

Board of Trustees

Finance, Audit, and Human Resources Committee Meeting

February 14, 2017

5:30 p.m.

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



**SOUTH TEXAS
COLLEGE**

South Texas College
Board of Trustees
Finance, Audit, and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, February 14, 2017
@ 5:30 p.m.
McAllen, Texas

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

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**Approval of January 17, 2017 Finance, Audit, and Human Resources
Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of January 17, 2017 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, McAllen, Texas
Tuesday, January 17, 2017 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, January 17, 2017 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:32 p.m. with Mr. Paul R. Rodriguez, Committee Chair, presiding.

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

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jose Guerrero, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Paul Varville, Mrs. Becky Cavazos, Ms. Myriam Lopez, Mrs. Brenda Jo Balderaz, Mr. Mike Carranza, Mr. Khalil Abdullah, Mr. Keith Moore, Ms. Kelly Salazar, and Mr. Andrew Fish

**Approval of December 6, 2016 Finance, Audit, and Human Resources
Committee Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of December 6, 2016 were approved as written. The motion carried.

The Finance, Audit, and Human Resources Committee took the following item out of the posted agenda order while awaiting the arrival of a presenter:

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

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of the awards for proposals, purchases, and renewal as listed below:

A. Awards

B. Instructional Items

C. Non- Instructional Items

D. Technology Items

A. Awards

- 1) **Cargo Van (Award):** award the proposal for a cargo van to **Boggus Motor Sales II, LLC.** (McAllen, TX), at a total amount of \$30,665.05;
- 2) **Driving Simulator (Award):** award the proposal for a driving simulator to **FAAC Incorporated** (Ann Arbor, MI), at total amount of \$114,500.00;
- 3) **Food Service – Mid Valley Campus (Award):** award the proposal for food service – Mid Valley Campus to **Domine Catering, LLC.** (McAllen, TX), for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew with a 4% commission on total monthly sales and a fee of \$1 per student for the Mid-Valley Childcare Center meal preparation;
- 4) **Food Service – Starr County Campus (Award):** award the proposal for food service – Starr County Campus to **Cactus Restaurant** (Rio Grande City, TX), for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew, with a 4% commission on total monthly sales;
- 5) **Medium Duty Truck (Award):** award the proposal for a medium duty truck to **Bert Odgen Motors, Inc.** (Edinburg, TX), at a total amount of \$42,993.00;
- 6) **Signs, Banners, and Related Products (Award):** award the proposal for signs, banners, and related products for the period beginning February 1, 2017 through January 31, 2018 with two one-year options to renew, at an estimated amount of \$50,000.00. The vendors are as follows:
 - a. **Copy Zone, Ltd.** (McAllen, TX)
 - b. **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - c. **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
 - d. **The Sign Depot** (McAllen, TX)

B. Instructional Items

- 7) **Nursing and Allied Health Equipment and Supplies (Renewal):** renew the contracts for nursing and allied health equipment and supplies for the period beginning April 21, 2017 through April 20, 2018, at an estimated amount of \$165,000.00 with the following vendors:

a. Henry Schein, Inc. (Melville, NY)	b. Meadows Medical (Quogue, NY)
c. Med One Equipment Services (Sandy, UT)	d. Moore Medical, LLC. (Farmington, CT)
e. Enterprise, Inc./dba Pocket Nurse (Monaca, PA)	f. Southeastern Emergency Equipment (Youngsville, NC)

- 8) **Online Continuing Education Services (Renewal):** renew the contracts for online continuing education services for the period beginning March 30, 2017 through March 29, 2018, at an estimated cost of \$36.00 to \$7,495.00 per class. There are no deposits required, no minimum order or any initial inventory to purchase. The vendors are as follows:
 - a. **Education To Go/A Division of Cengage Learning** (Mason, OH)
 - b. **World Education, LLC.** (Arlington, TX)

C. Non – Instructional Items

9) **Furniture (Purchase):** purchase furniture - bond from the National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), E & I Purchasing Cooperative, TIPS Purchasing Cooperative, the State of Texas Multiple Award Schedule (TXMAS), and Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$619,610.05.

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$21,253.51
B	American Seating Company/Gateway Printing and Office Supply, Inc. (Houston, TX/Edinburg, TX)	\$124,615.52
C	Cramer, Inc./Gateway Printing and Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$34,178.62
D	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$8,125.62
E	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$37,025.18
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$20,871.15
G	Krueger International/Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$172,346.22
H	MSC Industrial Supply Company (Melville, NY/Harlingen, TX)	\$10,670.92
I	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$4,252.83
J	NOVA Solutions, Inc./Gateway Printing and Office Supply, Inc. (Effingham, IL/Edinburg, TX)	\$186,270.48
	Total	\$619,610.05

10) **Civil Engineering Services – On-Call Services – Non-Bond (Renewal):** renew the contracts for civil engineering services – on-call services – non-bond for the period beginning March 31, 2017 through March 30, 2018, with the following vendors:

- a. **Half Associates, Inc.** (McAllen, TX)
- b. **Meldon & Hunt, Inc.** (Edinburg, TX)
- c. **Perez Consulting Engineers, LLC.** (McAllen, TX)
- d. **R. Gutierrez Engineering Corporation** (Pharr, TX)

11) **Investment Advisory Services (Renewal):** renew the investment advisory services contract with **Valley View Consulting, LLC.** (Horseshoe Bay, TX), for the period beginning April 1, 2017 through March 31, 2018, at an estimated amount of \$75,000.00;

D. Technology

- 12) **Computers and Laptops (Purchase):** purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$97,351.59.

Recommend Action - The total for all award of proposals, purchases, and renewal was \$1,195,119.69.

The motion carried.

The Finance, Audit, and Human Resources Committee returned to the posted agenda order:

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

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

Purpose – Mr. Keith Moore from Edward Jones presented on the status of the MEDA Scholarship Trust Fund and provided a further update at the meeting. Mr. Moore presented the annual obligated amount of distribution.

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

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

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

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

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

MEDA Scholarship Fund Trust

The table below is a recap of the market value activity for the period of October 1, 2012 through December 31, 2016.

Market Value-October 1, 2012	\$ 3,189,982.10
Additions:	
Income	311,646.44
Additions ⁽¹⁾	205,293.10
Security transfers	9,963.22
Other receipts	1,149.92
Change in market value	764,480.23
Reductions:	
Disbursements to STC	(708,559.60)
Other Disbursements ⁽²⁾	(163,721.72)
Market Value-December 31, 2016	\$ 3,610,233.69

(1) Other additions include insurance proceeds and capital gain distributions.

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

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

Distributions Received by South Texas College	
June 2013	\$ 160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
Total Distributions Received	\$ 708,559.60

The Committee asked Mr. Moore to review the distribution levels and the trust agreement to determine whether additional funds could be contributed toward scholarships for eligible students while still protecting the fund balance to allow the scholarship to extend into perpetuity.

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

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

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

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

The history of awards showed that since its inception the MEDA Scholarship benefited 243 individual students enrolled at South Texas College. These awards were made for each term from Fall 2013 through Fall 2016, resulting in a total of 577 scholarship awards to those 243 students, totaling **\$385,200.00**.

An attached presentation provided a breakdown of graduation/enrollment status, showing that of these 243 students, 88% (214 students) have either graduated or were still enrolled, while the remaining 29 students were not enrolled in Fall 2016 and had not yet graduated. This was a greater retention rate than the general population, which may indicate the pivotal role these funds played in helping these students stay in their program of study through completion.

