

Board of Trustees

Finance, Audit, and Human Resources Committee Meeting

August 9, 2016

5:30 p.m.

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



**SOUTH TEXAS
COLLEGE**

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, August 9, 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.”

I. Approval of July 12, 2016 Finance and Human Resources Committee Minutes.....	1-19
II. Review and Recommend Action on Award of Proposals, Purchases, and Renewals.....	20-56
III. Review and Recommend Action on Revision and Deletion of Personnel Policies.....	57-77
A. Revision	
1. Revise Policy #4002 and Renumber to Policy #4919: Standards of Conduct	
2. Revise Policy #4910: Employee Complaint Procedure	
3. Revise Policy #4911: Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees	
4. Revise Policy #4921: Termination of Annual Employees During The Term of Their Letter of Appointment	
B. Deletion	
1. Delete Policy #4920: Discipline and Dismissal	
IV. Review and Action as Necessary on Disposal of Surplus Property at \$1,000 and Over.....	78-79
V. Review and Action as Necessary on Write-off of Obsolete Fixed Assets and Capital Assets at \$3,000 and Over.....	80-83
VI. Review and Discussion of South Texas College Proposed 2016 Tax Rate.....	84-91
VII. Review and Recommend Action To Take Record Vote and Schedule Two Public Hearings Regarding Adoption of the Proposed Tax Rate that Exceeds the Lower of the Effective Tax Rate or the Rollback Tax Rate.....	92-94

VIII. Review and Action as Necessary on Contract Extension for BBVA Compass Commercial Card Services (Accounts Payable Card)	95-96
IX. Discussion and Action as Necessary on Request for Qualifications (RFQ) Evaluation Process for Professional Services	97-102
X. Review and Recommend Action on Revised Tuition and Fees	103-107
Schedules for FY 2016 - 2017	
A. Student Tuition and Fees	
B. Dual Credit Tuition and Fees	
XI. Review and Discussion of Position Vacancy Report for FY 2015 – 2016	108-119
XII. Update and Action as Necessary Regarding Texas Higher Education Coordinating Board Audit on Continuing Education Formula Funding	120

Approval of July 12, 2016 Finance and Human Resources Committee Minutes

The Minutes for the Finance and Human Resources Committee Meeting of July 12, 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, July 12, 2016
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Tuesday, July 12, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:35 p.m. with Mr. Paul R. Rodriguez, Committee Chair, presiding.

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

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

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Mrs. Becky Cavazos, Mr. Rick De La Garza, Mr. George McCaleb, Mrs. Brenda Jo Balderaz, Mr. Cody Gregg, Mr. Jesus Campos, Mr. Khalil Abdullah, Mr. Ken Lyons, Ms. Maribel Contreras, Ms. Kelly Salazar, Mr. Raul Cabaza, and Mr. Andrew Fish

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meeting of June 14, 2016 were approved as written. The motion carried.

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

Approval of the Hidalgo County Tax Resale Properties and the Resolution Authorizing the Tax Resale will be requested at the July 26, 2016, Board meeting.

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of seventy-six (76) properties.

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

Background - On June 7, 2016 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Board of Trustees' consideration. The total amount the College would receive was \$28,056.54

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

Mrs. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP was present at the meeting to address any questions by the committee. She confirmed that some of the properties were pending approval by other taxing entities, and approval was expected later in July 2016.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

Review and Recommend Action on Property(including Flood)/Inland Marine, Boiler & Machinery, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Coverage Insurance

Approval will be requested at the July 26, 2016 Board meeting to award the proposal for Property (including Flood)/Inland Marine, Boiler & Machinery, Crime, General Liability & Data Breach and Privacy Liability, School Leaders E&O, Automobile, Workers Compensation, and International Insurance for the period beginning September 1, 2016 through August 31, 2017 at a total cost of **\$750,502**.

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

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

Background - The request for proposals was advertised and issued to six (6) vendors. Three (3) responses were received.

- **Property Insurance / Flood Insurance**

- ⇒ Request award of Property Insurance coverage to Hartford Fire Insurance Company (Montalvo Insurance Agency) at a total cost of **\$477,528**. The policy offered a 2% Wind/Hail Deductible applied separately to each location and property type that sustains loss (building and/or business personal property) and a \$100,000 deductible for all other perils. The Deductible for any wind and hail event for the entire schedule is estimated at \$6.4 million on building and contents. Property values were updated with current construction costs per square foot.
- ⇒ Flood insurance was included with the property insurance with a deductible of \$50,000 or \$500,000 per occurrence.

- **Crime Insurance**

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

- **General Liability & Data Breach and Privacy Liability, School Leaders E&O, and Automobile Insurance**

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

	Liability Exposure
State	Sovereign immunity except for injuries arising out of operation of motor vehicles. Limits: \$100,000/\$300,000.
Federal	Claims arising under US Constitution and federal statutes (covered under trustee coverage) No limits.

- ⇒ Per legal counsel, under state law, the College is immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College has exposure under Section 1983 Clauses of Action (Civil Rights Statute); there is theoretically no limit of liability. Legal counsel advised that though there was no ceiling under civil rights cases, the Board may, based on history, develop a risk policy. Given the College's comprehensive practices and procedures to avoid liability and the experience of the College with these cases, the primary purpose was first to ensure the College had competent legal defense and coverage was within limits. Based on the College's claim history, a \$250,000 limits policy would be reasonable and sufficient coverage. Mr. Raul Cabaza, III, Risk Management Consultant, indicated that \$1,000,000 was the minimum General Liability Limit offered by Texas Association of School Boards (TASB). This being the case, a \$1,000,000 policy was reasonable.
- ⇒ General Liability Insurance and School Board Legal Liability Insurance to Texas Association of School Boards (TASB) at a cost of **\$66,057**. The policy offered a \$1,000,000 limit for General Liability including the School Board Legal Liability with a

\$25,000 deductible per claim for School Board Legal and no deductible for general liability.

⇒ Automobile Insurance to Texas Association of School Boards (TASB) at a cost of **\$14,074**. The policy offered a \$1,000 deductible for liability and physical damage. With TASB coverage, employees should purchase physical damage coverage when leasing a vehicle.

- **Workers Compensation Insurance**

⇒ Workers Compensation Insurance to Texas Political Subdivisions (Montalvo Insurance Agency) at a total cost of **\$176,080**; includes Volunteers.

- **International Insurance**

⇒ Due to the coverage limitations for employees traveling outside the United States under the Automobile and Workers Compensation policies, it was recommended that the College purchase an International Insurance policy. This coverage had not been purchased in the past.

⇒ International Insurance to Ace American Insurance (Montalvo Insurance Agency) at a total cost of **\$8,201**.

The total recommended award to Montalvo Insurance Agency was **\$670,371**. The total recommended award to Texas Association of School Boards (TASB) was **\$80,131**.

Funding Source - Funds for this expenditure were budgeted in the Insurance and Benefits budgets for FY 2016-2017, pending Board approval of the budget.

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

Enclosed Documents - The recommendation letters and spreadsheets provided by Mr. Raul Cabaza, III, were provided in the packet for information and review.

Mr. Raul Cabaza attended the July 12, 2016 Finance Committee meeting to discuss the potential insurance options and obtain feedback from the Committee members.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval to award the proposals for Property/Flood (\$477,528), Crime (\$8,562), General Liability, School Board Legal Liability (\$66,057), Auto Liability-Physical Damage (\$14,074), Workers Compensation (\$176,080) and International Coverage (\$8,201) Insurance for the period September 1, 2016 through August 31, 2017 for a total cost of **\$750,502**. The motion carried.

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

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

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

A. Awards

- 1) Audio Visual Equipment and Parts – VI (Award):** award the proposal for audio visual equipment and parts – VI to **Visual Innovations Company, Inc.** (San Antonio, TX), at a total amount of \$15,601.28;
- 2) Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$105,500.00 with the following eighty five (85) qualifying vendors:

Blessings Learning Academy of Alamo (Alamo, TX)	Fabulinos Learning Academy (Alamo, TX)	iKids Academy (Alamo, TX)
Super Kids Academy Day Care Center (Alamo, TX)	Kid'z First Child Care Center, Inc. (Alton, TX)	My Alphabet Academy (Alton, TX)
Building Blocks Academy (Donna, TX)	Early Start Child Care Development Center (Donna, TX)	Garza's Childcare and Development Center (Donna, TX)
Monte Cristo Learning Center (Edcouch, TX)	Alma's Daycare (Edinburg, TX)	Al's Toy Barn Learning Center (Edinburg, TX)
Gaby's Day Care Center, Inc. (Edinburg, TX)	Genesis Learning Center, Inc. (Edinburg, TX)	Kids' Kollege Learning Center (Edinburg, TX)
Learning Journey Child Care (Edinburg, TX)	Learning Journey, LLC. (Edinburg, TX)	Little Kingdom Learning Center (Edinburg, TX)
Little U Learning Center (Edinburg, TX)	Little Voices Day Care (Edinburg, TX)	Small Wonders Day Care Center (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	V.I.P. Learning Center (Edinburg, TX)	Play, Learn, Construct & Conserve Child Care Center (La Joya, TX)
ABC University Educare (McAllen, TX)	Adventureland Academy LLC (McAllen, TX)	Brackenridge Children's Center, LLC. (McAllen, TX)
Bright Beginnings (McAllen, TX)	Coky's Day Care Center (McAllen, TX)	Devanhi's Day Care (McAllen, TX)
Generations Academy, LLC. (McAllen, TX)	Kids Avenue Learning Center (McAllen, TX)	Learning Box Academy (McAllen, TX)
Little Dreamers Learning Academy (McAllen, TX)	Little Rockets Academy (McAllen, TX)	Little Shining Stars Daycare I (McAllen, TX)

Loving Angels Child Development Center, LLC. (McAllen, TX)	New Beginnings Learning Academy of the RGV (McAllen, TX)	Playhouse 3 Learning & Development Center (McAllen, TX)
Royal Education Center (McAllen, TX)	TLT Childcare and Development Center LLC. (McAllen, TX)	Tony's Playhouse (McAllen, TX)
Bright Beginnings Learning Center (Mission, TX)	Building Foundations Children's Academy (Mission, TX)	Honey's Little Bee's Learning Center (Mission, TX)
Imagination Express Learning Center, LLC. (Mission, TX)	Kidz Crusade Learning and Development (Mission, TX)	Kidz Crusade Childcare & PreK Academy #2 (Mission, TX)
Lavalette International Montessori Institute (Mission, TX)	Little Einstein's Academy LLC (Mission, TX)	Love Bugs CEC, LLC. (Mission, TX)
Precious Moments Childcare (Mission, TX)	Super Star Kids Learning Center, LLC. (Mission, TX)	Palmview Academy (Palmview, TX)
Children's Garden Daycare Center (Palmview, TX)	Little Minions Learning Academy (Peñitas, TX)	Campanitas Day Care (Pharr, TX)
Futuros Lideres Learning Center (Pharr, TX)	Kaleidoscope Early Childhood Learning Knowledge Center (Pharr, TX)	Kids Academy Daycare (Pharr, TX)
Kids Academy Daycare Center #2 (Pharr, TX)	Little Bear Academy Day Care Center (Pharr, TX)	Little Explorers Development & Learning Center (Pharr, TX)
Little One's Discovery Center II, Inc. (Pharr, TX)	Lupita's Day Care (Pharr, TX)	Mara's Little Bears Day Care (Pharr, TX)
My Precious Moments Childcare Development Center (Pharr, TX)	New Beginnings Learning Academy (Pharr, TX)	Tweaty and Christy Day Care (Pharr, TX)
Building Blocks Learning Center (Rio Grande City, TX)	Cutie Pies Children's Development Center (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)
Learning Central, LLC. (Rio Grande City, TX)	Learning Zone (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)
The Methodist Day Care Center (Rio Grande City, TX)	Bright Future Kids Academy (San Juan, TX)	Childtime Academy (San Juan, TX)
The Learning Express (San Juan, TX)	Christian Day Care (Weslaco, TX)	El Shaddai International Christian Day Care Center (Weslaco, TX)

Kids "R" Kids Learning Academy (Weslaco, TX)	Little Blessings Learning Center (Weslaco, TX)	The Honey Tree Learning Center (Weslaco, TX)
The Children's College Learning Center (Edinburg, TX)		

- 3) **Equipment Rental Services (Award):** award the proposal for equipment rental services for the period beginning September 1, 2016 through August 31, 2017, at an estimated cost of \$90,000.00, which was based on prior year expenditures. The vendors were as follows:
 - **Backstage Productions, LLC.** (McAllen, TX)
 - **JV Equipment, Inc.** (Edinburg, TX)
 - **Rental World** (McAllen, TX)
 - **Space Jump Rental** (Pharr, TX)
 - **Tejas Equipment Rental – Marentco** (McAllen, TX)
 - **Valley Procomm, LLC.** (Pharr, TX)
- 4) **In-Store Purchases of Materials and Supplies (Award):** award the proposal for in-store purchases of materials and supplies for the period beginning October 17, 2016 through October 16, 2017 with two one-year options to renew, at an estimated amount of \$130,000.00, which was based on prior year expenditures. The vendors were as follows:
 - **HEB Grocery, Co.** (McAllen, TX)
 - **Hobby Lobby Stores, Inc.** (McAllen, TX)
 - **Sam's Club** (McAllen, TX)
 - **Walmart** (Mission, TX)
- 5) **Interactive LCD Displays – II (Award):** award the proposal for interactive LCD displays – II to **Audio Visual Aids Corp** (San Antonio, TX), at a total amount of \$26,581.00;
- 6) **Internet Services Provider – Starr County Campus (Award):** award the proposal for internet services provider – Starr County Campus to **VTX Communications, LLC.** (Raymondville, TX), for the period beginning September 1, 2016 through August 31, 2019, at a monthly amount of \$1,750.00 and annual amount of \$21,000.00 with a total contract amount of \$63,000.00;
- 7) **Library Serials (Award):** award the proposal for library serials to **EBSCO Information Services** (Birmingham, AL), for the period beginning September 1, 2016 through August 31, 2017 with two one-year options to renew, at an amount of \$85,853.59;
- 8) **Programmable DC Power Supply (Award):** award the proposal for programmable DC power supply to **Valuetronics International, Inc.** (Elgin, IL), at a total amount of \$10,045.00;
- 9) **Purchase of Projectors (Award):** award the proposal for the purchase of projectors to **Audio Visual Aids Corp** (San Antonio, TX), at a total amount of \$13,790.00;
- 10) **Security Cameras (Award):** award the proposal for security cameras to **Security Solutions of DFW** (Dallas, TX), at a total amount of \$50,654.00;
- 11) **Welding Supplies (Award):** award the proposal for welding supplies for the period beginning October 1, 2016 through September 30, 2017 with two one-year options

to renew, at an estimated amount of \$100,000.00, which was based on prior year expenditures. The vendors were as follows:

- **Alamo Iron Works** (Brownsville, TX)
- **Matheson Trigas** (San Benito, TX)
- **Praxair Distribution Incorporated** (Pharr, TX)

12)Audio Visual Equipment and Parts – V (Reject): reject the proposals for audio visual equipment and parts – V due to federal requirements necessary in the solicitation and proposal documents;

B. Non – Instructional Items

13)Beverage Products (Renewal): renew the beverage products contract with **PepsiCo** (Hidalgo, TX), for the period beginning October 13, 2016 through October 12, 2017, at an estimated cost of \$50,000.00, which was based on prior year expenditures;

14)Maintenance and Repair Parts, Materials, and Supplies (Renewal): renew the maintenance and repair parts, materials, and supplies contracts for the period beginning August 30, 2016 through August 29, 2017, at an estimated amount of \$195,000.00, which was based on prior year expenditures. The vendors were as follows:

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

C. Technology

15)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 Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$162,392.11;

16)Local Telephone Service – McAllen Campuses (Purchase): purchase local telephone service – McAllen campuses from **AT&T Texas** (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period

beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$240,000.00;

- 17) Local Telephone Service – Mid Valley and Starr County Campuses (Purchase):** purchase local telephone services – Mid Valley and Starr County campuses with **Frontier Communications of Texas** (Norwalk, CT), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$84,100.00, which was based on prior year expenditures;
- 18) Server Enterprise Password Management Software Licenses (Purchase)**
Purchase server enterprise password management software license from **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$66,035.20;
- 19) Course Management and Hosting Services (Renewal):** renew the course management and hosting services with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the period beginning September 30, 2016 through September 29, 2017, at a total amount of \$580,920.00;
- 20) Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with **Insight Public Sector** (Tempe, AZ/McAllen, TX); a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$155,000.00;
- 21) Oracle License Maintenance Agreement (Renewal):** renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period September 1, 2016 through August 31, 2017, at a total amount of \$378,007.27.

The total for all proposal awards, reject proposal, purchases, and renewals was \$2,602,479.45.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of all proposal awards, rejection of a proposal, purchases, and renewals as presented. The motion carried.

Review and Recommend Action on Revision of Policies

Approval of revision of policies will be requested at the July 12, 2016 Board meeting.

A. Revision

1. Revise Policy 1110: Board Committees

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

- To change the name of the Finance & Human Resources Committee, to the Finance, Audit, & Human Resources Committee.
- To update the responsibility roles already held by the Finance & Human Resources Committee.

- To update the responsibility roles already held by the Facilities Committee.

2. Revise Policy #5460: Internal Audit Function

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

- To change the name of the policy to ‘Internal Audit Charter;’
- To comply with the International Standards for the Professional Practice of Internal Auditing which states in Attribute Standard 1000 “the purpose, authority, and responsibility of the internal audit activity should be formally defined in a charter, consistent with the Standards, and approved by the Board.”

3. Revise Policy #5910: Acceptance of Gifts and Bequests

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

- To clarify the required approval for acceptance of gifts.
- To change the requirement for appraisal of gifts contributed to the College.
- To comply with Internal Revenue Service rules and regulations and Governmental Accounting Standard Board Statement No. 72 – Fair Value Measurement and Application.

The revised policies were provided in the packet for the Committee’s information and review. The additions to the policies were highlighted in yellow and the deletions were designated with a red strikeout.

The revised policies were reviewed by staff, the President’s Cabinet, President’s Administrative Staff, Planning and Development Council (PDC) staff, and/or by Legal Counsel.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the proposed revision to Policy 1110: *Board Committees* as presented and which supersedes any previously adopted Board policy. The motion carried.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the proposed revision to Policy #5460: *Internal Audit Function* as presented and which supersedes any previously adopted Board policy. The motion carried.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposed revision to Policy #5910: *Acceptance of Gifts and Bequests* as presented and which supersedes any previously adopted Board policy. The motion carried.

Review and Recommend Action on Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2016 through August 31, 2017 will be requested at the July 26, 2016 Board meeting.

Purpose – An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically IIA Attribute Standard 1000 states that “The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval.”

Justification – Approval of the Internal Audit Charter would align South Texas College’s internal audit function with the IIA *Standards* as prescribed in Manual of Policy 5460.

Background – The Internal Audit Charter is a formal document that defines the internal audit activity’s purpose, authority, and responsibility. The charter establishes the internal audit activity’s position within the organization, including the nature of the internal auditor’s functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the Board.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, attended the Committee meeting to address any questions.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Internal Audit Charter for the period of September 1, 2016 through August 31, 2017 as presented. The motion carried.

Review and Action as Necessary on Disposal of Surplus Property

Approval to dispose of surplus property valued at \$1,000 and over through a live auction will be requested at the July 26, 2016 Board meeting.

Purpose – The Fixed Assets Department requested the disposal through a live auction of surplus property valued at \$1,000 and over.

Justification and Benefit – It was necessary to dispose of obsolete, damaged, and not functioning property for safety purposes and due to the lack of storage area for surplus property.

Background – The surplus property went through an evaluation process by the departments to determine if the items were damaged beyond repair and unable to utilized district wide. After this evaluation process, the department submitted a request to have the property

removed from the department and relocated to the Shipping and Receiving Warehouse for auction.

The auction items were located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction would be scheduled for the month of August at the auctioneers' site due lack of space at the Central Receiving Warehouse.

The items valued over \$1,000 were included in the College's inventory through the Banner system.

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

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

Review and Recommend Action to Renew the External Auditor Services

Approval to renew the contract with Long Chilton, LLP. (McAllen, TX) for the external financial auditor services for the fiscal year ending August 31, 2016 will be requested at the July 26, 2016 Board meeting.

Purpose – The external auditor services contract renewal was requested to perform the College's annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Comprehensive Annual Financial Report (CAFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31st.

Justification – The Vice President for Finance and Administrative Services and the Comptroller requested the contract renewal for external auditors to start the interim audit work related to the financial audit prior to fiscal year end.

Background - The Board awarded the contract for the external auditor services at the July 28, 2015 Board of Trustees meeting for one year with four one-year annual renewals. The first renewal period would be for the fiscal year ending August 31, 2016.

Award	Board Meeting Date	Original Term	Renewal Term	Audit Period
Original	7/28/15	9/1/15 - 8/31/16	4 – one year options	9/01/14 – 8/31/15
1 st Renewal	7/26/16		9/1/16 – 8/31/17	9/01/15 – 8/31/16

Long Chilton LLP complied with all the terms and conditions of the contract and their services were satisfactory. Long Chilton, LLP performed the College's annual financial audit since FY 1994-1995. Mr. Randy Sweeten, CPA, served as the audit engagement partner.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Committee meeting to address any questions by the Trustees.

Funding Source - Expenditures were budgeted in the Audit Services budget for FY 2015 - 2016 budget and FY 2016-2017.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval to renew the contract with Long Chilton, LLP. for the external financial auditor services at a cost of approximately \$120,000.00 for the fiscal year ending August 31, 2016 as presented. The motion carried.

**Review and Recommend Action as Necessary on Interlocal Agreement
 for Transportation Services between South Texas College and the
 Lower Rio Grande Valley Development Council**

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the period beginning September 1, 2016 through August 31, 2017 will be requested at the July 26, 2016 Board meeting.

Purpose – The Interlocal Agreement for the Jag Express Intercampus Transportation Services would end on August 31, 2016. The College proposed to continue operating the Circulator (Yellow) and Park & Ride routes. The Circulator route provides transportation between the College’s Pecan Campus, Technology Campus and Nursing and Allied Health Campus. The Park & Ride routes provides transportation between the Park & Ride Facility directly to and from Pecan Campus Building A. The total net costs to the College were as presented below but may be reduced upon potential contributions from City of Weslaco and Economic Development of Weslaco in the amount of \$78,292.

	Amount
Total Operating Cost for System	\$979,715
Less Contributions	
State/Federal Operating	(509,197)
Lower Rio Grande Valley Development Council Match	(40,000)
Total Net Cost to STC	\$430,518
STC In-Kind and Direct Expenditures	287,700
STC Payment to LRGVDC	142,818
Total Net Cost to STC	\$430,518

Costs by transportation routes were as follows:

Transportation Routes	Total Operating Cost for System	Contributions	STC In-Kind & Direct Expenditures	STC Payment to LRGVDC
Mid Valley (Purple)	\$166,235	\$87,651	\$0	\$78,584
Starr (Green)	410,880	256,646	90,000	64,234
Circulator (Yellow)	231,000	117,300	113,700	0
Park & Ride	171,600	87,600	84,000	0
Total	\$979,715	\$549,197	\$287,700	\$142,818

The State/Federal Contributions in the amount of \$509,197 paid to LRGVDC represented 50 percent of operating expenses, such as fuel, bus driver salaries and benefits, and vehicle insurance, and 80 percent of expenses related to preventive maintenance such as tire maintenance, full service oil changes, vehicle battery replacement, and yearly vehicle state inspection.

In Fiscal Year 2016, the cost to the College totaled to \$422,905 for the Jag Express Intercampus Transportation Services. The College also received contributions from the City of Weslaco and the Economic Development Corporation of Weslaco, in the amounts of \$39,236 and \$39,000 respectively.

The increase of \$7,613 between the prior fiscal year cost of \$422,905 and the current fiscal year cost of \$430,518 was due primarily to the addition of three new buses. The three new buses would supplement the existing Circulator and Park & Ride routes due to the increased ridership volume.

Justification - The Interlocal Agreement was intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes would benefit students, faculty, and staff of South Texas College and thereby served the goals of both organizations by facilitating access to the College and its educational programs and to increase use of public transportation in the area.

The bus routes would be free of charge to the students, faculty, and staff of South Texas College by presentation of an official identification (ID) card. The presentation of ID cards would be recorded by LRGVDC to track usage of the service.

The responsibilities of South Texas College in this Agreement would be:

- 1) To operate and maintain six buses owned by the College and three buses leased from LRGVDC for the Circulator (yellow) and Park & Ride transportation routes during the College's business days and hours of service according to a schedule;
- 2) To promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at

special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and

- 3) To designate boarding locations at each campus with appropriate signage at each of its campus stop locations.

Funding Source - Funds for this expenditure were budgeted in the Student Transportation Services budget for FY 2016-2017.

Reviewers – The Interlocal Agreement was reviewed by Mr. Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, the College's Legal Counsel, Vice President for Finance and Administrative Services, Chief Administrator for Department of Public Safety, and Comptroller.

Enclosed Documents - A copy of the Interlocal Agreement, the transportation schedule (Exhibit A), and the Valley Metro Routes and Ridership was provided in the packet for the Committee's information and review.

Presenters – Ms. Maribel Contreras from the Lower Rio Grande Development Council (LRGVDC) attended the July 12, 2016 Finance and Human Resources Committee meeting to address any questions by the Committee.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC), contingent upon receipt of contributions by the City of Weslaco and the Economic Development Corporation of Weslaco as outlined in the Interlocal Agreement, to the LRGVDC as presented. The motion carried.

Review and Action as Necessary on Approval of Assignment and Renewal of Financial Advisor Services Agreement

Approval of assignment and renewal of contract for financial advisor for the fiscal year ending August 31, 2017, with Hilltop Securities, Inc. will be requested at the July 26, 2016 Board meeting.

Purpose – The financial advisor renders services to the College by providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness, and other financial matters.

Justification – Continuation of financial advisory services on various financial matters from Hilltop Securities, Inc. to the College were proposed. The financial advisor was registered with the Securities Exchange Commission and Municipal Securities Rulemaking Board, as required by the Dodd-Frank Act.

