

Board of Trustees

Finance, Audit, and Human Resources Committee Meeting

September 13, 2016

5:45 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, September 13, 2016
@ 5:45 p.m.
McAllen, Texas

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

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**Approval of August 9, 2016 Finance, Audit, and Human Resources
Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of August 9, 2016 are presented for Committee approval.

**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**

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 5:40 p.m. with Mr. Paul R. Rodriguez, Committee Chair, presiding.

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

Other Trustees Present: Mrs. Graciela Farias

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mr. Cobby Caputo (via telephone), Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Becky Cavazos, Ms. Katarina Bugariu, Mrs. Brenda Jo Balderaz, Mr. Khalil Abdullah, Mr. Daniel Ramirez, Mr. Gilbert Gallegos, Mr. Brian Fruge, and Mr. Andrew Fish

To accommodate scheduling conflicts, the following item was taken out of agenda order:

Executive Session:

The South Texas College Board Finance and Human Resources Committee convened into Executive Session at 5:42 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
- 1. Update and Action as Necessary Regarding Texas Higher Education Coordinating Board Audit on Continuing Education Formula Funding

Open Session:

The South Texas College Board Finance and Human Resources Committee returned to Open Session at 6:16 p.m. No action was taken in Executive Session.

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

On July 26, 2016 the Board authorized the President to retain legal counsel regarding the Texas Higher Education Coordinating Board Audit.

No action was taken.

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

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance and Human Resources Committee Meeting of July 12, 2016 were approved as written. The motion carried.

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

Mr. Roy de León advised the Committee that he abstained from any discussion and action related to the renewal listed as Item 7, for Merchant Services contract as identified 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 was \$3,212,234.55.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the proposal awards, purchases, and renewals as listed, except for item # 7. The motion carried.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the renewal of the Merchant Services contract listed as item # 7. The motion carried.

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 was necessary as follows:

- To clarify the requisite standards of conduct at South Texas College along with the specific misconduct subject to disciplinary action.
- Policy would 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 was 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 was 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 was 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 was necessary as follows:

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

In summary, the policy revisions and deletions were 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 were included 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 and deleted personnel 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 Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommend for Board approval of the proposed revisions to:

- Policy #4002 and renumbering it to Policy #4919: Standards of Conduct;
- Policy #4910: Employee Complaint Procedure;
- Policy #4911: Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees; and
- Policy #4921: Termination of Annual Employees During The Term of Their Letter of Appointment;

and the proposed deletion of:

- Policy #4920: Discipline and Dismissal;

as presented and which supersedes any previously adopted Board policy. The motion carried.

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

Justification and Benefit – Library Services was 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 was no place to keep the shelving that would be replaced by the compact shelving. Additionally, the library’s current original shelving was no longer available. With the expansion of the library at Mid-Valley it would not be possible to expand the current

shelving or to find spare parts for existing shelving. Accordingly, Library Services recommended that the shelving to be replaced with compact shelving be disposed of as surplus property.

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

The auction items were located at the South Texas College Mid Valley Campus Library in Weslaco, TX. The items would 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 were recorded in the College's inventory in the Banner computer system.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval to dispose of surplus property valued at \$1,000 and over through a live auction as presented. The motion carried.

Review and 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 were obsolete as per the Financial Managers and the Fixed Assets Department as of August 31, 2014, was included in the packet.

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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval to write-off obsolete fixed assets and capital assets at \$3,000 and over as presented. The motion carried.

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 proposed the adoption of a tax rate that exceeded the lower of the effective tax rate or the rollback tax rate and therefore, must hold two public hearings. It was 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 was published in accordance with the Truth-In-Taxation requirements in the Monitor and Town Crier. A copy was enclosed for the Committee’s information and review. In addition, the College was required to 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

After publication of the packet, the Hidalgo County Tax Assessor/Collector updated their information, and provided the following data:

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1800	\$63,661,664
Rollback Tax Rate	\$0.1470	\$0.0450	\$0.1920	\$67,599,287
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$65,302,340

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

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

South Texas College was required to hold two public hearings and publish special notices before adopting the proposed tax rate of \$0.1850 since this total tax rate exceeded the lower of the effective tax rate or the rollback tax rate. That rate would raise \$65,302,340, which was \$6,551,547 more than taxes imposed the previous year.

The Notice of Effective Tax Rate for 2016 and a Presentation were provided in the packet for the Committee’s information and review. Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the Presentation and distributed updated materials based upon the information compiled by The Hidalgo County Tax Assessor/Collector.

This item was for the Committee’s information and feedback to staff and no action was taken.

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 required 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
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$63,448,291

After publication of the packet, the Hidalgo County Tax Assessor/Collector updated their information, and provided the following data:

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1800	\$63,661,664
Rollback Tax Rate	\$0.1470	\$0.0450	\$0.1920	\$67,599,287
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$65,302,340

The proposed calculated tax rate exceeded the lower of the effective tax rate or the rollback tax rate and, therefore, the Board would be required take a record vote and schedule two public hearings.

The Notice of Public Hearing on Tax Increase, and the Notice of Tax Revenue Increase were provided in the packet for the Committee’s information and review. Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, distributed updated notices based upon the information compiled by The Hidalgo County Tax Assessor/Collector.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval to take a record vote to 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 considering the adoption of the proposed tax rate of \$0.1850 which exceeds the lower of the effective tax rate or the lower of the rollback tax rate. The motion carried.

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.

Mr. Roy de León abstained from the discussion and action on this item.

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

Justification – The Commercial Card served as an accounts payable department payment solution. It allowed 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 offered the College the potential to earn revenue share on payments made using the AP card. The revenue share was 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 was 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 was 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, attended the Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources committee recommended Board approval of the twelve month extension for Commercial Card Services with BBVA Compass from September 1, 2016 through August 31, 2017. The motion carried.

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 followed 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 was 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 was proposed 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 was included in the packet for the Committee's information and review.

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

The Facilities Committee reviewed this same item at their August 9, 2016 Facilities Committee meeting, and recommended Board approval as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of the Request for Qualifications (RFQ) Evaluation Process for professional services as presented. The motion carried.

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.

College administration requested approval to delay assessing the below mentioned Tuition and Fees, as approved by the Board on June 28, 2016, 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, this will give staff time

to 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 were 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 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 \$ 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
 - Hybrid Course Fee per credit hour
- ⇒ 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 were reviewed by staff, the President's Cabinet, and President's Administrative Staff.

The two (2) proposed Tuition and Fees Schedules for FY 2016 - 2017 were included in the packet for the Committee's information and review. The revisions were highlighted in yellow.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the revised Tuition and Fees Schedules for FY 2016 - 2017 for students and dual credit students sponsored by partnering school districts as presented. The motion carried.

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

The Staffing Plan Position Vacancy Report for FY 2015 - 2016 was included in the packet for the Committee's information and review. The information provided was current as of August 5, 2016.

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

The presentation of the data was organized in the report as follows:

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

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

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

Further details were provided in the Position Vacancy Report.

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 6:58 p.m.

I certify that the foregoing are the true and correct Minutes of the August 9, 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 Purchases and Renewals

Approval of the following purchases and renewals will be requested at the September 27, 2016 Board meeting as follows:

A. Instructional Item

C. Technology Items

B. Non- Instructional Items

A. Instructional Item

1) Student Learning Solution Services (Purchase)

Purchase student learning solution services from **Pearson Education, Inc.** (Old Tappan, NJ), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$158,988.00.

Purpose – The Bachelor Program of Allied Science in Organizational Leadership is requesting to purchase the student learning solution services which include e-books to continue serving three hundred (300) plus students for the Fall 2016, Spring 2017, and Summer 2017 respectfully.

Justification and Benefit – The student learning solution services is a competency-based model focused on content mastery. The Texas Affordable Baccalaureate (TAB) Program will award credits and degrees based on measureable competencies and improve college access and completion by reducing education costs and time-to-degree, ultimately tying into state's "closing the gaps" policy.

