Board of Trustees

Finance and Human Resources Committee Meeting

January 12, 2016
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, January 12, 2016
@ 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."

Approval of December 8, 2015 Finance and
Human Resources Committee Minutes

The Minutes for the Finance and Human Resources Committee Meeting of December 8, 2015 are presented for Committee approval.

South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, December 08, 2015
@ 5:30 p.m.
McAllen, Texas

Minutes

The Finance and Human Resources Committee Meeting was held on Tuesday, December 08, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:52 p.m. with Dr. Alejo Salinas, Jr., Committee Chair, presiding.

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

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mrs. Becky Cavazos, Mr. Nick Gonzalez, Mr. Frank Jason Gutierrez, Ms. Erika Rodriguez, Ms. Alicia Gomez, Mrs. Brenda Balderaz, Ms. Katarina Bugariu, Mr. Randy Sweeten, Mr. David Segovia, Mr. Aaron Rios, Mrs. Kelly Salazar, and Mr. Andrew Fish

The following items were taken out of order:

Update on Status of Fiscal Year 2015 Financial Audit

Mr. Randy Sweeten and staff from Long Chilton, LLP reviewed the status of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2015 and 2014 with the Committee and responded to questions from the Committee members.

Mr. Sweeten reported an unqualified opinion of the College's financial statements.

A draft of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2015 and 2014 was provided under separate cover.

There were two management comments related to non-material items. Mr. Sweeten reviewed these items as part of his presentations for the Committee's information and feedback.

Mr. Sweeten also discussed "Governmental Accounting Standards Board (GASB) Statement 68. This statement was a requirement that local governments, including the College, record a proportionate share of pension liabilities. This requirement effectively placed a liability of over $22M on the College's financial statement. The College was in a sufficiently secure financial position to absorb this mandatory liability.

The Fiscal Year 2015 Financial Audit will be presented at the December 15, 2015 Board Meeting for review and to take action.

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

Presentation and Discussion on the Preliminary Dual Enrollment Program Cost Analysis Report

Frank Jason Gutierrez, Director of Accountability Services, presented on the Dual Enrollment Program Cost Analysis Report.

Purpose – At the request of The Office of The President and The Office of the Vice President for Finance and Administrative Services, The Office of Accountability Services was tasked with performing a cost-analysis on the Dual Enrollment program at South Texas College to gain an understanding of revenues and expenses related to the program. In addition, this analysis provided other important elements of the Dual Enrollment Program such as, growth trends, enrollment projections, tuition and fee processes of other Texas colleges, and distinction between the various dual enrollment initiatives.

Background – The Dual Enrollment Program at South Texas College was established in 1997 and increased since its inception, with over 15,000 students enrolled in Fall 2015. South Texas College has partnerships with 23 independent school districts at over 70 high school sites. The program was comprised of five initiatives which included Academy Cohorts, Independents, Traditional Dual, Recovery, and Early College High Schools.

A cost analysis on the Dual Enrollment Program was prepared using data from the Fall 2014, Spring 2015, and Summer 2015 semesters. The analysis included a comprehensive review of all pertinent data and procedures to formulate results presented in the report. Results were derived using FY 2015 actual data and estimates were made where appropriate. Related statistics were as follows:

- Percentage of dual enrollment students to total enrollment increased from 19.76% in Fall 2005 to 44.08% in Fall 2015,
- Total dual enrollment students increased from 3,207 in Fall 2005 to 15,270 in Fall 2015,

- The preliminary cost analysis report indicated, for FY 2015, the program was operating near a break-even level.

Enclosed Documents – The Preliminary Dual Enrollment Program Cost Analysis Report and The Dual Enrollment Program Cost Analysis Power Point Presentation were provided in the packet for the Committee's information and review.

The Committee expressed their ongoing commitment to providing dual enrollment to high school students in Hidalgo and Starr counties, and stated that offering this program tuition-free was vital to many families in the service area.

The Committee requested that administration continue to monitor the dual enrollment program closely, and provide an update on options to recoup or minimize expenses in providing faculty and resources to the school districts without levying tuition or fees on dual enrollment students.

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

The Committee returned to the posted agenda order for the remainder of the meeting.

Approval of November 10, 2015 and November 24, 2015 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meetings of November 10, 2015 and November 24, 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 December 15, 2015, Board meeting.

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of seventy-nine (79) properties.

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

Background – On June 2, 2015, Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction for previously struck off properties located within Hidalgo County. No bids were received at time of auction on any of these properties; however on June 22, 2015 private written bids were received for nine (9) previously struck off properties.

On November 3, 2015, Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction for seventy (70) previously struck off properties located within Hidalgo County.

The Tax Resale Auctions were held at the Hidalgo County Clerk Records Management Facility and were published in The Monitor and several other newspapers throughout Hidalgo County.

The nine (9) struck off properties were previously presented at the October 7, 2015 Finance Committee Meeting for approval, but the College was notified immediately prior to that committee meeting that another taxing entity did not approve the proposed tax resale, so no action was taken by the Committee and the properties were not presented for Board action at that time. These properties have now been approved by the other taxing entities and were resubmitted to the Finance and Human Resources Committee on December 8th, 2015. At the Finance and Human Resources Committee, Mrs. Kelly Salazar advised that since these were private bids, it was best if these properties be put up for public auction. Upon Mrs. Salazar's counsel, the Committee recommended Board rejection of these nine bids.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Board of Trustees' consideration. The total amount the College would receive for all seventy-nine properties was $31,496.53

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

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

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

Review and Recommend Action on Award of Proposals, Reject Proposal, Rescind of Award, Purchases, and Renewals

The Finance and Human Resources Committee was asked to recommend Board approval of the proposal awards, rejection of a proposal, rescindment of an award, purchases, and renewals as follows:

A. **Awards**   C. **Non-Instructional Items**
B. **Instructional Items**   D. **Technology Items**

A. Awards

1) **Rental of Firefighter Protective Clothing (Award):** award the proposal for the rental of firefighter protective clothing to **LION TotalCare, Inc.** (Dayton, OH), for the period beginning December 16, 2015 through December 15, 2016 with two one-year options to renew, at an estimated cost of $9,286.20 per semester with an annual cost of $18,572.40;

2) **Training Services (Award):** award the proposal for training services to **Global Knowledge Training, LLC. (**Cary, NC), for the period beginning January 1, 2016 through December 31, 2016 with two one-year options to renew, at an estimated cost of $134,000.00;

3) **Signs, Flags, and Banners (Reject):** reject the proposals for the signs, flags, and banners to include additional products and signage. In the re-bid, specifications will also be revised as needed to eliminate a wide disparity in the vendor's price proposal;

4) **Records Management Services (Rescind):** rescind the award for records management services to CTC Distributing, Ltd. (Edinburg, TX), for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of $15,000.00;

B. Instructional Items

5) **Musical Instruments (Purchase):** purchase musical instruments from **Woodwind and Brasswind** (South Bend, IN) (New), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of $18,694.00;

C. Non – Instructional Items

6) **Advertising Agreement (Purchase)**: purchase an advertising agreement with **Rio Grande City Consolidated Independent School District** (Rio Grande City, TX), an interlocal agreement, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of $10,439.00;

7) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of $82,953.74

#	Vendor	Amount
A	**Exemplis Corporation/** **Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$9,645.48
B	**The Hon Company/** **Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$7,492.54
C	**Krueger International, Inc./** **Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$65,815.72
	Total	$82,953.74

8) **Third Party Administrator for 403(b) Plan (Renewal):** renew the contract for the third party administrator for 403(b) plan with **TSA Consulting Group, Inc.** (Ft. Walton Beach, FL), for the period beginning March 1, 2016 through February 28, 2017, at a total cost of $6,000.00;

9) **Vehicle Fuel Program (Renewal):** renew the State Fleet Card Program for vehicle fuel with **U. S. Bank Market Fleet Voyager** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the

period beginning January 1, 2016 through December 31, 2016, at an estimated cost of $60,000.00 based on prior year history;

D. Technology

10) **Computers, Laptop, and Tablets (Purchase):** purchase of computers, laptop, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of $51,061.49;

11) **Uninterruptible Power Supply (UPS) (Purchase):** purchase an uninterruptible power supply (UPS) from **Dell Marketing, LP.** (Dallas, TX), at a cost of $43,345.27;

12) **Web Portal Software Upgrade and Support (Purchase):** purchase the web portal software upgrade and support from the **Texas A&M University – Corpus Christi** (Corpus Christi, TX), on behalf of the Texas Connection Consortium (TCC) and Ellucian Company, LP., at a total cost of $106,930.00;

13) **Inventory Scheduling and Tracking Software License Agreement (Renewal):** renew the inventory scheduling and tracking software license agreement with **onShore Development, Inc.** (Chicago, IL), for the period beginning December 18, 2015 through December 17, 2016, at a total amount of $10,697.00.

SUMMARY TOTAL:
The total for all proposal awards, purchases, rejection of a proposal, rescindment of an award, purchases, and renewals was $542,692.90

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

Review and Recommend Action on New and Revised Policies

Approval of new and revised policies will be requested at the December 15, 2015 Board meeting.

A. New

a. Proposed New Policy #4112: Self-Reporting of Criminal Conduct

The new policy was necessary for the following reasons:

- The new policy required 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.

- The new policy was necessary to strengthen efforts to maintain a healthy and safe environment and protect the College's financial and physical assets.

B. Revised

    a. Revise Policy #3235: Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts

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

- To revise the policy by removing the specific fee levied for late enrollment of students and instead referring to the Board-approved Student Tuition and Fee Schedule, which is revised annually and lists this fee. This revision would allow Board approved changes to the Student Tuition and Fee Schedule to be consistent with Board approved policy.

- To further clarify that the fee is charged for enrollment of a student after the census date, rather than for student admission after the enrollment date.

    b. Revise Policy #3620: College Sanctioned Travel for Students

    Request for the revisions to the policy are necessary for the following reasons:

- To more fully clarify and detail the process and requirements for College Sanctioned Travel by South Texas College Students

    c. Revise Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct

    Request for the revisions to the policy are necessary for the following reasons:

- To incorporate clarification of prohibited discrimination on the basis of pregnancy and to comply with federal regulations under Title IX.

The new and revised policies were included 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 new and revised policies were 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.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the new and revised policies as presented and which superseded any previously adopted Board policy. The motion carried.

Review and Recommend Action on 2015 Tax Roll/Tax Levy for
Hidalgo and Starr Counties

Approval of the 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties will be requested at the December 15, 2015 Board meeting.

Purpose – The Hidalgo County Tax Assessor-Collector and the Starr County Tax Assessor-Collector provided the 2015 Tax Roll Totals for approval by the College's governing body.

Justification - The 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties requires approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

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

Background - Mr. Pablo "Paul" Villarreal, Jr., RTA, Assessor-Collector of Hidalgo County and Mrs. Carmen A. Peña, RTA, Assessor-Collector of Starr County entered the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and have submitted to South Texas College the tax roll/tax levy totaling $60,279,269.23.

The comparison from the 2014 to 2015 tax roll by county was as follows:

	2014	2015	Increase
Hidalgo County	$ 52,781,657.49	$ 56,408,070.41	$ 3,626,412.92
Starr County	3,352,380.96	3,871,198.83	518,817.87
Total	$ 56,134,038.45	$ 60,279,269.24	$ 4,145,230.79

Enclosed Documents - The 2015 Tax Roll Totals documents from each county were provided in the packet for the Committee's information and review.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented. The motion carried.

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

Approval to process payments to the Hidalgo County Appraisal District and Starr County Appraisal District for allocated cost, as described below, will be requested at the December 15, 2015 Board meeting.

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

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

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

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

Each taxing unit pays its allocation in four equal payments.

The tax year 2015 projected allocations, per the District's budgets, were $599,139.00 for Hidalgo County Appraisal District and $101,082.80 for Starr County Appraisal District, for a total of $700,221.80. The first quarterly invoice was due by December 31, 2015 for Starr County and by February 4, 2016 for Hidalgo County.

The Tax Year 2015 allocations changed from the Tax Year 2014 allocations as follows:

	2014	2015	Difference
Hidalgo County	$ 572,136.00	$ 599,139.00	$ 27,003.00
Starr County	99,314.00	101,082.80	1,768.80
Total	$ 671,450.00	$ 700,221.80	$ 28,771.80

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

Funding Source – Funds for these expenditures were budgeted in the Hidalgo Appraisal/Collection Fee budget and the Starr Appraisal/Collection Fee budget for FY 2015-2016.

Enclosed Documents – The FY 2016 (Tax Year 2015) allocation payments for Hidalgo and Starr County Appraisal Districts were included in the packet for the Committee's information and review.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the payments to the

Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented. The motion carried.

Review and Recommend Action on Disposal/Recycle of Technology and Electronic Items with an Original Value of $1,000 and Over

Approval will be requested at the December 15, 2015 Board meeting for disposal/recycle of technology and electronic items with an original value of $1,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology and electronic items.

