted Tuition Rate per credit hour for in-district dual enrollment students attending STC independent of their school's participation  | 50.00  | 50.00  | 50.00  |
| Adjusted Tuition Rate per credit hour for out-of-district dual enrollment students attending STC independent of their school's participation  | 78.00  | 78.00  | 78.00  |
| Dual Credit Late Processing Fee per course per student  | 150.00   | 150.00   | 150.00   |
| <b>MANDATORY FEES:</b>  |  |  |  |
| Registration Fee:<br><ul style="list-style-type: none"> <li>• If registered and paid or registered and financial aid processed <u>BEFORE</u> August 1<sup>st</sup>, January 1<sup>st</sup>, May 15<sup>th</sup> and June 15<sup>th</sup></li> </ul> <p style="text-align: center;">Or</p> Registration Fee After Deadline:<br><ul style="list-style-type: none"> <li>▪ If registered and paid or financial aid processed <u>ON</u> or <u>AFTER</u> August 1<sup>st</sup>, January 1<sup>st</sup>, May 15<sup>th</sup> and June 15<sup>th</sup></li> </ul> | 90.00  | 90.00  | 100.00   |
|   | 150.00   | 150.00   | 160.00   |
| Information Technology Fee per credit hour  | 20.00  | 22.00  | 24.00  |
| Learning Support Fee per credit hour  | 13.00  | 15.00  | 16.00  |
| Student Activity Fee per credit hour  | 0.00   | 2.00   | 2.00   |
| <b>COURSE FEES:</b>   |  |  |  |
| Lab Fee per lab credit hour for applicable courses with labs  | 24.00  | 24.00  | 24.00  |
| Course Repeat Fee per credit hour   |  |  |  |
| <ul style="list-style-type: none"> <li>• First repeat (Excludes Developmental)</li> <li>• Second repeat (Includes Developmental)</li> <li>• Third or more repeat (Includes Developmental)</li> </ul>  | 50.00<br>75.00<br>100.00                               | 0.00<br>0.00<br>125.00                                 | 0.00<br>0.00<br>125.00                                 |
| Developmental Studies Fee   | 50.00  | 50.00  | 50.00  |
| Electronic Distance Learning/VCT Course Fee per credit hour   | 15.00  | 15.00  | 15.00  |

|  | <b>Board<br/>Approved<br/>FY 2014-2015</b>                              | <b>Board<br/>Approved<br/>FY 2015-2016</b>                              | <b>Proposed<br/>for<br/>FY 2016-2017</b>                                |
|--|---|---|---|
| Hybrid Course Fee per credit hour  | 5.00  | 5.00  | 5.00  |
| Fire Academy Fees:   |   |   |   |
| • Gear Rental  | 0.00  | \$280/4 weeks   | \$280/4 weeks   |
| • Self-Contained Breathing Apparatus   | 0.00  | \$360/Semester  | \$360/Semester  |
| • Testing  | 0.00  | 85.00   | 85.00   |
| NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i> | Recovery of costs and processing fees                                   | Recovery of costs and processing fees                                   | Recovery of costs and processing fees                                   |
| Physical Education Special Activity Fee per course   | 55.00   | 55.00   | 55.00   |
| <b>LIBRARY FEES:</b>   |   |   |   |
| Lost or Damaged Library Item   | Cost of item plus processing fee  | Cost of item plus processing fee  | Cost of item plus processing fee  |
| Lost or Damaged Library Item Processing Fee  | 30.00   | 30.00   | 30.00   |
| Overdue Library Book/Media Fee per day   | 0.25  | 0.25  | 0.25  |
| Overdue Library Reserve Item per hour  | 1.00  | 1.00  | 1.00  |
| Overdue Library Equipment per day  | 1.00  | 1.00  | 1.00  |
| Overdue Inter-Library Loan or TexShare Item per day  | Fine as assessed and charged by lending library                         | Fine as assessed and charged by lending library                         | Fine as assessed and charged by lending library                         |
| Lost or Damaged Inter-Library Loan or TexShare Item per day  | Fine and/or replacement cost as assessed and charged by lending library | Fine and/or replacement cost as assessed and charged by lending library | Fine and/or replacement cost as assessed and charged by lending library |
| <b>INSTALLMENT PLAN/EMERGENCY LOAN FEES:</b>   |   |   |   |
| Installment Plan Fee   | 30.00   | 30.00   | 35.00   |
| Installment Plan Late Payment Fee  | 30.00   | 30.00   | 35.00   |
| Emergency Loan Late Payment Fee  | 30.00   | 30.00   | 35.00   |
| <b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>   |   |   |   |
| Parking Permit Fee   | 25.00   | 25.00   | 25.00   |
| Parking Permit Replacement Fee   | 25.00   | 25.00   | 25.00   |
| Parking Permit Violations:   |   |   |   |
| <i>First</i>   | 30.00   | 30.00   | 30.00   |
| <i>Second</i>  | 50.00   | 50.00   | 50.00   |
| <i>Third</i>   | 70.00   | 80.00   | 80.00   |
| <i>Fourth</i>  | 90.00   | 100.00  | 100.00  |
| <i>Fifth</i>   | 110.00  | 120.00  | 120.00  |
| Handicap Parking Violations  | 150.00  | 150.00  | 150.00  |

|   | <b>Board<br/>Approved<br/>FY 2014-2015</b>   | <b>Board<br/>Approved<br/>FY 2015-2016</b>   | <b>Proposed<br/>for<br/>FY 2016-2017</b>   |
|---|--|--|--|
| Moving Traffic Violations:                                    |  |  |  |
| <i>First</i>  | 30.00  | 30.00  | 30.00  |
| <i>Second</i>   | 50.00  | 50.00  | 50.00  |
| <i>Third</i>  | 70.00  | 90.00  | 90.00  |
| Vehicle Boot Removal Fee                                      | 100.00   | 100.00   | 100.00   |
| <b>TESTING FEES:</b>  |  |  |  |
| Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee | 50.00  | 50.00  | 50.00  |
| Sign Language Certification Exam Fee                          |  |  | 95.00  |
| Credit By Examination   | Tuition  | Tuition  | Tuition  |
| GED Exam Fee (All Five Exams-Package Rate)                    |  |  |  |
| • GED Exam Fee – Writing only                                 | Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change. | Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change. | Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change. |
| • GED Exam Fee – Reading only                                 |  |  |  |
| • GED Exam Fee – Mathematics only                             |  |  |  |
| • GED Exam Fee – Science only                                 |  |  |  |
| • GED Exam Fee – Social Studies only                          |  |  |  |
| GED Retest Exam Fees:   |  |  |  |
| • GED Retest Exam Fee – Writing only                          |  |  |  |
| • GED Retest Exam Fee – Reading only                          |  |  |  |
| • GED Retest Exam Fee – Mathematics only                      |  |  |  |
| • GED Retest Exam Fee – Science only                          |  |  |  |
| • GED Retest Exam Fee – Social Studies only                   |  |  |  |
| TSI Assessment Reservation Fee                                | 25.00  | 25.00  | 25.00  |
| TSI Assessment Exam - All Three Exams                         | 29.00  | 29.00  | 29.00  |
| • TSI Assessment Exam Fee – Reading only                      | 10.00  | 10.00  | 10.00  |
| • TSI Assessment Exam Fee – Writing only                      | 10.00  | 10.00  | 10.00  |
| • TSI Assessment Exam Fee – Math only                         | 10.00  | 10.00  | 10.00  |
| TSI Assessment Exam Retesting Fee - All Three Exams           | 29.00  | 29.00  | 45.00  |
| • TSI Assessment Exam Fee – Retesting Reading only            | 10.00  | 10.00  | 15.00  |
| • TSI Assessment Exam Fee – Retesting Writing only            | 10.00  | 10.00  | 15.00  |
| • TSI Assessment Exam Fee – Retesting Math only               | 10.00  | 10.00  | 15.00  |
| <b>CHILD DEVELOPMENT CENTER FEES:</b>                         |  |  |  |
| Tuition fee per week  | 120.00   | 120.00   | 120.00   |
| Registration Fee:   |  |  |  |
| • Fall and Spring Semesters                                   | 40.00  | 40.00  | 40.00  |
| • Summer Session  | 20.00  | 20.00  | 20.00  |
| Late Pick-up Fee  | \$5/first 5 minutes and \$1/ea. add'l. minute  | \$5/first 5 minutes and \$1/ea. add'l. minute  | \$5/first 5 minutes and \$1/ea. add'l. minute  |
| Supply Fee:   |  |  |  |
| • Fall and Spring Semesters                                   | 30.00  | 30.00  | 30.00  |
| • Summer Session  | 10.00  | 10.00  | 10.00  |

