South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, June 14, 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."

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III. Review and Recommend Action to Revise Policy #4922: Separation of Employment and Re-Employment 60-63

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XII. Review and Discussion of Proposed Budget for FY 2016 – 2017 115-128

XIII. Review and Discussion of Position Vacancy Report for FY 2015 – 2016 129-139

Approval of May 10, 2016 Finance and Human Resources Committee Minutes

The Minutes for the Finance and Human Resources Committee Meeting of May 10, 2016 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, May 10, 2016
@ 5:30 p.m.
McAllen, Texas

Minutes

The Finance and Human Resources Committee Meeting was held on Tuesday, May 10, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:48 p.m. with Dr. Alejo Salinas, Jr., Committee Chair, presiding.

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

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

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

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Becky Cavazos, Mr. Rick De La Garza, Mr. George McCaleb, Mr. Paul Varville, Mrs. Brenda Jo Balderaz, Ms. Katarina Bugariu, Mr. Cody Gregg, Mrs. Kristina Wilson, Mrs. Christina Cavazos, Mr. Jesus Campos, Ms. Alicia Gomez, Mr. Khalil Abdullah, Mr. Raul Cabaza, and Mr. Andrew Fish

Approval of April 14, 2016 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance and Human Resources Committee Meeting of April 14, 2016 were approved as presented. The motion carried.

Review and Recommend Action on Award of Student Insurance

Approval will be requested at the May 24, 2016 Board meeting to award the student insurance proposals for voluntary student accident insurance, voluntary student accident and sickness insurance, student/faculty medical professional liability insurance, and student accident insurance- workforce training programs as follows:

- **Voluntary Student Accident Insurance:**
  Student Assurance Services, Inc. / National Guardian Life Insurance Company for the period beginning August 29, 2016 through August 28, 2017. The student

accident insurance limit was $25,000. **This was a voluntary product, so there was no cost to the College.**

- **Voluntary Student Accident and Sickness Insurance:**
  No proposals were received for Voluntary Student Accident and Sickness Insurance. The lack of proposals on this line of coverage was due to the implementation of the Affordable Health Care Act which requires individuals to carry personal health insurance.

- **Student / Faculty Medical Professional Liability Insurance:**
  Affinity Insurance Services Inc. and C.N.A. American Casualty Company of Reading PA for the period beginning August 29, 2016 through August 28, 2017. The premium was $25,269 which was approximately $10 per student.

  The recommendation was based on 2,526 students with limits of $1,000,000 per occurrence / $5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance was paid by the students enrolled in the Allied Health and Child Development programs. The College and Faculty were insured parties at no cost to the student or to the College.**

- **Student Accident Insurance – Workforce Training Programs:**
  Student Assurance Services / National Guardian Life Insurance Company for the period beginning from August 29, 2016 through August 28, 2017. The student accident insurance limit was $25,000. The annual premium was $2,700.

  The Workforce Training premium was based on 767 participants. These participants were enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Emergency Care Assistant, Pharmacy Technician, Dental Assistant, Medication Aide, Medical Office Clerk, Forklift, Medical Coding, Welding, Green Retrofit, Logistics and Framing. The premium of $2,700 included all participants**. This cost was covered by Workforce Solutions Project Grow and Accelerate Texas grants and cash paying students.**

The request for proposals was advertised and issued to three (3) vendors. Two (2) responses were received and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Ken Lyons, Risk Manager and the Purchasing Department.

The recommendation and spreadsheets provided by Mr. Raul Cabaza, III, were included in the packet for the Committee's information and review.

Recommend Action
Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposal awards for voluntary student accident insurance, student/faculty medical professional liability insurance, and student accident insurance - workforce training programs as presented. The motion carried.

Review and Recommend Action on Award of Proposals, Purchases, Renewals, and Amend Previously Approved Purchase

The Finance and Human Resources Committee was asked to recommend Board approval of the proposal awards, purchases, renewals, and amend previously approved purchase as listed below:

A. Awards **B. Instructional Items** **C. Non- Instructional Items**		**D. Technology Items** **E. Amend Previously Approved Purchase**

A. Awards

1) **Audio Visual Equipment and Parts – I (Award):** award the proposal for audio visual equipment and parts – I to **Audio Visual Aids** (San Antonio, TX), at a total amount of $18,032.00;
2) **Audio Visual Equipment and Parts – II (Award):** award the proposal for audio visual equipment and parts – II to **Adorama, Inc.** (New York, NY), at a total amount of $15,787.35;
3) **Audio Visual Equipment and Parts – III (Award):** award the proposal for audio visual equipment and parts – III to **Audio Visual Aids** (San Antonio, TX), at a total amount of $23,772.00;
4) **Cooper Center Conference Rooms Audio Visual Upgrade (Award):** award the proposal for the Cooper Center conference rooms audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of $95,676.50;
5) **Distance Learning Lab Audio Visual Upgrade (Award):** award the proposal for the distance learning lab audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of $23,960.00;
6) **Library Database Subscription (Award):** award the proposal for a library database subscription to **Amigos Library Services** (Dallas, TX), for the period beginning August 1, 2016 through July 31, 2017 with two one-year options to renew, at an amount of $9,940.00;
7) **Metal Products for Welding Programs (Award):** award the proposal for the metal products for welding programs for the period beginning May 29, 2016 through May 28, 2017 with the two one-year options to renew, at an estimated amount of $30,000.00 based on prior history. The vendors are as follows:
   - **Alamo Distribution, LLC./dba Alamo Iron Works** (San Antonio, TX)
   - **George Baldree Consulting** (Brownsville, TX) (New)
   - **Industrial Suppliers Larey, Inc./dba International Industrial Supply, Co**. (Brownsville, TX)
   - **Rio Grande Steel** (Edinburg, TX)
   - **Rodriguez Pipe & Steel/dba Lone Star Steel & Supply** (McAllen, TX) (New)
8) **Science and Engineering Labs Analog to Digital Audio Visual Upgrades (Award):** award the proposal for science and engineering labs analog to digital audio visual upgrades to **Audio Visual Aids** (San Antonio, TX), at a total amount of $106,181.00;

B. Instructional Items

9) **Online Essay Review Services Agreement (Purchase):** purchase an online essay review services agreement with **Smarthinking/NCS Pearson, Inc.**

(Chicago, IL), a sole source vendor, for the period beginning May 25, 2016 through August 31, 2016, at an estimated amount of $10,000.00 which provides 400 service hours;

10) **Simulation Recording System (Purchase):** purchase a simulation recording system from **Laerdal Medical Corporation** (Wappingers Falls, NY), a sole source vendor, at a total amount of $21,793.54;

11) **Spectrophotometers (Purchase):** purchase spectrophotometers from **Shimadzu Scientific Instruments** (Houston, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of $44,724.62;

C. Non – Instructional Items

12) **Carpet and Installation (Purchase):** purchase carpet and installation from **Intertech Flooring** (Austin, TX/Mission, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning June 1, 2016 through May 31, 2017, at an estimated amount of $25,000.00;

13) **Furniture (Purchase):** purchase furniture from the National Joint Powers Alliance (NJPA) and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of $143,417.35;

#	Vendor	Amount
A	**Cramer, Inc./Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$10,564.58
B	**Exemplis Corporation/Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$9,886.38
C	**The Hon Company/Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$1,743.96
D	**Krueger International, Inc./Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$121,222.43
	Total	$143,417.35

14) **Shuttle Buses (Purchase):** purchase of shuttle buses from **National Bus Sales** (Justin, TX), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of $363,975.75;

15) **Training Services (Purchase):** purchase of training services from **The University of Texas Rio Grande Valley (UTRGV)** (McAllen, TX) through an interlocal agreement, for the period beginning June 29, 2016 through July 1, 2016, at a total cost of $29,250.00;

16) **Architectural On-Call Services (Renewal):** renew the contracts for architectural on-call services as needed for district wide non-bond construction projects less than $500,000.00 in total construction costs for the period beginning June 27, 2016 through June 26, 2017 with the following vendors:
    a. **Boultinghouse Simpson Gates Architects** (McAllen, TX)
    b. **EGV Architects, Inc.** (Hidalgo, TX)
    c. **ERO International, LLP.** (McAllen, TX)
    d. **PBK Architects, Inc.** (McAllen, TX)
    e. **Rike Odgen Figueroa Allex Architects, Inc.** (McAllen, TX)

17) **Grounds Maintenance (Renewal):** renew the grounds maintenance contract with **Maldonado Nursery & Landscape, Inc.** (La Feria, TX), for the period beginning July 26, 2016 through July 25, 2017, at an estimated cost of $266,894.00;

18) **Mechanical, Electrical, and Plumbing Engineering On-Call Services (Renewal):** renew the contracts for mechanical, electrical, and plumbing engineering on-call services as needed for district wide non-bond construction projects less than $300,000.00 in total construction costs for the period beginning July 26, 2016 through July 25, 2017 with the following vendors:
    a. **DBR Engineering Consultants, Inc.** (McAllen, TX)
    b. **Halff Associates, Inc.** (McAllen, TX)
    c. **Sigma HN Engineers, PLLC.** (McAllen, TX)
19) **Online Employee Training Services (Renewal):** renew the online employee training services contract with **Workplace Answer, LLC.** (Austin, TX) for the period beginning July 1, 2016 through June 30, 2017, at a total amount of $14,995.00;
20) **Facility Usage Interlocal Agreements (Lease/Rental):** lease/rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 23, 2016 through August 26, 2017, at an estimated amount of $40,177.60;

D. Technology

21) **Application Management Services (Purchase):** purchase application management services from **Texas A & M University – Corpus Christi** on behalf of the **Texas Connection Consortium** and **Ellucian Company, LP.** for the period beginning June 1, 2016 through August 31, 2018, at a total amount of $644,684.00. The annual payments are as follows: 1st Year - $72,924.00, 2nd Year - $287,622.00, and 3rd Year - $284,138.00;
22) **Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and the Texas Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hill, IL), in the total amount of $46,793.61;
23) **Integration Services (Purchase):** purchase of integration services from **Texas A&M University-Corpus Christi** on behalf of **Texas Connection Consortium** and **Ellucian Company, LP.**, for the period beginning May 25, 2016 through August 31, 2016, at a total cost of $20,196.00;
24) **Online Catalog Management Software (Purchase):** purchase an online catalog management software from **Leepfrog Technologies** (Iowa City, IA) (New), a sole source vendor, for a cost of $89,000.00 for the period beginning June 1, 2016 through May 31, 2017. It will include the software license, delivery services, and transition services for the first year of service. On-going cost after the initial year will be $16,020.00 per year, which includes ongoing support services, upgrades and modifications, maintenance, and training as needed;
25) **Network Cabling Services (Renewal):** renew the network cabling services contract with **BridgeNet Communications, LLC.** (Donna, TX), for the period beginning July 26, 2016 through July 25, 2017, at an estimated amount of $75,000.00;
26) **Software Maintenance and Support Agreements (Renewal):** renew the software maintenance and support agreements with **Evisions** (Irvine, CA), a sole source vendor, for the period beginning April 1, 2016 through July 31, 2017, at a total amount of $22,902.00;

E. Amend Previously Approved Purchase

27) Pecan Campus Library Compact Shelving and Installation (Purchase): at the April 26, 2016 Board Meeting, the Board of Trustees approved the purchase of the Pecan Campus Library Compact Shelving, Installation, and Services from Library Design Systems, Inc. in the amount of $337,269.64. In discussion with the manufacturer, the purchase order needs to be amended as follows:

- **Compact Shelving and Installation** - Change vendor from Library Design Systems, Inc. (authorized dealer) to **Montel Aetnastak, Inc.** (Satellite Beach, FL) (New), (manufacturer), the State of Texas Multiple Award Schedule (TXMAS) approved vendor. The purchase order is required to be issued to the manufacturer instead of the dealer, according to the TXMAS program.
- **Services** - Remove the services from the purchase, as per manufacturer's request. Services included removing books from the shelves, packing books for storage, disassembling book shelves, unpacking of books, and re-shelving books. The College plans to issue a new RFP in the future to expand the services to cover this project and additional proposed project, such as the 2013 Bond Construction library projects.
- **Total Purchase Amount** - Decrease from $337,269.64 to $283,121.63, which will cover the Compact Shelving and Installation.

The total for all proposal awards, purchases, renewals, and amend previously approved purchase was $2,465,273.95.

Recommend Action

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

Review and Recommend Action on Participation in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperatives

Approval to participate in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperative will be requested at the May 24, 2016 Board meeting.

Purpose – The Purchasing Department requested participation in the two (2) purchasing cooperatives, which would provide larger purchase discounts, reduces administrative cost in preparing request for proposal (RFP), and reduce the solicitation cost.

Justification – The Board of Trustees previously approved the purchasing cooperative participation with the Texas Cooperative Purchasing Network (TCPN) at the October 26, 2000 Board of Trustees Meeting. TCPN was acquired by the National Intergovernmental Purchasing Alliance to provide a greater number of products and services for public agencies.

National Joint Powers Alliance was also available to all levels of government, schools, higher education institutions, and non-profit entities to provide a greater number of products and services.

The following are some of the benefits:

- There is no membership of participation fee
- No bulk purchasing is required
- Quality products and services
- No purchase obligations
- Significant discounts
- National vendors are available
- No lengthy costly bid processes
- No advertising or posting fees
- Annual evaluation of contracts
- Reasonable shipping fees (if any)
- NIPA and NJPA maintains open competition for purchases by complying with purchasing laws of Texas

Purchases through these cooperatives would be conducted as options and would be completed only after it was determined to be the best value for the College. Some of the participations in the cooperatives were local vendors.

Participation in these purchasing cooperatives would provide additional sources of vendors which have been competitively awarded bids. This membership would not preclude participation in the State of Texas Department of Information Resources (DIR) Purchasing Cooperative, State of Texas Multiple Award Schedule (TXMAS), and State of Texas Term Contracts.

The participation in these purchasing cooperatives would benefit the College during transitions periods of the state contracts and prevent any delaying in procuring products and services.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

Recommend Action
Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval to participate in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperatives as presented. The motion carried.

Discussion and Action as Necessary on Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017

Approval of the Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017 will be requested at the May 24, 2016 Board meeting.

a. Faculty Salary Increases

The College has a Faculty Salary Schedule that includes Steps based on degree attainment and years of service with the College.

The approved Faculty Salary Plan for FY 2015-2016 was based on an average increase of 3%. The base for a master's degree was increased from $40,644 to $41,175 or by an additional $531.00. The average 3% increase and step adjustments was approved by the Board for FY 2015-2016 at a total cost of approximately $936,511.

In keeping with the College's commitment to retain and recruit qualified Faculty, the proposed preliminary faculty salary increase for FY 2016-2017 was approximately $971,829, which was based on an average increase of 3%. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

Faculty Salary Increases			
Category	**Average Increase Percentage**	**FY 2015- 2016 Increase Amount**	**FY 2016-2017 Proposed Increase Amount**
Faculty	3%	$936,511	$971,829

b. Non-Faculty Personnel Salary Increases

In Fiscal Year 2015-2016, salary increases in the amount of approximately $806,261 were awarded for existing non-faculty positions which were based on a 3% increase.

In keeping with the College's commitment to recruit and retain qualified non-faculty personnel, the following estimated salary increases for Fiscal Year 2016-2017 totaling $755,018, based on 3% increase, were proposed. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

Non-Faculty Personnel Salary Increases			
Category	**Increase Percentage**	**FY 2015- 2016 Increase Amount**	**FY 2016-2017 Proposed Increase Amount**
Administrative	3%	$115,899	$122,731
Executive	3%	16,025	19,109
Classified	3%	227,205	204,647
Professional/Technical, Exempt	3%	157,618	147,918
Professional/Technical, Non Exempt	3%	289,514	260,613
Total		**$806,261**	**$755,018**

The FY 2016-2017 proposed estimated Salary Adjustments for Faculty were $971,829 and for Non-Faculty Personnel were $755,018, for a total of $1,726.847.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

Recommend Action
Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017 as presented. The motion carried.

Discussion and Action as Necessary on New Staff Positions for FY 2016-2017

Approval of the New Staff Positions for FY 2016-2017 will be requested at the May 24, 2016 Board meeting.

Administration reviewed the need for additional new non-faculty staffing positions for FY 2016-2017 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

A total of twelve (12) new positions were requested for a total amount of $494,000. Funding in the amount of $245,990, for six (6) of these new positions was identified from salary pools, resulting on a proposed net increase in salary budget of $248,010, as follows:

Funding	Amount
Funding Requested for New Positions	$494,000
Less -- Funding from Pool Positions	245,990
Net Salary Budget Increases for New Positions	**$248,010**

A listing of the proposed new staff positions for FY 2016-2017 was provided in the packet for the Committee's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

Recommend Action
Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the New Staff Positions for FY 2016-2017 as presented. The motion carried.

Discussion and Action as Necessary on Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017

Approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 will be requested at the May 24, 2016 Board meeting.

Administration reviewed the proposed non-faculty salary adjustments / reclassifications for FY 2016-2017 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

A total of thirty-four (34) salary adjustments / reclassifications for FY 2016-2017 were requested for a total amount of $128,208. Funding in the amount of $87,370 was identified from salary pools, resulting on a proposed net increase in salary budget of $40,838.

The Finance and Human Resources Committee was asked to review the recommended salary adjustments and reclassifications.

A listing of the salary adjustments and reclassifications for FY 2016-2017 was provided in the packet for the Committee's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

Recommend Action
Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as presented. The motion carried.

Discussion and Action as Necessary on New Non-Faculty Staff Positions for FY 2016-2017 as Necessary for the 2013 Bond Construction Program Facilities Expansion

Approval of the New Non-Faculty Staff Positions for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017 will be requested at the May 24, 2016 Board meeting.

An estimated 600,000 square feet of facilities will be added to the South Texas College campuses by the 2013 Bond Construction Program. As a result, it was anticipated that additional staff would be required to service, operate, and maintain the facilities.

Administration reviewed the need for additional new non-faculty staffing positions necessary for the expanded facility scope for FY 2016-2017 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

A total of 151 new positions for occupying and maintaining the new facilities was requested for a total amount of $2,381,769. The new positions were proposed to be hired between the period of October 2016 through August 2017 in preparation of the completion and occupancy of the new facilities.

Funding Requested **2013 Bond Construction Program Facilities Expansion**	**Amount**
New Non-Faculty Staff Positions	$2,381,769

A list of the preliminary proposed positions was included in the packet for the Committee's information and review.

The following is a summary of the preliminary proposed new staff positions by Classification necessary for the expanded facility scope:

a. New Non-Faculty Staff Positions

- Academic Affairs - 16 position titles
  - ⇒ 7 Classified
    - 4 Faculty Secretary
    - 2 Lab Assistant
    - 1 Speech Lab Technician

  - ⇒ 2 Professional/Technical Exempt
    - 1 Distance Learning Instructional Facilitator
    - 1 Simulation Coordinator

  - ⇒ 7 Professional/Technical Non-Exempt
    - 1 Biomedical Simulation Specialist
    - 1 Lab Coordinator
    - 1 Lab Specialist II
    - 2 Student Services Specialist II
    - 2 Student Success Specialists

- Finance and Administrative Services – 100 position titles
  - ⇒ 2 Administrative/Exempt
    - 1 Assistant Director of Facilities Operations and Maintenance
    - 1 Assistant Director of Facilities Planning and Construction

  - ⇒ 76 Classified
    - 1 Administrative Assistant
    - 2 Carpenter
    - 28 Custodian
    - 3 Electrician
    - 2 Energy Technician
    - 2 Fixed Asset & Receiving Technician
    - 5 Floor Technicians

- 1 FPC Project Technician
- 2 HR Assistant
- 4 Lead Custodian
- 1 Locksmith
- 3 Maintenance Assistant
- 4 Maintenance Technician
- 2 Painter
- 3 Plumber
- 12 Security Guard
- 1 Warehouse Technician

⇒ 5 Professional/Technical Exempt
- 2 Campus Facility Manager
- 1 Facilities Operations & Maintenance Administrative Coordinator
- 1 FPC Project Manager
- 1 Buyer

⇒ 17 Professional/Technical Non-Exempt
- 1 Accounting Specialist
- 1 Accounts Payable Specialist
- 1 Construction Supervisor
- 1 Coordinator or Emergency Preparedness and Training
- 1 Custodial Supervisor
- 1 Distribution Services Specialist
- 1 HR Staffing Specialist
- 1 Operations Support Coordinator
- 1 Payroll Specialist
- 1 Police Compliance Coordinator
- 5 Police Officer
- 1 Security Support Specialist
- 1 Technical Facilities Specialist

- Information Services and Planning – 23 position titles

⇒ 13 Classified
- 2 IT Assistant I (MV)
- 1 IT Assistant I (STR)
- 1 IT Assistant I (TCH)
- 2 IT Assistant I (PCN)
- 1 IT Assistant II (MV)
- 1 IT Assistant II (TCH)
- 5 Open Lab Technician

⇒ 1 Professional/Technical Exempt
- 1 Project Manager – Instructional Technologies

⇒ 9 Professional/Technical Non-Exempt
- 1 Client Services Specialist
- 1 Computer Analyst
- 3 Computer Services Specialist

- 1 Network Services Analyst I
- 1 Custodial Supervisor
- 1 Open Labs Analyst
- 1 Technology Specialist

- Student Affairs and Enrollment Management – 12 position titles
  - ⇒ 2 Classified
    - 2 Secretary (Student Activities)
  - ⇒ 4 Professional/Technical Exempt
    - 2 Coordinator of Student Activities for Events
    - 2 Counselor (Veterans Support)
  - ⇒ 6 Professional/Technical Non-Exempt
    - 2 Admissions Specialist
    - 2 Financial Aid Specialist for Veterans
    - 2 Student Activities Specialist

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

Recommend Action
Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the New Non-Faculty Staff Positions for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017, as presented. The motion carried.

Discussion and Action as Necessary on Non-Faculty Salary Adjustments / Reclassifications for FY 2016-2017 as Necessary for the 2013 Bond Construction Program Facilities Expansion

Approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as Necessary for the 2013 Bond Construction Program Facilities Expansion will be requested at the May 24, 2016 Board meeting.

Administration reviewed the proposed non-faculty salary adjustments / reclassifications for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

A total of ten (10) Non-Faculty salary adjustments/reclassifications for the 2013 Bond Construction Program Facilities Expansion were requested for a total amount of $80,341.

The Finance and Human Resources Committee was asked to review the recommended salary adjustments and reclassifications as necessary for the 2013 Bond Construction Program Facilities Expansion.

A listing of the salary adjustments and reclassifications as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017 was provided in the packet for the Committee's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

Recommend Action
Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion as presented. The motion carried.

Review and Discussion of Preliminary Summary of Projected Revenues and Expenditures for FY 2016-2017 with Comparison to FY 2015-2016 Approved Budget

The packet included the Preliminary Summary of Projected Revenues and Expenditures for FY 2016-2017 with comparison to the FY 2015-2016 approved budget for the Committee's information and review.

Dr. Reed and Mrs. Mary Elizondo discussed the preliminary revenues and expenditures projections with the Committee.

This was a preliminary plan for the next fiscal year that included the following assumptions:

Revenues:

- State appropriation revenue was projected to remain at the FY 2016 level since FY 2017 is the second year of the biennium. An increase was projected in other state revenues consisting of TRS, ORP, and medical insurance for FY 2017, in the amount of $218,282. The state appropriation amount was based on the allocations in HB1 and the other state revenue was based on state allocation schedules.

- Tuition for FY 2017 was based on projected enrollment of 19,755 traditional students, a 2% increase from Fall 2015, and 16,796 dual enrollment tuition free students for Fall 2016. The projections indicated an increase in tuition of approximately $36,208 in FY 2017 and included the Board approved increases to the Biology and Chemistry differential tuition rates of $5 per semester credit hour.

- Fees for FY 2017 were based on the same enrollment projections as tuition. The projections included the Board approved increase of $50 per student and course for the Dual Credit Late Processing Fee, the increase of $10 per student for the Registration Fee, the increase of $10 per student for the Registration Fee After Deadline, the increase of $2 per semester credit hour for the Information

Technology Fee, the increase of $1 per semester credit hour for the Learning Support Fee, the increase of $5 for the Installment Plan Fee, the increase of $5 for the Installment Plan Late Payment Fee, and the $5 increase for the Emergency Loan Late Payment Fee. The projections indicated an increase in fees of approximately $1,564,386 in FY 2017.

- Other revenue was expected to increase $412,012 in FY 2017. The projected increase was mainly due to the increased interest revenue.

- Tax revenue for FY 2017 was expected to increase $1,000,000, due to an increase in tax appraised values. Of the total increase in tax revenue, approximately $200,000 was due to the increase tax rate of 3 cents related to the 2013 Bond Program.

- Carryover Allocations was projected to increase $12,637,859 in FY 2017. The increase mainly resulted from the decrease of $2,000,000 in the transfer to the Unexpended Plant Fund, the increase of $1,886,634 in the Capital Carryover, and the increase of $12,751,225 funded from FY 2015 and FY 2016 M&O tax revenue which would be used for furniture and equipment.

Expenditures:

- The Salary expenditures budget was proposed to increase by $8,120,962 in FY 2017 mainly due to the following:

Addition of new faculty positions approved by the Board of Trustees at the November 24, 2015 Board Meeting	$550,000
Proposed salary adjustments for faculty and staff	1,726,847
New proposed non faculty positions	248,010
Full funding of previously partially funded positions	1,732,835
Adjunct Pool Salary Increase approved by the Board of Trustees at the January 22, 2016 Board Meeting	1,174,339
Salary Adjustments/Reclassifications and Pool Adjustments	226,821
Bond-New Positions	2,381,769
Bond-Salary Adjustments/Reclassifications	80,341
Total	**$8,120,962**

- The Benefits expenditures budget for FY 2017 was proposed to increase by $1,241,887.

- The Operating expenditures budget for FY 2017 was proposed to increase by $9,298,435.

  ⇒ The operating budget was proposed to decrease by $264,984 based on the needs of the College's departments.

⇒ In addition, the operating budget was proposed to increase by $9,563,419 for furniture and equipment for the new bond buildings to be funded from the new bond M&O tax revenue.

- The Travel expenditures budget for FY 2017 was proposed to increase by $127,383. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.

- The Capital Outlay expenditures budget for FY 2017 was proposed to increase by $3,860,167.
  ⇒ The capital budget was proposed to increase by $672,361 based on the needs of the College's departments.
  ⇒ In addition, the capital budget was proposed to increase by $3,187,806 for equipment for the new bond buildings to be funded from the new bond M&O tax revenue.

- The Transfers and Contingencies budget for FY 2017 was proposed to decrease by $6,780,087. The decrease was primarily due to the decrease of $4,776,487 to the M&O Tax Bond Program Reserve because a portion of the M&O tax revenue generated in FY 2017 would be used to fund salaries, benefits, operating, and capital expenditures. The transfer to the Unexpended Plant Fund decreased by $2,000,000 and the MTR Bond Series 2007 debt service was projected to decrease by $3,600 in FY 2017. This debt service was paid from maintenance and operations taxes.

The Preliminary Summary of Projected Revenues and Expenditures for FY 2016-2017 with Comparison to the FY 2015-2016 approved budget was provided in the packet.

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

Discussion and Action as Necessary on Proposed Projects for Internal Auditor

Approval of proposed projects for the Internal Auditor will be requested at the May 24, 2016 Board meeting.

Staff recommended projects for the Board's consideration for the Internal Auditor's review for this Fiscal Year and Fiscal Year 2016-2017. The projects listed below were proposed as the assignments for the Internal Auditor.

- FY 2015-2016 (Scheduled)
  1. Fraud Survey
  2. Surprise Cash Counts – Cashiers Office
  3. Departmental Fixed Assets
  4. Human Resources - Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)
  5. Mileage Reimbursement Procedures

6. Food Services Department Cash Handling Procedures

- FY 2016-2017 (Scheduled)
  1. Property Taxes – Internal controls of Hidalgo County and Starr County Tax Assessor-Collectors' tax assessing, collecting, and reporting procedures and processes (pertaining to the College's tax transactions)
  2. Fraud Survey
  3. Time Keeping System Compliance
  4. Custodial Services - Work Orders, Purchase Orders, and Inventory
  5. Student Activities Procedures
  6. Banner Computer System Security and Access

The list of Internal Audits conducted for FY 2003-2004 through FY 2016-2017 was included in the packet for the Committee's information and review.

Recommend Action
Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposed projects for the Internal Auditor 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 provided in the packet for the Committee's information and review. Information was current as of May 5, 2016.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, were available to respond to questions from the Committee.

Vacancies at Beginning of Fiscal Year 2015 - 2016

- Fiscal Year 2015-2016 started with 97 vacant Full Time Regular positions from the previous fiscal year, and the Board approved seventy four (74) additional new positions for a total of 171 vacant Full Time Regular positions.

Positions Filled during Fiscal Year 2015 - 2016

- One hundred fifteen (115) Full Time, Regular positions were filled as of May 5, 2016.
- Eighteen (18) Full Time, Regular positions were filled since the last vacancy report provided as of April 7, 2016.

Position Turnover during Fiscal Year 2015 - 2016

- There were thirty nine (39) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of May 5, 2016.
- There were six (6) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of April 7, 2016.

Further details were found in the Position Vacancy Report within the packet.

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 6:10 p.m.

I certify that the foregoing are the true and correct Minutes of the May 10, 2016 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

_____
Dr. Alejo Salinas, Jr.
Chair

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

Approval of the following proposal awards, purchases, renewals, and interagency agreement will be requested at the June 28, 2016 Board meeting as follows:

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

A. Awards

1) Audio Visual Equipment and Parts – IV (Award)
Award the proposal for audio visual equipment and parts - IV to **Audio Visual Aids** (San Antonio, TX), at a total amount of $29,266.00.