The TAB program courses are as follows: Issues in Organizational Leadership, Data Driven Decision Making I and II, Behavior and Ethics in Leadership I and II, Management Theory I and II, Organizational Change, and Capstone I and II.

Background – At the May 28, 2013 Board of Trustees meeting, the College for All Texans Foundation awarded a grant for the development of the Texas Affordable Baccalaureate (TAB) Program for the period of June 18, 2012 to September 30, 2018.

Since the start of the program, the number of students that have participated in the program are as follows:

- 2013 – 2014: 58 students
- 2014 – 2015: 195 students
- 2015 – 2016: 304 students

Funds for this expenditure are budgeted in the BAS Book and Resources budget for FY 2016 – 2017.

2) Industrial Supplies, Materials, and Accessories (Renewal)

Renew the industrial supplies, materials, and accessories contracts for the period beginning November 25, 2016 through November 24, 2017, at an estimated amount of \$60,000.00 with the following vendors:

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

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

Justification and Benefit – The industrial supplies, materials, and accessories include steel rods, aluminum rods, steel rods, and drill rods used in student instructional labs.

Background - The Board awarded the contract for industrial supplies, materials, and accessories at the November 24, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins November 25, 2016 and ends November 24, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/24/15	11/25/15 - 11/24/16	2 – one year options
1 st Renewal	9/27/16		11/25/16 – 11/24/17

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

Funds for this expenditure are budgeted in the Institute for Advanced Manufacturing and Precision Manufacturing budgets for FY 2016 – 2017.

B. Non – Instructional Items

3) Advertisement – Classified Ads (Purchase)

Purchase advertisement – classified ads from **AIM Media Texas/The Monitor** (McAllen, TX), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$80,000.00.

Purpose – The advertisement – classified ads are requested by various College departments for the advertising of proposals, budget and tax information, and personnel vacancies.

Justification and Benefit – The advertisement will be used by the Purchasing Department for classified ads soliciting request for proposals or qualifications, Business Office for

budget and tax legal ads, and the Office of Human Resources for advertising vacant positions.

Funds for this expenditure are budgeted in the Purchasing Department, Business Office, and Human Resources budgets for FY 2016 – 2017.

4) Lease of Storage Warehouse (Purchase)

Purchase the lease of storage warehouse with the **McAllen Foreign Trade Zone** (McAllen, TX), a Board approved vendor, for the period beginning January 1, 2017 through December 31, 2017, at a monthly amount of \$4,680.00 totaling \$56,160.00 annually.

Purpose – Facilities Planning and Construction is requesting at least 11,700 square feet of floor space near the Technology Campus during the Bond Construction to store furniture and equipment as needed.

Justification and Benefit – The items stored in this space are various classroom and office furniture items that are distributed as requested and needed throughout the district. These items were previously stored at the Technology Campus in Building E which is now under renovation as part of the 2013 Bond Construction.

Funds for this expenditure are budgeted in the Facilities Planning and Construction budget for FY 2016 – 2017.

5) Chiller Maintenance Services (Renewal)

Renew the chiller maintenance services contract with **Johnson Controls, Inc.** (Corpus Christi, TX), for the period beginning November 21, 2016 through November 20, 2017, at an annual amount of \$29,828.88 for scheduled services and an estimated amount of \$75,000.00 for as needed repair services totaling \$104,828.88.

Purpose – Facilities Operation and Maintenance is requesting to renew the contract for services for the air cooled and water cooled chillers districtwide.

Justification and Benefit – The chiller maintenance services contract provides scheduled preventive maintenance inspections and emergency service calls for the various chiller units located throughout the College district and does not include purchase of the chillers for the Bond 2013 Construction.

- Quarterly Inspections – 15 Chillers
 - ⇒ Check refrigerant circuit for leaks
 - ⇒ Check operating pressures and temperatures
 - ⇒ Oil analysis
 - ⇒ Check electrical connections
- Semi-Annual Inspections – 2 Chillers
 - ⇒ Meg windings
 - ⇒ Operating controls

- Annual Inspection – 15 Chillers
 - ⇒ Operating Controls
 - ⇒ Inspect thermal insulation for integrity
 - ⇒ Clean condenser tubes
 - ⇒ Clean control panel interior

Background - The Board awarded the contract for chiller maintenance services at the August 25, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins November 21, 2016 and ends November 20, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	8/25/15	11/21/15 - 11/20/16	2 – one year options
1 st Renewal	9/27/16		11/21/16 – 11/20/17

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

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

6) Promotional T-Shirts for Student Outreach (Renewal)

Renew the promotional t-shirts for student outreach contracts, for the period beginning November 27, 2016 through November 26, 2017, at an estimated amount of \$55,000.00 with the following vendors:

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

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

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

- Public Relations and Marketing - \$16,000.00
 - ⇒ T-shirts used for special events to create awareness of South Texas College at all College campuses
 - ⇒ White t-shirts with South Texas College logo for registration round-ups, career fairs, and financial aid fairs for student recruitment

- ⇒ T-shirts with the “Junior Jaguar” and “Future Student” imprint for promoting a college going culture among elementary age children
- ⇒ T-shirts for distribution during the Vipers Basketball Games. The program helps the college create a college going culture among students
- ⇒ Assorted t-shirts for online promotion
- ⇒ T-shirts to promote “Ladies Night” event for women in non-traditional programs and high school students making college choices
- ⇒ T-shirts given out at various radio remotes at all campuses
- ⇒ T-shirts used to promote new campuses: La Joya and Pharr

- Student Activities and Wellness - \$19,000.00
 - ⇒ Student Intramural Sport Teams (Basketball, Soccer, Flag Football, Dodge Ball, Volleyball, champions, etc.)
 - ⇒ Student Leadership Academy and Student Government Association
 - ⇒ Get out the vote, voter registration drives
 - ⇒ Student Activities and Wellness events for marketing and recruitment (Earth Day, etc.)
 - ⇒ First Year Connection Orientations (Spring, Summer, and Fall semesters)
 - ⇒ Mentoring to Achieve Latino Educational Success (MALES)

- Student Outreach - \$20,000.00
 - ⇒ College Bound t-shirts for elementary school students participating in the College Bound Adopted Elementary Initiative. Each student is provided a future student t-shirt that is worn on South Texas College Friday's. The college has the following nine (9) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; North Grammar Elementary, RGCISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD. This program builds a college-going culture.
 - ⇒ College bound t-shirts are provided to College Bound Elementary Junior Jaguar Ambassadors. Fifth grade students from the adopted elementary schools attend the Junior Jaguar Leadership Conference and are commissioned as Junior Ambassadors of Higher Education. The students wear their shirt to identify themselves as South Texas College Junior Ambassadors, and are commissioned to spread the message of financial literacy, going to college and staying in school.
 - ⇒ South Texas College t-shirts for distribution to high school students participating in college bound programs and campus visits. Hidalgo and Starr Counties are home to over 77 high school sites with over 55,000 students in grades 9-12. In 2015, the College Connections' staff conducted over 120 high school visits, hosted college bound events and welcomed over 4,000 prospective students to one of our 5 campuses.
 - ⇒ South Texas College t-shirts are provided as promotional giveaways at recruitment events, community events, college fairs, and local schools. The

South Texas College t-shirts build excitement about the college and are worn by students on College Fridays.

Background - The Board awarded the contracts for promotional t-shirts for student outreach at the November 24, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins November 27, 2016 and ends November 26, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/24/15	11/27/15 - 11/26/16	2 – one year options
1 st Renewal	9/27/16		11/27/16 – 11/26/17

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 Public Relations and Marketing, Student Activities, and Student Outreach budgets for FY 2016 - 2017.