|   | <b>Board<br/>Approved<br/>FY 2014-2015</b> | <b>Board<br/>Approved<br/>FY 2015-2016</b>                                   | <b>Proposed<br/>for<br/>FY 2016-2017</b>                                  |
|---|--|--|---|
| Reservation Fee for Fall/Spring semester Breaks                         | 65.00                                      | 65.00  | 65.00   |
| • Summer  | 20.00                                      | 20.00  | 20.00   |
| <b>INCIDENTAL FEES:</b>   |  |  |   |
| Audit Fee   | Tuition and<br>Lab Fees                    | Tuition and<br>Lab Fees  | Tuition and<br>Lab Fees   |
| Drop Fee (one-time fee) – 1 <sup>st</sup> class day through Census date | 25.00                                      | 25.00  | 25.00   |
| Reinstatement Fee (after Census date)                                   | 200.00                                     | 200.00   | 200.00  |
| Returned Check  | 30.00                                      | 30.00  | 30.00   |
| Student ID Replacement Fee  | 15.00                                      | 15.00  | 15.00   |
| Withdrawal Fee (one-time fee) – after Census date                       | 50.00                                      | 50.00  | 50.00   |
| Student Insurance Fee (voluntary)                                       | Contact<br>Cashier's<br>Office             | Fee is paid to<br>approved<br>insurance<br>carrier.<br>Subject to<br>change. | Fee is paid to<br>approved<br>insurance<br>carrier. Subject<br>to change. |



**PROPOSED EMPLOYEE FEES  
FOR FY 2016-2017**

|   | <b>Board Approved<br/>for<br/>FY 2015-2016</b>                                      | <b>Proposed<br/>for<br/>FY 2016-2017</b>  |
|---|---|---|
| Parking Permit Fee                                  | 25.00   | 25.00   |
| Parking Permit Replacement Fee                      | 25.00   | 25.00   |
| Parking Violations:                                 |   |   |
| <i>First</i>  | 30.00   | 30.00   |
| <i>Second</i>                                       | 50.00   | 50.00   |
| <i>Third</i>  | 80.00   | 80.00   |
| <i>Fourth</i>                                       | 100.00  | 100.00  |
| <i>Fifth</i>  | 120.00  | 120.00  |
| Handicap Parking Violations                         | 150.00  | 150.00  |
| Moving Traffic Violations:                          |   |   |
| <i>First</i>  | 30.00   | 30.00   |
| <i>Second</i>                                       | 50.00   | 50.00   |
| <i>Third</i>  | 90.00   | 90.00   |
| Vehicle Boot Removal Fee                            | 100.00  | 100.00  |
| Keyless Access Card Replacement Fee                 | 10.00   | 10.00   |
| Returned Check                                      | 30.00   | 30.00   |
| Lost or Damaged Library Item                        | Cost of item plus<br>processing fee   | Cost of item plus<br>processing fee   |
| Lost or Damaged Library Item Processing Fee         | 30.00   | 30.00   |
| Overdue Inter-Library Loan or TexShare Item         | Fine as assessed and<br>charged by lending<br>library                               | Fine as assessed and<br>charged by lending<br>library                               |
| Lost or Damaged Inter-Library Loan or TexShare Item | Fine and/or<br>replacement cost as<br>assessed and<br>charged by lending<br>library | Fine and/or<br>replacement cost as<br>assessed and<br>charged by lending<br>library |



|   | <b>Board Approved<br/>for<br/>FY 2015-2016</b>  | <b>Proposed<br/>for<br/>FY 2016-2017</b>        |
|---|---|---|
| Returned Check                                  | 30.00   | 30.00   |
| Lost or Damaged Library Item                    | Cost of item<br>plus processing fee             | Cost of item<br>plus processing fee             |
| Lost or Damaged Library Item Processing Fee     | 30.00   | 30.00   |
| Overdue Library Book/Media Fee per day          | 0.25  | 0.25  |
| Parking violations:                             |   |   |
| First   | 30.00   | 30.00   |
| Second  | 50.00   | 50.00   |
| Third   | 80.00   | 80.00   |
| Fourth  | 100.00  | 100.00  |
| Fifth   | 120.00  | 120.00  |
| Handicap Parking Violations                     | 150.00  | 150.00  |
| Moving Traffic Violations:                      |   |   |
| First   | 30.00   | 30.00   |
| Second  | 50.00   | 50.00   |
| Third   | 90.00   | 90.00   |
| Vehicle Boot Removal Fee                        | 100.00  | 100.00  |
| Child Development Center:                       |   |   |
| Tuition fee per week                            | 120.00  | 120.00  |
| Registration Fee:                               |   |   |
| • Fall and Spring Semesters                     | 40.00   | 40.00   |
| • Summer Session                                | 20.00   | 20.00   |
| Late Pick-up Fee                                | \$5/first 5 minutes and<br>\$1/ea. add'l minute | \$5/first 5 minutes and<br>\$1/ea. add'l minute |
| Supply Fee:                                     |   |   |
| • Fall and Spring Semesters                     | 30.00   | 30.00   |
| • Summer Session                                | 10.00   | 10.00   |
| Reservation Fee for Fall/Spring semester Breaks | 65.00   | 65.00   |
| • Summer  | 20.00   | 20.00   |

**Review and Discussion of the Texas Higher Education Coordinating Board Report on the Financial Condition Analysis of Texas Public Community College Districts**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will review with the Committee the Texas Higher Education Coordinating Board Report on the Financial Condition Analysis of Texas Public Community College Districts.

Purpose – South Texas College’s financial information and ratios presented in the Financial Condition Analysis of Texas Public Community College Districts, will be reviewed with the Finance Committee.

Background - The Texas Higher Education Coordinating Board collects financial documents for Texas Public Institutions of higher education, including community colleges. The Texas Higher Education Coordinating Board’s annual report on the financial condition of the state’s community colleges is required as referenced in the General Appropriations Act, Senate Bill 1 (S.B. 1), 83rd Texas Legislature, Section 13 (page III-198). The rider states the following:

“Each community college shall provide to the Texas Higher Education Coordinating Board financial data related to the operation of each community college using the specific content and format prescribed by the Coordinating Board. Each community college shall provide the report no later than January 1st of each year.

The Coordinating Board shall provide an annual report due on May 1 to the Legislative Budget Board and Governor’s Office about the financial condition of the state’s community college districts.”

Justification - The objective of this report is to provide an assessment of the overall financial health of public community colleges and to identify institutions in which the potential for financial stress exists.

Enclosed Documents - The PowerPoint presentation and a copy of the report follows in the packet for the Committee’s review and discussion.

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

---

# Financial Condition Analysis of Texas Public Community College Districts 2014

---

---

## Executive Summary

General Appropriation Act, House Bill 1 (HB 1)  
82<sup>nd</sup> Texas Legislature, Section 14



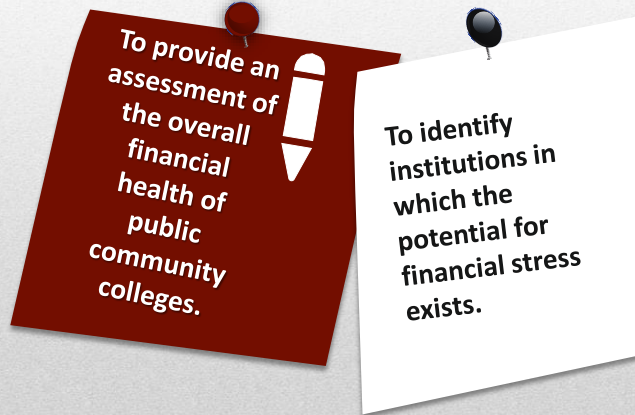
Community colleges shall provide a financial report to the Texas Higher Education Coordinating Board (CB) by January of each year.