Purpose – The Fixed Asset/Inventory Department requested the disposal/recycling of technology and electronic items to be in compliance with the Environmental Protection Agency (EPA) regulations. TDCJ provides an environmentally sound way to dispose of surplus technology equipment.

Justification – As technology and electronic items become obsolete, out of warranty or not functioning, it is disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property. TDCJ was the method of disposal to comply with all EPA regulations. They clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems are properly disposed of.

The technology and electronic items were located at the South Texas College, Receiving Department, 3700 West Military Hwy Building D., McAllen, Texas.

Reviewers – These items were inspected by the Technology Resources (TR), Instructional Technologies, and approved by the Interim Vice President for Information Services, Planning & Strategic Initiatives to be disposed after Board approval.

Enclosed Documents – A listing of the technology and electronic items to be disposed/recycled was included in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, attended the December 8, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the disposal/recycling of technology and electronic items with an original value of $1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented. The motion carried.

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

The Staffing Plan Position Vacancy Report for FY 2015-2016 was included in the packet for the Committee's information and review. Information was current as of December 3, 2015.

Dr. Shirley A. Reed and Mrs. Mary Elizondo were available to respond to questions from the Committee.

The Position Vacancy Report for FY 2015-2016 as 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 (73) new Board approved positions. Of these new positions, 55 were fully funded and 18 were partially funded. Approximately 86% or 31 of the 36 available positions were currently advertised or have a requisition in progress. Five (5) or 16% of the 31 advertised positions had recommendations currently in progress.

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

  ⇒ A list of ninety two (92) vacant positions due to employee resignations, terminations, and retirement was included and designated as Continuing. These positions were advertised until filled. Approximately 98% or 90 of these positions were currently advertised or in progress for final approval. Ten (10) or 11% of the 90 advertised positions had recommendations currently in progress.

In addition, positions were filled or vacated during the period of September 1, 2015 through December 3, 2015 as follows:

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

  ⇒ Fifty five (55) positions were filled between September 1, 2015 and December 3, 2015.

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

  ⇒ Twenty (20) resignations, terminations and/or retirement notices were submitted between September 1, 2015 and December 3, 2015.

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

Adjournment

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:02 p.m.

I certify that the foregoing are the true and correct Minutes of the December 08, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Dr. Alejo Salinas, Jr.
Chair

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

Approval of the following proposal awards, reject a proposal, purchases, and renewals will be requested at the January 26, 2016 Board meeting as follows:

A. **Awards**	C. **Technology Items**
B. **Non-Instructional Items**	

A. Awards

1) Firefighter Equipment (Award)

Award the proposal for firefighter equipment to **Municipal Emergency Services, Inc.** (Houston, TX), at a total cost of $19,658.00.

Purpose – The Fire Science Program in the Division of Technology is requesting the purchase of firefighter equipment for student instruction in the Basic Fire Academy.

Justification and Benefit – The firefighter equipment is needed for hands on instruction in the Basic Fire Academy. This equipment will allow students to better understand the use and need of these types of firefighting equipment. It will help better prepare the students when hired as a firefighter.

Background - Proposal documents were advertised on November 16, 2015 and November 23, 2015 and issued to three (3) vendors. One (1) response was received on December 1, 2015 and reviewed by the Fire Science Program and Purchasing Department.

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

2) Purchase and Installation of Digital Readout Units (Award)

Award the proposal for the purchase and installation of digital readout units to **MSC Industrial Supply, Co.** (Harlingen, TX), at a total cost of $11,030.60.

Purpose – The Precision Manufacturing Technology (PMT) Program in the Division of Technology is requesting the purchase of seven (7) digital readout units for student instruction in the Basic Machine Shop and Intermediate Machining courses.

Justification and Benefit – The digital readout units will be installed in lathes located at the Technology Campus and Pharr Center. They will be used for instruction and machining to provide accurate and precise measurements during machining and cutting operations. The digital read outs are essential for class instruction and an important tool for students to learn.

Background – Proposal documents were advertised on November 9, 2015 and November 16, 2015 and issued to five (5) vendors. Two (2) responses were received on November

24, 2015 and reviewed by the Precision Manufacturing Technology Program and Purchasing Department.

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

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

Award the proposal for signs, banners, and related products for the period beginning January 30, 2016 through January 29, 2017 with two one-year options to renew, at an estimated cost of $35,000.00. The vendors are as follows:

- **AGAS, Mfg.** (Philadelphia, PA)
- **Fast Signs** (McAllen, TX)
- **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- **The Sign Depot** (McAllen, TX)

Award	Board Meeting Date	Original Term	Renewal Term
Original	01/26/16	01/30/16 – 01/29/17	2 – one year options

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

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

Background - Proposal documents were advertised on November 23, 2015 and November 30, 2015 and issued to twelve (12) vendors. Eight (8) responses were received on December 8, 2015 and reviewed by Public Relations and Marketing and the Purchasing Department.

Funds for this expenditure are budgeted in the Public Relations and Marketing, Student Services, Continuing Education, and Planning and Construction budgets for FY 2015-2016.

4) Higher Education Strategic Market Assessment (Reject)

Reject the two (2) proposals received for the higher education strategic market assessment project because they were over the available budget.

B. Non – Instructional Items

5) Furniture (Purchase)

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of $16,508.70.

#	Vendor	Amount
A	**Allsteel, Inc./Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$4,173.12
B	**Exemplis Corporation/ Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$754.48
C	**The Hon Company/Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$6,158.38
D	**Krueger International, Inc./Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$5,422.72
	Total	$16,508.70

The purchases can be summarized as follows:
- Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  ⇒ Pecan Campus
    ➢ 4 Chairs for the Centers of Learning Excellence
    ➢ 8 Chairs for Student Affairs
- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  ⇒ Pecan Campus
    ➢ 1 Chair for the Learning Commons and Open Labs
    ➢ 1 Chair for the Office of Strategic Initiatives
- The HON Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  ⇒ Nursing Allied Health Campus
    ➢ 1 Desk for the Medical Assistant Technology Program
  ⇒ Pecan Campus
    ➢ 1 Desk for the Office of Strategic Initiatives
    ➢ 1 Bookcase for the Office of Safety and Security
    ➢ 6 Vertical Files and 2 Bookcases for the Business Office
    ➢ 4 Vertical Files for the Education Program
    ➢ 1 Vertical File for College Success Program
  ⇒ Starr Campus
    ➢ 1 Vertical File for the Psychology Program
- Krueger International, Inc./Gateway Printing and Office Supply Inc. (Edinburg, TX)
  ⇒ Pecan Campus
    ➢ 1 Desk and 1 Chair for the Learning Commons and Open Labs
    ➢ 1 Desk and 4 Chairs for the Business Office
  ⇒ Starr Campus
    ➢ 1 Chair for the Psychology Program

Fund for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Associate Degree Nursing, Business Office, Centers for Learning Excellence, College Success, Education Learning Commons and Open Labs, Office of Safety and Security, Office of Strategic Initiatives, Psychology and Student Affairs.

6) Institutional Membership (Renewal)

Renew an institutional membership with **Hispanic Association of Colleges and Universities (HACU)** (San Antonio, TX), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total amount of $10,825.00.

Purpose – The President's Office is requesting to renew the institutional membership with HACU for an additional year.

Justification and Benefit – The association promotes the development of member colleges and universities, improves access to and the quality of post-secondary educational opportunities for Hispanic students and champions Hispanic success in higher education.

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

C. Technology Items

7) Computers, Laptop, Tablets, and Printers (Purchase)

Purchase of computers, laptop, tablets, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of $22,490.48.

All purchase requests for computers, laptop, tablets, 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 can be summarized as follows:

- Faculty Computers
  ⇒ 1 Computer for Music Program
  ⇒ 6 Computers for English Program
  ⇒ 1 Computer for CADD Program

- Staff Computer
  $\Rightarrow$ 1 Computer for the Division of Nursing and Allied Health

- Class-Instruction Laptop
  $\Rightarrow$ 1 Laptop for Computer Science Program

- Staff/Faculty Tablets
  $\Rightarrow$ 2 Tablets for Chemistry Program
  $\Rightarrow$ 2 Tablets for Cashiers Office

- Printers
  $\Rightarrow$ 2 Printers for Infrastructure (Technology Resources)

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Music, English, CADD, Computer Science, Chemistry, Cashiers Office, and Infrastructure.

8) Network Equipment and Phones (Purchase)
Purchase network equipment and phones from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of $111,557.62.

Purpose – Technology Resources is requesting the purchase of network equipment and phones which will include wireless connections, phones, routers, and switches.

Justification and Benefit – The network equipment needed is a Wireless LAN controller which will support more wireless access points. This controller and licenses will be able to support all the access points that will be installed as part of the Bond construction district-wide.

The IP Phones and licenses are needed to replace damaged phones and to provide phones for new employees throughout the College district.

The voice routers will provide redundancy to our voice system. The sixteen (16) port blade switches and optics will allow us to connect devices in our Pecan Campus data center at higher speeds and redundancy capabilities.

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

9) Network Switches and Connectors (Purchase)
Purchase network switches and connectors from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of $10,231.75.

Purpose – Technology Resources is requesting the purchase of two (2) network switches and two (2) optic connectors to be installed at the Mid Valley Campus South Academic Building.

Justification and Benefit – These switches and connectors are needed to support the newly wired network infrastructure which supports higher speed internet connections.

Funds for this expenditure are budgeted in the Construction-Mid Valley Campus Building H Data Cabling Infrastructure budget for FY 2015-2016.

10)Servers, Installation, and Configuration (Purchase)
Purchase servers, installation, and configuration from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of $192,200.53.

Purpose - Technology Resources is requesting the purchase of eight (8) servers which are needed at the Pecan Campus to support the implementation of a district-wide process -- Virtual Desktop Infrastructure (VDI).

Justification and Benefit – The Servers are needed as more and more faculty and staff are using technology in teaching and additional classrooms being added to the College more hardware and software will be put into production that must be routinely updated and maintained with an expected up-time of 100%. Even the best equipment has mechanical failures especially as it gets older and has multiple users. The use of VDI technology provides a proactive answer to the routine issues experienced with computers. Included are:

- Longer Shelf Life / Lower On-Going Costs – The expected life of a PC is only four years before it is obsolete and sold at auction. Using VDI can extend the life of the hardware to an expected minimum of six years. This allows the College to expend less annual budget on new equipment for end-users.
- Improved Security – Software and files which reside on individual computers can be a security risk. An individual computer can be stolen or the files may be copied. When VDI is implemented software and files reside on servers rather than an individual computer improving the security. The physical loss of a computer no longer equals the loss of software and files.
- Better Support – The corruption of software or a virus (for example) will no longer stop productivity as a new user session can be implemented in minutes from the server. The process of upgrading software will be less time consuming and less staff intensive as software will be upgraded on the server and users will automatically access the newest version upon login.

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

11)Timekeeping System (Purchase)
Purchase a timekeeping system from **TimeClock Plus by Data Management, Inc.** (San Angelo, TX), a Texas Cooperative Purchasing Network (TCPN) approved vendor, at a total cost of $210,401.98.

Purpose – The Business Office and the Office of Human Resources are requesting the purchase of a new timekeeping system to replace the current timekeeping system in order to upgrade the capabilities and to ensure that mandated federal and state laws are adhered to. Timeclock Plus allows detailed reporting on employee attendance, real time processing, and increased controls such as mechanisms to prevent employees from manipulating their working hours.

Justification and Benefit – The current timekeeping system, TimeForce, was purchased on December 15, 2005. An upgraded timekeeping system, Timeclock Plus, is necessary to keep up with the College growth and need for resources, to provide more accurate tracking of hours as required by federal regulations, to automate manual processes for better efficiency overall, and to strengthen internal controls over employee timekeeping.

The following improvements will be implemented by purchasing Timeclock Plus:

- Reduction of paper processes
- Automation of vacation and sick leave processes and elimination of Leave Forms, Time Adjustments Forms and Payroll Worksheets
- Compliance with Affordable Care Act and Teacher Retirement System Requirements
- Upgrade of Biometric clocks
- Improved quality of reports
- Streamline of Banner integration with Timeclock Plus

By fully integrating the new time and attendance system into our database, the College will reduce human errors and have greater confidence in easily accessible and accurate employee information.

All non-exempt professional support, classified, and part time employees, which total to approximately 1,550 employees, use the timekeeping system. Supervisors also utilize the system to review and to approve the time worked. This system will include software licenses, hardware, training, support, and maintenance. Also included is the business process mapping necessary for the implementation and integration.

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

12)Virtual Desktop Licenses Phase I (Purchase)
Purchase virtual desktop licenses phase I from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of $46,168.83.

Purpose – Technology Resources is requesting the purchase of three hundred (300) virtual desktop licenses which will be installed in the servers for future software installations or upgrades to classroom podium computers throughout the College district. This will be the first phase of licenses to be installed.

Justification and Benefit – These licenses will allow various software to be installed or upgraded from the server to the desktop without interruption of student instruction. This will streamline all the software used in instructional podium computers as instructors move from classroom to classroom throughout the district. It will allow for multiple software upgrades at once, data can also be stored in the server(s) which will follow the users from location to location, and computer issues can be resolved faster by the technical staff via the network.