C. Technology Items

7) Audio Visual Equipment and Supplies (Purchase)

Purchase audio visual equipment and supplies for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$130,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
Audio Visual Aids Corp (San Antonio, TX) – Texas Association of School Boards – Buyboard and TIPS Purchasing Cooperative	\$50,000.00
B & H Foto & Electronics, Corp. (New York, NY) – Texas Association of School Boards – Buyboard, Harris County Dept of Ed – Choice Partners, and E & I Cooperative Services	\$50,000.00
Best Buy (Richfield, MN/McAllen, TX) – Texas Association of School Boards – Buyboard	\$10,000.00
PCM Gov, Inc. (Chantilly, VA) – Texas Association of School Boards – Buyboard	\$10,000.00
Audio Fidelity Communications Corp/dba Whitlock (Austin, TX) – State of Texas Department of Information Resources (DIR)	\$10,000.00

Purpose – The audio visual equipment and supplies purchases are requested district wide as needed to support classroom instruction, staff presentations, office operations, and communication with internal and external individuals or groups.

Justification and Benefit – The audio visual equipment and supplies are purchased district wide for the day to day operation of departments and instructional programs. This includes some of the following items:

- Headphones – Distance Education, Instructional Technologies and Academic programs
- Digital Cameras, Lenses, Camera Cases – Art Program, Public Relations and Marketing, Planning and Construction and all other requesting departments and academic programs
- Dome Cameras/Camcorders – Nursing Allied Health Programs, Public Relations and Marketing, and Instructional Technologies
- Computer Cables, Printer Cables, and Projector Cables – Technology Resources and all other requesting departments and academic programs
- Sound Equipment – Instructional Technologies and all other requesting departments and academic programs
- Projector Screens and Parts – Instructional Technologies and all other requesting departments and academic programs

Funds for this expenditure are budgeted in the various requesting departments and academic programs budgets for FY 2016 – 2017.

8) Computer Components, Peripherals, Software, and Supplies (Purchase)

Purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$230,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
Best Buy (Richfield, MN/McAllen, TX) – Harris County Dept of Ed – Choice Partners	\$10,000.00
CDW Government (Vernon Hills, IL) – State of Texas Department of Information Resources (DIR), National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN), National Joint Power Alliance (NJPA), Harris County Dept of Ed – Choice Partners, and TIPS Purchasing Cooperative	\$80,000.00
Dell Marketing, LP. (Dallas, TX) – Department of Information Resources (DIR)	\$80,000.00
GovConnection (Merrimack, NH) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), E & I Purchasing Cooperative, and National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN)	\$20,000.00
PCM Gov, Inc. (Chantilly, VA) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and TIPS Purchasing Cooperative	\$10,000.00
SHI Government Solutions, Inc. (Austin, TX) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and Harris County Dept of Ed – Choice Partners	\$30,000.00

Purpose – The computer components, peripherals, software, and supplies purchases are requested district wide as needed to support classroom instruction, staff office operations, and communication with internal and external individuals or groups.

Justification and Benefit – The computer components, peripherals, software, and supplies are purchased district wide for the day to day operation of departments and instructional programs. The following are some of the items requested by programs/departments:

- Scanners, Printers, Storage Media, Surge Protectors, Toner Cartridges, and Cables – All departments district wide
- Barcode Scanner – Library Services, Security, Central Receiving, and Instructional Technologies
- Memory – Business Computer Systems Program and All Departments District Wide
- Head Phones – Open Labs, Center for Learning Excellence, and Distance Education
- Web Cameras – Distance Education and All Departments District Wide
- Computer Parts – Business Computer Systems Program and other departments and programs
- Software – Instructional and Business packages

Funds for this expenditure are budgeted in the Instructional Technologies, Library Services, Central Receiving, Distance Education, and other departments and academic programs budgets for FY 2016 – 2017.

9) Computers and Tablets (Purchase)

Purchase of computers and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP**. (Dallas, TX), in the total amount of \$343,763.62.

All purchase requests for computers and tablets have been evaluated by Technology Resources and the Chief Information Officer. Technology Resources does not have refurbished systems available for new hires. Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)

An itemized list with justification is included for your review and information.

Technology Resources used the following criteria when recommending the purchase of technology:

- Systems being requested meet the South Texas College standard configuration
- The new systems will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity

The purchases can be summarized as follows:

- Faculty/Staff Computers
 - ⇒ 74 Computers for Technology Support (Pecan Campus)
 - ⇒ 29 Computers for Technology Support (Starr County Campus)
 - ⇒ 14 Computers for Technology Support (Mid-Valley Campus)
 - ⇒ 10 Computers for Technology Support (Technology Campus)
 - ⇒ 6 Computers for Technology Support (NAH Campus)
 - ⇒ 4 Computers for Technology Support (La Joya Teaching Center)
 - ⇒ 3 Computers for Technology Support (Pharr Teaching Center)
- Student Lab Computers
 - ⇒ 99 Computers for Technology Support (Mid-Valley Campus)
 - ⇒ 91 Computers for Technology Support (NAH Campus)
 - ⇒ 62 Computers for Technology Support (Pecan Campus)
 - ⇒ 45 Computers for Technology Support (Technology Campus)
 - ⇒ 40 Computers for Technology Support (Starr County Campus)
 - ⇒ 23 Computers for Technology Support (La Joya Teaching Center)
- Classroom-instruction Tablets
 - ⇒ 2 Tablets for Educational Technologies

Funds for these expenditure are budgeted in the requesting department budgets for FY 2016 - 2017 as follows: Technology Support and Educational Technologies.

10)Software and Consulting Services (Purchase)

Purchase software and consulting services from **Ellucian Company, LP.** (Fairfax, VA) through Texas A&M University – Corpus Christ 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 cost of \$300,000.00.

Purpose – The Information Technology Department is requesting to purchase software and consulting services for various Banner related projects.

Justification and Benefit – The software and services will provide for new and/or additional functionality of the Banner Accounts Receivable (AR) module, payroll management module, Banner integration with Blackboard, and the Ellucian mobile application. Services will include consulting and training of staff to be able to configure and best utilize the various systems, implementation services, annual maintenance and project management services.

These software and services were selected as a result of an action plan developed through surveys, face-to-face interviews and a review of the recommendations generated through this process. The items above were prioritized for providing improved functionality and services to faculty, staff and students at the college.

Funds for this expenditure are budgeted in the Technology Resources Project Management Risk and Security Budget for FY 2016 – 2017.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the September 27, 2016 Board meeting the purchases and renewals as listed below:

A. Instructional Item

C. Technology Items

B. Non- Instructional Items

A. Instructional Item

- 1) **Student Learning Solution Services (Purchase):** purchase student learning solution services from **Pearson Education, Inc.** (Old Tappan, NJ), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$158,988.00;
- 2) **Industrial Supplies, Materials, and Accessories (Renewal):** renew the industrial supplies, materials, and accessories contracts for the period beginning November 25, 2016 through November 24, 2017, at an estimated amount of \$60,000.00 with the following vendors:
 - **Burton Companies** (Weslaco, TX)
 - **International Industrial Supply Company** (Brownsville, TX)
 - **MSC Industrial Supply Company** (Harlingen, TX)
 - **Rex Supply Company** (Pharr, TX)

B. Non – Instructional Items

- 3) **Advertisement – Classified Ads (Purchase):** purchase advertisement – classified ads from **AIM Media Texas/The Monitor** (McAllen, TX), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$80,000.00;
- 4) **Lease of Storage Warehouse (Purchase):** purchase the lease of warehouse with the **McAllen Foreign Trade Zone** (McAllen, TX), a Board approved vendor, for the period beginning January 1, 2017 through December 31, 2017, at a monthly amount of \$4,680.00 totaling \$56,160.00;
- 5) **Chiller Maintenance Services (Renewal):** renew the chiller maintenance services contract with **Johnson Controls, Inc.** (Corpus Christi, TX), for the period beginning November 21, 2016 through November 20, 2017, at an annual amount of \$29,828.88 for scheduled services and an estimated amount of \$75,000.00 for repair services totaling \$104,828.88;
- 6) **Promotional T-Shirts for Student Outreach (Renewal):** renew promotional t-shirts for student outreach contracts, for the period beginning November 27, 2016 through November 26, 2017, at an estimated amount of \$55,000.00 with the following vendors:
 - a. **A & L Athletics** (McAllen, TX)
 - b. **Authentic Promotions.com** (Carmichael, CA)