CB shall provide an annual report to the Legislative Budget Board and Governor's Office by May 1<sup>st</sup> about the financial condition of the state's community college districts.

---



## Objective of Report



## Measure Overall Financial Health of an Institution

- Is the institution financially capable of successfully carrying out its current programs?
- Is the institution able to carry out its intended programs into the future?

## Ratios Calculated

- CFI
    - Primary Reserve Ratio
    - Viability Ratio
    - Return on Net Assets
    - Operating Margin
  - Equity Ratio
  - Leverage
- 

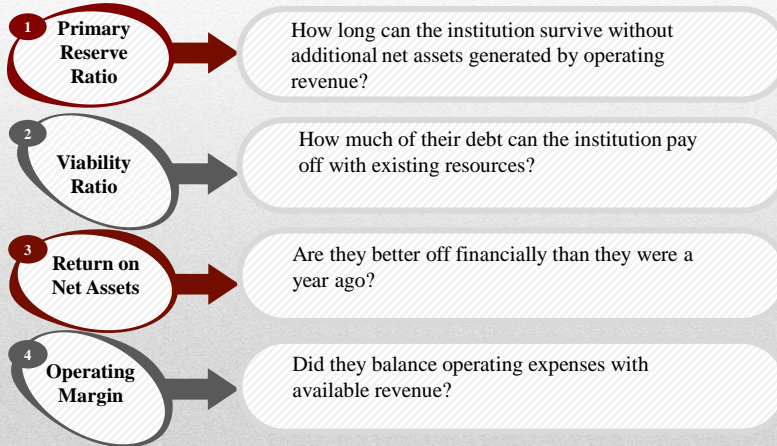
## Composite Financial Index (CFI)

*CFI measures the overall health of an institution by combining four ratios into one metric. The four core ratios include return on net assets, operating margin, primary reserve, and viability ratio. The CFI is computed using a four step methodology.*

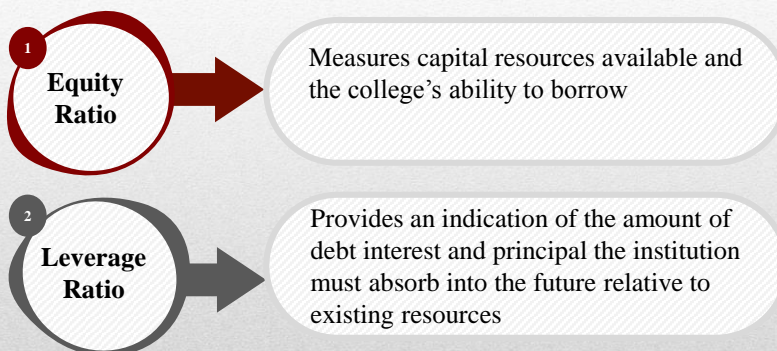
---

## Composite Financial Index (CFI)

CFI blends four core financial ratios into one metric:



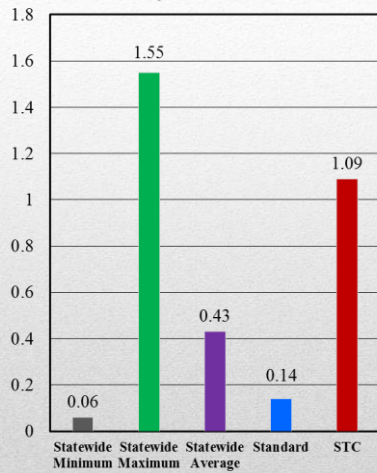
## Additional Indicators



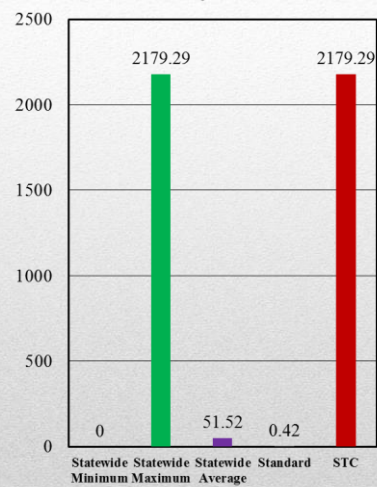
## Results – South Texas College

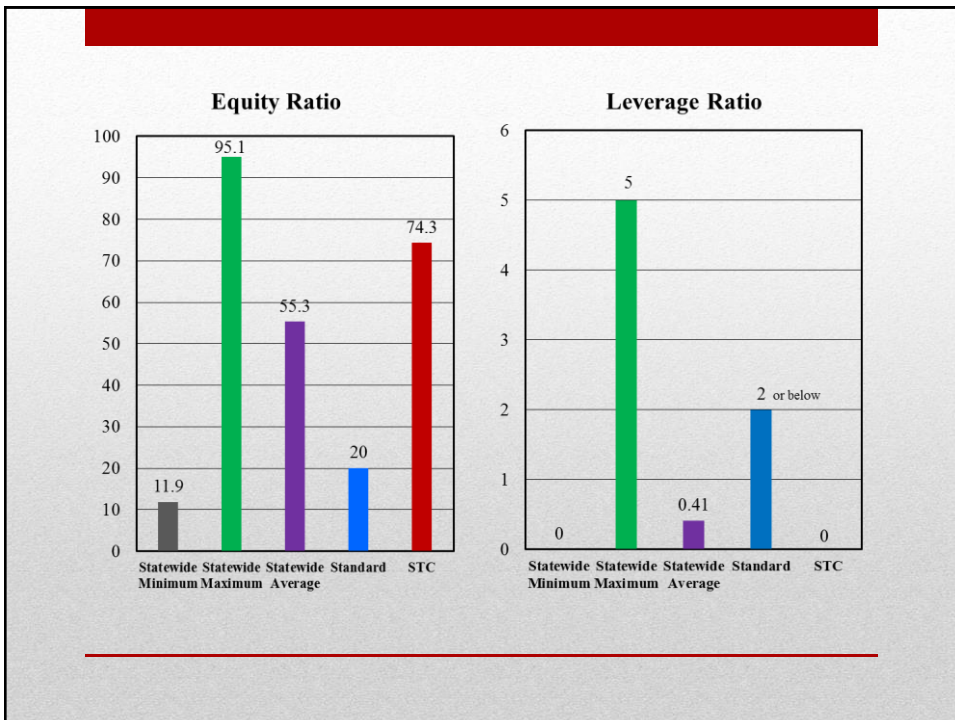
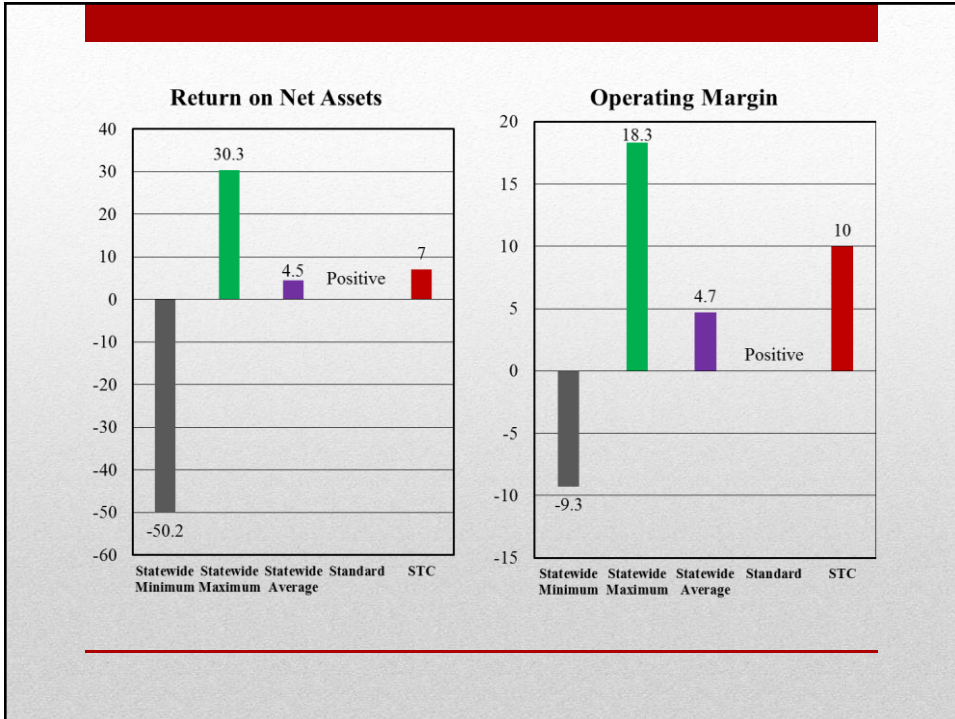
| Core Ratio                | STC Met Indicator | STC Ranking (of 50 Community Colleges) |
|---------------------------|-------------------|--|
| Composite Financial Index | Yes               | 4                                      |
| Primary Reserve Ratio     | Yes               | 3                                      |
| Viability Ratio           | Yes               | 1                                      |
| Return on Net Assets      | Yes               | 9                                      |
| Operating Margin          | Yes               | 6                                      |
| Equity Ratio              | Yes               | 10                                     |
| Leverage Ratio            | Yes               | 1 (tied with 10 colleges)              |