Purpose – Instructional Technologies is requesting audio visual equipment and parts for a divisible room at the Starr County Campus. The audio visual equipment will be installed by the Instructional Technologies installation team and will affect Starr C-313 and C-315 classrooms that have a curtain wall which allows the two rooms to become one.

Justification and Benefit – The audio visual equipment and parts are needed to equip two classrooms at the Starr County campus with audio visual presentation equipment to support classroom instruction and medium-sized special events. The classrooms currently do not have equipment installed and the request would bring each individual room up to the current South Texas College classroom equipment standard as well as give the ability to support combining the rooms for larger classes and/or special event support.

Background - Proposal documents were advertised on April 25, 2016 and May 2, 2016 and issued to six (6) vendors. Two (2) responses were received on May 10, 2016 and reviewed by Instructional Technologies and the Purchasing Department.

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

2) Culinary Equipment and Accessories (Award)
Award the proposal for culinary equipment and accessories for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of $12,000.00, which is based on prior year expenditures. The vendors are as follows:

- **Ace Mart Restaurant Supply, Co.** (San Antonio, TX)
- **Mission Restaurant Supply** (McAllen, TX) (New)

Purpose – The Culinary Arts Program, Food Services, and Mid Valley Childcare Center are requesting to purchase culinary equipment and accessories as needed for student instruction and the operation for the center and cafeterias.

Justification and Benefit – The culinary equipment and accessories will include microwaves, cookware, baking supplies, cutlery, utensils, and food storage containers.

The culinary equipment and accessories will be used for student instruction in the Culinary Arts Program in the Division of Business and Technology. It will also be used by the South Texas College cafeterias and childcare center for the day to day operations.

Background - Proposal documents were advertised on April 18, 2016 and April 25, 2016 and issued to seven (7) vendors. Two (2) responses were received on May 3, 2016 and reviewed by Food Services and the Purchasing Department.

Funds for this expenditure are budgeted in the Culinary Arts Program, Food Service, and Mid Valley Childcare Center budgets for FY 2015 - 2016 and FY 2016 - 2017 pending Board approval of the budget.

3) Diploma Covers (Award)
Award the proposal for diploma covers to **Jostens** (Minneapolis, MN), for the period beginning July 1, 2016 through June 30, 2017 with two one-year options to renew, at an estimated amount of $19,950.00 based on the purchase of 5,000 diplomas covers annually.

Purpose – The Division of Student Services is requesting to purchase diploma covers which are provided to the all the South Texas College graduates.

Justification and Benefit – The diploma covers and mailers will be used to mail the Fall 2016 and Spring 2017 diplomas to the graduates.

Background – Proposal documents were advertised on April 4, 2016 and April 11, 2016 and issued to five (5) vendors. Two (2) responses were received on April 20, 2016 and reviewed by Student Services and the Purchasing Department.

Funds for this expenditure are budgeted in the Graduation budget for FY 2015 - 2016 and FY 2016 - 2017 pending Board approval of the budget.

4) Glass Replacement and Installation (Award)
Award the proposal for glass replacement and installation to **Luna Glass, LLC.** (McAllen, TX), for the period beginning August 28, 2016 through August 27, 2017 with two one-year options to renew, at an estimated amount of $20,000.00, which is based on prior year expenditures.

Purpose – Facilities Maintenance and Operations is requesting glass replacement and installation as needed throughout the College district.

Justification and Benefit – The glass replacement and installation will be purchased by Facilities Maintenance for the day to day operation. It will be used to replace broken glass or for the installation of new windows throughout the district.

Background – Proposal documents were advertised on May 2, 2016 and May 9, 2016 and issued to four (4) vendors. One (1) response was received on May 17, 2016 and reviewed by Facilities Maintenance and Operations and the Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2015 - 2016 and FY 2016 - 2017 pending Board approval of the budget.

5) Library Discovery System (Award)
Award the proposal for the library discovery system to **EBSCO Industries, Inc.** (Ipswich, MA), for the period beginning September 1, 2016 through August 31, 2019 with two one-year options to renew, at a total cost of $66,923.98. The annual amounts are as follows: Year 1: $21,439.00; Year 2: $22,296.56, and Year 3: $23,188.42.

The three year agreement with two one-year options to renew will provide

- a stable portal for students and faculty to access online resources;
- predictable discounted pricing (4% annual increase for years two and three and for optional years four and five instead of a 7% annual increase); and
- staff time savings from having already configured the existing discovery system.

Purpose – Library Services is requesting to purchase services of a library discovery system which will be used by the South Texas College faculty, staff, students, and community.

Justification and Benefit – The library discovery system will enable the library users to access library physical and digital resources using a single search box. The library's catalog provide access to over 190,000 items. The library also provides access to approximately 103 databases, most of which are licensed commercial databases with full-text serial publications. The discovery system will facilitate research by bringing resources together under one portal.

Background – Proposal documents were advertised on April 4, 2016 and April 11, 2016 and issued to two (2) vendors. One (1) response was received on April 22, 2016 and reviewed by Library Services and the Purchasing Department.

Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2016 – 2017, FY 2017 – 2018 and FY 2018 - 2019 pending board approval of the budgets.

6) Library Materials Moving Services (Award)
Award the proposal for library materials moving services to **Library Design Systems, Inc.** (Houston, TX) (New), for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of $107,169.91.

The services will include the following: to remove, pack, move, and shelve in proper order library prints and video collections and, where required, disassemble and move library shelving as directed by the College in connection with

- the installation of compact shelving at the Pecan Campus Library;
- the library bond construction project at the Nursing and Allied Health Campus;

- the library bond construction project at the Starr County Campus; and
- the library bond renovation project at the Mid-Valley Campus.

Purpose – Library materials moving services will be required to enable and facilitate the installation of compact shelving at the Pecan campus library and the movement of library collections in relation to the library bond construction and renovation projects described below:

a. Pecan Campus Library Compact Shelving Installation. The Pecan campus library in McAllen will replace its existing stack shelving with compact shelving in August 2016 as part of a capital improvement project that is separate from the Bond Construction program. Approximately 70,000 items (approximately 70,000 linear inches) consisting of books and audiovisual materials will be removed, boxed, and placed in pallets stored elsewhere while the compact shelving is installed. Existing cantilever-type shelving will be disassembled and transported to another location designated and paid for by STC. Upon installation of the compact shelving, the collection will be unboxed and shelved in Library of Congress Classification order in the new compact shelving units.

b. Mid-Valley Campus Library Renovation. The Mid-Valley campus library in Weslaco, Texas will close for over one year beginning August 2016 for a renovation. According to current estimates, the move-in date for the renovated Mid-Valley campus library building will be September 2017. At or about the time that the Library closes, approximately 1,500 library items (approximately 1,500 linear inches) consisting of books and audiovisual materials and the four case-type reference shelving units (18 feet long x 42 inches high x 26 inches wide) will be transported to a temporary location in or the same campus. The books will be shelved in Library of Congress Classification order at the temporary location. During the renovation, but after the Library closes, the remaining collection of approximately 29,500 books and audiovisual materials (totaling approximately 29,500 linear inches of items) will be packed in boxes and transported for storage during the remainder of the renovation at a climate-controlled, location, designated and paid for by STC. Existing case-type shelving will be disassembled and transported to another location designated and paid for by STC. Once the Mid-Valley campus renovation is completed, the portion of the library collection in storage will be returned to the renovated library building and shelved into compact shelving units in Library of Congress Classification order. The portion of the collection at the temporary location will be moved to the renovated building and shelved into manual compact shelving units in Library of Congress Classification order. The four reference shelves at the temporary library location will be disassembled and transported to location designated and paid for by STC.

c. Starr County Campus Construction. A new library will be constructed in the Starr County Campus in Rio Grande City, Texas within two years. According to current estimates, the move-in date for the Starr County campus library building will be October 2017. Once this building is available for occupancy, the collection of approximately 26,500 books and audiovisual materials (totaling approximately

26,500 linear inches of items) will be transported from the existing library at the same campus to the new library and shelved into manual compact shelving units in Library of Congress Classification order. The existing cantilever shelving at the vacated library will be disassembled and transported to a location designated and paid for by STC.

d. Nursing and Allied Health (NAH) Campus Construction. A new library will be constructed in the NAH Campus in McAllen, Texas within two years. According to current estimates, the move-in date for this the NAH building will be April 2018. Once this building is available for occupancy, the collection of approximately 5,000 books and audiovisual materials (totaling approximately 5,000 linear inches of items) will be transported from the existing library at the same campus to the new library and shelved into manual compact shelving units in Library of Congress Classification order. The shelving at the existing location is a manual compact shelving unit which will remain in place.

Justification and Benefit – The effective and successful movement of thousands of library materials and associated shelving requires the engagement of a vendor experienced and equipped to safely move these items. The time when services will be needed at each location shall be determined by the progress of the construction projects and may differ substantially from one location to another. For this reason, the contract will be for a period of one year with an option to renew for two additional one-year periods.

Background - Proposal documents were advertised on May 13, 2016 and May 20, 2016 and issued to two (2) vendors. Two (2) responses were received on May 27, 2016 and reviewed by Library Services, Facilities Planning & Construction, and the Purchasing Department.

Funds for this expenditure are budgeted in the Construction - Renovation and 2013 Bond Construction budgets for FY 2015 – 2016 and FY 2016 – 2017 pending Board approval of the budget.

7) Online Real Estate Courses (Award)

Award the proposal for online real estate courses to **OnCourse Learning** (Atlanta, GA), for the period beginning September 1, 2016 through August 31, 2017 with two one-year option to renew, at an estimated cost of $60.00 to $130.00 per class. There are no start-up or implementation charges, no deposits are required, and no minimum order or any initial inventory to purchase or carry.

Purpose – Continuing Professional and Workforce Education is requesting online real estate courses for the South Texas College community.

Justification – The online real estate courses will be on-line, non-credit, instructor-facilitated courses that lead to certification as realtors. The courses will include some of the following: law of contracts, contract forms, real estate appraisals, law of agency, and the exam prep.

Background – Proposal documents were advertised on April 4, 2016 and April 11, 2016 and issued to two (2) vendors. One (1) response was received on April 22, 2016 and reviewed by Continuing Professional and Workforce Education and the Purchasing Department.

Funds for this expenditure are budgeted in the Continuing Education budget for FY 2016 - 2017 pending board approval of the budget.

8) Pecan Campus Building H Audio Visual Upgrade (Award)
Award the proposal for the Pecan Campus Building H audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total cost of $139,222.00.

Purpose – Instructional Technologies is requesting an audio visual upgrade at the Pecan Campus Building H. This upgrade will better support special events and student needs in the cafeteria and student lounge areas of the building.

Justification and Benefit - Instructional Technologies is requesting equipment and installation services to incorporate audio visual equipment into the Pecan Campus Building H student lounge and cafeteria areas. This installation will add a presentation and audio system to the student lounge to support special events and will also incorporate local channel television feeds for student entertainment while in the student lounge. The cafeteria will receive an installed presentation system to help support the many special events held in the space as well as an upgrade to the existing audio system which has been having technical issues. Existing speakers in the cafeteria will be reused in the student lounge. These installations will help to support the over 100+ presentation events held in the cafeteria and student lounge as well as provide students with a more entertaining space while waiting in-between daily classes.

Background – Proposal documents were advertised on April 25, 2016 and May 2, 2016 and issued to six (6) vendors. Two (2) responses were received on May 10, 2016 and reviewed by Instructional Technologies and the Purchasing Department.

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

9) Temporary Personnel Services (Award)
Award the proposal for temporary personnel services for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of $350,000.00, which is based on prior year expenditures. The qualified vendors that submitted a proposal are:

AMP Personnel Services, LLC. (McAllen, TX) (New)	**Express Employment Professionals** (McAllen, TX)
Extra Extras, Inc. (Weslaco, TX)	**Kelly Services, Inc.** (McAllen, TX)
Manpower Group US, Inc. (McAllen, TX)	**One Stop Staffing, LLC.** (Harlingen, TX)
R & D Contracting, Inc./dba R & D Personnel (McAllen, TX)	**Region Staffing** (Brownsville, TX) (New)

Spherion Staffing, LLC. (Atlanta, GA)	**Texas Staffing Pros, LLC.** (McAllen, TX)

Purpose – The Office of Human Resources is requesting the purchase of temporary personnel services for instructional programs and support services departments requesting personnel.

Justification and Benefit – The proposals were reviewed to ensure compliance with South Texas College's requirements that the agencies provide documentation of their liability and worker's compensation coverage. Additionally, South Texas College requested that the agency prescreen prospective employees and make this information available to the College. All agencies submitting proposals were in compliance with the requirements.

The College typically approves all vendors submitting qualified proposals. These vendors form a pool of eligible staffing agencies. The Office of Human Resources maintains this pool and the proposed prices for various skill sets/job types. This provides access to wide candidate pools when services are needed.

All personnel temporary services requests from College programs and departments are submitted to the Office of Human Resources and the following process is completed:

- The requesting department provides the Office of Human Resources the job description of the position being requested, experience preferred, and dates needed;
- The requirements are sent to several vendors that have that type of position and pricing is requested. Responses from the temporary services agencies are reviewed, including pricing and one or more agency is selected to provide applicant resumes;
- If an employee or employees are available for the requesting position, resumes are returned from the vendor(s) to the Office of Human Resources;
- The requesting department will review the resume(s) and make their selection.

Background – Proposal documents were advertised on April 4, 2016 and April 11, 2016 and issued to fourteen (14) vendors. Eleven (11) responses were received on April 20, 2016 and were reviewed by the Office of Human Resources and Purchasing Department. One proposal was received incomplete.

Funds for this expenditure are budgeted in the requesting Programs or Departments budget for FY 2015 - 2016 and FY 2016 - 2017 pending Board approval of the budget.

10)Truck Driver/Bus Driver Training (Award)
Award the truck driver/bus driver training to **International Schools** (Dallas, TX), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options for renew, at an 18% commission to the College retained from each student's tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver Combination.

Purpose – Continuing Professional and Workforce Education is requesting truck driver/bus driver training which will provide hands-on skill development and instruction in preparation for the Commercial Driver's License (CDL) examination.

Justification and Benefit – The truck driver/bus driver training contractor will provide training instruction and preparation for the Commercial Driver's License Exam which requires a minimum of 200 clock hours and related services in support of such training in McAllen, Weslaco, and Rio Grande City for students in Hidalgo and Starr counties.

Background - Proposal documents were advertised on April 18, 2016 and April 25, 2016 and issued to two (2) vendors. One (1) response was received on May 3, 2016 and reviewed by Continuing Professional and Workforce Education and the Purchasing Department.

B. Instructional Items

11)Instructional Lab Equipment - I (Purchase)
Purchase instructional lab equipment – I from **VWR International, LLC.** (Radnor, PA), an E & I Cooperative Services approved vendor, at a total amount of $19,871.12.

Purpose - The Chemistry Program in the Division of Math and Science is requesting to purchase eight (8) rotary evaporators for student instruction.

Justification and Benefit – The rotary evaporators will be used by students in the Organic I and Organic II courses to safely evaporate volatile and potentially toxic fumes. Additionally, the rotary evaporators will reduce the amount of time needed for students to complete the evaporation process allowing students to complete lab experiments in a timelier manner. Two rotary evaporators are for the Mid-Valley Campus, two for the Starr campus and four will be for the Pecan Campus.

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

12)Instructional Lab Equipment – II (Purchase)
Purchase instructional equipment – II from **Microlab** (Bozeman, MT), a sole source vendor, at a total amount of $11,710.00.

Purpose – The Chemistry Program in the Division of Math and Science is requesting to purchase instructional lab equipment for student instruction.

Justification and Benefit – The computer based data acquisition tools and software are needed for the Chemistry 1412 course labs. This single unit is versatile and allows for the chemistry program to meet the spectrometry course learning outcome added to the ACGM and the instrument allows the chemistry program to introduce technology based experiments that complement and potentially replace existing traditional experiments. It will include two (2) for the Pecan Campus, two (2) for the Starr County Campus, and three (3) for the Mid-Valley Campus.

Funds for this expenditure are budgeted in the Chemistry budget for FY 2015 – 2016.

13)Musical Instruments (Purchase)
Purchase musical instruments from **Woodwind and Brasswind** (South Bend, IN), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of $17,311.00.

Purpose – The Music Program in the Division of Liberal Arts and Social Sciences is requesting to purchase four (4) musical instruments for student instruction. Several instruments in the band programs are out of the price range of a majority of our students and the purchase of these instruments will provide an opportunity for them to continue and complete their education.

Justification and Benefit – The bass clarinet, the double horn, the trumpet, and the saxophone will be used in establishing a Symphonic Band at South Texas College. An integral part of music students' degree plan is participation in a music ensemble such as a symphonic band. Our ensembles perform in college concerts for the student body and in outreach concerts for our community at large.

Funds for this expenditure are budgeted in the Music Program budget for FY 2015 – 2016.

14)Library Materials (Renewal)
Renew the library materials contracts for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $236,359.00. The vendors are as follows:

a.	**ABDO Publishing** (Minneapolis, MN)	b.	**Bearport Publishing** (New York, NY)
c.	**Bound to Stay Bound Book, Inc.** (Jacksonville, IL)	d.	**Cavendish Square Publishing** (New York, NY)
e.	**Cengage Learning, Inc.** (Farmington Hills, MI)	f.	**Central Programs, Inc./dba Gumdrop Books** (Bethany, MO)
g.	**Complete Book and Media Supply, LLC.** (Cedar Park, TX)	h.	**CRM Learning, LP.** (Valley Center, CA)
i.	**Delaney Educational Enterprises** (San Diego, CA)	j.	**EBSCO Industries, Inc.** (Ipswich, MA)
k.	**Enslow Publishing, LLC.** (New York, NY)	l.	**Follett School Solutions, Inc.** (McHenry, IL)
m.	**Gareth Stevens Publishing** (New York, NY)	n.	**Grey House Publishing** (Amenia, NY)
o.	**Hertzberg New Method, Inc./dba Perma Bound Books** (Jacksonville, IL)	p.	**Ingram Library Services, Inc.** (La Vergne, TN)
q.	**JOVE** (Cambridge, MA)	r.	**Latin American Book Source, Inc**. (Chula Vista, CA)
s.	**Midwest Tape, LLC.** (Holland, OH)	t.	**Plunkett Research, Ltd.** (Houston, TX)
u.	**Quality Books, Inc.** (Oregon, IL)	v.	**Rittenhouse Book Distributors, Inc.** (King of Prussia, PA)

w.	**Rosen Publishing Group** (New York, NY)	x.	**Salem Press/Division of Grey House Publishing** (Hackensack, NJ)
y.	**Scholastic Library Publishing, Inc.** (Danbury, CT)	z.	**World Book, Inc.** (Chicago, IL)
aa.	**Yankee Book Peddler, Inc./dba YBP Library Services** (Contoocook, NH)		

Purpose – Library Services is requesting to renew the contracts for the purchase of library materials to support instructional programs and other needs of South Texas College students, faculty, and patrons district wide.

Justification and Benefit – The library materials will include books, reference materials, and other materials for all the College's academic programs. A list of vendors is needed to fulfill the large variety of requests needed district wide.

Background – The Board awarded the contracts for library materials at the July 28, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2016 and ends August 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/15	9/1/15 - 8/31/16	2 – one year options
1st Renewal	6/28/16		9/1/16 – 8/31/17

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

Funds for this expenditure are budgeted in the Library Acquisitions and BAT & Support Materials budgets for FY 2016 - 2017 pending Board approval of the budget.

15)Science Laboratory Supplies (Renewal)
Renew the science laboratory supplies contracts for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $250,000.00 which is based on prior year expenditures. The vendors are as follows:

a.	**Carolina Biological Supply Company** (Burlington, NC)	b.	**Chemglass Life Sciences** (Vineland, NJ)
c.	**Flinn Scientific, Inc.** (Batavia, IL)	d.	**Frey Scientific** (Nashua, NH)
e.	**Midsci** (St. Louis, MO)	f.	**Nasco** (Fort Atkinson, WI)
g.	**PASCO Scientific** (Roseville, CA)	h.	**Phenix Research Products** (Candler, NC)
i.	**Thomas Scientific** (Swedesboro, NJ)	j.	**VWR International, LLC.** (Radner, PA)

Purpose – The Science programs are requesting to renew the lab supplies contracts for the instructional labs which are required for science courses.

Justification and Benefit – The science laboratory supplies are used for student instruction in the Division of Math and Science by the following programs: Biology, Chemistry,

Physics, Geology, and Geography. The programs require labs for students to conduct experiments and testing.

Background – The Board awarded the contracts for science laboratory supplies at the July 28, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2016 and ends August 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/15	9/1/15 - 8/31/16	2 – one year options
1st Renewal	6/28/16		9/1/16 – 8/31/17

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

Funds for this expenditure are budgeted in the Biology, Chemistry, Physics, Geology, and Geography budgets for FY 2016 - 2017 pending Board approval of the budget.

C. Non – Instructional Items

16) Air Conditioning Equipment and Supplies (Purchase)
Purchase air conditioning equipment and supplies from **Carrier Corporation** (Richardson, TX/Pharr, TX) and **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX), Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $50,000.00, which is based on prior year expenditures.

Purpose - Facilities Maintenance and Operations is requesting air conditioning equipment and supplies to be used for replacement, installation, and repair of units throughout the district.

Justification and Benefit - The air conditioning equipment and supplies will include air condition units, blower wheels, and miscellaneous parts as needed.

Funds for this expenditure are budgeted in the Facilities – Repair and Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

17) Air Conditioning Filters (Purchase)
Purchase and installation of air conditioning filters from **J. F. Filtration, Inc./Joe W. Fly Company, Inc.** (Austin, TX/Harlingen, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $102,000.00, which is based on prior year expenditures.

Purpose - Facilities Maintenance and Operations is requesting the purchase and installation of air conditioning filters. These air conditioning filters are replaced monthly for all buildings throughout the district.

Justification and Benefit – The air conditioning filters are needed to maintain air quality in the building and to keep the systems clean and running properly.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

18) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)
Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $75,000.00, which is based on prior year expenditures.

Purpose - Facilities Maintenance and Operations is requesting building automation control equipment maintenance which will include replacement parts and services for all new and renovated buildings throughout the College.

Justification and Benefit - It will include ordering and replacing parts for the air conditioning building control systems as needed.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

19)Chiller Chemicals and Maintenance (Purchase)
Purchase chiller chemicals and maintenance from **U.S. Water Services, Inc./ dba ChemCal** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Managed Contracts approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $49,000.00, which is based on prior year expenditures.

Purpose - Facilities Maintenance and Operations is requesting chiller chemicals and maintenance for all the chillers throughout the district.

Justification and Benefit - The chiller chemicals will be purchased for the operation of the chillers for all South Texas College campuses which will include the monthly service for chemicals and equipment.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

20)Electrical Parts and Supplies (Purchase)
Purchase electrical parts and supplies from **Bush Supply Company** (Edinburg, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $55,000.00, which is based on prior year expenditures.

Purpose - Facilities Maintenance and Operations is requesting electrical parts and supplies for the day to day operations of the College.

Justification and Benefit – The electrical parts and supplies will be used throughout the district for repairs of buildings electrical components. It will include various electrical components and lighting fixtures for facilities at all campuses.

Funds for this expenditure are budgeted in the Facilities Maintenance budget FY 2016 - 2017 pending Board approval of the budget.

21)Employee Background Services (Purchase)
Purchase employee background services from **Morpho Trust** (Washington, D.C.), a sole source vendor, for the period beginning June 29, 2016 through June 28, 2017, at an estimated amount of $12,000.00, which is based on prior year expenditures.

Purpose – The Office of Human Resources is requesting to purchase employee national background services for all new employees and existing employees hired into security sensitive positions.

Justification and Benefit – As provided in Section 51.215 of the Texas Education Code, South Texas College designates certain positions as security sensitive. Security-sensitive positions shall be restricted to employees who handle currency, have access to a computer terminal, have access to a master key, or who work in an area of the institution which has been designated as a security-sensitive area. A security-sensitive position shall be so identified in the job description and advertisement for the position.

The Texas Department of Public Safety, our current vendor, has entered into an exclusive contract with MorphoTrust USA to provide statewide electronic fingerprinting through DPS FAST locations operated by IdentoGO. Purchase of electronic fingerprint services with submission of prints to the Federal Bureau of Investigations will allow the College to continue to comply with Section 51.215 of the Texas Education Code.

Funds for this expenditure are budgeted in the Human Resources budget for FY 2015 – 2016 and FY 2016 – 2017 pending Board approval of the budget.

22)Food Products (Purchase)
Purchase food products from **Labatt Food Services** (Houston, TX), a Harris County Department of Education - Choice Partners Purchasing Cooperative approved vendor, for the period beginning June 29, 2016 through June 28, 2017, at an estimated amount of $65,000.00, which is based on prior year expenditures.

Purpose – Food Services, Culinary Arts, and the Mid-Valley Childcare Center are requesting to purchase food products for the day to day operation of the cafeterias, center, and program.

Justification and Benefit – The food products will includes various meats and products needed for the cafeteria operation, student instruction, and servicing students at the center.

Funds for this expenditure are budgeted in the Cafeteria – Auxiliary, Culinary Arts Program, and Mid Valley Childcare Center budgets for FY 2015 – 2016 and FY 2016 – 2017 pending Board approval of the budget.

23)Furniture (Purchase)
Purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), a State of Texas Multiple Award Schedule (TXMAS), and U. S. Communities approved vendors, at a total amount of $101,808.89.

#	Vendor	Amount
A	**Allsteel, Inc./ Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$15,133.44
B	**Computer Comforts, Inc.** (Kemah, TX)	$2,658.82
C	**ERG International/Gateway Printing and Office, Inc.** (Edinburg, TX)	$1,122.83
D	**Exemplis Corporation/Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$3,028.16
E	**Herman Miller/Workplace Resources, LLC.** (McAllen,TX)	$15,809.44
F	**The Hon Company/Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$4,356.54
G	**Krueger International, Inc./Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$30,309.03
H	**Landscape Forms, Inc.** (Kalamazoo, MI)	$12,985.00
I	**National Office Furniture/Workplace Resource, LLC.** (McAllen, TX)	$11,221.51
J	**Versteel/Ditto Sales, Inc./ Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$5,184.12
	Total	$101,808.89

The purchases can be summarized as follows:

- Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Nursing and Allied Health Campus
    - ➢ 12 Tables for Patient Care Assistant Program
  - ⇒ Technology Campus
    - ➢ 30 Chairs for Technology Campus Conference Room
- Computer Comforts, Inc. (Kemah, TX)
  - ⇒ Starr Campus
    - ➢ 2 Instructor Tables for Starr County Campus
- ERG International/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - ➢ 1 Conference Table for the Behavioral Intervention Team

- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Mid Valley Campus
    - ➢ 3 Chairs for Child Development Center
  - ⇒ Pecan Campus
    - ➢ 1 Chair for History Program
    - ➢ 1 Chair for the Dean of Math, Science and BA Programs
    - ➢ 2 Chairs for the Professional Development Department
  - ⇒ Technology Campus
    - ➢ 1 Chair for Business Administration Program
- Herman Miller/Workplace Resources, LLC. (McAllen, TX)
  - ⇒ Pecan Campus
    - ➢ 18 Lounge Chairs, 6 Chairs, and 6 Tables for the Library 2nd Floor
- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Mid Valley Campus
    - ➢ 3 Storage Cabinets for Child Development Center
  - ⇒ Nursing Allied Health Campus
    - ➢ 2 Storage Cabinets for Patient Care Assistant Program
  - ⇒ Pecan Campus
    - ➢ 1 Storage Cabinet for the Computer Science Program
    - ➢ 2 Desks for Professional Development Department
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Mid Valley Campus
    - ➢ 14 Chairs for the Child Development Center
  - ⇒ Nursing Allied Health Campus
    - ➢ Partitions for Nursing Allied Health Campus
    - ➢ 30 Chairs for Patient Care Assistant Program

    Pecan Campus
    - ➢ 14 Chairs for Library Information Commons
  - ⇒ Technology Campus
    - ➢ 28 Chairs for Library Information Commons
- Landscape Forms (Kalamazoo, MI)
  - ➢ Pecan Campus
    - o 2 Outside tables and 4 trash cans to be placed outside Pecan Plaza
- National Office Furniture/Workplace Resources, LLC. (McAllen, TX)
  - ⇒ Pecan Campus
    - ➢ 6 Lounge Sofas and 24 Tables for the Library
- Versteel/Ditto Sales, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - ➢ 12 Tables for the Library Information Commons

Fund for these expenditures are budgeted in the requesting department budgets for FY 2015 - 2016 as follows: BAT/BAS, Behavioral Intervention, Team, Business Administration, Child Development, Computer Science, District Wide - Renovation – FFE, History, Instructional Technology Maintenance & Replacement, Library Information Commons, MV Child Care & Development, New Furniture, Patient Care Assistant, Professional Development Instruction Initiative and Technology Campus.

24)Parts and Supplies (Purchase)
Purchase parts and supplies from **Grainger, Inc.** (Austin, TX/ McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $60,000.00, which is based on prior year expenditures.

Purpose - Facilities Maintenance and Operations is requesting parts and supplies which will be purchased for the day to day operations of the College.

Justification and Benefits – The parts and supplies are needed for electrical, plumbing, and air conditioning repairs throughout the College district. It will include some of the following items: tools, safety wear, fittings, batteries, tape, saw blades, cable ties, screws, repair kits, sealant, steel elbows, and various other parts and supplies.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

25)Police Equipment (Purchase)
Purchase of police equipment from **GT Distributors, Inc.** (Austin, TX), a Texas Association of School Boards (TASB) - Buyboard approved vendor, for the period beginning June 29, 2016 through August 31, 2016, at a total amount of $40,000.00.

Purpose – The South Texas College Department of Public Safety requires equipment for college police officers. The equipment includes holsters, ballistic vests, perimeter supplies, and ammunition.