- c. **Champion Awards** (Weslaco, TX)
- d. **Elite Promotions** (Brownsville, TX)
- e. **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- f. **Images In Ink, Inc.** (McAllen, TX)
- g. **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
- h. **Tekna Impact, LLC.** (McAllen, TX)

C. Technology

- 7) **Audio Visual Equipment and Supplies (Purchase):** purchase audio visual equipment and supplies for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$130,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
Audio Visual Aids Corp (San Antonio, TX) – Texas Association of School Boards – Buyboard and TIPS Purchasing Cooperative	\$50,000.00
B & H Foto & Electronics, Corp (New York, NY) – Texas Association of School Boards – Buyboard, Harris County Dept of Ed – Choice Partners, and E & I Cooperative Services	\$50,000.00
Best Buy (Richfield, MN/McAllen, TX) – Texas Association of School Boards – Buyboard	\$10,000.00
PCM Gov, Inc. (Chantilly, VA) – Texas Association of School Boards – Buyboard	\$10,000.00
Audio Fidelity Communications Corp/dba Whitlock (Austin, TX) – State of Texas Department of Information Resources (DIR)	\$10,000.00

- 8) **Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2016 through August 31, 2017, at an estimated amount of \$230,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
Best Buy (Richfield, MN/McAllen, TX) – Harris County Dept of Ed – Choice Partners	\$10,000.00
CDW Government (Vernon Hills, IL) – State of Texas Department of Information Resources (DIR), National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN), National Joint Power Alliance (NJPA), Harris County Dept of Ed – Choice Partners, and TIPS Purchasing Cooperative	\$80,000.00
Dell Marketing, LP. (McAllen, TX) – Department of Information Resources (DIR)	\$80,000.00
GovConnection (Merrimack, NH) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), E & I Purchasing Cooperative, and National Intergovernmental Purchasing Alliance (NIPA)/Texas Cooperative Purchasing Network (TCPN)	\$20,000.00

PCM Gov, Inc. (Chantilly, VA) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and TIPS Purchasing Cooperative	\$10,000.00
SHI Government Solutions, Inc. (Austin, TX) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and Harris County Dept of Ed – Choice Partners	\$30,000.00

- 9) **Computers and Tablets (Purchase):** purchase of computers and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX), in the total amount of \$343,763.62;
- 10) **Software and Consulting Services (Purchase):** purchase software and consulting services from **Ellucian Company, LP.** (Fairfax, VA) through Texas A&M University – Corpus Christ 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 cost of \$300,000.00.

Recommend Action - The total for all purchases and renewal is \$1,518,669.02

SOUTH TEXAS COLLEGE
1. STUDENT LEARNING SOLUTION SERVICES

		NAME	Pearson Education, Inc.	
		ADDRESS	200 Old Tappan Rd Ste 1	
		CITY/STATE/ZIP	Old Tappan, NJ 07675	
		PHONE	800-428-5331	
		FAX	800-445-6991	
#	Qty	Description	Unit Price	Extension
1	1	Student Learning Solution Services For: Fall 2016, Spring 2017, and Summer 2017 respectfully Period: 9/1/16 - 8/31/17	\$ 158,988.00	\$ 158,988.00
TOTAL AMOUNT			\$	158,988.00



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

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

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

July 29, 2016

Burton Companies
Attn: Mr. C. Scott Vaughan
529 East Highway 83
Weslaco, TX 78596

Dear Mr. Vaughan:

On November 24, 2015, South Texas College awarded a contract to Burton Companies for Industrial Supplies, Materials and Accessories. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 25, 2016 through November 24, 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 November 24, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: C. Scott Vaughan

Name Printed: C. SCOTT VAUGHAN

Date: 8/11/16



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

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

(956) 872 4681
Fax (956) 872 4688

July 29, 2016

International Industrial Supply Company
Attn: Mr. Moises Lara
3620 E. 14th Street
Brownsville, TX 78521

Dear Mr. Lara:

On November 24, 2015, South Texas College awarded a contract to International Industrial Supply Company for Industrial Supplies, Materials and Accessories. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 25, 2016 through November 24, 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 November 24, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Moises Lara

Name Printed: MOISES LARA

Date: AUG 11 2016



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

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

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

July 29, 2016

MSC Industrial Supply Company
Attn: Jorge Blanco
2125 N. 77 Sunshine Strip Unit 3
Harlingen, TX 78550

Dear Mr. Blanco:

On November 24, 2015, South Texas College awarded a contract to MSC Industrial Company for Industrial Supplies, Materials and Accessories. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 25, 2016 through November 24, 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 November 24, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Minerva De La Garza

Name Printed: Minerva De La Garza

Date: 8-22-2016



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

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

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

July 29, 2016

Rex Supply Company
Attn: Mr. David Guajardo
1313 West 495
Pharr, TX 78577

Dear Mr. Guajardo:

On November 24, 2015, South Texas College awarded a contract to Rex Supply Company for Industrial Supplies, Materials and Accessories. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 25, 2016 through November 24, 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 November 24, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: David Guajardo

Name Printed: David Guajardo

Date: 8-10-16

SOUTH TEXAS COLLEGE
3. ADVERTISEMENT - CLASSIFIED ADS

NAME			AIM Media Texas/ The Monitor	
ADDRESS			P O Box 3267	
CITY/STATE/ZIP			McAllen, TX 78502	
PHONE			956-683-4000	
CONTACT			Elizabeth Flores	
#	Qty	Description	Unit Price	Extension
1	1	Advertisement - Classified Ads - Proposals Period: 9/1/16 - 8/31/17	\$ 30,000.00	\$ 30,000.00
2	1	Advertisement - Classified Ads - Vacancies Period: 9/1/16 - 8/31/17	\$ 45,000.00	\$ 45,000.00
3	1	Advertisement - Classified Ads - Tax Legal Ads Period: 9/1/16 - 8/31/17	\$ 5,000.00	\$ 5,000.00
TOTAL AMOUNT			\$	80,000.00

SOUTH TEXAS COLLEGE
4. LEASE OF STORAGE WAREHOUSE

NAME		McAllen Foreign Trade Zone		
ADDRESS		6401 S 33rd St		
CITY/STATE/ZIP		McAllen, TX 78503		
PHONE		956-682-4306		
FAX		956-682-9111		
CONTACT		Mark E. Garcia		
#	Qty	Description	Unit Price	Extension
1	12	Warehouse Space of 11,700 at \$400.00 per 1,000 square foot Period: 1/1/2017 - 12/31/17	\$ 4,680.00	\$ 56,160.00
TOTAL AMOUNT			\$	56,160.00



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

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

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

July 29, 2016

Johnson Controls, Inc.
Attn: Adalberto Cavazos
2209 N. Padre Island Drive, Suite F
Corpus Christi, TX 78408

Dear Mr. Cavazos:

On August 25, 2015, South Texas College awarded a contract to Johnson Controls, Inc., for Chiller Maintenance Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for one additional one-year period. The first renewal period will be from November 21, 2016 through November 20, 2017, with a 2% escalation.

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

Sincerely,

Becky Cavazos
Director of Purchasing

Renewal of contract accepted through November 20, 2017 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature:  _____

Name (Printed): Adalberto A. Cavazos

Date: 8-5-2016



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

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

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

July 29, 2016

A & L Athletics
Attn: Ms. Gilma Salinas
2208 Primrose Bldg O
McAllen, TX 78504

Dear Ms. Salinas:

On November 24, 2015, South Texas College awarded a contract to A & L Athletics for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 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 November 26, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



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

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

(956) 872 4681
Fax (956) 872 4688

July 29, 2016

Authentic Promotions.com
Attn: Amy Warner
6151 Fair Oaks Blvd, Suite 103
Carmichael, CA 95608

Dear Ms. Warner:

On November 24, 2015, South Texas College awarded a contract to Authentic Promotions.com for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 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 November 26, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:
Name Printed: Amy Warner
Date: 8-11-16



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

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

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

July 29, 2016

Champion Awards
Attn: Juan Valdez
2625 N. Texas Blvd.
Weslaco, TX 78596

Dear Mr. Valdez:

On November 24, 2015, South Texas College awarded a contract to Champion Awards for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 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 November 26, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Juan Valdez

Name Printed: Juan Valdez

Date: Aug. 8, 2016

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

(956) 872 4681
Fax (956) 872 4688

July 29, 2016


Elite Promotions
Attn: Rossy Galarza
50 East Elizabeth Street
Brownsville, TX 78520

Dear Ms. Galarza:

On November 24, 2015, South Texas College awarded a contract to Elite Promotions for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 2017 which includes a 5% escalation.