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

Recommendation:

It is requested that the Finance and Human Resources Committee recommend for Board approval at the January 26, 2016 Board meeting the proposal awards, reject a proposal, purchases, and renewals as listed below:

A. Awards	**C. Technology Items**
B. Non-Instructional Items	

A. Awards
1) **Firefighter Equipment (Award):** award the proposal for firefighter equipment to **Municipal Emergency Services, Inc.** (Houston, TX), at a total cost of $19,658.00;
2) **Purchase and Installation of Digital Readout Units (Award):** award the proposal for purchase and installation of digital readout units to **MSC Industrial Supply, Co.** (Harlingen, TX), at a total cost of $11,030.60;
3) **Signs, Banners, and Related Products (Award):** award the proposal for signs, banners, and related products for the period beginning January 30, 2016 through January 29, 2017 with two one-year options to renew, at an estimated cost of $35,000.00. The vendors are as follows:
   - **AGAS, Mfg.** (Philadelphia, PA)
   - **Fast Signs** (McAllen, TX)
   - **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
   - **The Sign Depot** (McAllen, TX)
4) **Higher Education Strategic Market Assessment (Reject):** reject the two (2) proposals for the higher education strategic market assessment project because they were over the available budget.

B. Non – Instructional Items
5) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of $16,508.70;

#	Vendor	Amount
A	**Allsteel, Inc./Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$4,173.12
B	**Exemplis Corporation/Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$754.48
C	**The Hon Company/Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$6,158.38
D	**Krueger International, Inc./Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$5,422.72
	Total	$16,508.70

6) **Institutional Membership (Renewal):** renew the institutional membership with **Hispanic Association of Colleges and Universities (HACU)** (San Antonio, TX), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total amount of $10,825.00;

C. Technology

7) **Computers, Laptop, Tablets, and Printers (Purchase):** purchase of computers, laptop, tablets, 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 $22,490.48;

8) **Network Equipment and Phones (Purchase):** purchase network equipment and phones from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of $111,557.62;

9) **Network Switches and Connectors (Purchase):** purchase network switches and connectors from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of $10,231.75;

10) **Servers, Installation, and Configuration (Purchase):** purchase servers, installation and configuration from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of $192,200.53;

11) **Timekeeping System (Purchase):** purchase a timekeeping system from TimeClock Plus by Data Management, Inc. (San Angelo, TX), a Texas Cooperative Purchasing Network (TCPN) approved vendor, at a total cost of $210,401.98;

12) **Virtual Desktop Licenses Phase I (Purchase):** purchase virtual desktop licenses phase I from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of $46,168.83.

SUMMARY TOTAL:

The total for all proposal awards, reject a proposal, purchases, and renewals is $686,073.49.

SOUTH TEXAS COLLEGE
1. FIREFIGHTER EQUIPMENT
PROJECT NO. 15-16-1041

VENDOR	Municipal Emergency Services, Inc.
ADDRESS	16511 Hedgecroft Ste 200
CITY/STATE/ZIP	Houston, TX 77060
PHONE	800-784-0404
FAX	281-442-9199
CONTACT	Mike Evans

#	Qty	Description	Unit Price	Extension
1	1	Fire Rescue Chain Saw	$ 2,140.00	$ 2,140.00
2	1	Ventilation Fan	$ 2,025.00	$ 2,025.00
3	1	Rotary Rescue Saw	$ 1,575.00	$ 1,575.00
4	1	Extension Ladder	$ 1,168.00	$ 1,168.00
5	1	Lift Bag Set	$ -	$ -
6	1	Lift Bag Kit (price includes Item #5)	$ 12,750.00	$ 12,750.00

TOTAL AWARD AMOUNT	$ 19,658.00
TOTAL EVALUATION POINTS	92.99
RANKING	1

SOUTH TEXAS COLLEGE
1. FIREFIGHTER EQUIPMENT
PROJECT NO. 15-16-1041
EVALUATION FORM

VENDOR		Municipal Emergency Services, Inc.	
ADDRESS		16511 Hedgecroft Ste 200	
CITY/STATE/ZIP		Houston, TX 77060	
PHONE		713-545-0495	
FAX		281-442-9199	
CONTACT		Mike Evans	
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	9.66
		9	
		10	
3	The quality of the vendor's goods and/or services. (up to 18 points)	10	14
		16	
		16	
4	The extent to which the vendor's goods and/or services meet the Colleges needs. (up to 18 points)	15	16.33
		17	
		17	
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)	0	0
		0	
		0	
TOTAL EVALUATION POINTS		92.99	
RANKING		1	

SOUTH TEXAS COLLEGE
2. PURCHASE AND INSTALLATION OF DIGITAL READOUT UNITS
PROJECT NO. 15-16-1039

VENDOR	MSC Industrial Supply, Co.		Rex Supply Company	
ADDRESS	2125 N 77 Sunshine Strip Ste 3		1313 W 495	
CITY/STATE/ZIP	Harlingen, TX 78550		Pharr, TX 78577	
PHONE	956-412-6500		956-781-7761	
FAX	956-412-8131		956-781-1408	
CONTACT	Jorge Blanco		David Guajardo	

#	Qty	Description	Unit Price	Extension	Unit Price	Extension
1	7	Digital Readout	$ 1,075.80	$ 7,530.60	$ 1,456.80	$ 10,197.60
2	1	Shipping and Handling	$ -	$ -	$ -	$ -
3	7	Installation	$ 500.00	$ 3,500.00	$ 600.00	$ 4,200.00
4	1	Delivery Time	20 Working Days		45 Days	
TOTAL AMOUNT			$ 11,030.60		$ 14,397.60	
TOTAL EVALUATION POINTS			96.99		86.46	
RANKING			1		2	

SOUTH TEXAS COLLEGE
2. PURCHASE AND INSTALLATION OF DIGITAL READOUT UNITS
PROJECT NO. 15-16-1039
EVALUATION FORM

	VENDOR	MSC Industrial Supply, Co.		Rex Supply Company	
	ADDRESS	2125 N 77 Sunshine Strip Ste 3		1313 W 495	
	CITY/STATE/ZIP	Harlingen, TX 78550		Pharr, TX 78577	
	PHONE/FAX	956-412-6500		956-781-7761	
	FAX	956-412-8131		956-781-1408	
	CONTACT	Jorge Blanco		David Guajardo	
1	The purchase price. (up to 45 points)	45	45	34.47	34.47
		45		34.47	
		45		34.47	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 15 points)	15	14.33	15	14.33
		14		14	
		14		14	
3	The quality of the vendor's goods and/or services. (up to 16 points)	15	15.33	15	15.33
		15		15	
		16		16	
4	The extent to which the vendor's goods and/or services meet the Colleges needs. (up to 20 points)	20	19.33	20	19.33
		19		19	
		19		19	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	3	3
		3		3	
		3		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
	TOTAL EVALUATION POINTS	96.99		86.46	
	RANKING	1		2	

SOUTH TEXAS COLLEGE
3. SIGNS, BANNERS AND RELATED PRODUCTS
PROJECT NO. 15-16-1042

VENDOR	A & L Athletics	AGAS, Mfg.	Copy Plus, LLC.	Copy Zone, Ltd.	Fast Signs	FedEx Office	Gateway Printing & Office Supply, Inc.	The Sign Depot
ADDRESS	2208 Primrose Bldg O	2701 E Tioga St	4500 N 10th Ste 240	4131 N 10th St	4117 N 10th St	2812 N 10th St	315 S Closner	2720 N 10th St
CITY/STATE/ZIP	McAllen, TX 78504	Philadelphia, PA	McAllen, TX 78504	McAllen, TX 78504	McAllen TX 78577	McAllen, TX 78501	Edinburg, TX 78539	McAllen, TX 78501
PHONE	956-631-2300	213-777-1178	956-668-7587	956-668-9600	956-618-1800	956-682-4040	956-383-3861	956-687-7446
FAX	956-682-8118	215-689-4091	956-668-7590	956-668-9603	956-618-5088	956-682-4013	956-383-4674	956-928-1870
CONTACT	Gilma Salinas	Matt Poster	Leonel Cantu	Daniel Clarke	Jaime Garcia	Humberto Barberena	Jeff Talbert	Andy Long
# Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
1 Catalog Discount (Signs, Flags and Banners)		40%	0%	0%	N/A	30%	0%	25%
2 Catalog Discount (Retractable Banner Stands)		20%	0%	0%	N/A	30%	0%	25%
3 Catalog Discount (Yard/Metal/Real Estate Signs)		20%	0%	0%	N/A	30%	0%	25%
4 Catalog Discount (Table Covers)		20%	0%	0%	N/A	10%	0%	25%
5 Catalog Discount (Feather Flags)		20%	0%	0%	N/A	5%	0%	25%
6 Catalog Discount (Name Plates/Office Entrance Signs)		20%	0%	0%	N/A	0%	0%	25%
7 Set-Up Charges	N/A	N/A	N/A	$75/Graphic Hour	N/A	$0.00	N/A	No Charge
8 Shipping Charges	N/A	N/A	N/A	$25 outside of McAllen city limits	$25.00	$0.00	N/A	No Charge
9 Return Policy	20% Restocking Fee	30 Days No Restocking Fee	No Returns on Custom Orders	Will vary case by case; from full refund to zero.	All orders are final.	15 Days	No Returns on Custom Work unless Vendor Error	Replace or Refund Full Purchase Price
10 Number of days for delivery once order is placed	14 days if product in stock	14-21 days	No Response	1-5 Days	2-3 Days	5 Days	5-15 Days	1-3 Days
Hanging (Matte Material)								
11 8 ft x 4 ft Banner		$109.00	$95.68	$103.00	$140.00	$146.99	$82.40	$79.00
12 6 ft x 4 ft Banner		$66.50	$71.76	$83.00	$99.00	$121.99	$65.37	$67.00
13 5ft x 3 ft Banner		$41.00	$44.85	$61.00	$70.00	$80.40	$96.21	$42.00
Hanging (Vinyl Glossy)								
14 8 ft x 4 ft Banner		$109.00	$95.68	$247.38	$140.00	$146.99	$105.71	$79.00
15 6 ft x 4 ft Banner		$66.50	$71.76	$191.38	$99.00	$121.99	$85.71	$67.00
16 5ft x 3 ft Banner		$41.00	$44.85	$128.38	$70.00	$80.40	$63.21	$42.00

SOUTH TEXAS COLLEGE
3. SIGNS, BANNERS AND RELATED PRODUCTS
PROJECT NO. 15-16-1042

#	Description	A & L Athletics Proposed	AGAS. Mfg. Proposed	Copy Plus, LLC. Proposed	Copy Zone, Ltd. Proposed	Fast Signs Proposed	FedEx Office Proposed	Gateway Printing & Office Supply, Inc. Proposed	The Sign Depot Proposed
Retractable Banner Matte and Stand									
17	33 in x 83 in banner including stand		$95.00	$260.88	$260.00	$225.00 (33" x 78.5")	$346.00	$368.41	$274.00
Retractable Banner Matte Only									
18	33 in x 83 in		$43.50	$56.88	$185.00	$125.00	$113.36	N/A	$53.00
Yard Signs (Coroplast) with "H" Stake Frame; Printed; Double Sided; Full Color									
19	18 in x 12 in		$9.90	$12.99	$48.00	$11.32	$13.14	$87.13	$7.50
20	24 in x 18 in		$18.50	$31.26	$54.20	$14.82	$20.60	$97.13	$18.75
Yard Signs (Coroplast) with "H" Stake Frame; BLANK									
21	18 in x 12 in		$4.75	$7.92	$24.00	$9.32	$10.00	$25.00	$5.50
22	24 in x 18 in		$8.75	$13.32	$28.00	$12.82	$10.00	$35.00	$14.75
Metal Sign and Black Frame/Real Estate Sign									
23	24 in x 18 in		$49.50	$42.08	$125.00	$57.60	71.39	299.71	$31.50
Table Covers									
24	6 ft Table (28 in x 72 in x 30 in)	$325.00	$84.00	$275.00	$200.00	$258.13	$311.60	$285.71	$245.00
25	8 ft Table (28 in x 96 in x 30 in)	$350.00	$110.00	$295.00	$250.00	$294.13	$327.67	$314.29	$275.00
Feather Flags									
26	12 ft. feather flag		$110.00	$385.00	$269.00	$167.88 (10 ft)	$130.15	$322.44	$120.00
Wall Mount Name Plate									
27	2 in x 10 in x 1/16 in		$14.00	$13.75	N/A	$20.00	No Bid	$10.95	$12.00
Wall Mount Frame for Name Plate (Silver)									
28	2 in x 10 in x 1/16 in name plate		$5.00	$12.25	N/A	$12.00	No Bid	$10.95	$4.50
Desk Mounting Frame for Name Plate (Silver)									
29	2 in x 10 in x 1/16 in name plate		$8.00	$12.25	N/A	$12.00	No Bid	$13.95	$6.50
Office Entrance Sign									
30	8 in x 10 in x 1/16 in		$38.00	$55.95	N/A	$25.00	No Bid	$40.00	$22.00
31	Price Escalation for 2nd Year	0%	0%	No Response	2%	0%	3%	0%	0%
32	Price Escalation for 3rd Year	0%	0%	No Response	2%	0%	3%	0%	0%
	TOTAL EVALUATION POINTS	73	86.6	71.6	73.8	82.6	79.2	85.4	88.8
	RANKING	7	2	8	6	4	5	3	1