Background – The College signed an agreement with First Southwest Company on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009 so that it would coincide with the College's fiscal year end. On February 26, 2013 the Board of Trustees approved the First Amendment to Financial Advisory Agreement which indicated that, effective April 1, 2013, the anniversary date for renewals would be September 1 of each year. On July 28, 2015, a renewal of the agreement with First Southwest for the period beginning September 1, 2015 and ending August 31, 2016 was approved by the Board of Trustees.

The College was notified that effective January 22, 2016, First Southwest Company, LLC, merged with Hilltop Securities Inc. As the surviving entity, Hilltop Securities assumed all rights and obligations of First Southwest pursuant to the merger agreement. This included assumption of the rights and obligations of the agreement First Southwest entered into with South Texas College. A copy of the letter from Hilltop Securities Inc. General Counsel describing the merger with and into Hilltop Securities Inc. was provided in the packet.

Under the financial advisor services agreement, either party must notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date if the agreement will not be renewed. Otherwise, the agreement would be automatically renewed on the fifth anniversary of the date thereof for an additional one (1) year period and thereafter would be automatically renewed on each anniversary date for successive one (1) year periods.

Funding Source – The fee schedule remained the same and fees were payable only upon issuance of bonds as approved by the Board of Trustees. Otherwise, there was no annual charge to the College for financial advisory services.

Reviewers – This Agreement was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Purchasing Department.

Enclosed Documents – A copy of the amended and modified agreement was provided 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, attended at the July 12, 2016 Finance and Human Resources Committee meeting to address any questions by the Committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the assignment and renewal of the financial advisor services agreement with Hilltop Securities, Inc., assumed from First Southwest Company, for an additional term beginning September 1, 2016 and ending August 31, 2017, as presented. The motion carried.

Review and Recommend Action on FY 2016 - 2017 Committee Meeting Schedule

The Finance and Human Resources Committee was asked to review the following schedule and recommend amendment or approval as appropriate. The Board will be asked to review

and take action on a calendar of Committee and Board Meetings for FY 2016 - 2017 at the July 26, 2016 Regular Board Meeting.

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

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Tuesday	September 13, 2016	5:30 p.m.
Tuesday	October 11, 2016	5:30 p.m.
Tuesday	November 8, 2016	5:30 p.m.
Tuesday	December 6, 2016	5:30 p.m.
Tuesday	January 17, 2017	5:30 p.m.
Tuesday	February 14, 2017	5:30 p.m.
Tuesday	March 7, 2017	5:30 p.m.
Tuesday	April 11, 2017	5:30 p.m.
Tuesday	May 9, 2017	5:30 p.m.
Tuesday	June 13, 2017	5:30 p.m.
Tuesday	July 11, 2017	5:30 p.m.
Tuesday	August 8, 2017	5:30 p.m.
Tuesday	September 12, 2017	5:30 p.m.

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

The draft schedule included such adjustments around scheduling conflicts as follows:

- Tuesday, December 6, 2016 – scheduled one week early to accommodate Winter Break
- Tuesday, January 17, 2017 – scheduled one week late to accommodate Winter Break
- Tuesday, March 7, 2017 – scheduled one week early to accommodate Spring Break

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

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposed Committee meeting schedule 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 July 7, 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.

The presentation of the data was 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 forty seven (147) Full Time, Regular positions were filled as of July 7, 2016.
- Sixteen (16) Full Time, Regular positions were filled since the last vacancy report provided as of June 9, 2016.

3) Position Turnover during Fiscal Year 2015 - 2016
(EXHIBIT D - RESIGNATIONS)

- There were fifty seven (57) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of July 7, 2016.
- There were thirteen (13) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of June 9, 2016.

Further details were provided in the Position Vacancy Report in 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 6:05 p.m.

I certify that the foregoing are the true and correct Minutes of the July 12, 2016 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez
Chair

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

Approval of the following proposal awards, purchases, and renewals will be requested at the August 23, 2016 Board meeting as follows:

A. Awards

C. Non - Instructional Items

B. Instructional Items

D. Technology Items

A. Awards

1) Food Service – Nursing and Allied Health Campus (Award)

Award the proposal for food service – the Dr. Ramiro R. Casso Nursing and Allied Health campus to **Domine Catering, LLC.** (McAllen, TX), for the period beginning October 19, 2016 through October 18, 2017 with two one-year options to renew with a 5% commission of total monthly sales.

Purpose – The food service is available for the South Texas College faculty, staff, and students at the Dr. Ramiro R. Casso Nursing and Allied Health campus.

Justification and Benefit - The Dr. Ramiro R. Casso Nursing and Allied Health Campus is in need of food services Monday through Friday for breakfast and lunch. It will include some of the following items: breakfast tacos, hot and cold sandwiches, salads, chips, cookies, and drinks.

Background - Proposal documents were advertised on July 11, 2016 and July 18, 2016 and issued to four (4) vendors. One (1) response was received on July 26, 2016 and reviewed by Facilities – General Services and the Purchasing Department.

2) Printing Projects (Award)

Award the proposal for printing projects and general purpose printing at an estimated amount of \$314,152.95 for the period beginning September 1, 2016 through August 31, 2017.

Purpose – The Office of Public Relations and Marketing is requesting services for printing of publications and general purpose printing for the new fiscal year.

Justification and Benefit – The printing services are needed for various projects that are completed and distributed to faculty, staff, students, and the community to provide information related to upcoming events, past events, registration, course schedules, graduation programs, etc.

- a. **Printing Projects** – At an estimated amount of \$214,152.95 to the following vendors in the amounts listed below:

Publications	Vendor	Amount
Division Brochures FY 2016 – 2017	Grunwald Printing Company (Corpus Christi, TX)	\$1,463.42
Program of Study Brochures FY 2016 - 2017	Grunwald Printing Company (Corpus Christi, TX)	\$3,032.45
Staying Connected Special Edition Tabloids FY 2016 -2017	Gatehouse Media Texas Holdings II, Inc./dba Valley Town Crier (McAllen, TX)	\$24,613.44
Class Schedules FY 2016 – 2017 Summer/Fall 2017	Gatehouse Media Texas Holdings II, Inc./dba Valley Town Crier (McAllen, TX)	\$47,962.55
Class Schedules FY 2016 – 2017 Spring 2017	Gatehouse Media Texas Holdings II, Inc./dba Valley Town Crier (McAllen, TX)	\$18,954.98
Official Stationary FY 2016 – 2017	FedEx Office (McAllen, TX)	\$55,000.00
Student Catalog FY 2016 – 2017	EP Graphics, Inc. (Berne, IN)	\$32,709.00
Viewbook FY 2016 – 2017	Grunwald Printing Company (Corpus Christi, TX)	\$4,790.11
Graduation Announcements & Envelopes	San Antonio Printing (McAllen, TX)	\$1,140.00
Graduation Programs FY 2016 - 2017	Communication Specialists, Inc./ dba Capital Spectrum (Buda, TX)	\$24,487.00

- b. **General Purpose Printing** – At an estimated amount of \$100,000.00 to the following eight (8) vendors:

Copy Zone, Ltd. (McAllen, TX)	Expressway Printing, Copying and More, LLC. (Mercedes, TX)
FAGSA USA Printing, LLC. (McAllen, TX)	FedEx Office (McAllen, TX)
Gateway Printing & Office Supply Inc. (Edinburg, TX)	Grunwald Printing Company (Corpus Christ, TX)
Safeguard Universal, LLC. (Corpus Christi, TX)	San Antonio Printing (McAllen, TX)

Vendors submitting proposals for the general purpose printing projects provide quotes dependent on the number of copies, types of paper (weight and color), single or double-sided copying, hole punched, bound, glued, and any other vehicles that might impact a particular project. The proposal award to each vendor will be based upon the services they provide, their pricing, and their availability (delivery timeline).

Background - Proposal documents were advertised on June 20, 2016 and June 27, 2016 and issued to twenty five (25) vendors. Fourteen (14) responses were received on July 6, 2016 and reviewed by the Office of Public Relations and Purchasing Department.

Funds for this expenditure are budgeted in the Public Relations and Marketing budgets and the various requesting department's budgets for FY 2016 - 2017.

B. Instructional Items

3) Testing Materials – CAAP (Purchase)

Purchase testing materials – CAAP from **ACT CAAP** (Iowa City, IA), a sole source vendor, at an estimated amount of \$50,030.00.

Purpose - The Student Assessment Center is requesting the purchase of one thousand three hundred sixty (1,360) ACT tests which will be taken by the BAT program students in FY 2017.

Justification and Benefit - Students enrolled in the BAT Program are administered the Collegiate Assessment of Academic Proficiency (CAAP) in the Fall, Spring, and Summer semesters. It is the exam selected that meets South Association of Colleges and Schools (SACS) quality control management requirement. The exams consist of five sections: Writing Skills, Writing Essay, Mathematics, Reading, and Critical Thinking.

Funds for this expenditure are budgeted in the CAAP Examination budget for FY 2016 - 2017.

C. Non – Instructional Items

4) Professional Agency and Media Planning Services (Purchase)

Purchase professional agency and media planning services from **Richards Carlberg, Inc. / dba Richards Carlberg** (Houston, TX), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$1,051,000.00.

Purpose – The Office of Public Relations and Marketing is requesting to continue the agency services in FY 2016 - 2017 to provide marketing strategy, brand management and creative design services to the College to support its ongoing rebranding initiative and goals to increase student enrollment, build positive regional perceptions, and reinforce community pride in the institution. The services include but are not limited to: creative design, concept development, copywriting, and production of marketing materials. Materials produced include but are not limited to: campaign theme, digital illustrations, online ads, radio scripts and recordings, television scripts and videos, print ads, billboard designs, photography, and marketing guidelines as requested. The services provided and materials produced by Richards Carlberg are utilized throughout the College's many marketing initiatives including spring, summer and fall enrollment campaigns, continuously refining the College's brand identity, and growing the College's brand awareness throughout the Rio Grande Valley and beyond.

The Office of Public Relations and Marketing is also requesting to continue leveraging Richards Carlberg's Brand Media team as the College's Agency of Record. This will authorize the agency to coordinate the purchase of media time and space on behalf of the College. By serving as our Agency of Record, the College will also be able to leverage their team for media negotiations and advanced reporting of marketing metrics.

Justification and Benefit – Ongoing maintenance and expansion of any campaign is vital to its success and longevity. Continuing to partner with Richards Carlberg will allow the College to enhance the branding and enrollment campaign by incorporating new elements not originally included at launch and to further increase the efficiency of its media performance through optimization based on learnings from previous campaigns.

Another critical component of the campaign is measuring the impact and effectiveness of the advertising. Bringing in Richards Carlberg as our agency of record (AOR) allows us to:

- obtain better advertising rates with existing and new vendors;
- leverage advertising partnership/opportunities not currently available to the College;
- adjust advertising spending based on performance more easily;
- evaluate and utilize emerging advertising technologies; and
- leverage Richards Carlberg in-house staff's expertise and experience from working with other higher educational institutions.

Background – The Board awarded a contract for the professional agency and media planning services which included the rebranding of South Texas College at the March 26, 2013 Board of Trustees meeting to Richards Carlberg. Renewals to continue services have been approved in FY 2014, FY 2015, and FY 2016.

Funds for this expenditure are budgeted in the Public Relations and Marketing – Advertising budget for FY 2016 – 2017.

5) Business Skills Training Services (Renewal)

Renew the business skills training services contract with **World-Class Training** (Brownsville, TX), for the period beginning October 28, 2016 through October 27, 2017, at a commission of \$18.00 per instructional hour.

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

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

Background - The Board awarded the contract for business skills training services at the October 27, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins October 28, 2016 and ends October 27, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/15	10/28/15 - 10/27/16	2 – one year options
1 st Renewal	8/23/16		10/28/16 – 10/27/17

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

6) Elevator Maintenance Agreement (Renewal)

Renew the elevator maintenance agreement with **Otis Elevator, Co.** (San Antonio, TX), a Provista Purchasing Cooperative approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated cost of \$55,000.00.

Purpose – The Facilities Maintenance and Operations is requesting to renew the elevator maintenance agreement which includes preventative maintenance and service as needed.

Justification and Benefit - The elevator maintenance contract renewal will include the regular examinations and repairs of all twenty (20) elevators district wide.

Funds for this expenditure are budgeted in the Mechanical Systems Maintenance budget for FY 2016 – 2017.

7) Merchant Services (Renewal)

Renew the merchant services (credit card processing) contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2016 through August 31, 2017, at an estimated annual cost of \$286,789.26, which is based on projected transactions.

Purpose – The Business Office has requested to renew the contract for merchant services which will permit students, faculty, staff, and the general public to pay for tuition and fees and other services provided by South Texas College with credit/debit cards.

Justification and Benefit – The merchant services is needed to maximize efficiencies and improve customer service by providing a method for processing credit/debit card payments by students, faculty, staff, and the general public for various services or purchases at South Texas College.

Background - The Board awarded the contract for merchant services at the October 28, 2014 Board of Trustees meeting for two years with three 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	10/25/14	11/1/14 - 8/31/16	3 – one year options
1 st Renewal	8/23/16		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 Business Office – Credit Card Charges budget for FY 2016 – 2017.

8) Office Supplies (Renewal)

Renew the office supplies contracts for the period beginning October 1, 2016 through September 30, 2017, at an estimated amount of \$450,000.00 with the following vendors:

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

Purpose – It is requested to renew the contracts for office supplies which will include paper, pens, markers, folders, indexes, batteries, binders, labels, dividers, post it notes, tape, etc.

Justification and Benefit – The office supplies are needed for the day to day operation of the College’s instructional programs and support services. Also considered are the delivery service they provide, their pricing, and the availability of items.

Background - The Board awarded the contracts for the office supplies at the August 26, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins October 1, 2016 and ends September 30, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/26/14	10/1/14 - 9/30/15	2 – one year options
1 st Renewal	8/25/15		10/1/15 – 9/30/16
2 nd Renewal	8/23/16		10/1/16 – 9/30/17

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

Funds for this expenditure are budgeted in various requesting department budgets for FY 2016 - 2017.

9) Online Defensive Driving Training (Renewal)

Renew the online defensive driving training contract for the period beginning August 24, 2016 through October 31, 2017, at a commission of \$8.75 per student, which is 35% of the total tuition of \$25.00. I Drive Safely, LLC., the company originally awarded the contract, is being acquired by **eDriving Fleet, LLC.** (Cape May Court House, NJ) and wishes to assign the contract to this company. Consent to assign the contract to **eDriving Fleet, LLC.** is required from the College.

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

Justification and Benefit – The online defensive driving training will be provided through the South Texas College Continuing Professional and Workforce Education. The course provides an alternative to the traditional defensive driving classroom course. The course is available to anyone who desires to improve their driving skills and also provides traffic citation dismissal benefits for those individuals who have received approval from a Texas court. These courses are considered non-state and therefore the College would not receive any contact hour funding for them.

Background – The Board awarded the contract for online defensive driving training at the October 27, 2015 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins November 1, 2016 and ends October 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/15	11/1/15 - 10/31/16	2 – one year options
1 st Renewal	8/23/16		11/1/16 – 10/31/17

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

D. Technology Items

10) On-Demand Subscription Library (Purchase)

Purchase an on-demand subscription library from Ellucian, Inc. through **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning August 31, 2016 through August 30, 2019, at an annual amount of \$21,353.00 and a total amount of \$64,059.00.

Purpose - Technology Resources is requesting to purchase computer based, on-demand training for the Banner applications and existing 3rd party applications that work with the Banner system including Luminis and DegreeWorks.

Justification and Benefit – The computer based training library is a set of over 4,000 lessons that can be accessed at any time by the College’s Banner users. Lessons cover different Banner modules and provide a better understanding of the functionality of each module. Features include a frequently asked questions section that includes questions by Banner users from other institutions, exercises, and short quizzes to help users better understand what they have learned.

Funds for this expenditure are in the Application Development Services budget for FY 2016 – 2017 and FY 2017 – 2018 and FY 2018 – 2019 pending Board approval of the budget.

11) Banner Application Maintenance Agreement (Renewal)

Renew the Banner application maintenance agreement with Ellucian, Inc. through **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium

(TCC), for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$392,809.91.

Purpose - Technology Resources is requesting to renew the maintenance and support for the Banner applications and existing 3rd party applications that work with the Banner system.

Justification and Benefit - The applications included in the renewal agreement are Banner Financial Aid, Banner Finance, Banner Finance Self-Service, Banner HR, Banner Employee Self-Service, Banner Student, Banner Student Self-Service, Banner Faculty Self-Service, EDI Smart, Banner Integration for E-Learning, Banner Workflow, Campus Loan Manager, Operational Data Store, Luminis Basic, Enterprise Data Warehouse, Enrollment Management Recruiting, Banner Recruiting and Admission Performance, Banner Travel & Expense Management, Degree Works, Degree Works Transfer Equivalency, Financial Aid FM Need Analysis, WebFOCUS, Xtender Solutions, ApplicationXtender, AppWorx, Cognos, Document Management Suite, Application Xtender Test Bundle, Banner Enterprise Job Scheduler, Application Xtender Web Services, and Banner Document Management Suite.

The agreement is a standing maintenance agreement with Ellucian, a sole source vendor. The contract is purchased through the Texas Connection Consortium (TCC) in order to purchase at a substantially discounted rate.

Funds for this expenditure are in the Application Development Services budget for FY 2016 – 2017.

12)Data Hosting and Maintenance Agreement (Renewal)

Renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$192,547.77.

Purpose – Technology Resources is requesting to renew the hosting and maintenance services for the College’s cashiering system.

Justification and Benefit - The data hosting services provide a data secure environment for all payments received at the College. All personal, bank and credit card information must be stored in a PCI-certified data center to prevent fraud. The maintenance covers support issues for the cashiering system including online payments by credit cards and checks and for the equipment used by South Texas College staff.

Funds for this expenditure are in the Application Development Services budget for FY 2016 – 2017.

13)Desktop Computer Software License Agreement (Renewal)

Renew the desktop computer software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR)

approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$38,870.20.

Purpose – Technology Resources is requesting to renew the desktop computer software licenses used on computers at all campuses as well as the support ticketing system licenses used the IS&P Help Desk.

Justification and Benefit – The software licenses are installed on student lab computers and classroom computers throughout the district and remotes to retain the computer's original setting and configurations. It will keep the computers running efficiently and prevent hardware failures or downtime.

The support ticketing system licenses are used by the IS&P Help Desk to track all hardware and software issued called in the South Texas College faculty, staff, and students.

Funds for this expenditure are budgeted in the Application Development Services and Technology Support Services budgets for FY 2016 – 2017.

14) Email Security Software License Agreement (Renewal)

Renew the email security software license agreement from **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 28, 2016 through August 27, 2017, at a total amount of \$38,596.60.

Purpose – Information Security is requesting to renew the email security software license agreement which protects email users from malware, spam, and phishing attempts. It also provides secure messaging capabilities to be able to send sensitive data through email.

Justification and Benefit – Email is widely used as a method to deliver malware, trick people into providing login credentials, and can be constantly targeted by spammers. We need to protect the service with a tool that provides protection against these threats. It will protect and provide a service for sharing sensitive information securely with trusted parties. The software provides a service that can greatly reduce the probability of a successful phishing attempt.

Funds for this expenditure are budgeted in the Information Security budget for FY 2016-2017.

15) Enterprise Security Manager License Agreement (Renewal)

Renew the enterprise security manager license agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resource (DIR) approved vendor, for the period beginning June 11, 2016 through June 10, 2017 at a total cost of \$51,739.16.

Purpose – Information Security is requesting to renew the enterprise security manager license agreement to continue receiving maintenance and support for our Security Information and Event Management (SIEM).

Justification and Benefit –The enterprise security manager maintenance includes hotfixes for bugs and vulnerabilities. The support contract will provide help from the vendor when needed.

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

16)Hardware and Software Maintenance and Support Agreement (Renewal)

Renew the hardware and software maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$92,314.94.

Purpose – Technology Resources is requesting to renew the hardware and software maintenance and support agreements that will cover the servers, switches, and licenses.

Justification and Benefit – The renewal will include extended services for the servers, switches, and software license which is needed for support and maintenance services. The hardware and software support provides many services for applications used throughout College wide.

Funds for this expenditure are budgeted in the Infrastructure budget for FY 2016 – 2017.

17)Internet Services – Pecan Campus (Renewal)

Renew the internet service – Pecan Campus with the State of Texas **Department of Information Resources (DIR)** (Austin, TX) for Time Warner Cable, for the period beginning September 1, 2016 through August 31, 2017, at a monthly amount of \$11,193.73 and annual amount of \$134,324.76.

Purpose - Technology Resources is requesting to renew Internet services for the Pecan Campus.

Justification and Benefit - The service will be utilized by students, faculty, and staff to access the Internet for use in classrooms, labs, and offices at the Pecan Campus.

Funds for this expenditure is budgeted in the Telecom budget for FY 2016 - 2017.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 23, 2016 Board meeting the proposal awards, purchases, and renewals as listed below:

A. Awards

B. Instructional Items

C. Non - Instructional Items

D. Technology Items

A. Awards

- 1) **Food Service – Nursing and Allied Health Campus (Award):** award the proposal for food service – the Dr. Ramiro R. Casso Nursing and Allied Health campus to **Domine Catering, LLC.** (McAllen, TX), for the period beginning October 19, 2016 through October 18, 2017 with two one-year options to renew with a 5% commission of total monthly sales;
- 2) **Printing Projects (Award):** award the proposal for printing projects and general purpose printing at an estimated amount of \$314,152.95 for the period beginning September 1, 2016 through August 31, 2017.

⇒ **Printing Projects** – at an estimated amount of \$214,152.95 to the following vendors in the amounts listed below:

Publications	Vendor	Amount
Division Brochures FY 2016 – 2017	Grunwald Printing Company (Corpus Christi, TX)	\$1,463.42
Program of Study Brochures FY 2016 - 2017	Grunwald Printing Company (Corpus Christi, TX)	\$3,032.45
Staying Connected Special Edition Tabloids FY 2016 - 2017	Gatehouse Media Texas Holdings II, Inc./dba Valley Town Crier (McAllen, TX)	\$24,613.44
Class Schedules FY 2016 – 2017 Summer/Fall 2017	Gatehouse Media Texas Holdings II, Inc./dba Valley Town Crier (McAllen, TX)	\$47,962.55
Class Schedules FY 2016 – 2017 Spring 2017	Gatehouse Media Texas Holdings II, Inc./dba Valley Town Crier (McAllen, TX)	\$18,954.98
Official Stationary FY 2016 – 2017	FedEx Office (McAllen, TX)	\$55,000.00
Student Catalog FY 2016 – 2017	EP Graphics, Inc. (Berne, IN)	\$32,709.00
Viewbook FY 2016 – 2017	Grunwald Printing Company (Corpus Christi, TX)	\$4,790.11
Graduation Announcements & Envelopes	San Antonio Printing (McAllen, TX)	\$1,140.00
Graduation Programs FY 2016 - 2017	Communication Specialists, Inc. / dba Capital Spectrum (Buda, TX)	\$24,487.00

⇒ **General Purpose Printing** – at an estimated amount of \$100,000.00 will be awarded to the following eight (8) vendors:

Copy Zone, Ltd. (McAllen, TX)	Expressway Printing, Copying and More, LLC. (Mercedes, TX)
FAGSA USA Printing, LLC. (McAllen, TX)	FedEx Office (McAllen, TX)
Gateway Printing & Office Supply, Inc. (Edinburg, TX)	Grunwald Printing Company (Corpus Christ, TX)
Safeguard Universal, LLC. (Corpus Christi, TX)	San Antonio Printing (McAllen, TX)

B. Instructional Items

- 3) **Testing Materials – CAAP (Purchase):** purchase testing materials – CAAP from **ACT CAAP** (Iowa City, IA), a sole source vendor, at an estimated amount of \$50,030.00;

C. Non – Instructional Items

- 4) **Professional Agency and Media Planning Services (Purchase):** purchase professional agency and media planning services from **Richard Carlberg, Inc. / dba Richards Carlberg** (Houston, TX), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$1,051,000.00;
- 5) **Business Skills Training Services (Renewal):** renew the business skills training services contract with **World-Class Training** (Brownsville, TX), for the period beginning October 28, 2016 through October 27, 2017, at a commission of \$18.00 per instructional hour;
- 6) **Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with **Otis Elevator, Co.** (San Antonio, TX), a Provista Purchasing Cooperative approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$55,000.00;
- 7) **Merchant Services (Renewal):** renew the merchant services (credit card processing) contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2016 through August 31, 2017, at an estimated annual cost of \$286,789.26 which is based on projected transactions;
- 8) **Office Supplies (Renewal):** renew the office supplies contracts for the period beginning October 1, 2016 through September 30, 2017, at an estimated amount of \$450,000.00 with the following vendors:
- Primary: **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - Secondary: **Quill Corporation** (Lincolnshire, IL)
Office Depot (Boca Raton, FL)
- 9) **Online Defensive Driving Training (Renewal):** renew the online defensive driving training contract for the period beginning August 24, 2016 through October 31, 2017, at a commission of \$8.75 per student, which is 35% of the total tuition of \$25.00. I Drive Safely, LLC., the company originally awarded the contract, is being acquired by **eDriving Fleet, LLC.** (Cape May Court House, NJ) and wishes to assign the contract to this company. Consent to assign the contract to **eDriving Fleet, LLC.** is required from the College;

D. Technology

- 10) **On-Demand Subscription Library (Purchase):** purchase on-demand subscription library from Ellucian, Inc. through **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning August 31, 2016 through August 30, 2019, at an annual amount of \$21,353.00 and total amount of \$64,059.00;
- 11) **Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through the **Texas A & M University – Corpus Christi** (Corpus Christi, TX) acting by and through the State of

Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$392,809.91;

- 12)Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$192,547.77;
- 13)Desktop Computer Software License Agreement (Renewal):** renew the desktop computer software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$38,870.20;
- 14)Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 28, 2016 through August 27, 2017, at a total amount of \$38,596.60;
- 15)Enterprise Security Manager License Agreement (Renewal):** renew the enterprise security manager license agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 11, 2016 through June 10, 2017 at a total amount of \$51,739.16;
- 16)Hardware and Software Maintenance and Support Agreement (Renewal):** renew the hardware and software maintenance and support agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total amount of \$92,314.94;
- 17)Internet Services – Pecan Campus (Renewal):** renew the internet services – Pecan Campus with the State of Texas **Department of Information Resources (DIR)** (Austin, TX) for Time Warner Cable, for the period beginning September 1, 2016 through August 31, 2017, at a monthly amount of \$11,193.73 and annual amount of \$134,324.76.