Justification and Benefit – Ammunition is needed for firearms qualifications mandated by the Texas Commission on Law Enforcement (TCOLE). Other equipment is required for the daily operations of the department.

Background – The South Texas College Department of Public Safety is continuing to enhance its operations and requires the acquisition of this equipment for police officers to operate safely while performing their duties.

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

26)Portable Communication Radios (Purchase)
Purchase portable communication radios from **Motorola Solutions, Inc.** (Schaumburg, IL), a Houston Galveston Area Council (HGAC) approved vendor, at a total amount of $157,134.60.

Purpose – The South Texas College Department of Public Safety is currently using a disparate system of radios that are unable to communicate with each other. The majority of radios are provided by a telephone company at a yearly charge of $12,936.00 per year. These radios do not provide consistent communication at all campuses and on occasion the police dispatchers cannot contact security guards when they are needed to respond to emergencies.

Justification and Benefit – Radio communication between dispatchers, police officers, and security guards is essential in responding to emergencies and other incidents. The current radio system does not allow consistent communication and radios are not compatible with each other on the communications network.

Background – Older telephone company radios do not allow consistent communication at each campus location and are not compatible with the newer radios, making it difficult for police dispatchers to contact security personnel during emergencies and other incidents.

Funds for the expenditure are budgeted in the Department of Public Safety budget for FY 2015 - 2016.

27)Rental Equipment (Purchase)
Purchase rental equipment from **United Rentals, Inc.** (Temple Terrace, FL/Pharr, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period of September 1, 2016 through August 31, 2017, at an estimated amount of $38,000.00, which is based on prior year expenditures.

Purpose - Facilities Maintenance and Operations is requesting to rent heavy or specialized equipment which will be used at all South Texas College campuses by the maintenance department for repairs and projects.

Justification and Benefit - The rental of heavy or specialized equipment will be used that all South Texas College campuses maintenance or repairs of roofs, parking lot lights, and buildings. The equipment consists of welders, backhoes, lifts, trenchers, parking lot sweepers, forklifts, generators, portable lights, pressure washers, and excavators.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

28)Vehicle Emergency Equipment (Purchase)
Purchase of vehicle emergency equipment from **Fleet Safety Equipment, Inc.**, (Houston, TX), a Texas Association of School Board (TASB) – Buyboard approved vendor, at a total amount of $11,006.86.

Purpose – The South Texas College Department of Public Safety operates two security vehicles that are in need of safety warning lights during night time operations.

Justification and Benefit – During the evening hours, security vehicles require safety warning lights that provide deterrence to crime and also identify their location for students and employees needing assistance.

Background – Security vehicles patrol campus grounds during the evening hours toward off criminals and provide assistance to those in need. The safety emergency lights are needed to identify these vehicles during night time hours.

Funds for this expenditure are budgeted in the Department of Public Safety budget for FY 2015 - 2016.

29)Collection Agency Services (Renewal)
Renew the collection agency services contracts for the period beginning September 1, 2016 through August 31, 2017, at no charge to the College. The collection fee shall be charged directly to the student. The vendors are as follows:

- **Primary:** **S & S Recovery, Inc.** (Memphis, TN)
- **Secondary:** **Williams & Fudge, Inc.** (Rock Hill, SC)
  Immediate Credit Recovery, Inc. (Wappingers Falls, NY)

Purpose – The Business Office and Cashiers Office are requesting the renewal of the Collection Agency Services contracts to assist with student accounts.

Justification and Benefit – The collection services will provide collection for delinquent emergency student loans, tuition and fees, accounts receivable, and other unpaid accounts. Students may have delinquent balances due to circumstances such as returned checks and/or financial aid award reversals. Employees may also have delinquent accounts due to failure to comply with tuition waiver reimbursement guidelines.

Background - The Board awarded the contracts for the collection agency services at the July 29, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins September 1, 2016 and ends August 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/29/14	9/1/14 - 8/31/15	2 – one year options
1st Renewal	7/28/15		9/1/15 – 8/31/16
2nd Renewal	6/28/16		9/1/16 – 8/31/17

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

30)Custodial Supplies (Renewal)
Renew the custodial supplies contracts with for the period beginning August 18, 2016 through August 17, 2017, at an estimated amount of $195,000.00 which is based on prior year expenditures. The vendors are as follows:

- **Primary:** **Gulf Coast Paper, Co.** (Brownsville, TX)

- **Secondary:** **Rio Paper and Supply, LLC.** (Pharr, TX)
  Yanitor Paper and Supplies, LLC. (Pharr, TX)

Purpose – Facilities Maintenance and Operations is requesting to renew the contracts for custodial supplies which are used throughout the district. The supplies include cleaners, hand towels, tissues, mops, brooms, gloves, trash bags, and other miscellaneous supplies.

Justification and Benefit – The custodial supplies are needed for the day to day cleaning and maintenance of all South Texas College facilities.

Background – The Board awarded the contract for custodial supplies at the July 28, 2015 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins August 18, 2016 and ends August 17, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/15	8/18/15 - 8/17/16	2 – one year options
1st Renewal	6/28/16		8/18/16 – 8/17/17

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

Funds for this expenditure are budgeted in the Custodial budget for FY 2015 - 2016 and FY 2016 - 2017 pending Board approval of the budget.

31)Engineering Services – Geotechnical and Material Testing (Renewal)
Renew the engineering services – geotechnical and material testing contracts for the 2013 Construction Bond Program with a renewal period beginning April 29, 2016 through April 28, 2017. Fees for these services could range from $5,000 to $45,000 depending on the scope and complexity of each construction project and testing needed. The vendors are as follows:

a.	Pecan Campus	**Terracon Consultants, Inc.** (Pharr, TX)
b.	Nursing & Allied Health Campus and Technology Campus	**Millennium Engineering Group, Inc.** (Edinburg, TX)
c.	Mid Valley Campus and Regional Center for Public Safety Excellence	**Raba Kistner Consultants, Inc.** (McAllen, TX)
d.	Starr County Campus and La Joya Teaching Site	**Raba Kistner Consultants, Inc.** (McAllen, TX)

Purpose – Facilities Planning and Construction and the Bond Project Manager have requested the renewal of the engineering services – geotechnical and material testing services for the 2013 Bond Construction.

Justification and Benefit – The engineering services – geotechnical and material testing services will include the following:

- Testing of soil conditions for proper foundation design
- Testing of select fill dirt for proper compaction
- Testing of concrete samples during concrete pours
- Testing of sub-grades, caliche base, and asphalt for parking areas
- Testing of structural steel reinforcing
- Testing of steel welding
- Testing of floors for levelness
- Testing of fireproof materials
- Testing of environmental conditions including air quality
- Testing of identifying asbestos containing materials

Background – The Board awarded the contract for engineering services – geotechnical and material testing at the April 28, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins April 29, 2016 and ends April 28, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	4/28/15	4/29/15 - 4/28/16	2 – one year options
1st Renewal	6/28/16		4/29/16 – 4/28/17

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

Funds for this expenditure are budgeted in the Bond Construction budget for FY 2015 - 2016 and FY 2016 - 2017 pending Board approval of the budget.

32)Institutional Membership (Renewal)
Renew the institutional membership with **Southern Association of Colleges and Schools Commission on Colleges** (SACSCOC) (Decatur, GA), a sole source vendor, for the period of July 1, 2016 through June 30, 2017, at a total amount of $11,909.00.

Purpose - The Office of Curriculum and Student Learning is requesting an annual institutional membership renewal.

Justification and Benefit - The institutional membership dues are to the regional body of accreditation for degree granting institutions of higher education.

Funds for this expenditure are budgeted in the Quality Enhancement Plan budget for FY 2015 - 2016.

33)Mail Services (Renewal)
Renew the mail services contract with **Upper Valley Mail Services, LLP.** (McAllen, TX) for the period beginning September 1, 2016 through August 31, 2017, at a total amount of $75,000.00, which is based on prior year expenditures.

Purpose – Mail Services is requesting to renew the contract for mail services which includes the following services: barcoding all envelopes/packages, postage on all envelopes/packages, pre-sorting of mail, pick up of mail, and delivery of mail to the McAllen post office.

Justification and Benefit – With these services, the College will receive lower postage rates for all outgoing mail. Since the service provider is able to group mail with the same zip code and bundle it with other entities the College saves in postage.

Background – The Board awarded the contract for mail services at the July 28, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2016 and ends August 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/15	9/1/15 - 8/31/16	2 – one year options
1st Renewal	6/28/16		9/1/16 – 8/31/17

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

Funds for this expenditure are budgeted in the Mail Services budget for FY 2016 - 2017 pending Board approval of the budget.

34)Pest Control Services (Renewal)
Renew the pest control services contract with **Bug Works Termite & Pest Control Company** (McAllen, TX) for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $11,563.20.

Purpose – Facilities Maintenance and Operations is requesting to renew district wide pest control services which will be scheduled throughout the year for all South Texas College campuses and facilities.

Justification and Benefit – The pest control services includes monthly service at all six (6) cafeterias and warehouse, quarterly pest control services, and annual termites/fleas service for all buildings throughout the College district.

Background – The Board awarded the contract for pest control services at the August 25, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2016 and ends August 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/25/15	9/1/15 - 8/31/16	2 – one year options
1st Renewal	6/28/16		9/1/16 – 8/31/17

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2016 - 2017 pending Board approval of the budget.

35)Rental of Storage Facilities (Renewal)
Renew the rental of storage facilities contracts for the period beginning August 1, 2016 through July 31, 2017, at an estimated cost of $50,000.00, which is based on prior year expenditures. The vendors are as follows:

a. **A-Ok McAllen 5/dba Best Little Warehouse in Texas** (McAllen, TX)
b. **McAllen Foreign Trade Zone** (McAllen, TX)
c. **The Attic Corporation, General Partner** (McAllen, TX)

Purpose – The rental of storage facilities renewal is requested by various departments for the storage of student catalogs, tabloids, documents, event tables, equipment, and graduation items.

Justification and Benefit – The rental of storage facilities is used by various College departments with the following requirements: temperature control, storage size, and location. Due to the College's growth over the years, the need for storage facilities has increased. The College will need approximately ten (10) units and one (1) storage area for this term of the contract.

Background – The Board awarded the contract for rental of storage facilities at the July 28, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins August 1, 2016 and ends July 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/15	8/1/15 - 7/31/16	2 – one year options
1st Renewal	6/28/16		8/1/16 – 7/31/17

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

Funds for this expenditure are budgeted in the various Department's budget for FY 2015 - 2016 and FY 2016 - 2017 pending Board approval of the budget.

36)Staff Uniforms and Services (Rental/Renewal)
Rental/renewal of staff uniforms and services contract with **Unifirst Corporation** (San Antonio, TX/McAllen, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning July 1, 2016 through June 30, 2017, at an annual estimated amount of $28,500.00.

Purpose – Facilities Maintenance and Operations is requesting the renewal of the rental of uniforms and service for the Custodial and Maintenance Department staff at all campuses.

Justification and Benefit - The uniforms will be worn daily by ninety (90) Facilities Maintenance and Custodial Department staff for identification throughout the District. The

service includes weekly pickup of uniforms, delivery of clean uniforms, and repairs of the uniforms as needed.

Funds for this expenditure are budgeted in the Facilities Maintenance and Custodial budgets for FY 2015 - 2016 and FY 2016 - 2017 pending Board approval of the budget.

D. Technology Items

37)Citation Writers and Printers (Purchase)
Purchase of citation writers and printers from **Cardinal Tracking, Inc.** (Lewisville, TX), a sole source provider, for a total amount of $29,638.00.

Purpose – The South Texas College Department of Public Safety is requesting approval for the purchase of ten (10) citation writers and printers to be used in conjunction with the Cardinal Tracking parking program previously purchased by the College.

Justification and Benefit – The South Texas College Board of Trustees previously approved the acquisition of the Cardinal Tracking parking program to be used for the issuance of parking permits, citations, and citation fine appeals. The citation writers and printers are required to enable the scanning of parking permits and the issuance of citations to violators of the college Traffic and Parking Rules and Regulations.

Background – The previous parking software is no longer available due to the required upgrade of the Computer Automated Dispatch program to meet legal requirements of the Federal and State governments. South Texas College issued the following number of parking permits and citations during Fiscal Year 2015 - 2016 to date (September 1, 2015 to April 30, 2016):

Parking Permits Sold	15,205	Revenue	$380,125
Citations Given	12,292	Revenue	$140,120
		Total Revenue	$520,245

Funds for the expenditure are budgeted in the Department of Public Safety budget for FY 2015 - 2016.

38)Computers, Laptops, Tablets, and Printers (Purchase)
Purchase of computers, laptops, tablets, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CDW Government** (Vernon Hills, IL), in the total amount of $185,402.33.

All purchase requests for computers, laptops, tablets, and printers have been evaluated by Technology Resources and the Chief Information Officer. Technology Resources does not have refurbished systems available for new hires. 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)

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

The purchases can be summarized as follows:

- Faculty Computers
  - ⇒ 1 Computer for Child Development Program
  - ⇒ 3 Computers for Developmental Math Program
  - ⇒ 1 Computer for Engineering Program
  - ⇒ 3 Computers for Psychology Program

- Staff Computers
  - ⇒ 3 Computers for Advising
  - ⇒ 1 Computer for Curriculum & Student Learning
  - ⇒ 1 Computer for Division of Liberal Arts & Social Sciences
  - ⇒ 1 Computer for Facilities Planning and Construction
  - ⇒ 2 Computers for Professional Development Instructional Initiative
  - ⇒ 1 Computer for Child Development Program

- Student-lab Computers
  - ⇒ 5 Computers for Computer Science Program
  - ⇒ 70 Computers for Learning Commons and Open Labs
  - ⇒ 122 Computers for Library Information Commons

- Faculty Class instruction Laptops
  - ⇒ 1 Laptop for Psychology Program
  - ⇒ 1 Laptop for Economics Program
  - ⇒ 3 Laptops for Diesel Technology Program

- Staff Laptops
  - ⇒ 1 Laptop for Kinesiology Program
  - ⇒ 2 Laptops for Office of Internal Audits
  - ⇒ 1 Laptop for Student Affairs

- Circulation Student Laptops
  - ⇒ 5 Laptops for Library Information Commons

- Staff Tablets
  - ⇒ 4 Tablets for Dual2Degree
  - ⇒ 1 Tablet for Advising Center

- Faculty Tablets
  - ⇒ 1 Tablet for Physics Program
  - ⇒ 2 Tablets for Mathematics Program
  - ⇒ 2 Tablets for Developmental English Program

- Printers
  - ⇒ 5 Printers for Learning Commons and Open Labs

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015 - 2016 as follows Child Development, Developmental Math, Engineering, Psychology, Advising, Curriculum & Student Learning, Division of Liberal Arts & Social Sciences, Facilities Planning and Construction, Professional Development Instructional Initiative, Computer Science, Learning Commons and Open Labs, Library Information Commons, Economics, Diesel Technology, Kinesiology, Internal Audits, Student Affairs, Dual2Degree, Physics, Mathematics, and Developmental English.

39)Consultant Services (Purchase)
Purchase consultant services from **Texas A&M University – Corpus Christi** (Corpus Christi, TX) on behalf of the **Texas Connection Consortium and Ellucian Company, LP.**, for the period beginning June 29, 2016 through August 31, 2016, at a total amount of $24,684.00.

Purpose - Technology Resources is requesting to purchase consultant services to assist with various Banner related projects.

Justification and Benefit - The services requested include version upgrades to several systems including Banner Integration for e-Learning, Banner Xtender, and Banner Events Publisher. Consultants will also do a knowledge transfer and review of the features and functionality of the systems.

Background - Technology Resources is currently in the process of upgrading the back end database for the Banner system. In order to be able to upgrade the database, all Banner system applications and any third party applications that use the database need to be upgraded to the most current version in order to work properly. The systems mentioned above all need to be upgraded prior to the database upgrade in November 2016.

Funds for this expenditure are budgeted in the Technology Resources Project Management Risk & Security for FY 2015 – 2016.

40)Distance Education Online Course Licenses (Purchase/Renewal)
Purchase and renew distance education online course licenses from **Respondous, Inc.** (Redmond, WA), a sole source vendor, for the period of August 1, 2016 through July 31, 2017, at a total amount of $11,190.00.

Purpose – Distance Education is requesting to purchase an additional licensing and to renew two existing licenses which secures the online student course assignments.

Justification and Benefit – The distance education online course licenses secure the browser when students work on assignment or assessments to prevent them from getting information from the web to complete their work. The renewal will include the Respondus License and LockDown License and the new purchase will be Respondus Monitoring with unlimited seats.

Funds for this expenditure are budgeted in the Distance Education Instructional Technology budget for FY 2015 – 2016.

41)Grant Contract Management License Agreement (Purchase)
Purchase a grant contract management license agreement from **eCivis, Inc.** (Pasadena, CA), (New) a sole source vendor, for a period beginning July 1, 2016 through June 30, 2019, at a total cost of $50,715.00. The annual amounts are as follows: Year 1: $24,905.00 which includes a one-time set up and migration fees, Year 2: $12,905.00, and Year 3: $12,905.00.

Purpose – The Grant Development, Management, and Compliance Department is requesting to purchase a grant contract management license agreement which will allow access to over 15,000 grants that South Texas College may apply for from federal, state, private, and local agencies. The system will also allow South Texas College to efficiently and effectively comply and manage current grants as well as expanding future grant opportunities

Justification and Benefit – The grant contract management license agreement will assist in finding, analyzing, and publishing highly relevant grants for government entities from federal and non-federal sources. This system will support and expand the department in the development, management, and compliance of grants. It will increase the financial resources for South Texas College.

Funds for this expenditure are budgeted in the Grant Development, Management, and Compliance budget for FY 2015 – 2016 and FY 2016 – 2017 and FY 2017 – 2018 pending Board approval of the budget.

42)Interactive Learning System (Purchase)
Purchase an interactive learning system from **Festo Didactic, Inc.** (Eatontown, NJ), a sole source vendor, at a total amount of $48,810.63.

Purpose – The NAAMREI Office is requesting to purchase an interactive learning system that will serve as add-on components to South Texas College's existing Festo Didactic MPS automation and robotics system. Tec2Screen system is part of the Industry 4.0 global initiative which South Texas College is pursuing and provides enhanced learning opportunities in the technologies of mechatronics, robotics, and industrial automation for the existing Festo lab at South Texas College.

Justification and Benefit – This equipment and software will enhance the existing Festo technologies at South Texas College by incorporating new technologies and applications that are aligned with the current and future needs of industrial automation. South Texas

College trainees who will use this new technologies will receive Festo credentials upon successful completion of coursework that uses the interactive learning system.

Funds for this expenditure are budgeted in the City of McAllen grant budget for FY 2015 – 2016.

43)Network Cabling Services (Purchase)
Purchase network cabling services from **BridgeNet Communications, LLC.** (Donna, TX), a board approved vendor, for a period beginning June 29, 2016 through August 31, 2016, at a total cost of $30,322.00.

Purpose – The South Texas College Department of Public Safety is replacing surveillance cameras and cables that no longer work. The installation of CAT 6 cables will permit the connection of new digital cameras to the security network.

Justification and Benefit – Currently several buildings at the campuses have 13 to 15 year surveillance cameras that no longer work. To have an operating surveillance camera system, one of the requirements is to replace outdated coaxial cable with CAT 6 cable.

Background – Older analog surveillance camera systems have reached the end of life and no longer work. Currently there are several buildings at the College's campuses that are without working cameras. The installation of the CAT 6 cable will allow new digital cameras to be connected to the surveillance camera system.

Funds for this expenditure are budgeted in the Department of Public Safety budget for FY 2015 - 2016.

44)Network Servers (Purchase)
Purchase network servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of $121,583.84

Purpose - The South Texas College Department of Public Safety operates surveillance cameras on five (5) college campuses. The cameras are connected to network servers that process and store recorded images.

Justification and Benefit - The surveillance cameras require network servers for operation, however many of the network servers have reached end of life and can no longer be supported. This request will replace sixteen (16) of the out of life and out of warranty servers.

Funds for this expenditure are budgeted in the Telecom & Infrastructure budgets for FY 2015 - 2016.

45)Network Switches and Modules (Purchase)
Purchase of network switches and modules from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of $ 130,146.60

Purpose – Technology Resources is requesting to purchase thirty four (34) switches to replace outdated switches which are no longer supported. Without support, which includes hardware and software upgrades, these switches cannot be updated to ensure full functionality and security.

Justification and Benefit – All computers, wireless access points, phones, and many printers are connected to the network and internet via cable to switch. A switch serves as a controller, enabling networked devices to talk to each other efficiently. Each building has numerous switches supporting learning and business activities for faculty, staff, and students.

Switches provide connectivity and security for computers, wireless access points, phones, and printers. Switches can be managed and monitored via software allowing Technology Resources to proactively address issues, in many cases, before services are affected.

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

46)Software Licenses (Purchase)
Purchase software licenses from **SHI Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of $61,562.00.

Purpose – Technology Resources is requesting the purchase of additional backup licenses to expand our current backup capacity with an additional 11 terabytes of extra backup space. The maintenance for these licenses will need to be renewed annually.

Justification and Benefit – These additional backup licenses will allow us to continue running backups. Our current licenses are near capacity and we are having to spend resources once a week on cleaning and making sure our backups successfully complete. Technology Resources needs the additional licensing, in order to continue ensuring successful backups on our current environment and ensure we have the resources to meet the steady growth in our infrastructure.

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

47)Technical Consulting Services (Purchase)
Purchase technical consulting services from **Weaver Technologies** (Fredericksburg, TX) (New), an approved vendor from The Interlocal Purchasing System (TIPS), at a total amount of $21,000.00.

Purpose - Technology Resources is requesting to purchase of technical services to assist in the migration of our current email system to a cloud-based email system.

Justification and Benefit – Moving our email system from on premises to a cloud solution will help reduce the amount of time used to maintain the current email system. A cloud email system is a disaster recovery best practice, since the email system will always be available.

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

48)Terminals, Servers, Installation, and Configuration Services (Purchase)
Purchase terminals, servers, installation, and configuration services from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of $81,486.72.

Purpose - Technology Resources is requesting the purchase of one-hundred (100) Thin Client Workstations and two (2) servers which are needed at Pecan Campus Building K to support the Welcome Center.

Justification and Benefit – The terminals are needed to provide a virtual computer for students that will visit the Welcome Center. These terminals will have a virtual image tailored to the needs of the students and the department. The servers are needed to provide the computing resources needed by the terminals. The use of virtual desktop infrastructure (VDI) technology provides a proactive answer to the routine issues experienced with regular computers such as:

- Longer Shelf Life / Lower On-Going Costs – The expected life of a PC is only four years before it becomes 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 thereby improving the security. The physical loss of a computer would no longer equal the loss of software and files.

- Better Support –The process of upgrading software will be less time consuming and less staff intensive since 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 Telecom budget for FY 2015 - 2016.

49)Virtual Desktop Licenses (Purchase)
Purchase virtual desktop licenses from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of $15,389.61.

Purpose – Technology Resources is requesting the purchase of one hundred (100) virtual desktop licenses which will be installed in the servers for future software installations to workstations at the Pecan Campus Welcome Center.

Justification and Benefit – These licenses will allow various software to be installed or upgraded from the server to the workstation without interruptions. This will streamline all the software used at the Welcome Center and will allow for multiple software upgrades at once.

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

50)Web Security Services (Purchase)
Purchase web security services from **M&S Technologies** (Dallas, TX), a State of Texas Department of Information Resource (DIR) approved vendor, at a total amount of $47,871.00.

Purpose – To protect our web applications from threats wanting to exploit an application vulnerability to breach into our network or disrupt our web services.

Justification and Benefit – We are replacing existing equipment, which will become unsupported this year, with a cloud-based service that is simple to manage / integrate and provides additional benefits for the College. The benefits will be:

- Continue providing web application firewall services to our web applications.
- Maintaining PCI compliance for payment websites.
- Being able to use this service to mitigate a Distributed Denial of Service (DDoS) attack.

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

51)Library Integrated/Automation System Maintenance Agreement (Renewal)
Renew the library integrated/automation system maintenance agreement with **Sirsi Corporation/dba SirsiDynix** (Lehi, UT), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2023. The first year annual amount is $31,429.58 with a 0% escalation in the 2nd year for the software and a 1.9% annual price increase cap in years three (3) through seven (7). The total seven year maintenance agreement is $232,213.71, which is an approximately $24,381.98 in savings over the next seven years.

Purpose – Library Services is requesting to renew the long-term maintenance agreement for its integrated library system (ILS), which will provide continuing inventory control for all the South Texas College Libraries.

Justification and Benefit – South Texas College purchased its library integrated/automation system from Sirsi in 1998 and has since been using this system, as updated, effectively. Migrating from one system to another is an expensive and time-consuming process that libraries undertake infrequently. The Library Services automation staff does not foresee a

need to migrate to another integrated library system within the next seven years. By entering into a long-term agreement with Sirsi, the college can save approximately $24,381.98 during the term of the agreement in lieu of doing annual renewals.

Background - The integrated library system is a library inventory control system critical to the operation of the Library. South Texas College has been using this system since 1998. It makes library materials searchable using the online catalog. It provides students with descriptive records of library materials and where these are located. It also makes it possible for the Library to lend library materials to students, keep track of these loans, and maintain an automated inventory of library materials at each campus. The proposed maintenance agreement incorporates a non-appropriations provision to safeguard the legitimate need to not renew the agreement in the event funding no longer becomes available prior to the end of the multiyear contract term.

Funds for this expenditure are budgeted in the Library Acquisition budget for FY 2016-2017 pending Board approval of the budget.

52)Maintenance Management System Agreement (Renewal)
Renew the maintenance management system agreement with **SchoolDude.com** (Cary, NC) a National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated cost of $24,000.00, which is based on prior year expenditures.

Purpose – Facilities Maintenance and Operations is requesting the renewal of the continuous support for the Computer Maintenance Management System (CMMS).

Justification and Benefits - The maintenance management system agreement provides upgrades and support to the Facilities Operations and Maintenance work orders, preventative maintenance, and inventory tracking system.

Funds for this expenditure are budgeted in the Operations and Maintenance budget FY 2016 - 2017 pending Board approval of the budget.

53)Oracle Golden Gate License Support Services Agreement (Renewal)
Renew the Oracle golden gate license support services agreement with **Oracle America, Inc.** (Dallas, TX), a Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 12, 2016 through June 11, 2017 at a total amount of $38,451.07.

Purpose - Technology Resources is requesting to renew the support services for 24,241 data replication software licenses that connect to the college's major data systems.

Justification and Benefit - The software provides real-time replication of data considered critical for business continuity in the event of a disaster. The support services include maintenance and upgrades to the software licenses. The upgrades are needed so that the college stays up to date with the latest version of the software.

Funds for this expenditure are budgeted in the Infrastructure budget for FY 2015 - 2016 and FY 2016 - 2017 pending Board approval of the budget.

54)Training Subscription (Renewal)
Renew the training subscription with **Innovative Educators** (Boulder, CO), a sole source vendor, for the period beginning August 1, 2016 through July 31, 2017, at a total amount of $11,395.00.

Purpose - The Centers for Learning Excellence is requesting to renew the training subscription for professional development for department employees. It will include flexible on-demand workshops for individuals or a group in the areas of at-risk populations, campus safety, student success, teaching, and learning and technology.

Justification and Benefit - The training subscription online workshops will be used and viewed by all Centers for Learning Excellence full-time and part-time staff at all five (5) campuses. They will provide the staff opportunities, tools, and trainings to assist them to better their job performance.

Funds for this expenditure are budgeted in the Centers for Learning Excellence budget for FY 2015 - 2016.

55)Information Security and Risk Assessment Services (Interagency Agreement)
Enter into an interagency cooperation contract with the **State of Texas Department of Information Resources (DIR)** (Austin, TX) for an information security and risk assessment services for the period beginning June 29, 2016 through completion of the services. There is no cost to South Texas College as DIR provides this assessment at no charge to the institution.

Purpose – The Office of Information Security is requesting approval to enter into an Interagency Cooperation Contract with the Department of Information Resources which will allow the College to obtain services for an information security and risk assessment. The assessment will be completed in four steps as described below:

- Initiation and Planning – Discovery Phase
- Assessment – Evaluation Phase
- Analysis and Reporting – Findings and Report Development/Maturity Modeling
- Project Close Out – Final Delivery and Planning Next Steps

Justification and Benefit – The College is adopting a new cybersecurity framework. The assessment provided by DIR will provide the current state of our security processes, provide recommendations to improve our security posture and assist in developing a roadmap to improve our overall security program.