SOUTH TEXAS COLLEGE
3. SIGNS, BANNERS, AND RELATED PRODUCTS
PROJECT NO. 15-16-1042
EVALUATION FORM

		A & L Athletics	AGAS, Mfg.	Copy Plus, LLC.	Copy Zone, Ltd.	Fast Signs	FedEx Office	Gateway Printing & Office Supply, Inc.	The Sign Depot
	VENDOR	A & L Athletics	AGAS, Mfg.	Copy Plus, LLC.	Copy Zone, Ltd.	Fast Signs	FedEx Office	Gateway Printing & Office Supply, Inc.	The Sign Depot
	STREET	2208 Primrose Bldg O	2701 E Tioga St	4500 N 10th Ste 240	4131 N 10th St	4117 N 10th St	2812 N 10th St	315 S Closner	2720 N 10th St
	CITY/STATE/ZIP	McAllen, TX 78504	Philadelphia, PA 19134	McAllen, TX 78504	McAllen, TX 78504	McAllen TX 78577	McAllen, TX 78501	Edinburg, TX 78539	McAllen, TX 78501
	PHONE	956-631-2300	213-777-1178	956-668-7587	956-668-9600	956-618-1800	956-682-4040	956-383-3861	956-687-7446
	FAX	956-682-8118	215-689-4091	956-668-7590	956-668-9603	956-618-5088	956-682-4013	956-383-4674	956-928-1870
	CONTACT	Gilma Salinas	Matt Poster	Leonel Cantu	Daniel Clarke	Jaime Garcia	Humberto Barberena	Jeff Talbert	Andy Long
1	The purchase price. (up to 45 points)	24 (24,24,24,24,24)	45 (45,45,45,45,45)	28 (28,28,28,28,28)	26 (26,26,26,26,26)	32 (32,32,32,32,32)	30 (30,30,30,30,30)	35 (35,35,35,35,35)	40 (40,40,40,40,40)
2	The reputation of the vendor and of the vendor's goods and/or services. (up to 10 points)	9 (9,10,9,9,8)	8.4 (8,10,8,7,9)	8.2 (8,8,8,9,8)	9 (9,10,9,9,8)	9.4 (10,10,9,9,9)	9.6 (10,10,10,9,9)	9.6 (10,10,10,9,9)	9 (9,9,9,9,9)
3	The quality of the vendor's goods and/or services. (up to 18 points)	16.4 (17,18,17,16,14)	13 (13,13,13,13,13)	14.6 (14,14,14,17,14)	16.6 (17,18,17,17,14)	16.6 (17,17,17,17,15)	17.2 (18,18,18,17,15)	16.4 (17,17,17,17,14)	15.8 (16,16,16,17,14)
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 18 points)	15.6 (17,17,15,14,15)	13.2 (13,13,13,13,14)	14.2 (14,14,14,16,13)	16 (16,16,17,17,14)	16.6 (17,18,17,17,14)	16.8 (18,18,17,17,14)	16.4 (17,17,17,17,14)	16 (16,16,16,17,15)
5	The vendor's past relationship with the College. (up to 3 points)	3 (3,3,3,3,3)	2 (2,2,2,2,2)	3 (3,3,3,3,3)	3 (3,3,3,3,3)	3 (3,3,3,3,3)	3 (3,3,3,3,3)	3 (3,3,3,3,3)	3 (3,3,3,3,3)
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0 (0,0,0,0,0)	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 (5,5,5,5,5)	5 (5,5,5,5,5)	3.6 (4,4,3,4,3)	3.2 (4,3,4,3,2)	5 (5,5,5,5,5)	2.6 (3,3,3,2,2)	5 (5,5,5,5,5)	5 (5,5,5,5,5)
	TOTAL EVALUATION POINTS	73	86.6	71.6	73.8	82.6	79.2	85.4	88.8
	RANKING	7	2	8	6	4	5	3	1

NO BACKUP FOR

4. Higher Education Strategic Market Assessment (Reject)

SOUTH TEXAS COLLEGE

5. DISTRICT WIDE FURNITURE REQUEST

JANUARY 26, 2016

#	Qty	Description	Unit Price	Extension	Requesting Department
Allsteel, Inc./Gateway Printing and Office Supply, Inc. (TXMAS-9-71I030)					
1	4	SCU-UADF Scout Armless Chair Adjustable Back	$322.76	$1,291.04	Centers for Learning Excellence - Cody A Gregg
					Chairs for Conference Table located at the Director of Centers for Learning Excellence Office
2	8	SCU-UADF Scout Armless Chair Adjustable Back	$322.76	$2,582.08	Student Affairs - Pablo Hernandez Jr
					Chairs are needed to replace old chairs in conference room
3	1	Labor to receive, inspect, deliver and install	$300.00	$300.00	
		Allsteel Inc. Total		**$4,173.12**	
Exemplis Corporation/Gateway Printing and Office Supply, Inc. (TXMAS-4-7110240)					
1	1	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	$332.24	$332.24	Learning Commons and Open Labs - Lelia Salinas
					Office Chair for Open Computer Lab Staff
2	1	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	$332.24	$332.24	Office of Strategic Initiatives - David C Plummer
					Office Chair for Project Manager Analyst
3	1	Labor to receive, inspect, deliver, install and remove debris	$90.00	$90.00	
		Exemplis Corporation Total		**$754.48**	
The Hon Company/Gateway Printing and Office Supply, Inc. (TXMAS-6-71111060)					
1	1	H38292L Desk with Lock Single Pedestal 30Dx 66W	$540.70	$540.70	Associate Degree Nursing Program - Christie Candelaria
	1	H38210 Desk Bridge 24D x 48W	$196.73	$196.73	Desk for Associate Degree Nursing Program Chair
	1	H38858R Desk with Lock Single Pedestal 24Dx66W	$451.54	$451.54	
2	2	H314 Vertical File 4 Drawer Letter with Lock	$205.39	$410.78	Psychology Program - Eric Reittinger
					Vertical File Cabinet for Starr County Instructor
3	1	H38292L Desk with Lock Single Pedestal 30Dx 66W	$519.84	$519.84	Office of Strategic Initiatives - David C Plummer
	1	H38215R Desk Single Pedestal 30Dx 66W	$340.70	$340.70	Desk, Lateral File, and Stack on Storage for Project Manager Analyst

SOUTH TEXAS COLLEGE
5. DISTRICT WIDE FURNITURE REQUEST
JANUARY 26, 2016

#	Qty	Description	Unit Price	Extension	Requesting Department
4	1	HS72ABC Brigade Bookcase 5-Shelf 12-5/8D x 34 1/2W x 71H Black	$164.16	$164.16	Office of Safety and Security - Paul Varville
					Bookcase needed at the Security Department
5	4	H315 Vertical File 5 Drawer Letter with Lock, Black	$291.75	$1,167.00	Business Office - Myriam Lopez
					File Cabinets for Business Office Library
6	2	HS72ABC Brigade Bookcase 5-Shelf 12-5/8D x 34 1/2W x 71H Black	$159.10	$318.20	Business Office - Myriam Lopez
	2	H314 Vertical File 4 Drawer Letter with Lock, Black	$198.39	$396.78	Bookcase and vertical file for Comptroller Office
7	5	H314 Vertical File 4 Drawer Letter with Lock, Black	$198.39	$991.95	Education & College Success - Rene Zuniga
					Vertical Files for Faculty Offices due to relocation
8	1	Labor to receive, inspect, deliver, install and remove debris	$660.00	$660.00	
		The Hon Company Total		**$6,158.38**	
Krueger International, Inc./Gateway Printing and Office Supply, Inc. (TXMAS-14-710180)					
1	1	7D/D3066-74P-F Desk Full Modesty Panel 74P Edge	$542.40	$542.40	Learning Commons and Open Labs - Lelia Salinas
	1	S7P/1530/WBBF Files Supporting Ped-Box	$396.00	$396.00	Desk and Chair needed for the CLE Open Labs Staff
	1	TPNAU Torsion Pedestal Base Chair Armless	$327.36	$327.36	
2	1	RAPWAUS Rapture Four-Leg Armchair	$183.84	$183.84	Psychology Program - Eric Reittinger
					Guest chair for Starr County Instructor
3	1	7D/D3066-74P-F Desk Full Modesty Panel 74P Edge	$542.40	$542.40	Business Office - Myriam Lopez
	1	7D/D2472-74P-F Desk, Return Modesty Panel	$472.80	$472.80	Desk and Chairs for Comptroller
	1	7D/B2436-74P-F Desk, Bridge Full Modesty Panel 74P Edge	$340.80	$340.80	
	1	S7P/1530/WBBF Files Supporting Ped-Box	$396.00	$396.00	
	1	S7P/1524WFF Files Supporting Ped File	$343.68	$343.68	
	1	BR35FX-74P Barron Fixed Leg Round LX Base, 74P Edge 42"	$660.96	$660.96	
	4	RAPWAUS Rapture Four-Leg Armchair	$189.12	$756.48	
4	1	Labor to receive, inspect, deliver, install and remove debris	$460.00	$460.00	
		Krueger International, Inc. Total		**$5,422.72**	
		FURNITURE TOTAL		**$16,508.70**	

SOUTH TEXAS COLLEGE
6. INSTITUTIONAL MEMBERSHIP
QUOTE NO. R0073114

NAME			Hispanic Association of Colleges and Universities (HACU)		
ADDRESS			8415 Datapoint Dr Ste 400		
CITY/STATE/ZIP			San Antonio, TX 78229		
PHONE			210-692-3805		
FAX			210-692-0823		
CONTACT			Antonio R. Flores		
#	**Qty**	**Description**		**Unit Price**	**Extension**
1	1	Annual Membership Renewal Period: 1/1/16-12/31/16		$ 10,825.00	$ 10,825.00
TOTAL AMOUNT				$	10,825.00

SOUTH TEXAS COLLEGE
7. DISTRICT WIDE TECHNOLOGY REQUEST
JANUARY 26, 2016

COMPUTERS

#	Qty	Description		Extension	Requesting Department
1	1	Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory 20" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	$ 680.00	$ 680.00	Music Program - William Buhidar
					(1) Replacement of 5-yr-old system for Dept Faculty
2	6	Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory 20" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	$ 680.00	$ 4,080.00	English Program - Stephen Morrison
					(4) New systems for new Dept Faculty
					(2) Replacement of 8-yr-old systems for Dept Faculty
3	1	Computer 5810 Workstation, Intel Xeon 2.8GHz Processor, 1.0TB Hard Drive, 8GB Memory No Monitor, 1.0GB NVIDIA Video Card, 8X Slimline DVD+/-RW, Warranty	$ 1,239.91	$ 1,239.91	CADD Program - Reynaldo Sanchez
					(1) Replacement of 8-yr-old system for Dept Faculty
4	1	Computer 7020 MT, i5-4590 Processor, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	$ 957.01	$ 957.01	Division of Nursing and Allied Health - Jayson Valerio
					(1) Replacement of 5-yr-old system for new Dept Staff
		COMPUTER TOTAL		**$ 6,956.92**	

LAPTOP

#	Qty	Description		Extension	Requesting Department
5	1	Laptop E5450 Intel Core i5-5300U, 250GB Hard Drive, Battery, 8.0GB Memory, Intel Dual Band Wireless Card, Warranty	$ 1,180.00	$ 1,180.00	Computer Science Program - Saeed Molki
					(1) New system for class instruction
		LAPTOP TOTAL		**$ 1,180.00**	

TABLETS

#	Qty	Description		Extension	Requesting Department
6	2	Microsoft Surface Pro 4, 128GB Storage, Core i5, 4GB RAM, Type-Cover Keyboard, Warranty	$ 1,212.84	$ 2,425.68	Chemistry Program - Enriqueta Cortez
					(2) Mobile systems for new Dept Faculty
7	2	Microsoft Surface Pro 4, 128GB Storage, Core i5, 4GB RAM, Type-Cover Keyboard, Warranty	$ 1,212.84	$ 2,425.68	Cashiers Office - Myriam Lopez
					(2) Mobile systems for Dept Staff
		TABLET TOTAL		**$ 4,851.36**	

PRINTERS

#	Qty	Description		Extension	Requesting Department
8	2	HP Enterprise M806dn Printer, Monochrome, Duplex, Laser, 1200 x 1200 dpi, 55ppm, USB 2.0, Warranty	$ 4,751.10	$ 9,502.20	Infrastructure - Lucio Gonzalez
					Replacement for Financial Aid and Cashiers Dept to print large batches of student information
		PRINTER TOTAL		**$ 9,502.20**	
		COMPUTERS/LAPTOP/TABLETS/PRINTERS TOTAL		**$ 22,490.48**	