Recommend Action - The total for all proposal awards, purchases, and renewal is **\$3,212,234.55**

SOUTH TEXAS COLLEGE
1. FOOD SERVICE - NURSING AND ALLIED HEALTH CAMPUS
PROJECT NO. 16-17-1009

VENDOR		Domine Catering, LLC.
ADDRESS		7304 N 17th St
CITY/STATE/ZIP		McAllen, TX 78504
PHONE		956-279-4812
CONTACT		Francisco Domine, Jr.
#	Description	Unit Price
1	1st Year Commission on Sales	5%
2	2nd Year Commission on Sales	5%
3	3rd Year Commission on Sales	5%
Escalation		
4	2nd Year	2%
5	3rd Year	2%
TOTAL EVALUATION POINTS		97.98
RANKING		1

SOUTH TEXAS COLLEGE
1. FOOD SERVICE - NURSING AND ALLIED HEALTH CAMPUS
PROJECT NO. 16-17-1009
EVALUATION FORM

VENDOR		Domine Catering, LLC.	
ADDRESS		7304 N 17th St	
CITY/STATE/ZIP		McAllen, TX 78504	
PHONE		956-279-4812	
CONTACT		Francisco Domine, Jr.	
1	The respondent's financial proposal. --The cost of the vendor's products --The commission to be paid to the College (up to 40 points)	40	40
		40	
		40	
2	The respondent's experience and reputation in providing the goods and/or services requested in this RFP. (up to 20 points)	19	19.66
		20	
		20	
3	The quality and variety of product offered by the respondent. (up to 20 points)	19	19.66
		20	
		20	
4	The respondent's policy in handling customer service complaint/issues. (up to 19 points)	18	18.66
		19	
		19	
5	The impact on the ability of the College to comply with the laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
TOTAL EVALUATION POINTS		97.98	
RANKING		1	

**SOUTH TEXAS COLLEGE
2. PRINTING PROJECTS
PROJECT NO. 16-17-1008**

NAME	Communication Specialists, Inc./dba Capital Spectrum	Copy Zone, Ltd.	EP Graphics, Inc.	Expressway Printing, Copying and More, LLC.	FAGSA USA Printing, LLC.	FedEx Office	Gatehouse Media Texas Holdings II, Inc./ dba Valley Town Crier	Gateway Printing & Office Supply, Inc.	Grunwald Printing Company	Safeguard Universal, LLC.	San Antonio Printing	The Monitor/ AIM Media TX	Tekna Impact, LLC.	Trend Offset Printing
ADDRESS	502 S Loop 4	4131 N 10th St	169 S Jefferson St	2020 E Expway 83 Ste 4	201 N McCoil Rd Ste C	2812 N 10th St	1811 N 23rd	315 S Closner	1418 Morgan Ave	2741 Swantner St	2909 W US Hwy 83	1400 E Nolana Loop	6200 S 35th St Ste B	2323 McDaniel Dr
CITY/STATE/ZIP	Buda, TX 78610	McAllen, TX 78504	Berne, IN 46711	Mercedes, TX 78580	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	Edinburg, TX 78539	Corpus Christi, TX 78404	Corpus Christi, TX	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78503	Carrollton, TX 75006
PHONE	512-478-3448	956-668-9600	260-589-2145	956-825-9829	956-522-5300	956-682-4040	956-682-2423	956-383-3861	361-882-5654	800-221-7419	956-605-0088	956-683-4522	956-213-8285	972-243-3556
FAX	512-478-3863	956-668-9603	260-589-2810	956-825-9930		956-682-4013	956-630-6371	956-383-4674	361-882-7394	361-884-8015		956-683-4502	956-278-3230	972-243-5993
CONTACT	James F. Adame	Dan Clarke	Lori Bantz	Sue Nguyen-Ramirez	Gerardo Chapa	Humberto Barberena	Jimmy Rocha	Butch Shook	John Grunwald	Anthony Anzaldua	Antonio Delgado	Walt Bartlick	Sergio Velasco	Jason Meador
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
DIVISION BROCHURES FY 2016-2017														
One (1) issue per year (4 Different Division brochures (5,000 for each))														
1	20,000 Prints	\$2,101.00	\$4,999.75		\$11,300.00	\$5,823.00	\$9,277.42		\$1,905.85	\$1,463.42	\$2,385.00		\$2,107.40	
PROGRAM OF STUDY BROCHURES FY 2016-2017														
1	25,000 Prints	\$4,379.00	\$4,950.26				\$5,027.40		\$3,855.65	\$3,032.45	\$5,395.00		\$3,125.00	
STAYING CONNECTED SPECIAL EDITION TABLOIDS FY 2016-2017														
1	220,000 Prints							\$12,306.72				\$8,298.00		\$10,991.00
2	Cost for 2 runs including delivery							\$24,613.44				\$16,596.00		\$21,982.00
CLASS SCHEDULES FY 2016-2017 SUMMER/FALL 2017														
One (1) issue per year														
1	290,000 Summer/ 145,000 Fall; 145,000 Total							\$29,277.25				\$36,519.00		\$35,946.00
2	165,000 Fall Schedule Only							\$18,685.30				\$20,317.00		\$24,840.00
	Total							\$47,962.55				\$56,836.00		\$60,786.00
CLASS SCHEDULES FY 2016-2017 - SPRING 2017														
1	166,500 prints @ 32 pages							\$18,954.98				\$20,480.00		\$25,028.00
OFFICIAL STATIONERY FY 2016-2017														
1	Letterhead													
	1 Ream							\$91.58	\$76.90	\$265.00	\$30.70		\$31.52	
2	Envelopes													
	1 Box							\$69.99	\$129.00	\$210.00	\$39.80		\$65.00	
3	Second Sheets													
	1 Ream							\$12.99	\$18.75	\$80.00	\$12.00		\$10.33	
4	Business Cards Double Sided													
	1 Boxes (250 cards)				\$25.00			\$32.57 500 Cards	\$38.00	\$38.00	\$27.22		\$4.10	
FINAL COST PER COMPLETED ORDERS														
5	Letterhead													
	500 Reams (500 sheets) Online							\$45,790.00	\$38,450.00					
	500 Reams (500 sheets) Camera Ready								\$38,450.00	\$132,500.00	\$15,350.00		\$15,760.00	
6	Envelopes													
	500 Boxes (500 envelopes) Online							\$34,995.00	\$64,500.00					
	500 Boxes (500 envelopes) Camera Ready								\$64,500.00	\$105,000.00	\$19,900.00		\$32,500.00	
7	Business Cards Double Sided													
	1,000 Boxes (250 cards) Online				\$25,000.00				\$38,000.00					
	1,000 Boxes (250 cards) Camera Ready				\$25,000.00			\$32,570 500 Cards	\$38,000.00	\$38,000.00	\$27,220.00		\$4,100.00	

**SOUTH TEXAS COLLEGE
2. PRINTING PROJECTS
PROJECT NO. 16-17-1008**

NAME	Communication Specialists, Inc./dba Capital Spectrum	Copy Zone, Ltd.	EP Graphics, Inc.	Expressway Printing, Copying and More, LLC.	FAGSA USA Printing, LLC.	FedEx Office	Gatehouse Media Texas Holdings II, Inc./ dba Valley Town Crier	Gateway Printing & Office Supply, Inc.	Grunwald Printing Company	Safeguard Universal, LLC.	San Antonio Printing	The Monitor/ AIM Media TX	Tekna Impact, LLC.	Trend Offset Printing
ADDRESS	502 S Loop 4	4131 N 10th St	169 S Jefferson St	2020 E Expway 83 Ste 4	201 N McCoil Rd Ste C	2812 N 10th St	1811 N 23rd	315 S Closner	1418 Morgan Ave	2741 Swantner St	2909 W US Hwy 83	1400 E Nolana Loop	6200 S 35th St Ste B	2323 McDaniel Dr
CITY/STATE/ZIP	Buda, TX 78610	McAllen, TX 78504	Berne, IN 46711	Mercedes, TX 78580	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	Edinburg, TX 78539	Corpus Christi, TX 78404	Corpus Christi, TX	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78503	Carrollton, TX 75006
PHONE	512-478-3448	956-668-9600	260-589-2145	956-825-9829	956-522-5300	956-682-4040	956-682-2423	956-383-3861	361-882-5654	800-221-7419	956-605-0088	956-683-4522	956-213-8285	972-243-3556
FAX	512-478-3863	956-668-9603	260-589-2810	956-825-9930		956-682-4013	956-630-6371	956-383-4674	361-882-7394	361-884-8015		956-683-4502	956-278-3230	972-243-5993
CONTACT	James F. Adame	Dan Clarke	Lori Bantz	Sue Nguyen-Ramirez	Gerardo Chapa	Humberto Barberena	Jimmy Rocha	Butch Shook	John Grunwald	Anthony Anzaldua	Antonio Delgado	Walt Bartlick	Sergio Velasco	Jason Meador
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
8	Second Sheets													
	100 Reams (500 sheets)					\$6,495.00		\$9,375.00		\$40,000.00	\$6,000.00		\$5,165.00	
STUDENT CATALOG FY 2016-2017														
	One (1) issue per year													
1	20,000 Prints 500 Pages + Cover	\$34,359.00		\$28,731 4+496pgs										\$33,056.00
2	20,000 Prints 600 Pages + Cover	\$39,787.00		\$32,709.00										\$38,190.00
3	20,000 Prints 700 Pages + Cover	\$44,851.00		\$36,254 4+696pgs										\$43,246.00
VIEWBOOK FY 2016-2017														
	One (1) issue per year													
1	20,000 Prints	\$6,188.00	\$13,999.00		\$61,500.00	\$5,996.37		\$5,031.90	\$4,790.11					
GRADUATION ANNOUNCEMENTS & ENVELOPES														
December 2016 Graduation Announcements & Matching Envelopes														
1	1,200										\$570.00		\$655.20	
May 2017 Graduation Announcements & Matching Envelopes														
2	1,200										\$570.00		\$655.20	
GRADUATION PROGRAMS FY 2016-2017														
December 2016 Graduation Ceremony Programs														
1	10,000 Programs	\$7,662.00									\$9,810.00			
May 2017 Graduation Ceremony Programs														
2	18,000 Programs	\$16,825.00									\$19,975.00			
Summary of Projects														
Division Brochures FY 2016-2017														
									\$1,463.42					
Program of Study Brochures FY 2016-2017														
									\$3,032.45					
Staying Connected Sp Ed Tabloids FY 2016-2017														
							\$24,613.44							
Class Schedules FY 2016-2017 Summer/Fall 2017														
							\$47,962.55							
Class Schedules FY 2016-2017 Spring 2017														
							\$18,954.98							
Official Stationary FY 2016-2017														
						\$55,000.00								
Student Catalog FY 2016-2017														
			\$32,709.00											
Viewbook FY 2016-2017														
									\$4,790.11					
Graduation Announcements & Envelopes FY 2016-2017														
											\$1,140.00			
Graduation Programs FY 2016-2017														
		\$24,487.00												
TOTAL EVALUATION POINTS		91.32	76.65	90.99	66.32	66.65	91.65	90.65	88.66	96	76.99	80.99	74.66	****
RANKING		3	9	4	12	11	2	5	6	1	8	7	10	****

****The vendor did not submitted required document therefore not evaluated.

SOUTH TEXAS COLLEGE
2. PRINTING PROJECTS - GENERAL PURPOSE PRINTING
PROJECT NO. 16-17-1008

NAME	Copy Zone, Ltd.	Expressway Printing, Copying and More, LLC.	FAGSA USA Printing, LLC.	FedEx Office	Gateway Printing & Office Supply, Inc.	Grunwald Printing Company	Safeguard Universal, LLC.	San Antonio Printing	Tekna Impact, LLC.	
ADDRESS	4131 N 10th St	2020 E Expway 83 Ste 4	201 N McColl Rd Ste C	2812 N 10th St	315 S Closner	1418 Morgan Ave	2741 Swantner St	2909 W US Hwy 83	6200 S 35th St Ste B	
CITY/STATE/ZIP	McAllen, TX 78501	Mercedes, TX 78580	McAllen, TX 78501	McAllen, TX 78501	Edinburg, TX 78539	Corpus Christi, TX	Corpus Christi, TX	McAllen, TX 78501	McAllen, TX 78503	
PHONE	956-668-9600	956-825-9829	956-522-5300	956-682-4040	956-383-3861	361-882-5654	800-221-7419	956-605-0088	956-213-8285	
FAX	956-668-9603	956-825-9930		956-682-4013	956-383-1037	361-882-7394	361-884-8015		956-278-3230	
CONTACT	Dan Clarke	Sue Nguyen-Ramirez	Gerardo Chapa	Humberto Barberena	Sonia Garcia	John Grunwald	Anthony Anzaldua	Antonio Delgado	Sergio Velasco	
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	
1. FLIERS (SINGLE SIDED)										
	8.5 x 11 24# Text White or similar, 4 Color Process, Full Bleed, No Folds									
	Cost per 25	\$21.67	\$4.75	\$22.00	\$14.75	\$9.45	\$74.52	\$6.25	\$18.75	\$45.00
	Cost per 50	\$32.04	\$9.00	\$25.50	\$29.00	\$12.00	\$76.53	\$12.50	\$37.50	\$47.50
2. BROCHURES										
	8.5 x 11 80#, Gloss Text White, 4 Color Process, Double-Sided Printing, Full Bleed Both Sides, Tri-fold									
	Cost per 200	\$155.16	\$70.00	\$228.00	\$247.22	\$88.80	\$201.94	\$250.00	\$150.00	\$282.00
	Cost per 500	\$277.56	\$150.00	\$294.00	\$255.20	\$193.60	\$264.66	\$295.00	\$275.00	\$1,075.00
3. POSTCARDS										
	5 x 7 10 PT White Cover Gloss or similar, (4/1), Double-Sided, Full Bleed									
	Cost per 1,000	\$413.15	\$190.00	\$166.50	\$146.29	\$135.50	\$315.34	\$95.00	\$375.00	\$300.00
	Cost per 5,000	\$1,763.75	\$765.00	\$516.00	\$376.50	\$524.00	\$869.20	\$310.00	\$755.00	\$320.00
4. NCR FORMS										
1	Based on a 2-part NCR form									
	8.5 x 11, Single Sided, Black Ink									
	Cost per 100	\$21.20	\$26.00	\$53.00	\$107.37	\$19.85	\$100.33	\$25.00	\$25.00	\$225.00
	Cost per 500	\$59.40	\$120.00	\$86.00	\$150.29	\$66.55	\$256.53	\$78.00	\$55.00	\$342.50
2	Based on a 3-part NCR form									
	8.5 x 11, Single Sided, Black Ink									
	Cost per 100	\$35.16	\$35.00	\$57.00	\$130.29	\$24.60	\$119.53	\$35.00	\$35.00	
	Cost per 500	\$113.15	\$150.00	\$108.00	\$208.34	\$92.05	\$352.02	\$110.00	\$95.00	\$400.00

SOUTH TEXAS COLLEGE
2. PRINTING PROJECTS
PROJECT NO. 16-17-1008 -- EVALUATION FORM

NAME	Communication Specialists, Inc.	Copy Zone, Ltd.	EP Graphics, Inc.	Expressway Printing, Copying and More, LLC.	Fagsa USA Printing, LLC.	FedEx Office	Gatehouse Media Texas Holdings II, Inc./ dba Valley Town Crier	Gateway Printing & Office Supply, Inc.	Grunwald Printing Company	Safeguard Universal, LLC.	San Antonio Printing	The Monitor/ AIM Media TX	Trend Offset Printing														
ADDRESS	502 S Loop 4	4131 N 10th St	169 S Jefferson St	2020 E Expway 83	201 N McColl Rd Ste C	2812 N 10th St	1811 N 23rd	315 S Closer	1418 Morgan Ave	2741 Swantner St	2909 W US Hwy 83	1400 E Nolana Loop	2323 McDaniel Dr														
CITY/STATE/ZIP	Buda, TX 78610	McAllen, TX 78501	Berne, IN 46711	Mercedes, TX 78580	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	Edinburg, TX 78539	Corpus Christi, TX	Corpus Christi, TX	McAllen, TX 78501	McAllen, TX 78501	Carrollton, TX 75006														
PHONE	512-478-3448	956-668-9600	260-589-2145	956-825-9829	956-522-5300	956-682-4040	956-682-2423	956-383-3861	361-882-5654	800-221-7419	956-605-0088	956-683-4522	972-243-3556														
FAX	512-478-3863	956-668-9603	260-589-2810	956-825-9930		956-682-4013	956-630-6371	956-383-4674	361-882-7394	361-884-8015		956-683-4502	972-243-5993														
CONTACT	James F. Adame	Dan Clarke	Lori Bantz	Sue Nguyen-Ramirez	Gerardo Chapa	Humberto Barberena	Jimmy Rocha	Butch Shook	John Grunwald	Anthony Anzaldua	Antonio Delgado	Walt Bartick	Jason Meador														
1	The purchase price. (up to 40 points)	36	36	30	30	40	40	24	24	28	28	34	34	36	36	34	34	40	40	28	28	36	36	30	30	34	34
		36		30		40		24		28		34		36		34		40		28		36		30		34	
		36		30		40		24		28		34		36		34		40		28		36		30		34	
2	The reputation of the vendor and of the vendor's goods and/or services. (up to 15 points)	14	14	13	12.33	14	13.33	11	11.33	10	10.66	14	14.66	13	13.66	14	14	14	14	13	13	12	12	13	13	0	0
		14		12		13		11		11		15		14		14		13		12		13		0			
		14		12		13		11		11		15		14		14		13		12		13		0			
3	The quality of vendor's goods or services. (up to 16 points)	15	14.66	12	12.33	15	13.66	10	10.66	10	10.66	15	15.33	14	14.66	15	15	15	15	13	13	11	11.66	12	10.66	0	0
		14		13		11		11		15		15		15		13		12		10		0					
		15		12		13		11		11		16		15		15		13		12		10		0			
4	The extent to which the goods or services meet the College's needs. (up to 20 points)	18	18.66	17	15.66	19	17	15	14.33	12	12.33	19	19.66	18	18.33	18	17.66	19	19	17	15.66	16	15.33	15	15	0	0
		19		15		16		14		14		20		18		17		19		15		15		0			
		19		15		16		14		14		20		19		18		19		15		15		0			
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2	2.33	3	3	2	2	2	2	3	3	3	3	3	3	3	3	3	2.33	2	2	2	2	2	2
		3		3		3		2		2		3		3		3		2		2		2					
		3		2		3		2		2		3		3		3		2		2		2					
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
		0		0		0		1		0		0		0		0		1		0		0		0			
		0		0		0		1		0		0		0		0		1		0		0		0			
7	The vendor's delivery schedule. (up to 5 points)	5	5	4	4	4	4	3	3	3	3	5	5	5	5	5	5	5	5	4	4	4	4	4	4	3	3
		5		4		4		3		3		5		5		5		4		4		4					
		5		4		4		3		3		5		5		5		4		4		4					
TOTAL EVALUATION POINTS	91.32	76.65	90.99	66.32	66.65	91.65	90.65	88.66	96	76.99	80.99	74.66	39														
RANKING	3	9	4	12	11	2	5	6	1	8	7	10	13														

SOUTH TEXAS COLLEGE
3. TESTING MATERIALS - CAAP

NAME			ACT CAAP	
ADDRESS			P O Box 168	
CITY/STATE/ZIP			Iowa City, IA 52243	
PHONE			319-337-1576	
#	Qty	Description	Unit Price	Extension
1	1360	Objective Test - Writing Skills, Math, Reading, and Critical Thinking	\$ 22.00	\$ 29,920.00
2	1360	Writing Essay Test	\$ 14.75	\$ 20,060.00
3	1	Shipping and Handling	\$ 50.00	\$ 50.00
TOTAL AMOUNT			\$	50,030.00

SOUTH TEXAS COLLEGE

4. PROFESSIONAL AGENCY AND MEDIA PLANNING SERVICES

		NAME	Richards Carlberg, Inc./dba Richards Carlberg	
		ADDRESS	1900 W Loop S Ste 1100	
		CITY/STATE/ZIP	Houston, TX 78027	
		PHONE	713-965-0764	
		FAX	713-965-0135	
		CONTACT	Chuck Carlberg	
#	Qty	Description	Unit Price	Extension
1	1	Agency Fee - Professional Marketing Services (Brand Management, Creative Production and Media Services) Period: 9/1/16 - 8/31/17	\$ 245,000.00	\$ 245,000.00
2	1	Production - Marketing Assets (Photography, Illustrations, Music, and Talent)	\$ 131,000.00	\$ 131,000.00
3	1	Expenses - (Travel, Shipping, Color Copies, and Phone Charges)	\$ 15,000.00	\$ 15,000.00
4	1	Media - Enrollment Campaigns (Outdoor, Print, Broadcast, Non-Traditional, and Digital Media)	\$ 660,000.00	\$ 660,000.00
TOTAL AMOUNT			\$	1,051,000.00



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

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

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

May 31, 2016

World-Class Training
Attn: Martha A. Valdez
P O Box 4046
Brownsville, TX 78523-4046

Dear Ms. Valdez:

On October 27, 2015, South Texas College awarded a contract to World-Class Services for Business Skills Training Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from October 28, 2016 through October 27, 2017.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through October 27, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Martha Valdez

Name Printed: Martha Valdez

Date: June 7, 2016

SOUTH TEXAS COLLEGE
6. ELEVATOR MAINTENANCE AGREEMENT

NAME			Otis Elevator, Co.	
ADDRESS			121 Interpark Ste 404	
CITY/STATE/ZIP			San Antonio, TX 78216	
PHONE			210-708-4483	
FAX			860-998-8586	
CONTACT			Bill Lund	
#	Qty	Description	Unit Price	Extension
1	1	Elevator Maintenance Agreement Period: 9/1/16 - 8/31/17	\$ 55,000.00	\$ 55,000.00
TOTAL AMOUNT			\$	55,000.00



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

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

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

May 31, 2016

BBVA Compass
Attn: Gina Lobato
3900 N. 10th Street
McAllen, Texas 78501

Dear Ms. Lobato,

On October 28, 2014, South Texas College awarded a contract to your company for Merchant Services. The award allowed for three one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for one additional one-year period. The first renewal period will be from September 1, 2016 through August 31, 2017.

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

Sincerely,

Fernando Lamas
Associate Director of Purchasing

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

Authorized Signature:

Name (Printed): Gina Lobato

Date: August 4, 2016



Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

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

(956) 872 4681
Fax (956) 872 4688

May 31, 2016

Gateway Printing & Office Supply, Inc.
Attn: Mr. Butch Shook
315 South Closner
Edinburg, TX 78539

Dear Mr. Shook:

On August 26, 2014, South Texas College awarded a contract to Gateway Printing & Office Supply, Inc. for Office Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 1, 2016 through September 30, 2017.

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

Sincerely,

A handwritten signature in cursive script that reads 'Rebecca R. Cavazos'.

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through September 30, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: B. Shook

Name Printed: Butch Shook

Date: 6/9/2016



South Texas College

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

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

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

May 31, 2016

Quill Corporation
Attn: Mr. Kenneth M. Wnek
100 Schelter Road
Lincoln, IL 60069

Dear Mr. Wnek:

On August 26, 2014, South Texas College awarded a contract to Quill Corporation for Office Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 1, 2016 through September 30, 2017.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through September 30, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature _____

Name Printed: Martin Colburn

Date: 6/10/2016



South Texas College

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

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

(956) 872 468
Fax (956) 872 4688

May 31, 2016

Office Depot
Attn: Mr. Chris McEntee
6600 N Military Trail
Boca Raton, FL 33496

Dear Mr. McEntee:

On August 26, 2014, South Texas College awarded a contract to Office Depot for Office Supplies. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from October 1, 2016 through September 30, 2017.

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

Sincerely,

REBECCA R. CAVAZOS
Director of Purchasing

Renewal of contract accepted through September 30, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Jim Pollman

Date:

7/6/16



CONTRACT ASSIGNMENT

This Assignment is made on 6/30/16, 2016 (the "Effective Date") by I Drive Safely, LLC, 5760 Fleet Street, Suite 210, Carlsbad, CA 92002 ("Assignor"), to eDriving Fleet LLC, 211 Bayberry Drive, Suite 1 E&F, Cape May Court House, NJ 08210 ("Assignee").

Assignor hereby assigns and transfers to Assignee all of Assignor's right, title and interest in the Affiliate Agreement, dated November 1st, 2014, executed by Assignor and by South Texas College ("Affiliate"), 3200 W. Pecan Blvd., McAllen, TX 78501 (the "Affiliate Agreement"), subject to all the conditions and terms contained in the Affiliate Agreement, to have and to hold from the Effective Date, until the term expires as referenced in Section 2 -- Terms and Termination.

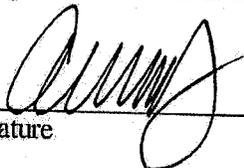
A true and complete copy of the Affiliate Agreement is attached hereto and made part hereof by reference.

CONSENT OF AFFILIATE

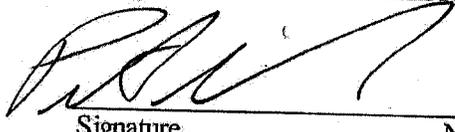
By signing below, South Texas College (Affiliate), hereby consents to the assignment of the Affiliate Agreement by Assignor to Assignee as set forth herein as of the Effective Date.