Recommendation:

It is requested that the Finance and Human Resources Committee recommend for Board approval at the June 28, 2016 Board meeting the proposal awards, purchases, renewals, and interagency agreement as listed below:

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

A. Awards

1) **Audio Visual Equipment and Parts – IV (Award):** award the proposal for audio visual equipment and parts – IV to **Audio Visual Aids** (San Antonio, TX), at a total amount of $29,266.00;
2) **Culinary Equipment and Accessories (Award):** award the proposal for culinary equipment and accessories for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at estimated amount of $12,000.00, which is based on prior year expenditures. The vendors are as follows:
   - **Ace Mart Restaurant Supply, Co.** (San Antonio, TX)
   - **Mission Restaurant Supply** (McAllen, TX) (New)
3) **Diploma Covers (Award):** award the proposal for diploma covers to **Jostens** (Minneapolis, MN), for the period beginning July 1, 2016 through June 30, 2017 with two one-year options to renew, at an estimated amount of $19,950.00 based on the purchase of 5,000 diploma covers annually;
4) **Glass Replacement and Installation (Award):** award the proposal for glass replacement and installation to **Luna Glass, LLC.** (McAllen, TX), for the period beginning August 28, 2016 through August 27, 2017 with two one-year options to renew, at an estimated amount of $20,000.00, which is based on prior year expenditures;
5) **Library Discovery System (Award):** award the proposal for the library discovery system to **EBSCO Industries, Inc.** (Ipswich, MA) for the period beginning September 1, 2016 through August 31, 2019 with two one-year options to renew, at a total cost of $66,923.98. The annual amounts are as follows: Year 1: $21,439.00; Year 2: $22,296.56, and Year 3: $23,188.42.
   The three year agreement with two one-year options to renew will provide:
   - stable portal for students and faculty to access online resources;
   - predictable discounted pricing (4% annual increase for years two and three and for optional years four and five instead of a 7% annual increase); and
   - staff time savings from having already configured the existing discovery system;
6) **Library Materials Moving Services (Award):** award the proposal for library materials moving services to **Library Design Systems, Inc.** (Houston, TX), for the period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of $107,169.91.
   The services will include the following: to remove, pack, move, and shelve in proper order library prints and video collections and, where required, disassemble and move library shelving as directed by the College in connection with:

- the installation of compact shelving at the Pecan Campus Library;
- the library bond construction project at the Nursing and Allied Health Campus;
- the library bond construction project Starr County Campus; and
- the library bond renovation project at the Mid-Valley Campus;

7) **Online Real Estate Courses (Award):** award the proposal for online real estate courses to **OnCourse Learning** (Atlanta, GA), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options to renew, at an estimated cost of $60.00 to $130.00 per class. There are no start-up or implementation charges, no deposits are required, and no minimum order or any initial inventory to purchase or carry;
8) **Pecan Campus Building H Audio Visual Upgrades (Award):** award the proposal for the Pecan Campus Building H audio visual upgrades to **Audio Visual Aids** (San Antonio, TX), at a total amount of $139,222.00;
9) **Temporary Personnel Services (Award):** award the proposal for temporary personnel services for a contract period beginning June 29, 2016 through June 28, 2017 with two one-year options to renew, at an estimated amount of $350,000.00, which is based on prior year expenditures. The qualified vendors that submitted a proposal are:

AMP Personnel Services, LLC. (McAllen, TX) (New)	**Express Employment Professionals** (McAllen, TX)
Extra Extras, Inc. (Weslaco, TX)	**Kelly Services, Inc.** (McAllen, TX)
Manpower Group US, Inc. (McAllen, TX)	**One Stop Staffing, LLC.** (Harlingen, TX)
R & D Contracting, Inc./dba R & D Personnel (McAllen, TX)	**Region Staffing** (Brownsville, TX) (New)
Spherion Staffing, LLC. (Atlanta, GA)	**Texas Staffing Pros, LLC.** (McAllen, TX)

10) **Truck Driver/Bus Driver Training (Award):** award the truck driver/bus driver training to **International Schools** (Dallas, TX), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options to renew, at an 18% commission to the College retained from each student's tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver Combination;

B. Instructional Items

11) **Instructional Lab Equipment - I (Purchase):** purchase instructional lab equipment from **VWR International, LLC.** (Radnor, PA), an E & I Cooperative Services approved vendor, at a total amount of $19,871.12;
12) **Instructional Lab Equipment – II (Purchase):** purchase instructional lab equipment – II from **Microlab** (Bozeman, MT), a sole source vendor, at a total amount of $11,710.00;
13) **Musical Instruments (Purchase):** purchase musical instruments from **Woodwind and Brasswind** (South Bend, IN), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of $17,311.00;

14) **Library Materials (Renewal):** renew the library materials contracts for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $236,359.00. The vendors are as follows:

a.	**ABDO Publishing** (Minneapolis, MN)	b.	**Bearport Publishing** (New York, NY)
c.	**Bound to Stay Bound Book, Inc.** (Jacksonville, IL)	d.	**Cavendish Square Publishing** (New York, NY)
e.	**Cengage Learning, Inc.** (Farmington Hills, MI)	f.	**Central Programs, Inc./dba Gumdrop Books** (Bethany, MO)
g.	**Complete Book and Media Supply, LLC.** (Cedar Park, TX)	h.	**CRM Learning, LP.** (Valley Center, CA)
i.	**Delaney Educational Enterprises** (San Diego, CA)	j.	**EBSCO Industries, Inc.** (Ipswich, MA)
k.	**Enslow Publishing, LLC.** (New York, NY)	l.	**Follett School Solutions, Inc.** (McHenry, IL)
m.	**Gareth Stevens Publishing** (New York, NY)	n.	**Grey House Publishing** (Amenia, NY)
o.	**Hertzberg New Method, Inc./dba Perma Bound Books** (Jacksonville, IL)	p.	**Ingram Library Services, Inc.** (La Vergne, TN)
q.	**JOVE** (Cambridge, MA)	r.	**Latin American Book Source, Inc**. (Chula Vista, CA)
s.	**Midwest Tape, LLC.** (Holland, OH)	t.	**Plunkett Research, Ltd.** (Houston, TX)
u.	**Quality Books, Inc.** (Oregon, IL)	v.	**Rittenhouse Book Distributors, Inc.** (King of Prussia, PA)
w.	**Rosen Publishing Group** (New York, NY)	x.	**Salem Press/Division of Grey House Publishing** (Hackensack, NJ)
y.	**Scholastic Library Publishing, Inc.** (Danbury, CT)	z.	**World Book, Inc.** (Chicago, IL)
aa.	**Yankee Book Peddler, Inc./dba YBP Library Services** (Contoocook, NH)		

15) **Science Laboratory Supplies (Renewal):** renew the science laboratory supplies contracts for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $250,000.00 which is based on prior year expenditures. The vendors are as follows:

a.	**Carolina Biological Supply Company** (Burlington, NC)	b.	**Chemglass Life Sciences** (Vineland, NJ)
c.	**Flinn Scientific, Inc.** (Batavia, IL)	d.	**Frey Scientific** (Nashua, NH)
e.	**Midsci** (St. Louis, MO)	f.	**Nasco** (Fort Atkinson, WI)
g.	**PASCO Scientific** (Roseville, CA)	h.	**Phenix Research Products** (Candler, NC)

i.	**Thomas Scientific** (Swedesboro, NJ)	j.	**VWR International, LLC.** (Radner, PA)

C. Non – Instructional Items

16) Air Conditioning Equipment and Supplies (Purchase): purchase air conditioning equipment and supplies from **Carrier Corporation** (Richardson, TX/Pharr, TX) and **Carrier Enterprise, LLC.** (Houston, TX/Pharr, TX), Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $50,000.00, which based on prior year expenditures;

17) Air Conditioning Filters (Purchase): purchase and installation of air conditioning filters from **J. F. Filtration, Inc./Joe W. Fly Company, Inc.** (Harlingen, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $102,000.00, which based on prior year expenditures;

18) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase): purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $75,000.00, which is based on prior year expenditures;

19) Chiller Chemicals and Maintenance (Purchase): purchase chiller chemicals and maintenance from **U. S. Water Services, Inc./dba ChemCal** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Managed Contracts approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $49,000.00, which is based on prior year expenditure;

20) Electrical Parts and Supplies (Purchase): purchase electrical parts and supplies from **Bush Supply Company** (Edinburg, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $55,000.00, which is based on prior year expenditures;

21) Employee Background Services (Purchase): purchase employee background services from **Morpho Trust** (Washington, D.C.), a sole source vendor, for the period beginning June 29, 2016 through June 28, 2017, at an estimated amount of $12,000.00, which based on prior year expenditures;

22) Food Products (Purchase): purchase food products from **Labatt Food Services** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, for the period beginning June 29, 2016 through June 28, 2017, at an estimated amount of $65,000.00, which is based on prior year expenditures;

23) Furniture (Purchase): purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA/TPCN), National Joint Powers Alliance (NJPA), State of Texas Multiple Award Schedule (TXMAS), and U. S. Communities approved vendors, at a total amount of $101,808.89;

#	Vendor	Amount
A	**Allsteel, Inc./ Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$15,133.44
B	**Computer Comforts, Inc.** (Kemah, TX)	$2,658.82
C	**ERG International/Gateway Printing and Office, Inc.** (Edinburg, TX)	$1,122.83
D	**Exemplis Corporation/Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$3,028.16
E	**Herman Miller/Workplace Resources, LLC.** (McAllen,TX)	$15,809.44
F	**The Hon Company/Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$4,356.54
G	**Krueger International, Inc./Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$30,309.03
H	**Landscape Forms, Inc.** (Kalamazoo, MI)	$12,985.00
I	**National Office Furniture/Workplace Resource, LLC.** (McAllen, TX)	$11,221.51
J	**Versteel/Ditto Sales, Inc./ Gateway Printing and Office Supply, Inc.** (Edinburg, TX)	$5,184.12
	Total	$101,808.89

24) **Parts and Supplies (Purchase):** purchase parts and supplies from **Grainger, Inc.** (Austin, TX/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $60,000.00, which is based on prior year expenditures;

25) **Police Equipment (Purchase):** purchase police equipment from **GT Distributions, Inc.** (Austin, TX), a Texas Association of School Boards (TASB) - Buyboard approved vendor, for the period beginning June 29, 2016 through August 31, 2016, at a total amount of $40,000.00;

26) **Portable Communication Radios (Purchase):** purchase portable communication radios from **Motorola Solutions, Inc.** (Schaumburg, IL), a Houston Galveston Area Council (HGAC) approved vendor, at a total amount of $157,134.60;

27) **Rental Equipment (Purchase):** purchase rental equipment from **United Rentals, Inc.** (Temple Terrace, FL/Pharr, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $38,000.00, which is based on prior year expenditures;

28) **Vehicle Emergency Equipment (Purchase):** purchase vehicle emergency equipment from **Fleet Safety Equipment, Inc.** (Houston, TX), a Texas Association of School Board – Buyboard approved vendor, at a total amount of $11,006.86;

29) **Collection Agency Services (Renewal):** renew the collection agency services contracts for the period beginning September 1, 2016 through August 31, 2017, at no charge to the College. The collection fee shall be charged directly to the students. The vendors are as follows:

- **Primary:** **S & S Recovery, Inc.** (Memphis, TN)
- **Secondary:** **Williams & Fudge, Inc.** (Rock Hill, SC)
  Immediate Credit Recovery, Inc. (Wappingers Falls, NY)

30) **Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period beginning August 18, 2016 through August 17, 2017, at an estimated amount of $195,000.00 which is based on prior year expenditures. The vendors are as follows:
- **Primary:** **Gulf Coast Paper, Co.** (Brownsville, TX)
- **Secondary:** **Rio Paper and Supply, LLC.** (Pharr, TX)
  Yanitor Paper and Supplies, LLC. (Pharr, TX)

31) **Engineering Services – Geotechnical and Material Testing (Renewal):** renew the engineering services – geotechnical and material testing contracts for the 2013 Bond Construction Program for a period beginning April 29, 2016 through April 28, 2017. Fees for these services could range from $5,000 to $45,000 depending on the scope and complexity of each construction project and testing needed. The vendors are as follows:

a.	Pecan Campus	**Terracon Consultants, Inc.** (Pharr, TX)
b.	Nursing & Allied Health Campus and Technology Campus	**Millennium Engineering Group, Inc.** (Edinburg, TX)
c.	Mid Valley Campus and Regional Center for Public Safety Excellence	**Raba Kistner Consultants, Inc.** (McAllen, TX)
d.	Starr County Campus and La Joya Teaching Site	**Raba Kistner Consultants, Inc.** (McAllen, TX)

32) **Institutional Membership (Renewal):** renew the institutional membership with **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** (Decatur, GA), a sole source vendor, for the period beginning July 1, 2016 through June 30, 2017, at a total amount of $11,909.00;

33) **Mail Services (Renewal):** renew the mail services contract with **Upper Valley Mail Services, LLP.** (McAllen, TX), for the period beginning September 1, 2016 through August 31, 2017, at a total amount of $75,000.00, which is based on prior year expenditures;

34) **Pest Control Services (Renewal):** renew the pest control services contract with **Bug Works Termite & Pest Control Company** (McAllen, TX), for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $11,563.20;

35) **Rental of Storage Facilities (Renewal):** renew the rental of storage facilities contracts for the period beginning August 1, 2016 through July 31, 2017, at an estimated cost of $50,000.00, which is based on prior year expenditures. The vendors are as follows:
   a. **A-Ok McAllen 5/dba Best Little Warehouse in Texas** (McAllen, TX)
   b. **McAllen Foreign Trade Zone** (McAllen, TX)
   c. **The Attic Corporation, General Partner** (McAllen, TX)

36) **Staff Uniforms and Services (Rental/Renewal):** rental/renewal of staff uniforms and services contract with **Unifirst Corporation** (San Antonio, TX/McAllen, TX), a

Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning July 1, 2016 through June 30, 2017, at an annual estimated amount of $28,500.00;

D. Technology

37) **Citation Writers and Printers (Purchase):** purchase citation writers and printers from **Cardinal Tracking, Inc.** (Lewisville, TX), a sole source vendor, at a total amount of $29,638.00;

38) **Computers, Laptops, Tablets, and Printers (Purchase):** purchase of computers, laptops, tablets, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CDW Government** (Vernon Hills, IL), in the total amount of $185,402.33;

39) **Consultant Services (Purchase):** purchase consultant services from **Texas A & M University – Corpus Christi** (Corpus Christi, TX) on behalf of the **Texas Connection Consortium and Ellucian Company, LP.**, for the period beginning June 29, 2016 through August 31, 2016, at a total amount of $24,684.00;

40) **Distance Education Online Course Licenses (Purchase/Renewal):** purchase and renew distance education online course licenses from **Respondous, Inc.** (Redmond, WA), a sole source vendor, for the period of August 1, 2016 through July 31, 2017, at a total amount of $11,190.00;

41) **Grant Contract Management License Agreement (Purchase):** purchase grant contract management license agreement from **eCivis, Inc.** (Pasadena, CA) (New), a sole source vendor, for a period beginning July 1, 2016 through June 30, 2019, at a total amount of $50,715.00. The annual amounts are as follows: Year 1: $24,905.00 which includes a one-time set up fee and a migration fee, Year 2: $12,905.00, and Year 3: $12,905.00;

42) **Interactive Learning System (Purchase):** purchase an interactive learning system from **Festo Didactic, Inc.** (Eatontown, NJ), a sole source vendor, at a total amount of $48,810.63;

43) **Network Cabling Services (Purchase):** purchase network cabling services from **BridgeNet Communications, LLC.** (Donna, TX), a board approved vendor, for a period beginning June 29, 2016 through August 31, 2016, at a total cost of $30,322.00;

44) **Network Servers (Purchase):** purchase network servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of $121,583.84;

45) **Network Switches and Modules (Purchase):** purchase network switches and modules from **Insight Public Sector** (Tempe, AZ) (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of $130,146.60;

46) **Software Licenses (Purchase):** purchase software license from **SHI Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of $61,562.00;

47) **Technical Consulting Services (Purchase):** purchase technical consulting services from **Weaver Technologies** (Fredericksburg, TX) (New), an approved

vendor from The Interlocal Purchasing System (TIPS), at a total amount of $21,000.00;

48) **Terminals, Server, Installation, and Configuration Services (Purchase):** purchase terminals, server, installation, and configuration services from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of $81,486.72;
49) **Virtual Desktop Licenses (Purchase):** purchase virtual desktop licenses from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of $15,389.61;
50) **Web Security Services (Purchase):** purchase web security services from **M&S Technologies** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of $47,871.00;
51) **Library Integrated/Automation System Maintenance Agreement (Renewal):** Renew the library integrated/automation system maintenance agreement with **Sirsi Corporation/dba SirsiDynix**, a sole source vendor, for the period beginning September 1, 2016 through August 31, 2023. The first year annual amount is $31,429.58 with a 0% escalation in the 2nd year for the software and a 1.9% annual price increase cap in years 3 through 7. The total seven year maintenance agreement is $232,213.71, which is an approximately $24,381.98 in savings over the next seven years;
52) **Maintenance Management System Agreement (Renewal):** renew the maintenance management system agreement with **SchoolDude.com** (Cary, NS), a National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of $24,000.00, which is based on prior year expenditures;
53) **Oracle Golden Gate License Support Services Agreement (Renewal):** renew the Oracle golden gate license support services agreement with **Oracle America, Inc.** (Dallas, TX), a Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 12, 2016 through June 11, 2017, at a total amount of $38,451.07;
54) **Training Subscription (Renewal):** renew the training subscription with **Innovative Educators** (Boulder, CO), a sole source vendor, for the period beginning August 1, 2016 through July 31, 2017, at a total amount of $11,395.00;
55) **Information Security and Risk Assessment Services (Interagency Agreement):** enter into an interagency cooperation contract with the State of Texas Department of Information Resources (DIR) (Austin, TX) for an information security and risk assessment services for the period beginning June 29, 2016 through completion of the services. There is no cost to South Texas College as DIR provides this assessment at no charge to the institution.

Recommend Action - The total for all proposal awards, purchases, renewals, and interagency agreement is $3,633,567.07.

Review and Recommend Action to Revise Policy #4922: Separation of Employment and Re-Employment

Approval to revise Policy #4922: Separation of Employment and Re-Employment will be requested at the June 28, 2016 Board meeting.

Purpose – The proposed policy revisions update the current policy, which has not been revised by the Board since 2014.

Justification – The request for the revision to the policy is necessary for the following reasons:

- To revise the policy to clarify calendar days are expected as required notice for each employee classification listed;
- To clarify the required adequate notice does not include vacation days or non-working days on approved College calendar for classification; and
- To stipulate that all return-to-work retirees (TRS and ORP) would be subject to a 30 day break in service before re-employment to maintain fairness and equity in hiring process.

Background – Policy #4922: Separation of Employment and Re-Employment was approved by the Board of Trustees on November 9, 1995, and was amended in 1997, 2001, and 2014.

The table below summarizes the notice requirements per the policy:

Employee Classification	Separation	Required Notice	Request Release Due to Extenuating Circumstance
Executive/ Administrative	Letter of Appointment	45 Days* Before Last Effective Date of Letter of Appointment	Yes
Faculty	Letter of Appointment	45 Days Before First Day of Instruction of the Following Academic Year	Yes
Professional/ Technical Support	At-Will	30 Calendar Days * Reduced Notice of 15 Calendar Days with Supervisor/ Financial Manager Approval	No
Classified	At-Will	10 Calendar Days *	No
Part-Time	At-Will	5 Calendar Days	No
Retiree	Depends on Employee Class	45 Calendar Days *	No

* *Not including vacation days and scheduled non-working days as listed on the Board-approved Academic Calendar*

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

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

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

It is requested that the Finance and Human Resources Committee recommend for Board approval, at the June 28, 2016 Board meeting, Policy #4922: Separation of Employment and Re-Employment as presented and which supersedes any previously adopted Board policy.

Title	**Separation of Employment and Re-Employment**	**4922**
Legal Authority	**Approval of the Board of Trustees**	**Page 1 of 2**
Date Approved by Board	**Board Minute Order dated November 9, 1995** **As Amended by Board Minute Order dated October 9, 1997** **As Amended by Board Minute Order dated December 20, 2001** **As Amended by Board Minute Order dated June 26, 2014** ***As Amended by Board Minute Order dated June 28, 2016***	

Separation of Employment

Employees voluntarily separating from employment with the College are expected to give advance written notice to their supervisor and the Office of Human Resources to allow for an orderly transition of work activities *and to be eligible for consideration of re-employment with the College.* ~~Vacation dates shall not be included as part of the required advance notice.~~

Executive and Administrative staff are required to continue employment for the duration specified in their letter of appointment.

To remain in good standing at the end of the appointment period, an Executive ~~and~~ *or* Administrative staff member employed under a Letter of Appointment, shall be required to submit a written notice of separation of employment with the Office of Human Resources and the appropriate supervisor not later than the 45th day before the last effective date of appointment*, not including vacation days and scheduled non-working days as listed on the Academic Calendar approved by the Board of Trustees.*

Executive and Administrative staff may submit advance written notice requesting to be released from their appointment ~~due to an extenuating situation~~. Approval of release of appointment ~~due to extenuating circumstances~~ must be obtained from the appropriate supervisor(s), the ~~Office~~ *Director* of Human Resources, and the President.

Faculty

To resign in good standing, a Faculty Member employed under a Letter of Appointment shall be required to file a written resignation with the Office of Human Resources or the President's designee not later than the 45th day before the first day of instruction of the following academic year. A written resignation mailed by prepaid certified or registered mail to the Office of Human Resources, the President or the President's designee at the post office address of the College is considered filed at the time of mailing.

A Faculty Member employed under a Letter of Appointment may request a release from the Letter of Appointment in good standing at any other time with the consent of the President or the President's designee.

A Faculty Member who does not resign in good standing shall not be eligible for re-employment.

~~*** Faculty employed should reference Policy 4118: Provision of Faculty Letter of Appointment**~~

~~Strikethrough denotes deletion~~
Italics denote addition

Professional/Technical Support employees are expected to provide advance written notice of at least thirty (30) *calendar* days*, not including vacation days and scheduled non-working days as listed on the Board-approved Academic Calendar,* prior to the effective date of separation. A reduced minimum notice of not less than fifteen (15) *calendar* days may be approved by the immediate supervisor and appropriate financial manager.

Classified ~~and part time non-exempt~~ employees are expected to provide notice of at least ~~fifteen (15)~~ *ten (10) calendar* days*, not including vacation days and scheduled non-working days as listed on the Board-approved Academic Calendar,* prior to the effective date of separation.

Part Time Direct Wage employees are expected to provide a notice of at least five (5) calendar days, prior to the effective date of separation.

Employees planning to retire with the College must provide advance written notice of at least forty-five (45) *calendar* days*, not including vacation days and scheduled non-working days as listed on the Board-approved Academic Calendar, prior to the effective date of separation.*

Re-Employment of Retirees

An employee of the College who has retired under the Teacher Retirement System (Subtitle C, Title 8, Government Code) or the Optional Retirement Program (Chapter 830, Government Code) may be re-hired if:

1) *the person has been retired for at least 30 calendar days before the effective date of the employment; and*
2) *The person is eligible for re-employment*

Eligibility for Re-Employment

Employees failing to comply with the provision of appropriate advance written notice as stated above and/or who fail to be approved for release from their appointment will not be eligible for re-employment with the College.

On the last day of work, an employee shall complete the exiting clearance procedures through the Office of Human Resources.

~~Strikethrough denotes deletion~~
Italics denote addition

Review and Recommend Action on Revised Tuition and Fees Schedules for FY 2016 - 2017

A. Student Tuition and Fees
B. Dual Credit Tuition and Fees
C. Employee Fees
D. Other (Non-Student/Non-Employee) Fees

Approval of revised Tuition and Fees Schedules for FY 2016 - 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) will be requested at the June 28, 2016 Board meeting.

The recommended changes from FY 2016 - 2017 are as follows:

a. Student Tuition and Fees

- Increase Non-Resident Tuition as follows:

Non-Resident Tuition – Out of State/International:					
●	Out of State/ International 1 credit hour	From	$200.00	To	$225.00
●	Out of State/ International 2 credit hours	From	$100.00	To	$225.00
●	Out of State/ International 3 credit hours	From	$100.00	To	$213.00
●	Out of State/ International 4-5 credit hours	From	$100.00	To	$203.00
●	Out of State/ International 6-8 credit hours	From	$100.00	To	$198.00
●	Out of State/ International 9-11 credit hours	From	$100.00	To	$193.00
●	Out of State/ International 12-21 credit hours	From	$100.00	To	$192.00

- Workforce/Continuing Education Tuition and Fees:
  - ⇒ Revise the wording on Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition to include zero tuition
    - ➢ 6.00 or variable tuition including zero tuition
  - ⇒ On the Workforce/Continuing Education, Conferences/Seminars/ Summer Camps /Workshops/Customized Training/ Other Training Activities and Events
    - ➢ change from Recovery of costs and processing fees to be negotiated to Negotiated recovery of costs and processing fees including exemption of both
- Independent Dual Credit Tuition and Fees:
  - ⇒ Revised the wording on
    - ➢ In-district dual credit students attending independent of their school district's participation will be charged $50.00 per credit hour and fees will not be waived
    - ➢ Out-of-district and out-of-state/international dual credit students attending independent of their school district's participation will be charged $78.00 per credit hour and fees will not be waived

- Course Fees:
  - ⇒ Course Repeat Fee per credit hour
    - ➢ Revised the wording on the Third or more attempts (*Excludes* Developmental)

- Added Enrollment In Developmental Studies Courses (>27 credit hours) at $125.00

- Added a new Proposed Skateboard and Other Appliance Violation:
  - ⇒ First Violation is a Warning
  - ⇒ Second Violation is $30.00
  - ⇒ Third Violation is $50.00
  - ⇒ Fourth Violation is $70.00
  - ⇒ Fifth Violation is $90.00

b. Dual Credit Tuition and Fees:

- A new tuition and fees schedule for dual credit students sponsored by partnering school districts was created and follows in the packet.

c. Employee Fees

- Added a new Proposed Skateboard and Other Appliance Violation:
  - ⇒ First Violation is a Warning
  - ⇒ Second Violation is $30.00
  - ⇒ Third Violation is $50.00
  - ⇒ Fourth Violation is $70.00
  - ⇒ Fifth Violation is $90.00

d. Other (Non-Student/Non-Employee) Fees

- Added a new Proposed Skateboard and Other Appliance Violation:
  - ⇒ First Violation is a Warning
  - ⇒ Second Violation is $30.00
  - ⇒ Third Violation is $50.00
  - ⇒ Fourth Violation is $70.00
  - ⇒ Fifth Violation is $90.00

Reviewers - The revised Tuition and Fees Schedules for FY 2016 – 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) have been reviewed by staff, the President's Cabinet, and President's Administrative Staff.

The four (4) proposed Tuition and Fees Schedules for FY 2016 - 2017 follow in the packet for the Committee's information and review. The revisions are highlighted in yellow.

It is requested that the Finance and Human Resources Committee recommend for Board approval, at the June 28, 2016 Board meeting, the revised Tuition and Fees Schedules for FY 2016 - 2017 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) as presented.

SOUTH TEXAS COLLEGE

BOARD APPROVED
STUDENT TUITION AND FEES FOR FY 2016-2017

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Board Approved FY 2016-2017
RESIDENT TUITION -IN-DISTRICT HIDALGO & STARR COUNTIES:			
• In-District 1 credit hour	135.00	100.00	100.00
• In-District 2 credit hours	110.00	100.00	100.00
• In-District 3 credit hours	88.00	88.00	88.00
• In-District 4-5 credit hours	78.00	78.00	78.00
• In-District 6-8 credit hours	73.00	73.00	73.00
• In-District 9-11 credit hours	68.00	68.00	68.00
• In-District 12-21 credit hours	67.00	67.00	67.00
RESIDENT TUITION –OUT OF DISTRICT-OTHER TEXAS COUNTIES:			
• Out-of-District 1 credit hour	164.50	125.00	125.00
• Out-of-District 2 credit hours	132.00	125.00	125.00
• Out-of-District 3 credit hours	103.40	103.40	103.40
• Out-of-District 4-5 credit hours	90.40	90.40	90.40
• Out-of-District 6-8 credit hours	83.90	83.90	83.90
• Out-of-District 9-11 credit hours	77.40	77.40	77.40
• Out-of-District 12-21 credit hours	76.10	76.10	76.10
NON-RESIDENT TUITION – OUT OF STATE/INTERNATIONAL			
• Out-of-State/International 1 credit hour	200.00	200.00	225.00
• Out-of-State /International 2 credit hours	172.00	100.00	225.00
• Out-of-State /International 3 credit hours	138.00	100.00	213.00
• Out-of-State /International 4-5 credit hours	122.00	100.00	203.00
• Out-of-State /International 6-8 credit hours	114.00	100.00	198.00
• Out-of-State /International 9-11 credit hours	106.00	100.00	193.00
• Out-of-State /International 12-21 credit hours	105.00	100.00	192.00
DIFFERENTIAL TUITION PER CREDIT HOUR:			
Biology	10.00	10.00	15.00
Chemistry	0.00	10.00	15.00
Physics	0.00	10.00	10.00
Astronomy	0.00	10.00	10.00
3000/4000 level courses	30.00	30.00	30.00
Associate Degree Nursing	50.00	50.00	50.00
EMT	35.00	35.00	35.00
Occupational Therapy Assistant	40.00	40.00	40.00
Patient Care Assistant	20.00	20.00	20.00
Pharmacy Tech	40.00	40.00	40.00
Physical Therapist Assistant	40.00	40.00	40.00
Radiologic Technology/Sonography	40.00	40.00	40.00
Respiratory Therapy	40.00	40.00	40.00
Vocational Nursing	50.00	50.00	50.00
BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP TUITION:			
Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term	750.00	750.00	750.00

SOUTH TEXAS COLLEGE

BOARD APPROVED
STUDENT TUITION AND FEES FOR FY 2016-2017

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Board Approved FY 2016-2017
WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:			
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition	6.00 or variable tuition	6.00 or variable tuition	6.00 or variable tuition including zero tuition
Workforce/Continuing Education Non-Credit Late Registration Fee	10.00	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00	5.00
Continuing Education Non-Credit Installment Plan Late Payment Fee	10.00	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/ Summer Camps /Workshops/Customized Training/ Other Training Activities and Events	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Negotiated recovery of costs and processing fees including exemption of both.
INDEPENDENT DUAL CREDIT TUITION AND FEES:			
In-district dual credit students attending independent of their school district's participation will be charged $50.00 per credit hour and fees will not be waived	50.00	50.00	50.00
Out-of-district and out-of-state/international dual credit students attending independent of their school district's participation will be charged $78.00 per credit hour and fees will not be waived	78.00	78.00	78.00
MANDATORY FEES:			
Registration Fee: • If registered and paid or registered and financial aid processed BEFORE August 1st, January 1st, May 15th and June 15th Or Registration Fee After Deadline: ▪ If registered and paid or financial aid processed ON or AFTER August 1st, January 1st, May 15th and June 15th	90.00 150.00	90.00 150.00	100.00 160.00
Information Technology Fee per credit hour	20.00	22.00	24.00
Learning Support Fee per credit hour	13.00	15.00	16.00
Student Activity Fee per credit hour	0.00	2.00	2.00
COURSE FEES:			
Lab Fee per lab credit hour for applicable courses with labs	24.00	24.00	24.00
Course Repeat Fee per credit hour • Third or more attempts (Excludes Developmental) • Enrollment in Developmental Studies Courses (>27 credit hours)	100.00	125.00	125.00 125.00
Developmental Studies Fee	50.00	50.00	50.00
Electronic Distance Learning/VCT Course Fee per credit hour	15.00	15.00	15.00

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

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Board Approved FY 2016-2017
Moving Traffic Violations:			
First	30.00	30.00	30.00
Second	50.00	50.00	50.00
Third	70.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Proposed Skateboard and Other Appliance Violation:			
First			Warning
Second			30.00
Third			50.00
Fourth			70.00
Fifth			90.00
TESTING FEES:			
Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee	50.00	50.00	50.00
Sign Language Certification Exam Fee			95.00
Proctoring/Professional Testing Services Fee			Recovery of costs and processing fees to be negotiated
Credit By Examination	Tuition	Tuition	Tuition
GED Exam Fee (All Five Exams-Package Rate)	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.
• GED Exam Fee – Writing only			
• GED Exam Fee – Reading only			
• GED Exam Fee – Mathematics only			
• GED Exam Fee – Science only			
• GED Exam Fee – Social Studies only			
GED Retest Exam Fees:			
• GED Retest Exam Fee – Writing only			
• GED Retest Exam Fee – Reading only			
• GED Retest Exam Fee – Mathematics only			
• GED Retest Exam Fee – Science only			
• GED Retest Exam Fee – Social Studies only			
TSI Assessment Reservation Fee	25.00	25.00	25.00
TSI Assessment Exam - All Three Exams	29.00	29.00	29.00
• TSI Assessment Exam Fee – Reading only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Writing only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Math only	10.00	10.00	10.00
TSI Assessment Exam Retesting Fee - All Three Exams	29.00	29.00	29.00
• TSI Assessment Exam Fee – Retesting Reading only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Retesting Writing only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Retesting Math only	10.00	10.00	10.00

BOARD APPROVED
STUDENT TUITION AND FEES FOR FY 2016-2017

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Board Approved FY 2016-2017
CHILD DEVELOPMENT CENTER FEES:			
Tuition fee per week	120.00	120.00	120.00
Registration Fee: • Fall and Spring Semesters • Summer Session	 40.00 20.00	 40.00 20.00	 40.00 20.00
Late Pick-up Fee	$5/first 5 minutes and $1/ea. add'l. minute	$5/first 5 minutes and $1/ea. add'l. minute	$5/first 5 minutes and $1/ea. add'l. minute
Supply Fee: • Fall and Spring Semesters • Summer Session	 30.00 10.00	 30.00 10.00	 30.00 10.00
Reservation Fee for Fall/Spring semester Breaks • Summer	65.00 20.00	65.00 20.00	65.00 20.00
INCIDENTAL FEES:			
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Drop Fee (one-time fee) – 1st class day through Census date	25.00	25.00	25.00
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Withdrawal Fee (one-time fee) – after Census date	50.00	50.00	50.00
Student Insurance Fee (voluntary)	Contact Cashier's Office	Fee is paid to approved insurance carrier. Subject to change.	Fee is paid to approved insurance carrier. Subject to change.