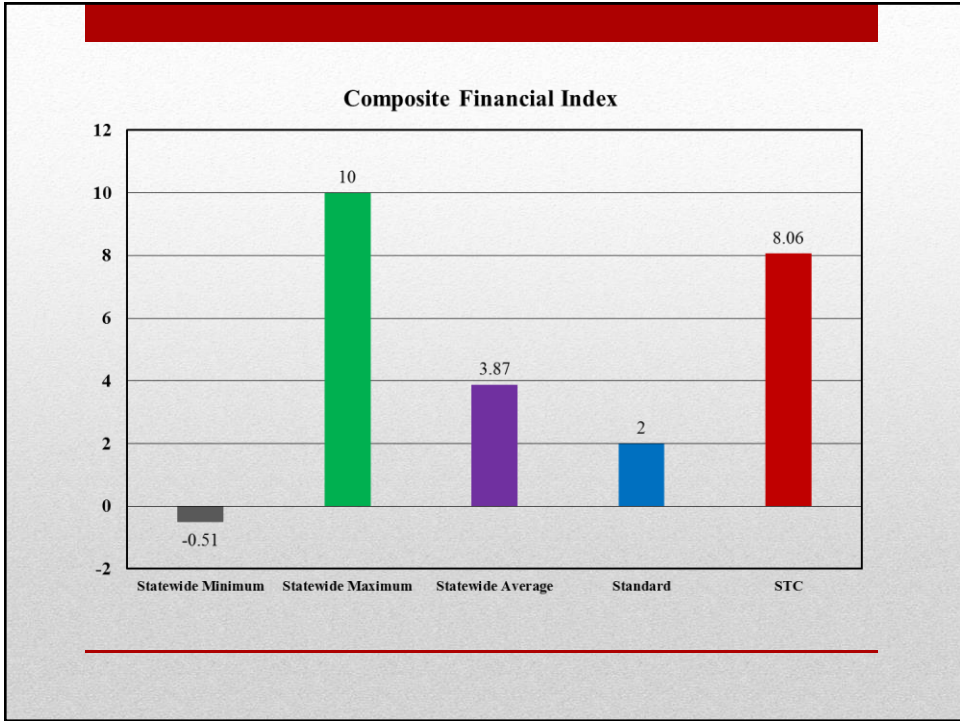
**Primary Reserve Ratio**



**Viability Ratio**







**Financial Condition Analysis  
of  
Texas Public Community College Districts  
2014**

**Questions ?**

**Discussion and Action as Necessary on Proposed New Faculty Positions  
for FY 2016-2017**

Approval of the proposed new faculty positions for FY 2016-2017 will be requested at November 24, 2015 Board meeting.

Administration is recommending the addition of forty (40) new faculty positions in FY 2016-2017. These new faculty positions are requested to keep abreast of enrollment growth in traditional and dual enrollment courses and to support the thirty (30) Early College High Schools.

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

A listing of the proposed new faculty positions follows in the packet for the Committee's information and review.

Administration has extensively reviewed with staff the need for additional faculty positions for FY 2016-2017 and recommends Committee approval of the new positions subject to the availability of funding and Board approval of the final budget.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the November 24, 2015 Board meeting, the proposed new faculty positions for FY 2016-2017 as recommended and subject to the availability of funding and final budget approval.

**FY 2016- 2017 New Faculty Position Request**  
**Pending Budget and Board Approval**  
**Updated November 5, 2015**

| Division and Discipline                    | New Positions<br>Funded From Existing<br>Full-Time Temporary<br>Salary Pool | New Positions<br>Funded from Public School Cost<br>Recovery, State Appropriation,<br>and Student Tuition & Fees |
|--|---|---|
| <b>Business and Technology Division</b>    |   |   |
| Automotive Technology                      |   | 1   |
| Economics                                  |   | 1   |
| Diesel Technology                          | 2   |   |
| Electrician Assistant                      | 1   |   |
| Heating Ventilation, Air Condition         | 2   |   |
| Precision Manufacturing                    | 2   |   |
| Welding                                    | 4   |   |
| <b>Liberal Arts &amp; Social Sciences</b>  |   |   |
| Art  |   | 1   |
| College Success                            | 1   |   |
| Education                                  |   | 1   |
| English                                    | 1   |   |
| History                                    | 1   |   |
| Music - Upper String                       |   | 1   |
| Philosophy                                 | 1   |   |
| Political Science                          | 1   | 1   |
| Speech                                     | 1   |   |
| <b>Math, Science and Bachelor Programs</b> |   |   |
| Computer Science                           | 3   |   |
| Chemistry                                  |   | 1   |
| Engineering                                |   | 1   |
| Mathematics                                | 2   |   |
| <b>Nursing and Allied Health Division</b>  |   |   |
| Associate Degree Nursing                   | 3   | 1   |
| College Success for Healthcare             | 2   |   |
| Emergency Medical Technology               | 1   |   |
| Patient Care                               | 1   |   |
| Vocational Nursing                         | 1   | 1   |
| <b>Grand Total</b>                         | <b>30</b>   | <b>10</b>   |



## **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 November 5, 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 72 new Board approved positions. Of these new positions, 55 are fully funded and 17 are partially funded. Approximately 96% or 53 of the 55 available positions are currently advertised or have a requisition in progress. Twenty five (25) or 47% of the 53 advertised positions have recommendations currently in progress.

- **Vacant Full Time Regular Positions – Continuing – CONTINUED from FY 2014-2015:**

⇒ A list of eighty five (85) vacant positions due to employee resignations, terminations, and retirement is included and designated as Continuing. These positions are advertised until filled. Approximately 96% or 82 of these positions are currently advertised or in progress for final approval. Eight (8) or 10% of the 82 advertised positions have recommendations currently in progress.

In addition, positions have been filled or vacated during the period of September 1, 2015 through November 5, 2015 as follows:

- **Positions Filled in FY 2015-2016:**

⇒ Twenty seven (27) positions have been filled between September 1, 2015 and November 5, 2015.

- **Positions Vacated in FY 2015-2016:**

⇒ Eighteen (18) resignations, terminations and/or retirement notices have been submitted between September 1, 2015 and November 5, 2015.