SIGNATURES:

Assignor: I DRIVE SAFELY, LLC

 Celia Stokes CEO 6/30/16
Signature Name Title Date

Assignee: EDRIVING FLEET, LLC

 Peter Gregovich CFO 6/30/16
Signature Name Title Date

Affiliate: SOUTH TEXAS COLLEGE

Signature Name Title Date

SOUTH TEXAS COLLEGE
10. ON-DEMAND SUBSCRIPTION LIBRARY

NAME			Ellucian, Inc. through Texas A & M University - Corpus Christi for Texas Connection Consortium (TCC)	
ADDRESS			6300 Ocean Drive Unit 5748	
CITY/STATE/ZIP			Corpus Christi, TX 78412	
PHONE			361-825-2134	
FAX			361-825-5810	
CONTACT			Dana Rhyne Aikman	
#	Qty	Description	Unit Price	Extension
1	3	On-Demand Subscription Library - ODSL Knowledge Pro - Institution Unlimited Named Users - Period: 8/31/16 - 08/30/19	\$ 21,353.00	\$ 64,059.00
TOTAL AMOUNT			\$	64,059.00

SOUTH TEXAS COLLEGE
11. BANNER APPLICATION MAINTENANCE AGREEMENT

		NAME			Ellucian, Inc. through Texas A & M University - Corpus Christi for Texas Connection Consortium (TCC)
		ADDRESS			6300 Ocean Drive Unit 5748
		CITY/STATE/ZIP			Corpus Christi, TX 78412
		PHONE			361-825-2134
		FAX			361-825-5810
		CONTACT			Dana Rhyne Aikman
#	Qty	Description	Unit Price	Extension	
1	1	Banner Financial Aid	\$ 31,451.65	\$ 31,451.65	
2	1	Banner Finance	\$ 29,741.17	\$ 29,741.17	
3	1	Banner Finance Self Service	\$ 3,719.04	\$ 3,719.04	
4	1	Banner Human Resources	\$ 19,043.11	\$ 19,043.11	
5	1	Banner Employee Self Service	\$ 10,330.19	\$ 10,330.19	
6	1	Banner Student	\$ 30,803.63	\$ 30,803.63	
7	1	Banner Student Self Service	\$ 6,679.26	\$ 6,679.26	
8	1	Banner Faculty Self Service	\$ 8,952.80	\$ 8,952.80	
9	1	EDI Smart	\$ 588.93	\$ 588.93	
10	1	Banner Integration E-Learning	\$ 10,485.16	\$ 10,485.16	
11	1	Banner Workflow	\$ 10,203.14	\$ 10,203.14	
12	1	Campus Loan Manager	\$ 7,201.04	\$ 7,201.04	
13	1	Operational Data Store (ODS)	\$ 28,558.17	\$ 28,558.17	
14	1	Luminis Basic	\$ 33,159.54	\$ 33,159.54	
15	1	Enterprise Data Warehouse	\$ 19,700.46	\$ 19,700.46	
16	1	Communication Management	\$ 20,356.98	\$ 20,356.98	
17	1	Banner Recruiting and Admission Performance	\$ 18,360.75	\$ 18,360.75	
18	1	Banner Travel and Expense Management	\$ 4,575.04	\$ 4,575.04	

SOUTH TEXAS COLLEGE
11. BANNER APPLICATION MAINTENANCE AGREEMENT

NAME			Ellucian, Inc. through Texas A & M University - Corpus Christi for Texas Connection Consortium (TCC)	
#	Qty	Description	Unit Price	Extension
19	1	Ellucian Degree Works	\$ 9,199.99	\$ 9,199.99
20	1	Ellucian Degree Works Transfer Equivalency	\$ 4,600.00	\$ 4,600.00
21	1	Financial Aid FM Need Analysis	\$ 6,434.67	\$ 6,434.67
22	1	Xtender Solutions	\$ 5,629.98	\$ 5,629.98
23	1	Application Xtender	\$ 17,102.90	\$ 17,102.90
24	1	AppWorx	\$ 26,357.70	\$ 26,357.70
25	1	Cognos	\$ 2,750.10	\$ 2,750.10
26	1	Document Management Suite	\$ 2,637.83	\$ 2,637.83
27	1	Application Xtender Test Bundle	\$ 1,229.87	\$ 1,229.87
28	1	Banner Enterprise Job Scheduler	\$ 4,776.21	\$ 4,776.21
29	1	Application Xtender Web Services	\$ 1,576.38	\$ 1,576.38
30	1	Banner Document Management Suite-May	\$ 3,503.33	\$ 3,503.33
31	1	Banner Document Management Suite-Nov	\$ 1,387.74	\$ 1,387.74
32	1	Banner Document Management Suite-Dec	\$ 229.59	\$ 229.59
33	1	Banner Document Management includes Application Xtender Package	\$ 970.40	\$ 970.40
34	1	Administrative Fee	\$ 10,513.16	\$ 10,513.16
TOTAL AMOUNT			\$	392,809.91

SOUTH TEXAS COLLEGE
12. DATA HOSTING AND MAINTENANCE AGREEMENT

NAME			TouchNet Information Systems, Inc.	
ADDRESS			15520 College Blvd	
CITY/STATE/ZIP			Lenexa, KS 66219	
PHONE			913-599-6699	
CONTACT			Heidi Conley	
#	Qty	Description	Unit Price	Extension
1	1	Data Hosting and Maintenance Agreement for Commerce Mobile, Payment Gateway, Student Account Center, Payment Plan Manager, Cashiering, eBill, Bill + Payment Suite, and Marketplace Period: 9/1/16 - 8/31/17	\$ 192,547.77	\$ 192,547.77
TOTAL AMOUNT			\$	192,547.77

SOUTH TEXAS COLLEGE
13. DESKTOP COMPUTER SOFTWARE LICENSE AGREEMENT

NAME			SHI Government Solutions	
ADDRESS			1301 S Mopac	
CITY/STATE/ZIP			Austin, TX 78746	
PHONE			800-870-6079	
FAX			512-732-0232	
CONTACT			Kelly Martinez	
#	Qty	Description	Unit Price	Extension
1	1	Footprints ITSM Mid Market Service Core Period: 9/1/16 - 8/31/17	\$ 24,192.20	\$ 24,192.20
2	100	Deep Freeze Mac NA EDU Maintenance Renewal	\$ 2.79	\$ 279.00
3	100	Insight NA EDU Maintenance Renewal	\$ 46.34	\$ 4,634.00
4	3,500	Deep Freeze ENT NA EDU Maintenance Renewal	\$ 2.79	\$ 9,765.00
TOTAL AMOUNT			\$	38,870.20

SOUTH TEXAS COLLEGE
14. EMAIL SECURITY SOFTWARE LICENSE AGREEMENT

NAME			SHI Government Solutions	
ADDRESS			1301 S Mopac	
CITY/STATE/ZIP			Austin, TX 78746	
PHONE			800-870-6079	
FAX			512-732-0232	
CONTACT			Matt Long	
#	Qty	Description	Unit Price	Extension
1	1	Dynamic Reputation, Spam, Virus Protection, Zero-Hour Anti-Virus, Email Firewall, Smart Search - F-Secure - SaaS	\$ 13,010.00	\$ 13,010.00
2	1	Regulatory Compliance, Digital Asset Security - SaaS	\$ 6,630.70	\$ 6,630.70
3	1	Proofpoint Encryption (Storage limit 50mb/user) - Saad	\$ 2,354.10	\$ 2,354.10
4	1	Targeted Attach Protection - URL Defense - SaaS	\$ 16,601.80	\$ 16,601.80
5	1	Platium Level Support - SaaS	\$ -	\$ -
TOTAL AMOUNT			\$	38,596.60

SOUTH TEXAS COLLEGE
15. ENTERPRISE SECURITY MANAGER LICENSE AGREEMENT

NAME		Dell Marketing, LP.		
ADDRESS		P O Box 676021		
CITY/STATE/ZIP		Dallas, TX		
PHONE		800-456-3355		
CONTACT		Marlene Silva		
#	Qty	Description	Unit Price	Extension
1	1	VLA McAfee Enterprise Security Manager 6000 1 Yr GL_ARMA	\$ 27,454.86	\$ 27,454.86
2	2	VLA McAfee Event Receiver 2600 1 Yr GL+ARMA	\$ 7,918.68	\$ 15,837.36
3	1	VLA McAfee Enterprise Login Manager 5600 1 Yr GL+ARMA	\$ 8,446.94	\$ 8,446.94
TOTAL AMOUNT			\$	51,739.16

SOUTH TEXAS COLLEGE
16. HARDWARE AND SOFTWARE MAINTENANCE AND SUPPORT
AGREEMENT

NAME			Dell Marketing, LP.	
ADDRESS			P O Box 676021	
CITY/STATE/ZIP			Dallas, TX	
PHONE			800-456-3355	
CONTACT			Marlene Silva	
#	Qty	Description	Unit Price	Extension
1	1	Server Maintenance and Support Period: 9/1/16 - 8/31/17	\$ 52,179.36	\$ 52,179.36
2	1	VM Ware Licenses and Support	\$ 31,572.82	\$ 31,572.82
3	1	Brocade Switches Maintenance and Support	\$ 2,497.12	\$ 2,497.12
4	1	Dell Switches Maintenance and Support	\$ 6,065.64	\$ 6,065.64
TOTAL AMOUNT			\$	92,314.94

SOUTH TEXAS COLLEGE
17. INTERNET SERVICES - PECAN CAMPUS

NAME			Department of Information Resources (DIR) for Time Warner Cable	
ADDRESS			P O Box 13564	
CITY/STATE/ZIP			Austin, TX 78711	
PHONE			512-464-1215	
CONTACT			Skip Bartek	
#	Qty	Description	Unit Price	Extension
1	12	Internet Services - Pecan Campus Period: 9/1/16 - 8/31/17	\$ 11,193.73	\$ 134,324.76
TOTAL AMOUNT			\$	134,324.76

Review and Recommend Action on Revision and Deletion of Personnel Policies

Approval of revision and deletion of personnel policies will be requested at the August 23, 2016 Board meeting.

A. Revision

1. Revise Policy #4002 and Renumber to Policy #4919: Standards of Conduct

Request for the revision and renumbering of the policy is necessary as follows:

- To clarify the requisite standards of conduct at South Texas College along with the specific misconduct subject to disciplinary action.
- Policy will be renumbered, so that it can be aligned with the other College policies that are related to discipline and personnel action.

2. Revise Policy #4910: Employee Complaint Procedure

Request for the revision to the policy is necessary as follows:

- To clarify the procedures for employee complaints within a tiered process of level one and level two to provide better opportunity for resolution.

3. Revise Policy #4911: Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees

Request for the revision to the policy is necessary as follows:

- Change of title from “Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees” to “Disciplinary Action Procedures”
- To clarify documentation and disciplinary procedures, which are set out with greater specificity by deleting Policy 4920: Discipline and Dismissal. Action on deletion of Policy 4920 will be requested later as a separate component of this item.

4. Revise Policy #4921: Termination of Annual Employees During The Term of Their Letter of Appointment

Request for the revision to the policy is necessary as follows:

- Change of title from “Termination of Annual Employees During The Term of Their Letter of Appointment” to “Termination of Non-Faculty Employees During the Term of Their Letter of Appointment”.

- To clarify the disciplinary procedures for termination of Administrative and Executive staff under a Letter of Appointment.

B. Deletion

1. Delete Policy #4920: Discipline and Dismissal

Request for the deletion of the policy is necessary as follows:

- Information from this policy will be incorporated into revised Policy #4911: Disciplinary Action Procedures, so that documentation and disciplinary procedures are set out with greater specificity and clarity.

In summary, the policy revisions and deletions are as follows:

Revised Policies and Titles		
No.	CURRENT	REVISED
4002	Standards of Conduct	Re-number to Policy 4919 No change to title
4921	Termination of Annual Employees During The Term of Their Letter of Appointment	Termination of Non-Faculty Employees During The Term of Their Letter of Appointment
4910	Employee Complaint Procedure	No change to title
4911	Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees	Disciplinary Action Procedures
Deleted Policy into New Policy		
No.	DELETE	NEW
4920	Discipline and Dismissal	4919: Standards of Conduct

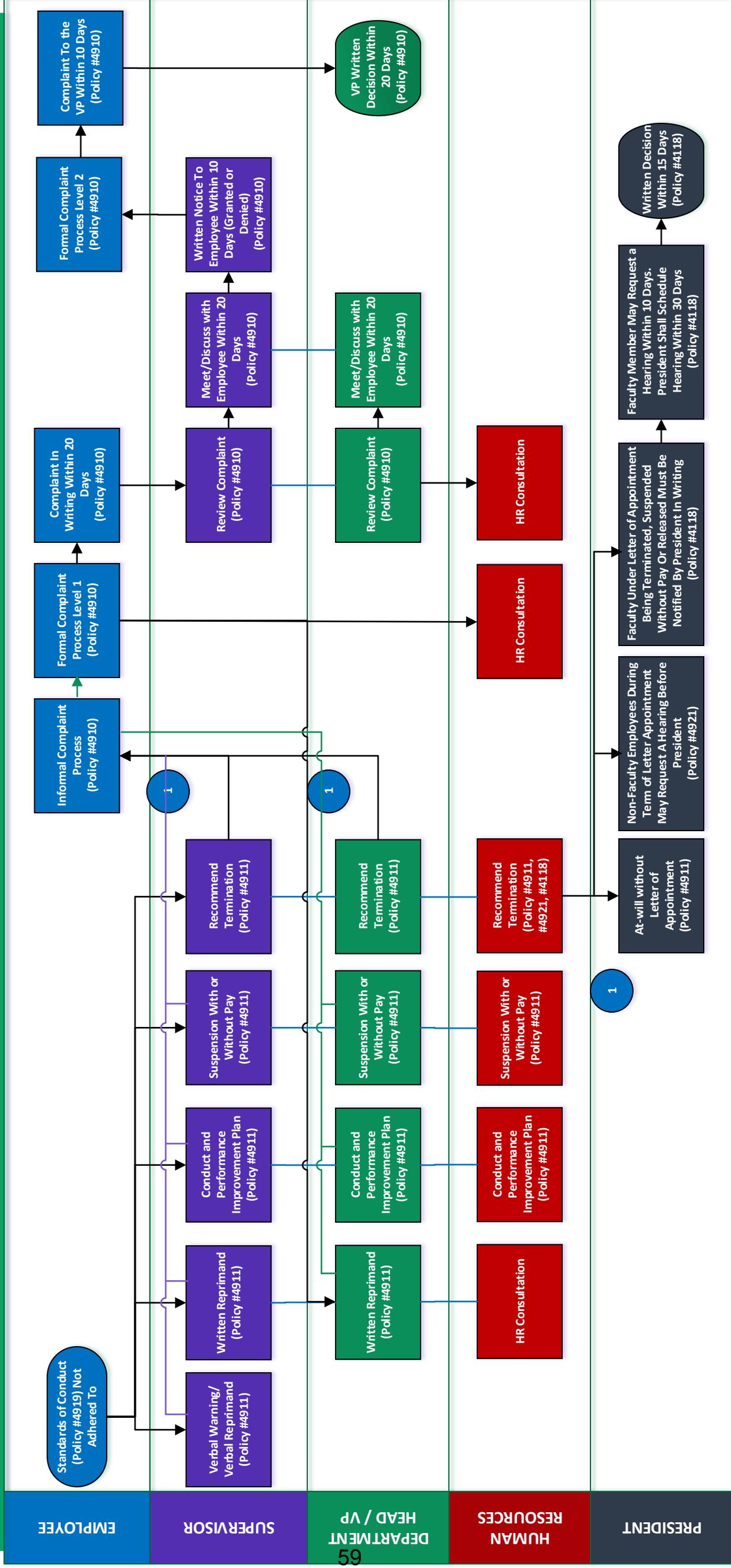
The revised and deleted personnel policies follow in the packet for the Committee's information and review. The additions to the policies are highlighted in yellow and the deletions are designated with a red strikeout.

The revised and deleted personnel policies have been reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and/or by Legal Counsel.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the August 23, 2016 Board meeting, the revision and deletion of personnel policies as presented and which supersedes any previously adopted Board policy.

SOUTH TEXAS COLLEGE PERSONNEL POLICIES

Applicable except when employee believes there has been a sexual harassment / other harassment / illegal activity by a co-worker / supervisor or prohibited conduct as defined in Policy #4216 (Discrimination, Harassment, Retaliation, and Sexual Misconduct) Revised 07/21/16



MANUAL OF POLICY

Title	Standards of Conduct	4002 <i>Renumber to 4919</i>
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 1 of 4
Date Approved by Board	Board Minute Order dated November 9, 1995 <i>Board Minute Order dated August 23, 2016</i>	

Employees of South Texas College are expected to adhere to all federal, state, and municipal laws and ordinances. Employees shall also adhere to all College policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over college activities. *Employees of South Texas College are expected to conduct themselves in a professional, courteous, respectful, and ethical manner in the performance of their duties and responsibilities, and in their interaction with colleagues, students, and the general public. Employees may not earn additional compensation for work/projects for the college which requires the same skills or consists of the same responsibilities inherent in their position with the college.*

~~Employees shall not accept or solicit any gift, favor, service, or benefit related to employment at the college. Likewise, employees may not solicit, accept, or agree to accept any unauthorized gift, favor, service, or other benefit from having exercised the powers and responsibilities of their official college position. This does not include logo items with a value of less than \$10.~~

~~Employees shall not conduct private business using college equipment, systems, supplies or facilities; nor transport or use college equipment, systems, supplies or facilities for personal purposes. Employees may not conduct private business with the college. Employees may not earn additional compensation for work/projects for the college which requires the same skills or consists of the same responsibilities inherent in their position with the college. Private business on the part of the employee may not conflict with the duties, responsibilities, or time commitment required by the employee's position with the college.~~

~~College employees whose position allow/require participation in the selection process for textbooks or any materials from which the employee might personally gain shall completely withdraw from such processes by not participating in any discussion or by voting on any recommendation related thereto.~~

~~Employees shall not participate, directly or indirectly, in activities that relate to or consist of the sale or exchange of complimentary textbooks, software, laboratory manuals, or other educationally related items and that result in financial benefit to the employee.~~

South Texas College employees shall be prohibited from engaging in conduct, including, but not limited to:

- 1. Providing false information on a time sheet, an employment application, a transcript, a resume, a travel voucher, a purchase order, a student grade record, any report, a payroll record or of any other official record of the College;*
- 2. Altering to falsify the contents of any official record of the College;*
- 3. Violating workplace safety rules or accepted safety practices;*
- 4. Soliciting or accepting any prohibited gift, favor, service, or benefit from any vendor to the College, or soliciting or accepting a bribe;*
- 5. Conducting personal business during working hours, regardless of whether it is for profit or not, and regardless of whether or not it interferes with assigned duties and responsibilities;*

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Italics denote addition

MANUAL OF POLICY

Title	Standards of Conduct	4002 Renumber to 4919
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 2 of 4
Date Approved by Board	Board Minute Order dated November 9, 1995 Board Minute Order dated August 23, 2016	

6. *Smoking anywhere except in a designated smoking area;*
7. *Gambling or participating in any games of chance on the College premises at any time;*
9. *Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the College;*
10. *Possessing and/or consuming alcoholic beverages, illicit drugs, illegal narcotics, hallucinogens, drug paraphernalia, or other illegal intoxicants or drugs on College premises at anytime or while on duty at any location;*
11. *Creating or contributing to unhealthy or unsanitary conditions in the workplace;*
12. *Insubordination; failure or refusal to follow work-related directives from supervisors;*
13. *Sabotaging, impeding, impairing, and/or disrupting the function of the workplace;*
14. *Neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity;*
15. *Engaging in any conduct during the course and scope of employment with the College that gives rise to the employee being charged with a criminal offense regardless of whether or not the employee is convicted of the offense.*
16. *Engaging in any conduct outside the course and scope of employment with the College that gives rise to the employee being charged with a criminal offense if such conduct tends to impugn the employee's moral character or professional reputation, or if such occurrence tends to tarnish or bring into disrepute the College's image in the community, regardless of whether or not the employee is convicted of the offense*
17. *Intentional, reckless, or negligent conduct that results in personal injury to a student or other College employee while on work duty with the College;*
18. *Actual or constructive possession on College premise of materials, photographs, video-recordings, drawings or other similar visual illustrations of a pornographic nature that are not a bona-fide part of an approved College course being taught by the employee.*
19. *Engaging in any conduct with any student, employee or other person if the conduct is offensive, inappropriate, indecent, insulting, physically threatening, and/or humiliating.*
20. *Making statements or remarks that are derogatory, demeaning, or denigrating of another person on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, or any other protected class;*

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MANUAL OF POLICY

Title	Standards of Conduct	4002 <i>Renumber to 4919</i>
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 3 of 4
Date Approved by Board	Board Minute Order dated November 9, 1995 <i>Board Minute Order dated August 23, 2016</i>	

21. *Engaging in academically dishonest or unethical acts;*
22. *Inducing, encouraging, soliciting, or compelling any person to engage in any conduct that is criminal in nature, dishonest, insubordinate, offensive, vulgar, or which violates any board policy;*
23. *Fighting, instigating a fight, threatening or attempting bodily harm or injury to another;*
24. *Refusal or negligent failure to follow instructions or to perform designated work that is part of an employee's job duties and responsibilities;*
25. *Using or misappropriating work time or College property or resources for personal gain or benefit;*
26. *Disclosing to the public information maintained by the College if the information is exempt from disclosure under any law;*
27. *Creating a condition or engaging in conduct that creates an unreasonable risk of injury to the individual, students, fellow employees, or members of public;*
28. *Participating in any purchase or acquisition of goods or services in which the employee has a conflict of interest;*
29. *Unauthorized or repeated tardiness or absence, or excessive use or abuse of sick or other leave privileges;*
30. *Possessing a prohibited firearm or other prohibited weapon on College premises;*
31. *Making misrepresentations or providing misleading work-related information to supervisors, co-workers, regulatory bodies, or funding agencies.*
32. *Engaging in conduct that is prohibited by other College policies;*
33. *Violating departmental rules or regulations or College policies;*
34. *Failing to comply with purchasing or hiring policies, rules, or regulations of the College;*
35. *Engaging in conduct that is unprofessional, disrespectful, discourteous, or unethical in the performance of duties and responsibilities or in interactions with colleagues, students, or the general public.*
36. *Bringing children on College premises or to the employees' workplace during working hours in lieu of childcare arrangements; or*
37. *Other acts or omissions of misconduct as determined by Administration to be derelict.*

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MANUAL OF POLICY

Title Standards of Conduct **4002** **Renumber to 4919**

Legal Authority Texas Education Code and Other Statutory Provisions Regulating Higher Education **Page 4 of 4**

Date Approved by Board **Board Minute Order dated November 9, 1995**
Board Minute Order dated August 23, 2016

An employee who engages in conduct prohibited by this policy shall be subject to disciplinary action and/or other adverse personnel action, including termination.

The prohibited conduct described by this policy is intended as a general guide for employees to follow, it is not intended as an exhaustive description of all the types of conduct that is prohibited and subject to sanction.

This policy is not intended to create any property interest in continued employment.

MANUAL OF POLICY

Title: Employee Complaint Procedure 4910
Legal Authority: Approval of the Board of Trustees Page 1 of 4
Date Approved by Board: Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated June 17, 1999
As Amended by Board Minute Order dated August 23, 2016

College employees have the right to present grievances concerning their wages, hours of employment, working conditions, job assignments or interpretations of College policies will be considered pursuant to the provisions of this policy for all College employees. An employee has the right to present a complaint individually or through a representative, selected and compensated by the employee, or conditions of work, either individually or through a representative that does not claim the right to strike. An employee having a grievance regarding his/her wages, hours of employment, or conditions of work may seek redress of such grievance by filing a complaint in accordance with this policy.

In this policy, the terms "complaint" and "grievance" shall have the same meaning. A complaint or grievance is defined as an unresolved issue concerning the application of College policy, practice, or regulation.

Other Complaint Processes

This policy will be followed except where the employee believes there has been discrimination, harassment, retaliation, a sexual harassment or other harassment or illegal activity by a co-worker or supervisor or prohibited conduct as defined in Policy 4216 Discrimination, Harassment, Retaliation, and Sexual Misconduct; Policy 4204 Reporting Suspected or Known Fraud, 4204 Abuse and Other Improprieties, Policy 4205 Equal Education and Employment Opportunities or Policy 4209 The Whistleblower Act. In accordance with Policy 4216 Discrimination, Harassment, Retaliation, and Sexual Misconduct, if the employee's immediate supervisor is the source of the complaint, the employee may present the initial complaint to the next level administrator with supervisory authority over the employee. Every College employee, except for licensed Counselors, must promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Police Department.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor is it intended to create constitutional due process rights or to require a full evidentiary hearing or "mini-trial" at any level.

Complaints arising out of an event or a series of related events that occurred prior to the filing of the complaint shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

No employee shall be penalized, disciplined or prejudiced for exercising the right to file and pursue a complaint under this policy.

INFORMAL COMPLAINT PROCESS

Employees ~~and administration~~ are encouraged to ~~resolve complaints~~ *seek resolution of their employment-related grievances as soon as possible, at the lowest administrative level, by discussing their concerns or complaints through open communication and informal conferences with their supervisor or other supervisor within the chain of command.* ~~processes; however, the steps listed below are provided to resolve complaints that require a more structured procedure for resolution.~~

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title:	Employee Complaint Procedure	4910
Legal Authority:	Approval of the Board of Trustees	Page 2 of 4
Date Approved by Board:	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated June 17, 1999 As Amended by Board Minute Order dated August 23, 2016	

FORMAL COMPLAINT PROCESS

If an employee's complaint is not resolved through an informal conference, the employee may initiate the formal complaint process, as provided by this policy.

The steps to the procedure are as follows:

LEVEL ONE

1. An employee *or the employee's representative* shall **informally** present the complaint, in writing, to the employee's immediate supervisor ~~for discussion, consideration, and resolution~~ within 20 working days from the date the employee becomes aware or should have been aware of the action which is the subject of the complaint.