PROPOSED TUITION AND FEES FOR DUAL CREDIT STUDENTS SPONSORED BY PARTNERING SCHOOL DISTRICTS FOR FY 2016-2017

	Board Approved FY 2016-2017
DUAL CREDIT TUITION:	
Tuition rate for in-district dual credit students sponsored by partnering school districts	0.00
DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACILITY:	
Associate Degree Nursing	50.00
EMT	35.00
Occupational Therapy Assistant	40.00
Patient Care Assistant	20.00
Pharmacy Tech	40.00
Physical Therapist Assistant	40.00
Radiologic Technology/Sonography	40.00
Respiratory Therapy	40.00
Vocational Nursing	50.00
COURSE FEES:	
Electronic Distance Learning/VCT Course Fee per credit hour	15.00
Hybrid Course Fee per credit hour	5.00
NAH and Other Course Fees: *Liability Insurance/Exams/Booklets/ Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities*	Recovery of costs and processing fees
INCIDENTAL FEES:	
Fee per Credit Hour for Dual Credit students attempting a course three or more times	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00

NOTE: See Independent Dual Credit Tuition and Fees for dual credit students attending independent of their school district participation.

In-district dual credit students attending independent of their school district's participation will be charged $50.00 per credit hour and fees will not be waived
Out-of-district and out-of-state/international dual credit students attending independent of their school district's participation will be charged $78.00 per credit hour and fees will not be waived

SOUTH TEXAS COLLEGE

BOARD APPROVED EMPLOYEE FEES FOR FY 2016-2017

	Board Approved for FY 2015-2016	Board Approved for FY 2016-2017
Parking Permit Fee	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00
Parking Violations:		
First	30.00	30.00
Second	50.00	50.00
Third	80.00	80.00
Fourth	100.00	100.00
Fifth	120.00	120.00
Handicap Parking Violations	150.00	150.00
Moving Traffic Violations:		
First	30.00	30.00
Second	50.00	50.00
Third	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00
Proposed Skateboard and Other Appliance Violation:		
First		Warning
Second		30.00
Third		50.00
Fourth		70.00
Fifth		90.00
Keyless Access Card Replacement Fee	10.00	10.00
Returned Check	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee	30.00	30.00
Overdue Inter-Library Loan or TexShare Item	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library

SOUTH TEXAS COLLEGE

BOARD APPROVED OTHER (NON-STUDENT/ NON-EMPLOYEE) FEES FOR FY 2016-2017

	Board Approved for FY 2015-2016	Board Approved for FY 2016-2017
Returned Check	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee	30.00	30.00
Overdue Library Book/Media Fee per day	0.25	0.25
Parking violations:		
First	30.00	30.00
Second	50.00	50.00
Third	80.00	80.00
Fourth	100.00	100.00
Fifth	120.00	120.00
Handicap Parking Violations	150.00	150.00
Moving Traffic Violations:		
First	30.00	30.00
Second	50.00	50.00
Third	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00
Proposed Skateboard and Other Appliance Violation:		
First		Warning
Second		30.00
Third		50.00
Fourth		70.00
Fifth		90.00
Child Development Center:		
Tuition fee per week	120.00	120.00
Registration Fee:		
• Fall and Spring Semesters	40.00	40.00
• Summer Session	20.00	20.00
Late Pick-up Fee	$5/first 5 minutes and $1/ea. add'l minute	$5/first 5 minutes and $1/ea. add'l minute
Supply Fee:		
• Fall and Spring Semesters	30.00	30.00
• Summer Session	10.00	10.00
Reservation Fee for Fall/Spring semester Breaks	65.00	65.00
• Summer	20.00	20.00

Review and Recommend Action as Necessary to Renew the Bank Depository Services Agreement

Approval to renew the bank depository services agreement with BBVA Compass Bank (McAllen, TX) for the period beginning September 1, 2016 through August 31, 2018 will be requested at the June 28, 2016 Board meeting.

Purpose – The Business Office is requesting to renew the bank depository services agreement with BBVA Compass Bank.

Justification – BBVA Compass offers the College banking services which includes, but is not limited to, account maintenance, account reconciliation, stop payment, online banking, balance reporting, wire transfers, book transfers, ACH transactions, and positive pay.

Background – The agreement for bank depository services was awarded to BBVA Compass Bank at the July 29, 2014 Board meeting for a two (2) year period beginning September 1, 2014 through August 31, 2016, with the option to renew for two (2) additional two (2) year periods. BBVA Compass has increased the interest rate on interest bearing accounts from 15 basis points per annum in the original contract to 25 basis points per annum in the renewal contract.

The first renewal period begins September 1, 2016 and ends August 31, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/29/14	9/1/14 - 8/31/16	2 – two year options
1st Renewal	6/28/16		9/1/16 – 8/31/18

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

Reviewers – The Depository Contract was previously reviewed by Valley View Consulting, LLC (Investment Advisor) and South Texas College's legal counsel. No changes are being presented.

Enclosed Documents – A copy of the Depository Contract is included in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the June 14, 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 June 28, 2016 Board meeting the renewal of the bank depository services agreement with BBVA Compass Bank for a period beginning September 1, 2016 through August 31, 2018, as presented.

DEPOSITORY CONTRACT

WHEREAS, South Texas College (the "COLLEGE") issued a request for proposals soliciting bank depository services;

WHEREAS, Compass Bank, an Alabama banking corporation (the "BANK"), has submitted its response to COLLEGE's request for proposal;

WHEREAS, the BANK has a branch office located at 3900 North 10th St., McAllen, Hidalgo County, Texas, and is a bank as defined in Texas Education Code § 45.201; and

WHEREAS, COLLEGE has selected the BANK, determining that the BANK's written response to the request for proposal was the best proposal for the COLLEGE;

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That, for and in consideration of the mutual covenants herein, the parties agree as follows:

I. TERMS & OBLIGATIONS

1.1 BANK shall act as COLLEGE's depository from September 1, 2014 until August 31, 2016. BANK grants COLLEGE an option to renew this Depository Contract (the "Depository Contract") for two additional two-year periods from September 1, 2016 to August 31, 2018 and from September 1, 2018 to August 31, 2020. COLLEGE may exercise the option in the form of Notice of Exercise of Option to Extend Term of Contract attached as Exhibit "A" hereto (the "Depository Contract").

1.2 This Depository Contract is subject to the provisions of the Texas Public Funds Investment Act, the Texas Public Funds Collateral Act and the COLLEGE's current Investment Policy and Strategy Statement (5120) dated as of October 28, 2014, provided that COLLEGE shall notify BANK of any material changes to the Investment Policy (the "Changes") as soon as reasonably practicable (but in any event within five business days of the adoption of the Changes) and BANK shall have the right to review such Changes and, at its option, with thirty day written notice, terminate this Depository Contract if such Changes are unacceptable to BANK in its sole and absolute discretion. Notwithstanding the above, any investments made by the BANK prior to BANK's receipt of COLLEGE's notification of the Change shall be deemed in compliance of COLLEGE's most current Investment Policy and Strategy Statement. To the extent permitted by law, the COLLEGE agrees to indemnify, defend, and hold harmless the BANK from and against any and all losses and liabilities resulting from such investments.

1.3 Economic terms and types of services to be provided by the BANK to COLLEGE are set out in Exhibit "B" and "C" and are incorporated hereto by this reference.

1.4 BANK agrees to keep and disburse all funds coming into its hands as BANK and to faithfully perform its duties and as required by law.

1.5 The provisions of Texas Local Government Code, Section 2257, (the "Public Funds Collateral Act") as in effect as of the date hereof, to the extent they govern the College's deposit and obligations of the Bank, are incorporated herein.

1.6 Eligible Securities shall mean (1) obligations, including letters of credit, of the United States or its agencies and instrumentalities; (2) direct obligations of this state or its agencies and instrumentalities; (3) collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States; (4) other obligations, the principal of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.

II. SECURITY FOR DEPOSITS

2.1 Collateral.

(a) All deposits made by COLLEGE under this Depository Contract, except to the extent said deposits are guaranteed by (1) the Federal Deposit Insurance Corporation, or (2) a Standby Letter of Credit issued by a Federal Home Loan Bank, in accordance with the terms of the Public Funds Collateral Act, shall be secured and guaranteed by a pledge to COLLEGE of Eligible Securities as authorized for such purpose by provisions of the "Public Funds Collateral Act, and in the manner required therein, having a market value equal to, or be no less than, one hundred two percent (102%) of the amount on COLLEGE's funds deposit, plus accrued interest at the BANK, less FDIC insurance coverage and a Standby Letter of Credit issued by a Federal Home Loan Bank (the "Pledged Securities").

(b) Pledged Securities shall be deposited by BANK with the Custodian, as hereinafter defined, three business days prior to initial deposits of funds being made, provided that COLLEGE shall notify BANK of its intended deposit date and anticipated amount of the deposit no less than five business days prior to making its initial deposit. Thereafter, the Pledged Securities shall be increased by BANK based on funds on deposit provided that COLLEGE shall notify BANK of any deposit that will require an increase in the Pledged Securities no less than five business days prior to making any deposit.

2.2. Designation of Custodian and Control by COLLEGE. In order to fully secure the COLLEGE and to perfect its security interest in the Pledged Securities, COLLEGE and BANK shall designate a Federal Reserve Bank, Federal Home Loan Bank, or such other custodian as permitted under Section 2257.041 of the Public Funds Collateral Act (the "Custodian") as custodian for placement of the Pledged Securities in a restricted individual custodial account. The BANK will grant "control" of the Pledged Securities to COLLEGE and otherwise take all actions reasonably necessary so that COLLEGE shall be an "entitlement holder" for purposes of perfection pursuant to Article 8 and Article 9 of the UCC.

2.3 Market Value of Pledged Securities & Perfection of COLLEGE's Security Interest.

For the purpose of securing the uninsured funds deposited by COLLEGE with the BANK, except to the extent such funds are secured pursuant to section 2.1 hereof, the BANK hereby assigns, transfers, pledges and conveys to COLLEGE, as security for the funds a perfected security interest in the Pledged Securities deposited with Custodian as provided herein. In addition, BANK agrees to the provisions of the Bank Pledge Agreement attached hereto as Exhibit "D". COLLEGE's time and demand deposits plus interest accrued at the BANK less FDIC insurance coverage and such other collateral pledged under section 2.1 shall be secured at all times by Pledged Securities pursuant to this Depository Contract. The market value of the Pledged Securities deposited with Custodian shall at all times equal to, or be no less than, one hundred two percent (102%) of the amount deposited by COLLEGE with the BANK plus interest accrued at the BANK less FDIC insurance coverage and such other collateral pledged under section 2.1 (the "Maintenance Percentage"). The market value of the Pledged Securities will be provided to the COLLEGE monthly by the Custodian or other independent source. The market value must be obtained from a securities pricing service, a primary dealer in securities, or a publication recognized as a reliable source of security valuations at the cost of Bank. The report must include the market value and description of all Pledged Securities as of the last business day of the period which shall not be less than monthly.

2.4 Substitute Securities. The BANK shall have the right, exercised by a duly Authorized Bank Officer, to substitute or replace, any or all of the Pledged Securities with Eligible Securities, including in any event a Standby Letter of Credit as described in section 2.1 hereof, provided that (a) such substituted securities are deposited with the Custodian prior to removing Pledged Securities from safekeeping, and (b) delivery to the College of a pledge form noting such substitution, specifically identifying the securities withdrawn and the securities substituted therefore. No substitution shall be permitted without the consent of the COLLEGE, which shall not be unreasonably withheld.

III. ACCOUNTS

3.1 Transaction Accounts. BANK will maintain custody of COLLEGE's designated funds in accounts on behalf of COLLEGE at the COLLEGE's discretion. The number of accounts required may change throughout the term of the Depository Contract.

3.2 The BANK shall faithfully perform all of its duties and obligations required by the laws of the State of Texas for public funds depositories and shall upon presentation pay all checks drawn on it against collected funds on demand deposits, and shall, at the expiration of this Depository Contract, turn over to its successor all funds, COLLEGE-owned securities, property and things of value held at depository.

3.3 The COLLEGE shall determine and designate the character and amount of the funds to be deposited in the BANK. The COLLEGE may arrange for time deposits and BANK may accept such deposits subject to the terms of this Depository Contract.

3.4 Bank Fees and Interest Rate. BANK shall pay interest on collected balances. The interest rate to be paid by BANK to COLLEGE will be as follows:

For the period of September 1, 2014 to October 15, 2015:

BANK will pay a rate of 5 basis points per annum for interest bearing accounts

For the period of October 16, 2015 to August 31, 2016:

(a) In return for COLLEGE maintaining a minimum monthly average balance of $25 million in non-interest bearing account(s) BANK will waive bank fees.

(b) BANK will pay a rate of 15 basis points per annum for interest bearing accounts.

3.5 Certificates of Deposit. Subject to the foregoing conditions, limitations, statutes, and regulations, and to BANK's standard processes, procedures, and terms, BANK agrees to pay interest at maturity or monthly on Certificates of Deposits regardless of the amount based on the LIBOR index and will independently evaluate each CD rate upon request. Certificates of Deposit shall be registered in the name of the COLLEGE and must be fully insured by FDIC or collateralized in accordance with the terms of this Depository Contract.

COLLEGE may purchase from BANK Certificate of Deposit that mature after this Depository Contract terminates.

3.6 Investment Accounts. The COLLEGE shall have the right to purchase, sell and invest its funds under its control (in deposit accounts hereunder, or in other accounts or investments with third parties or otherwise) as authorized by the Texas Public Funds Investment Act and in compliance with the COLLEGE's Investment Policy (5120).

IV. SERVICES

4.1 The economic terms and types of services to be provided by the BANK to the COLLEGE are addressed in Section 1.3.

V. DEFAULT

5.1 The BANK shall be in default if it fails to pay all or part of a demand deposit, a matured time deposit, or a matured certificate of deposit, including accrued but unpaid interest, at a specified maturity date. The BANK shall also be in default if ruled "bankrupt", "insolvent" or "failed" by a federal or state banking regulator, or if a receiver is appointed for the BANK.

5.2 In the event of a default, failure or insolvency of the BANK, the COLLEGE shall

have all rights accorded a secured creditor pursuant to the Uniform Commercial Code or other applicable law and, as such, shall be empowered to take possession of and transfer and or sell the Pledged Securities. If the Pledged Securities are liquidated, any proceeds over the defaulted amount, plus other expenses related to the default, liquidation and collection shall be returned to the BANK. This power is in addition to other remedies which the COLLEGE may have under this Depository Contract and without prejudice to its rights to maintain any suit in any court for redress of injuries sustained by the COLLEGE under this Depository Contract.

VI. WARRANTIES & REPRESENTATIONS

6.1 Each of the BANK and COLLEGE represents and warrants that it is duly authorized to enter into this Depository Contract and that the person signing this Depository Contract on its behalf has full authority to bind the respective party in the manner specified in this Depository Contract.

6.1.1 Disbursement Services – Bank possesses the ability to process all disbursement checks for payroll, students and accounts payable through several bank accounts. Payroll checks are currently distributed on the 15th and last day of the month, or the closest preceding COLLEGE business day. Student and accounts payable checks are distributed on a weekly basis.

6.1.2 Wire Transfer Transactions – Bank possesses the ability to initiate and approve outgoing wire transactions on-line and to receive wire deposits.

6.1.3 ACH Transactions – Bank possesses the ability to receive ACH deposits and make ACH payments.

VII. MISCELLANEOUS

7.1 This Depository Contract and the Bank's Standard Agreements (as defined below) set out the terms and conditions and represent the entire agreement by and between the parties. In no event shall this Depository Contract or any part thereof be changed without written agreement of the parties.

7.2 By the execution hereof, BANK acknowledges receipt of the Order of the COLLEGE authorizing the execution of this Contract by COLLEGE.

7.3 This Depository Contract shall be subject to the laws of the State of Texas, without regard to choice of law principles and venue shall lie exclusively in Hidalgo County, Texas.

7.4 All notices or other communications required or permitted to be given pursuant to this Depository Contract shall be in writing and shall be considered as properly given if sent by facsimile transmission or mailed through U.S Postal Service Certified Mail Return Receipt Requested.

7.5 This Depository Contract is not assignable in whole or in part but is binding on the

parties, their successors and assigns.

7.6 With respect to the economic terms and types of services to be provided by the BANK to COLLEGE, the BANK's proposal and the COLLEGE's request for proposal are incorporated in this Depository Contract by reference as Exhibit "E" and "F". To the extent any provision of the BANK's proposal and the COLLEGE's request for proposals conflict, the terms of the BANK's proposal shall govern, and to the extent any provision of this Depository Contract and any provision of the BANK's proposal or the COLLEGE's request for proposals conflict, the terms of this Depository Contract shall govern. In addition, Article III, Section 3.4 and Article VII of the Depository Contract shall govern over any inconsistent provision elsewhere herein.

7.7 BANK's standard Non-consumer Deposit Account Agreement and BANK's standard Treasury Management Services Agreement (the "Bank's Standard Agreements") are incorporated herein by this reference and shall be deemed a material portion of this Depository Contract. To the extent the terms of this Depository Contract and the Bank's Standard Agreements conflict, the specific terms of this Depository Contract (including the provisions of COLLEGE's request for bid and BANK's response thereto that are made a part hereof) specifying economic terms and types of services to be provided shall govern without prejudice to the remaining terms in the Bank's Standard Agreements. Otherwise, the Bank's Standard Agreements shall govern.

7.8 The parties agree that their relationship shall not be classified as a fiduciary relationship.

7.9 Any extension of this Depository Contract, including any renewal pursuant to Section 1.1 above, shall be on such terms and conditions (including but not limited to economic terms) to which COLLEGE and BANK may agree in their sole discretion.

7.10 Termination. Notwithstanding the provisions of the foregoing paragraph, either Depositor or Bank may terminate this Agreement (i) for cause, upon written notice to the other party, or (ii) if the transactions contemplated hereby shall be prohibited by law or regulation, upon written notice to the other party; provided, however, that in the case of any such termination or the expiration of this Agreement, the terms of this Agreement shall continue to apply to all transactions entered into, and all deposits (including but not limited to time deposits) made by Depositor, prior to such termination or expiration. For purposes of this Agreement, the term "cause" shall include, without limitation, breach of the Agreement or the Services Procedures and Documentation, or any other circumstance under which the relationship between Bank and Depositor would be terminable pursuant to applicable law or Bank's internal policies.

7.11 Request for Modification of Interest Rate. COLLEGE may request a modification of the interest rate yield paid by the BANK on balances deposited pursuant to this Depository Contract once per calendar year. In the event the BANK and the COLLEGE cannot mutually agree to the terms of such modification request, BANK or COLLEGE may terminate this Depository Contract with a 60 day written notice to the parties involved.

7.12 BANK Authorization. The BANK represents and warrants that this Depository Contract is made pursuant to and is duly authorized by the Board of Directors of the BANK and recorded in the official records of the BANK.

Compass Bank	South Texas College
10/16/15	10/14/15
Date	Date
Gina Lobato	
Authorized Signature	Authorized Signature
Gina Lobato	Dr. Shirley A. Reed
Printed Name	Printed Name
First Vice-President	President
Title	Title

Exhibit A

Notice of Exercise of Option to Extend Term of Contract

WHEREAS, on or about June 2, 2014, SOUTH TEXAS COLLEGE (hereinafter "STC") published its request for proposals (along with associated guidelines and forms) in order to procure a depository services contract for STC; and

WHEREAS, on or about June 23, 2014, Compass Bank submitted a proposal to provide depository services to STC, said proposal including Respondent's Questionnaire, Notification of Criminal History, Conflict of Interest Questionnaire, Taxpayer ID & Certification, scope of services/specifications, pricing information, and addenda checklist (hereinafter, "Proposal"); and

WHEREAS, on July 29, 2014, STC's Board of Trustee awarded a contract to Compass Bank to serve as its Depository bank for the period of September 1, 2014 to August 31, 2016, with an option to renew the contract for two additional two-year periods (the "Depository Contract");

NOW THEREFORE, STC gives notice of its intention to exercise its option to extend the term of the Depository Contract through the period beginning September 1, _____ through August 31, _____. The Depository Contract will be effective in accordance with the terms of the current Depository Contract unless effectively modified as provided in this extension or otherwise.

Compass Bank	South Texas College
_____	_____
Date	Date
_____	_____
Authorized Signature	Authorized Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title

Exhibit B

Economic Terms

BANK agrees to WAIVE all service fees to COLLEGE for existing banking services listed here in this Exhibit B according to the following terms:

1) COLLEGE must maintain a minimum average balance of $25 million (the "Minimum Balance Requirement") in non-interest bearing account(s)
2) The waiver is based on the volume of existing banking services provided in BANK's request for proposal.
3) BANK reserves the right to amend the Minimum Balance Requirement or pricing with a 30 day written notice to the COLLEGE, if the volume of existing banking services used by the COLLEGE increase, significantly.
4) Pricing on additional services not listed in this Exhibit B may be negotiated at the time of request.

List of Existing Banking Services

Account Maintenance on all accounts
Account Reconciliation
Deposits/Credits Posted
Items Deposited
    Encoding Charge
    Clearing Charge
Debits/Checks Paid
Arrange Canceled Checks in Numerical Sequence (Front and Back)
Return Items - Charged back
Deposit Corrections
Stop Payment
Daily Balance Reporting
    Via Telephone
    Via Fax
    Via World Wide Web
Vault Cash Deposit Processing
Coin Counting & Wrapping Service
Rolls of Coin/Straps of Currency Purchased
Wire Transfers
    Outgoing
    Incoming
    Mail Advices
    Maintenance
Telephone / Fax Transfers Between Accounts
On line transfer between accounts

Direct Deposits / ACH Transfers
- Payroll / Employee
- Student
- Vendor

Enhanced and ACH Authorization Services
Insufficient Funds Items
CPA Confirmations
Cashier's Checks
Money Order checks
FDIC Insurance
Research/Statement
Reproduction Fee
Detailed monthly collateral report
One Safe Deposit Box (Size: Large)
Night depository services
- Locking bank bags and
- Night drop keys

Change Orders
Safekeeping services for any book-entry securities purchased by STC
Cash management advice on a semiannual basis
Preparation of monthly bank statement beginning with first day of month and ending with the last day of month, showing debits, credits and balances of each separate account and sequential listing of cashed checks within five working days of closing date. (paper or electronic)
Monthly account analysis statement
Computer Disk monthly bank statement including canceled checks (front and back), deposits, deposit item detail, and other debits and credits
Keeping a full and separate itemized accounts making its records available for audit by STC and independent auditors
Positive Pay
Void/Stop Payment file for Positive Pay
Remote Deposit capture
Electronic Alerts
Image Services

Exhibit C
Services

The types of services to be provided by the BANK to the COLLEGE shall include, at a minimum, the following:

A. **Account Maintenance** – STC **requires** full maintenance of all checking accounts including deposits, stop payments, NSF checks, ACH transactions, wire transfers, book transfers, positive pay and cleared checks. Notification of every debit and credit memo regardless of size via U.S. mail, e-mail or facsimile transmission and of every NSF check via U.S. mail.

B. **On-Line Banking** – STC **requires** on-line banking services accessible through the internet that at a minimum includes the following:
   i. Account Reporting and Inquiries, which includes the following:
      a. Prior day and same day beginning ledger, ending ledger, total credits, and total debit details
      b. Prior day and same day beginning ledger, ending ledger, detail credits, and detail debits
      c. Beginning ledger, ending ledger, detail credits, and detail debits for a specific date by account
      d. Bank Statements for each account as of the last working day of every month including all checks (front and back), deposit slips, deposit item detail, debits and credits memoranda sorted by number, and a consolidated account activity analysis
   ii. Transaction Inquiries, Initiation and Reporting, which includes the following:
      a. Checks cleared for a specific time period
      b. Book transfers between accounts
      c. ACH transactions
      d. Wire transfers
      e. Stop Payments
      f. Positive Pay
      g. Daily alert functions via email, phone, text and/or facsimile transmission
   iii. Security Features
      a. Multi factor authentication
      b. Dual transaction approvals
      c. Email or message encryptions or a secure messaging center
      d. Fraud assurance monitoring services, which includes but is not limited to monitoring transactions for unusually high-risk or abnormal transaction activity
   iv. Exporting files to excel

C. **Bank Statements** – STC **requires** a CD-ROM of all bank statements for each account as of the last working day of every month in addition to all checks (front and back), deposit slips, deposit item detail, debits and credits memoranda sorted by

number, and a consolidated account activity analysis. Currently, STC has eight (8) checking accounts and nine (9) certificates of deposit. The College reserves the right to open or close any number or type of accounts.

D. **Deposit Services** – STC **requires** same bank day credit on all cash (coin and currency), checks, and incoming wire transfers and ACH transactions, as per the Bank's deposit schedule. STC uses three part deposit slips. Daily deposits are taken to the Bank through an armored car. STC maintains a separate Armored Car Services contract.

E. **Remote Deposit Capture** – STC may consider remote deposit capture services for electronically preparing and submitting deposits through the secure online banking site.

F. **Return Items** – STC **requires** that deposit items that do not clear shall be returned to STC via email and mail within two business days.

G. **Disbursement Services** – STC **requires** that the Bank possess the ability to process a monthly average of 3,116 disbursement checks for payroll, students and accounts payable through several bank accounts. Payroll checks are currently distributed on the 15th and last day of the month, or the closest preceding STC business day. Student and accounts payable checks are distributed on a weekly basis.

H. **Electronic Funds Transfers** – STC **requires** the Bank to process all electronic credit and debit money transfers. This includes electronic transmission of Federal and State tax payments and benefit payments.

I. **Wire Transfer Transactions** – STC **requires** the Bank to possess the ability to initiate and approve outgoing wire transactions on-line and to receive wire deposits.

J. **ACH Transactions** – STC **requires** the Bank to possess the ability to receive ACH deposits and make ACH payments. Direct Deposit of payroll and accounts payable checks for participating employees and for participating vendors is required. STC has approximately 1,659 monthly payroll direct deposit credit transactions and 78 vendor direct deposit credit transactions. Direct deposited funds should be available by 8:00 a.m. on each designated pay date.

K. **ACH Debit Blocking** – STC **requires** ACH debit blocking capabilities on its accounts.

L. **Positive Pay** – STC **requires** the Bank to provide automated positive pay services for all checking accounts in an effort to safeguard against fraudulent checks. The Bank will only honor those checks issued by STC that are pre-authorized through the

positive pay system. The payment verification criteria will be payee, date, check number, amount, and account number. Positive pay files will be transmitted electronically including file submission of void/stop payment. In instances where the check does not agree with the positive pay file, the Bank will not pay the check until STC authorizes the check payment.