SOUTH TEXAS COLLEGE
8. NETWORK EQUIPMENT AND PHONES

NAME	Insight Public Sector
ADDRESS	6820 S Harl Ave
CITY/STATE/ZIP	Tempe, AZ 85283
LOCAL ADDRESS	2712 N McColl Rd McAllen, TX
PHONE	956-465-8080
FAX	630-295-7881
CONTACT	Darak Weaver

#	Qty	Description	Unit Price	Extension
1	30	Voice Licensing SWSS Upgrades Services Mapping SKU	$ 25.50	$ 765.00
2	30	New CUWL Standard Edition User, 1 User	$ 165.75	$ 4,972.50
3	30	Cisco UC Phone 7841	$ 186.15	$ 5,584.50
4	30	SNTC-8X5XNBD Cisco UC Phone 7841 Support and Warranty	$ 6.90	$ 207.00
5	1	Cisco 8540 Wireless Controller with Rack Mounting Kit	$ 20,400.00	$ 20,400.00
6	1	SNTC-8X5XNBD Cisco 8540 Wireless Controller Support and Warranty	$ 3,588.00	$ 3,588.00
7	2	Modular 24 FXS Port VoIP Gateway with PVDM3-64	$ 2,754.00	$ 5,508.00
8	2	SNTC-8X5XNBD Cisco VG310-Modular 24 FXS Port Voice Support and Warranty	$ 309.81	$ 619.62
9	250	Cisco 8540 Wireless Controller 1 AP Adder License	$ 102.00	$ 25,500.00
10	250	SNTC-8X5XNBD Cisco 8540 Wireless Controller 1 AP Adde Support and Warranty	$ 17.94	$ 4,485.00
11	2	Catalyst 6800 16 Port 10GE with Integrated DFC4XL	$ 17,500.00	$ 35,000.00
12	14	TriCentric 10BASE-LRM SFP Module	$ 352.00	$ 4,928.00
TOTAL AMOUNT			$	111,557.62

SOUTH TEXAS COLLEGE
9. NETWORK SWITCHES AND CONNECTORS

NAME	Insight Public Sector
ADDRESS	6820 S Harl Ave
CITY/STATE/ZIP	Tempe, AZ 85283
LOCAL ADDRESS	2712 N McColl Rd McAllen, TX
PHONE	956-465-8080
FAX	630-295-7881
CONTACT	Darak Weaver

#	Qty	Description	Unit Price	Extension
1	1	Catalyst 2960-X 48 GigE PoE 740W, 2 x 10G SFP + LAN Base	$ 4,397.25	$ 4,397.25
2	1	Catalyst 2960-X FlexStack Plus Stacking Module	$ 657.25	$ 657.25
3	1	Catalyst 2960-X 48 GigE PoE 740W, 2 x 10G SFP + LAN Base	$ 4,397.25	$ 4,397.25
4	2	10GBASE-LRM SFP Module 3rd Party	$ 390.00	$ 780.00
TOTAL AMOUNT			$	10,231.75

SOUTH TEXAS COLLEGE
10. SERVERS, INSTALLATION, AND CONFIGURATION

NAME	Logical Front
ADDRESS	2 Eagle Rise Place
CITY/STATE/ZIP	The Woodlands, TX 77382
PHONE	832-764-3444
FAX	936-494-1986
CONTACT	Steve Wheeler

#	Qty	Description	Unit Price	Extension
1	1	Dell Power Edge Server FX2 Chassis	$ 7,156.93	$ 7,156.93
2	7	Dell Power Edge Server FC430 Motherboard	$ 10,069.86	$ 70,489.02
3	1	Dell Storage SC4020 10Gb iSCSI - 4ports (Single Drives)	$ 91,559.58	$ 91,559.58
4	1	Logical Front-Services Installation and Configuration	$ 19,995.00	$ 19,995.00
5	1	Logical Front-Services Phone/Remote Technical Support from Completion Date-30 Days Training On Site - 2 Days	$ 3,000.00	$ 3,000.00
TOTAL AMOUNT			$ 192,200.53	

SOUTH TEXAS COLLEGE
11. TIMEKEEPING SYSTEM

		NAME		TimeClock Plus by Data Management, Inc.
		ADDRESS		1 Time Clock Dr
		CITY/STATE/ZIP		San Angelo, TX 76904
		PHONE		800-749-8463
		CONTACT		Mike Bowman
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	TimeClock Plus v7 Professional Edition (2000 Licenses)	$ 57,837.00	$ 57,837.00
2	40	Biometric Finger Recognition Clocks	$ 2,249.00	$ 89,960.00
3	1	Annual Support and Hardware Maintenance	$ 25,575.64	$ 25,575.64
4	10	Implementation Services - Professional On Site Training	$ 1,400.00	$ 14,000.00
5	4	Professional Services Travel Day (Per Representative)	$ 500.00	$ 2,000.00
6	30	Remote Dedicated Support Services Hours	$ 175.00	$ 5,250.00
7	1	Representative Reimbursable Travel Expenses	$ 4,761.30	$ 4,761.30
8	1	Shipping and Handling	$ 278.04	$ 278.04
9	1	Process Assessment Report	$ 10,740.00	$ 10,740.00
TOTAL AMOUNT			$	210,401.98

SOUTH TEXAS COLLEGE
12. VIRTUAL DESKTOP LICENSES PHASE 1

NAME	Dell Marketing, LP.
ADDRESS	P O Box 676021
CITY/STATE/ZIP	Dallas, TX 75267
PHONE	800-456-3355
EMAIL	marlene_s@dell.com
CONTACT	Marlene Silva

#	Qty	Description	Unit Price	Extension
1	3	VLA VMWARE AE BAS Support Horiz View STD 100pk CCU 1 YR (A7856442)	$ 3,079.11	$ 9,237.33
2	3	VLA VMWARE Oran Horizon View STD 100pk CCU (A7852197)	$ 12,310.50	$ 36,931.50
TOTAL AMOUNT			$	46,168.83

**Review and Recommend Action on Revision of Adjunct & Overload Pay Rate Scale
and Elimination of Summer Faculty Pay Rate Scale**

Approval of revision of Adjunct & Overload Pay Rate Scale and elimination of Summer Faculty Pay Rate Scale will be requested at the January 26, 2016 Board meeting.

Purpose – The proposed revision of Adjunct & Overload Pay Rate Scale and Elimination of Summer Faculty Pay Rate Scale is presented for the Committee's review and consideration. These scales have not been adjusted since FY 2007-2008.

Justification – Adjunct faculty (part-time) are essential to the delivery of instruction at South Texas College. In addition, the use of full-time faculty for teaching overloads at the adjunct faculty rate of pay allows the College to offer additional courses in a more cost effective manner.

This revision will provide South Texas College with more competitive rates to attract and retain adjunct faculty and full time faculty who teach overloads for the College. In addition, the revised adjunct/overload rate will be equal or higher than the current Summer Full Time Faculty Pay Scale; therefore, it is proposed to eliminate the summer Pay Rate Scale and utilize the Adjunct /Overload Pay Scale for all semesters and/or sessions effective Fall 2016.

The definition of adjunct faculty and an overload assignment is as follows:

- **Adjunct Faculty** - faculty members, not on the Board approved staffing plan, employed on a part-time basis with no benefits, and limited to teaching no more than ten Lecture Hour Equivalent (LHE) per semester.
- **Overload Assignment** - compensation for full-time regular faculty is paid at the adjunct rate for all LHEs beyond 15 per semester or 30 per academic year.

Background – Currently, South Texas College uses two pay scales to compensate faculty overloads and adjunct salaries:

1. Adjunct & Overload Pay Rate Scale
2. Summer Faculty Pay Rate Scale

These pay rates have not changed since FY 2007-2008. While the pay rates have been adequate in the past, departments are finding it exceedingly more difficult to recruit adjunct faculty and full time faculty to teach overloads.

The following information, labeled A through E below, is provided to demonstrate the current and proposed pay rates.

A. Comparison with Very Large Colleges in Texas
B. Comparison with Local Area Institutions

C. Comparison of Current Pay Rate between South Texas College and UT-RGV
D. Proposal: Adjunct and Overload Rate of Pay
E. Funding Implications

A. Comparison with Very Large Colleges in Texas

The chart below reflects the results of a survey of the adjunct (part-time) pay rate for faculty teaching at Very Large Colleges in Texas. South Texas College ranks 7th out of 10 Very Large Colleges in Texas (1= highest and 10= lowest).

Comparison of Part-time Faculty Pay for One Course (3 LHE) * Very Large Colleges in Texas *Source: TCCTA Institutional Questionnaire*			
Very Large Colleges in Texas Classification per Texas Higher Education Coordinating Board	**Academic Year 2013-2014**	**Academic Year 2014-2015**	**Rank Highest Pay to Lowest Pay**
Austin Community College	$ 2,781	$ 2,844	1
El Paso Community College	$ 2,619	$ 2,670	2
Tarrant County College District	$ 2,388	$ 2,444	3
Collin County Community College	$ 2,244	$ 2,379	4
Alamo Community College District	$ 2,366	$ 2,366	5
Dallas County Community College District	$ 2,164	$ 2,274	6
South Texas College	$ 1,950	$ 1,950	7
Houston Community College	$ 1,800	$ 1,910	8
Lone Star College System	$ 1,908	$ 1,908	9
San Jacinto College	$ 1,824	$ 1,824	10
LHE = Lecture Hour Equivalents			

Furthermore, a comparison between the South Texas College service area and the service areas of the same Very Large Colleges' service area, shows the deep South Texas region with the lowest percentage (4.5%) of the population with a graduate degree (US Census Bureau and US Department of Commerce, 2014 American Community Survey).

This combination of factors indicates two things: the available supply of adjunct faculty is limited by our geographic location and the current pay rate is not as competitive as other areas with larger pools of graduate degree holders.

B. Comparison with Local Area Institutions

In effect, South Texas College departments are competing with the University of Texas at Rio Grande Valley (UT-RGV), Texas State Technical College (TSTC), and Texas Southmost College (TSC) for a limited resource. The adjunct pay for these institutions is

listed in the chart below which reflects adjunct pay for a faculty member with a Master's Degree teaching one 3 LHE course for the 2014-2015 Academic Year.

Comparison of Adjunct Faculty Pay for One Course (3 LHE) Local Area Institutions Faculty with Master's Degree 2014-2015 Academic *Source: TCCTA- PT Instructors Compensation*	
Texas State Technical College	$1,390
Texas Southmost College	$ 1,920
South Texas College	$1,950
The University of Texas at Rio Grande Valley	$2,400

UT-RGV's proximity has made it the default competitor for adjuncts (part-time), and their part-time faculty pay rates, which were adopted in Fall 2015. At UT-RGV, the pay is dependent not only on highest degree earned, but also on teaching experience. In addition, their adjunct faculty rates are substantially higher than the current rate at South Texas College.

Adjunct faculty are essential to the delivery of instruction at South Texas College. In addition, the use of full-time faculty for teaching overloads, at the adjunct faculty rate of pay, allows the College to offer additional courses in a more cost effective manner.

C. Comparison of Current Pay Rate between South Texas College and UT-RGV

As a method of comparison, the table below shows South Texas College adjunct/overload pay rates and summer pay rates for full-time faculty, compared to UT-RGV adjunct pay for both the Masters and Doctoral Levels.

Comparison of Current Pay Rate for Adjunct Rates between South Texas College and UT-RGV and South Texas College Proposed Rates Per LHE (Lecture Hour Equivalent)				
	Current Rates STC and UT-RGV			Proposed Rates
Degree	South Texas College		UT-RGV*	South Texas College
	Adjunct / Overload	Summer Full-Time Faculty	Adjunct Faculty	Adjunct/Overload/ Summer
Associate	$480	$575	Not Applicable	$575
Bachelor	$525	$625	Not Applicable	$625
Master	$650	$750	$800 - $1,100	$750
Doctorate	$750	$750	$900 – $1,800	$850

*UTRGV institutional Pay Ranges for Part Time Faculty (7/3/2015).
http://www.utrgv.edu/_files/documents/provost/faculty-resources/utrgv-institutional-pay-ranges-for%20part-time-faculty.pdf

D. Proposal: Adjunct and Overload Rate of Pay

At the request of Interim Vice President for Academic Affairs, Dr. Anahid Petrosian, the Academic Affairs leadership team reviewed recommendations from faculty leaders to arrive at a recommendation that will allow the institution to remain competitive in recruiting and retaining adjunct faculty. Administrative staff and faculty recommended that to remain competitive and to operate more efficiently through the use of adjuncts and overloads, the following proposal be accepted.

To keep South Texas College competitive in recruiting and maintaining adjunct faculty members, and to close the gap between South Texas College and UT-RGV at the Master and Doctorate level, it is proposed that the Adjunct/Overload Pay scale be revised as shown in the table below and eliminate the Summer Faculty Pay Rate scale.