A written complaint must provide:

1. *A clear explanation of the employee's specific concern;*
 2. *A description of how the employee's employment has been affected.*
 3. *A description of the relief the employee is seeking.*
2. *The employee's immediate supervisor shall review the complaint in consultation with the Director of Human Resources or Employee Relations officer, and any other administrator who has supervisory authority over the employee, not including the respective division Vice-President.*
 3. *The employee's immediate supervisor will meet with the employee to discuss the complaint and the remedy requested, not later than 20 working days from date the complaint is filed. Any other administrator who has supervisory authority over the employee, including the appropriate Vice-President, may attend this meeting with the employee.*
 4. *The employee's immediate supervisor will provide written notice to the employee, within 10 working days after the meeting, whether the remedy being requested by the employee is being granted or denied, or offer an alternative resolution. If the employee does not receive the written notice within the prescribed time period, it shall be deemed a denial of the employee's grievance.*

~~2.—If the complaint is not resolved by the immediate supervisor within 10 working days following receipt of the complaint by the supervisor, the employee may present to the appropriate next level supervisor a written request for a formal review of the complaint. The request should be delivered by the employee to the next level supervisor and include a copy of the complaint, reasons for the requested review, documents offered in support of the complaint and a suggested resolution. That supervisor shall provide a written decision on the matter within 10 working days of receipt of the complaint.~~

~~3.—If the decision of the next level supervisor is not acceptable to the complainant, the employee has two options from which to choose in the procedure's next step. The employee has 10 working days to carry out one of the two options listed below:~~

~~Option One: The employee must deliver the complaint in writing with the description of the concern, reasons for the review, documents offered in evidence, and a suggested remedy to a review committee. As part of the written complaint, the employee should indicate whether he/she wishes~~

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MANUAL OF POLICY

Title: Employee Complaint Procedure 4910
Legal Authority: Approval of the Board of Trustees Page 3 of 4
Date Approved by Board: Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated June 17, 1999
As Amended by Board Minute Order dated August 23, 2016

~~to appear in person before the committee. The appropriate Vice President will select and convene the committee (see step #4). The Committee will provide a hearing on the matter within 10 working days of receipt of complaint. The Committee will make a written recommendation to the appropriate Vice President within 10 working days after the close of the hearing.~~

~~Or~~

~~Option Two: The employee may deliver the complaint in writing with the description of the concern, reasons for the review, documents offered in evidence, and a suggested remedy to the appropriate Vice President for resolution. The referral will contain a clear and concise statement of why the respective decision was not acceptable to the complainant.~~

- ~~4. Should Option One be selected, the Vice President will appoint a committee composed 2 administrators and 3 employee representatives [2 of whom should be selected from the same employee category as the employee making the complaint (i.e., faculty; administrative support; custodial; etc.)]. To ensure an impartial committee, no committee member will have any connection to the subject of complaint. Should the complainant have any concern about a particular committee member, the complainant should express this concern in writing to the appropriate Vice President. The committee's responsibility will be to review the complaint and accompanying materials and to issue a written recommendation to the appropriate Vice President within 10 working days of the close of the hearing. The committee may hear evidence, examine documents and question witnesses as part of its fact finding. Prior to any hearing, both sides will receive a complete set of all documents.~~
- ~~5. The appropriate Vice President will provide a written decision on the matter within 10 working days of receipt of the complaint if Option One was exercised and/or the committee's recommendation if Option Two was exercised.~~
- ~~6. The employee may refer complaints not satisfactorily resolved by the appropriate Vice President in writing to the President. The referral must be made within 10 working days of the date of the decision by the appropriate Vice President. The referral shall contain a clear and concise statement detailing the reason(s) the Vice President's decision was not acceptable to the complainant.~~
- ~~7. The President shall, within a reasonable time, not to exceed 20 working days following receipt of the referral, issue a written decision, which shall be mailed to the employee. The decision of the President is final and there are no further appeals.~~

LEVEL TWO

- 1. If the complaint is not resolved to the employee's satisfaction at Level One, the employee may present the complaint to the respective division Vice-President. The complaint must be submitted to the Vice-President not later than 10 working days from the date of the decision at Level One. The employee shall provide a clear and concise statement detailing the reason(s) why the Level One decision was not acceptable to the employee.***

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MANUAL OF POLICY

Title: Employee Complaint Procedure 4910
Legal Authority: Approval of the Board of Trustees Page 4 of 4
Date Approved by Board: Board Minute Order dated November 9, 1995
As Amended by Board Minute Order dated June 17, 1999
As Amended by Board Minute Order dated August 23, 2016

2. *The Vice-President may consult with the Director of Human Resources or Employee Relations Officer and may, not later than 10 working days following receipt of the complaint, issue a written decision, which shall be mailed to the employee. The decision of the Vice-President may grant or deny the remedy being requested by the employee, or offer an alternative resolution. If the employee does not receive the written notice within the prescribed time period, it shall be deemed a denial of the employee's grievance. The decision of the Vice-President is final and not appealable.*

~~This policy will be followed except where the employee believes there has been a sexual harassment or other harassment or illegal activity by a co-worker or supervisor. In that situation, the complainant may select another College administrator to receive and handle the complaint.~~

Retaliation

The College prohibits retaliation against an employee who files a complaint or grievance under this policy, serves as a witness, or otherwise participates in an investigation.

The provisions of this policy do not extend into a due process procedure. The policy is an internal procedure designed to provide employees with the opportunity to address complaints. ~~This policy may be amended from time to time.~~

~~*Note: Disciplinary actions and non-renewal of appointment letters are covered under the Disciplinary Documentation Procedure.~~

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MANUAL OF POLICY

Title	Disciplinary Documentation Action Procedures *	4911
Legal Authority	Approval of the Board of Trustees	Page 1 of 5
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 1, 2000 As Amended by Board Minute Order dated August 23, 2016	

Purpose

This policy establishes a procedure for guiding supervisors in disciplining employees under their supervision who engage in conduct that fails to conform to the College's employee standards of conduct.

~~The Disciplinary Documentation policy has been established in order to evaluate management decisions relating to employee disciplinary matters. Proper documentation will assist the President in making determinations as to whether or not any employee policy such as Americans with Disabilities Act, the Equal Employment Opportunity Act, other Federal and State laws or College policies are being violated by supervisory personnel.~~

~~The Disciplinary Documentation policy is to be used by the College Administration as a tool to determine the adequacy of administrators in their roles and duties as supervisors of College employees. The documentation process is not a due process procedure and an employee has no right of appeal. An employee may file or present a grievance as set out in Paragraph #4 on Page 2 of this policy. The policy applies to all disciplinary actions including decisions not to renew or recommend renewal of annual letters of appointment for staffing plan positions.~~

Disciplinary Action Concerning Employees:

Disciplinary action ~~concerning~~ against an employees shall be initiated by the immediate supervisor or by the department head. ~~Provided, all~~ **Any** disciplinary actions ~~above other than~~ verbal reprimands shall be approved by the department head. *Supervisory personnel should take* into consideration the following:

1. Severity of the offense;
2. Frequency of the offense, if appropriate;
3. Duration of employment;
4. Conduct of the employee;
5. Effect of the action of the employee on the general public, fellow workers, and the College; and
6. All other extenuating circumstances relating to the particular facts of the situation.

~~The severity of the disciplinary action should match the corresponding conduct of the employee taking into consideration appropriate circumstances.~~ The decision to discipline an employee should be made within a reasonable time after ~~investigating the corresponding conduct or incident.~~ *the occurrence of conduct or incident warranting disciplinary action. Supervisory personnel shall consult the Director of Human Resources for assistance and guidance in disciplinary actions other than verbal reprimands.*

~~*For termination of annual employees during the term of their letter of appointment should reference Policy 4921: Termination of Annual Employees During The Term of Their Letter of Appointment~~

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MANUAL OF POLICY

Title	Disciplinary Documentation Action Procedures §	4911
Legal Authority	Approval of the Board of Trustees	Page 2 of 5
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 1, 2000 As Amended by Board Minute Order dated August 23, 2016	

Disciplinary Action: Verbal Warning

- ~~1. Basic disciplinary action includes counseling sessions where the employees are counseled about their actions by the immediate supervisor or the department head.~~

*A verbal warning is a basic disciplinary action where an employee is verbally informed by an immediate supervisor that the employee has engaged in conduct which fails to conform to the standards of conduct for College employees, and is admonished about the possible adverse consequences of engaging in the non-conforming conduct. In addition to a verbal warning, an employee may be counseled by a supervisor about how the employee may improve his/her conduct. A verbal warning or **Counseling sessions** may be noted by the *immediate* supervisor ~~or department head~~ in a management folder maintained internally by the **immediate supervisor**. ~~department head which does not become a part of the employee's personnel file.~~*

Disciplinary Action: Written Reprimand

- ~~2. Where appropriate, the immediate supervisor and/or department head may issue a written reprimand which is a written documentation of the employee's conduct which does not meet the College's expectations of conduct. Written reprimands will be discussed with the employee and be placed in the personnel file of the employee as maintained by the individual department. Written reprimands are to be forwarded to the College Office of Human Resources.~~

*An immediate supervisor and/or department head may issue a written reprimand to an employee whose conduct fails to conform to the College's standard of conduct for employees. A written reprimand need not be preceded by a verbal reprimand. But, a written reprimand shall be issued if the employee fails to correct his conduct after having received a verbal reprimand. A written reprimand shall identify the employee's non-conforming conduct and admonishes the employee about the possible adverse consequences for engaging in the same or other non-conforming conduct. Written reprimands shall be discussed with the employee and be placed in the employee's personnel file. Procedures and guidance for the written reprimand may be obtained from the **Office of Human Resources**.*

Disciplinary Action: Conduct and Performance Improvement Plan

Where an employee's conduct fails to conform to the College's standard of conduct after having received a verbal warning and/or a written reprimand, the immediate supervisor and/or department head may, in lieu of recommending termination, place the employee on a written Conduct and Performance Improvement Plan. This plan should be developed with the assistance of the Director of Human Resources or the Employee Relations Officer. The Conduct and Performance Improvement Plan may be for no more than three (3) months, and should, at a minimum, 1) identify the employee's conduct which warrants disciplinary action, 2) identify past similar or other non-conforming conduct, 3) admonish the employee about engaging in any future non-conforming conduct, 4) establish goals and objectives which guide the employee towards improving his/her conduct that is in need of improvement, 5) establish a

~~*For termination of annual employees during the term of their letter of appointment should reference Policy 4921: Termination of Annual Employees During The Term of Their Letter of Appointment~~

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MANUAL OF POLICY

Title	Disciplinary Documentation Action Procedures §	4911
Legal Authority	Approval of the Board of Trustees	Page 3 of 5
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 1, 2000 As Amended by Board Minute Order dated August 23, 2016	

timetable for achieving the goals and objectives, and 6) establish a schedule for periodic conferences between a supervisor and/or unit administrator and the employee for measuring and discussing the employee's progress in achieving the goals and objectives of the Plan. A Conduct and Performance Improvement Plan may be modified, as needed, to assist the employee in conduct improvement.

A Conduct and Performance Improvement Plan is to be placed in the employee's personnel file. An employee who fails to satisfactorily complete a Conduct and Performance Improvement Plan is subject to termination from employment for such failure and for the conduct precipitating the improvement plan.

Disciplinary Action: Suspension Without Pay

~~3. In appropriate circumstances, the immediate supervisor may recommend to the department head or the department head may initiate demotion or suspension without pay status, and/or propose remedial action by the employee. Such action shall be accompanied by written documentation relating to the employee's conduct including all relative facts relating thereto and the rationalization for the action. Prior to the effective date of such action, notice shall be delivered to the affected employee and forwarded to the Office of Human Resources. An employee may file a written response to the disciplinary action within 3 working days after receipt which response will be filed with the Office of Human Resources to be placed in the employee's file. The Human Resources supervisor shall review the disciplinary action to determine whether additional information needs to be presented and if the disciplinary action is an appropriate management decision. The Human Resources manager may alter, approve or disapprove such disciplinary action. A copy of the disciplinary action shall be delivered by the Human Resources supervisor to the employee. The decision of the Office of Human Resources shall be final on all such disciplinary action.~~

An at-will employee may be suspended without pay to discipline the employee for engaging in conduct that fails to conform to the College's standards of conduct for employees. This disciplinary action may be taken to impress upon an employee the serious nature of the employee's non-conforming conduct. An employee should consider this disciplinary action as a notice that the employee is facing possible termination if his/her conduct does not immediately improve. The supervisor will consult the department head and the Director of Human Resources before administering this disciplinary action. A suspension without pay shall not exceed 10 working days. Suspension without pay of an employee employed under a letter of appointment shall conform to the notice and hearing provisions of Policy 4118 Provision of Faculty Letter of Appointment or Policy 4921 Termination of Non-Faculty Employees During the Term of Their Letter of Appointment, as applicable. In addition to this disciplinary action, an employee may be issued a Written Reprimand and the employee placed on an Improvement Plan.

~~*For termination of annual employees during the term of their letter of appointment should reference Policy 4921: Termination of Annual Employees During The Term of Their Letter of Appointment~~

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MANUAL OF POLICY

Title	Disciplinary Documentation Action Procedures *	4911
Legal Authority	Approval of the Board of Trustees	Page 4 of 5
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 1, 2000 As Amended by Board Minute Order dated August 23, 2016	

Disciplinary Action: Termination

~~4. The department head may provide for the termination or recommendation of non-renewal of a letter of appointment of an employee. Prior to the effective date of such action, notice of such disciplinary action shall be delivered to the employee and forwarded to the President. The supervisor may suspend an employee with or without pay pending the final decision of the President. Within five (5) working days after receipt of the notice of the disciplinary action, an employee has a right to present a grievance in person, or in writing, to the President.~~

An employee may be recommended for termination for disciplinary reasons, based on documented acts or omissions. Prior to recommending termination of an employee for disciplinary reasons, the employee's immediate supervisor and any other appropriate administrator will meet with the employee to inform the employee of the reason(s) the employee is being recommended for termination. The employee may attend the meeting and respond to the reasons or the employee may submit a written response, in lieu of attending the pre-termination meeting, within five (5) working days after receipt of the notice of the disciplinary action. This is not a due process hearing.

After receiving notice of the proposed termination, the employee desiring a hearing, shall notify the President in writing not later than the 10th working day after the date the employee receives the proposed action. The President shall schedule a hearing to be held not later than the 10th working day after the date the President receives the request for a hearing unless the parties agree in writing to a different date.

The President shall receive the ~~grievance,~~ **written request**, if applicable, and shall review the disciplinary action to determine whether additional information needs to be presented and if the disciplinary action is an appropriate management response to the employee conduct. The President may modify, approve or disapprove such action. The decision of the President shall be final on all such action. A copy of the decision shall be delivered by the Office of the President to the employee **within 10 working days following the hearing.** The final action shall be placed in the employee's personnel file.

Administrative/Executive and Faculty Employed under a Letter of Appointment

Termination of an employee employed under a letter of appointment shall conform to Policy 4118 Provision of Faculty Letter of Appointment or Policy 4921 Termination of Non-Faculty Employees During the Term of Their Letter of Appointment, as applicable.

This policy is only a guide and is not intended to require progressive discipline procedure prior to recommending termination of an employee for disciplinary or other legitimate reasons. Nothing in this policy is intended to prohibit administrative suspension with pay of an employee.

~~*For termination of annual employees during the term of their letter of appointment should reference Policy 4921: Termination of Annual Employees During The Term of Their Letter of Appointment~~

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MANUAL OF POLICY

Title	Disciplinary Documentation Action Procedures *	4911
Legal Authority	Approval of the Board of Trustees	Page 5 of 5
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 1, 2000 As Amended by Board Minute Order dated August 23, 2016	

Suspension With Pay

An employee may be suspended with pay pending investigation of allegations of the employee engaging in conduct that fails to conform to the College's standards of conduct for employees. Suspension pending investigation is considered when:

- a. an employee's continued attendance in the workplace may hinder the investigation;
- b. the employee's continued attendance presents a risk to the employee or others; or
- c. when the alleged actions interfere with the mandate of the College, either by damage to reputation or otherwise.

The supervisor will consult the department head and the Director of Human Resources before administering this action. The department head may suspend the employee with pay for up to 30 days. The department head may extend the suspension for an additional 30 days if further investigation is necessary. The total period of suspension pending investigation may not exceed 60 days.

Expectations while under Suspension With Pay

An employee on suspension pending investigation must be available for interviews throughout the entire suspension period. The employee is responsible for providing current contact information to his/her supervisor.

This policy does not preclude an employee from filing a grievance, under Policy 4910, after a disciplinary action, other than termination, becomes final, or from placing a written response in his/her personnel file to any disciplinary action.

~~*For termination of annual employees during the term of their letter of appointment should reference Policy 4921: Termination of Annual Employees During The Term of Their Letter of Appointment~~

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MANUAL OF POLICY

Title	Termination of Annual Employees During The Term of Their Letter of Appointment	4921
Legal Authority	Approval of 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 December 16, 1999 As Amended by Board Minute Order Dated May 1, 2000 <i>As Amended by Board Minute Order Dated August 23, 2016</i>	

Any person who is employed ~~in a staffing plan position~~ under a current letter of ~~annual~~ appointment *other than faculty* may be terminated for good cause during the contract term, regardless of appointment status, *as* determined by the President. ~~Good cause shall include, in addition to but not limited to, the following:~~

~~General Grounds for Dismissal:~~

- ~~1. Professional incompetence;~~
- ~~2. Substantial neglect of professional responsibilities;~~
- ~~3. Moral turpitude adversely affecting the performance of duties or the meeting of responsibilities to the institution or to students or associates;~~
- ~~4. Mental or physical disablement which substantially and adversely affects the performance of duties or the meeting of responsibilities to the institution or to students or associates, and for which reasonable accommodations could not be provided;~~
- ~~5. Unprofessional conduct adversely affecting to a substantial degree the performance of duties or the meeting of responsibilities to the institution or to students;~~

~~More Specific Grounds for Dismissal:~~

- ~~1. Falsification of time sheets, personnel records or other records of the College;~~
- ~~2. Violations of safety rules or accepted safety practices;~~
- ~~3. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee, or refusal to adhere to established rules and regulations;~~
- ~~4. Neglect of duties, loafing, loitering or wasting time during working hours;~~
- ~~5. Smoking anywhere except in designated smoking area;~~
- ~~6. Gambling, or participation in other games of chance on the premises at any time;~~
- ~~7. Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the College;~~
- ~~8. Possessing intoxicants or drugs at the work place or the use of intoxicants or drugs during working hours;~~
- ~~9. Abuse or waste of tools, equipment, fixtures, property, supplies, or goods of the College or any item on loan and under the control of the College;~~
- ~~10. Creating or contributing to unhealthy or unsanitary conditions;~~

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title Termination of Annual Employees 4921
During The Term of Their Letter of Appointment

Legal Authority Approval of Board of Trustees Page 2 of 2

Date Approved by Board Board Minute Order dated November 9, 1995
As Amended by Board Minute Order Dated December 16, 1999
As Amended by Board Minute Order Dated May 1, 2000
As Amended by Board Minute Order Dated August 23, 2016

- ~~11. Failure to cooperate with supervisor or co-worker, impairment of function of work unit, or disruptive conduct;~~
- ~~12. Disorderly conduct, horseplay, harassment of College personnel including sexual harassment, racial harassment, or use of abusive language on the premises;~~
- ~~13. Fighting, agitating a fight, threatening or attempting bodily harm or injury to another employee of the College;~~
- ~~14. Neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity;~~
- ~~15. Theft, dishonesty or unauthorized use of College property or equipment, including College records and confidential information;~~
- ~~16. Creating a condition hazardous to the individual or fellow employee;~~
- ~~17. Refusal of an employee to follow instructions or to perform designated work in the reasonable time prescribed or refusal to adhere to established rules and regulations;~~
- ~~18. Repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reason, or unavailability for work;~~
- ~~19. Violations of College policies or rules;~~
- ~~20. The prohibited carrying of a firearm or other weapon on school premise;~~
- ~~21. Violation of criminal or civil law in relation to performance of duties at the College; and~~
- ~~22. Other acts or omissions of misconduct as determined by Administration to be derelict.~~

~~Notice of the reasons for the proposed action and an opportunity to be heard, including the right to present, in person, a grievance to the President, shall be given to e~~Each annual *non-faculty* employee whose termination during the term of their letter of appointment is ~~under consideration~~ *being proposed shall be entitled to notice of the reasons of the proposed action and the right to request a hearing.*

If a non-faculty employee employed under a Letter of Appointment desires a hearing after receiving notice of the proposed termination, the non-faculty employee shall notify the President in writing not later than the 10th day after the date the non-faculty employee receives the notice of the proposed action. The President shall schedule a hearing to be held not later than the 10th day after the date the President receives the request for a hearing unless the parties agree in writing to a different date.

The hearing shall be before the President of the College under procedures to be established by the President. In those instances of termination as a consequence of financial exigency or the phasing out of institutional programs, efforts at transfer/reassignment, where applicable, will be made.

~~This policy does not negate or alter any provisions stated in Policy #3030 Academic Freedom and Responsibility;~~

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Discipline and Dismissal	4920
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated December 16, 1999 As Amended by Board Minute Order Dated July 24, 2000 As Deleted by Board Minute Order Dated August 23, 2016	

Requisite Standards of Conduct

South Texas College has established performance standards for all employees and employees are expected to acquaint themselves with required performance criteria for their particular jobs along with all rules, procedures, and standards of conduct established by the employing unit, division or department. Those employees failing to satisfy the responsibilities as set forth in such rules, procedures and standards are subject to adverse personnel actions.

The delineation of these procedures is for the benefit of the orderly management of the College and does not give rise to any contractual or property interests in the continued employment with the College except as specifically authorized in writing and approved by the Board of Trustees. The employment status of all personnel is governed by provisions in Policy 4115.

Conduct which is Subject to Disciplinary Action

Poor Work Performance

The general standard of work performance of all employees should exceed the merely satisfactory level, and employees are expected to strive for excellence. The failure of an employee to achieve an acceptable level of productivity and to maintain work performance standards may constitute cause for disciplinary action including dismissal. The term "work performance" shall be all-inclusive and shall pertain to every aspect of an employee's work and behavior on the job including the ability to work harmoniously with other employees.

Work performance is to be judged by the supervisor and includes a formal supervisory evaluation process which describes the quality and quantity of work performed by each employee. Documentation of poor work performance would also include memorandums, records of meetings, and other written documentation. When, in the opinion of the supervisor, the work performance of an employee is unsatisfactory, the supervisor must take appropriate disciplinary action.

Misconduct

All employees are expected to adhere to such standards of conduct that will result in a productive environment. Disciplinary action must be imposed for unacceptable conduct and this can even result in dismissal.

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MANUAL OF POLICY

Title	Discipline and Dismissal	4920
Legal Authority	Approval of the Board of Trustees	Page 2 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated December 16, 1999 As Amended by Board Minute Order Dated July 24, 2000 As Deleted by Board Minute Order Dated August 23, 2016	

A list of examples of misconduct must include such behavior that defies the socially acceptable standards of expected behavior and are not limited to those given below:

1. Falsification of time sheets, personnel records or other records of the College;
2. Violations of safety rules or accepted safety practices;
3. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee or to adhere to established rules and regulations;
4. Neglect of duties, loafing, loitering or wasting time during working hours;
5. Smoking anywhere except in designated smoking area;
6. Gambling or participation in other games of chance on the premises at any time;
7. Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the College;
8. Possessing intoxicants or drugs at the work place or the use of intoxicants or drugs during working hours;
9. Abuse or waste of tools, equipment, fixtures, property, supplies, or goods of the College or any item on loan and under the control of the College;
10. Creating or contributing to unhealthy or unsanitary conditions;
11. Failure to cooperate with supervisor or co-worker, impairment of function of work unit, or disruptive conduct;
12. Disorderly conduct, horseplay, harassment of College personnel including sexual harassment, racial harassment, or use of abusive language on the premises;
13. Fighting, agitating a fight, threatening or attempting bodily harm or injury to another employee of the College;
14. Neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity;
15. Theft, dishonesty or unauthorized use of College property or equipment, including College records and confidential information;
16. Creating a condition hazardous to the individual or fellow employee;

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Italics denote addition

MANUAL OF POLICY

Title	Discipline and Dismissal	4920
Legal Authority	Approval of the Board of Trustees	Page 3 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order Dated December 16, 1999 As Amended by Board Minute Order Dated July 24, 2000 As Deleted by Board Minute Order Dated August 23, 2016	

17. Refusal of an employee to follow instructions or to perform designated work in the reasonable time prescribed or to adhere to established rules and regulations;
18. Repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reason, or unavailability for work;
19. Violations of College policies or rules;
20. The prohibited carrying of a firearm or other weapon on school premises;
21. Violation of criminal or civil law in relation to performance of duties at the College; and
22. Other acts or omissions of misconduct as determined by Administration to be derelict.

Investigation of Unsatisfactory Behavior

All observed or reported incidents that involve the potential for disciplinary action shall be investigated by the employee's supervisor or other administrative official.

The supervisor or other administrator shall obtain documentation that the employee engaged in conduct which warrants disciplinary action prior to instituting a disciplinary action.

The investigating supervisor is encouraged to discuss the results of the investigation with the Human Resources Supervisor or another appropriate College official before disciplinary actions are imposed.

Pre-Disciplinary Meetings

An employee will be informed of the basis for any proposed disciplinary action resulting in suspension, demotion or dismissal and will have an opportunity to respond in the presence of the employee's supervisor and an administrator before a final decision is made to take disciplinary action. This procedure is not intended to be a due process hearing or procedure. This meeting may be waived by the employee.

This policy does not negate or alter any provisions stated in Policy #3030 Academic Freedom and Responsibility.

~~Strikethrough denotes deletion~~

Italics denote addition

Review and Action as Necessary on Disposal of Surplus Property at \$1,000 and Over

Approval to dispose of surplus property valued at \$1,000 and over through a live auction will be requested at the August 23, 2016 Board of Trustees meeting.

Purpose – The Fixed Assets Department is requesting the disposal through a live auction of surplus property valued at \$1,000 and over.

Justification and Benefit – Library Services is converting to compact shelving at all locations because compact shelving halves the foot print of the collection freeing up floor space for additional learning and study spaces without sacrificing the collection. There is no place to keep the shelving that will be replaced by the compact shelving. Additionally, the library's current original shelving is no longer available. With the expansion of the library at Mid-Valley it will not be possible to expand the current shelving or to find spare parts for existing shelving. Accordingly, Library Services recommends that the shelving to be replaced with compact shelving be disposed of as surplus property.

Background – The surplus property goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to be utilized district wide. After this evaluation process, the department has submitted a request to have the property removed from the department and be sent to auction.