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

SOUTH TEXAS COLLEGE

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

As of November 5, 2015

**New**

| Division   | Position | Type | Category                     | Title                                     | Hiring Process Status (Steps 1 - 5) | Position Status            | Proposed Hire Date |
|--|----------|------|------------------------------|---|-------------------------------------|----------------------------|--------------------|
| <b>Academic Advancement</b>                            |          |      |                              |   |                                     |                            |                    |
| Curriculum & Student Learning                          | 703335   | NEW  | Prof/Tech Support Exempt     | Curriculum and Scheduling Coordinator     | 4                                   | Screening in Progress      | 12-07-15           |
| HS Programs and Services                               | 720286   | NEW  | Prof/Tech Support Exempt     | Coordinator of Early College High Schools | 1                                   | Pending Requisition        | 01-11-16           |
| <b>Division of Business and Technology</b>             |          |      |                              |   |                                     |                            |                    |
| Division of Business & Technology                      | 707415   | NEW  | Classified Non-Exempt        | Lab Assistant – Mid Valley                | 1                                   | Pending Requisition        | 01-11-16           |
| <b>Division of Liberal Arts and Social Sciences</b>    |          |      |                              |   |                                     |                            |                    |
| Kinesiology  | 701130   | NEW  | Prof/Tech Support Exempt     | Facilities                                | 3                                   | Advertised                 | 12-07-15           |
| <b>Division of Math, Science and Bachelor Programs</b> |          |      |                              |   |                                     |                            |                    |
| Division of Math, Science & BA Programs                | 707416   | NEW  | Prof/Tech Support Exempt     | Academic Coach                            | 2                                   | Requisition in Progress    | 01-11-16           |
| Division of Math, Science & BA Programs                | 708416   | NEW  | Prof/Tech Support Exempt     | Science Lab Coordinator                   | 2                                   | Requisition in Progress    | 01-11-16           |
| Division of Math, Science & BA Programs                | 705416   | NEW  | Prof/Tech Support Exempt     | Center Officer                            | 3                                   | Advertised                 | 01-11-16           |
| <b>Finance and Administrative Services</b>             |          |      |                              |   |                                     |                            |                    |
| Business Office  | 749184   | NEW  | Prof/Tech Support Non-Exempt | Accountant                                | 3                                   | Advertised                 | 12-07-15           |
| Business Office  | 748184   | NEW  | Prof/Tech Support Non-Exempt | Accounting Specialist                     | 3                                   | Advertised                 | 12-07-15           |
| Business Office  | 750184   | NEW  | Prof/Tech Support Exempt     | Financial Analyst                         | 4                                   | Screening in Progress      | 12-07-15           |
| Central Receiving                                      | 711584   | NEW  | Classified Non-Exempt        | Fixed Asset and Receiving Technician      | 4                                   | Screening in Progress      | 12-07-15           |
| Human Resources  | 722240   | NEW  | Administrative Exempt        | Employee Relations Officer                | 4                                   | Screening in Progress      | 12-07-15           |
| Human Resources  | 724240   | NEW  | Prof/Tech Support Non-Exempt | Human Resources Specialist                | 2                                   | Requisition in Progress    | 01-11-16           |
| Human Resources  | 703241   | NEW  | Prof/Tech Support Exempt     | Staffing and Compensation Manager         | 3                                   | Advertised                 | 12-07-15           |
| Office of Safety and Security                          | 742514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 743514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 745514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 746514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 747514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 748514   | NEW  | Classified Non-Exempt        | Security Guard                            | 4                                   | Screening in Progress      | 12-01-15           |
| Office of Safety and Security                          | 749514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 750514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 751514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 752514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 753514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 754514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 755514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 756514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 757514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 758514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 759514   | NEW  | Classified Non-Exempt        | Security Guard                            | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                          | 760514   | NEW  | Classified Non-Exempt        | Security Guard                            | 4                                   | Screening in Progress      | 12-01-15           |
| Office of Safety and Security                          | 761514   | NEW  | Classified Non-Exempt        | Security Guard                            | 4                                   | Screening in Progress      | 12-01-15           |
| Office of Safety and Security                          | 732514   | NEW  | Prof/Tech Support Non-Exempt | Security Guard Specialist                 | 4                                   | Screening in Progress      | 12-01-15           |

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**  
 As of November 5, 2015

**New**

| Division  | Position | Type | Category                     | Title                               | Hiring Process Status (Steps 1 - 5) | Position Status            | Proposed Hire Date |
|---|----------|------|------------------------------|-------------------------------------|-------------------------------------|----------------------------|--------------------|
| Office of Safety and Security                                   | 733514   | NEW  | Prof/Tech Support Non-Exempt | Security Guard Specialist           | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                                   | 734514   | NEW  | Prof/Tech Support Non-Exempt | Security Guard Specialist           | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                                   | 735514   | NEW  | Prof/Tech Support Non-Exempt | Security Guard Specialist           | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                                   | 736514   | NEW  | Prof/Tech Support Non-Exempt | Security Guard Specialist           | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                                   | 737514   | NEW  | Prof/Tech Support Non-Exempt | Security Guard Specialist           | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                                   | 738514   | NEW  | Prof/Tech Support Non-Exempt | Security Guard Specialist           | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                                   | 739514   | NEW  | Prof/Tech Support Non-Exempt | Security Guard Specialist           | 5                                   | Recommendation in Progress | 12-01-15           |
| Office of Safety and Security                                   | 741514   | NEW  | Prof/Tech Support Non-Exempt | Security Guard Specialist           | 5                                   | Recommendation in Progress | 12-01-15           |
| Purchasing  | 727580   | NEW  | Prof/Tech Support Exempt     | Construction Buyer                  | 4                                   | Screening in Progress      | 12-07-15           |
| Purchasing  | 728580   | NEW  | Prof/Tech Support Exempt     | Specifications Writer               | 3a                                  | Re-Advertised              | 12-07-15           |
| <b>Information Services, Planning and Strategic Initiatives</b> |          |      |                              |                                     |                                     |                            |                    |
| Centers for Learning Excellence                                 | 721426   | NEW  | Prof/Tech Support Non-Exempt | Learning Excellence Specialist      | 4                                   | Screening in Progress      | 12-07-15           |
| Centers for Learning Excellence                                 | 722426   | NEW  | Prof/Tech Support Non-Exempt | Learning Excellence Specialist      | 4                                   | Screening in Progress      | 12-07-15           |
| Infrastructure - Instruction                                    | 719393   | NEW  | Prof/Tech Support Exempt     | Database Analyst                    | 2                                   | Requisition in Progress    | 01-11-16           |
| Institutional Effectiveness and Assessment                      | 709171   | NEW  | Prof/Tech Support Exempt     | Institutional Effectiveness Analyst | 4                                   | Screening in Progress      | 12-07-15           |
| Learning Commons and Open Labs                                  | 715397   | NEW  | Prof/Tech Support Non-Exempt | Lab Supervisor                      | 5                                   | Recommendation in Progress | 12-01-15           |
| Library Acquisition   | 746101   | NEW  | Prof/Tech Support Non-Exempt | Graphics and Multimedia Specialist  | 4                                   | Screening in Progress      | 12-07-15           |
| Technology Resources - Instruction                              | 710262   | NEW  | Classified Non-Exempt        | Administrative Assistant            | 2                                   | Requisition in Progress    | 01-11-16           |
| <b>Office of the President</b>                                  |          |      |                              |                                     |                                     |                            |                    |
| Public Relations/Marketing                                      | 723462   | NEW  | Prof/Tech Support Non-Exempt | Copy Writer                         | 4                                   | Screening in Progress      | 12-07-15           |
| Public Relations/Marketing                                      | 722462   | NEW  | Prof/Tech Support Non-Exempt | Multimedia Designer                 | 4                                   | Screening in Progress      | 12-07-15           |
| Public Relations/Marketing                                      | 721462   | NEW  | Prof/Tech Support Non-Exempt | Social Media Specialist             | 4                                   | Screening in Progress      | 12-07-15           |
| <b>Student Affairs and Enrollment Management</b>                |          |      |                              |                                     |                                     |                            |                    |
| Judicial Affairs  | 707191   | NEW  | Classified Non-Exempt        | Secretary                           | 4                                   | Screening in Progress      | 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