Mike Carranza, Interim Dean of Enrollment Services, presented a PowerPoint to provide demographic breakdown of recipient by major program of study, degrees earned, age group, GPA earned, and marital status. These breakdowns were provided to demonstrate the impact that the availability of these funds had in helping provide access to higher education for students who had a greater need for financial support, and were highly motivated and successful when that support was available.

Detailed reporting of the scholarship disbursements from the MEDA Scholarship Trust Fund distributions since Fall 2013 was provided for the Committee's review. These distributions were drawn from the interest on the invested principal, as managed by Edward Jones. There was a balance of \$71,759.60 available for scholarship disbursements to support Mission students work toward their academic and workforce goals in Spring and Summer 2017.

The Committee asked about the funding levels for students, and were informed that eligible students enrolled in at least 12 hours would be awarded \$800 per semester. Students enrolled in at least 9 hours but fewer than 12 would be awarded \$600 per semester, and students enrolled in at least 6 hours but fewer than 9 hours would be awarded \$400 per semester.

The Committee asked administration to review the award levels, to determine whether funds were available from the MEDA Scholarship to give greater support to all eligible students. Administration agreed to revisit the established funding levels and to report back on any recommended adjustments.

Enclosed Documents – A PowerPoint presentation, a letter from a student, and two Summary of Activity Reports were provided in the packet for the Committee’s information and review.

The two Summary of Activity Reports were reviewed by the Vice President for Finance and Administrative Services, the Comptroller, and the Interim Dean of Enrollment Services.

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

Review and Recommend Action on Revision and Deletion of Personnel Policies and Proposed New Policy

Approval of revision and deletion of personnel policies and proposed new policy would be requested at the January 31, 2017 Board meeting.

A. Revision

1. Revise Policy #4115: Personnel Appointments

- The revised policy clarifies the appointments that are classified as at-will.

2. Revise Policy #4118: Provision of Faculty Letter of Appointment and Name Change to Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee

- The revised policy clarifies the timeframe within hearing procedures as working days.
- Includes provisions of former Policy #4921: Termination of Annual Employees During The Term of Their Letter of Appointment.

The Committee clarified with administration that this simply provided a single, consistent policy that covered faculty as well as executive, and administrative staff. Administration confirmed this, and shared that there were expressions of support from affected employee groups.

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

- The revised policy addresses disciplinary action procedures for all employees.

B. New

1. New Policy #4901: Standards of Conduct

- New policy is necessary to replace the former Standards of Conduct Policy 4002 which required substantial revisions.

Administration shared that there were some concerns voiced by the Faculty Senate regarding the prohibition listed as item #14:

“Engaging in any conduct during the course and scope of employment with the College that gives rise to the employee being charged with a criminal offense;”

and item #15:

“Engaging in any conduct outside the course and scope of employment with the College which tends to impugn the employee’s moral character or professional reputation, or if such conduct tends to tarnish or bring into disrepute the College’s image in the community;”

Administration relayed the Faculty Senate members’ concerns that being charged with a criminal offense, but without a conviction, could be problematic. Furthermore, “impugn the employee’s moral character or professional reputation” is ambiguous and could be interpreted inconsistently.

The Committee recognized the concerns. The Committee noted that item #14 was worded to strictly cover conduct during the course and scope of employment, and item #15 was worded to strictly cover conduct outside the course and scope of employment.

It was suggested that these items could be combined to cover conduct both during and outside the course and scope of employment.

It was further suggested that the College’s concern about actions that give rise to an employee being charged with a criminal offense would be based upon those actions impugning the employee’s moral character or professional reputation, and/or tending to tarnish or bring into disrepute the College’s image in the community.

Finally, it was noted that the language used within item 15 was fairly standard in law and policy for public institutions, and legal counsel stated that it would fall upon the College administration to fairly and consistently make any necessary judgment about whether specific conduct was prohibited. Employees dissatisfied with administration’s judgment retained appellate rights under Board policy and, if dissatisfied with the appeals process, could resort to civil litigation.

Legal counsel recommended the deletion of item #14, and the revision of item #15 to remove the limitation of that clause based upon course and scope of employment, so that it would refer to all conduct, regardless of course and scope of employment, as follows:

“Engaging in any conduct ~~outside the course and scope of employment with the College~~ which tends to impugn the employee’s moral character or professional reputation, or if such conduct tends to tarnish or bring into disrepute the College’s image in the community;”

The Committee asked that this change be made before the policy is presented to the Board.

C. Deletion

1. Delete Policy #4002: Standards of Conduct

- Provisions of proposed deleted policy have been incorporated into new Policy #4901: Standards of Conduct, to clarify requisite standards of conduct at South Texas College.

2. Delete Policy #4920: Discipline and Dismissal

- Provisions of proposed deleted policy have combined Policy #4911: Disciplinary Action Procedures and New Policy #4901: Standards of Conduct, so that documentation and disciplinary procedures are set out with greater specificity and clarity.

3. Delete Policy #4921: Termination of Annual Employees During The Term of Their Letter of Appointment

- Provisions of proposed deleted policy have been combined into Policy #4118: Provision of Faculty Letter of Appointment, with Name Change to Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee.

In summary, the policy revisions, deletions, and new policy were as follows:

Revised Policy			
	No.	CURRENT	REVISED
1	4115	Personnel Appointments	No change to title
2	4118	Provision of Faculty Letter of Appointment	Name Change to 4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee
3	4911	Disciplinary Documentation Procedures For Non-Annual Employees and Non-Renewal of Annual Employees	4911: Disciplinary Action Procedures
Deleted Policy into New Policy			
	No.	DELETE	NEW
1	4002	Standards of Conduct	4901: Standards of Conduct
2	4920	Discipline and Dismissal	4911: Disciplinary Action Procedures and 4901: Standards of Conduct
3	4921	Termination of Annual Employees During The Term of Their Letter of Appointment	4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employees

The revised, deleted, and new 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, deleted, and new 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 Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revision and deletion of personnel policies and a proposed new policy as presented, contingent upon the aforementioned changes, and which supersedes any previously adopted Board policy. The motion carried.

Review and Recommend Action on Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County

Approval to award a contract for delinquent tax collection services for Hidalgo and Starr Counties at a 15% fee based on the amount of delinquent tax, penalty, and interest collected for the period of May 1, 2017 through April 30, 2018, with two (2) one-year renewal options to Linebarger Goggan Blair & Sampson, LLP. (Edinburg, TX) would be requested at the January 31, 2017 Board meeting.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP expires on April 30, 2017. Approval to approve a firm for the contract for delinquent tax collection services was needed in order to provide collection services for delinquent property taxes that are owed to the College.

Justification - Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee.

Background - The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 25, 2014 Board meeting for the period ending April 30, 2015 with two (2) one year renewal options. At the February 24, 2015 meeting, the Board approved the first of the two (2) one-year renewal options for the period beginning May 1, 2015 through April 30, 2016. The last of the two (2) one-year renewal options for the period of May 1, 2016 through April 30, 2017 was reviewed and approved by the Board at the February 23, 2016 meeting.

A request for proposals for delinquent tax collection services was advertised November 23, 2016 and November 30, 2016, and three (3) requests for proposals were emailed to delinquent tax collection firms.

One (1) response was received from Linebarger Goggan Blair & Sampson, LLP.