The auction items are located at the South Texas College Mid Valley Campus Library in Weslaco, TX. The items will be scheduled to be auctioned in the month of September at the auctioneers' site due to lack of space at the Central Receiving Warehouse.

The items valued over \$1,000 are recorded in the College's inventory in the Banner computer system.

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

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 23, 2016 Board meeting, to dispose of surplus property valued at \$1,000 and over through a live auction as presented.

**SOUTH TEXAS COLLEGE
SURPLUS PROPERTY AT \$1,000 AND OVER
AUGUST 23, 2016**

#	Qty	Description	Silver Tag	Purchase Date	Amount	Net Value	Ptag	Condition
1	1	Security Gates Electromagnetic security gate	0000004881	3/10/2000	\$ 7,400.00	\$ -	000004832	Obsolete
2	1	light oak wooden/double sided/6 section short shelf	0000011829	2/24/2005	\$ 1,679.54		000011965	Obsolete
3	1	light oak wooden/double sided/6 section short shelf	0000011834	2/24/2005	\$ 1,679.54		000011964	Obsolete
4	1	light oak wooden/double sided/8 section tall floor shelf	0000027306	2/24/2005	\$ 1,600.09		000011971	Obsolete
5	1	light oak wooden/double sided/8 section tall floor shelf	0000027305	2/24/2005	\$ 1,158.48		000011970	Obsolete
6	1	light oak wooden/double sided/8 section tall floor shelf	0000027304	2/24/2005	\$ 1,158.48		000011969	Obsolete
7	1	light oak wooden/double sided/8 section tall floor shelf	0000027307	2/24/2005	\$ 2,725.04		000011972	Obsolete
8	1	light oak wooden/double sided/8 section tall floor shelf	21575	2/24/2005	\$ 6,807.74	\$ -	000011939	Obsolete
9	1	light oak wooden/double sided/8 section tall floor shelf	21574	2/24/2005	\$ 6,807.74		000011938	Obsolete
10	1	light oak wooden/double sided/8 section tall floor shelf	21573	2/24/2005	\$ 7,613.33	\$ -	000011937	Obsolete
11	1	light oak wooden/double sided/8 section tall floor shelf	27303	2/24/2005	\$ 1,158.48		N00024474	Obsolete
12	1	light oak wooden/double sided/8 section tall floor shelf	27302	2/24/2005	\$ 1,158.48		N00024475	Obsolete
13	1	light oak wooden/double sided/8 section tall floor shelf	27301	2/24/2005	\$ 1,158.48		N00024476	Obsolete
14	1	light oak wooden/double sided/8 section tall floor shelf	21561	2/24/2005	\$ 1,158.48		N0002447	Obsolete
15	1	light oak wooden/double sided/8 section tall floor shelf	25848	2/24/2005	\$ 1,158.48		N00024478	Obsolete
16	1	Security Gates Electromagnetic security gate	0000011146	5/20/2005	\$ 12,504.32	\$ -	000012486	Obsolete

**Review and Action as Necessary on Write-off of Obsolete
Fixed Assets and Capital Assets at \$3,000 and Over**

Approval to write-off obsolete fixed assets and capital assets at \$3,000 and over will be requested at the August 23, 2016 Board of Trustees meeting.

A listing of fixed assets and capital assets at \$3,000 and over totaling \$1,316,933.65, which are obsolete as per the Financial Managers and the Fixed Assets Department as of August 31, 2014, is attached.

The capital assets value and associated accumulated depreciation will be written-off from the College's capital asset ledger and the reduction will be reflected on the Comprehensive Annual Financial Report as of August 31, 2016.

Attached is a listing of the fixed assets and capital assets at \$3,000 and over that are obsolete during the last two fiscal years, and should be removed from the College's inventory system and general ledger, as applicable.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 23, 2016 Board meeting, to write-off obsolete fixed assets and capital assets at \$3,000 and over as presented.

**SOUTH TEXAS COLLEGE
FIXED ASSET OBSOLETE REPORT AT \$3,000 AND OVER
JULY 25, 2016**

#	SILVER_TAG	PTAG	ASSET_DESCRIPTION	ACQUISITION	AMOUNT	Net Value	FM_NAME	TRANSFER DATE
1	21335	N00012764	Annual Software Maintenance Renewal	9/1/2005	\$ 19,597.00	\$ -	Campos, Jesus	4/29/2015 12:38
2	21356	N00017199	LexisNexis Database Program Access Fee	9/17/2008	\$ 11,909.00	\$ -	Campos, Jesus	4/4/2016 9:29
3	21354	N00017301	2 Unicorn SmartPort Concurrent User	10/24/2008	\$ 3,530.00	\$ -	Campos, Jesus	4/4/2016 9:26
4	21355	N00017583	Credo Reference - Credo Unlimited	5/28/2009	\$ 5,794.00	\$ -	Campos, Jesus	4/4/2016 9:26
5	34085	8262	Computer Lab Panels Simplicity li To Inc	7/26/2002	\$ 3,695.26	\$ -	De La Garza, Ricardo	5/26/2016 10:49
6	34086	N00014944	Maximus Facility Management System Software	8/31/2006	\$ 71,625.00	\$ -	De La Garza, Ricardo	5/26/2016 10:49
7	22669	N00015567	Annual Maintenance Support 12/1/06 to 11/30/07	12/1/2006	\$ 5,600.00	\$ -	De La Garza, Ricardo	5/26/2016 10:49
8	21328	N00014076	Webcheckout Application 2006 One year license	1/1/2006	\$ 3,600.00	\$ -	Evans, Maria	4/19/2016 12:14
9	21327	N00014905	Scala Net Manager Enterprise Unlimited	8/29/2006	\$ 10,000.00	\$ -	Evans, Maria	4/19/2016 12:14
10	21332	N00014945	Plagiarism Prevention Multi-campus license 12 mo.	8/31/2006	\$ 12,679.00	\$ -	Evans, Maria	4/19/2016 12:14
11	21329	N00015156	Patron Data File Drop Integration	12/1/2006	\$ 4,200.00	\$ -	Evans, Maria	4/19/2016 12:14
12	21330	N00015271	Webcheckout Application 2006 Lic. Renewal	2/15/2007	\$ 3,600.00	\$ -	Evans, Maria	4/19/2016 12:14
13	21333	N00015878	Plagiarism Prevention license/webct access	5/11/2007	\$ 17,462.04	\$ -	Evans, Maria	4/19/2016 12:14
14	21331	N00016536	Webcheckout License Renewal 2008	12/3/2007	\$ 3,787.00	\$ -	Evans, Maria	4/19/2016 12:14
15	21334	N00017064	Turnitin Annual Campus Licenses	9/11/2008	\$ 21,256.96	\$ -	Evans, Maria	4/19/2016 12:14
16	22347	1524	Memory Board 64mb Ms450-Ba	11/16/1995	\$ 4,665.20	\$ -	Gomez, Alicia	7/11/2016 13:41
17	22348	1525	Memory Board Ms451-Da	4/13/1996	\$ 8,107.00	\$ -	Gomez, Alicia	7/11/2016 13:41
18	22351	1358	License For Dos&Maci Ntosh Computer Stati	6/12/1996	\$ 7,500.00	\$ -	Gomez, Alicia	5/31/2013 11:26
19	22354	1455	Call Accting Software For Definity	7/8/1996	\$ 4,030.00	\$ -	Gomez, Alicia	5/31/2013 11:26
20	22579	1521	DEC Celebris XI P150 16mb Ram	7/16/1996	\$ 4,195.00	\$ -	Gomez, Alicia	8/6/2013 11:27
21	22355	1532	License Fees-Software	8/28/1996	\$ 98,938.00	\$ -	Gomez, Alicia	5/31/2013 11:26
22	22359	1620	Novell Netware 4.11 100 Users	6/17/1997	\$ 4,500.00	\$ -	Gomez, Alicia	5/31/2013 11:26
23	22364	2112	Switch Port Fee	12/4/1997	\$ 5,000.00	\$ -	Gomez, Alicia	5/31/2013 11:26
24	22370	2239	Cisco 4 Prt Ethernet 10 Baset Port Adapter	4/17/1998	\$ 3,041.44	\$ -	Gomez, Alicia	5/31/2013 11:28
25	22373	2212	Memory Module 512mb Ms451-Fa	5/13/1998	\$ 7,225.00	\$ -	Gomez, Alicia	5/31/2013 11:28
26	22376	2549	16 - Port	7/14/1998	\$ 3,451.56	\$ -	Gomez, Alicia	5/31/2013 11:28
27	22377	2355	Web Mail Software	8/25/1998	\$ 3,946.00	\$ -	Gomez, Alicia	5/31/2013 11:28
28	22397	4808	Pec#63933a 14 Port Analog Card.	8/1/2000	\$ 3,593.65	\$ -	Gomez, Alicia	7/11/2016 13:41
29	22398	4809	Pec#63933a 14 Port Analog Card.	8/1/2000	\$ 3,593.65	\$ -	Gomez, Alicia	7/11/2016 13:41
30	22399	4810	Pec#63933a 14 Port Analog Card.	8/1/2000	\$ 3,593.65	\$ -	Gomez, Alicia	7/11/2016 13:41
31	22400	4811	Pec#63933a 14 Port Analog Card.	8/1/2000	\$ 3,593.65	\$ -	Gomez, Alicia	7/11/2016 13:41
32	22401	6205	Equipment & Installation	10/26/2000	\$ 3,856.69	\$ -	Gomez, Alicia	5/31/2013 11:29
33	22403	6058	Cisco Switch Module #Ws-X5234-Rj45	1/9/2001	\$ 3,247.00	\$ -	Gomez, Alicia	5/31/2013 11:29
34	22404	6059	Cisco Switch Module #Ws-X5234-Rj45	1/9/2001	\$ 3,247.00	\$ -	Gomez, Alicia	5/31/2013 11:29
35	22409	6683	Pec 63890 24-Port Analog Cards	5/3/2001	\$ 3,890.16	\$ -	Gomez, Alicia	7/11/2016 13:41
36	22410	6684	Pec 63890 24-Port Analog Cards	5/3/2001	\$ 3,890.16	\$ -	Gomez, Alicia	7/11/2016 13:41
37	22333	6642	License Agreement Smartforce Courses	6/28/2001	\$ 4,857.90	\$ -	Gomez, Alicia	5/22/2013 10:14
38	22336	7548	License Agreement Smartforce Courses	10/29/2001	\$ 6,995.38	\$ -	Gomez, Alicia	5/22/2013 10:14
39	22335	7547	Desktop License/Sftwr Assurance/C27-00003	11/26/2001	\$ 10,377.90	\$ -	Gomez, Alicia	5/22/2013 10:14
40	22415	7104	24 Port Analog Card Pec#63890a	12/10/2001	\$ 3,886.35	\$ -	Gomez, Alicia	7/11/2016 13:41
41	22416	7105	24 Port Analog Card Pec#63890a	12/10/2001	\$ 3,886.35	\$ -	Gomez, Alicia	7/11/2016 13:41
42	22417	7106	24 Port Digital Card Pec#63869a	12/13/2001	\$ 3,916.90	\$ -	Gomez, Alicia	7/11/2016 13:41
43	22418	7107	24 Port Digital Card Pec#63869a	12/13/2001	\$ 3,916.90	\$ -	Gomez, Alicia	7/11/2016 13:41

**SOUTH TEXAS COLLEGE
FIXED ASSET OBSOLETE REPORT AT \$3,000 AND OVER
JULY 25, 2016**

#	SILVER_TAG	PTAG	ASSET_DESCRIPTION	ACQUISITION	AMOUNT	Net Value	FM_NAME	TRANSFER DATE
44	22419	7108	24 Port Digital Card Pec#63869a	12/13/2001	\$ 3,916.90	\$ -	Gomez, Alicia	7/11/2016 13:41
45	22420	7109	24 Port Digital Card Pec#63869a	12/13/2001	\$ 3,916.90	\$ -	Gomez, Alicia	7/11/2016 13:41
46	22421	7110	24 Port Digital Card Pec#63869a	12/13/2001	\$ 3,916.90	\$ -	Gomez, Alicia	7/11/2016 13:41
47	22422	7111	24 Port Digital Card Pec#63869a	12/13/2001	\$ 3,916.90	\$ -	Gomez, Alicia	7/11/2016 13:41
48	22433	8288	Prologix Phone Syste Installation & Program	8/19/2002	\$ 24,874.70	\$ -	Gomez, Alicia	5/31/2013 11:29
49	22438	9122	Cisco Secure-Windows Csacs-3.1-Win-K9	1/9/2003	\$ 4,652.80	\$ -	Gomez, Alicia	5/31/2013 11:29
50	22439	9218	Software License Smart Force Courses	1/30/2003	\$ 15,091.88	\$ -	Gomez, Alicia	5/31/2013 11:29
51	22444	9323	Lan Mngmt Software #Cwlms-2 1-K9	7/7/2003	\$ 9,054.19	\$ -	Gomez, Alicia	5/31/2013 11:29
52	22445	9697	Pmdt-Alpha Mta License	9/2/2003	\$ 8,546.72	\$ -	Gomez, Alicia	5/31/2013 11:29
53	22446	9749	Adobe Present Central Ver 5.5 For Winnt	1/20/2004	\$ 17,183.47	\$ -	Gomez, Alicia	5/31/2013 11:29
54	000009287	10606	Call Manager/Voice Mail	4/30/2004	\$ 59,604.30	\$ -	Gomez, Alicia	7/11/2016 13:41
55	22447	10182	Software License For Computer System	8/31/2004	\$ 19,114.70	\$ -	Gomez, Alicia	5/31/2013 11:30
56	22449	11932	Hp-Ux Enterprise Oe Ltu 1 Cpu W/System	12/16/2004	\$ 5,692.87	\$ -	Gomez, Alicia	5/31/2013 11:30
57	22450	11933	Hp-Ux Iii Application N Dvd Media Kit	12/16/2004	\$ 6,264.69	\$ -	Gomez, Alicia	5/31/2013 11:30
58	22503	11929	Sunplex Svr License X Sunfire	1/26/2005	\$ 11,278.19	\$ -	Gomez, Alicia	5/31/2013 11:30
59	22512	12328	Hp Autostore Software Ltu Client/Server	6/27/2005	\$ 3,042.00	\$ -	Gomez, Alicia	5/31/2013 11:30
60	22514	11931	Hp Cpu Cd Rom	8/1/2005	\$ 3,745.35	\$ -	Gomez, Alicia	5/31/2013 11:30
61	22590	N00012762	Sophos subscription renewal; SAV Interface	9/1/2005	\$ 8,288.00	\$ -	Gomez, Alicia	8/6/2013 11:27
62	21785	N00012799	R15-00012 Identity Integration Server Enterprise	12/5/2005	\$ 7,889.30	\$ -	Gomez, Alicia	5/22/2013 10:14
63	21783	N00012765	License - Storage Foundation Enterprise for Oracle	1/10/2006	\$ 9,872.89	\$ -	Gomez, Alicia	5/22/2013 10:14
64	21784	N00012766	License - Storage Foundation Enterprise for Oracle	1/10/2006	\$ 9,872.89	\$ -	Gomez, Alicia	5/22/2013 10:14
65	22594	N00012817	Spotlight on Windows Program Site License/Maint	1/18/2006	\$ 9,855.00	\$ -	Gomez, Alicia	8/6/2013 11:27
66	21786	N00012892	Unlimited GOexchange 3.x Runs Unlimited Mailboxes/maint 3 yr	2/6/2006	\$ 7,643.75	\$ -	Gomez, Alicia	5/22/2013 10:14
67	21790	N00015070	CONNX Software Maintenance Renewal.	9/1/2006	\$ 3,669.00	\$ -	Gomez, Alicia	5/22/2013 10:14
68	21801	N00015267	PowerTerm WebConnect Enterprise, SN: 0A17-9D0H-077	2/26/2007	\$ 3,247.50	\$ -	Gomez, Alicia	5/22/2013 10:14
69	21802	N00015379	Software Application Support (SAS)	2/28/2007	\$ 4,200.06	\$ -	Gomez, Alicia	5/22/2013 10:14
70	22515	N00015378	Software Application Support, w/ Upgrade (SAU)	2/28/2007	\$ 17,655.90	\$ -	Gomez, Alicia	5/31/2013 11:30
71	22603	N00016037	Cisco Software - IPCX 4.0 ENH Seat Qty 25 (agent	7/24/2007	\$ 18,964.40	\$ -	Gomez, Alicia	6/5/2014 10:23
72	22604	N00016036	TouchNet Payment Gateway PIN Debit Annual Fee	8/1/2007	\$ 4,983.00	\$ -	Gomez, Alicia	8/6/2013 11:27
73	22605	N00016208	License New 1 HP Open VMS ES45 4 processors	9/28/2007	\$ 39,130.00	\$ -	Gomez, Alicia	4/8/2014 11:33
74	22618	N00016701	HW Only MCS-7825-H3 with 2GB RAM and Two	6/3/2008	\$ 6,591.20	\$ -	Gomez, Alicia	8/6/2013 11:27
75	22620	N00016717	Upgrade any ACS version to ACS SE 4.X	6/24/2008	\$ 4,477.20	\$ -	Gomez, Alicia	4/8/2014 11:33
76	22621	N00016841	Oracle Campus Licenses	6/30/2008	\$ 83,017.00	\$ -	Gomez, Alicia	4/8/2014 11:33
77	22524	N00019803	PRD-10459-001 BLACKBERRY ENTERPRISE SERVER 4.1 FOR	7/3/2008	\$ 5,870.00	\$ -	Gomez, Alicia	5/31/2013 11:30
78	22625	N00017417	TriGeo InSight Server Edition - Level I	4/8/2009	\$ 8,112.00	\$ -	Gomez, Alicia	4/8/2014 11:33
79	21806	N00017517	Power Save KIT (EDU) License with 1 yr	6/22/2009	\$ 22,510.00	\$ -	Gomez, Alicia	5/22/2013 10:14
80	22626	N00017588	DPS-TRN SAN Mgmt and SAN Data Protection	7/9/2009	\$ 4,000.00	\$ -	Gomez, Alicia	4/8/2014 11:33
81	22535	N00019038	XpressConnect Wizard XPC-T8-PRP	6/17/2011	\$ 31,280.00	\$ -	Gomez, Alicia	5/4/2016 15:57
82	22539	N00019329	Annual Production Server CPU License	8/31/2011	\$ 46,000.00	\$ 766.47	Gomez, Alicia	4/29/2016 10:39
83	26299	N00015170	PARALEGAL PRIMARY & ANALY W/NEWS	3/1/2007	\$ 3,557.16	\$ -	Jasso, Iris	4/1/2016 11:04
84	26300	N00016480	Software-Paralegal Primary Law & Analytical W/News	3/1/2008	\$ 5,324.40	\$ -	Jasso, Iris	4/1/2016 11:04
85	23144	4816	Software-Acct Rcvbls Plus 2000 System	7/26/2000	\$ 17,089.00	\$ -	Lopez, Myriam	6/12/2014 16:48
86	22566	N00018166	Event Planning Software Services	6/28/2010	\$ 19,500.00	\$ -	Lopez, Myriam	4/29/2016 10:55

**SOUTH TEXAS COLLEGE
FIXED ASSET OBSOLETE REPORT AT \$3,000 AND OVER
JULY 25, 2016**

#	SILVER_TAG	PTAG	ASSET_DESCRIPTION	ACQUISITION	AMOUNT	Net Value	FM_NAME	TRANSFER DATE
87	26229	4813	Mathsoft Mathcad 200 0pro 10u Lan	7/18/2000	\$ 3,734.50	\$ -	Morin, Mario	10/28/2015 12:15
88	26228	4807	Cyber Ed Courseware Complete 35 Series	8/1/2000	\$ 8,927.65	\$ -	Morin, Mario	10/28/2015 12:18
89	22638	3040	Cbt Web With Admin	12/18/1998	\$ 17,360.00	\$ -	Plummer, David	7/11/2016 13:41
90	22639	3931	Internet Video Serve 100-A/V	2/24/1999	\$ 6,745.00	\$ -	Plummer, David	7/11/2016 13:41
91	22640	4260	Microsoft Campus Lic Ensing Agreement	12/14/1999	\$ 35,528.20	\$ -	Plummer, David	7/11/2016 13:41
92	22641	6685	Smart Array Cntrlr 1249922-B21	7/27/2001	\$ 3,804.00	\$ -	Plummer, David	7/11/2016 13:41
93	26210	1336	Network Software 100 User - Novell	6/27/1996	\$ 4,136.56	\$ -	Reyna, Mario	9/9/2015 8:45
94	26219	3558	Oracle Server Software Enterprise Ed.10	6/11/1999	\$ 3,029.55	\$ -	Reyna, Mario	12/10/2015 15:42
95	26245	7543	Microsoft Software Working Connections	5/5/2002	\$ 123,344.53	\$ -	Reyna, Mario	9/9/2015 8:49
96	26255	9800	Educational Software	3/3/2004	\$ 4,995.00	\$ -	Reyna, Mario	5/6/2016 6:57
97	24921	N00015167	1100 - 300 Upgrade Offline Software	1/31/2007	\$ 7,362.00	\$ -	Reyna, Mario	7/11/2016 13:41
98	22658	N00012763	VendPrint Professional Site License	9/1/2005	\$ 10,010.00	\$ -	Salinas, Lelia	3/3/2015 16:08
99	21789	N00014906	Accu Track Deluxe 9 Institution-Wide License	8/28/2006	\$ 18,028.00	\$ -	Salinas, Lelia	3/3/2015 16:08
100	26216	3047	Software Network	3/9/1999	\$ 34,800.00	\$ -	Sanchez, Reynaldo	9/14/2015 13:30
101	26252	8289	Software Licenses	10/19/2001	\$ 5,437.80	\$ -	Trevino, Roy	9/21/2015 11:22
					\$ 1,316,933.65			

Review and Discussion of South Texas College Proposed 2016 Tax Rate

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

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate. The College is proposing to adopt a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate and therefore, must hold two public hearings. It is proposed to have the first public hearing on September 13, 2016 and the second public hearing on September 20, 2016.

The notice of effective tax rate concerning the 2016 Property Tax Rate has been published in accordance with the Truth-In-Taxation requirements in the Monitor and Town Crier. A copy is enclosed for your information and review. In addition, the College must publish the Notice of Public Hearings on Tax Increase in a newspaper or mail it to each property owner at least seven (7) days before the public hearings. Furthermore, Tax Code Section 26.065 requires supplemental notice for the hearing on a tax rate increase. If the taxing unit owns, operates, or controls an Internet Web site, the unit shall post on its Web site this additional notice of the public hearings at least seven (7) days immediately before the first hearing on the proposed tax rate increase and remain until the second hearing is concluded.

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

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1753	\$60,362,592
Rollback Tax Rate	\$0.1433	\$0.0450	\$0.1883	\$64,498,065
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$63,448,291

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

The proposed debt rate of \$0.0450 is the amount necessary to fully fund all the debt service payments, including the M&O Tax Bond Program 2013. The College will maintain the Fiscal Year 2015 - 2016 debt rate of \$0.0450.

South Texas College is required to hold two public hearings and publish special notices before adopting the proposed tax rate of \$0.1850 since this total tax rate exceeds the

lower of the effective tax rate or the rollback tax rate. That rate would raise \$63,448,291, which is \$4,697,498 more than taxes imposed last year.

The Notice of Effective Tax Rate for 2016 and a Presentation follow in the packet for your information and review.

2016 Property Tax Rates in South Texas College

This notice concerns the 2016 property tax rates for South Texas College. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's *effective* tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's *rollback* tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

Last year's tax rate:

Last year's operating taxes	\$41,192,650
Last year's debt taxes	\$13,240,495
Last year's total taxes	\$54,433,145
Last year's tax base	\$29,423,321,622
Last year's total tax rate	\$0.1850/\$100

This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$54,314,878
÷ This year's adjusted tax base (after subtracting value of new property)	\$30,967,018,074
=This year's effective tax rate	\$0.1753/\$100
(Maximum rate unless unit publishes notices and holds hearings.)	

This year's rollback tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)	\$41,102,425
÷ This year's adjusted tax base	\$30,967,018,074
=This year's effective operating rate	\$0.1327/\$100
x 1.08 =this year's maximum operating rate	\$0.1433/\$100
+ This year's debt rate	\$0.0450/\$100
= This year's total rollback rate	\$0.1883/\$100

Statement of Increase/Decrease

If South Texas College adopts a 2016 tax rate equal to the effective tax rate of \$0.1753 per \$100 of value, taxes would increase compared to 2015 taxes by \$1,332,123.

Schedule A - Unencumbered Fund Balance

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund	Balance
Interest and Sinking Money Market Account	12,596,313

Schedule B - 2016 Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
South Texas College District Limited Tax Refunding Bonds, Series 2007	4,980,000	568,000	0	5,548,000
South Texas College District Limited Tax Refunding Bonds, Series 2010	1,920,000	212,700	0	2,132,700
South Texas College District Limited Tax Refunding Bonds, Series 2013	1,635,000	49,050	0	1,684,050
South Texas College District Limited Tax Bonds, Series 2014	0	2,687,500	0	2,687,500
South Texas College District Limited Tax Bonds, Series 2015	525,000	4,097,106	0	4,622,106
Total required for 2016 debt service			\$16,674,356	
- Amount (if any) paid from Schedule A			\$2,350,000	
- Amount (if any) paid from other resources			\$0	
- Excess collections last year			\$0	
= Total to be paid from taxes in 2016			\$14,324,356	
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2016			\$0	
= Total debt levy			\$14,324,356	

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 3201 W. Pecan, McAllen, Texas.