M. **Stop Payments** – STC **requires** an electronic stop pay process.

N. **Credit and Debit Card Payments** – STC allows payment for certain charges utilizing credit and debit cards. Currently, credit and debit card payments are accepted for Visa, MasterCard, and Discover. STC requires that the Bank provide electronic data capture for VISA MasterCard, and Discover cards. STC maintains a separate Merchant Bank Services contract.

O. **Payable Card Program** – STC currently makes electronic payments to vendors using a commercial card program. STC currently maintains a separate agreement for the Commercial Card Program.

P. **Pay Card Program** – STC may consider using a pay card program for payments to employees who do not maintain a bank account.

Q. **Account Analysis** – STC **requires** monthly account analysis statements in summary form and by individual account. It must provide a comprehensive, detailed recap of services performed.

R. **Research** – STC **requires** that research requests shall be responded within 3 business days of request.

S. **Check Cashing** – STC **requires** the Bank to cash STC issued checks to employees and students (with proper identification), including those who do not maintain an account, without charges/fees to the employee, student or STC and without requiring the employee or student to open an account with the Bank.

T. **Borrowings** – STC **requires** the Bank to possess the ability to loan funds, if necessary, for various terms (short or long term).

U. **Vault Services** – STC **requires** the following vault services:

i. Provision of change orders, currency and coin counting/rolling/strapping on an "as needed" basis.

ii. Provision of standard-size lock bags per STC's specifications and in the quantities needed.

V. **Automated Teller Machines (ATM)** – STC **currently uses** ATM's to serve students and staff. ATM machines will be placed on campuses as STC deems necessary; however, the right to place ATM machines on STC premises shall not be given exclusively to the successful respondent to this RFP. The exact location for placement of any ATM machines shall require final approval by STC. ATM's should be EMV compliant to comply with regulations and credit card companies that are migrating to EMV chip technology. STC currently maintains a separate agreement for ATM's.

W. **Other Services** – STC **requires** the following services:
   i. Cashier's checks, money orders and certified checks, as needed.
   ii. Safety deposit box.

X. **Support Services** - STC **requires** the Bank to provide services to support all of STC's campuses/centers in McAllen, Rio Grande City and Weslaco. In each city, a branch or correspondent bank must provide service for night deposits and change orders.

Y. **Account Executive** – STC **requires** that the Bank designate an employee liaison with the ability and authority to continuously "troubleshoot" STC's accounts. This employee shall serve as STC's main contact at the bank. Respondent must provide name, address, telephone number, fax number and email address of the employee liaison.

Z. **Collateral** – STC **requires** that the Bank provide collateral for deposits as outlined in STC's Investment Policy (5120) and Strategy, and as required by the Texas Government Code (TGC) Chapter 2257 "Public Funds Collateral Act." A bank employee will regularly review STC's daily balances, account analysis, collateral, etc. to ensure that they are in compliance with TGC Chapter 2257. The Bank will be contractually liable for continuous monitoring and maintaining of collateral at STC required margin level of 102%. A monthly report of the collateral pledged will be provided directly to STC.

AA. **Investment Activities** – STC **requires** that the Bank comply with STC's Investment Policy (5120) and Strategy and with the Texas Government Code Chapter 2256 "Public Funds Investment Act." STC may choose to invest in Certificates of Deposit or investment funds in accordance with the College's Investment Policy. Certificates of Deposit purchased shall be registered in the name of STC and must be fully insured by FDIC or collateralized in accordance with the College's Investment Policy and RFP requirements.

BB. **Overdraft Provisions** - STC does not intend to have a net overdraft position occur during the course of the contract period. A net overdraft shall be defined as a negative balance in the College's accounts collectively, not by individual account. In

the event a check or checks shall be presented for payment on any account or accounts where there shall be insufficient funds for the purpose of paying checks, STC requires the Bank to promptly notify the College Comptroller or other authorized representative, by telephone or other means, of the overdraft condition, within one business day and to provide the College a period to respond and rectify the condition.

CC. **Fraud Assurance Services** – STC **requires** a fraud hotline and monitoring service. The hotline should be available 24 hours a day 7 days a week. The Bank's security system should monitor transactions, flag unusually high-risk or abnormal transaction activity, and notify STC immediately before completing the transaction. STC **requires** the Bank to employ security systems, protocols, measures and safeguards to prevent fraud and unauthorized electronic and non-electronic transfers. The Bank should have an incident response plan for STC to follow if an incident occurs.

All services listed in this Exhibit C are subject to the exceptions in the BANK's request for proposal. To the extent any services listed herein conflicts with the list of services in the BANK's request for proposal, the list of services in the BANK's request for proposal shall govern.

Exhibit D

BANK PLEDGE AGREEMENT FOR
PUBLIC FUNDS HELD ON DEPOSIT
(Federal Reserve Acts as sole custodian,
Federal Home Loan Bank acts as custodian)

1. To perfect the security interest of the COLLEGE in Bank's Pledged Securities, the BANK shall place the required collateral securities in a restricted account at either a Federal Reserve Bank or Federal Home Loan Bank, which serves Texas, as required (the "Safekeeping Bank"). BANK agrees to take all actions reasonably necessary to perfect the pledge and confirm same to COLLEGE. The BANK shall cause to be delivered to the COLLEGE a confirmation of the pledge of collateral by filling out the appropriate pledge form. The pledge form may be mailed or transmitted by facsimile. Each written confirmation delivered to the COLLEGE pursuant to this Agreement shall set forth, at a minimum, (i) a description from the Custodian of the Pledged Securities hereunder, including the type, CUSIP number, maturity date, interest rate, market value and par amount of each security pledged; and (ii) a statement that the confirmation has been delivered to the COLLEGE pursuant to the terms of this Agreement.

2. This Bank Pledge Agreement for Public Funds Held on Deposit (the "Pledge Agreement") shall further serve as a power of attorney, authorizing COLLEGE to transfer or liquidate the Pledged Securities in the event of a default, financial failure or insolvency of the BANK. In the event of a default, failure or insolvency of the BANK, the COLLEGE shall be deemed to have vested full title to all Pledged Securities. The COLLEGE is empowered to take possession of and transfer and or sell any and all securities. This power is in addition to other remedies which the COLLEGE may have under this Agreement and without prejudice to its rights to maintain any suit in any court for redress of injuries sustained by the COLLEGE under this Agreement.

3. This Pledge Agreement conveys a security interest in any and all securities held by the BANK, which are currently pledged or will be pledged as collateral to the COLLEGE. Further, this Pledge Agreement conveys a security interest to COLLEGE in any proceeds or any substituted collateral.

4. Any pledge hereunder shall be a continuing pledge and shall secure not only such deposits that are held by the BANK at the time of the transfer of the collateral to the COLLEGE hereunder, but also any and all subsequent deposits of funds with the BANK by the COLLEGE, notwithstanding the account or accounts in which such funds may be held or identified by the BANK.

5. The pledge of Pledged Securities to secure the deposits of the COLLEGE shall be in addition to, and shall in no way eliminate or diminish, the insurance coverage to which the COLLEGE may be entitled under the rules and regulation of the Federal Deposit Insurance Corporation or any private insurance carried by the BANK for the purposes of protecting the claims and rights of its depositors.

6. It is agreed that when the BANK shall have paid out and accounted for all the funds of the COLLEGE so deposited with the BANK, then and in that event any and all Pledged Securities under this Agreement shall be released from the security interest created hereunder, and the BANK and the COLLEGE shall take whatever actions may be necessary to cause a transfer of such securities to the BANK free and clear of any liens created hereunder or a full and complete release of the collateral instruments.

7. The BANK hereby represents to the COLLEGE that, (i) it has, or will have at the time of delivery of any securities as Pledged Securities under this Pledge Agreement, the right, power and authority to grant a security interest therein with priority over any other rights or interests therein, (ii) the execution and delivery of the Depository Contract and the pledge of the securities as collateral hereunder has been approved by its Board of Directors or its Loan Committee, and (iii) the execution and delivery of the Depository Contract and the pledge of securities as collateral hereunder will not violate or be in conflict with the Articles of Association or Certificate of Incorporation or By-laws of the BANK, any agreement or instrument to which the BANK may be a party, any rule, regulation or order of any banking regulator applicable to the BANK, or any internal policy of the BANK adopted by its Board of Directors.

8. BANK further represents and warrants to COLLEGE that, (i) except as otherwise permitted under this Agreement, it owns the Pledged Securities free and clear of any liens, claims, restrictions or encumbrances, (ii) it will not sell, mortgage, encumber, or otherwise alienate, substitute or release any of the Pledged Securities, except as provided in this Pledge Agreement, (iii) it will maintain in its official records evidence of the due authorization of this Pledge Agreement and the granting of a continuing security interest in the Pledged Securities, all in compliance with the provisions of 12 USC 1823 (e), and (iv) it will take such steps as may be reasonably necessary for COLLEGE to meet the standards set by the Government Accounting Standards Boards ("GASB").

9. Whenever the written consent of COLLEGE or BANK is required hereunder, the written consent of any authorized representative or agent of COLLEGE or of BANK, as specified in writing to Custodian by COLLEGE and BANK from time to time, shall satisfy such requirements.

10. All of the terms and provisions of this Pledge Agreement and the Depository Contract shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors. Neither this Pledge Agreement nor the Depository Contract are assignable or transferrable unless BANK merges with another qualified financial institution, or a transfer occurs pursuant to State or federal regulatory action.

Compass Bank	South Texas College
10/16/15	10/14/15
Date	Date
Authorized Signature	Authorized Signature
Gina Lobato	Dr. Shirley A. Reed
Printed Name	Printed Name
First Vice-President	President
Title	Title

Review and Recommend Action on Proposed Purchasing Dollar Threshold Levels for Purchase of Goods or Services

Approval of the proposed purchasing dollar threshold levels for purchase of goods or services will be requested at the June 28, 2016 Board of Trustees meeting.

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

> *"contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at **$50,000** or more in the aggregate for each 12-month period shall be made by a specific type of method, such as……**request for proposals** or **request for qualifications**"*

The Board of Trustees has approved, per Board Policy #5210, Purchasing, the purchasing dollar thresholds at three different levels and each level requires a specific type of purchasing method, such as one or three written quotes or request for proposal or request for qualifications.

Administration is proposing that the Board consider increasing the purchasing dollar thresholds for each level while maintaining compliance with the Texas Education Code requirements.

Benefits

The benefits associated with the requested adjustments to the purchasing dollar threshold levels are as follows:

- expedite delivery after purchase by reducing the time frame presently experienced in receiving an item or service once ordered;
- increase productivity College-wide by reducing administrative costs and time associated with solicitation, preparation, advertising, and evaluation committee staff time;
- meet the procurements needs of students, faculty, and staff considering the increased volume of purchases over the past 22 ½ years;
- reduce the number of vendors required to complete Form 1295 and expedite those purchases. Presently an average of 20 vendors are required to complete Form 1295 (The Texas Ethics Commission requires all vendors awarded contracts by the Board of Trustees to complete a 1295 form prior to receiving the contract.); and
- meet the expenditure timeframe as prescribed by Grantor.

Current and Proposed Purchase Dollar Threshold Levels and State Requirement

The current board approved purchasing dollar threshold levels, the proposed purchasing dollar threshold levels, and the state requirement are as follows:

Level	Requirements	Current STC Amount	Proposed	State Requirement
Level I	One Written Quote	$0-$4,999	$0-$9,999	N/A
Level II	Three Written Quotes or One Purchasing Cooperative Quote	$5,000 - $9,999	$10,000 - $49,999	N/A
Level III	RFP, RFQ or One Purchasing Cooperative Quote	$10,000 and Above	$50,000 and Above	$50,000

By increasing the Level III threshold from $10,000 and above to $50,000 and above, the total number of purchases requiring an RFP/RFQ would be reduced by approximately 60%. Using FY 2014 - 2015 as an example, the number of purchases in this level would decrease from 290 purchases to 115 purchases, or a reduction of 175 purchases, as reflected below:

Level III RFP/RFQ Time Frame

Although the proposed adjustments in each level would have a positive impact in purchasing operations, the greatest impact would be the change in Level III because of the time frame required to issue an RFP/RFQ.

The total time frame for a purchase requiring an RFP/RFQ is approximately 20 weeks or 5 months. The time frame of a purchase not requiring an RFP/RFQ is approximately 11 weeks or 3 months. A difference of 9 weeks or over 2 months is noted. These time frames include approximately 8 weeks of delivery time as reflected below:

Level III RFP/RFQ Time Frame

<table>
<tr><th colspan="3">Level III RFP/RFQ Time Frame</th></tr>
<tr><th>Week #</th><th>RFP/RFQ Required Time Frame</th><th>No RFP/RFQ Required Time Frame</th></tr>
<tr><td>Week 1</td><td rowspan="2">Bid process begins. Information is gathered and specifications are developed.</td><td>Information is gathered, quote is prepared and sent to the vendor.</td></tr>
<tr><td>Week 2</td><td>Response(s) are received.</td></tr>
<tr><td>Week 3</td><td rowspan="2">Advertise bid for a minimum of 2 weeks (Education Code 44.031)</td><td>The quote is reviewed with the end user. A purchase order is prepared, signed, and sent to the vendor.</td></tr>
<tr><td>Week 4</td><td rowspan="8">Delivery time varies from immediately to 8 weeks after receipt of purchase order, depending on the type of item or service requested.</td></tr>
<tr><td>Week 5</td><td>Response(s) are received and evaluated.</td></tr>
<tr><td>Week 6</td><td rowspan="3">Recommendation is submitted and pending Board Committee review.</td></tr>
<tr><td>Week 7</td></tr>
<tr><td>Week 8</td></tr>
<tr><td>Week 9</td><td rowspan="2">Recommendation is pending Board approval.</td></tr>
<tr><td>Week 10</td></tr>
<tr><td>Week 11</td><td rowspan="2">If recommendation is approved by the Board, a 1295 form is requested from awarded/approved vendor. The purchase order(s) are processed, signed, and sent to vendor.</td></tr>
<tr><td>Week 12</td><td rowspan="9"></td></tr>
<tr><td>Week 13</td><td rowspan="8">Delivery time varies from immediately to 8 weeks after receipt of purchase order, depending on the type of item or service requested.</td></tr>
<tr><td>Week 14</td></tr>
<tr><td>Week 15</td></tr>
<tr><td>Week 16</td></tr>
<tr><td>Week 17</td></tr>
<tr><td>Week 18</td></tr>
<tr><td>Week 19</td></tr>
<tr><td>Week 20</td></tr>
</table>

Internal Controls

Strong internal controls have been developed and are in place for the purchasing, receiving, and accounts payable functions. Although the proposed adjustment to the purchasing dollar threshold would reduce the number of purchases that would require

Board Committee review and Board approval, other internal controls would continue to be practiced including audits of these functions by the internal auditor, external financial auditor, and other external auditors. Internal controls are documented, monitored and communicated consistently to all the parties involved.

Other Community Colleges Purchasing Thresholds

A Texas Community College survey was recently conducted of the Level III purchasing dollar thresholds by the Director of Purchasing for Collin College. Twenty seven (27) responses were received, including South Texas College, and the results are as follows:

Survey of Texas Community Colleges (27 Responses)	
Number of Community Colleges	Purchasing Dollar Thresholds for Level III
6	$100,000
19	$50,000
1	$25,000
1	$10,000

In addition, a comparison between the top ten largest community colleges in Texas, including South Texas College, revealed the following.

Survey of Top Ten Largest Texas Community Colleges	
Number of Community Colleges	Purchasing Dollar Threshold for Level III
5	$100,000
3	$50,000
1	$25,000
1	$10,000

Internal Auditor Review

The proposed purchasing dollar thresholds have been reviewed by the College's Internal Auditor who has indicated that the proposed thresholds are in compliance with state requirements for purchasing and that the adjustments would result in a more efficient process.

The Internal Auditor reviewed the survey of the purchasing dollar thresholds mentioned above and would support the change without reservation.

Monthly Reporting

The Purchasing Department would prepare and provide a monthly board report of all purchases completed between $10,000 and $49,999, which would no longer require Board approval.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the June 28, 2016 Board of Trustees meeting, the proposed purchasing dollar threshold levels for purchase of goods or services as proposed.

Review and Discussion of Report of Agencies, Higher Education Institutions, and Community Colleges Compliance with Public Investment Reporting Requirements, SAO Report No. 16-027

A report on the College's compliance with Public Investment Reporting Requirements with the State Auditor's Office is being presented.

Purpose – The State Auditor's Office reviews and ensures compliance by institutions of higher education with the investment reporting requirements in the General Appropriations Act (83rd Legislature), Article III, Rider 5-Investment Reports. The State Auditor's Office provides a summary report on compliance with investment reporting requirements to all state agencies, higher education institutions, and community colleges. In Fiscal Year 2014 – 2015, the College fully complied with higher education investment reporting requirements in Rider 5, page III-241, General Appropriations Act (83rd Legislature) and as prescribed by the State Auditor's Office.

Justification – Compliance with statutes and investment reporting requirements provides the Legislature, the College's Board of Trustees and the public with assurance that the College is managing and disclosing investments appropriately by providing transparency to stakeholders.

Background – In accordance with the General Appropriations Act, each institution is required to submit an Annual Tracking Report for Investment Reporting, an Annual Investment Report (Including Deposits), and responses to three investment-related questions by December 31st of each year. The three questions are:

- does the institution employ outside investment advisors or managers and, if so, who are they (provide individual or firm name and address) and do the outside investment advisors or managers have the authority to make investment decisions without obtaining prior approval,
- does the institution use soft dollar, directed brokerage or directed commission, commission recapture, or similar arrangements, and
- is the institution associated with an independent endowment or foundation.

In addition, each institution must post the Annual Investment Report (Including Deposits), responses to the three investment-related questions, quarterly investment reports, and the current investment policy on their website by December 31st of each year.

On May 9, 2016, the State Auditor's Office notified the College of compliance with the investment reporting requirements for the Fiscal Year 2014 - 2015.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the June 14, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

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

A Report on

Agencies', Higher Education Institutions', and Community Colleges' Compliance with Public Investment Reporting Requirements

SAO Report No. 16-027
May 2016

Overall Conclusion

The majority of agencies, higher education institutions, and community colleges[1] subject to the Public Funds Investment Act (Act) submitted compliance audit reports that indicated they fully or substantially complied with the Act in fiscal year 2015. Those entities had approximately $70.6 billion[2] in investment holdings as of August 31, 2015. Therefore, it is important that they comply with statutes and investment reporting requirements designed to help the Legislature, the entities' boards, and the public ensure that the entities manage and disclose their investments appropriately by providing transparency to stakeholders.

Additionally, all higher education institutions and community colleges fully complied with higher education investment reporting requirements in Rider 5, page III-241, General Appropriations Act (83rd Legislature), and prescribed by the State Auditor's Office at http://www.sao.texas.gov/Resources/IntAud/pubfunds.html.

Background Information

The Legislature enacted the Public Funds Investment Act (Act) in 1995 to improve the transparency and management of investments by state agencies, higher education institutions, community colleges, and local governments. The Act requires certain state agencies, higher education institutions, and community colleges to implement controls in the form of investment policies, contracting, training, reporting, and reviewing, as well as to obtain audits of those controls at least once every two years.

In addition, Rider 5, page III-241, General Appropriations Act (83rd Legislature), requires higher education institutions and community colleges to file an annual investment report prepared in a method prescribed by the State Auditor's Office. The State Auditor's Office prescribed that method and additional reporting requirements at http://www.sao.texas.gov/Resources/IntAud/pubfunds.html. Higher education institutions and community colleges are also required to publish quarterly investment reports on their Web sites after each quarter.

Sources: The Act, the General Appropriations Act (83rd Legislature), and the State Auditor's Office Web site.

It is important to note that the entities self-reported the information in this report, and the State Auditor's Office did not independently verify that information.

[1] For the purposes of this report, if a community college is within a community college district (with multiple community colleges), the phrase "community college" refers to the community college district.

[2] The sources for that amount are the annual investment reports and annual financial reports prepared by the agencies, higher education institutions, and community colleges subject to the Act. That amount is based on entity self-reported information, and auditors did not perform tests or other procedures to verify the accuracy of the reported amounts. That amount is the sum of agency, higher education institution, and community college investments, including investments of higher education institutions that are not subject to the Act, but it excludes those entities' investments in the Treasury Safekeeping Trust Company (TexPool) and Treasury Safekeeping Trust Company (TexPool Prime) to prevent counting those holdings twice.

This project was conducted in accordance with Rider 5, page III-241, General Appropriations Act (83rd Legislature), and Texas Government Code, Section 2256.005(n).

For more information regarding this report, please contact Michael Clayton, Audit Manager, or Lisa Collier, First Assistant State Auditor, at (512) 936-9500.

The following describes compliance by the type of entity for fiscal year 2015:

- **Agencies.** Twelve of the 14 agencies subject to the Act submitted compliance audit reports that indicated they fully or substantially complied with the Act. The Water Development Board and the Texas Military Department submitted compliance audit reports that indicated they minimally complied with the Act.

- **Higher Education Institutions.**

  - **Compliance with the Act.** All of the 17 higher education institutions subject to the Act submitted compliance audit reports that indicated they fully or substantially complied with the Act.

  - **Compliance with Higher Education Investment Reporting Requirements.** All of the 17 higher education institutions fully complied with the higher education investment reporting requirements in Rider 5, page III-241, General Appropriations Act (83th Legislature), and as prescribed by the State Auditor's Office.

- **Community Colleges.**

  - **Compliance with the Act.** Forty-nine of the 50 community colleges subject to the Act submitted compliance audit reports that indicated they fully or substantially complied with the Act. Clarendon College submitted a compliance audit report that indicated it minimally complied with the Act.

  - **Compliance with Higher Education Investment Reporting Requirements.** All of the 50 community colleges fully complied with the higher education investment reporting requirements in Rider 5, page III-241, General Appropriations Act (83rd Legislature) and as prescribed by the State Auditor's Office.

- **University systems not subject to the Act but still subject to the higher education investment reporting requirements.** The University of Texas System, Texas A&M University System, Texas Tech University System, and University of Houston System are not subject to the Act but are still subject to the higher education investment reporting requirements. Those four university systems fully complied with the higher education investment reporting requirements.

Some entities did not submit a compliance audit report by the Act's statutorily required due date of January 1, 2016. In addition, a significant number of higher education institutions and community colleges did not fully comply with the higher education investment reporting requirements by the statutory due date of December 31, 2015. However, after auditors contacted those entities and extended the due date for reporting to auditors until March 25, 2016, most of those entities either submitted the required information to the State Auditor's Office or posted it on their Web sites.

Chapter 3

Most Community Colleges Submitted Compliance Audit Reports That Indicated They Fully or Substantially Complied with the Act, and All of Them Fully Complied with the Higher Education Investment Reporting Requirements

Definitions of Compliance with the Public Funds Investment Act

- Fully Compliant: No findings were reported.
- Substantially Compliant: Few findings were reported that may include a significant finding related to policies, contracting, training, reporting, reviewing, or auditing.
- Minimally Compliant: Some findings were reported that were significant to policies, contracting, training, reporting, reviewing, or auditing.
- Noncompliant: The required compliance report was not provided or contained many findings that were significant to policies, contracting, training, reporting, reviewing, or auditing.

The Public Funds Investment Act (Act) in Texas Government Code, Chapter 2256, requires certain state agencies, higher education institutions, and community colleges to implement controls in the following areas: policies, contracting, training, reporting, and reviewing. The Act contains multiple requirements for each of those areas, and compliance with those requirements must be tested by the entities' internal or external auditors at least every two years. The results of those audits must be reported to the State Auditor.

The State Auditor's Office reviewed the compliance audit reports that community colleges submitted and, based on the results of the audits, made determinations on the level of compliance with the Act (see text box).

Community Colleges' Compliance with the Act

The 50 community colleges reported investments totaling approximately $2.8 billion as of August 31, 2015 (see Table 4 on page 15 for more information).

Forty-six community colleges submitted compliance audit reports that indicated they fully complied with the Act in fiscal year 2015.

Table 1 lists the community colleges that fully complied with the Act in fiscal year 2015.

Table 1

Community Colleges That Fully Complied with the Act in Fiscal Year 2015
Alamo Community College
Alvin Community College
Amarillo College
Angelina County Junior College
Austin Community College
Blinn College
Brazosport College
Central Texas College
Cisco Junior College

Community Colleges That Fully Complied with the Act in Fiscal Year 2015
Coastal Bend College
College of the Mainland
Collin County Community College
Dallas County Community College
Del Mar College
El Paso County Community College
Frank Phillips College
Galveston Community College
Grayson County College
Hill College
Houston Community College
Howard County Junior College
Kilgore Junior College
Lee College
Lone Star College
McLennan County Junior College
Midland Community College
Navarro College
North Central Texas Community College
Odessa Junior College
Panola College
Paris Junior College
San Jacinto College
South Plains College
South Texas College
Southwest Texas Junior College
Tarrant County College
Temple College
Texarkana College
Texas Southmost College
Trinity Valley Community College
Tyler Junior College
Vernon College
Victoria County Junior College
Weatherford College of the Parker County Junior College
Western Texas College
Wharton County Junior College

The following community colleges submitted compliance audit reports that indicated they substantially complied with the Act in fiscal year 2015 (see Appendix 2 for additional details regarding those community colleges' compliance):

- Laredo Community College.
- Northeast Texas Community College.
- Ranger College.

Clarendon College submitted a compliance audit report that indicated it minimally complied with the Act in fiscal year 2015.

Definitions of Compliance with the Higher Education Investment Reporting Requirements

- Fully Compliant: Investment disclosures met all reporting requirements.
- Substantially Compliant: Investment disclosures met most reporting requirements, with minor omissions.
- Minimally Compliant: Investment disclosures contained some significant omissions.
- Noncompliant: Investment disclosures omitted most or all of the required disclosures and reports.

Community Colleges' Compliance with Higher Education Investment Reporting Requirements

The State Auditor's Office reviewed the community colleges' Web sites for investment disclosures and made determinations on the level of compliance with the Higher Education Investment Reporting Requirements (see text box).

All 50 community colleges fully complied with the higher education investment reporting requirements in Rider 5, page III-241, General Appropriations Act (83rd Legislature), and as prescribed by the State Auditor's Office (see information on page 4 regarding those requirements).

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2015 - 2016

Approval of a proposed budget amendment for FY 2015 – 2016 will be requested at the June 28, 2016 Board Meeting.

The budget amendment is needed for the following two reasons:

1. **Unrestricted Revenue and Expenditures Adjustment Due to Level of Traditional Student Tuition and Fees**

	Increase/(Decrease)
Revenues	
Tuition	($379,318)
Fees	(715,138)
Total Revenue Reduction	**(1,094,456)**
Expenditures	
Salaries	(383,060)
Operating	(656,674)
Travel	(54,722)
Total Expenditures Reduction	**($1,094,456)**

- Student Tuition and Fee Revenue Budget Reduction
  ⇒ The student tuition revenue budget will be reduced by $379,318, from $31,960,703 to $31,581,385. The student fees revenue budget will be reduced by $715,138, from $26,274,482 to $25,559,344. This is a total reduction of $1,094,456 in student tuition and fees revenue. The reduction in tuition and fee revenue is necessary because the average traditional student semester credit hours in the Fall of 2015 and Spring of 2016 semesters was lower than the average traditional student semester credit hours used for budgeting purposes. The average semester credit hours average used for budgeting purposes, based on historical trends, was 10.04, however the FY 2015 – 2016 average semester credit hours per student decreased to 9.80. As a result, revenue per student decreased. The average semester credit hours had been above 9.80 in the last five (5) years.

- Salary Expense Budget Reduction
  ⇒ The salary expense budget will be decreased by $383,060, from $85,239,693 to $84,856,633.

- Operating Budget Reduction
  ⇒ The operating expense budget will be decreased by $656,674, from $31,995,989 to $31,339,315.

- Travel Budget Reduction
  ⇒ The travel expense budget will be decreased by $54,722, from $1,968,296 to $1,913,574.

2. Transfer of Unrestricted Fund Balance to Plant Funds

A budget amendment is proposed to transfer funds from the Unrestricted Fund Balance to the Unexpended Construction Plant Fund and the Renewals and Replacements Plant Fund, as follows:

- The Unrestricted Fund Balance Allocations will be increased by $3,500,000 to fund the transfers to the Plant Funds.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of $2,500,000 to the Unexpended Construction Plant Fund for future construction and renovation projects.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of $1,000,000 to the Renewals and Replacements Plant Fund for future deferred maintenance projects.

Amended Budget Revenue and Expenditures/Transfers/Reserves and Fund Balances

As a result of the amendment, the total budgeted revenues and expenditures/reserves for fiscal year 2015 - 2016 will increase as follows:

Fiscal Year 2015 - 2016 Budgeted Revenues and Expenditures /Transfers/Reserves

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	$163,175,686	$2,405,544	$165,581,230
Unexpended Construction Plant Fund	B	$110,915,839	$2,500,000	$113,415,839
Renewals and Replacements Plant Fund	C	$4,641,250	$1,000,000	$5,641,250

After the transfer of $3,500,000, the Unrestricted Undesignated Fund Balance at September 1, 2015 in the amount of $71,932,033 will be reduced to $68,432,033. This amount is sufficient to fund approximately 5 months of operating expenditures.

The fund balances at September 1, 2015 for these three funds, and after the proposed amendments, are as follows:

Fund Balances at September 1, 2015

Fund	Fund Balance at September 1, 2015	Proposed Amendment	Amended Fund Balance
Unrestricted Fund	$71,932,033	($3,500,000)	$68,432,033
Unexpended Construction Plant Fund	$24,723,984	$2,500,000	$27,223,984
Renewals and Replacements Plant Fund	$21,175,171	$1,000,000	$22,175,171

The fund balance for these funds will be adjusted by FY 2015 - 2016 activity.