Proposed Rate Changes Adjunct/Overload Pay Scale Per LHE (Lecture Hour Equivalent)			
Degree	Current Rate per LHE	Proposed Rate per LHE	Proposed Increase per LHE
Associate	$480	$575	$95
Bachelor	$525	$625	$100
Master	$650	$750	$100
Doctorate	$750	$850	$100

E. Funding Implications

The chart below reflects the additional cost of the proposed increases in the adjunct faculty and faculty overload rate of pay for the two semesters (Fall and Spring) is approximately $886,000. The estimate was based on 4,543.3 LHEs. Furthermore, the additional cost of the proposed increase for Summer Pay (including all Full Time Faculty Assignments and Adjunct Faculty) is approximately $288,000. This change will impact over 135 adjunct faculty and over 450 full-time faculty who teach overload or summer courses. In addition, the use of adjunct faculty and full time faculty to teach overloads have helped reduce the need for additional full time faculty, while being able to provide an adequate number of courses.

Funding Implications for the Proposed Change Proposed Adjustment for Adjunct/Overload Rate Scale			
Semester	Current Plan	Proposed Plan	Increase
Fall & Spring	$ 5,705,500	$ 6,591,902	$886,402
Summer	$ 3,123,068	$ 3,411,065	$287,997
Total			$1,174,399

Furthermore, later in the packet, the Committee is asked to review a proposal to amend Policy #3803: Conditions of Employment of Full-Time Faculty Teaching during Summer Terms to reflect this change.

Reviewers – Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, have reviewed the documentation with staff and request the Finance and Human Resources Committee to recommend approval as presented.

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, will be present at the January 12, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the January 26, 2016 Board meeting, the revision of Adjunct & Overload Pay Rate Scale and elimination of Summer Faculty Pay Rate Scale as presented.

Review and Recommend Action on Revised Policies

Approval of revised policies will be requested at the January 26, 2016 Board meeting.

a. Revise Policy #3803: Conditions of Employment of Full-Time Faculty Teaching during Summer Terms

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

- If the proposal for the Revision of Adjunct & Overload Pay Rate Scale and Elimination of Summer Faculty Pay Rate Scale is approved it will be necessary to amend the Policy to comply with the new changes.
- The revised Adjunct & Overload Pay Rate Scale will be equal or higher than the current summer Full Time Faculty Pay Rate Scale, so it is recommended to eliminate the Summer Pay Rate Scale, effective Fall 2016 to utilize the Adjunct & Overload Pay Rate Scale.

b. Revise Policy #6322: Smoke/Tobacco/*E-Cigarette* Free Environment

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

- To include E-Cigarettes under the provisions of the policy.
- The City of McAllen has passed ordinance revisions that include E-Cigarettes within their current Smoke and Tobacco Free Ordinance provisions.

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

The revised policies have 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 January 26, 2016 Board meeting, the revised policies as presented and which supersedes any previously adopted Board policy.

Title	Conditions of Employment of Full-Time Faculty Teaching during Summer Terms	3803
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated August 16, 2001 As Amended by Board Minute Order Dated August 29, 2002 As Amended by Board Minute Order Dated August 23, 2007 *As Amended by Board Minute Order Dated January 26, 2016*	

The following guidelines are applicable to full-time faculty on 9-month contracts teaching during summer terms:

1. Full-time faculty employed during the summer are expected to hold office hours. Standards for required office hours will be established by the chief academic officer of the college and will be published in advance of each summer term.

2. Faculty employed during the summer are not required to participate in other summer college activities unless they are employed under a prorated contract during the summer terms or unless they are receiving a Chair stipend during summer months. Other summer activities are activities that do not pertain directly to the classes being taught but are usually considered to be a required part of each faculty member's responsibility during the regular 9-month contract period (i.e. committee work, registration assistance, student advisement, etc.) as defined in Policy 3802, paragraph 1.

3. Compensation for full-time faculty during summer terms will *follow the same pay plan as for overload and adjunct assignments, and* ~~be~~ published in the College's Employee Salary Pay Plans. ~~All LHE's in excess of twelve (12) will be paid at adjunct rates~~

4. All teaching loads in excess of 9 LHE's during each of Summer I or Summer II, or in excess of 12 LHE's in Summer III, must be approved in advance by the Division Dean and the Vice President for Academic Affairs. Loads of this magnitude during Summer I, II or III will only be approved if no other reasonable alternatives are available.

~~Strikethrough denotes deletion~~
Italics denote addition

Title	**Smoke/Tobacco==/E-Cigarette== Free Environment**	**6322**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 1**
Date Approved by Board	**Board Minute Order Dated November 9, 1995**	
	As Amended by Board Minute Order Dated September 2, 1999	
	As Amended by Board Minute Order Dated July 18, 2007	
	Board Minute Order dated January 26, 2016	

South Texas College, including all its facilities and grounds, is a smoke/tobacco*/e-cigarette* free environment except in designated ~~smoking/tobacco use~~ areas and parking lots.

Persons violating this policy shall be subject to appropriate disciplinary action.

~~Strikethrough denotes deletion~~
Italics denote addition

**Presentation on Operations and Services of the South Texas College
Department of Public Safety (Formerly Police Department)**

Mr. Paul Varville, Chief Administrator, will present on the Operations and Services of the South Texas College Department of Public Safety, formerly Police Department.

Enclosed Documents - The Operations and Services of South Texas College Department of Public Safety PowerPoint presentation follows in the packet for the Committee's review and information.

No action is required from the Committee. This item is presented for information and feedback to staff.
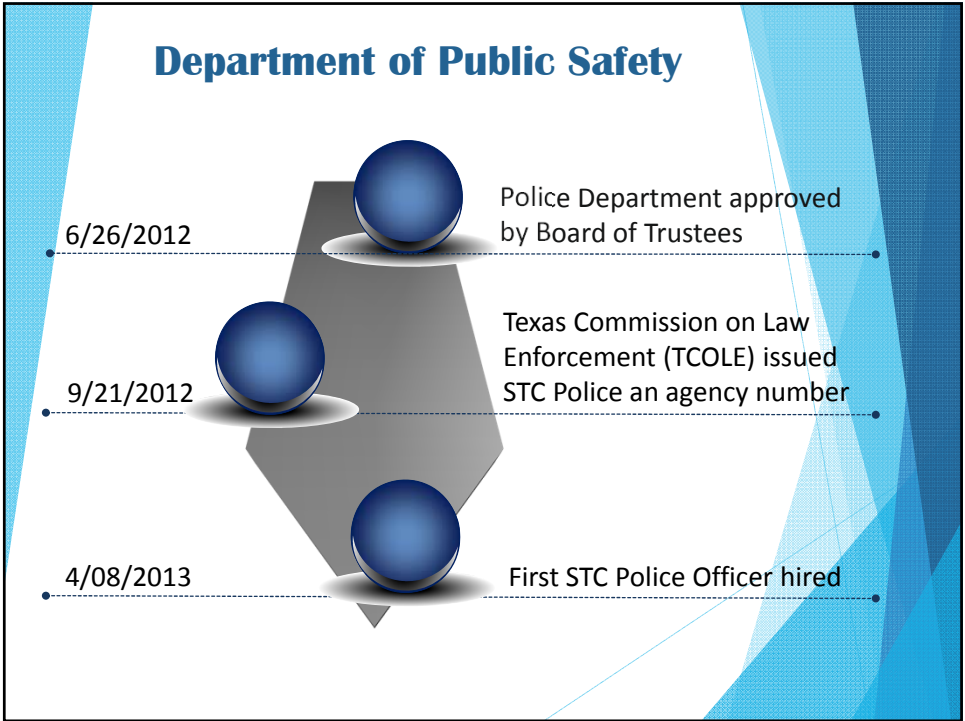
South Texas College
Department of Public Safety
(formerly Police Department)
Operations and Services

Department of Public Safety
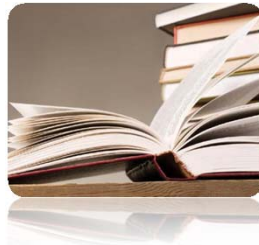
Pursuant to Texas Education Code Section 51.203, the South Texas College Police Department has jurisdiction at all College campuses and leased properties.

Department of Public Safety

6/26/2012	Police Department approved by Board of Trustees
9/21/2012	Texas Commission on Law Enforcement (TCOLE) issued STC Police an agency number
4/08/2013	First STC Police Officer hired

Department of Public Safety Staffing and Full-time Assignments

Fiscal Year	Police Officers Hired	Security Guards Hired
FY 2013	8	6
FY 2014	6	20
FY 2015	2	7
Total	16	33

Police Officers and Security Guards

Police

1 Chief Administrator
1 Police Lieutenant
3 Police Sergeants
12 Police Officers

Security

1 Security Supervisor
Security Guard Specialists
23 Security Guards

Field Operations

- Security
- Enforce Texas Law
- Surveillance
- 24/7 Dispatch Center
- Parking Permits / Citations
- Vehicle Jump Start Assistance
- Barricades / Cones / Signage
- Park and Ride Shuttle Operations and Coordination
- Hospital transportation

Field Operations (continued)

Security
- Provide security at South Texas College campuses
- Provide crosswalk security for students and employees
- Manage the College Safety and Security Committee
- Provide security for all College graduation ceremonies
- Manage event security
- Develop security systems for new and existing buildings

Enforce Texas Law
- Enforce Texas State Law on College property

Field Operations (continued)

Surveillance
- Operate a digital high definition surveillance camera system at five College campuses

24/7 Dispatch Center
- Operate a 24/7 emergency dispatch center

Parking Permits / Citations
- Manage the College parking permit and citation issuance program

Vehicle Jump Start Assistance
- Provide vehicle battery jump start equipment to students and employees

Field Operations (continued)

Barricades / Cones / Signage
- Provide barricades, parking cones, and signage for each campus

Park and Ride Shuttle Operations and Coordination
- Operate the College Park and Ride shuttle
- Operate the Yellow circulator bus line to McAllen campuses

Hospital transportation
- Provide hospital transportation to victims of sexual assault, distressed students, and employees

Support Services

• STC RAVE Alert
• Behavioral Intervention Team
• Crisis Management Team
• Incident Command Team
• Emergency Reference Guides
• Maps and Contact Information
• Appeals Committee
• Emergency Phones / Panic Buttons
• Evacuation Assistance / Drills
• Eyewitness Reporting
• Liason with Local Agencies
• Sex Offender Database
• Training - Employees and Students
• Compliance and Audits

Support Services (continued)

STC RAVE Alert
- Manage the STC RAVE Alert Mass Notification System

Behavioral Intervention Team
- Support the College Behavioral Intervention Team as a founding member

Crisis Management Team
- Manage the College Crisis Management Team

Incident Command Team
- Manage the College Incident Command Team

Support Services (continued)

Emergency Reference Guides
- Provide Emergency Reference Guides to assist students and employees in responding to emergencies

Maps and Contact Information
- Develop maps displaying parking facilities, building locations, AEDs, and contact info at each campus

Appeals Committee
- Provide an independent appeals committee for students and employees

CAMPUS MAPS

54

6

Support Services (continued)

Emergency Phones / Panic Buttons
- Provide emergency telephones for each building hallway
- Manage panic button responses for employees in sensitive positions
- Conduct testing of parking lot emergency telephones

Evacuation Assistance / Drills
- Provide evacuation chairs for each College building with more than one floor
- Conduct evacuation drills as mandated by federal law

Eyewitness Reporting
- Operate an Eyewitness text messaging program permitting anonymous messages to protect identities

Support Services (continued)

Liaison with Local Agencies
- Oversee Memorandums of Understanding with local police departments
- Maintain liaison with local, state and federal agencies

Sex Offender Database
- Maintain a sex offender database

Training - Employees and Students
- Emergency Response to College employees
- CPR and First Aid to College employees
- Active shooter response to students and employees
- Table top exercises to develop knowledge of employees in emergency response
- Campus Security Authority designated employees

Support Services (continued)

Compliance and Audits
- Manage the College Building Responder Program
- Manage the College Automated External Defibrillator (AED) program
- Operate a Guardian information program to assist in response
- Manage Federal Clery Act compliance for the College
- Manage Texas Racial Profiling compliance for the College
- Conduct Texas mandated Safety and Security Audits

Cases Referred to the Behavioral Intervention Team (BIT) & Conflict Resolution Center (CRC) July 2015 – December 2015

Category	Status	# Instances
Non-Student	Criminal Trespass Warnings	9
	Arrests (Drugs related, stalking, theft, leave an accident scene)	2
	Referred to external agency (Violation occurred in another jurisdiction)	2
Student	Criminal Trespass Warnings	12
	Arrests (Drugs related, stalking, theft, leave an accident scene)	11
	Referred to external agency (Violation occurred in another jurisdiction)	2
	Victim did not press charges (Disruptive Student)	5
	Warning Issued	11
Total Cases Referred to BIT & CRC		54

2015 Achievements

- Further development of the South Texas College Police Department to Department of Public Safety

- Completion of Texas mandated Safety and Security Self Audit

- Completion of a Federal mandated Annual Security Report

- Completion of Title IX investigator training by all police officers

- Provided Emergency response training to all new College employees

- Provided Building responder training to designated campus responders

2015 Achievements (continued)

- Completion of Federal mandated evacuation drills at each campus

- Conducted employee training sessions in the use of CPR, First Aid, and AEDs

- Established an operational plan for the Park and Ride and Yellow Line McAllen bus circular route

- Installed 10 surveillance camera servers and 30 high definition cameras

- Developed the College lost and found program

- Installed additional evacuation chairs for College buildings

2015 Achievements (continued)

- Conducted table top exercises in emergency response for College employees
- Revised Emergency Reference Guides for the College community
- Revised College campus maps to update new offices and construction

South Texas College Department of Public Safety

Questions ?