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 November 26, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____



Rossy Galarza

8-5-16



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

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

(956) 872 4681
Fax (956) 872 4688

July 29, 2016

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

Dear Mr. Shook:

On November 24, 2015, South Texas College awarded a contract to Gateway Printing & Office Supply, Inc. for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 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 November 26, 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: 8/5/2016



Purchasing Department
2200 W. Falcon Blvd. • McAllen, TX 78501

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

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

July 29, 2016

Images In Ink, Inc.
Attn: Viola Hanshaw
1200 East Hackberry, Suite H
McAllen, TX 78501

Dear Ms. Hanshaw:

On November 24, 2015, South Texas College awarded a contract to Images In Ink, Inc. for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 2017 which includes a 5% escalation.

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 beckyo@southtexascollege.edu

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through November 26, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Viola Hanshaw

Name Printed: Viola HANSHAW

Date: August 8, 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

July 29, 2016

Imprezos Pro Uniforms, LLC.
Attn: Mr. Francisco Morales
1317 W. US Highway 83, Suite A
Pharr, TX 78577

Dear Mr. Morales:

On November 24, 2015, South Texas College awarded a contract to Imprezos Pro Uniforms, LLC. for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 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 November 26, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Francisco Javier Morales - Imprezos Pro Uniforms

Date: 8-11-16



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

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

(956) 872 4681
Fax (956) 872 4688

July 29, 2016

Tekna Impact, LLC.
Attn: Sergio Velasco
6200 S. 35th Street, Suite B
McAllen, TX 78503

Dear Mr. Velasco:

On November 24, 2015, South Texas College awarded a contract to Tekna Impact, LLC. for Promotional T-Shirts for Student Outreach. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from November 27, 2016 through November 26, 2017 which includes a 3% escalation.

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 November 26, 2017 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Sergio GONZALEZ

Date: 8/8/16

**SOUTH TEXAS COLLEGE
7. AUDIO VISUAL EQUIPMENT AND SUPPLIES**

NAME		Audio Visual Aids Corp		B & H Foto & Electronics, Corp.		Best Buy		PCM Gov, Inc.		Audio Fidelity Communications Corp /dba Whitlock		
ADDRESS		2903 N Flores St		420 9th Ave		7601 Penn Ave		14120 Newbrook Dr Ste 100		11100 Metric Blvd		
CITY/STATE/ZIP		San Antonio, TX 78212		New York, NY 10001		Richfield, MN 55423 3400 East Expressway 83 McAllen, TX 78501		Chantilly, VA 20151		Austin, TX		
PHONE		800-422-1282		212-239-7500		612-292-0341		800-625-5468		512-354-2827		
FAX		800-854-8140								512-933-0291		
CONTACT		Ernest Mendez		Bailla Hersko		Timothy Stahl		Peter Blackburn		Elissa Fox		
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	1	Audio Visual Equipment and Supplies Period: 9/1/16 - 8/31/17	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL AMOUNT			\$	50,000.00	\$	50,000.00	\$	10,000.00	\$	10,000.00	\$	10,000.00

**SOUTH TEXAS COLLEGE
8. COMPUTER COMPONENTS, PERIPHERALS, SOFTWARE, AND SUPPLIES**

NAME		Best Buy		CDW Government		Dell Marketing, LP.		GovConnection		PCM Gov, Inc.		SHI		
ADDRESS		7601 Penn Ave South		230 N Milwaukee Ave		P O Box 676021		732 Milford Rd		14120 Newbrook Dr Ste 100		1301 S Mo-Pac Expwy Ste 375		
CITY/STATE/ZIP		Richfield, MN 55423		Vernon Hills, IL 60061		Dallas, TX 75267		Merrimack, NH 03054		Chantilly, VA 20151		Austin, TX 78746		
PHONE		877-393-1038		877-708-8009		800-274-7799		800-800-0019		800-625-5468		888-764-8888		
FAX				312-705-8262		800-365-5329		603-683-0213				512-732-0232		
CONTACT		Timothy Stahl		Tim Reboletti		Marlene Silva		Ed Reed		Peter Blackburn		Adrienne Pubyalski		
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	1	Computer Components, Peripherals, Software, and Supplies Period: 9/1/16 - 8/31/17	\$10,000.00	\$10,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$30,000.00	\$30,000.00
TOTAL AMOUNT			\$	10,000.00	\$	80,000.00	\$	80,000.00	\$	20,000.00	\$	10,000.00	\$	30,000.00

SOUTH TEXAS COLLEGE
9. DISTRICT WIDE TECHNOLOGY REQUEST
SEPTEMBER 27, 2016

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	500	Computer 3020 MT, i5-4590 Processor, 500GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+-RW, Warranty	\$ 682.00	\$ 341,000.00	Technology Support Fund - Dr. David Plummer
					Replacement of student lab systems @ Pecan (74), Starr (29), Mid Valley (14) Technology (10), Nursing Allied Health (6), La Joya TC (4), and Pharr TC (3)
					Replacement of Faculty/Staff systems @ Pecan (62), Mid Valley (99), Nursing Allied Health (91), Technology (45), Starr (40), and La Joya TC (23)
		COMPUTER TOTAL		\$ 341,000.00	
TABLETS					
2	2	Dell Latitude 7275, 128GB Storage, 6th Generation Intel Core, 8GB RAM, Keyboard Folio, Warranty	\$ 1,381.81	\$ 2,763.62	Educational Technologies - Maria Evans (2) Mobile systems for Proof of Concept classroom instruction
		TABLET TOTAL		\$ 2,763.62	
		COMPUTER AND TABLETS TOTAL		\$ 343,763.62	

SOUTH TEXAS COLLEGE
10. SOFTWARE AND CONSULTING SERVICES

NAME			Ellucian Company, LP. through Texas A & M University Corpus Christi acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC)	
ADDRESS			4375 Fair Lakes Ct	
CITY/STATE/ZIP			Fairfax, VA 22033	
PHONE			800-223-7036	
CONTACT			Tim McCready	
#	Qty	Description	Unit Price	Extension
1	1	Software Consulting Services Period: 9/1/16 - 8/31/17	\$ 300,000.00	\$ 300,000.00
TOTAL AMOUNT			\$	300,000.00

**Review and Discussion of Proposed Implementation of Flat Tuition Rates for
Resident Tuition-In-District, Resident Tuition-Out of District, and
Non-Resident Tuition for FY 2017 – 2018**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services will review with the Committee the proposed implementation of flat tuition rates for Resident Tuition-In-District, Resident Tuition-Out of District, and Non-Resident Tuition for FY 2017 – 2018.

Purpose – The College’s tuition rate schedule is approved by the Board of Trustees for each fiscal year as per Texas Education Code 54.051. The College’s current Tuition Rates for Resident Tuition-In-District, Resident Tuition-Out of District, and Non-Resident Tuition are tiered whereby the cost per credit hour decreases with the number of credit hours taken. As an example, the credit hour rate for 3 credit hours is \$88.00 and the credit hour rate for 15 credit hours is \$67.00. The College is proposing to change from a tiered tuition rate to a flat tuition rate structure.

Justification – The implementation of a flat tuition rate would result in two significant beneficial changes.