The budget amendment follows in the packet for your information and review.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the June 28, 2016 Board meeting, the proposed budget amendment for FY 2015 - 2016, as presented.

South Texas College
Budget Amendment
Fiscal Year 2016
Unrestricted Fund Balance Allocations

Unrestricted Undesignated Fund Balance at September 1, 2015	$	71,932,033
Less Proposed Budget Amendment / Fund Balance Allocation		
Transfer to - Unexpended Construction Plant Fund		2,500,000
Transfer to - Renewals and Replacements Plant Fund		1,000,000
Total Fund Balance Allocation		3,500,000
Adjusted Unrestricted Undesignated Fund Balance After Allocation (1)	**$**	**68,432,033**

(1) Balance does not include FY 2015-2016 increase or decrease in fund balance or proposed designations for FY 2015-2016.

South Texas College
Unrestricted Fund

Fiscal Year Ending August 31, 2016
AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
State Revenue	$ 45,613,017	$ -	$ 45,613,017
Tuition	31,960,703	(379,318)	31,581,385
Fees	26,274,482	(715,138)	25,559,344
Other Revenues	3,801,648	-	3,801,648
Local Taxes	36,508,562	-	36,508,562
Local Taxes - Bond 2014	9,063,214	-	9,063,214
Special and Fund Balance Allocations (Carryover)	9,954,060	-	9,954,060
Unexpended Construction Plant Fund	-	2,500,000	2,500,000
Renewals and Replacements Plant Fund	-	1,000,000	1,000,000
Total Revenues	**$ 163,175,686**	**$ 2,405,544**	**$ 165,581,230**

Expenditures Summary

Expenditures/Transfers/Reserves	Original Budget	Increase / (Decrease)	Amended Budget
Salaries	$ 85,239,693	$ (383,060)	$ 84,856,633
Benefits	24,732,821	-	24,732,821
Operating	31,995,989	(656,674)	31,339,315
Travel	1,968,296	(54,722)	1,913,574
Capital	2,214,273	-	2,214,273
Transfers and Reserves	17,024,614	-	17,024,614
Unexpended Construction Plant Fund	-	2,500,000	2,500,000
Renewals and Replacements Plant Fund	-	1,000,000	1,000,000
Total Expenditures/Transfers/Reserves	**$ 163,175,686**	**$ 2,405,544**	**$ 165,581,230**

South Texas College
Unexpended Plant Fund

Fiscal Year Ending August 31, 2016
AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Interest	$ 20,118	$ -	$ 20,118
Interest Limited Tax Bonds, Series 2014	11,128	-	11,128
Interest Limited Tax Bonds, Series 2015	45,195		45,195
Transfer In - Unrestricted Fund	5,000,000	2,500,000	7,500,000
Fund Balance Deduction	8,033,147	-	8,033,147
Fund Balance Deduction Bond Series 2014 and 2015	97,806,251	-	97,806,251
Total Revenues	**$ 110,915,839**	**$ 2,500,000**	**$ 113,415,839**

Expenditure Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Projected Draws for Approved Projects	$ 13,053,265	$ -	$ 13,053,265
Projected Draws for Approved Projects Bond Series 2014 and 2015	97,862,574	-	97,862,574
Fund Balance Addition	-	2,500,000	2,500,000
Total Expenditures/Reserve	**$ 110,915,839**	**$ 2,500,000**	**$ 113,415,839**

South Texas College
Renewals and Replacements Plant Fund

Fiscal Year Ending August 31, 2016
AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Fund Balance Deduction	$ 4,641,250	$ -	$ 4,641,250
Transfers In - Unrestricted	-	1,000,000	1,000,000
Total Revenues	**$ 4,641,250**	**$ 1,000,000**	**$ 5,641,250**

Expenditures Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Renewals and Replacements Expenditures	$ 4,641,250	$ -	$ 4,641,250
Fund Balance Addition	-	1,000,000	1,000,000
Total Expenditures/Reserve	**$ 4,641,250**	**$ 1,000,000**	**$ 5,641,250**

Review and Recommend Action on Unrestricted Fund Balance Designations as of August 31, 2016

Approval of the Unrestricted Fund Balance Designations as of August 31, 2016 will be requested at the June 28, 2016 Board Meeting.

The Unrestricted Fund Balance Designations represents the College's intended future use of available resources and must be approved by the Board of Trustees. The amount approved as the Unrestricted Fund Balance Designations appears on the College's Comprehensive Annual Financial Report and is itemized as Board Designated.

As of August 31, 2015, the Board has designated a total of $28,500,000, as reflected in the table below. The total designation of $28,500,000 included 1) a $7,500,000 designation for employee health insurance premiums due to the rising costs of employee health insurance and the uncertainty of continued state funding, 2) a $11,500,000 designation for the continued functionality of the College's Enterprise Resource Planning (ERP) system, 3) a $4,000,000 designation for the deferred maintenance of facilities, 4) a $3,500,000 designation for the College's business continuity of operations in the event of serious incidents or disasters, and 5) $2,000,000 for furniture replacements.

Management is proposing an additional Unrestricted Fund Balance designation in the total amount of $2,000,000 in Fiscal Year 2015 - 2016 for ERP infrastructure maintenance and renewal. Including the proposed additional fund balance designations for fiscal year 2015 - 2016, the total designation as of August 31, 2016 would be $30,500,000, as follows.

Summary of Fund Balance Designations

Fund Balance Designations Per Category	FY 2015	FY 2016
Health Insurance Premiums	$7,500,000	$7,500,000
ERP Infrastructure Maintenance and Renewal	11,500,000	13,500,000
Facilities Deferred Maintenance	4,000,000	4,000,000
Business Continuity and Disaster Plan	3,500,000	3,500,000
Furniture Replacement	2,000,000	2,000,000
Total Fund Balance Designation as of August 31	**$28,500,000**	**$30,500,000**

Including the transfers of $3,500,000 to the Plant Funds, per the proposed budget amendment, and the additional designation, the Unrestricted Fund Balance at September 1, 2015 will be adjusted as follows:

Unrestricted Fund Balance

	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2015	$71,932,033	$28,500,000	$100,432,033
Less: Proposed Plant Funds Transfer	(3,500,000)	--	(3,500,000)
Proposed Amended Fund Balance	68,432,033	28,500,000	96,932,033
FY 2015 – 2016 Additional Designation	(2,000,000)	2,000,000	--
Adjusted Fund Balance	$66,432,033	$30,500,000	$96,932,033

The total Unrestricted Undesignated Fund Balance of $66,432,033 represents approximately four and one half (4½) months of budgeted expenditures. Per Policy #5350: Unrestricted Fund Balance, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures. These balances do not include the FY 2015 - 2016 activity.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the June 28, 2016 Board meeting, the Unrestricted Fund Balance Designation as of August 31, 2016 in the amount of $2,000,000 as presented.

Review and Recommend Action on Proposed Employee Salary Pay Plans for FY 2016 - 2017

Approval of the Proposed Employee Salary Pay Plans for FY 2016 - 2017 will be requested at the June 28, 2016 Board meeting.

Purpose - The Proposed Employee Salary Pay Plans for FY 2016 - 2017 for all employee groups is presented for the Committee's review and consideration. The Employee Salary Pay Plans include the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty.

Justification - The Employee Salary Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2016-2017.

Background – The FY 2016 - 2017 pay plan compensation structure continues as per Evergreen Solutions' recommendations after the full compensation study conducted in FY 2013 - 2014 which recommended a more consistent compensation structure that improved consistency and a uniformity of spread within each pay grade range. Range spreads are a measure of a pay range's width, calculated as the percent increase from the minimum salary to the maximum salary of the range. Upon completion of the compensation study, the minimum of the adopted pay plan was set to 7.3% above the minimum starting salary for the classified range of the prior pay plan to match market conditions.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in May 2016.

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

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the June 14, 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 June 28, 2016 Board meeting, the Proposed Employee Salary Pay Plans for FY 2016 - 2017, as presented.

Review and Recommend Action on Proposed Staffing Plan for FY 2016 - 2017

Approval of the Proposed Staffing Plan for FY 2016 - 2017 will be requested at the June 28, 2016 Board meeting.

Purpose - The Proposed Staffing Plan for FY 2016 – 2017 for all employee groups is presented for the Committee's review and consideration. The Staffing Plan includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College. The Staffing Plan also includes title changes for some positions as requested by the Vice Presidents and President and as approved by the Board of Trustees in May 2016.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office, to reflect the College's proposed staffing and salary structure for FY 2016 - 2017.

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

Funding Source – The organization funding each position is listed on the Staffing Plan and is subject to Board approval of the FY 2016 - 2017 Budget.

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

Enclosed Documents - A copy of the FY 2016 - 2017 Staffing Plan is included under separate cover. Staff is still in the process of proofing the document. There may be minor changes prior to final presentation to the Board due to personnel actions such as resignations and/or corrective revisions.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the June 14, 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 June 28, 2016 Board meeting, the Proposed Staffing Plan for FY 2016 - 2017, as presented.

Review and Discussion of Proposed Budget for FY 2016 - 2017

Enclosed is the Proposed Budget for FY 2016 - 2017 for your information and review.

Dr. Shirley A. Reed, President and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will discuss the proposed budget for FY 2016 - 2017 with the Committee.

The revenues and expenditures for FY 2016 - 2017 are based on the following:

Revenues:

- State appropriation revenue is projected to remain at the FY 2015 - 2016 level since FY 2016 - 2017 is the second year of the biennium. An increase is projected in other state revenues consisting of TRS, ORP, and medical insurance for FY 2016 - 2017, in the amount of $217,889. The state appropriation amount is based on the allocations in HB1 and the other state revenue is based on state allocation schedules.

- Tuition for FY 2016 - 2017 is based on projected enrollment of 19,755 traditional students, a 2% increase from Fall 2015, and 16,796 dual enrollment tuition free students for Fall 2016. The projections indicate an increase in tuition of approximately $482,054 in FY 2016 - 2017 and include the Board approved increases to the Biology and Chemistry differential tuition rates of $5 per semester credit hour.

- Fees for FY 2016 - 2017 are based on the same enrollment projections as tuition. The projections include the Board approved increase of $50 per student and course for the Dual Credit Late Processing Fee, the increase of $10 per student for the Registration Fee, the increase of $10 per student for the Registration Fee After Deadline, the increase of $2 per semester credit hour for the Information Technology Fee, the increase of $1 per semester credit hour for the Learning Support Fee, the increase of $5 for the Installment Plan Fee, the increase of $5 for the Installment Plan Late Payment Fee, and the $5 increase for the Emergency Loan Late Payment Fee. The projections indicate an increase in fees of approximately $1,564,386 in FY 2016 - 2017.

- Other revenue is expected to increase $1,035,033 in FY 2016 - 2017. The projected increase is mainly due to the increased revenue from dual enrollment cost reimbursements and interest revenue.

- Tax revenue for FY 2016 - 2017 is expected to increase $940,961, based on historical trends. Of the total increase in tax revenue, approximately $200,000 is due to the increase of 3 cents in the tax rate related to the 2013 Bond Program.

- Carryover Allocations is projected to increase $12,061,591 in FY 2016 - 2017. The increase mainly resulted from the decrease of $2,000,000 in the transfer to the Unexpended Plant Fund, the increase of $1,886,634 in the Capital Carryover, and the increase of $12,289,956 funded from FY 2014 - 2015 and FY 2015 - 2016 M&O tax revenue which will be used for Bond 2013 construction related furniture and equipment.

Expenditures:

- The Salary expenditures budget is proposed to increase $7,775,571 in FY 2016 - 2017 mainly due to the following:

Addition of new faculty positions approved by the Board of Trustees at the November 24, 2015 Board Meeting	$550,000
Proposed salary adjustments for faculty and staff approved by the Board of Trustees at the May 21, 2016 Board Meeting	1,446,408
New proposed non faculty positions approved by the Board of Trustees at the May 21, 2016 Board Meeting	234,000
Full funding of previously partially funded positions	1,732,835
Adjunct Pool Salary Increase approved by the Board of Trustees at the January 22, 2016 Board Meeting	1,174,339
Salary Adjustments/Reclassifications and Pool Adjustments approved by the Board of Trustees at the May 21, 2016 Board Meeting	152,548
Bond-New Positions approved by the Board of Trustees at the May 21, 2016 Board Meeting	2,399,100
Bond-Salary Adjustments/Reclassifications approved by the Board of Trustees at the May 21, 2016 Board Meeting	86,341
Total	**$7,775,571**

- The Benefits expenditures budget for FY 2016 - 2017 is proposed to increase by $1,434,332.

- The Operating expenditures budget for FY 2016 - 2017 is proposed to increase by $6,267,489.

  ⇒ The operating budget is proposed to decrease by $963,462 based on the needs of the College's departments.
  ⇒ In addition, the operating budget is proposed to increase by $7,230,951 for furniture and equipment for the new bond buildings to be funded from the M&O tax bond revenue. The M&O tax bond revenue from prior fiscal years will fund $1,876,151 and the M&O tax bond revenue from FY 2016 - 2017 will fund $5,354,800 of the total bond construction related operating furniture and equipment.

- The Travel expenditures budget for FY 2016 - 2017 is proposed to increase by $127,827. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.

- The Capital Outlay expenditures budget for FY 2016 - 2017 is proposed to increase by $7,607,517.

  ⇒ The capital budget is proposed to increase by $672,361 based on the needs of the College's departments.
  ⇒ In addition, the capital budget is proposed to increase by $6,935,156 for equipment for the new bond buildings to be funded from the FY 2016 – 2017 M&O tax bond revenue.

- The Transfers and Contingencies budget for FY 2016 - 2017 is proposed to decrease by $6,910,822. The decrease is primarily due to the decrease of $4,907,222 to the M&O Tax Bond Program Reserve because a portion of the M&O tax revenue generated in FY 2016 - 2017 will be used to fund salaries, benefits, operating, and capital expenditures. The transfer to the Unexpended Plant Fund decreased by $2,000,000 and the MTR Bond Series 2007 debt service is projected to decrease by $3,600 in FY 2016 - 2017. This debt service is paid from maintenance and operations taxes.

Financial managers have submitted their anticipated expenditure budgets through the budget database for operating, travel, and capital. These expenditures are included in the Proposed Budget for FY 2016 - 2017.

The Summary of Projected Revenues and Expenditures and the Proposed Budget PowerPoint presentation follows in the packet for the Committee's review and information. Copies of the Proposed Draft Budget for FY 2016 - 2017 are included under separate cover. Additional changes may be required to the budget revenue and expenditure projections prior to final presentation to the Board.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Preliminary Summary of Proposed Budget for FY 2016 - 2017.

The Proposed Budget for Fiscal Year 2016 - 2017 is presented for information and review by the Committee. No action is required from the Committee.

South Texas College

Unrestricted Fund

Preliminary Summary of Projected Revenues and Expenditures

Fiscal Years 2016-2017

Summary of Revenues	FY 2016 Approved Budget	FY 2017 Requested Budget	% of Total Revenues	Difference FY 2016 Approved to FY 2017 Requested
State Appropriation Revenue	$ 38,583,036	$ 38,583,036	21.50%	$ -
Other State Revenue-ORP	*467,199*	*509,817*	*0.28%*	*42,618*
Other State Revenue-TRS	*1,921,405*	*2,096,676*	*1.17%*	*175,271*
Other State Revenue-HEGI	*4,641,377*	*4,641,377*	*2.59%*	-
Other State Revenue Subtotal	7,029,981	7,247,870	4.04%	217,889
Total State Revenues	**45,613,017**	**45,830,906**	**25.54%**	**217,889**
Total Tuition	**31,960,703**	**32,442,757**	**18.08%**	**482,054**
Total Fees	**26,274,482**	**27,838,868**	**15.51%**	**1,564,386**
Total Other Revenues	**3,801,648**	**4,836,681**	**2.69%**	**1,035,033**
Total Local Taxes	**36,508,562**	**37,249,523**	**20.75%**	**740,961**
Total M&O Tax Bond Program 2013	**9,063,214**	**9,263,214**	**5.16%**	**200,000**
Total Carryover Allocations	**9,954,060**	**22,015,651**	**12.27%**	**12,061,591**
Total Revenues	**$ 163,175,686**	**$ 179,477,600**	**100.00%**	**$ 16,301,914**

Summary of Expenditures	FY 2016 Approved Budget	FY 2017 Requested Budget	% of Total Expenditures	Difference FY 2016 Approved to FY 2017 Requested
Total Salaries	**$ 85,239,693**	**$ 93,015,264**	**51.83%**	**$ 7,775,571**
Total Benefits	**24,732,821**	**26,167,153**	**14.58%**	**1,434,332**
Total Operating	**31,995,989**	**38,263,478**	**21.32%**	**6,267,489**
Total Travel	**1,968,296**	**2,096,123**	**1.17%**	**127,827**
Total Capital Outlay	**2,214,273**	**9,821,790**	**5.47%**	**7,607,517**
Total Expenditures	**$ 146,151,072**	**$ 169,363,808**	**94.36%**	**$ 23,212,736**
Transfers & Reserves				
Debt Service (MTR Bond Series 2007)	397,400	393,800	0.22%	(3,600)
Transfer to Unexpended Plant Fund	5,000,000	3,000,000	1.67%	(2,000,000)
Transfer to NAAMREI/IAM	564,000	564,000	0.31%	-
Contingency Fund	2,000,000	2,000,000	1.11%	-
M&O Tax Bond Program 2013	9,063,214	4,155,992	2.32%	(4,907,222)
Total Transfers & Reserves	**17,024,614**	**10,113,792**	**5.64%**	**(6,910,822)**
Total Expenditures, Transfers and Reserves	**$ 163,175,686**	**$ 179,477,600**	**100.00%**	**$ 16,301,914**

Proposed Budget
FY 2016 - 2017

SOUTH TEXAS COLLEGE

Proposed Unrestricted Fund Revenues
FY 2016 - 2017

Summary of Revenues	FY 2015 - 2016 Budget	FY 2016 - 2017 Proposed Budget	Increase/ (Decrease)
State Appropriation Revenue	$35,583,036	$38,583,036	$ -
Other State Revenue – ORP	*467,199*	*509,817*	*42,618*
Other State Revenue – TRS	*1,921,405*	*2,096,676*	*175,271*
Other State Revenue – HEGI	*4,641,377*	*4,641,377*	-
Other State Revenue Subtotal	7,029,981	7,247,870	217,889
Total State Revenues	**45,613,017**	**45,830,906**	**217,889**
Total Tuition	**31,960,703**	**32,442,757**	**482,054**
Total Fees	**26,274,482**	**27,838,868**	**1,564,386**
Total Other Revenues	**3,801,648**	**4,836,681**	**1,035,033**
Total Local Taxes	**36,508,562**	**37,249,523**	**740,961**
Total M&O Tax Bond Program 2013	**9,063,214**	**9,263,214**	**200,000**
Total Carryover Allocations	**9,954,060**	**22,015,651**	**12,061,591**
Total Revenues	**$163,175,686**	**$179,477,600**	**$16,301,914**

Proposed Unrestricted Fund Expenditures

FY 2016 - 2017

Summary of Expenditures	FY 2015 - 2016 Budget	FY 2016 - 2017 Proposed Budget	Increase/ (Decrease)
Total Salaries	**$85,239,693**	**$93,015,264**	**$7,775,571**
Total Benefits	**24,732,821**	**26,167,153**	**1,434,332**
Total Operating	**31,995,989**	**38,263,478**	**6,267,489**
Total Travel	**1,968,296**	**2,096,123**	**127,827**
Total Capital Outlay	**2,214,273**	**9,821,790**	**7,607,517**
Total Expenditures	**$146,151,072**	**$169,363,808**	**$23,212,736**
Transfers and Reserves			
Debt Service (MTR Bond Series 2007)	397,400	393,800	(3,600)
Transfer to Plant Funds	5,000,000	3,000,000	(2,000,000)
Transfer to Renewals & Replacements Plant Fund	-	-	
Transfer to NAAMREI / IAM	564,000	564,000	-
Contingency Fund	2,000,000	2,000,000	-
M&O Tax Bond Program 2013	9,063,214	4,155,992	(4,907,222)
Total Transfers and Reserves	**17,024,614**	**10,113,792**	**(6,910,822)**
Total Expenditures, Transfers & Reserves	**$163,175,686**	**$179,477,600**	**$16,301,914**

Proposed Unrestricted Fund Revenues

FY 2016 - 2017

Proposed State Appropriation Revenue
FY 2016 - 2017

Appropriation Category	FY 2015 - 2016	FY 2016 - 2017
Core Operations	$500,000	$500,000
Contact Hour Funding	33,607,193	33,607,193
Student Success	3,670,736	3,670,736
BAT	805,107	805,107
Total	**$38,583,036**	**$38,583,036**

Proposed State Insurance Contribution
FY 2016 - 2017

SB 1812, Eighty-third Legislature, set the payroll state contribution rate for Higher Education Group Insurance (HEGI) contributions for community colleges at 50% of the cost associated with eligible employees. Total projected State Insurance Contribution is **$4,641,377**.

	FY 2015 - 2016			FY 2016 - 2017		
Plan Name	**Premium**	**Contribution (State Pays 50%)**	**Employee Pays**	**Premium**	**Contribution (State Pays 50%)**	**Employee Pays**
Member Only	$576.54	$576.54	$0	$617.30	$617.30	$0
Member & Spouse	$1,237.02	$906.78	$330.24	$1,324.66	$970.98	$353.68
Member & Children	$1,018.78	$797.66	$221.12	$1,090.90	$854.10	$236.80
Member & Family	$1,679.26	$1,127.90	$551.36	$1,798.26	$1,207.78	$590.48

Proposed State Retirement Contribution

FY 2016 - 2017

SB 1812, Eighty-third Legislature, limited the payroll state contribution rate for Optional Retirement Program (ORP) and the Teacher Retirement System (TRS) to 50% of the contribution. Total projected State Retirement Contribution is **$2,606,493**.

	FY 2015 - 2016		FY 2016 - 2017	
	Contribution Rate (State pays 50%)	Employee Contribution Rate	Contribution Rate (State pays 50%)	Employee Contribution Rate
ORP	6.6% / 8.5%	6.65%	6.6% / 8.5%	6.65%
TRS	6.8%	7.2%	6.8%	7.2%

Proposed Student Enrollment

FY 2016 - 2017

Traditional and Dual Enrollment Students

Total proposed Tuition and Fee Revenue is **$60,281,625**.

	FY 2015 - 2016 Actual/Projected		FY 2016 - 2017 Projected					
Term	**Traditional**	**Dual Enrollment**	✓ **Traditional**	**Traditional Increase %**	**Traditional Increase**	✓ **Dual Enrollment**	**Dual Enrollment Increase %**	**Dual Enrollment Increase**
Fall	19,368	15,269	19,755	2.00%	387	16,796	10.00%	1,527
Spring	17,524	16,158	17,874	2.00%	350	17,871	10.60%	1,713
SS1	7,136	4,410	7,279	2.00%	143	4,851	10.00%	441
SS2	4,248	1,712	4,333	2.00%	85	1,883	10.00%	171
Total	**48,276**	**31,427**	**49,241**			**41,401**		

Proposed Property Tax Levy

FY 2016 - 2017

Total estimated Local Tax Revenue is **$46,512,737**

County	FY 2015 - 2016 Levy 2015 Tax Levy	FY 2016 - 2017 Levy 2016 Projected Tax Levy*	Difference Levy 2016 to Levy 2015	% Incr / (Decr)
Tax Collections-Current Levy	$33,231,783	$34,031,783	$800,000	2.41%
Delinquent Tax	1,898,170	1,853,368	(44,802)	-2.36%
Penalties and Interest	1,378,609	1,364,372	(14,237)	-1.03%
M&O Tax Bond Program 2013	9,063,214	9,263,214	200,000	2.21%
Total	**$45,571,776**	**$46,512,737**	**$940,961**	**2.06%**

* Projections for FY 2016 - 2017 are based on historical trends and preliminary values provided by the appraisal districts for Hidalgo and Starr counties in April.

Proposed Carryover Allocations

FY 2016 - 2017

Carryover Allocations	Amount
Non Public Fund	$895,797
Unexpended Construction Plant	3,000,000
Continuing Education	929,188
Capital Purchases	2,886,634
Contingency Fund	2,000,000
Carryover Adjustments (Nursing, Royalties)	14,076
Prior Year M&O Tax Bond Program 2013-Supplies and Equipment	12,289,956
Total Carryover Allocations	**$22,015,651**

Proposed Unrestricted Fund Expenditures by Classification

FY 2016 - 2017

Proposed Unrestricted Fund Expenditures by Function

FY 2016 - 2017

Proposed Total Expenditures By Function

FY 2016 - 2017

Function	Amount	Percentage
Instruction	$87,090,741	51.42%
Public Service	1,477,346	0.87%
Academic Support	20,291,989	11.98%
Student Services	14,020,943	8.28%
Institutional Support	25,298,832	14.94%
Operation & Maintenance	21,183,957	12.51%
Total Proposed Expenditures	**$169,363,808**	**100.00%**

Proposed Salary Expenditures By Function

FY 2016 - 2017

Function	Amount	Percentage
Instruction	$52,726,557	56.69%
Public Service	494,215	0.53%
Academic Support	10,749,632	11.56%
Student Services	8,769,182	9.43%
Institutional Support	11,977,853	12.88%
Operation & Maintenance	8,297,825	8.91%
Total Proposed Salaries Expenditures	**$93,015,264**	**100.00%**

Proposed Capital Expenditures

FY 2016 - 2017

Capital Expenditures Budget Proposals	Amount
Instruction C-arm fluoroscopy unit and surgical table, ultrasound unit and stretcher, low temperature chest freezer, technology-instruction, FFE- instruction	$6,905,295
Public Service Technology-public service	4,213
Academic Support Library books and videos, strategic market analysis software, technology-academic support, FFE-academic support	1,175,935
Student Services Call center services, technology-student services, FFE-student services	600,123
Institutional Support Timekeeping system, FFE-institutional support	152,000
Operations and Maintenance Cargo and delivery vehicle, police vehicles, space management software, technology-operation & maintenance, FFE-operating & maintenance	984,224
Total Proposed Capital Expenditures	**$9,821,790**

Proposed Auxiliary Fund

FY 2016 - 2017

Total Revenues	Total Expenditures
$2,087,848	$2,087,848

Revenue Sources	Expenditure Types
Bookstore Commissions	Student/Employee Initiatives
Food Service Sales	Food Service Expenditures
Vending Machine Commissions and Catering Commissions	Student/Employee Initiatives
Conferences Revenue	Conference Expenditures
Child Care Center Revenue	Child Care Center Expenditures
Student Copier Revenue	Student Copier Expenditures

Proposed Restricted Fund
FY 2016 - 2017

Total Revenues	Total Expenditures
$74,289,065	$74,289,065

Revenue Sources	Expenditure Types
State and Federal Financial Aid	Pell, SEOG, College Work-Study, TEOG Initial and Renewal
State and Federal Grants	TWC Skills Development Fund, Carl Perkins, Nursing Shortage Reduction, Veterans Chapter 31 and 33, Wagner Peyser
Private and Local Grants and Scholarships	Student scholarships, VIDA, City of McAllen

Proposed Plant Fund
Unexpended-Construction Fund Non-Bond and Bond
FY 2016 - 2017

Fund	Revenues, Transfer In and Fund Balance Allocation	Expenditures, Transfers and Reserves
Unexpended-Construction Fund-Non-Bond	$18,148,132	$18,148,132
Unexpended-Construction Fund-Bond	118,128,382	118,128,382
Total	**$136,276,514**	**$136,276,514**

Proposed Plant Fund

Renewals & Replacements and Retirement of Indebtedness

FY 2016 - 2017

Fund	Revenues, Transfer In and Fund Balance Allocation	Expenditures, Transfers and Reserves
Unexpended-Renewals & Replacements	$4,802,050	$4,802,050
Unexpended-Retirement of Indebtedness	$18,563,779	$18,563,779

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 June 9, 2016.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will be available to respond to questions from the Committee.

The presentation of the data has been modified to help communication with Board members and other individuals.

1) Vacancies at Beginning of Fiscal Year 2015 - 2016
(EXHIBIT A - VACANT POSITIONS – NEW)
(EXHIBIT B - VACANT POSITIONS - CONTINUING)

- Fiscal Year 2015 - 2016 started with 97 vacant Full Time Regular positions from the previous fiscal year, and the Board approved seventy four (74) additional new positions for a total of 171 vacant Full Time Regular positions.

2) Positions Filled during Fiscal Year 2015 - 2016
(EXHIBIT C - HIRED)

- One hundred thirty one (131) Full Time, Regular positions have been filled as of June 9, 2016.
- Sixteen (16) Full Time, Regular positions have been filled since the last vacancy report provided as of May 5, 2016.

3) Position Turnover during Fiscal Year 2015 - 2016
(EXHIBIT D - RESIGNATIONS)

- There have been forty four (44) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of June 9, 2016.
- There have been five (5) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of May 5, 2016.

Further details can be found in the Position Vacancy Report on the following pages.