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 January 8, 2016.

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:

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

  ⇒ Sixty two (62) positions have been filled between September 1, 2015 and January 8, 2016. Of these 62 positions, 27 New positions for FY 2015-2016 have been filled and 35 Continuing positions continued from FY 2014-2015 have been filled.

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

  ⇒ Twenty three (23) resignations, terminations, and/or retirement notices have been submitted between September 1, 2015 and January 8, 2016.

- **Vacant Full Time Regular Positions - New - Board Approved Positions for FY 2015-2016:**

  ⇒ Twenty seven (27) new positions have been filled in FY 2016.

  ⇒ The staffing plan for FY 2015-2016 began with 73 new Board approved positions. Of these new positions, 55 are fully funded and 18 were partially funded.

  ⇒ Approximately 90% or 35 of the 39 fully funded vacant positions are currently advertised or have a requisition in progress. Five (5) or 14% of the 35 advertised positions have recommendations currently in progress.

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

  ⇒ Thirty five (35) continuing positions have been filled in FY 2016.

  ⇒ A list of ninety three (93) vacant positions due to employee resignations, terminations, and retirement is included and designated as Continuing. These positions are advertised until filled. Approximately 98% or 91 of these positions are currently advertised or in progress for final approval. Eleven (11) or 12% of the 91 advertised positions have recommendations currently in progress.

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
Positions Filled in FY16
As of January 8, 2015

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Academic Advancement							
Academic Advancement	700089	CONT	Classified Non-Exempt	Administrative Assistant	08-31-15	Filled	Pending
HS Programs and Services	701286	CONT	Administrative Exempt	Dir of Academies & HS Projects	08-31-15	Filled	12-07-15
Curriculum & Student Learning	703335	NEW	Prof/Tech Support Exempt	Curriculum & Scheduling Coordinator	New for FY16	Filled	01-11-16
Academic Affairs							
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
Division of Business and Technology							
Business and Technology	701264	CONT	Classified Non-Exempt	Lab Assistant - Business and	09-01-15	Filled	12-01-15
Division of Math, Science and Bachelor Programs							
Biology	700204	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	07-10-15	Filled	11-09-15
Finance and Administrative Services							
Business Office	704184	CONT	Classified Non-Exempt	Accounting Assistant	02-18-15	Filled	01-01-16
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
Custodial	721502	CONT	Classified Non-Exempt	Custodian	01-23-15	Filled	12-01-15
Facility Maintenance	702515	CONT	Classified Non-Exempt	Electrician	05-31-15	Filled	11-10-15
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	749514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	746514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	743514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	747514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	733514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	New for FY16	Filled	12-01-15
Office of Safety and Security	745514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	751514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	757514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	753514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	754514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	752514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	756514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	758514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	759514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	750514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Office of Safety and Security	755514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-04-15
Office of Safety and Security	734514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	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
Office of Safety and Security	735514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	New for FY16	Filled	12-01-15
Office of Safety and Security	736514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	New for FY16	Filled	12-01-15
Office of Safety and Security	737514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	New for FY16	Filled	12-01-15
Office of Safety and Security	739514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	New for FY16	Filled	12-01-15
Office of Safety and Security	741514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	New for FY16	Filled	12-01-15
Office of Safety and Security	732514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	New for FY16	Filled	01-04-16
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
Information Services, Planning and Strategic Initiatives							
Centers for Learning Excellence	720423	CONT	Prof/Tech Support Non-Exempt	CLE Manager	05-08-15	Filled	01-11-16
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	715397	NEW	Prof/Tech Support Non-Exempt	Lab Supervisor	New for FY16	Filled	12-01-15
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
Learning Commons and Open Labs	702423	CONT	Classified Non-Exempt	Open Lab Technician	09-01-15	Filled	01-04-16
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
Student Affairs and Enrollment Management							
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	722610	CONT	Prof/Tech Support Non-Exempt	Coordinator of Dual Enrollment	06-30-15	Filled	11-12-15
Dual2Degree	711610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	07-02-15	Filled	11-16-15
Student Assessment Center	710331	CONT	Prof/Tech Support Non-Exempt	Testing Specialist	08-17-15	Filled	Pending
Student Assessment Center	705331	CONT	Classified Non-Exempt	Staff Secretary	07-05-15	Filled	11-09-15

South Texas College

Resignations

Resignations in FY16
As of January 8, 2015

Division	Position	Type	Category	Title	Date Position Vacated
Academic Affairs					
Academic Excellence	701279	CONT	Classified Non-Exempt	Valley Scholars Assistant	11-05-15
Distance Learning	706276	CONT	Prof/Tech Support Exempt	Instructional Designer	12-16-15
Academic Affairs					
Distance Learning	701274	CONT	Prof/Tech Support Non-Exempt	Help Desk Specialist	09-17-15
Division of Liberal Arts and Social Sciences					
Division of Liberal Arts and Social Sciences	704150	CONT	Classified Non-Exempt	Faculty Secretary	02-29-16
Division of Math, Science and Bachelor Programs					
Chemistry	702200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist I - Chemistry	09-14-15
Div. of Math, Science & BA Programs	701416	CONT	Classified Non-Exempt	Administrative Assistant	11-30-15
Division of Nursing and Allied Health					
Health Information	700555	CONT	Classified Non-Exempt	Faculty Secretary	10-16-15
Finance and Administrative Services					
Cashiers Office	731184	CONT	Classified Non-Exempt	Cashier II	01-04-16
Dir Fac Planning & Construction	718501	CONT	Prof/Tech Support Exempt	Facil Plng & Constr Proj Mgr	12-14-15
Information Services, Planning and Strategic Initiatives					
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
Student Affairs and Enrollment Management					
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
Counseling & Disability Services	703336	CONT	Prof/Tech Support Exempt	Coordinator of ADA Services	01-15-16
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

SOUTH TEXAS COLLEGE

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

As of January 8, 2015

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Academic Advancement							
HS Programs and Services	720286	NEW	Prof/Tech Support Exempt	Coordinator of Early College High Schools	1	Requisition in Progress	03-01-16
Division of Business and Technology							
Division of Business & Technology	707415	NEW	Classified Non-Exempt	Lab Assistant – Mid Valley	1	Pending Requisition	02-15-16
Division of Liberal Arts and Social Sciences							
Kinesiology	701130	NEW	Prof/Tech Support Exempt	Facilities	4	Screening in Progress	02-15-16
Division of Math, Science and Bachelor Programs							
Division of Math, Science & BA Programs	707416	NEW	Prof/Tech Support Exempt	Academic Coach	4	Screening in Progress	02-15-16
Division of Math, Science & BA Programs	708416	NEW	Prof/Tech Support Exempt	Science Lab Coordinator	4	Screening in Progress	02-15-16
Division of Math, Science & BA Programs	705416	NEW	Prof/Tech Support Exempt	Center Officer	4	Screening in Progress	02-15-16
Finance and Administrative Services							
Business Office	749184	NEW	Prof/Tech Support Non-Exempt	Accountant	4	Screening in Progress	02-15-16
Business Office	748184	NEW	Prof/Tech Support Non-Exempt	Accounting Specialist	4	Screening in Progress	02-15-16
Business Office	750184	NEW	Prof/Tech Support Exempt	Financial Analyst	4	Screening in Progress	02-15-16
Central Receiving	711584	NEW	Classified Non-Exempt	Fixed Asset and Receiving Technician	4	Screening in Progress	02-15-16
Dir Fac Planning & Construction	719501	NEW	Classified Non-Exempt	Space Management Technician	4	Screening in Progress	02-15-16
Human Resources	722240	NEW	Administrative Exempt	Employee Relations Officer	4	Screening in Progress	02-15-16
Human Resources	724240	NEW	Prof/Tech Support Non-Exempt	Human Resources Specialist	2	Requisition in Progress	03-01-16
Internal Audits	701273	NEW	Prof/Tech Support Non-Exempt	Staff Audit Specialist	4	Screening in Progress	02-15-16
Office of Safety and Security	742514	NEW	Classified Non-Exempt	Security Guard	5	Recommendation in Progress	01-18-16
Office of Safety and Security	748514	NEW	Classified Non-Exempt	Security Guard	x	Budget Unavailable	09-01-16
Office of Safety and Security	760514	NEW	Classified Non-Exempt	Security Guard	x	Budget Unavailable	09-01-16
Office of Safety and Security	761514	NEW	Classified Non-Exempt	Security Guard	x	Budget Unavailable	09-01-16
Office of Safety and Security	738514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	5	Recommendation in Progress	01-18-16
Purchasing	727580	NEW	Prof/Tech Support Exempt	Construction Buyer	4	Screening in Progress	02-15-16
Purchasing	728580	NEW	Prof/Tech Support Exempt	Specifications Writer	4	Screening in Progress	02-15-16
Information Services, Planning and Strategic Initiatives							
Centers for Learning Excellence	721426	NEW	Prof/Tech Support Non-Exempt	Learning Excellence Specialist	4	Screening in Progress	02-15-16
Centers for Learning Excellence	722426	NEW	Prof/Tech Support Non-Exempt	Learning Excellence Specialist	4	Screening in Progress	02-15-16
Infrastructure – Instruction	719393	NEW	Prof/Tech Support Exempt	Database Analyst	4	Screening in Progress	02-15-16
Institutional Effectiveness and Assessment	709171	NEW	Prof/Tech Support Exempt	Institutional Effectiveness Analyst	5	Recommendation in Progress	01-18-16
Library Acquisition	746101	NEW	Prof/Tech Support Non-Exempt	Graphics and Multimedia Specialist	5	Recommendation in Progress	01-18-16
Research and Analytical Services	715170	NEW	Prof/Tech Support Exempt	Institutional Research Analyst	4	Screening in Progress	02-15-16
Technology Resources - Instruction	710262	NEW	Classified Non-Exempt	Administrative Assistant	2	Requisition in Progress	02-15-16

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

SOUTH TEXAS COLLEGE

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

New

As of January 8, 2015

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Office of the President							
Public Relations/Marketing	723462	NEW	Prof/Tech Support Non-Exempt	Copy Writer	4	Screening in Progress	02-15-16
Public Relations/Marketing	722462	NEW	Prof/Tech Support Non-Exempt	Multimedia Designer	5	Recommendation in Progress	01-18-16
Public Relations/Marketing	721462	NEW	Prof/Tech Support Non-Exempt	Social Media Specialist	4	Screening in Progress	02-15-16
Student Affairs and Enrollment Management							
Advising	733332	NEW	Prof/Tech Support Non-Exempt	Advisor	2	Requisition in Progress	02-15-16
Advising	734332	NEW	Prof/Tech Support Non-Exempt	Advisor	2	Requisition in Progress	02-15-16
Advising	735332	NEW	Prof/Tech Support Non-Exempt	Advisor	4	Screening in Progress	02-15-16
Counseling & Disability Services	709936	NEW	Classified Non-Exempt	Secretary	4	Screening in Progress	02-15-16
Judicial Affairs	707191	NEW	Classified Non-Exempt	Secretary	4	Screening in Progress	02-15-16
Student Financial Services	725440	NEW	Prof/Tech Support Exempt	Coordinator of Scholarships	2	Requisition in Progress	03-01-16
Student Financial Services	726440	NEW	Prof/Tech Support Non-Exempt	Financial Aid Specialist	2	Requisition in Progress	03-01-16
Student Assessment Center	716331	NEW	Prof/Tech Support Non-Exempt	Testing Specialist	4	Screening in Progress	02-15-16

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

Continuing

South Texas College
Vacant-Continuing Full-Time Regular Positions from FY2014-2015
As of January 8, 2015