| Division   | Position | Type | Category                     | Title  | Date Position Vacated | Hiring Process Status (Steps 1 - 5) | Position Status            | Proposed Hire Date |
|--|----------|------|------------------------------|--|-----------------------|-------------------------------------|----------------------------|--------------------|
| <b>Academic Advancement</b>                            |          |      |                              |  |                       |                                     |                            |                    |
| Academic Advancement                                   | 700089   | CONT | Classified Non-Exempt        | Administrative Assistant                         | 08-31-15              | 4                                   | Screening in Progress      | 12-07-15           |
| Academic Excellence                                    | 701279   | CONT | Classified Non-Exempt        | Valley Scholars Assistant                        | 11-05-15              | 1                                   | Pending Requisition        | 01-11-16           |
| HS Programs and Services                               | 701286   | CONT | Administrative Exempt        | Dir of Academics & HS Projects                   | 08-31-15              | 5                                   | Recommendation in Progress | 12-01-15           |
| Professional & Organizational Dev                      | 703552   | CONT | Prof/Tech Support Exempt     | Coord for Professional & Organizational Dev      | 09-01-14              | 4                                   | Screening in Progress      | 12-07-15           |
| Professional & Organizational Dev                      | 701352   | CONT | Prof/Tech Support Non-Exempt | Professional Development Trainer                 | 08-16-15              | 4                                   | Screening in Progress      | 12-07-15           |
| Professional & Organizational Dev                      | 704352   | CONT | Prof/Tech Support Non-Exempt | Professional Development Specialist              | 08-23-15              | 1                                   | Pending Requisition        | 01-11-16           |
| <b>Academic Affairs</b>                                |          |      |                              |  |                       |                                     |                            |                    |
| Academic Affairs _ VP Admin                            | 708279   | CONT | Prof/Tech Support Exempt     | Academic Grants & Proj Offcr                     | 08-23-15              | 4                                   | Screening in Progress      | 12-07-15           |
| Distance Learning                                      | 701274   | CONT | Prof/Tech Support Non-Exempt | Help Desk Specialist                             | 09-17-15              | 1                                   | Pending Requisition        | 01-11-16           |
| <b>Division of Business and Technology</b>             |          |      |                              |  |                       |                                     |                            |                    |
| Business and Technology                                | 701264   | CONT | Classified Non-Exempt        | Lab Assistant - Business and Technology          | 09-01-15              | 5                                   | Recommendation in Progress | 11-16-15           |
| Welding  | 701311   | CONT | Classified Non-Exempt        | Lab Assistant - Welding                          | 10-03-14              | 4                                   | Screening in Progress      | 12-07-15           |
| <b>Division of Liberal Arts and Social Sciences</b>    |          |      |                              |  |                       |                                     |                            |                    |
| Division of Liberal Arts and Social Sciences           | 702222   | CONT | Classified Non-Exempt        | Faculty Secretary                                | 08-31-15              | 2                                   | Requisition in Progress    | 01-11-16           |
| Division of Liberal Arts and Social Sciences           | 704150   | CONT | Classified Non-Exempt        | Faculty Secretary                                | 02-29-16              | 1                                   | Pending Requisition        | 01-11-16           |
| <b>Division of Math, Science and Bachelor Programs</b> |          |      |                              |  |                       |                                     |                            |                    |
| Biology  | 701204   | CONT | Prof/Tech Support Non-Exempt | Lab Specialist II - Biology                      | 08-21-15              | 4                                   | Screening in Progress      | 12-07-15           |
| Chemistry  | 702200   | CONT | Prof/Tech Support Non-Exempt | Lab Specialist I - Chemistry                     | 09-14-15              | 1                                   | Pending Requisition        | 12-07-15           |
| Mathematics  | 702415   | CONT | Classified Non-Exempt        | Faculty Secretary                                | 08-07-15              | 1                                   | Pending Requisition        | 01-11-16           |
| Physics  | 702202   | CONT | Classified Non-Exempt        | Faculty Secretary                                | 08-18-15              | 2                                   | Requisition in Progress    | 01-11-16           |
| <b>Division of Nursing and Allied Health</b>           |          |      |                              |  |                       |                                     |                            |                    |
| Associate Degree Nursing                               | 704557   | CONT | Prof/Tech Support Non-Exempt | Licensed Lab Assistant - AND                     | 09-01-15              | 3a                                  | Re-Advertised              | 01-11-16           |
| 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    | 01-11-16           |
| Emergency Medical Technology                           | 701555   | CONT | Prof/Tech Support Non-Exempt | Licensed Lab Assistant - EMT                     | 05-15-14              | 3a                                  | Re-Advertised              | 12-07-15           |
| Health Information                                     | 700555   | CONT | Classified Non-Exempt        | Faculty Secretary                                | 10-16-15              | 2                                   | Requisition in Progress    | 01-11-16           |
| <b>Finance and Administrative Services</b>             |          |      |                              |  |                       |                                     |                            |                    |
| Accountability Svcs                                    | 705160   | CONT | Classified Non-Exempt        | Accountability Assistant                         | Frozen in 14 & 15     | 5                                   | Recommendation in Progress | 11-16-15           |
| Business Office  | 736184   | CONT | Prof/Tech Support Non-Exempt | Accountant                                       | 06-30-14              | 3a                                  | Re-Advertised              | 12-07-15           |
| Business Office  | 704184   | CONT | Classified Non-Exempt        | Accounting Assistant                             | 02-18-15              | 4                                   | Screening in Progress      | 12-07-15           |
| Business Office  | 792184   | CONT | Classified Non-Exempt        | Accounting Assistant                             | 06-22-15              | 4                                   | Screening in Progress      | 12-07-15           |
| Business Office  | 738184   | CONT | Classified Non-Exempt        | Accounting Assistant                             | 07-05-15              | 5                                   | Recommendation in Progress | 12-01-15           |
| 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                          | Frozen in 14 & 15     | 4                                   | Screening in Progress      | 12-07-15           |
| Cashiers Office  | 794184   | CONT | Classified Non-Exempt        | Cashier  | 06-15-15              | 4                                   | Screening in Progress      | 12-07-15           |
| Cashiers Office  | 712184   | CONT | Classified Non-Exempt        | Cashier II                                       | 09-01-14              | 4                                   | Screening in Progress      | 12-07-15           |
| Custodial  | 721502   | CONT | Classified Non-Exempt        | Custodian  | 01-23-15              | 5                                   | Recommendation in Progress | 11-16-15           |
| Custodial  | 712502   | CONT | Classified Non-Exempt        | Custodian  | 08-31-15              | 1                                   | Pending Requisition        | 01-11-16           |
| Custodial  | 753502   | CONT | Classified Non-Exempt        | Lead Custodian                                   | 05-11-15              | 4                                   | Screening in Progress      | 12-07-15           |
| Dir Fac Planning & Construction                        | 701501   | CONT | Administrative Exempt        | Director of Facilities Planning and Construction | 05-31-15              | 3a                                  | Re-Advertised              | 12-07-15           |
| Facility Maintenance                                   | 702515   | CONT | Classified Non-Exempt        | Electrician                                      | 05-31-15              | 5                                   | Recommendation 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