Funding Source – The delinquent tax collection services fee of 15 percent was paid to the delinquent tax attorney from the delinquent tax collection revenues from Hidalgo County and Starr County.

Enclosed Documents - A Proposal Summary and Evaluation prepared by staff, a Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year, and a Summary Total Tax Levy Uncollected were provided in the packet for the Committee's information and review.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of the selection of the firm to provide services for delinquent tax collection services for Hidalgo County and Starr County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected. The contract period would be May 1, 2017 through April 30, 2018 with two (2) one-year options to renew. The motion carried.

**Review and Recommend Action on Resolution to Impose a 15%
Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07
of the Texas Property Tax Code for Delinquent Tax Attorney Fees and Expenses**

Approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for delinquent tax attorney fees and expenses will be requested at the January 31, 2017 Board meeting.

Purpose – A resolution authorizing the College to levy an additional penalty of 15% to the delinquent 2016 district taxes was needed in order to recover the cost of delinquent tax attorney fees and expenses for the collection of delinquent taxes, penalty, and interest due on 2016 taxes which remain delinquent on July 1, 2017.

Justification – Board action would be necessary on the Resolution as prepared by legal counsel to approve the 15% additional penalty for the payment of attorney fees and expenses for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services.

According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20% of the amount of delinquent tax, penalty, and interest collected.

Background – The Resolution imposing a 15% penalty for the collection of tax year 2015 delinquent taxes, the College's prior levy tax year, was approved by the Board on February 23, 2016.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded for the collection of Tax Year 2016 Delinquent Taxes 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 of the

Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented. The motion carried.

Review and Recommend Action to Revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

Approval to revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools would be requested at the January 31, 2017 Board meeting.

Purpose – One additional bank, NexBank, was recommended to be added to the approved bank list. The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College's Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on April 26, 2016, as amended. A revised list of brokers, dealers, banks, and investment pools, which included one additional bank, NexBank, that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA were included on Exhibit "A".

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on April 26, 2016, as amended. This limitation prevented the use of money market accounts in banks that were not included on the list. Valley View Consulting, LLC, the investment advisor under contract with the College, identified several money market account offerings that would be advantageous to the College, yet because the offering banks were not on the approved list, they could not be utilized.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College's legal counsel. No changes were presented except the addition of one bank to Exhibit "A".

Enclosed Documents – The revised Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools were provided in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the January 17, 2017 Finance and Human Resources Committee meeting to address any questions by the committee.

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

Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution. The motion carried.

Review and Discussion of Position Vacancy Report for FY 2016 - 2017

The Staffing Plan Position Vacancy Report for FY 2016 - 2017 was provided in the packet for the Committee's information and review. Information was current as of January 12, 2017.

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 detailed the status of each position.

1) Vacancies at Beginning of Fiscal Year 2016 - 2017

(EXHIBIT A - VACANT POSITIONS - NEW)

EXHIBIT B - VACANT POSITIONS - CONTINUING)

- Fiscal Year 2016 - 2017 started with 143 vacant Full Time Regular positions from the previous fiscal year, and the Board approved one hundred and sixty five (165) additional new positions for a total of 308 vacant Full Time Regular positions.
- The one hundred and fifty-two (152) Bond Construction Program related positions would be filled as needed in alignment with the building construction timeline.

1) Positions Filled during Fiscal Year 2016 - 2017

(EXHIBIT C - HIRED)

- Seventy-Eight (78) Full Time, Regular positions were filled as of January 12, 2017.
- Nineteen (19) Full Time, Regular positions were filled since the last vacancy report provided as of December 15, 2016.

2) Position Turnover during Fiscal Year 2016 - 2017

(EXHIBIT D - RESIGNATIONS)

- There were twenty-six (26) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of January 12, 2017.
- There were twelve (12) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of December 15, 2016.

Vacancies, Filled Positions, and Resignations FY 2016 - 2017					
	FY15-16 Vacant Positions	New Positions for FY 2016-2017			Total
		Non- Bond	Bond	Total	
September 1, 2016	143	13	152	165	308
Filled as of January 12, 2017	68	5	5	10	78
Total	75	8	147	155	230
Resignations as of 01/12/2017	26	0	0	0	26
Vacancies Balance as of January 12, 2017	101	8	147	155	256

Further details were provided in the Position Vacancy Report included in the packet.

The Position Vacancy Report for Fiscal Year 2016 - 2017 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, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:36 p.m.

I certify that the foregoing are the true and correct Minutes of the January 17, 2017 Finance, Audit, 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 award of proposals, purchases, and renewal will be requested at the February 28, 2017 Board meeting as follows:

A. Non - Instructional Items B. Technology Items

A. Non – Instructional Items

1) Furniture (Purchase)

Purchase furniture from the E&I Institutional Cooperative (E&I), National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), State of Texas Multiple Award Schedule (TXMAS), and The Interlocal Purchasing System (TIPS) approved vendors, at a total amount of \$128,844.05.

#	Vendor	Amount
A	Agati Furniture/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$34,291.29
B	American Seating/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,789.28
C	Connectrac/Workplace Resources (McAllen, TX)	\$6,242.80
D	EKO/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$44,997.60
E	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,307.70
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,791.56
G	Watson/Workplace Resources (McAllen, TX)	\$36,423.82
	Total	\$128,844.05

The purchases can be summarized as follows:

- Agati Furniture/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 7 Single Faced POD Workstations for the Library
- American Seating/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 16 Chairs for the Library
- Connectrac/Workplace Resources (McAllen, TX)
 - ⇒ Pecan Campus
 - Electrical Feeds for the Library
- EKO/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 24 Lounge Chairs for the Library

- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 5 Chairs for College Connections
- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Desk for the Division of Liberal Arts & Social Science
- Watson/Workplace Resources (McAllen, TX)
 - ⇒ Pecan Campus
 - 2 Double Sided Zig-Zag Tables for the Library

Fund for these expenditures are budgeted in the requesting department budgets for FY 2016 - 2017 as follows: College Connections, Division Liberal Arts & Social Sciences, and Pecan Library Shelving & Furniture FFE.

2) Building Moving Services (Renewal)

Renew the contract for building moving services with **Zuniga’s House Movers, LLC.** (San Juan, TX), for the period beginning May 1, 2017 through April 30, 2018, at an estimated amount of \$75,000.00.

Purpose – Facilities Planning and Construction is requesting to renew the contract for building moving services for the relocation of portable buildings throughout the district as needed.

Justification and Benefit – It is necessary to move portable buildings to accommodate enrollment needs at various campuses.

Background – The Board awarded the contract for building moving services at the March 29, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on May 1, 2017 through April 30, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/29/16	5/1/16 – 4/30/17	2 – one year options
1 st Renewal	2/28/17		5/1/17 – 4/30/18

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 Construction – Portable Building Relocation budget for FY 2016-2017 and FY 2017-2018 pending board approval of the budget.

3) Engineering Services – Geotechnical and Material Testing - Bond (Renewal)

Renew the engineering services – geotechnical and material testing contracts for the 2013 Bond Construction Program with a renewal period beginning April 29, 2017 through April 28, 2018. Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project and testing needed. The vendors are as follows:

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

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

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

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

Background – The Board awarded the contracts for engineering services – geotechnical and material testing at the April 28, 2015 Board of Trustees meeting for an initial period of one year with two one-year options to renew. The final renewal period begins April 29, 2017 through April 28, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	4/28/15	4/29/15 – 4/28/16	2 – one year options
1 st Renewal	6/28/16		4/29/16 – 4/28/17
2 nd Renewal	2/28/17		4/29/17 – 4/28/18

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

Funds for this expenditure are budgeted in the Bond Construction budget for FY 2016 - 2017 and FY 2017 - 2018 pending Board approval of the budget.