1. The current tiered schedule prevents the full automation of the College’s enterprise system processes, requiring complex programming and manual processes to be performed. The implementation of flat tuition rates would reduce the need to perform manual processes.
2. Flat tuition rates would streamline processes, result in a decrease of the risk of errors occurring in the tuition tables setup, and be in compliance with the Texas Higher Education Coordinating Board refund rules.

Additionally, flat tuition rates would result in lower tuition rates for Resident-In-District and Resident-Out of District students taking less than nine (9) credit hours and Non-Resident students taking less than six (6) credit hours.

An analysis was prepared to determine a flat tuition rate that would generate the same amount of revenue being generated by the current tiered tuition schedule. The analysis confirms the overall tuition revenue would not be negatively impacted by this change. The determined flat tuition rates by student classification are as follows:

Type	Original Rates	Flat Rates	Difference
Resident-In-District			
1-2 credit hours	\$ 100	\$ 70	\$ (30)
3 credit hours	88	70	(18)
4-5 credit hours	78	70	(8)
6-8 credit hours	73	70	(3)
9-11 credit hours	68	70	2
>11 credit hours	67	70	3
Resident-Out of District			
1-2 credit hours	\$ 125	\$ 80	\$ (45)
3 credit hours	103	80	(23)
4-5 credit hours	90	80	(10)
6-8 credit hours	84	80	(4)
9-11 credit hours	77	80	3
12-21 credit hours	76	80	4
>21 credit hours	76	80	4
Non-Resident-Out of State			
1 credit hour	\$ 225	\$ 200	\$ (25)
2 credit hours	225	200	(25)
3 credit hours	213	200	(13)
4-5 credit hours	203	200	(3)
6-8 credit hours	198	200	2
9-11 credit hours	193	200	7
12-21 credit hours	192	200	8
>21 credit hours	100	200	100

Reviewers – The flat tuition rates for Resident Tuition-In-District, Resident Tuition-Out of District, and Non-Resident Tuition for FY 2017 – 2018 have been reviewed by the President’s Cabinet.

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

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

The Staffing Plan Position Vacancy Report Recap for FY 2015 - 2016 follows in the packet for the Committee's information and review. Information is current as of August 31, 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 seventy-one (171) Full Time, Regular positions have been filled as of August 31, 2016.
- Of the one hundred seventy-one (171) positions filled, there was a total of 4,052 applications; averaging 36 applicants per posting.

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

- Seventy-one (71) resignations, terminations, and/or retirement notices were submitted for Full Time, Regular positions as of August 31, 2016.

Further details can be found in the Position Vacancy Report on the following pages.

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

South Texas College

NEW Vacant Full-Time Regular Positions Approved for FY 2015 - 2016

As of August 31, 2016

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Division of Business and Technology							
Welding	707415	NEW	Classified Non-Exempt	Lab Assistant - Welding	4	Screening in Progress	10-01-16
Finance and Administrative Services							
Business Office	749184	NEW	Prof/Tech Support Non-Exempt	Accountant	5	Recommendation in Progress	09-12-16
Central Receiving	710584	NEW	Classified Non-Exempt	Fixed Assets and Receiving Technician	4	Screening in Progress	10-01-16
Human Resources	724240	NEW	Prof/Tech Support Non-Exempt	Human Resources Specialist	4	Screening in Progress	10-01-16
Internal Audits	701273	NEW	Prof/Tech Support Non-Exempt	Staff Audit Specialist	4	Screening in Progress	10-01-16
Office of Safety and Security	752514	NEW	Classified Non-Exempt	Security Guard	5	Recommendation in Progress	09-12-16
Office of Safety and Security	755514	NEW	Classified Non-Exempt	Security Guard		On hold	09-01-16
Office of Safety and Security	742514	NEW	Classified Non-Exempt	Security Guard	5	Recommendation in Progress	09-12-16
Office of Safety and Security	761514	NEW	Classified Non-Exempt	Security Guard	5	Recommendation in Progress	09-12-16
Office of Safety and Security	749514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	10-17-16
Office of Safety and Security	756514	NEW	Classified Non-Exempt	Security Guard	3	Advertised	10-17-16
Office of Safety and Security	738514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	5	Recommendation in Progress	09-12-16
Purchasing	727580	NEW	Prof/Tech Support Exempt	Construction Buyer	5	Recommendation in Progress	09-12-16
Purchasing	728580	NEW	Prof/Tech Support Exempt	Specifications Writer	4	Screening in Progress	10-01-16
Information Services, Planning and Strategic Initiatives							
Centers for Learning Excellence	720426	NEW	Classified Non-Exempt	Student Learning Assistant	4	Screening in Progress	10-01-16
Research and Analytical Services	715170	NEW	Prof/Tech Support Exempt	Institutional Research Analyst	4	Screening in Progress	10-01-16
Technology Resources	710262	NEW	Classified Non-Exempt	Administrative Assistant		On hold	09-01-16
Office of the President							
Public Relations/Marketing	721462	NEW	Prof/Tech Support Non-Exempt	Social Media Specialist	1	Pending Requisition	11-01-16
Student Affairs and Enrollment Management							
Admissions and Records	715612	NEW	Prof/Tech Support Non-Exempt	Transcript/Graduation Analyst	5	Recommendation in Progress	09-12-16
Advising	733332	NEW	Prof/Tech Support Non-Exempt	Advisor	4	Screening in Progress	10-01-16
Advising	734332	NEW	Prof/Tech Support Non-Exempt	Advisor	4	Screening in Progress	10-01-16

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

Vacant Positions - Continuing

Vacant-Continuing Full-Time Regular Positions from FY 2014 - 2015

As of August 31, 2016

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Academic Advancement								
Academic Excellence	701279	CONT	Classified Non-Exempt	Valley Scholars Assistant	11-05-15	5	Recommendation in Progress	09-12-16
Academic Excellence	707332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-20-16	1	Pending Requisition	11-01-16
Curriculum and Student Learning	700095	CONT	Classified Non-Exempt	Administrative Assistant	02-08-16	4	Screening in Progress	10-01-16
HS Programs and Services	705285	CONT	Prof/Tech Support Non-Exempt	Dual Enrollment Program Specialist	08-07-16	3	Advertised	10-17-16
HS Programs and Services	705286	CONT	Prof/Tech Support Non-Exempt	Early College High School Specialist	08-12-15	4	Screening in Progress	10-01-16
Professional & Organizational Dev	705352	CONT	Prof/Tech Support Exempt	Coord for Professional & Organizational Dev	09-01-14		On Hold	09-01-16
Professional & Organizational Dev	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	08-16-15	4	Screening in Progress	10-01-16
Professional & Organizational Dev	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	07-22-16	1	Pending Requisition	11-01-16
Academic Affairs								
Distance Learning	701274	CONT	Prof/Tech Support Non-Exempt	Help Desk Specialist	09-17-15	1	Pending Requisition	11-01-16
Mid Valley Campus	700281	CONT	Classified Non-Exempt	Faculty Secretary	06-14-16	4	Screening in Progress	10-01-16
Division of Business and Technology								
Division of Business and Technology	701264	CONT	Classified Non-Exempt	Lab Assistant - Business and Technology	07-01-16	4	Screening in Progress	10-01-16
Division of Liberal Arts and Social Sciences								
MV-Child Care & Development	703137	CONT	Prof/Tech Support Non-Exempt	Early Childhood Educator II	07-15-16	4	Screening in Progress	10-01-16
Division of Math, Science and Bachelor Programs								
Biology	713272	CONT	Classified Non-Exempt	Faculty Secretary	08-31-16	5	Recommendation in Progress	09-12-16
Chemistry	702200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist I - Chemistry	09-14-15	2	Requisition in Progress	11-01-16
Division of Math, Science and Bachelor Programs	701416	CONT	Classified Non-Exempt	Administrative Assistant	11-30-15	1	Pending Requisition	11-01-16
Division of Math, Science and Bachelor Programs	701298	CONT	Classified Non-Exempt	Administrative Assistant	09-01-13	1	Pending Requisition	11-01-16
Division of Nursing and Allied Health								
Division of Nursing and Allied Health	701557	CONT	Classified Non-Exempt	Lab Asst - NAH	05-01-16	4	Screening in Progress	10-01-16
Division of Nursing and Allied Health	700164	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	01-31-16	4	Screening in Progress	10-01-16
Division of Nursing and Allied Health	700557	CONT	Administrative Exempt	Dean for Nursing and Allied Health	08-14-15		On Hold	09-01-16
Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	3a	Re-Advertised	10-17-16
Finance and Administrative Services								
Business Office	792184	CONT	Classified Non-Exempt	Accounting Assistant	06-22-15	5	Recommendation in Progress	09-12-16
Business Office	719184	CONT	Classified Non-Exempt	Accounting Assistant	05-01-16	5	Recommendation in Progress	09-12-16
Business Office	795184	CONT	Classified Non-Exempt	Accounting Assistant	05-08-16	5	Recommendation in Progress	09-12-16
Business Office	717184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	04-27-16	5	Recommendation in Progress	09-12-16
Cashiers Office	739184	CONT	Prof/Tech Support Exempt	Business System Analyst	Frozen in FY14 & FY15	4	Screening in Progress	10-01-16
Cashiers Office	731184	CONT	Classified Non-Exempt	Cashier II	01-04-16	4	Screening in Progress	10-01-16
Cashiers Office	712184	CONT	Classified Non-Exempt	Cashier II	09-01-14	4	Screening in Progress	10-01-16
Central Receiving	700040	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	06-30-16	4	Screening in Progress	10-01-16
Central Receiving	701584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	09-03-16	3	Advertised	10-17-16
Custodial	737502	CONT	Classified Non-Exempt	Custodian	01-28-16	5	Recommendation in Progress	09-12-16
Custodial	709502	CONT	Classified Non-Exempt	Custodian	02-05-16	4	Screening in Progress	10-01-16
Custodial	700090	CONT	Classified Non-Exempt	Custodian	08-31-16	2	Requisition in Progress	11-01-16
Fac. Planning & Construction	707501	CONT	Prof/Tech Support Exempt	Senior Facilities Planning and Construction Project Manager	05-31-16	4	Screening in Progress	10-01-16