Name of person preparing this notice: Mary G. Elizondo
 Title: Vice President for Finance and Administrative Services
 Date Prepared: 08/04/2016

Proposed 2016 Property Tax Rates

Finance, Audit, and Human Resources Committee Meeting
August 9, 2016

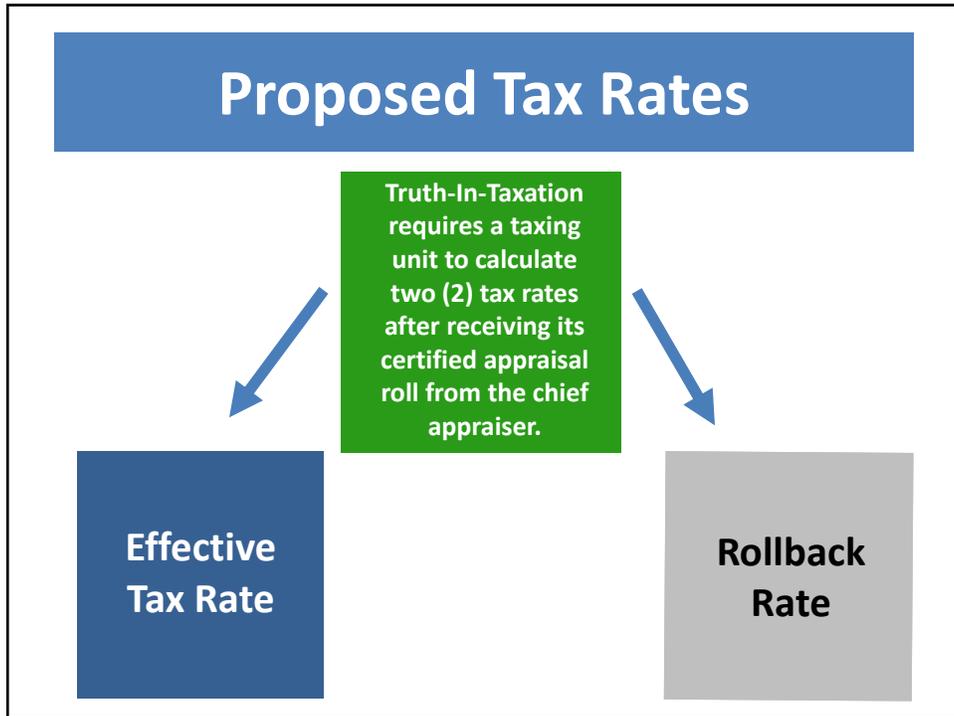


Proposed Tax Rates



Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate.

Truth in taxation is designed to inform the public of increases in total tax revenues assessed by taxing units.



Tax Rates Calculations

	M&O Rate	Debt Rate	Rate	Revenue
Effective Tax Rate			\$0.1753	\$60,362,592
Rollback Tax Rate	\$0.1433	\$0.0450	\$0.1883	\$64,498,065
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$63,448,291

Proposed Total Tax Rate: \$0.1850



The College is required to hold two public hearings and publish special notices before adopting the proposed tax rate since the proposed rate (\$0.1850):

- Exceeds the lower of the effective tax rate of (\$0.1753) or;
- The rollback tax rate of (\$0.1883)

Next Steps:

- July 25, 2016 - Deadline for chief appraiser to certify rolls to taxing units
- Certification of anticipated collection rate by collector
- Calculation of effective and rollback tax rates
- August 10, 2016 - Publication of effective and rollback tax rates, statement, and schedules
- August 23, 2016 - Meeting of governing body to discuss tax rate
- August 23, 2016 - If proposed tax rate will exceed the rollback or the effective tax rate (whichever is lower), take record vote and schedule 2 public hearings

Next Steps:

- September 7, 2016 - Notice of Public Hearing on Tax Increase is published
- September 13, 2016 - 1st Public Hearing
- September 20, 2016 - 2nd Public Hearing
- September 21, 2016 - Notice of Tax Revenue Increase published
- September 20, 2016 - Schedule and announce meeting to adopt tax rate
- September 27, 2016 - Meeting to adopt tax rate.

Thank You Questions?



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

Approval to take Record Vote and Schedule two Public Hearings regarding adoption of the proposed tax rate that exceeds the lower of the effective tax rate or the rollback tax rate will be requested at the August 23, 2016 Board meeting.

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

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1753	\$60,362,592
Rollback Tax Rate	\$0.1433	\$0.0450	\$0.1883	\$64,498,065
<i>Proposed Tax Rate</i>	<i>\$0.1400</i>	<i>\$0.0450</i>	<i>\$0.1850</i>	<i>\$63,448,291</i>

The proposed calculated tax rate exceeds the lower of the effective tax rate or the rollback tax rate and, therefore, the Board must take record vote and schedule two public hearings.

The Notice of Public Hearing on Tax Increase, and the Notice of Tax Revenue Increase follow in the packet for the Committee’s information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the August 23, 2016 Board meeting, to take a record vote and schedule two public hearings, one on September 13, 2016 at 5:30 PM and the second hearing on September 20, 2016 at 5:30 PM before adopting the proposed tax rate of \$0.1850 which exceeds the lower of the effective tax rate or the lower of the rollback tax rate.

Notice of Public Hearing on Tax Increase

The South Texas College will hold two public hearings on a proposal to increase total tax revenues from properties on the tax roll in the preceding tax year by 5.53 percent (percentage by which proposed tax rate exceeds lower of rollback tax rate or effective tax calculated under Chapter 26, Tax Code). Your individual taxes may increase at a greater or lesser rate, or even decrease, depending on the change in the taxable value of your property in relation to the change in taxable value of all other property and the tax rate that is adopted.

The first public hearing will be held on September 13, 2016 at 5:30 PM at South Texas College, Board Room, Annex Bldg, 2nd Floor, 3201 W. Pecan, McAllen, Texas.

The second public hearing will be held on September 20, 2016 at 5:30 PM at South Texas College Texas College, Board Room, Annex Bldg, 2nd Floor, 3201 W. Pecan, McAllen, Texas.

The members of the governing body voted on the proposal to consider the tax increase as follows:

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

The average taxable value of a residence homestead in South Texas College last year was \$66,143. Based on last year's tax rate of \$0.1850 per \$100 of taxable value, the amount of taxes imposed last year on the average home was \$122.36.

The average taxable value of a residence homestead in South Texas College this year is \$68,051. If the governing body adopts the effective tax rate for this year of \$0.1753 per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$119.29.

If the governing body adopts the proposed tax rate of \$0.1850 per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$125.89.

Members of the public are encouraged to attend the hearings and express their views.

NOTICE OF TAX REVENUE INCREASE

The South Texas College conducted public hearings on September 13, 2016 and September 20, 2016 on a proposal to increase the total tax revenues of the South Texas College from properties on the tax roll in the preceding year by 5.53 percent.

The total tax revenue proposed to be raised last year at last year's tax rate of \$0.1850 for each \$100 of taxable value was \$54,433,145.

The total tax revenue proposed to be raised this year at the proposed tax rate of \$0.1850 for each \$100 of taxable value, excluding tax revenue to be raised from new property added to the tax roll this year, is \$57,288,983.

The total tax revenue proposed to be raised this year at the proposed tax rate of \$0.1850 for each \$100 of taxable value, including tax revenue to be raised from new property added to the tax roll this year, is \$58,850,967.

The Board of Trustees of South Texas College is scheduled to vote on the tax rate that will result in that tax increase at a public meeting to be held on September 27, 2016 at South Texas College, Board Room, Annex Bldg, 2nd Floor, 3201 W. Pecan, McAllen, Texas at 5:30 PM.

The Board of Trustees of South Texas College proposes to use the increase in total tax revenue for the purpose of supporting the College's maintenance and operations expenses including additional costs for bond facilities.

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

Approval of a twelve month contract extension for Commercial Card Services with BBVA Compass from September 1, 2016 through August 31, 2017 will be requested at the August 23, 2016 Board meeting.

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

Justification – The Commercial Card serves as an accounts payable department payment solution. It allows the Business Office to expedite payments to vendors and reduce payment processing and statement reconciliation costs and time for the College. In addition, the program offers the College the potential to earn revenue share on payments made using the AP card. The revenue share is based on the rebate schedule set forth below:

Monthly Charge Volume		Rebate Percentage
Low	High	
\$1	\$124,999	0.75%
\$125,000	\$166,666	1.00%
\$166,667	\$249,999	1.10%
\$250,000	\$416,666	1.20%
\$416,667	\$624,999	1.25%
\$625,000	\$833,332	1.27%
\$833,333	\$999,999	1.30%
\$1,000,000	\$1,249,999	1.32%
\$1,250,000	And Greater	1.35%
Large Ticket/Reduced Interchange Transaction Rebate 0.70%		

The AP card solution is provided by BBVA Compass as a service to the College.

Background – The contract for commercial card services for the period of April 1, 2013 through August 31, 2014 was awarded to BBVA Compass at the March 26, 2013 Board of Trustees meeting. On August 26, 2014, The Board of Trustees approved two twelve month agreement extensions for commercial card services with BBVA Compass from September 1, 2014 through August 31, 2015 and September 1, 2015 through August 31, 2016.

As of July 31, 2016, the Commercial Card was utilized as follows:

Fiscal Year	Card Transactions	Amount
2013 - 2014	999	\$ 1,181,850.49
2014 - 2015	4,355	\$ 3,549,267.76
09/01/15 – 07/31/16	4,197	\$ 3,571,333.84

The total rebate received for the period of September 2015 through May 2016 was as follows:

Rate	Amount Spent	Rebate
0.70%	\$49,252.54	\$344.77
1.10%	437,518.24	4,812.70
1.20%	2,384,515.21	28,614.18
Total Rebate		\$33,771.65

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

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

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the August 9, 2016 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources committee recommend for Board approval at the August 23, 2016 Board meeting, the twelve month extension for Commercial Card Services with BBVA Compass from September 1, 2016 through August 31, 2017.

Discussion and Action as Necessary on Request for Qualifications (RFQ) Evaluation Process for Professional Services

Approval of action as necessary on Request for Qualifications (RFQ) Evaluation Process for professional services will be requested at the August 23, 2016 Board meeting.

The College's External Auditor, Long Chilton LLP, issued a management letter in connection with their Fiscal Year 2014-2015 financial audit. One of the management letter comments indicated the following:

"We recommend that College look at its policies and procedures in place regarding professional services. We also recommend that written policies be reviewed regarding the duties and responsibilities of the facilities committee in order to ensure that decisions made by such committees do not undercut the provisions of laws and regulations associated with purchasing professional services."

In an effort to address the external auditor's recommendation, the established procedures are reflected below, for the Board of Trustees references and feedback.

Request for Qualifications (RFQ) Method:

The College follows the requirements of Texas Government Code, Chapter 2254 for contracting for Professional Services.

Professional Services are services provided by the following professions:

1. accounting
2. architecture
3. landscape architecture
4. land surveying
5. medicine
6. optometry
7. professional engineering
8. real estate appraising
9. professional nursing

Also, included are services that are provided in connection with the professional employment or practice of a person who is licensed or registered as:

1. a certified public accountant
2. an architect
3. a landscape architect
4. a land surveyor
5. a physician
6. an optometrist
7. a professional engineer
8. a state certified or state licensed real estate appraiser
9. a registered nurse

The Code requires that professional services be procured by first selecting the most highly qualified provider of those services on the basis of demonstrated competence and qualifications and then attempt to negotiate with that provider a contract at a fair and reasonable price.

Chapter 2254 of the Government Code does not provide criteria for determining competence and qualifications, but the College solicits information, such as the following, to evaluate qualifications:

1. Availability and commitment of the firm to a project
2. The number and experience of the staff who will be assigned to a project
3. Projects assignments and time commitment from firm staff
4. Representative projects the firm has worked on that relate to the South Texas College project, including previous projects the firm has worked on for South Texas College
5. References from previous or current firm clients
6. Ability to meet project schedules
7. The experience of sub-consultants who will be involved in the work

The RFQ Process To Solicit And Award:

The College follows the same general procedures for the solicitation of Professional Services as it does for Level III Purchases (\$50,000 or more) for other goods and services in accordance with Policy 5210.

The process to solicit and award is as follows:

1. The Purchasing Department solicits an RFQ for a minimum of 14 days.
2. The qualifications are received at the Purchasing Department.
3. The references are contacted and reference check forms are completed.
4. The evaluation committee comprised of College employees, faculty and/or staff, ranks the vendors from highest to lowest based on the RFQ criteria. The evaluation and recommendation are presented to the Finance, Audit, and Human Resources Committee or the Facilities Committee.
5. The Board of Trustees will then take action on the recommendation.

Board's Final Discretion Regarding Evaluation Committee's Recommendation

Upon the Evaluation Committee's recommendation of the most qualified professional for a particular project, the Board of Trustees may, at its reasonable discretion, instruct the Evaluation Committee to: (1) revisit its review, evaluation, and recommendation of its most qualified respondents, or order of qualified respondents to determine whether any oversight in the procedure has occurred and whether the oversight is material sufficient to require a reordering of the most qualified respondents; or (2) alternatively, the Board of Trustees may reject entirely the selection process of qualifications and require that the RFQ process commence anew.

The revised optional process is as follows:

1. The Purchasing Department will solicit an RFQ for a minimum of 14 days.
2. The qualifications are received at the Purchasing Department.
3. The references are contacted and reference check forms are completed.
4. The evaluation committee comprised of College employees, faculty and/or staff, ranks the vendors from highest to lowest based on the RFQ criteria. The evaluation summary and recommendation are presented to the Finance, Audit, and Human Resources Committee or the Facilities Committee.
5. The Finance, Audit, and Human Resources Committee or the Facilities Committee may request that the evaluation committee revisit its review of all proposals and return with a recommendation. The Committee may accept the recommendation or reject the recommendation and request to re-advertise the qualifications.

Reviewers – The RFQ Evaluation Process was reviewed by Legal Counsel, the Vice President for Finance and Administrative Services, and the Purchasing Department.

Enclosed Documents – A Memorandum from South Texas College's Legal Counsel and a Request for Qualifications spreadsheet follows 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 August 9, 2016 Finance, Audit, and Human Resources committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources committee recommend for Board approval at the August 23, 2016 Board meeting, the Request for Qualifications (RFQ) Evaluation Process for professional services as presented.

South Texas College

Legal Counsel Memorandum

Re: Procurement of Professional Services

August 4, 2016

Following up on the 2015 audit report recommendation that the College review its policies and procedures addressing procurement of professional services, we offer the following comments and recommendations.

Audit Findings

The auditor excepted to the action of the facilities committee recommending to the board the selection of an engineering as mechanical engineer for design of the chiller system at the Starr County Campus. The auditor wrote:

The College's Selection Process

I have reviewed, along with you and Ms. Becky Cavazos and Mr. Fernando Llamas (procurement staff), the minutes and video recording of the facilities committee meeting at which the action was taken. We have reviewed portions of the staff's evaluation matrix relied on for the evaluation staff's recommendation of engineers for various chiller projects. Finally, you, the procurement staff and I have revisited the provisions of Local Government Code Section 2254 which governs the engagement of "professional services" by local governmental units, including the College.

It is important to distinguish the statutory requirements for selection of "professionals" by the College from other service providers. Often, we tend to confuse those requirements with the requirements for selection by the College of construction contractors and vendors of other services and of personal property. Without delving into the *strict* requirements imposed on procurement of other than *professional services*, the most important rules to remember are these: (1) "professional services" are defined in the statute, the listing is finite (does not include what we lay people generally refer to as professional services, and for our purposes includes the services of engineers and architects, and (2) the board must select and engage the "most qualified" professional. This is the gist of Section 2254.

The effect of Section 2254 is that the Legislature did not see it fit to go beyond the foregoing requirements. Hence, the determination of which professional is the "most qualified" is a function of the local government unit. Each governmental unit must decide for itself the

process that it uses in order to meet the statutory objective. Of course the process must be reasonable and intended to arrive at the objective.

The College has used a procedure by which the administrative staff has developed evaluation criteria in order to document and provide the board of trustees comparative information to make the ultimate determination of “most qualified”. This process defers to the procurement staff the primary function of evaluating the applicant firms and recommending their selection. By the adoption of a procedure such as is in place, the College officially establishes a methodology by which it will determine “the most qualified” firm.

Notably, while such procedure is not even expressly mandated by law, once such a procedure is adopted, then presumably, it becomes the method of selection. Therefore, consistency in the application of that method is important in order to uphold the selection. Conversely, non-compliance with that method may result in non-compliance with Section 2254.

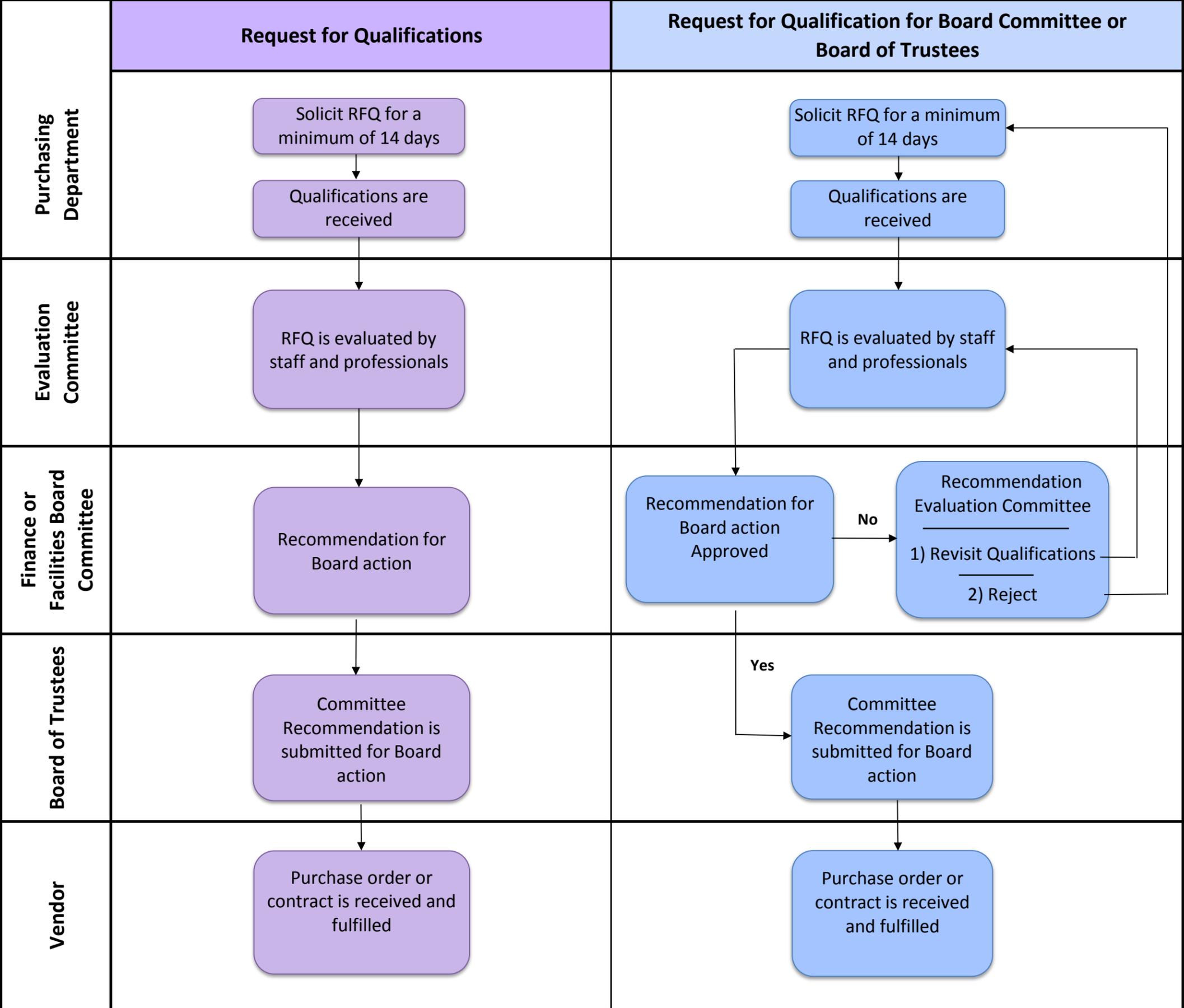
At the Facilities Committee meeting at which the selection of the engineering firms was discussed (the issue raised in the 2015 audit), trustees inquired of Gilbert Gallegos for the recommendation for selection of the mechanical engineer for Starr County. Mr. Gallegos advised the committee that the evaluation committee was recommending five firms, but did not list them in order of the most qualified. He advised further that the committee could make any selection from those five firms. Some members of the evaluation committee take exception to Mr. Gallegos recommendation (although no such exception was voiced at the Facilities Committee meeting or the subsequent board meeting) to Mr. Gallegos statement. They point to the evaluation matrix in which Ethos Engineering was recommended as the most qualified firm for the Starr County project. Other than Mr. Gallegos’ statement, there is no record that the evaluation committee was deferring to the board of trustees as Mr. Gallegos had suggested.

A brief discussion among the trustees ensued regarding the view that Sigma Engineering was at the time actually engaged at the Starr County project. There appeared to be a consensus that if a firm was already engaged at the location, why should the firm not be selected to continue. In fact, a firm’s prior engagement for a campus or a particular project is often a significant consideration in the College’s evaluation of a firm’s qualifications.

Under Section 2254, the trustees have the reasonable discretion to make the selection of the “most qualified” firm. The factors which the trustees may reasonably consider in their determination may include a firm’s prior experience with the College. That factor may be given an overwhelming value at the trustee’s reasonable discretion. And it appears that they did in this case. Further, they relied on Mr. Gallegos’ unequivocal statement that the board could select among five firms.

We would suggest that in the future, presentations to the Facilities Committee and the Board regarding “most qualified” selection should be made by the President or a Vice-President in writing in order to avoid any confusion. Further, we would suggest that periodically, the Facilities Committee review the procedure in place to determine whether any modifications would be appropriate. Barring such modifications, the adopted procedure as described in the motion should be followed.

**Request for Qualifications (RFQ) Process
August 9, 2016**



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

Approval of revised Tuition and Fees Schedules for FY 2016 - 2017 for students and dual credit students sponsored by partnering school districts will be requested at the August 23, 2016 Board meeting.

The College is requesting to delay assessing the below mentioned June 28, 2016 Board approved Tuition and Fees until the Spring 2017 semester due primarily to allow for proper communication and coordination of the Dual Credit Fee structure changes with the School Districts. In addition, ensure compliance to Texas Education Code 54.009, Increase in Tuition Rate or Fees by the proper implementation of fee structure into the tuition tables and billing process.

The recommended changes from the FY 2016 - 2017 Board approved Schedule of Tuition and Fees are as follows:

a. Student Tuition and Fees:

- **Include the Independent Dual Credit Tuition And Fees: Excludes Students Enrolled In An Early College High School Or Academies Program for Fall 2016 Only**
 - ⇒ In-district dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour of \$50.00
 - ⇒ Out-of-district and out-of-state/international dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour of \$78.00
- **Revise the Independent Dual Credit Tuition and Fees: Excludes students Enrolled in an Early College High School or Academies Program (Effective Spring 2017)**
 - ⇒ In-district dual credit students enrolled independent of their school district's participation will be charged ~~\$50.00 per credit hour~~ a tuition rate per credit hour and differential tuition and fees will not be waived
 - ⇒ Out-of-district and out-of-state/international dual credit students enrolled independent of their school district's participation will be charged ~~\$78.00 per credit hour~~ a tuition rate per credit hour and differential tuition and fees will not be waived
- **On the Course Fees include a new one and revise as follows:**
 - ⇒ **Third or more repeats (Includes Developmental) Fall 2016 Only of \$125.00**
 - ⇒ **Third or more attempts (Excludes Developmental) Effective Spring 2017**
 - ⇒ **Enrollment in Developmental Studies Courses (>27 credit hours) Effective Spring 2017**

b. Dual Credit Tuition and Fees:

- **Fall 2016**

- ⇒ Included a table for Dual Credit Tuition for “Fall 2016” reflecting Incidental Fees for Dual Credit Late Processing Fee per course per student after Census Day of \$200 and a NOTE for the Independent Dual Credit Tuition and Fees for Dual Credit students enrolled independent of their school district participation, excludes students enrolled in an Early College High School or Academies Program.

- In-district dual credit students enrolled independent of their school district’s participation will be charged \$50.00 per credit hour.
- Out-of-district and out-of-state/international dual credit students enrolled independent of their school district’s participation will be charged \$78.00 per credit hour.

- **Effective Spring 2017**

- ⇒ Changed the table to reflect that it’s “Effective Spring 2017”

- ⇒ Included a Dual Credit Tuition for Tuition rate for in-district dual credit students sponsored by partnering school districts of \$0.00

- ⇒ On the Course Fees remove that it is effective for Spring 2017 as follows:

- Electronic Distance Learning/VCT Course Fee per credit hour ~~(effective Spring 2017)~~
- Hybrid Course Fee per credit hour ~~(effective Spring 2017)~~

- ⇒ Revised the wording on the NOTE for Independent Dual Credit Tuition and Fees for Dual Credit students **enrolled** independent of their school district participation, **excludes students enrolled in an Early College High School or Academies Program.**

- In-district dual credit students **enrolled** independent of their school district’s participation will be charged \$50.00 per credit hour **and differential tuition** and fees will not be waived
- Out-of-district and out-of-state/international dual credit students **enrolled** independent of their school district’s participation will be charged \$78.00 per credit hour **and differential tuition** and fees will not be waived

Reviewers - The revised Tuition and Fees Schedules for FY 2016 – 2017 for students and dual credit students sponsored by partnering school districts have been reviewed by staff, the President’s Cabinet, and President’s Administrative Staff.

The two (2) 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, Audit, 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 and dual credit students sponsored by partnering school districts as presented.