B. Technology Items

4) Network Devices and IP Phones (Purchase)

Purchase network devices and IP phones from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$1,226,277.15.

Purpose – Information Technology is requesting the purchase of network devices and IP Phones that are needed to provide Internet, Intranet, and voice services to all students, faculty, and staff.

Justification– The network devices and the IP phones will be installed in the new buildings at each campus (see attached breakdown of locations). The network devices will include switches and wireless access points which will allow for connectivity to Internet and Intranet services such as e-mail, Jagnet, and Banner to all students, faculty, and staff. The IP phones are needed to provide voice services and will be installed in offices for day-to-day business calls and in the hallways for emergency calls.

- Network Switches and SFP Fiber Optics - \$696,332.65

The switches will be installed as follows:

Pecan Campus – 50	Technology Campus – 11
Mid Valley Campus – 39	Nursing & Allied Health Campus – 26
La Joya Teaching Center – 6	Starr County Campus – 30
District Wide Security Cameras – 34	District Wide - 130 SFP Fiber Optics

Purpose – Information Technology is requesting the purchase of 196 network switches and 130 fiber optic connectors to be installed in the new bond construction buildings district-wide. These switches are needed to support the new buildings wired network infrastructure District-Wide.

- Network Wireless Access Points (WAPs) - \$279,140.00

The access points will be installed as follows:

Pecan Campus – 138	Technology Campus – 37
Starr County Campus – 61	Nursing & Allied Health Campus – 55
Mid Valley Campus - 84	

Purpose – Information Technology is requesting the purchase three hundred seventy five (375) WAPs that will be installed inside the new bond construction buildings district wide. These WAPs are needed to provide Wi-Fi services inside the new buildings.

- IP Phones - \$250,804.50

Purpose – Information Technology is requesting the purchase of 1,248 for offices, hallway emergency phones, and courtesy phones that will be installed inside the new bond construction buildings at all campuses. The IP phones are needed to provide voice services to the new buildings.

Funds for this expenditure are budgeted in the Bond Construction – FFE budgets for FY 2016 – 2017.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 28, 2017 Board meeting the purchases and renewals as listed below:

A. Non- Instructional Items B. Technology Items

A. Non – Instructional Items

- 1) **Furniture (Purchase):** purchase furniture from the E&I Institutional Cooperative (E&I), National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), State of Texas Multiple Award Schedule (TXMAS), and The Interlocal Purchasing System (TIPS) approved vendors, at a total amount of \$128,844.05;

#	Vendor	Amount
A	Agati Furniture/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$34,291.29
B	American Seating/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,789.28
C	Connectrac/Workplace Resources (McAllen, TX)	\$6,242.80
D	EKO/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$44,997.60
E	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,307.70
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,791.56
G	Watson/Workplace Resources (McAllen, TX)	\$36,423.82
	Total	\$128,844.05

- 2) **Building Moving Services (Renewal):** renew the contract for building moving services with **Zuniga’s House Movers, LLC.** (San Juan, TX), for the period beginning May 1, 2017 through April 30, 2018, at an estimated amount of \$75,000.00;

- 3) **Engineering Services – Geotechnical and Materials Testing – Bond (Renewal):** renew the engineering services – geotechnical and materials testing contracts for the 2013 Bond Construction Program with a period beginning April 29, 2017 through April 28, 2018. Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project and testing needed. The vendors are as follows:

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

B. Technology

- 4) **Network Devices and IP Phones (Purchase):** purchase network devices and IP phones from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$1,226,277.15.

Recommend Action - The total for all purchases and renewals is \$1,226,277.15

**SOUTH TEXAS COLLEGE
1. DISTRICT WIDE FURNITURE REQUEST
FEBRUARY 28, 2017**

#	Qty	Description	Unit Price	Extension	Requesting Department
Agati Furniture/Gateway Printing and Office Supply, Inc. (E & I)					
1	6	POD-WKS-STR-49-PLG-UPS POD Single Faced 1 Person Workstation	\$4,883.25	\$29,299.50	Pecan Library Shelving & Furniture FFE - Dr. Shirley A. Reed
	1	POD-WKS-STR-49-PLG-UPS-ADA Single Faced 1 Person Workstation	\$3,941.79	\$3,941.79	Workstations for the Pecan Library 2nd Floor
2	1	Installation	\$1,050.00	\$1,050.00	
		Agati Furniture/Gateway Printing and Office Supply, Inc. Total		\$34,291.29	
American Seating/Gateway Printing and Office Supply, Inc. (TXMAS)					
1	16	FGA22 Nima Sled Base Chair, No Arms, Upholstered Seat and Back	\$159.33	\$2,549.28	Pecan Library Shelving & Furniture FFE - Dr. Shirley A. Reed
					Student Chairs for the Pecan Library 2nd Floor
2	1	Installation	\$240.00	\$240.00	
		American Seating/Gateway Printing and Office Supply, Inc. Total		\$2,789.28	
Connectrac/ Workplace Resources (TXMAS)					
1	2	IN-EC-2 BLK ABS Plastic End Transitions Ramps	\$18.51	\$37.02	Pecan Library Shelving & Furniture FFE - Dr. Shirley A. Reed
	2	PM-RECM-QD-1111 20A Quad Power Receptacle & Cover	\$125.61	\$251.22	Electrical In Carpet Wireway to Connect to the
	2	PM-RECM-QD-3333 20A Quad Power Receptacle & Cover	\$125.61	\$251.22	Workstations on the Pecan Library 2nd Floor
	2	PM-RECM-QD-2222 20A Quad Power Receptacle & Cover	\$125.61	\$251.22	
	2	PM-RECM-QD-4444 20A Quad Power Receptacle & Cover w/Keystone	\$125.61	\$251.22	
	2	PM-MODC-288 288" 8 Wire 4 Circuit Flex Cable w/Quick Connect End	\$301.46	\$602.92	
	4	03-JUMP-136-PM-SPO 8 Wire 4 Circuit Quick Connect Jumper Cable	\$133.55	\$534.20	
	2	03-JUMP-144-PM-SPO 8 Wire 4 Circuit Quick Connect Jumper Cable	\$138.33	\$276.66	
	11	IN-096-XX 96" In-Carpet Wireway with Base Track, Side Ramps	\$277.87	\$3,056.57	
	1	TXMAS Admin Fee	\$93.64	\$93.64	
	1	IN-048-XX 48" In-Carpet Wireway with Base Track, Side Ramps	\$138.94	\$138.94	
2	1	Installation	\$497.97	\$497.97	
		Connectrac/ Workplace Resources Total		\$6,242.80	
EKO/Gateway Printing and Office Supply, Inc. (TIPS)					
1	24	37001UP Lounge Chair with Upholstered Privacy Panel	\$1,370.05	\$32,881.20	Pecan Library Shelving & Furniture FFE - Dr. Shirley A. Reed
	24	Ganging Connector	\$35.25	\$846.00	Lounge Chairs for the Pecan Library 2nd Floor
	24	Flat Mount Power/Data Center, Contains 2 Power Outlets and 2 Active	\$319.60	\$7,670.40	
2	1	Installation	\$3,600.00	\$3,600.00	
		EKO/Gateway Printing and Office Supply, Inc. Total		\$44,997.60	