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

South Texas College

NEW Vacant Full-Time Regular Positions Approved for FY 2015 - 2016

New Positions

As of June 9, 2016

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	4	Screening in Progress	06-20-16
Division of Business and Technology							
Welding	707415	NEW	Classified Non-Exempt	Lab Assistant - Welding	3	Advertised	07-18-16
Division of Liberal Arts and Social Sciences							
Kinesiology	701130	NEW	Prof/Tech Support Exempt	Facilities	4	Screening in Progress	06-20-16
Division of Math, Science and Bachelor Programs							
Division of Math, Science & BA Programs	705416	NEW	Prof/Tech Support Exempt	Center Officer	4	Screening in Progress	06-20-16
Finance and Administrative Services							
Business Office	749184	NEW	Prof/Tech Support Non-Exempt	Accountant	4	Screening in Progress	06-20-16
Business Office	750184	NEW	Prof/Tech Support Exempt	Financial Analyst	4	Screening in Progress	06-20-16
Human Resources	724240	NEW	Prof/Tech Support Non-Exempt	Human Resources Specialist	4	Screening in Progress	06-20-16
Internal Audits	701273	NEW	Prof/Tech Support Non-Exempt	Staff Audit Specialist	3a	Re-Advertised	07-18-16
Office of Safety and Security	744514	NEW	Classified Non-Exempt	Security Guard	5	Recommendation in Progress	06-20-16
Office of Safety and Security	738514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	5	Recommendation in Progress	06-20-16
Office of Safety and Security	735514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	4	Screening in Progress	06-20-16
Purchasing	727580	NEW	Prof/Tech Support Exempt	Construction Buyer	4	Screening in Progress	06-20-16
Purchasing	726580	NEW	Prof/Tech Support Non-Exempt	Purchasing Specialist	4	Screening in Progress	06-20-16
Purchasing	728580	NEW	Prof/Tech Support Exempt	Specifications Writer	4	Screening in Progress	06-20-16
Information Services, Planning and Strategic Initiatives							
Centers for Learning Excellence	720426	NEW	Classified Non-Exempt	Student Learning Assistant	2	Requisition in Progress	07-25-16
Centers for Learning Excellence	721426	NEW	Prof/Tech Support Non-Exempt	Learning Excellence Specialist	4	Screening in Progress	06-20-16
Infrastructure - Instruction	719393	NEW	Prof/Tech Support Exempt	Database Analyst	4	Screening in Progress	06-20-16
Institutional Effectiveness and Assessment	709171	NEW	Prof/Tech Support Exempt	Institutional Effectiveness Analyst	4	Screening in Progress	06-20-16
Research and Analytical Services	715170	NEW	Prof/Tech Support Exempt	Institutional Research Analyst	3a	Re-Advertised	07-18-16
Technology Resources	710262	NEW	Classified Non-Exempt	Administrative Assistant	4	Screening in Progress	06-20-16
Office of the President							
Public Relations/Marketing	723462	NEW	Prof/Tech Support Non-Exempt	Copy Writer	5	Recommendation in Progress	06-20-16
Student Affairs and Enrollment Management							
Admissions and Records	715612	NEW	Prof/Tech Support Non-Exempt	Transcript/Graduation Analyst	3	Advertised	07-18-16
Advising	733332	NEW	Prof/Tech Support Non-Exempt	Advisor	4	Screening in Progress	06-20-16
Advising	734332	NEW	Prof/Tech Support Non-Exempt	Advisor	4	Screening in Progress	06-20-16
Counseling & Disability Services	709336	NEW	Classified Non-Exempt	Secretary	4	Screening in Progress	07-05-16

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 - Position Change

South Texas College

Vacant-Continuing Full-Time Regular Positions from FY 2014 - 2015

Vacant Positions - Continuing

As of June 9, 2016

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	3a	Re-Advertised	07-18-16
Curriculum and Student Learning	700095	CONT	Classified Non-Exempt	Administrative Assistant	02-08-16	4	Screening in Progress	06-20-16
Curriculum and Student Learning	702283	CONT	Prof/Tech Support Non-Exempt	Curriculum Specialist	01-10-16	5	Recommendation in Progress	06-20-16
HS Programs and Services	701285	CONT	Prof/Tech Support Exempt	Coord of Academies and High School Projects	12-06-15	5	Recommendation in Progress	06-20-16
HS Programs and Services	705286	CONT	Prof/Tech Support Non-Exempt	Early College High School Specialist	08-12-15	4	Screening in Progress	06-20-16
Professional & Organizational Dev	705352	CONT	Prof/Tech Support Exempt	Coord for Professional & Organizational Dev	09-01-14		On Hold	07-05-16
Professional & Organizational Dev	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	08-16-15	4	Screening in Progress	06-20-16
Professional & Organizational Dev	704352	CONT	Prof/Tech Support Non-Exempt	Professional Development Specialist	08-23-15	5	Recommendation in Progress	06-20-16
Academic Affairs								
Distance Learning	706276	CONT	Prof/Tech Support Exempt	Instructional Designer	12-16-15	5	Recommendation in Progress	06-20-16
Distance Learning	701274	CONT	Prof/Tech Support Non-Exempt	Help Desk Specialist	09-17-15	1	Pending Requisition	07-25-16
Division of Business and Technology								
Welding	701311	CONT	Classified Non-Exempt	Lab Assistant - Welding	10-03-14	5	Recommendation in Progress	06-20-16
Division of Math, Science and Bachelor Programs								
Biology	713272	CONT	Classified Non-Exempt	Faculty Secretary	08-31-16	2	Requisition in Progress	07-25-16
Chemistry	702200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist I - Chemistry	09-14-15	1	Pending Requisition	07-25-16
Division of Math, Science and Bachelor Programs	701416	CONT	Classified Non-Exempt	Administrative Assistant	11-30-15	1	Pending Requisition	07-25-16
Division of Math, Science and Bachelor Programs	701298	CONT	Classified Non-Exempt	Administrative Assistant	09-01-13	1	Pending Requisition	07-25-16
Mathematics	702415	CONT	Classified Non-Exempt	Faculty Secretary	08-07-15	5	Recommendation in Progress	06-20-16
Division of Nursing and Allied Health								
Division of Nursing and Allied Health	701557	CONT	Classified Non-Exempt	Lab Asst - NAH	05-01-16	1	Pending Requisition	07-25-16
Division of Nursing and Allied Health	700164	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	01-31-16	4	Screening in Progress	06-20-16
Division of Nursing and Allied Health	700557	CONT	Administrative Exempt	Dean for Nursing and Allied Health	08-14-15		On Hold	09-01-16
Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	3a	Re-Advertised	07-18-16
Health Information	700555	CONT	Classified Non-Exempt	Faculty Secretary	10-16-15	5	Recommendation in Progress	06-20-16
Finance and Administrative Services								
Business Office	792184	CONT	Classified Non-Exempt	Accounting Assistant	06-22-15	4	Screening in Progress	06-20-16
Business Office	719184	CONT	Classified Non-Exempt	Accounting Assistant	05-01-16	3	Advertised	07-18-16
Business Office	795184	CONT	Classified Non-Exempt	Accounting Assistant	05-08-16	2	Requisition in Progress	07-25-16
Business Office	717184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	04-27-16	3	Advertised	07-18-16
Cashiers Office	739184	CONT	Prof/Tech Support Exempt	Business System Analyst	Frozen in FY14 & FY15	3a	Re-Advertised	07-18-16
Cashiers Office	712184	CONT	Classified Non-Exempt	Cashier II	09-01-14	5	Recommendation in Progress	06-20-16
Cashiers Office	731184	CONT	Classified Non-Exempt	Cashier II	01-04-16	4	Screening in Progress	07-05-16
Custodial	735502	CONT	Classified Non-Exempt	Custodian	Frozen in FY15	5	Recommendation in Progress	06-20-16
Custodial	700180	CONT	Classified Non-Exempt	Custodian	06-21-15	5	Recommendation in Progress	06-20-16
Custodial	709502	CONT	Classified Non-Exempt	Custodian	02-05-16	5	Recommendation in Progress	06-20-16
Custodial	737502	CONT	Classified Non-Exempt	Custodian	01-28-16	4	Screening in Progress	06-20-16
Custodial	707502	CONT	Classified Non-Exempt	Custodian	03-31-16	4	Screening in Progress	06-20-16

705352 - Position was advertised 3 times, then cancelled as per Dr. Petrosian - position will be filled in FY 2016 - 2017.

700557 - Position was advertised, then cancelled as per Dr. Petrosian - position will be filled in FY 2016 - 2017.

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 - Position Change

South Texas College

Vacant-Continuing Full-Time Regular Positions from FY 2014 - 2015

Vacant Positions - Continuing

As of June 9, 2016

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Custodial	706502	CONT	Classified Non-Exempt	Custodian	04-22-16	4	Screening in Progress	06-20-16
Custodial	700007	CONT	Classified Non-Exempt	Custodian	05-01-16	3	Advertised	07-18-16
Fac Planning & Construction	703501	CONT	Prof/Tech Support Exempt	Facilities Planning and Construction Project Manager	02-24-16	5	Recommendation in Progress	06-20-16
Fac Planning & Construction	707501	CONT	Prof/Tech Support Exempt	Senior Facilities Planning & Construction Project Manager	05-31-16	1	Pending Requisition	07-25-16
Facility Maintenance	704499	CONT	Classified Non-Exempt	Maintenance Assistant	11-09-15	5	Recommendation in Progress	07-18-16
Facility Maintenance	700004	CONT	Prof/Tech Support Exempt	Maintenance Manager	08-21-13	3	Advertised	07-18-16
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16	1	Pending Requisition	07-25-16
Facility Maintenance	711499	CONT	Classified Non-Exempt	Staff Secretary	08-31-16	4	Screening in Progress	07-05-16
Finance and Administrative Services	704360	CONT	Prof/Tech Support Exempt	Project Manager - Finance and Administrative Services	04-29-16	4	Screening in Progress	07-05-16
Human Resources	704240	CONT	Administrative Exempt	Assistant Director of Human Resources	09-01-14	4	Screening in Progress	06-20-16
Human Resources	721240	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist	05-31-15	5	Recommendation in Progress	06-20-16
Human Resources	700057	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist	03-31-16	4	Screening in Progress	07-05-16
Human Resources	702241	CONT	Prof/Tech Support Non-Exempt	Human Resources Payroll Specialist	09-01-14	3	Advertised	07-18-16
Office of Safety and Security	708499	CONT	Classified Non-Exempt	Administrative Assistant	08-21-15	3	Advertised	07-18-16
Office of Safety and Security	709514	CONT	Prof/Tech Support Non-Exempt	Security Support Specialist	03-11-16	4	Screening in Progress	06-20-16
Information Services, Planning and Strategic Initiatives								
Centers for Learning Excellence	707423	CONT	Classified Non-Exempt	Administrative Assistant	09-01-15	5	Recommendation in Progress	06-20-16
Centers for Learning Excellence	705279	CONT	Prof/Tech Support Non-Exempt	Learning Excellence Specialist	01-10-16	4	Screening in Progress	06-20-16
Client Services	710391	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	06-08-16	2	Requisition in Progress	07-25-16
Information Security	709392	CONT	Prof/Tech Support Exempt	Information Security Analyst	05-27-16	2	Requisition in Progress	07-25-16
Infrastructure	703395	CONT	Prof/Tech Support Non-Exempt	Applications Analyst I	06-07-15	4	Screening in Progress	06-20-16
Infrastructure	700194	CONT	Prof/Tech Support Non-Exempt	Reporting Analyst I	05-31-15	4	Screening in Progress	06-20-16
Infrastructure	703393	CONT	Prof/Tech Support Non-Exempt	Systems Specialist	12-01-15	2	Requisition in Progress	07-25-16
Infrastructure	715393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	10-31-13	3a	Re-Advertised	07-18-16
Inst'l Effectiveness and Assessment	702171	CONT	Classified Non-Exempt	Administrative Assistant	05-31-16	2	Requisition in Progress	07-25-16
Inst'l Effectiveness and Assessment	703625	CONT	Administrative Exempt	Dir Inst'l Effect & Assmnt	08-31-15	5	Recommendation in Progress	06-20-16
Learning Commons and Open Labs	720397	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Open Lab	02-16-16	5	Recommendation in Progress	06-20-16
Library Acquisition	707391	CONT	Classified Non-Exempt	Library Technical Services Technician	05-16-16	x	Position Chng for FY17	09-01-16
Library Public Services	700060	CONT	Administrative Exempt	Director of Library Public Services	01-31-16	x	Position Chng for FY17	09-01-16
Library Public Services	716101	CONT	Prof/Tech Support Exempt	Librarian II	10-14-15	3a	Re-Advertised	07-18-16
Library Public Services	731101	CONT	Prof/Tech Support Exempt	Librarian III	07-31-14	x	Position Chng for FY17	09-01-16
Technology Resources	700242	CONT	Classified Non-Exempt	Administrative Assistant	02-13-15	1	Pending Requisition	07-25-16
Technology Resources	708395	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	11-05-15	4	Screening in Progress	07-05-16
Technology Support	713392	CONT	Prof/Tech Support Non-Exempt	Computer Services Analyst I	06-06-16	1	Pending Requisition	07-25-16
Telecom	702392	CONT	Prof/Tech Support Non-Exempt	Network Services Specialist	06-01-14	5	Recommendation in Progress	06-20-16
TR PM Risk and Security - Instr	701171	CONT	Prof/Tech Support Exempt	Project Manager - Technology Resources	09-01-15	3a	Re-Advertised	07-18-16
Office of the President								
Alternative Teacher Certification	701873	CONT	Classified Non-Exempt	Customer Service Technician	09-01-09	4	Screening in Progress	06-20-16
CPWE - State	714590	CONT	Classified Non-Exempt	Customer Service Technician	06-30-12	4	Screening in Progress	06-20-16

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

South Texas College

Vacant-Continuing Full-Time Regular Positions from FY 2014 - 2015

Vacant Positions - Continuing

As of June 9, 2016

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
CPWE - State	701880	CONT	Administrative Exempt	Director of College and Career Preparation	09-01-15	1	Pending Requisition	07-25-16
CPWE - State	720565	CONT	Administrative Exempt	Director of Professional and Workforce Education	09-01-15	4	Screening in Progress	06-20-16
CPWE - State	718590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	09-01-00	2	Requisition in Progress	07-25-16
Grant Development, Management, and Compliance	700123	CONT	Prof/Tech Support Exempt	Grant Development Officer	02-21-16	5	Recommendation in Progress	06-20-16
Grant Development, Management, and Compliance	700316	CONT	Prof/Tech Support Exempt	Grant Development Officer	06-22-15	1	Pending Requisition	07-25-16
Office of President	704362	CONT	Classified Non-Exempt	Administrative Assistant	09-01-05	1	Pending Requisition	07-25-16
Office of President	701340	CONT	Executive Exempt	Executive Vice President for Student Success	09-01-14	1	Pending Requisition	07-25-16
Public Relations/Marketing	701462	CONT	Classified Non-Exempt	Administrative Assistant	05-04-16	1	Pending Requisition	07-25-16
Public Relations/Marketing	711462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Community Relations	06-21-15	4	Screening in Progress	06-20-16
Public Relations/Marketing	720462	CONT	Prof/Tech Support Non-Exempt	Web Specialist	05-19-16	2	Requisition in Progress	07-25-16
Student Affairs and Enrollment Management								
Career & Employer Services	701275	CONT	Prof/Tech Support Exempt	Coord of Career Services	08-13-15	4	Screening in Progress	06-20-16
Counseling & Disability Services	703336	CONT	Prof/Tech Support Exempt	Coordinator of Student Disability Services	01-15-16	3	Advertised	07-18-16
Student Activities and Wellness	700080	CONT	Prof/Tech Support Non-Exempt	Student Activities Specialist	06-05-15	5	Recommendation in Progress	06-20-16
Student Activities and Wellness	722330	CONT	Prof/Tech Support Non-Exempt	Student Activities Specialist	03-06-16	5	Recommendation in Progress	06-20-16
Student Activities and Wellness	702330	CONT	Prof/Tech Support Non-Exempt	Student Activities Specialist	02-29-16	5	Recommendation in Progress	06-20-16
Student Activities and Wellness	720330	CONT	Prof/Tech Support Non-Exempt	Student Activities Specialist	04-30-16	4	Screening in Progress	07-05-16
Student Affairs & Enrollment Management	700190	CONT	Executive Exempt	VP Student Affairs & Enrollment Management	08-31-13	4	Screening in Progress	06-20-16
Student Assessment Center	702331	CONT	Classified Non-Exempt	Testing Technician	03-01-16	4	Screening in Progress	06-20-16
Student Financial Services	700068	CONT	Classified Non-Exempt	Financial Aid Technician	12-12-14	4	Screening in Progress	06-20-16
Student Financial Services	700015	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	04-29-16	2	Requisition in Progress	07-25-16
Student Financial Services	710440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	04-08-16	3	Advertised	07-18-16
Student Financial Services	712440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	03-07-16	4	Screening in Progress	06-20-16

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
2 - Requisition in Progress
3 - Advertised
3a - Re-Advertised
4 - Screening in Progress
5 - Recommendation in Progress
x - Position Change

South Texas College

Positions Filled in FY 2015 - 2016

Hired

As of June 9, 2016

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	02-01-16
Curriculum & Student Learning	703335	NEW	Prof/Tech Support Exempt	Curriculum & Scheduling Coordinator	New for FY16	Filled	01-11-16
HS Programs and Services	703285	CONT	Prof/Tech Support Non-Exempt	Academies Specialist	09-30-15	Filled	04-18-16
HS Programs and Services	701286	CONT	Administrative Exempt	Dir of Academies & HS Projects	08-31-15	Filled	12-07-15
HS Programs and Services	702203	CONT	Classified Non-Exempt	Secretary	09-30-15	Filled	03-21-16
Academic Affairs							
Academic Affairs	708279	CONT	Prof/Tech Support Exempt	Academic Grants & Proj Offcr	08-23-15	Filled	02-15-16
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
Mid Valley Campus	702269	CONT	Classified Non-Exempt	Faculty Secretary	11-15-16	Filled	06-06-16
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 Liberal Arts and Social Sciences							
Division of Liberal Arts and Social Sciences	702222	CONT	Classified Non-Exempt	Faculty Secretary	08-31-15	Filled	05-09-16
Division of Liberal Arts and Social Sciences	704150	CONT	Classified Non-Exempt	Faculty Secretary	02-29-16	Filled	05-16-16
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
Biology	701204	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	08-21-15	Filled	03-01-16
Division of Math, Science & BA Programs	707416	NEW	Prof/Tech Support Exempt	Academic Coach	New for FY16	Filled	05-02-16
Division of Math, Science & BA Programs	708416	NEW	Prof/Tech Support Exempt	Science Lab Coordinator	New for FY16	Filled	05-02-16
Physics	702202	CONT	Classified Non-Exempt	Faculty Secretary	08-18-15	Filled	04-11-16
Division of Nursing and Allied Health							
Associate Degree Nursing	704557	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant -ADN	09-01-15	Filled	02-01-16
Emergency Medical Technology	700012	CONT	Classified Non-Exempt	Faculty Secretary	08-05-15	Filled	04-25-16
Finance and Administrative Services							
Accountability Svcs	705160	CONT	Classified Non-Exempt	Accountability Assistant	Frozen in FY14 & FY15	Filled	02-29-16
Business Office	736184	CONT	Prof/Tech Support Non-Exempt	Accountant	06-30-14	Filled	03-21-16
Business Office	728184	CONT	Prof/Tech Support Non-Exempt	Accountant	06-30-14	Filled	04-28-16
Business Office	701184	CONT	Prof/Tech Support Non-Exempt	Accountant	03-31-16	Filled	06-13-16
Business Office	704184	CONT	Classified Non-Exempt	Accounting Assistant	02-18-15	Filled	01-01-16
Business Office	738184	CONT	Classified Non-Exempt	Accounting Assistant	07-05-15	Filled	02-01-16
Business Office	702184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	04-30-14	Filled	05-02-16
Business Office	748184	NEW	Prof/Tech Support Non-Exempt	Accounting Specialist	New for FY16	Filled	05-09-16
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
Cashiers Office	794184	CONT	Classified Non-Exempt	Cashier	06-15-15	Filled	05-09-16

South Texas College

Positions Filled in FY 2015 - 2016

Hired

As of June 9, 2016

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Central Receiving	711584	NEW	Classified Non-Exempt	Fixed Asset and Receiving Technician	New for FY16	Filled	05-02-16
Central Receiving	710584	NEW	Classified Non-Exempt	Fixed Asset and Receiving Technician	New for FY16	Filled	05-02-16
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
Custodial	741502	CONT	Classified Non-Exempt	Custodian	06-16-15	Filled	06-06-16
Custodial	712502	CONT	Classified Non-Exempt	Custodian	08-31-15	Filled	06-06-16
Custodial	753502	CONT	Classified Non-Exempt	Lead Custodian	05-11-15	Filled	05-02-16
Fac Planning & Construction	701501	CONT	Administrative Exempt	Director of Facilities Planning and	05-31-15	Filled	06-01-16
Fac Planning & Construction	718501	CONT	Prof/Tech Support Exempt	Facilities Planning and Construction Prc	12-14-15	Filled	06-01-16
Fac Planning & Construction	719501	NEW	Classified Non-Exempt	Space Management Technician	New for FY16	Filled	03-21-16
Facility Maintenance	702515	CONT	Classified Non-Exempt	Electrician	05-31-15	Filled	11-10-15
Human Resources	722240	NEW	Administrative Exempt	Employee Relations Officer	New for FY16	Filled	04-01-16
Human Resources	717240	CONT	Classified Non-Exempt	Payroll Assistant - Human Resources	06-07-15	Filled	09-09-15
Human Resources	702240	CONT	Classified Non-Exempt	Payroll Assistant - Human Resources	02-28-16	Filled	05-16-16
Human Resources	703241	CONT	Prof/Tech Support Exempt	Staffing and Compensation Manager	09-01-14	Filled	06-01-16
Internal Audits	700273	NEW	Administrative Exempt	Internal Auditor	New for FY16	Filled	04-04-16
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
Office of Safety and Security	755514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-04-15
Office of Safety and Security	742514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	04-11-16
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

South Texas College

Positions Filled in FY 2015 - 2016

As of June 9, 2016

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
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	703514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	08-31-15	Filled	02-01-16
STC Police	715514	CONT	Prof/Tech Support Non-Exempt	Police Officer	06-21-15	Filled	10-19-15
STC Police	724514	CONT	Prof/Tech Support Non-Exempt	Police Sergeant	12-31-15	Filled	05-09-16
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	721423	CONT	Prof/Tech Support Non-Exempt	CLE Manager	07-31-15	Filled	02-08-16
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	722426	NEW	Prof/Tech Support Non-Exempt	Learning Excellence Specialist	New for FY16	Filled	05-02-16
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
Infrastructure	710395	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	08-31-13	Filled	05-02-16
Instructional Technologies	700186	CONT	Classified Non-Exempt	Instructional Technologies Assistant I	09-13-15	Filled	04-04-16
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	712397	CONT	Prof/Tech Support Non-Exempt	Lab Supervisor	11-17-15	Filled	02-17-16
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
Learning Commons and Open Labs	702271	CONT	Classified Non-Exempt	Open Lab Technician	11-30-15	Filled	03-21-16
Library Acquisition	746101	NEW	Prof/Tech Support Non-Exempt	Graphics and Multimedia Specialist	New for FY16	Filled	02-01-16
Library Acquisition	700258	CONT	Prof/Tech Support Non-Exempt	Library Technical Services Specialist	09-20-15	Filled	07-05-16
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
Library Public Services	738101	CONT	Prof/Tech Support Non-Exempt	Library Specialist	09-30-15	Filled	05-02-16
Library Public Services	712101	CONT	Classified Non-Exempt	Library Technical Services Technician	07-20-15	Filled	06-01-16
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
TR PM Risk and Security - Instr	709391	CONT	Prof/Tech Support Exempt	Information Security Analyst	07-13-15	Filled	06-07-16
Office of the President							
CPWE - State	706587	CONT	Classified Non-Exempt	Customer Service Technician	07-20-15	Filled	04-11-16
CPWE - State	704587	CONT	Classified Non-Exempt	Customer Service Technician	07-31-15	Filled	04-11-16
Compliance	701321	CONT	Administrative Exempt	Director of Grant Dev, Mgmnt & Compl	08-31-14	Filled	02-15-16
Public Relations/Marketing	723462	NEW	Prof/Tech Support Non-Exempt	Copy Writer	New for FY16	Filled	07-05-16

South Texas College

Positions Filled in FY 2015 - 2016

Hired

As of June 9, 2016

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Public Relations/Marketing	722462	NEW	Prof/Tech Support Non-Exempt	Multimedia Designer	New for FY16	Filled	02-08-16
Public Relations/Marketing	702462	CONT	Prof/Tech Support Non-Exempt	Public Relations Specialist	08-31-15	Filled	05-16-16
Public Relations/Marketing	721462	NEW	Prof/Tech Support Non-Exempt	Social Media Specialist	New for FY16	Filled	03-07-16
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
Advising	706332	CONT	Prof/Tech Support Non-Exempt	Advisor	10-15-15	Filled	03-07-16
Advising	735332	NEW	Prof/Tech Support Non-Exempt	Advisor	New for FY16	Filled	06-20-16
College Connections	700126	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	11-08-15	Filled	06-13-16
Counseling & Disability Services	700141	CONT	Prof/Tech Support Exempt	Counselor	09-30-15	Filled	03-21-16
Dual2Degree	706610	CONT	Classified Non-Exempt	Administrative Assistant	08-05-15	Filled	02-15-16
Dual2Degree	706190	CONT	Prof/Tech Support Non-Exempt	College Connection Specialist/Recruiter	10-30-15	Filled	03-01-16
Dual2Degree	707190	CONT	Prof/Tech Support Non-Exempt	College Connection Specialist/Recruiter	09-22-15	Filled	03-01-16
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
Dual2Degree	710610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	10-07-15	Filled	02-15-16
Dual2Degree	700112	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	11-11-15	Filled	04-04-16
Dual2Degree	704610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	07-31-15	Filled	04-04-16
Judicial Affairs	707191	NEW	Classified Non-Exempt	Secretary	New for FY16	Filled	03-07-16
Student Assessment Center	705331	CONT	Classified Non-Exempt	Staff Secretary	07-05-15	Filled	11-09-15
Student Assessment Center	710331	CONT	Prof/Tech Support Non-Exempt	Testing Specialist	08-17-15	Filled	01-12-16
Student Assessment Center	716331	NEW	Prof/Tech Support Non-Exempt	Testing Specialist	New for FY16	Filled	03-02-16
Student Assessment Center	706331	CONT	Classified Non-Exempt	Testing Technician	01-11-16	Filled	06-06-16
Student Financial Services	725440	NEW	Prof/Tech Support Exempt	Coordinator of Scholarships	New for FY16	Filled	04-20-16
Student Financial Services	720440	CONT	Prof/Tech Support Non-Exempt	Data Management Coordinator	09-16-15	Filled	03-08-16
Student Financial Services	726440	NEW	Prof/Tech Support Non-Exempt	Financial Aid Specialist	New for FY16	Filled	05-09-16
Student Financial Services	722440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	09-01-14	Filled	06-06-16
Total	131						

South Texas College

Resignations in FY 2015 - 2016

As of June 9, 2016

Resignations

Division	Position	Type	Category	Title	Date Position Vacated
Academic Advancement					
Academic Excellence	701279	CONT	Classified Non-Exempt	Valley Scholars Assistant	11-05-15
Curriculum and Student Learning	700095	CONT	Classified Non-Exempt	Administrative Assistant	02-08-16
Academic Affairs					
Distance Learning	701274	CONT	Prof/Tech Support Non-Exempt	Help Desk Specialist	09-17-15
Distance Learning	706276	CONT	Prof/Tech Support Exempt	Instructional Designer	12-16-15
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					
Biology	713272	CONT	Classified Non-Exempt	Faculty Secretary	08-31-16
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					
Business Office	701184	CONT	Prof/Tech Support Non-Exempt	Accountant	03-31-16
Cashiers Office	731184	CONT	Classified Non-Exempt	Cashier II	01-04-16
Custodial	709502	CONT	Classified Non-Exempt	Custodian	02-05-16
Custodial	737502	CONT	Classified Non-Exempt	Custodian	01-28-16
Custodial	707502	CONT	Classified Non-Exempt	Custodian	03-31-16
Custodial	706502	CONT	Classified Non-Exempt	Custodian	04-22-16
Fac Planning & Construction	703501	CONT	Prof/Tech Support Exempt	Facil Plng & Constr Proj Mgr	02-24-16
Fac Planning & Construction	718501	CONT	Prof/Tech Support Exempt	Facil Plng & Constr Proj Mgr	12-14-15
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16
Finance and Administrative Services	704360	CONT	Prof/Tech Support Exempt	Project Manager - Finance and Administrative Services	04-29-16
Office of Safety and Security	709514	CONT	Prof/Tech Support Non-Exempt	Security Support Specialist	03-11-16
Office of Safety and Security	735514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	03-31-16
Information Services, Planning and Strategic Initiatives					
Client Services	710391	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	06-08-16
Information Security	709392	CONT	Prof/Tech Support Exempt	Information Security Analyst	05-27-16
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
Inst'l Effectiveness and Assessment	702171	CONT	Classified Non-Exempt	Administrative Assistant	05-31-16
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 Specialist	09-20-15
Library Acquisition	707391	CONT	Classified Non-Exempt	Library Technical Services Technician	05-16-16
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

South Texas College

Resignations in FY 2015 - 2016

Resignations

As of June 9, 2016

Division	Position	Type	Category	Title	Date Position Vacated
Technology Resources	708395	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	11-05-15
Office of the President					
Public Relations/Marketing	701462	CONT	Classified Non-Exempt	Administrative Assistant	05-04-16
Public Relations/Marketing	720462	CONT	Prof/Tech Support Non-Exempt	Web Specialist	05-19-16
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 Activities and Wellness	720330	CONT	Prof/Tech Support Non-Exempt	Student Activities Specialist	04-30-16
Student Financial Services	720440	CONT	Prof/Tech Support Non-Exempt	Data Management Coordinator	09-16-15
Student Financial Services	710440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	04-08-16
Student Financial Services	700015	CONT	Classified Non-Exempt	Financial Aid Technician	04-29-16