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 31, 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	09-12-16
Facility Maintenance	700004	CONT	Prof/Tech Support Exempt	Maintenance Manager	08-21-13	4	Screening in Progress	10-01-16
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16	1	Pending Requisition	11-01-16
Facility Maintenance	711499	CONT	Classified Non-Exempt	Staff Secretary	08-31-16	4	Screening in Progress	10-01-16
Finance and Administrative Services	704360	CONT	Prof/Tech Support Exempt	Project Manager - Finance and Administrative Services	04-29-16	5	Recommendation in Progress	09-12-16
Human Resources	704240	CONT	Administrative Exempt	Assistant Director of Human Resources	09-01-14	4	Screening in Progress	10-01-16
Human Resources	701240	CONT	Classified Non-Exempt	Human Resources Assistant	06-19-16	4	Screening in Progress	10-01-16
Human Resources	700057	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist	03-31-16	5	Recommendation in Progress	09-12-16
Human Resources	700240	CONT	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	08-05-16	1	Pending Requisition	11-01-16
STC Police	703514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	07-31-16	3	Advertised	10-17-16
STC Police	713514	CONT	Prof/Tech Support Non-Exempt	Police Officer	08-05-16	4	Screening in Progress	10-01-16
Information Services, Planning and Strategic Initiatives								
Centers for Learning Excellence	705423	CONT	Classified Non-Exempt	Secretary	06-30-16	1	Pending Requisition	11-01-16
Client Services	710391	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	06-08-16	5	Recommendation in Progress	09-12-16
Client Services	711392	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	07-29-16	5	Recommendation in Progress	09-12-16
Information Security	709392	CONT	Prof/Tech Support Exempt	Information Security Analyst	05-27-16	5	Recommendation in Progress	09-12-16
Infrastructure	703395	CONT	Prof/Tech Support Non-Exempt	Applications Analyst I	06-07-15	4	Screening in Progress	10-01-16
Infrastructure	714393	CONT	Prof/Tech Support Non-Exempt	Applications Analyst II	07-31-16	4	Screening in Progress	10-01-16
Infrastructure	700028	CONT	Prof/Tech Support Exempt	Applications Analyst III	06-30-16	4	Screening in Progress	10-01-16
Infrastructure	711393	CONT	Prof/Tech Support Exempt	Applications Analyst III	10-31-14	4	Screening in Progress	10-01-16
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	11-01-16
Infrastructure	715393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	10-31-13	4	Screening in Progress	10-01-16
Infrastructure	705393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	08-25-16	1	Pending Requisition	11-01-16
Infrastructure	716393	CONT	Prof/Tech Support Exempt	Applications Analyst III	09-09-16	1	Pending Requisition	11-01-16
Inst'l Effectiveness and Assessment	702171	CONT	Classified Non-Exempt	Administrative Assistant	05-31-16	5	Recommendation in Progress	09-12-16
Instructional Technologies	707271	CONT	Classified Non-Exempt	Instructional Technologies Assistant I	08-05-16	3	Advertised	10-17-16
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	10-01-16
Library Public Services	701103	CONT	Classified Non-Exempt	Administrative Assistant	06-30-16	4	Screening in Progress	10-01-16
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	10-01-16
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	3	Advertised	10-17-16
Technology Resources	700242	CONT	Classified Non-Exempt	Administrative Assistant	02-13-15	1	Pending Requisition	11-01-16
Technology Resources	700396	CONT	Administrative Exempt	Assistant Chief Information Officer for Software Development	07-21-16	x	Position Chng for FY17	09-01-16
Technology Resources	708395	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	11-05-15	5	Recommendation in Progress	09-12-16
Technology Support	713392	CONT	Prof/Tech Support Non-Exempt	Computer Services Analyst I	06-06-16	2	Requisition in Progress	11-01-16
Telecom	702392	CONT	Prof/Tech Support Non-Exempt	Network Services Specialist	06-01-14	4	Screening in Progress	10-01-16
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 31, 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	701873	CONT	Classified Non-Exempt	Customer Service Technician	09-01-09	4	Screening in Progress	10-01-16
CPWE - State	713590	CONT	Classified Non-Exempt	Compliance Technician	06-30-16	1	Pending Requisition	11-01-16
CPWE - State	714590	CONT	Classified Non-Exempt	Customer Service Technician	06-30-12	4	Screening in Progress	10-01-16
CPWE - State	701880	CONT	Administrative Exempt	Director of College and Career Preparation	09-01-15	1	Pending Requisition	11-01-16
CPWE - State	720565	CONT	Administrative Exempt	Director of Professional and Workforce Education	09-01-15	4	Screening in Progress	10-01-16
CPWE - State	718590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	09-01-00	2	Requisition in Progress	11-01-16
Grant Development, Management, and Compliance	700123	CONT	Prof/Tech Support Exempt	Grant Development Officer	02-21-16	5	Recommendation in Progress	09-12-16
Grant Development, Management, and Compliance	700316	CONT	Prof/Tech Support Exempt	Grant Development Officer	06-22-15	1	Pending Requisition	11-01-16
Office of President	704362	CONT	Classified Non-Exempt	Administrative Assistant	09-01-05	1	Pending Requisition	11-01-16
Office of President	701340	CONT	Executive Exempt	Executive Vice President for Student Success	09-01-14	1	Pending Requisition	11-01-16
Public Relations/Marketing	701462	CONT	Classified Non-Exempt	Administrative Assistant	05-04-16	1	Pending Requisition	11-01-16
Public Relations/Marketing	711462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Community Relations	06-21-15	4	Screening in Progress	10-01-16
Public Relations/Marketing	707462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Public Relations	07-10-16	4	Screening in Progress	10-01-16
Public Relations/Marketing	720462	CONT	Prof/Tech Support Non-Exempt	Web Specialist	05-19-16	4	Screening in Progress	10-01-16
Student Affairs and Enrollment Management								
Advising	724332	CONT	Prof/Tech Support Non-Exempt	Advisor	08-10-16	4	Screening in Progress	10-01-16
Career & Employer Services	701275	CONT	Prof/Tech Support Exempt	Coord of Career Services	08-13-15	4	Screening in Progress	10-01-16
College Connections	700272	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	08-17-16	1	Requisition in Progress	11-01-16
Dual2Degree	707612	CONT	Classified Non-Exempt	Admissions Technician	08-25-16	1	Pending Requisition	11-01-16
Dual2Degree	701612	CONT	Prof/Tech Support Non-Exempt	Dual Credit Records and Registration Specialist	08-07-16	4	Screening in Progress	10-01-16
Dual2Degree	712610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	07-17-16	4	Screening in Progress	10-01-16
Dual2Degree	705610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	06-19-16	4	Screening in Progress	10-01-16
Student Affairs & Enrollment Management	700190	CONT	Executive Exempt	VP Student Affairs & Enrollment Management	08-31-13	4	Screening in Progress	10-01-16
Student Financial Services	700068	CONT	Classified Non-Exempt	Financial Aid Specialist	12-12-14	4	Screening in Progress	10-01-16
Student Financial Services	700015	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	04-29-16	4	Screening in Progress	10-01-16
Student Financial Services	710440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	04-08-16	4	Screening in Progress	10-01-16
Student Financial Services	707440	CONT	Classified Non-Exempt	Financial Aid Technician	08-07-16	1	Pending Requisition	11-01-16