**SOUTH TEXAS COLLEGE
1. DISTRICT WIDE FURNITURE REQUEST
FEBRUARY 28, 2017**

#	Qty	Description	Unit Price	Extension	Requesting Department
Exemplis Corporation/Gateway Printing and Office Supply, Inc. (NIPA)					
1	5	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$436.54	\$2,182.70	College Connections - Lazaro Barroso Replacement of Chairs for the Student Information Center Staff
2	1	Installation	\$125.00	\$125.00	
		Exemplis Corporation/Gateway Printing and Office Supply, Inc. Total		\$2,307.70	
The Hon Company/Gateway Printing & Office Supply, Inc. (TXMAS)/(NIPA/TCPN)					
1	1	7D/D3066-74P-F Desk, 30x66	\$558.72	\$558.72	Div Liberal Arts & Social Sciences - Margaretha E. Bischoff
	1	7D/R2448-74P-F Return, 24x48	\$406.08	\$406.08	Desk will be used by Starr Campus Student Success Specialist
	1	S7P/1530WBBF File, 30", Blk	\$408.00	\$408.00	
	1	S7P/1524WFF File, 24", Blk	\$353.76	\$353.76	
2	1	Installation	\$65.00	\$65.00	
		The Hon Company/Gateway Printing and Office Supply, Inc. Total		\$1,791.56	
Watson/ Workplace Resources (TXMAS)					
1	2	S16-0718-3660-8 PACK-N-P F01-M2 Modified Arrow Shape	\$16,600.91	\$33,201.82	Pecan Library Shelving & Furniture FFE - Dr. Shirley A. Reed Double Sided Tables for the Pecan Library 2nd Floor
2	1	Installation	\$3,222.00	\$3,222.00	
		Watson/Workplace Resources Total		\$36,423.82	
		FURNITURE TOTAL		\$128,844.05	



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

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

(956) 872 4681
Fax (956) 872 4688

January 13, 2017

Zuniga's House Movers, LLC.
Attn: Mr. Hugo A. Zuniga
4307 N Veterans Blvd
San Juan, TX 78589

Dear Mr. Zuniga:

On March 29, 2016, South Texas College awarded a contract to Zuniga's House Movers, LLC. for Building Moving Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from May 1, 2017 through April 30, 2018 with a 10% 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,

A handwritten signature in cursive script that reads 'Becky Cavazos'.

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 30, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Hugo A. Zuniga

Name Printed: Hugo A. Zuniga

Date: 1-19-2017



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

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

(956) 872 4681
Fax (956) 872 4688

January 13, 2017

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

Dear Mr. Flores,

On April 28, 2015, South Texas College awarded a contract to your company for Geotechnical and Material Testing-Engineering Services for the 2013 Construction Bond Program-Pecan Campus. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for one additional one-year period. The last renewal period will be from April 29, 2017 through April 28, 2018.

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,

A handwritten signature in cursive script that reads "Becky Cavazos".

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 28, 2018 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature: Jorge A. Flores

Name (Printed): Jorge A. Flores

Date: 1/23/17



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

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

(956) 872 4681
Fax (956) 872 4688

January 13, 2017

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

Dear Mr. Palma,

On April 28, 2015, South Texas College awarded a contract to your company for Geotechnical and Material Testing-Engineering Services for the 2013 Construction Bond Program-Nursing and Allied Health Campus and Technology Campus. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for one additional one-year period. The last renewal period will be from April 29, 2017 through April 28, 2018.

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,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 28, 2018 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature: Raul Palma

Name (Printed): Raul Palma, President

Date: 1/13/17



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

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

(956) 872 4681
Fax (956) 872 4688

January 13, 2017

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

Dear Mr. Arjona,

On April 28, 2015, South Texas College awarded a contract to your company for Geotechnical and Material Testing-Engineering Services for the 2013 Construction Bond Program-Mid-Valley Campus, Regional Center for Public Safety Excellence, Starr County Campus, and La Joya Teaching Center. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for one additional one-year period. The last renewal period will be from April 29, 2017 through April 28, 2018.

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,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 28, 2018 with no change in the terms and conditions as per the South Texas College proposal previously submitted.

Authorized Signature: _____

Name (Printed): _____

Isidoro Arjona, P.E., PMP

Date: _____

01/18/17

SOUTH TEXAS COLLEGE
4. NETWORK DEVICES AND IP PHONES

		NAME	Insight Public Sector	
		ADDRESS	6820 South Harl Ave	
		CITY/STATE/ZIP	Tempe, AZ 85283	
		LOCAL ADDRESS	2712 N McColl Rd McAllen, TX 78501	
		PHONE	956-687-3704	
		CONTACT	Darak Weaver	
#	Qty	Description	Unit Price	Extension
Access Points				
1	375	802.11ac W2 AP w/CA; 4x4:3; Mod; Int Ant; mGig B Domain	\$660.00	\$247,500.00
2	375	802.11n AP Low Profile Mounting Bracket (Default)	\$0.00	\$0.00
3	375	Ceiling Grid Clip for Aironet APs - Recessed Mount (Default)	\$0.00	\$0.00
4	375	Cisco Aironet 3800 Series CAPWAP Software Image	\$0.00	\$0.00
Access Point Licenses - 8510 WLC				
5	1	Top Level SKU for 8510 AP Upgrade Licenses (Paper Delivery)	\$0.00	\$0.00
6	1	SWSS UPGRADES Top Level SKU for 85	\$0.00	\$0.00
7	4	100 AP Adder License for Cisco 8500 Wireless Controller	\$7,000.00	\$28,000.00
8	4	SWSS UPGRADES 100 AP Adder License	\$910.00	\$3,640.00
9	1	DTLS License for Cisco 8500 series controller	\$0.00	\$0.00
SFP's				
10	130	10GBASE-LRM SFP Module	\$213.93	\$27,810.90
POE Switch				
11	56	Cisco Catalyst 3650 48 Port Full PoE 2x10G Uplink LAN Base	\$3,484.50	\$195,132.00
12	56	CAT3650 Universal k9 image	\$0.00	\$0.00
13	56	1025W AC Config 2 Power Supply	\$0.00	\$0.00
14	56	North America AC Type A Power Cable	\$0.00	\$0.00
15	56	Config 2 Power Supply Blank	\$0.00	\$0.00
16	56	Cisco Catalyst 3650 Stack Module	\$569.25	\$31,878.00
17	112	Cisco Catalyst 3650 Stack Module	\$0.00	\$0.00
18		50CM Type 2 Stacking Cable	\$0.00	\$0.00
POE Switch - UPOE and MGIG				
19	23	Cisco Catalyst 3650 48 Port mGig, 4x10G Uplink, LAN Base	\$4,140.00	\$95,220.00
20	23	UNIVERSAL	\$0.00	\$0.00
21	23	1100W AC Config 1 Power Supply	\$0.00	\$0.00
22	23	North America AC Type A Power Cable	\$0.00	\$0.00
23	23	Config 1 Power Supply Blank	\$0.00	\$0.00