| Division  | Position | Type | Category                     | Title  | Date Position Vacated | Hiring Process Status (Steps 1 - 5) | Position Status         | Proposed Hire Date |
|---|----------|------|------------------------------|--|-----------------------|-------------------------------------|-------------------------|--------------------|
| 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   | 12-07-15           |
| Office of Safety and Security                                   | 708499   | CONT | Classified Non-Exempt        | Administrative Assistant                         | 08-21-15              | 4                                   | Screening in Progress   | 12-07-15           |
| STC Police  | 703514   | CONT | Prof/Tech Support Non-Exempt | Police Dispatcher                                | 08-31-15              | 4                                   | Screening in Progress   | 12-07-15           |
| <b>Information Services, Planning and Strategic Initiatives</b> |          |      |                              |  |                       |                                     |                         |                    |
| Centers for Learning Excellence                                 | 707423   | CONT | Classified Non-Exempt        | Administrative Assistant                         | 09-01-15              | 4                                   | Screening in Progress   | 12-07-15           |
| Centers for Learning Excellence                                 | 721423   | CONT | Prof/Tech Support Non-Exempt | CLE Manager                                      | 07-31-15              | 4                                   | Screening in Progress   | 12-07-15           |
| Centers for Learning Excellence                                 | 720423   | CONT | Prof/Tech Support Non-Exempt | CLE Manager                                      | 05-08-15              | 4                                   | Screening in Progress   | 12-07-15           |
| Infrastructure  | 712393   | CONT | Prof/Tech Support Non-Exempt | Applications Analyst I                           | 01-05-15              | 1                                   | Pending Requisition     | 01-11-16           |
| Infrastructure  | 714393   | CONT | Prof/Tech Support Non-Exempt | Applications Analyst II                          | 10-23-15              | 1                                   | Pending Requisition     | 01-11-16           |
| Infrastructure  | 711393   | CONT | Prof/Tech Support Exempt     | Applications Analyst III                         | 09-30-14              | x                                   | Budget Unavailable      | 01-11-16           |
| Infrastructure  | 700194   | CONT | Prof/Tech Support Non-Exempt | Reporting Analyst I                              | 05-31-15              | 4                                   | Screening in Progress   | 01-04-16           |
| Infrastructure  | 703393   | CONT | Prof/Tech Support Non-Exempt | Systems Specialist                               | 12-01-15              | 1                                   | Pending Requisition     | 01-11-16           |
| Infrastructure  | 710395   | CONT | Prof/Tech Support Non-Exempt | Web Application Specialist                       | 08-31-13              | 4                                   | Screening in Progress   | 12-07-15           |
| Infrastructure  | 715393   | CONT | Prof/Tech Support Non-Exempt | Web Application Specialist                       | 10-31-13              | 4                                   | Screening in Progress   | 12-07-15           |
| Instructional Technologies                                      | 700186   | CONT | Classified Non-Exempt        | Instructional Technologies Assistant I           | 09-13-15              | 2                                   | Requisition in Progress | 01-11-16           |
| Learning Commons and Open Labs                                  | 702423   | CONT | Classified Non-Exempt        | Open Lab Technician                              | 09-01-15              | 4                                   | Screening in Progress   | 12-07-15           |
| Library Acquisition   | 712397   | CONT | Prof/Tech Support Non-Exempt | Lab Supervisor                                   | 11-17-15              | 2                                   | Requisition in Progress | 01-11-16           |
| Library Public Services   | 700058   | CONT | Prof/Tech Support Non-Exempt | Library Technical Services Spec                  | 09-20-15              | 2                                   | Requisition in Progress | 01-11-16           |
| Library Public Services   | 700060   | CONT | Administrative Exempt        | Director of Library Public Services              | 01-31-16              | 1                                   | Pending Requisition     | 02-01-16           |
| Library Public Services   | 716101   | CONT | Prof/Tech Support Exempt     | Librarian II                                     | 10-14-15              | 2                                   | Requisition in Progress | 01-11-16           |
| Library Public Services   | 731101   | CONT | Prof/Tech Support Exempt     | Librarian III                                    | 07-31-14              | 3a                                  | Re-Advertised           | 01-11-16           |
| Library Public Services   | 712101   | CONT | Classified Non-Exempt        | Library Technician                               | 07-20-15              | 2                                   | Requisition in Progress | 01-11-16           |
| Technology Resources  | 708395   | CONT | Prof/Tech Support Non-Exempt | Computer Services Specialist                     | 11-05-15              | 1                                   | Pending Requisition     | 01-11-16           |
| Telecom   | 702392   | CONT | Prof/Tech Support Non-Exempt | Network Services Specialist                      | 06-01-14              | 4                                   | Screening in Progress   | 12-07-15           |
| TR PM Risk and Security - Instr                                 | 709391   | CONT | Prof/Tech Support Exempt     | Information Security Analyst                     | 07-13-15              | 4                                   | Screening in Progress   | 12-07-15           |
| TR PM Risk and Security - Instr                                 | 701171   | CONT | Prof/Tech Support Exempt     | Project Manager - Technology Resources           | 09-01-15              | 3a                                  | Re-Advertised           | 01-11-16           |
| <b>Office of the President</b>                                  |          |      |                              |  |                       |                                     |                         |                    |
| CPWE - State  | 704587   | CONT | Classified Non-Exempt        | Customer Service Technician                      | 07-31-15              | 3a                                  | Re-Advertised           | 01-11-16           |
| CPWE - State  | 706587   | CONT | Classified Non-Exempt        | Customer Service Technician                      | 07-20-15              | 3a                                  | Re-Advertised           | 01-11-16           |
| CPWE - State  | 714590   | CONT | Classified Non-Exempt        | Customer Service Technician                      | 06-30-12              | 4                                   | Screening in Progress   | 12-07-15           |
| CPWE - State  | 701880   | CONT | Administrative Exempt        | Director of College and Career Preparation       | 09-01-15              | 1                                   | Pending Requisition     | 01-11-16           |
| 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, Mgmt & Compl              | 08-31-14              | 4                                   | Screening in Progress   | 12-07-15           |
| Office of President   | 704362   | CONT | Classified Non-Exempt        | Administrative Assistant                         | 09-01-05              | 1                                   | Pending Requisition     | 01-11-16           |
| Office of President   | 701340   | CONT | Executive Exempt             | Executive Vice President for Student Success     | 09-01-14              | 1                                   | Pending Requisition     | 01-11-16           |
| Public Relations/Marketing                                      | 711462   | CONT | Prof/Tech Support Non-Exempt | Coordinator of Events                            | 06-21-15              | x                                   | Position Cng for FY16   | 01-04-16           |
| Public Relations/Marketing                                      | 702462   | CONT | Prof/Tech Support Non-Exempt | Public Relations Specialist                      | 08-31-15              | 4                                   | Screening in Progress   | 12-07-15           |
| <b>Student Affairs and Enrollment Management</b>                |          |      |                              |  |                       |                                     |                         |                    |
| Advising  | 706332   | CONT | Prof/Tech Support Non-Exempt | Advisor  | 10-15-15              | 4                                   | Screening in Progress   | 12-07-15           |
| Career & Employer Services                                      | 701275   | CONT | Prof/Tech Support Exempt     | Coord of Career Services                         | 08-13-15              | 2                                   | Requisition in Progress | 01-11-16           |
| Counseling & Disability Services                                | 700141   | CONT | Prof/Tech Support Exempt     | Counselor  | 09-30-15              | 4                                   | Screening in Progress   | 12-01-15           |
| Dual2Degree   | 706610   | CONT | Classified Non-Exempt        | Administrative Assistant                         | 08-05-15              | 4                                   | Screening in Progress   | 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

**Vacant-Continuing Full-Time Regular Positions from FY2014-2015**  
As of November 5, 2015

**Continuing**

| Division                                | Position | Type | Category                     | Title                                      | Date Position Vacated | Hiring Process Status (Steps 1 - 5) | Position Status            | Proposed Hire Date |
|---|----------|------|------------------------------|--|-----------------------|-------------------------------------|----------------------------|--------------------|
| Dual2Degree                             | 707190   | CONT | Prof/Tech Support Non-Exempt | College Connection Specialist/Recruiter    | 09-22-15              | 3                                   | Advertised                 | 12-07-15           |
| Dual2Degree                             | 706190   | CONT | Prof/Tech Support Non-Exempt | College Connection Specialist/Recruiter    | 10-30-15              | 3                                   | Advertised                 | 12-07-15           |
| Dual2Degree                             | 722610   | CONT | Prof/Tech Support Non-Exempt | Coordinator of Dual Enrollment             | 06-30-15              | 5                                   | Recommendation in Progress | 11-16-15           |
| Dual2Degree                             | 704610   | CONT | Prof/Tech Support Non-Exempt | Dual2Degree Specialist                     | 07-31-15              | 3a                                  | Re-Advertised              | 12-07-15           |
| Dual2Degree                             | 710610   | CONT | Prof/Tech Support Non-Exempt | Dual2Degree Specialist                     | 10-07-15              | 3                                   | Advertised                 | 12-07-15           |
| Student Activities and Wellness         | 700080   | CONT | Prof/Tech Support Non-Exempt | Student Activities Specialist              | 06-05-15              | 4                                   | Screening in Progress      | 12-07-15           |
| Student Affairs & Enrollment Management | 700190   | CONT | Executive Exempt             | VP Student Affairs & Enrollment Management | 08-31-13              | 3a                                  | Re-Advertised              | 01-04-16           |
| Student Assessment Center               | 710331   | CONT | Prof/Tech Support Non-Exempt | Testing Specialist                         | 08-17-15              | 4                                   | Screening in Progress      | 12-07-15           |
| Student Financial Services              | 720440   | CONT | Prof/Tech Support Non-Exempt | Data Management Coordinator                | 09-16-15              | 4                                   | Screening in Progress      | 12-07-15           |