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 31, 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	705426	CONT	Prof/Tech Support Exempt	Coordinator of Early College High Schools	07-15-16	Filled	08-08-16	
HS Programs and Services	720286	NEW	Prof/Tech Support Exempt	Coordinator of Early College High Schools	New for FY16	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	
Business Office	701184	CONT	Prof/Tech Support Non-Exempt	Accountant	03-31-16	Filled	06-13-16	

Positions Filled - EXHIBIT C

Hired

South Texas College
Positions Filled in FY 2015 - 2016
 As of August 31, 2016

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
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
Business Office	750184	NEW	Prof/Tech Support Exempt	Financial Analyst	New for FY16	Filled	09-12-16
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	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	700007	CONT	Classified Non-Exempt	Custodian	05-01-16	Filled	08-08-16
Custodial	706502	CONT	Classified Non-Exempt	Custodian	04-22-16	Filled	08-15-16
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	708499	CONT	Classified Non-Exempt	Administrative Assistant	08-21-15	Filled	09-06-16
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

Hired

South Texas College
Positions Filled in FY 2015 - 2016
As of August 31, 2016

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Office of Safety and Security	757514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	753514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	754514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	752514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	756514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	758514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	759514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	750514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-01-15
Office of Safety and Security	755514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-04-15
Office of Safety and Security	742514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	12-04-15
Office of Safety and Security	744514	NEW	Classified Non-Exempt	Security Guard	New for FY16	Filled	04-11-16
Office of Safety and Security	734514	NEW	Prof/Tech Support Non-Exempt	Security Guard Specialist	New for FY16	Filled	08-01-16
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	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	709514	CONT	Prof/Tech Support Non-Exempt	Security Support Specialist	New for FY16	Filled	01-04-16
Office of Safety and Security	726580	NEW	Prof/Tech Support Non-Exempt	Security Support Specialist	03-11-16	Filled	08-11-16
Purchasing				Purchasing Specialist	New for FY16	Filled	08-01-16
STC Police	722514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	12-31-14	Filled	08-01-16
STC Police	703514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	08-31-15	Filled	09-14-15
STC Police	715514	CONT	Prof/Tech Support Non-Exempt	Police Officer	06-21-15	Filled	02-01-16
STC Police	724514	CONT	Prof/Tech Support Non-Exempt	Police Sergeant	12-31-15	Filled	10-19-15
						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	721426	NEW	Prof/Tech Support Non-Exempt	Learning Excellence Specialist	New for FY16	Filled	08-15-16
Centers for Learning Excellence	705279	CONT	Prof/Tech Support Non-Exempt	Learning Excellence Specialist	01-10-16	Filled	08-15-16
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	09-06-16
Infrastructure	710395	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	08-31-13	Filled	05-02-16
Institutional Effectiveness and Assessment	703625	CONT	Administrative Exempt	Dir Inst'l Effect & Assmnt	08-31-15	Filled	07-25-16

Hired

South Texas College
Positions Filled in FY 2015 - 2016
As of August 31, 2016

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Institutional Effectiveness and Assessment	709171	NEW	Prof/Tech Support Exempt	Institutional Effectiveness Analyst	New for FY16	Filled	08-15-16
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
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

South Texas College Positions Filled in FY 2015 - 2016 As of August 31, 2016							Hired
Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Dual2Degree	700112	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	11-11-15	Filled	04-04-16
Dual2Degree	704610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	07-31-15	Filled	04-04-16
Judicial Affairs	707191	NEW	Classified Non-Exempt	Secretary	New for FY16	Filled	03-07-16
Student 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 Assessment Center	702331	CONT	Classified Non-Exempt	Testing Technician	03-01-16	Filled	08-15-16
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	171						

<p style="text-align: center;">South Texas College Resignations in FY 2015 - 2016 As of August 31, 2016</p>							Resignations	
Division	Position	Type	Category	Title	Date Position Vacated			
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			
Central Receiving	701584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	09-03-16			
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			
Custodial	700090	CONT	Classified Non-Exempt	Custodian	08-31-16			
Fac Planning & Construction	703501	CONT	Prof/Tech Support Exempt	Facil Plng & Constr Proj Mgr	02-24-16			
Fac Planning & Construction	718501	CONT	Prof/Tech Support Exempt	Facil Plng & Constr Proj Mgr	12-14-15			
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16			
Finance and Administrative Services	704360	CONT	Prof/Tech Support Exempt	Project Manager - Finance and Administrative Services	04-29-16			
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			
STC Police	713514	CONT	Prof/Tech Support Non-Exempt	Police Officer	08-05-16			

South Texas College		Resignations in FY 2015 - 2016		As of August 31, 2016		Resignations			
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	716393	CONT	Prof/Tech Support Exempt	Applications Analyst III	09-09-16				
Infrastructure	703393	CONT	Prof/Tech Support Non-Exempt	Systems Specialist	12-01-15				
Infrastructure	705393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	08-25-16				
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	721462	NEW	Prof/Tech Support Non-Exempt	Social Media Specialist	08-31-16				
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				
Advising	724332	CONT	Prof/Tech Support Non-Exempt	Advisor	08-10-16				
College Connections	700272	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	08-17-16				
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	707612	CONT	Classified Non-Exempt	Admissions Technician	08-25-16				
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				

**Discussion and Action as Necessary to Terminate Contract with Cardinal Tracking
for the Parking Permit and Citation Management System**

The Board awarded the proposal for a parking permit and citation management system to Cardinal Tracking, Inc. (Lewisville, TX), at a total cost of \$100,320.00 at their February 16, 2016 meeting.

Administration is considering the option of terminating the contract and will provide notice of such possible action to Cardinal Tracking, Inc. The proposed letter of termination will be distributed at the Committee meeting.

The parking permit and citation management system is used to input and document the acquisition of parking permits and the issuance of citations for parking and traffic control, including fine accumulations, late fees, dismissals, administrative review hearings, and other related functions. This contract includes the purchase of software, implementation, training, and maintenance and support.

Mr. Jesus Ramirez, legal counsel, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Committee meeting to address any questions by the committee.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the September 27, 2016 Board meeting, to take action as necessary to terminate the contract for the parking permit and citation management system with Cardinal Tracking, Inc. as presented.

**Update Regarding Texas Higher Education Coordinating Board Audit on
Continuing Education Formula Funding**

On July 26, 2016 the Board authorized the President to retain legal counsel regarding the Texas Higher Education Coordinating Board Audit.

An update will be provided to the Finance, Audit, and Human Resources Committee regarding the audit.

No action is requested.