SOUTH TEXAS COLLEGE
4. NETWORK DEVICES AND IP PHONES

NAME			Insight Public Sector	
#	Qty	Description	Unit Price	Extension
24	23	Cisco Catalyst 3650 Stack Module	\$569.25	\$13,092.75
25	46	Cisco Catalyst 3650 Stack Module	\$0.00	\$0.00
26	23	50CM Type 2 Stacking Cable	\$0.00	\$0.00
Access Switch				
27	76	Cisco Catalyst 3650 48 Port Data 2x10G Uplink LAN Base	\$2,622.00	\$199,272.00
28	76	CAT3650 Universal k9 image	\$0.00	\$0.00
29	76	250W AC Config 2 Power Supply	\$0.00	\$0.00
30	76	North America AC Type A Power Cable	\$0.00	\$0.00
31	76	Config 2 Power Supply Blank	\$0.00	\$0.00
32	76	Cisco Catalyst 3650 Stack Module	\$569.25	\$43,263.00
33	152	Cisco Catalyst 3650 Stack Module	\$0.00	\$0.00
34	76	50CM Type 2 Stacking Cable	\$0.00	\$0.00
POE 24-Port Switch				
35	34	Cisco Catalyst 3650 24 Port PoE 4x1G Uplink LAN Base	\$1,449.00	\$49,266.00
36	34	CAT3650 Universal k9 image	\$0.00	\$0.00
37	34	640W AC Config 2 Power Supply	\$0.00	\$0.00
38	34	North America AC Type A Power Cable	\$0.00	\$0.00
39	34	Config 2 Power Supply Blank	\$0.00	\$0.00
40	0	Cisco Catalyst 3650 Stack Module	\$569.25	\$0.00
41	68	Cisco Catalyst 3650 Stack Module	\$0.00	\$0.00
42	34	50CM Type 2 Stacking Cable	\$0.00	\$0.00
Phones and Voice Licensing				
43	1248	Cisco UC Phone 7841	\$146.00	\$182,208.00
44	1	Unified Workspace Licensing v. 11.x	\$0.00	\$0.00
45	1	SWSS UPGRADES Unified Workspace Licensing v. 11.x	\$0.00	\$0.00
46	417	New CUWL Std Edition 11.x Usr, SLED/Govt/Edu Only, 1 Usr	\$130.00	\$54,210.00
47	1	Expressway Series, Expressway-E PAK	\$0.00	\$0.00
48	1	Jabber for Tablet Right to Use	\$0.00	\$0.00
49	6	Enable Advanced Networking Option	\$0.00	\$0.00
50	417	Expressway Desktop Endpoint License	\$0.00	\$0.00
51	417	CUWL Standard 11.x Users - Service Use Only	\$0.00	\$0.00
52	417	SWSS UPGRADES CUWL Standard 11.x Users - Service Use O	\$34.50	\$14,386.50
53	167	Jabber for iPhone CUWL Only	\$0.00	\$0.00
54	6	Enable TURN Relay Option	\$0.00	\$0.00
55	1	Jabber for Desktop Right to Use	\$0.00	\$0.00

SOUTH TEXAS COLLEGE
4. NETWORK DEVICES AND IP PHONES

NAME			Insight Public Sector	
#	Qty	Description	Unit Price	Extension
56	1	Software Image for Expressway with Encryption, Version X8	\$0.00	\$0.00
57	6	Cisco Expressway-E Server, Virtual Edition	\$0.00	\$0.00
58	1	Microsoft Interoperability Option	\$0.00	\$0.00
59	42	IP Communicator 8.x for CUWL only	\$0.00	\$0.00
60	1	Jabber for Android Right to Use	\$0.00	\$0.00
61	313	Jabber for Desktop for PC and Mac	\$0.00	\$0.00
62	2	Unity Connection 11.x SpeechConnect Ports	\$0.00	\$0.00
63	5	Cisco VXME Users	\$0.00	\$0.00
64	42	Cisco Unified Comm Integration for Lync for CUWL only	\$0.00	\$0.00
65	6	Enable Expressway-E Feature Set	\$0.00	\$0.00
66	417	Unity Connection 11.x CUWL STD Users	\$0.00	\$0.00
67	12	License Key Software Encrypted	\$0.00	\$0.00
68	1	CIPC UWL Right to Use Certificate	\$0.00	\$0.00
69	6	Cisco Expressway-C Server, Virtual Edition	\$0.00	\$0.00
70	1	Jabber for iPhone Right to Use	\$0.00	\$0.00
71	12	Enable GW Feature (H323-SIP)	\$0.00	\$0.00
72	126	Jabber for Android CUWL Only	\$0.00	\$0.00
73	126	Jabber for iPad and Android Tablet	\$0.00	\$0.00
74	5	Jabber Software Development Kit	\$0.00	\$0.00
75	1	Jabber Software Development Kit RTU	\$0.00	\$0.00
76	417	UC Manager 11.x CUWL STD Users	\$0.00	\$0.00
77	1	VXME Right to Use	\$0.00	\$0.00
78	1	CUCILYNC UWL Right to Use Certificate	\$0.00	\$0.00
79	12	Enable Expressway Series Feature Set	\$0.00	\$0.00
80	1	CUWL 11.x PAK	\$0.00	\$0.00
81	1	New or Migration users for a new CUWL Deployment	\$0.00	\$0.00
82	1	Version 11.x Software Kit	\$0.00	\$0.00
3850-12 Port SFP Switch				
83	7	Cisco Catalyst 3850 12 Port GE SFP IP Base	\$4,000.00	\$28,000.00
84	7	SNTC-8X5XNBD Cisco Catalyst 3850 12 Port GE SFP IP Ba	\$414.00	\$2,898.00
85	7	CAT3850 Universal k9 image	\$0.00	\$0.00
86	7	Cisco Catalyst 3850 2 x 10GE Network Module	\$1,000.00	\$7,000.00
87	7	North America AC Type A Power Cable	\$0.00	\$0.00
88	7	50CM Type 1 Stacking Cable	\$0.00	\$0.00
89	7	Catalyst 3750X and 3850 Stack Power Cable 30 CM	\$0.00	\$0.00
90	7	350W AC Config 1 Power Supply	\$0.00	\$0.00
91	7	715W AC Config 1 Secondary Power Supply	\$500.00	\$3,500.00
TOTAL AMOUNT			\$1,226,277.15	

**Review and Discussion of the Texas Higher Education Coordinating Board
Report on the Fiscal Year 2016 Financial Condition Analysis of
Texas Public Community College Districts**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will review with the Committee the Texas Higher Education Coordinating Board Report on the Fiscal Year 2016 Financial Condition Analysis of Texas Public Community College Districts.

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

Background - The Texas Higher Education Coordinating Board collects financial documents for Texas Public Institutions of higher education, including community colleges. The Texas Higher Education Coordinating Board’s annual report on the financial condition of the state’s community colleges is required as referenced in the General Appropriations Act, House Bill 1 (H.B. 1), 84th Texas Legislature, Section 13 (page III-211). The rider states the following:

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

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

Community college districts experienced a significant change in Accounting Principal in FY 2015 with the implementation of Governmental Accounting Standards Board (GASB) 68. According to the statement 68 summary,

“The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.”

To create additional transparency, the GASB 68 implementation transferred pension liability from the state-level financial statements of the Teachers Retirement System (TRS) to the individual financial statements of the institutions. This transfer increased the visibility of pension liability at the community college district level. The overall effect to statewide financial ratios and financial condition of community college districts was substantial.