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Academic Advancement								
Academic Excellence	701279	CONT	Classified Non-Exempt	Valley Scholars Assistant	11-05-15	1	Pending Requisition	03-01-16
HS Programs and Services	703285	CONT	Prof/Tech Support Non-Exempt	Academies Specialist	09-30-15	1	Pending Requisition	03-01-16
HS Programs and Services	701285	CONT	Prof/Tech Support Exempt	Coord for High School Programs	12-06-15	2	Requisition in Progress	03-01-16
HS Programs and Services	702203	CONT	Classified Non-Exempt	Secretary	09-30-15	2	Requisition in Progress	03-01-16
Professional & Organizational Dev	705352	CONT	Prof/Tech Support Exempt	Coord for Professional & Organizational Dev	09-01-14	3a	Re-Advertised	03-01-16
Professional & Organizational Dev	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	08-16-15	4	Screening in Progress	02-15-16
Professional & Organizational Dev	704352	CONT	Prof/Tech Support Non-Exempt	Professional Development Specialist	08-23-15	2	Requisition in Progress	03-01-16
Academic Affairs								
Academic Affairs _ VP Admin	708279	CONT	Prof/Tech Support Exempt	Academic Grants & Proj Offcr	08-23-15	5	Recommendation in Progress	01-18-16
Distance Learning	706276	CONT	Prof/Tech Support Exempt	Instructional Designer	12-16-15	4	Screening in Progress	02-15-16
Distance Learning	701274	CONT	Prof/Tech Support Non-Exempt	Help Desk Specialist	09-17-15	1	Pending Requisition	03-01-16
Mid Valley Campus	702269	CONT	Classified Non-Exempt	Faculty Secretary	11-15-16	2	Requisition in Progress	03-01-16
Division of Business and Technology								
Welding	701311	CONT	Classified Non-Exempt	Lab Assistant - Welding	10-03-14	4	Screening in Progress	02-15-16
Division of Liberal Arts and Social Sciences								
Division of Liberal Arts and Social Sciences	702222	CONT	Classified Non-Exempt	Faculty Secretary	08-31-15	4	Screening in Progress	02-15-16
Division of Liberal Arts and Social Sciences	704150	CONT	Classified Non-Exempt	Faculty Secretary	02-29-16	4	Screening in Progress	02-15-16
Division of Math, Science and Bachelor Programs								
Biology	701204	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II – Biology	08-21-15	5	Recommendation in Progress	01-11-16
Chemistry	702200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist I - Chemistry	09-14-15	1	Pending Requisition	03-01-16
Div. of Math, Science & BA Programs	701416	CONT	Classified Non-Exempt	Administrative Assistant	11-30-15	1	Pending Requisition	03-01-16
Mathematics	702415	CONT	Classified Non-Exempt	Faculty Secretary	08-07-15	4	Screening in Progress	02-15-16
Physics	702202	CONT	Classified Non-Exempt	Faculty Secretary	08-18-15	4	Screening in Progress	02-15-16
Division of Nursing and Allied Health								
Associate Degree Nursing	704557	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - AND	09-01-15	5	Recommendation in Progress	01-18-16
Division of Nursing and Allied Health	700557	CONT	Administrative Exempt	Dean for Nursing and Allied Health	08-14-15	4	Screening in Progress	09-01-16
Emergency Medical Technology	700012	CONT	Classified Non-Exempt	Faculty Secretary	08-05-15	4	Screening in Progress	02-15-16
Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	4	Screening in Progress	02-15-16
Health Information	700555	CONT	Classified Non-Exempt	Faculty Secretary	10-16-15	4	Screening in Progress	02-15-16
Finance and Administrative Services								
Accountability Svcs	705160	CONT	Classified Non-Exempt	Accountability Assistant	Frozen in FY14 & FY15	4	Screening in Progress	02-15-16
Business Office	736184	CONT	Prof/Tech Support Non-Exempt	Accountant	06-30-14	4	Screening in Progress	02-15-16
Business Office	792184	CONT	Classified Non-Exempt	Accounting Assistant	06-22-15	4	Screening in Progress	02-15-16
Business Office	738184	CONT	Classified Non-Exempt	Accounting Assistant	07-05-15	5	Recommendation in Progress	01-18-16
Business Office	702184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	04-30-14	3a	Re-Advertised	03-01-16
Cashiers Office	739184	CONT	Prof/Tech Support Exempt	Business System Analyst	Frozen in FY14 & FY15	4	Screening in Progress	02-15-16
Cashiers Office	794184	CONT	Classified Non-Exempt	Cashier	06-15-15	4	Screening in Progress	02-15-16
Cashiers Office	712184	CONT	Classified Non-Exempt	Cashier II	09-01-14	4	Screening in Progress	02-15-16

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

Continuing

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

As of January 8, 2015

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Cashiers Office	731184	CONT	Classified Non-Exempt	Cashier II	01-04-16	1	Pending Requisition	03-01-16
Custodial	735502	CONT	Classified Non-Exempt	Custodian	Frozen in FY15	2	Requisition in Progress	03-01-16
Custodial	741502	CONT	Classified Non-Exempt	Custodian	06-16-15	2	Requisition in Progress	03-01-16
Custodial	700180	CONT	Classified Non-Exempt	Custodian	06-21-15	2	Requisition in Progress	03-01-16
Custodial	712502	CONT	Classified Non-Exempt	Custodian	08-31-15	2	Requisition in Progress	03-01-16
Custodial	753502	CONT	Classified Non-Exempt	Lead Custodian	05-11-15	3a	Re-Advertised	03-01-16
Dir Fac Planning & Construction	701501	CONT	Administrative Exempt	Director of Facilities Planning and Construction	05-31-15	4	Screening in Progress	02-15-16
Dir Fac Planning & Construction	718501	CONT	Prof/Tech Support Exempt	Facil Plng & Constr Proj Mgr	12-14-15	2	Requisition in Progress	03-01-16
Facility Maintenance	704499	CONT	Classified Non-Exempt	Maintenance Assistant	11-09-15	1	Pending Requisition	03-01-16
Human Resources	703241	CONT	Prof/Tech Support Exempt	Staffing and Compensation Manager	09-01-14	4	Screening in Progress	02-15-16
Internal Audits	700273	CONT	Administrative Exempt	Internal Auditor	09-01-15	4	Screening in Progress	02-15-16
Office of Safety and Security	708499	CONT	Classified Non-Exempt	Administrative Assistant	08-21-15	5	Recommendation in Progress	02-01-16
STC Police	724514	CONT	Prof/Tech Support Non-Exempt	Police Sergeant	12-31-15	2	Requisition in Progress	03-01-16
STC Police	703514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	08-31-15	5	Recommendation in Progress	02-01-16
Information Services, Planning and Strategic Initiatives								
Centers for Learning Excellence	707423	CONT	Classified Non-Exempt	Administrative Assistant	09-01-15	3	Re-Advertised	03-01-15
Centers for Learning Excellence	721423	CONT	Prof/Tech Support Non-Exempt	CLE Manager	07-31-15	5	Recommendation in Progress	01-18-16
Infrastructure	712393	CONT	Prof/Tech Support Non-Exempt	Applications Analyst I	01-05-15	2	Requisition in Progress	03-01-16
Infrastructure	714393	CONT	Prof/Tech Support Non-Exempt	Applications Analyst II	10-23-15	2	Requisition in Progress	03-01-16
Infrastructure	700062	CONT	Prof/Tech Support Non-Exempt	Applications Analyst II	10-13-15	2	Requisition in Progress	03-01-16
Infrastructure	711393	CONT	Prof/Tech Support Exempt	Applications Analyst III	09-30-14	x	Budget Unavailable	01-18-16
Infrastructure	700194	CONT	Prof/Tech Support Non-Exempt	Reporting Analyst I	05-31-15	4	Screening in Progress	02-15-16
Infrastructure	703393	CONT	Prof/Tech Support Non-Exempt	Systems Specialist	12-01-15	2	Requisition in Progress	03-01-16
Infrastructure	710395	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	08-31-13	4	Screening in Progress	02-15-16
Infrastructure	715393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	10-31-13	4	Screening in Progress	02-15-16
Inst'l Effectiveness and Assessment	703625	CONT	Administrative Exempt	Dir Inst'l Effect & Assmnt	08-31-15	2	Requisition in Progress	03-01-16
Instructional Technologies	700186	CONT	Classified Non-Exempt	Instructional Technologies Assistant I	09-13-15	4	Screening in Progress	02-15-16
Learning Commons and Open Labs	702271	CONT	Classified Non-Exempt	Open Lab Technician	11-30-15	4	Screening in Progress	02-15-16
Learning Commons and Open Labs	712397	CONT	Prof/Tech Support Non-Exempt	Lab Supervisor	11-17-15	4	Screening in Progress	02-15-16
Library Acquisition	700258	CONT	Prof/Tech Support Non-Exempt	Library Technical Services Spec	09-20-15	2	Requisition in Progress	03-01-16
Library Public Services	700060	CONT	Administrative Exempt	Director of Library Public Services	01-31-16	1	Pending Requisition	03-01-15
Library Public Services	716101	CONT	Prof/Tech Support Exempt	Librarian II	10-14-15	2	Requisition in Progress	03-01-16
Library Public Services	731101	CONT	Prof/Tech Support Exempt	Librarian III	07-31-14	3a	Re-Advertised	03-01-16
Library Public Services	712101	CONT	Classified Non-Exempt	Library Technician	07-20-15	2	Requisition in Progress	03-01-16
Library Public Services	738101	CONT	Prof/Tech Support Non-Exempt	Library Specialist	09-30-15	4	Screening in Progress	02-15-16
Technology Resources	708395	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	11-05-15	2	Requisition in Progress	03-01-16
Telecom	702392	CONT	Prof/Tech Support Non-Exempt	Network Services Specialist	06-01-14	4	Screening in Progress	03-01-15
TR PM Risk and Security - Instr	709391	CONT	Prof/Tech Support Exempt	Information Security Analyst	07-13-15	4	Screening in Progress	02-15-16
TR PM Risk and Security - Instr	701171	CONT	Prof/Tech Support Exempt	Project Manager - Technology Resources	09-01-15	4	Screening in Progress	02-15-16

Legend-Tiered steps in Hiring Process
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5 - Recommendation in Progress
x - Other

South Texas College

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

As of January 8, 2015

Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Office of the President								
CPWE - State	704587	CONT	Classified Non-Exempt	Customer Service Technician	07-31-15	4	Screening in Progress	02-15-16
CPWE - State	706587	CONT	Classified Non-Exempt	Customer Service Technician	07-20-15	4	Screening in Progress	02-15-16
CPWE - State	714590	CONT	Classified Non-Exempt	Customer Service Technician	06-30-12	5	Recommendation in Progress	02-01-16
CPWE - State	701880	CONT	Administrative Exempt	Director of College and Career Preparation	09-01-15	1	Pending Requisition	02-15-16
CPWE - State	720565	CONT	Administrative Exempt	Director of Professional and Workforce Education	09-01-15	2	Requisition in Progress	03-07-16
Grant Development and Compliance	701321	CONT	Administrative Exempt	Director of Grant Dev, Mgmnt & Compl	08-31-14	4	Screening in Progress	02-15-16
Office of President	704362	CONT	Classified Non-Exempt	Administrative Assistant	09-01-05	1	Pending Requisition	03-01-16
Office of President	701340	CONT	Executive Exempt	Executive Vice President for Student Success	09-01-14	1	Pending Requisition	03-01-16
Public Relations/Marketing	711462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Events	06-21-15	x	Position Chng for FY16	02-01-16
Public Relations/Marketing	702462	CONT	Prof/Tech Support Non-Exempt	Public Relations Specialist	08-31-15	4	Screening in Progress	02-15-16
Student Affairs and Enrollment Management								
Advising	706332	CONT	Prof/Tech Support Non-Exempt	Advisor	10-15-15	4	Screening in Progress	02-15-16
Career & Employer Services	701275	CONT	Prof/Tech Support Exempt	Coord of Career Services	08-13-15	4	Screening in Progress	02-15-16
Counseling & Disability Services	700141	CONT	Prof/Tech Support Exempt	Counselor	09-30-15	5	Recommendation in Progress	01-18-16
Dual2Degree	706610	CONT	Classified Non-Exempt	Administrative Assistant	08-05-15	5	Recommendation in Progress	01-18-16
Dual2Degree	707190	CONT	Prof/Tech Support Non-Exempt	College Connection Specialist/Recruiter	09-22-15	4	Screening in Progress	02-15-16
Dual2Degree	706190	CONT	Prof/Tech Support Non-Exempt	College Connection Specialist/Recruiter	10-30-15	4	Screening in Progress	02-15-16
Dual2Degree	700112	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	11-11-15	4	Screening in Progress	02-15-16
Dual2Degree	704610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	07-31-15	4	Screening in Progress	02-15-16
Dual2Degree	710610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	10-07-15	4	Screening in Progress	02-15-16
Student Activities and Wellness	700080	CONT	Prof/Tech Support Non-Exempt	Student Activities Specialist	06-05-15	4	Screening in Progress	02-15-16
Student Affairs & Enrollment Management	700190	CONT	Executive Exempt	VP Student Affairs & Enrollment Management	08-31-13	4	Screening in Progress	02-15-16
Student Financial Services	700068	CONT	Classified Non-Exempt	Financial Aid Technician	12-12-14	4	Screening in Progress	02-15-16
Student Financial Services	720440	CONT	Prof/Tech Support Non-Exempt	Data Management Coordinator	09-16-15	5	Recommendation in Progress	01-18-16
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
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4 - Screening in Progress
5 - Recommendation in Progress
x - Other

67