PROPOSED REVISIONS	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: EXCLUDES STUDENTS ENROLLED IN AN EARLY COLLEGE HIGH SCHOOL OR ACADEMIES PROGRAM (FALL 2016 ONLY)			
In-district dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour	50.00	50.00	50.00
Out-of-district and out-of-state/international dual credit students enrolled independent of their school district's participation will be charged a tuition rate per credit hour	78.00	78.00	78.00
INDEPENDENT DUAL CREDIT TUITION AND FEES: EXCLUDES STUDENTS ENROLLED IN AN EARLY COLLEGE HIGH SCHOOL OR ACADEMIES PROGRAM (EFFECTIVE SPRING 2017)			
In-district dual credit students enrolled independent of their school district's participation will be charged \$50.00 per credit hour a tuition rate per credit hour and differential tuition and fees will not be waived			50.00
Out-of-district and out-of-state/international dual credit students enrolled independent of their school district's participation will be charged \$78.00 per credit hour a tuition rate per credit hour and differential tuition and fees will not be waived			78.00
MANDATORY FEES:			
Registration Fee: • If registered and paid or registered and financial aid processed <u>BEFORE</u> August 1 st , January 1 st , May 15 th and June 15 th Or Registration Fee After Deadline: ▪ If registered and paid or financial aid processed <u>ON</u> or <u>AFTER</u> August 1 st , January 1 st , May 15 th and June 15 th	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

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Board Approved FY 2016-2017
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 repeats (Includes Developmental) Fall 2016	100.00	125.00	125.00
• Third or more attempts (Excludes Developmental) Effective Spring 2017	-	-	125.00
• Enrollment in Developmental Studies Courses (>27 credit hours) Effective Spring 2017	-	-	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
Hybrid Course Fee per credit hour	5.00	5.00	5.00
Fire Academy Fees:			
• Gear Rental	0.00	\$280/4 weeks	\$280/4 weeks
• Self-Contained Breathing Apparatus	0.00	\$360/Semester	\$360/Semester
• Testing	0.00	85.00	85.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Physical Education Special Activity Fee per course	55.00	55.00	55.00
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

PROPOSED REVISIONS

	Board Approved FY 2016-2017
FALL 2016	
DUAL CREDIT TUITION:	
Tuition rate for in-district dual credit students sponsored by partnering school districts Effective Fall 2016	0.00
INCIDENTAL FEES:	
Dual Credit Late Processing Fee per course per student after Census Day	200.00

NOTE: Independent Dual Credit Tuition and Fees for Dual Credit students enrolled independent of their school district participation, excludes students enrolled in an Early College High School or Academies Program.

In-district dual credit students **enrolled** independent of their school district's participation will be charged \$50.00 per credit hour.

Out-of-district and out-of-state/international dual credit students **enrolled** independent of their school district's participation will be charged \$78.00 per credit hour.

EFFECTIVE SPRING 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 effective Spring 2017	15.00
Hybrid Course Fee per credit hour effective Spring 2017	5.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees
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 enrolled independent of their school district participation, excludes students enrolled in an Early College High School or Academies Program.

In-district dual credit students **enrolled** independent of their school district's participation will be charged \$50.00 per credit hour **and differential tuition** and fees will not be waived

Out-of-district and out-of-state/international dual credit students **enrolled** independent of their school district's participation will be charged \$78.00 per credit hour **and differential tuition** and fees will not be waived

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 August 5, 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 sixty three (163) Full Time, Regular positions have been filled as of August 5, 2016.
- Sixteen (16) Full Time, Regular positions have been filled since the last vacancy report provided as of July 7, 2016.

3) Position Turnover during Fiscal Year 2015 - 2016
(EXHIBIT D - RESIGNATIONS)

- There have been sixty two (62) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of August 5, 2016.
- There have been five (5) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of July 7, 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.

New Positions

South Texas College NEW Vacant Full-Time Regular Positions Approved for FY 2015 - 2016 As of August 5, 2016						
Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 5)	Proposed Hire Date
Division of Business and Technology	707415	NEW	Classified Non-Exempt	Lab Assistant - Welding	4	08-22-16
Finance and Administrative Services						
Business Office	749184	NEW	Prof/Tech Support Non-Exempt	Accountant	5	08-15-16
Business Office	750184	NEW	Prof/Tech Support Exempt	Financial Analyst	5	08-15-16
Central Receiving	710584	NEW	Classified Non-Exempt	Fixed Assets and Receiving Technician	3	09-01-16
Human Resources	724240	NEW	Prof/Tech Support Non-Exempt	Human Resources Specialist	4	08-22-16
Internal Audits	701273	NEW	Prof/Tech Support Non-Exempt	Staff Audit Specialist	3a	09-01-16
Office of Safety and Security	752514	NEW	Classified Non-Exempt	Security Guard	4	08-22-16
Office of Safety and Security	755514	NEW	Classified Non-Exempt	Security Guard	1	09-01-16
Office of Safety and Security	742514	NEW	Classified Non-Exempt	Security Guard	4	09-01-16
Office of Safety and Security	761514	NEW	Classified Non-Exempt	Security Guard	4	09-01-16
Office of Safety and Security	749514	NEW	Classified Non-Exempt	Security Guard	1	09-01-16
Office of Safety and Security	738514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	5	08-15-16
Office of Safety and Security	735514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	5	08-15-16
Purchasing	727580	NEW	Prof/Tech Support Exempt	Construction Buyer	4	08-22-16
Purchasing	728580	NEW	Prof/Tech Support Exempt	Specifications Writer	4	08-22-16
Information Services, Planning and Strategic Initiatives						
Centers for Learning Excellence	720426	NEW	Classified Non-Exempt	Student Learning Assistant	4	08-22-16
Centers for Learning Excellence	721426	NEW	Prof/Tech Support Non-Exempt	Learning Excellence Specialist	5	08-15-16
Institutional Effectiveness and Assessment	709171	NEW	Prof/Tech Support Exempt	Institutional Effectiveness Analyst	5	08-15-16
Research and Analytical Services	715170	NEW	Prof/Tech Support Exempt	Institutional Research Analyst	4	08-22-16
Technology Resources	710262	NEW	Classified Non-Exempt	Administrative Assistant		09-01-16
Student Affairs and Enrollment Management						
Admissions and Records	715612	NEW	Prof/Tech Support Non-Exempt	Transcript/Graduation Analyst	4	08-22-16
Advising	733332	NEW	Prof/Tech Support Non-Exempt	Advisor	4	08-22-16
Advising	734332	NEW	Prof/Tech Support Non-Exempt	Advisor	4	08-22-16

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
 As of August 5, 2016

Vacant Positions - Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date	
Academic Advancement	701279	CONT	Classified Non-Exempt	Valley Scholars Assistant	11-05-15	4	Screening in Progress	08-22-16	
	707332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-20-16	1	Pending Requisition	09-01-16	
	700095	CONT	Classified Non-Exempt	Administrative Assistant	02-08-16	4	Screening in Progress	08-22-16	
	705285	CONT	Prof/Tech Support Non-Exempt	Dual Enrollment Program Specialist	08-07-16	1	Pending Requisition	09-01-16	
	705286	CONT	Prof/Tech Support Non-Exempt	Early College High School Specialist	08-12-15	5	Recommendation in Progress	08-08-16	
	705352	CONT	Prof/Tech Support Exempt	Coord for Professional & Organizational Dev	09-01-14		On Hold	09-01-16	
	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	08-16-15	4	Screening in Progress	08-22-16	
	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	07-22-16	1	Pending Requisition	09-01-16	
	Academic Affairs	701274	CONT	Prof/Tech Support Non-Exempt	Help Desk Specialist	09-17-15	1	Pending Requisition	09-01-16
		700281	CONT	Classified Non-Exempt	Faculty Secretary	06-14-16	3	Advertised	09-01-16
Division of Business and Technology	701264	CONT	Classified Non-Exempt	Lab Assistant - Business and Technology	07-04-16	3	Advertised	09-01-16	
	703137	CONT	Prof/Tech Support Non-Exempt	Early Childhood Educator II	07-15-16	2	Requisition in Progress	09-01-16	
	713272	CONT	Classified Non-Exempt	Faculty Secretary	08-31-16	4	Screening in Progress	09-01-16	
	702200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist I - Chemistry	09-14-15	2	Requisition in Progress	09-01-16	
	701416	CONT	Classified Non-Exempt	Administrative Assistant	11-30-15	1	Pending Requisition	09-01-16	
	701298	CONT	Classified Non-Exempt	Administrative Assistant	09-01-13	1	Pending Requisition	09-01-16	
	701557	CONT	Classified Non-Exempt	Lab Asst - NAH	05-01-16	3	Advertised	09-01-16	
	700164	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	01-31-16	4	Screening in Progress	08-22-16	
	700557	CONT	Administrative Exempt	Dean for Nursing and Allied Health	08-14-15		On Hold	09-01-16	
	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	3a	Re-Advertised	09-01-16	
Finance and Administrative Services	792184	CONT	Classified Non-Exempt	Accounting Assistant	06-22-15	4	Screening in Progress	08-22-16	
	719184	CONT	Classified Non-Exempt	Accounting Assistant	05-01-16	5	Recommendation in Progress	08-15-16	
	795184	CONT	Classified Non-Exempt	Accounting Assistant	05-08-16	4	Screening in Progress	08-22-16	
	717184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	04-27-16	5	Recommendation in Progress	08-15-16	
	739184	CONT	Prof/Tech Support Exempt	Business System Analyst	Frozen in FY14 & FY15	4	Screening in Progress	08-22-16	
	731184	CONT	Classified Non-Exempt	Cashier II	01-04-16	4	Screening in Progress	08-22-16	
	712184	CONT	Classified Non-Exempt	Cashier II	09-01-14	3a	Re-Advertised	09-01-16	
	700040	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	06-30-16	3	Advertised	09-01-16	
	737502	CONT	Classified Non-Exempt	Custodian	01-28-16	4	Screening in Progress	08-22-16	
	706502	CONT	Classified Non-Exempt	Custodian	04-22-16	5	Recommendation in Progress	08-15-16	
Fac Planning & Construction	709502	CONT	Classified Non-Exempt	Custodian	02-05-16	4	Screening in Progress	08-22-16	
	707501	CONT	Prof/Tech Support Exempt	Senior Facilities Planning & Construction Project Manager	05-31-16	3	Advertised	09-01-16	

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

As of August 5, 2016

Vacant Positions - Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Facility Maintenance	704499	CONT	Classified Non-Exempt	Maintenance Assistant	11-09-15	5	Recommendation in Progress	08-15-16
Facility Maintenance	700004	CONT	Prof/Tech Support Exempt	Maintenance Manager	08-21-13	4	Screening in Progress	08-22-16
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16	1	Pending Requisition	09-01-16
Facility Maintenance	711499	CONT	Classified Non-Exempt	Staff Secretary	08-31-16	4	Screening in Progress	08-22-16
Finance and Administrative Services	704360	CONT	Prof/Tech Support Exempt	Project Manager - Finance and Administrative Services	04-29-16	4	Screening in Progress	08-22-16
Human Resources	704240	CONT	Administrative Exempt	Assistant Director of Human Resources	09-01-14	4	Screening in Progress	08-22-16
Human Resources	701240	CONT	Classified Non-Exempt	Human Resources Assistant	06-19-16	4	Screening in Progress	09-01-16
Human Resources	700057	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist	03-31-16	4	Screening in Progress	08-22-16
Human Resources	700240	CONT	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	08-05-16	1	Requisition in Progress	09-01-16
Office of Safety and Security	708499	CONT	Classified Non-Exempt	Administrative Assistant	08-21-15	5	Recommendation in Progress	08-15-16
STC Police	703514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	07-31-16	1	Pending Requisition	09-01-16
Information Services, Planning and Strategic Initiatives								
Centers for Learning Excellence	705279	CONT	Prof/Tech Support Non-Exempt	Learning Excellence Specialist	01-10-16	5	Recommendation in Progress	08-15-16
Centers for Learning Excellence	705423	CONT	Classified Non-Exempt	Secretary	06-30-16	1	Pending Requisition	09-01-16
Client Services	710391	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	06-08-16	4	Screening in Progress	08-22-16
Client Services	711392	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	07-29-16	4	Screening in Progress	08-22-16
Information Security	709392	CONT	Prof/Tech Support Exempt	Information Security Analyst	05-27-16	4	Screening in Progress	08-22-16
Infrastructure	703395	CONT	Prof/Tech Support Non-Exempt	Applications Analyst I	06-07-15	4	Screening in Progress	08-22-16
Infrastructure	714393	CONT	Prof/Tech Support Non-Exempt	Applications Analyst II	07-31-16	3	Advertised	09-01-16
Infrastructure	700028	CONT	Prof/Tech Support Exempt	Applications Analyst III	06-30-16	3	Advertised	09-01-16
Infrastructure	711393	CONT	Prof/Tech Support Exempt	Applications Analyst III	10-31-14	3	Advertised	09-01-16
Infrastructure	700194	CONT	Prof/Tech Support Non-Exempt	Reporting Analyst I	05-31-15	x	Position Chng for FY17	09-01-16
Infrastructure	703393	CONT	Prof/Tech Support Non-Exempt	Systems Specialist	12-01-15	2	Requisition in Progress	09-01-16
Infrastructure	715393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	10-31-13	4	Screening in Progress	08-22-16
Inst'l Effectiveness and Assessment	702171	CONT	Classified Non-Exempt	Administrative Assistant	05-31-16	4	Screening in Progress	08-22-16
Instructional Technologies	707271	CONT	Classified Non-Exempt	Instructional Technologies Assistant I	08-05-16	1	Pending Requisition	09-01-16
Library Acquisition	707391	CONT	Classified Non-Exempt	Library Technical Services Technician	05-16-16	x	Position Chng for FY17	09-01-16
Learning Commons and Open Labs	735101	CONT	Classified Non-Exempt	Open Lab Technician	06-30-16	4	Screening in Progress	09-01-16
Library Public Services	701103	CONT	Classified Non-Exempt	Administrative Assistant	06-30-16	4	Screening in Progress	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	4	Screening in Progress	08-22-16
Library Public Services	731101	CONT	Prof/Tech Support Exempt	Librarian III	07-31-14	x	Position Chng for FY17	09-01-16
Research and Analytical Services	703170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	07-24-16	2	Requisition in Progress	09-01-16
Technology Resources	700242	CONT	Classified Non-Exempt	Administrative Assistant	02-13-15	1	Pending Requisition	09-01-16
Technology Resources	700396	CONT	Administrative Exempt	Asst. Chief Information Officer for Software Development	07-21-16	1	Pending Requisition	09-01-16
Technology Resources	708395	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	11-05-15	5	Recommendation in Progress	08-15-16
Technology Support	713392	CONT	Prof/Tech Support Non-Exempt	Computer Services Analyst I	06-06-16	2	Requisition in Progress	09-01-16
Telecom	702392	CONT	Prof/Tech Support Non-Exempt	Network Services Specialist	06-01-14	3a	Re-Advertised	09-01-16
TR PM Risk and Security - Instr	701171	CONT	Prof/Tech Support Exempt	Project Manager - Technology Resources	09-01-15		On Hold	09-01-16

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

As of August 5, 2016

Vacant Positions - Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Office of the President								
Alternative Teacher Certification	701873	CONT	Classified Non-Exempt	Customer Service Technician	09-01-09	4	Screening in Progress	08-22-16
CPWE - State	713590	CONT	Classified Non-Exempt	Compliance Technician	06-30-16	1	Pending Requisition	09-01-16
CPWE - State	714590	CONT	Classified Non-Exempt	Customer Service Technician	06-30-12	4	Screening in Progress	08-22-16
CPWE - State	701880	CONT	Administrative Exempt	Director of College and Career Preparation	09-01-15	1	Pending Requisition	09-01-16
CPWE - State	720565	CONT	Administrative Exempt	Director of Professional and Workforce Education	09-01-15	4	Screening in Progress	08-22-16
CPWE - State	718590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	09-01-00	2	Requisition in Progress	09-01-16
Grant Development, Management, and Compliance	700123	CONT	Prof/Tech Support Exempt	Grant Development Officer	02-21-16	4	Screening in Progress	08-22-16
Grant Development, Management, and Compliance	700316	CONT	Prof/Tech Support Exempt	Grant Development Officer	06-22-15	1	Pending Requisition	09-01-16
Office of President	704362	CONT	Classified Non-Exempt	Administrative Assistant	09-01-05	1	Pending Requisition	09-01-16
Office of President	701340	CONT	Executive Exempt	Executive Vice President for Student Success	09-01-14	1	Pending Requisition	09-01-16
Public Relations/Marketing	701462	CONT	Classified Non-Exempt	Administrative Assistant	05-04-16	1	Pending Requisition	09-01-16
Public Relations/Marketing	711462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Community Relations	06-21-15	3a	Re-Advertised	09-19-16
Public Relations/Marketing	707462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Public Relations	07-10-16	3	Advertised	09-19-16
Public Relations/Marketing	720462	CONT	Prof/Tech Support Non-Exempt	Web Specialist	05-19-16	4	Screening in Progress	08-22-16
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	08-22-16
Dual2Dgree	712610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	07-17-16	4	Screening in Progress	08-22-16
Dual2Dgree	705610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	06-19-16	4	Screening in Progress	08-22-16
Student Affairs & Enrollment Management	700190	CONT	Executive Exempt	VP Student Affairs & Enrollment Management	08-31-13	4	Screening in Progress	08-22-16
Student Assessment Center	702331	CONT	Classified Non-Exempt	Testing Technician	03-01-16	5	Recommendation in Progress	08-15-16
Student Financial Services	700068	CONT	Classified Non-Exempt	Financial Aid Specialist	12-12-14	4	Screening in Progress	08-22-16
Student Financial Services	700015	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	04-29-16	4	Screening in Progress	08-22-16
Student Financial Services	710440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	04-08-16	4	Screening in Progress	08-22-16
Student Financial Services	707440	CONT	Classified Non-Exempt	Financial Aid Technician	08-07-16	1	Pending Requisition	09-01-16
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

Hired

**South Texas College
Positions Filled in FY 2015 - 2016
As of August 5, 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 and Scheduling Coordinator	New for FY16	Filled	01-11-16
Curriculum and Student Learning	702283	CONT	Prof/Tech Support Non-Exempt	Curriculum Specialist	01-10-16	Filled	07-01-16
HS Programs and Services	703285	CONT	Prof/Tech Support Non-Exempt	Academics Specialist	09-30-15	Filled	04-18-16
HS Programs and Services	701285	CONT	Prof/Tech Support Exempt	Coord of Academics and High School Projects	12-06-15	Filled	07-18-16
HS Programs and Services	720286	NEW	Prof/Tech Support Exempt	Coord of Early College High Schools	New for FY16	Filled	08-08-16
HS Programs and Services	705426	CONT	Prof/Tech Support Exempt	Coordinator of Early College High Schools	07-15-16	Filled	08-08-16
HS Programs and Services	701286	CONT	Administrative Exempt	Dir of Academics & 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
Professional & Organizational Dev	704352	CONT	Prof/Tech Support Non-Exempt	Professional Development Specialist	08-23-15	Filled	07-05-16
Academic Affairs							
Academic Affairs	708279	CONT	Prof/Tech Support Exempt	Academic Grants & Proj Offer	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
Distance Learning	706276	CONT	Prof/Tech Support Exempt	Instructional Designer	12-16-15	Filled	08-15-16
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 Technology	09-01-15	Filled	12-01-15
Welding	701311	CONT	Classified Non-Exempt	Lab Assistant - Welding	10-03-14	Filled	07-11-16
Division of Liberal Arts and Social Sciences							
Kinesiology	701130	NEW	Prof/Tech Support Exempt	Coordinator of Kinesiology Instructional Facilities	New for FY16	Filled	08-01-16
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
Division of Math, Science & BA Programs	705416	NEW	Prof/Tech Support Exempt	University Relations and Articulation Center Officer	New for FY16	Filled	08-08-16
Mathematics	702415	CONT	Classified Non-Exempt	Faculty Secretary	08-07-15	Filled	07-18-16
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
Health Information	700555	CONT	Classified Non-Exempt	Faculty Secretary	10-16-15	Filled	08-01-16
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

Positions Filled - EXHIBIT C

Hired

South Texas College
 Positions Filled in FY 2015 - 2016
 As of August 5, 2016

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
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
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	700007	CONT	Classified Non-Exempt	Custodian	05-01-15	Filled	8/8/2016
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	700180	CONT	Classified Non-Exempt	Custodian	06-21-15	Filled	07-05-16
Custodial	735502	CONT	Classified Non-Exempt	Custodian	Frozen in FY15	Filled	07-05-16
Custodial	707502	CONT	Classified Non-Exempt	Custodian	03-31-16	Filled	08-15-16
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 Construction	05-31-15	Filled	06-01-16
Fac Planning & Construction	718501	CONT	Prof/Tech Support Exempt	Facilities Planning and Construction Project Manager	12-14-15	Filled	06-01-16
Fac Planning & Construction	703501	CONT	Prof/Tech Support Exempt	Facilities Planning and Construction Project Manager	02-24-16	Filled	07-05-16
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	702241	CONT	Prof/Tech Support Non-Exempt	Human Resources Payroll Specialist	09-01-14	Filled	08-15-16
Human Resources	721240	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist	05-31-15	Filled	06-20-16
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

Hired

South Texas College
Positions Filled in FY 2015 - 2016
 As of August 5, 2016

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
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	744514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	08-01-16
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
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
Office of Safety and Security	709514	CONT	Prof/Tech Support Non-Exempt	Security Support Specialist	03-11-16	Filled	08-01-16
Purchasing	726580	NEW	Prof/Tech Support Non-Exempt	Purchasing Specialist	New for FY16	Filled	08-01-16
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	707423	CONT	Classified Non-Exempt	Administrative Assistant	09-01-15	Filled	07-01-16
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	719393	NEW	Prof/Tech Support Exempt	Database Analyst	New for FY16	Filled	09-05-16
Infrastructure	710395	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	08-31-13	Filled	05-02-16
Inst'l Effectiveness and Assessment	703625	CONT	Administrative Exempt	Dir Inst'l Effect & Assmnt	08-31-15	Filled	07-25-16
Instructional Technologies	700186	CONT	Classified Non-Exempt	Instructional Technologies Assistant I	09-13-15	Filled	04-04-16
Learning Commons and Open Labs	720397	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Open Lab	02-16-16	Filled	07-01-16
Learning Commons and Open Labs	715397	NEW	Prof/Tech Support Non-Exempt	Lab Supervisor	New for FY16	Filled	12-01-15

Hired

**South Texas College
Positions Filled in FY 2015 - 2016
As of August 5, 2016**

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
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	Technology and Client Services 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, Mgmt & 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
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	703336	CONT	Prof/Tech Support Exempt	Coordinator of Student Disability Services	01-15-16	Filled	08-15-16
Counseling & Disability Services	700141	CONT	Prof/Tech Support Exempt	Counselor	09-30-15	Filled	03-21-16
Counseling & Disability Services	709336	NEW	Classified Non-Exempt	Secretary	New for FY16	Filled	08-01-16
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

Hired

**South Texas College
Positions Filled in FY 2015 - 2016
As of August 5, 2016**

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Student Activities and Wellness	722330	CONT	Prof/Tech Support Non-Exempt	Student Activities Specialist	03-06-16	Filled	07-05-16
Student Activities and Wellness	700080	CONT	Prof/Tech Support Non-Exempt	Student Activities Specialist	06-05-15	Filled	06-15-16
Student Activities and Wellness	702330	CONT	Prof/Tech Support Non-Exempt	Student Activities Specialist	02-29-16	Filled	07-11-16
Student Activities and Wellness	720330	CONT	Prof/Tech Support Non-Exempt	Student Activities Specialist	04-30-16	Filled	08-08-16
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
Student Financial Services	712440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	03-07-16	Filled	08-08-16
Total	162						

South Texas College		Resignations					
Resignations in FY 2015 - 2016		Division	Position	Type	Category	Title	Date Position Vacated
As of August 5, 2016							
Academic Advancement							
Academic Excellence	707332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-20-16		
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		
HS Programs and Services	705426	CONT	Prof/Tech Support Exempt	Coordinator of Early College High Schools	07-15-16		
Professional & Organizational Dev	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	07-22-16		
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 Business and Technology							
Division of Business and Technology	701264	CONT	Classified Non-Exempt	Lab Assistant - Business and Technology	07-01-16		
Division of Liberal Arts and Social Sciences							
Division of Liberal Arts and Social Sciences	704150	CONT	Classified Non-Exempt	Faculty Secretary	02-29-16		
MV-Child Care & Development	703137	CONT	Prof/Tech Support Non-Exempt	Early Childhood Educator II	07-15-16		
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		
Central Receiving	710584	NEW	Classified Non-Exempt	Fixed Assets and Receiving Technician	08-03-16		
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	Fac Plng & Constr Proj Mgr	02-24-16		
Fac Planning & Construction	718501	CONT	Prof/Tech Support Exempt	Fac 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		
Human Resources	700240	CONT	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	08-05-16		
Office of Safety and Security	709514	CONT	Prof/Tech Support Non-Exempt	Security Support Specialist	03-11-16		
Office of Safety and Security	752514	NEW	Classified Non-Exempt	Security Guard	06-16-16		
Office of Safety and Security	755514	NEW	Classified Non-Exempt	Security Guard	08-31-16		
Office of Safety and Security	742514	NEW	Classified Non-Exempt	Security Guard	06-29-16		
Office of Safety and Security	749514	NEW	Classified Non-Exempt	Security Guard	08-05-16		
Office of Safety and Security	735514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	03-31-16		

South Texas College		Resignations				Date Position Vacated	
Resignations in FY 2015 - 2016 As of August 5, 2016		Division	Position	Type	Category	Title	Date Position Vacated
Information Services, Planning and Strategic Initiatives							
Client Services	710391		CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	06-08-16	
Client Services	711392		CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	07-29-16	
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	700028		CONT	Prof/Tech Support Exempt	Applications Analyst III	06-30-16	
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	
Instructional Technologies	707271		CONT	Classified Non-Exempt	Instructional Technologies Assistant I	08-05-16	
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	701103		CONT	Classified Non-Exempt	Administrative Assistant	06-30-16	
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	
Technology Resources	700396		CONT	Administrative Exempt	Assistant Chief Information Officer for Software Development	07-21-16	
Technology Resources	708395		CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	11-05-15	
Office of the President							
CPWE - State	713590		CONT	Classified Non-Exempt	Compliance Technician	06-30-16	
Public Relations/Marketing	701462		CONT	Classified Non-Exempt	Administrative Assistant	05-04-16	
Public Relations/Marketing	707462		CONT	Prof/Tech Support Non-Exempt	Coordinator of Public Relations	07-10-16	
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	

Update and Action as Necessary Regarding Texas Higher Education Coordinating Board Audit on Continuing Education Formula Funding

Board authorized the President to retain legal counsel. Reports and updates will be provided in Executive Session.

It is requested that the Finance, Audit, and Human Resources committee recommend for Board approval at the August 23, 2016 Board meeting, action as necessary regarding the Texas Higher Education Coordinating Board Audit.