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

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

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

Financial Condition Analysis of Texas Public Community College Districts FY 2016

Executive Summary

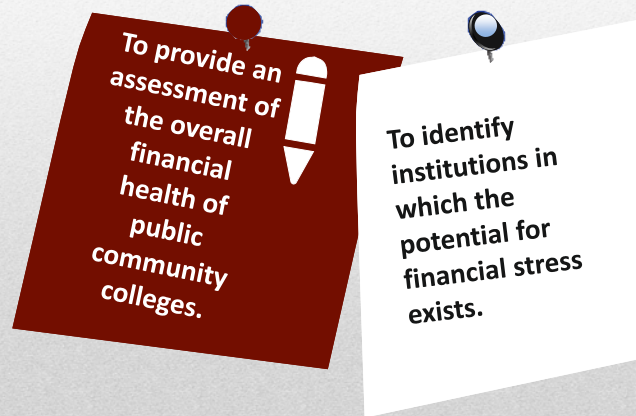
General Appropriation Act, House Bill 1 (HB 1)
84th Texas Legislature, Section 13



Community colleges shall provide a financial report to the Texas Higher Education Coordinating Board (CB) by January 1st of each year.

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

Objective of Report



Ratios Calculated

- Composite Financial Index (CFI)
 - Primary Reserve Ratio
 - Viability Ratio
 - Return on Net Position
 - Operating Margin
- Equity Ratio
- Leverage Ratio

Composite Financial Index (CFI)

CFI blends four core financial ratios into one metric:

- 1 Primary Reserve Ratio** → How long can the institution survive without additional net position generated by operating revenue?
- 2 Viability Ratio** → How much of their debt can the institution pay off with existing resources?
- 3 Return on Net Position** → Are they better off financially than they were a year ago?
- 4 Operating Margin** → Did they balance operating expenses with available revenue?

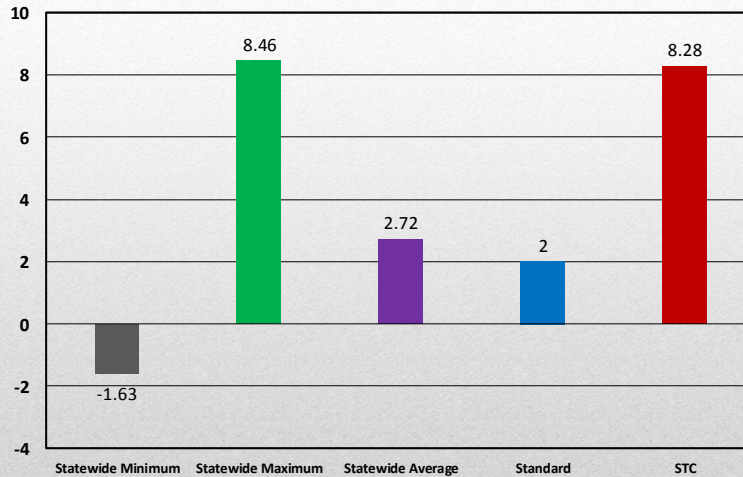
Additional Indicators

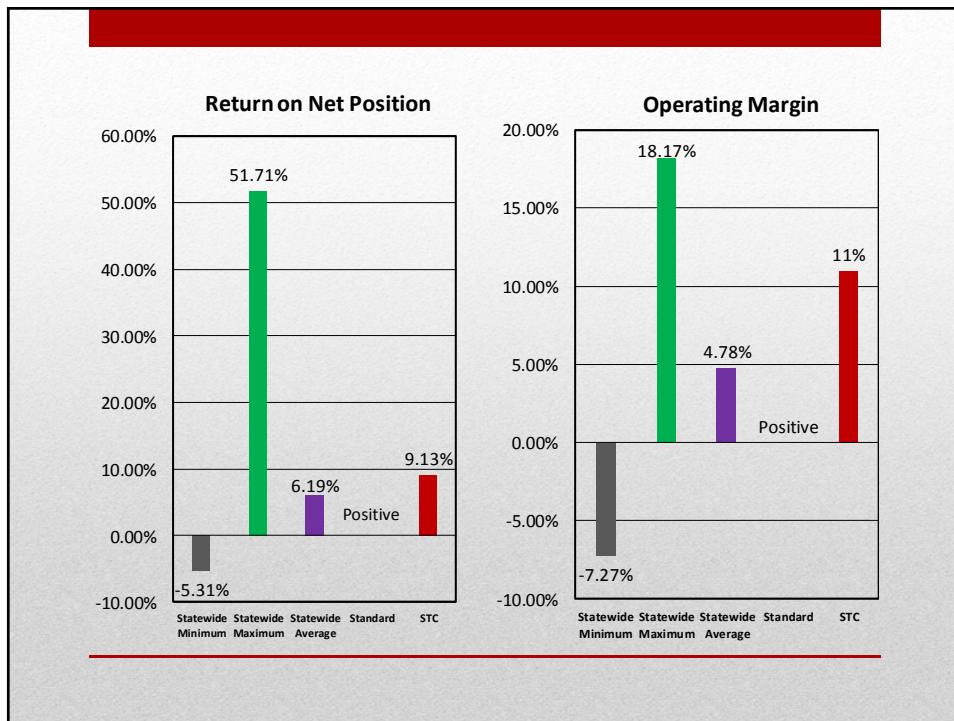
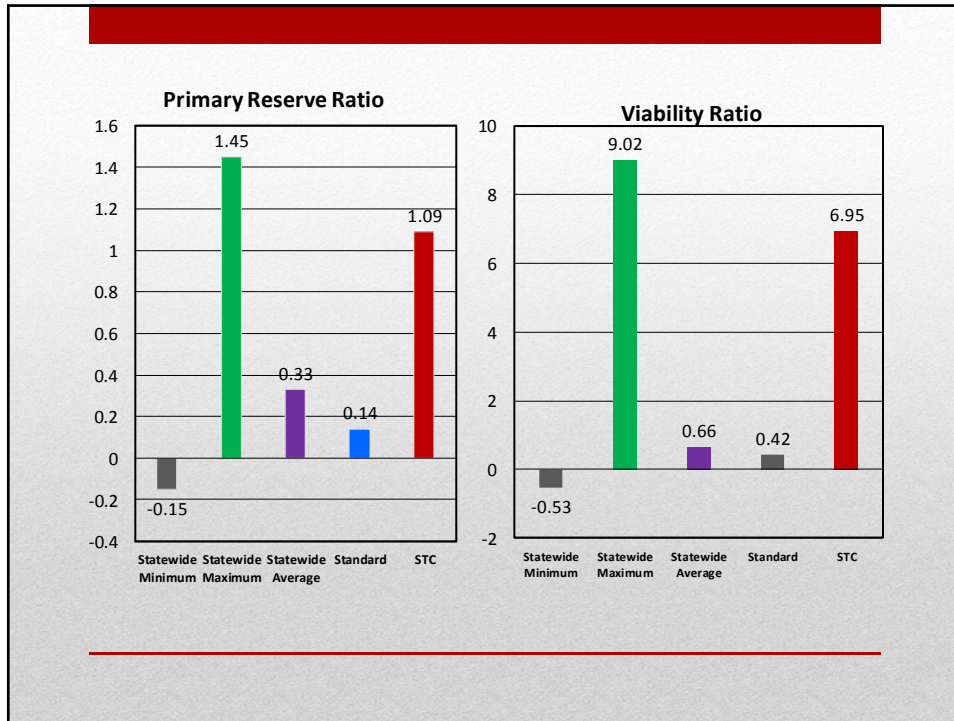
- 1 Equity Ratio** → Measures capital resources available and the college's ability to borrow
- 2 Leverage Ratio** → Provides an indication of the amount of debt interest and principal the institution must absorb into the future relative to existing resources