**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

**Positions Filled in FY16**

As of November 5, 2015

**Hired**

| Division  | Position | Type | Category                     | Title                                | Date Position Vacated | Position Status | Hire Date |
|---|----------|------|------------------------------|--------------------------------------|-----------------------|-----------------|-----------|
| <b>Academic Affairs</b>   |          |      |                              |                                      |                       |                 |           |
| Distance Learning   | 701374   | CONT | Prof/Tech Support Non-Exempt | Course Development Specialist        | 06-30-15              | Filled          | 11-09-15  |
| Distance Learning   | 704276   | CONT | Prof/Tech Support Exempt     | Instructional Designer               | 08-31-15              | Filled          | 01-11-16  |
| <b>Division of Math, Science and Bachelor Programs</b>          |          |      |                              |                                      |                       |                 |           |
| Biology   | 700204   | CONT | Prof/Tech Support Non-Exempt | Lab Specialist II - Biology          | 07-10-15              | Filled          | 11-09-15  |
| <b>Finance and Administrative Services</b>                      |          |      |                              |                                      |                       |                 |           |
| Business Office   | 745184   | CONT | Administrative Exempt        | Associate Comptroller                | 09-01-14              | Filled          | 09-01-15  |
| Cashiers Office   | 700050   | CONT | Classified Non-Exempt        | Cashier                              | 03-31-15              | Filled          | 09-14-15  |
| Cashiers Office   | 727184   | CONT | Classified Non-Exempt        | Cashier                              | 04-05-15              | Filled          | 11-02-15  |
| Custodial   | 700502   | CONT | Classified Non-Exempt        | Custodian                            | 03-06-15              | Filled          | 11-09-15  |
| Human Resources   | 717240   | CONT | Classified Non-Exempt        | Payroll Assistant - Human Resources  | 06-07-15              | Filled          | 09-09-15  |
| Office of Safety and Security                                   | 744514   | NEW  | Classified Non-Exempt        | Security Guard                       | New for FY16          | Filled          | 12-01-15  |
| Office of Safety and Security                                   | 740514   | NEW  | Prof/Tech Support Non-Exempt | Security Guard Specialist            | New for FY16          | Filled          | 12-01-15  |
| STC Police  | 722514   | CONT | Prof/Tech Support Non-Exempt | Police Dispatcher                    | 12-31-14              | Filled          | 09-14-15  |
| STC Police  | 715514   | CONT | Prof/Tech Support Non-Exempt | Police Officer                       | 06-21-15              | Filled          | 10-19-15  |
| <b>Information Services, Planning and Strategic Initiatives</b> |          |      |                              |                                      |                       |                 |           |
| Centers for Learning Excellence                                 | 703591   | CONT | Administrative Exempt        | Director of Ctrs for Lrng Excellence | 09-01-05              | Filled          | 12-01-15  |
| Centers for Learning Excellence                                 | 705423   | CONT | Classified Non-Exempt        | Secretary                            | 08-01-15              | Filled          | 11-02-15  |
| Client Services   | 704392   | CONT | Prof/Tech Support Non-Exempt | Client Services Specialist           | 07-31-14              | Filled          | 10-19-15  |
| Infrastructure  | 717393   | CONT | Prof/Tech Support Exempt     | Applications Analyst III             | 09-01-14              | Filled          | 10-14-15  |
| Infrastructure  | 716393   | CONT | Prof/Tech Support Exempt     | Applications Analyst III             | 09-01-14              | Filled          | 11-02-15  |
| Learning Commons and Open Labs                                  | 715102   | CONT | Classified Non-Exempt        | Open Lab Technician                  | 05-20-15              | Filled          | 09-11-15  |
| Learning Commons and Open Labs                                  | 701397   | CONT | Classified Non-Exempt        | Open Lab Technician                  | 08-20-15              | Filled          | 11-16-15  |
| Library Public Services   | 739101   | CONT | Prof/Tech Support Non-Exempt | Library Specialist                   | 05-31-15              | Filled          | 09-14-15  |
| Library Public Services   | 732101   | CONT | Prof/Tech Support Non-Exempt | Library Specialist                   | 04-19-15              | Filled          | 09-21-15  |
| Research and Analytical Services                                | 702170   | CONT | Prof/Tech Support Exempt     | Institutional Research Analyst       | 07-13-15              | Filled          | 12-01-15  |
| Technology Support  | 710392   | CONT | Prof/Tech Support Exempt     | Manager                              | 05-31-14              | Filled          | 09-01-15  |
| <b>Student Affairs and Enrollment Management</b>                |          |      |                              |                                      |                       |                 |           |
| Admissions & Records  | 713612   | CONT | Classified Non-Exempt        | Records Technician                   | 03-31-15              | Filled          | 11-02-15  |
| Advising  | 732332   | CONT | Prof/Tech Support Non-Exempt | Advisor                              | 09-01-14              | Filled          | 10-01-15  |
| Dual2Degree   | 711610   | CONT | Prof/Tech Support Non-Exempt | Dual2Degree Specialist               | 07-02-15              | Filled          | 11-16-15  |
| Student Assessment Center                                       | 705331   | CONT | Classified Non-Exempt        | Staff Secretary                      | 07-05-15              | Filled          | 11-09-15  |

| South Texas College   |          | <b>Resignations</b> |                              |   |                       |
|---|----------|---------------------|------------------------------|---|-----------------------|
| Resignations in FY16  |          |                     |                              |   |                       |
| As of November 5, 2015  |          |                     |                              |   |                       |
| Division  | Position | Type                | Category                     | Title                                   | Date Position Vacated |
| <b>Academic Affairs</b>   |          |                     |                              |   |                       |
| Academic Excellence   | 701279   | CONT                | Classified Non-Exempt        | Valley Scholars Assistant               | 11-05-15              |
| <b>Academic Affairs</b>   |          |                     |                              |   |                       |
| Distance Learning   | 701274   | CONT                | Prof/Tech Support Non-Exempt | Help Desk Specialist                    | 09-17-15              |
| <b>Division of Liberal Arts and Social Sciences</b>             |          |                     |                              |   |                       |
| Division of Liberal Arts and Social Sciences                    | 704150   | CONT                | Classified Non-Exempt        | Faculty Secretary                       | 02-29-16              |
| <b>Division of Math, Science and Bachelor Programs</b>          |          |                     |                              |   |                       |
| Chemistry   | 702200   | CONT                | Prof/Tech Support Non-Exempt | Lab Specialist I - Chemistry            | 09-14-15              |
| <b>Division of Nursing and Allied Health</b>                    |          |                     |                              |   |                       |
| Health Information  | 700555   | CONT                | Classified Non-Exempt        | Faculty Secretary                       | 10-16-15              |
| <b>Information Services, Planning and Strategic Initiatives</b> |          |                     |                              |   |                       |
| Infrastructure  | 714393   | CONT                | Prof/Tech Support Non-Exempt | Applications Analyst II                 | 10-23-15              |
| Infrastructure  | 703393   | CONT                | Prof/Tech Support Non-Exempt | Systems Specialist                      | 12-01-15              |
| Learning Commons and Open Labs                                  | 712397   | CONT                | Prof/Tech Support Non-Exempt | Lab Supervisor                          | 11-17-15              |
| Library Acquisition   | 700258   | CONT                | Prof/Tech Support Non-Exempt | Library Technical Services Spec         | 09-20-15              |
| Library Public Services   | 700060   | CONT                | Administrative Exempt        | Director of Library Public Services     | 01-31-16              |
| Library Public Services   | 716101   | CONT                | Prof/Tech Support Exempt     | Librarian II                            | 10-14-15              |
| Technology Resources  | 708395   | CONT                | Prof/Tech Support Non-Exempt | Computer Services Specialist            | 11-05-15              |
| <b>Student Affairs and Enrollment Management</b>                |          |                     |                              |   |                       |
| Advising  | 706332   | CONT                | Prof/Tech Support Non-Exempt | Advisor                                 | 10-15-15              |
| Counseling & Disability Services                                | 700141   | CONT                | Prof/Tech Support Exempt     | Counselor                               | 09-30-15              |
| Dual2Degree   | 707190   | CONT                | Prof/Tech Support Non-Exempt | College Connection Specialist/Recruiter | 09-22-15              |
| Dual2Degree   | 706190   | CONT                | Prof/Tech Support Non-Exempt | College Connection Specialist/Recruiter | 10-30-15              |
| Dual2Degree   | 710610   | CONT                | Prof/Tech Support Non-Exempt | Dual2Degree Specialist                  | 10-07-15              |
| Student Financial Services                                      | 720440   | CONT                | Prof/Tech Support Non-Exempt | Data Management Coordinator             | 09-16-15              |