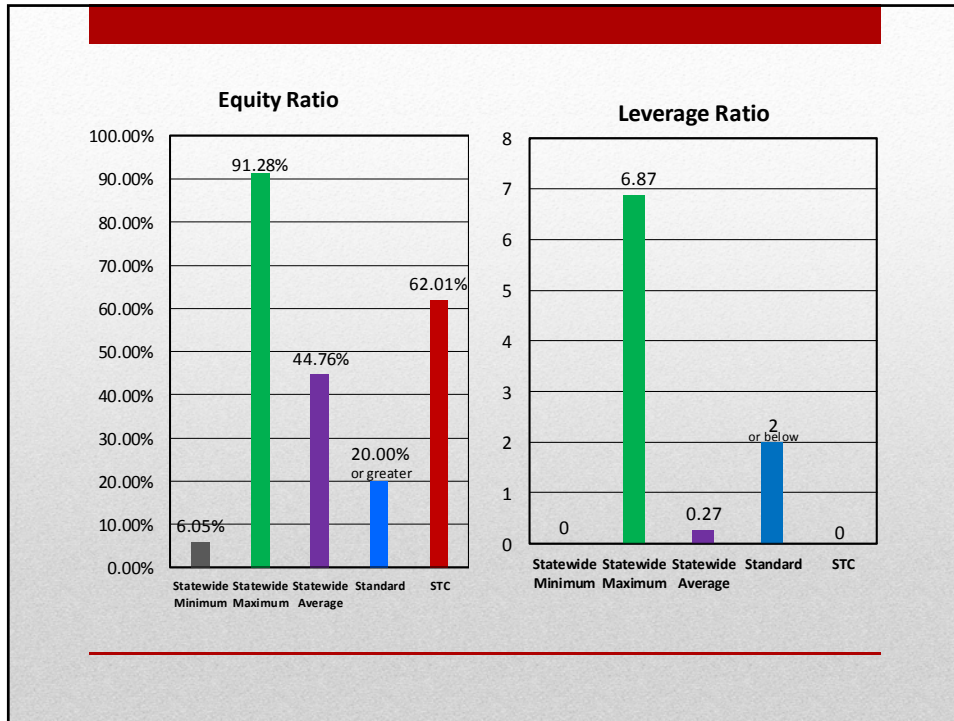
Results – South Texas College

Core Ratio	STC Met Indicator	STC Ranking (of 50 Community Colleges)
Composite Financial Index	Yes	2
Primary Reserve Ratio	Yes	3
Viability Ratio	Yes	2
Return on Net Position	Yes	15
Operating Margin	Yes	3
Equity Ratio	Yes	15
Leverage Ratio	Yes	1 (tied with 12 colleges)

Composite Financial Index







**Financial Condition Analysis
of
Texas Public Community College Districts
FY 2016**

Questions ?



Texas Higher Education
COORDINATING BOARD
Strategic Planning and Funding

P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

Memorandum

February 6, 2017

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To: Chief Financial Officers, Public Community Colleges
From: Thomas E. Keaton
Subject: Community College Financial Condition Report

The sixth annual Community College Financial Condition Report must be sent to the Legislative Budget Board and Governor's Office by May 1st. The draft report and workbook are attached for your review. There will be an appendix included in the report that will include comments received from colleges.

This report will be included on the agenda of the March 29, 2017, Coordinating Board Committee on Accountability, Affordability and Planning (CAAP) meeting for consideration. If you wish to submit comments or an explanation to be included in the report, please send them by **February 24, 2017**.

Please email comments to roland.gilmore@theccb.state.tx.us or call (512) 427-6243.

Attachments

c: Presidents, Community Colleges
Liaisons, Community Colleges
Jacob Fraire, Texas Association Community Colleges
Don Hudson, Texas Association Community Colleges
David W. Gardner
Julie A. Eklund
David Young
Roland Gilmore

SPF/ss

Fiscal Year 2016 General Obligation Bond Debt Excluded

Financial Stress Indicators	District	Composite Financial Index	Return on Net Position	Operating Margin	Primary Reserve	Viability Ratio	Equity Ratio	Leverage Ratio
▲ 2	Alamo	2.43	10.72%	5.70%	0.13	0.23	29.44%	0.32
▲ 3	Alvin	1.98	13.23%	1.94%	0.05	0.30	39.37%	-
▲ 3	Amarillo	0.88	-1.50%	-4.25%	0.23	0.98	48.18%	0.04
● 0	Angelina	4.05	4.06%	1.19%	0.35	3.04	59.64%	-
◆ 4	Austin	3.07	51.71%	8.43%	0.02	0.02	6.05%	6.87
● 1	Blinn	3.74	18.79%	14.99%	0.24	0.27	43.13%	0.75
◆ 5	Brazosport	(0.13)	-0.14%	-2.99%	0.06	0.15	31.98%	0.09
▲ 2	Central Texas	5.47	-0.15%	-0.24%	0.78	4.13	78.30%	-
◆ 5	Cisco	(0.24)	-2.77%	-0.05%	0.01	0.02	38.66%	0.74
◆ 5	Clarendon	0.01	-2.33%	-1.65%	0.12	0.19	60.00%	0.05
▲ 2	Coastal Bend	2.16	14.79%	5.99%	-0.04	(0.09)	36.42%	0.62
▲ 3	College Of The Mainland	1.26	-1.66%	-0.84%	0.21	1.18	57.62%	-
● 0	Collin	8.46	4.68%	10.72%	1.33	9.02	88.19%	0.00
● 0	Dallas	5.53	9.56%	4.80%	0.46	3.20	54.13%	-
● 0	Del Mar	3.14	7.79%	4.43%	0.32	1.05	38.72%	-
● 0	El Paso	3.36	8.93%	7.66%	0.31	0.77	52.05%	0.29
◆ 5	Frank Phillips	(1.63)	-3.79%	-2.96%	-0.15	(0.53)	60.68%	0.13
● 0	Galveston	5.46	8.03%	9.32%	0.49	2.81	81.95%	-
● 0	Grayson	6.32	11.16%	9.00%	0.84	2.36	52.29%	0.13
● 0	Hill	3.78	6.47%	7.35%	0.27	1.70	76.38%	0.03
● 1	Houston	3.16	13.73%	8.28%	0.23	0.21	27.05%	0.93
● 0	Howard	3.39	10.29%	10.64%	0.32	0.62	54.59%	0.29
▲ 1	Kilgore	2.47	-2.41%	2.15%	0.31	1.90	83.82%	0.01
▲ 2	Laredo	3.56	14.84%	8.92%	0.32	0.26	15.06%	1.98
◆ 4	Lee	(0.24)	0.80%	-2.95%	0.02	0.04	31.21%	0.25
◆ 4	Lone Star	(0.06)	2.73%	-4.63%	0.02	0.03	21.33%	0.48
◆ 4	McLennan	0.75	4.11%	-0.53%	0.08	0.24	32.09%	0.27
● 0	Midland	2.62	3.09%	2.35%	0.38	1.16	63.96%	0.12
▲ 3	Navarro	0.81	0.75%	2.09%	0.10	0.19	44.66%	0.45
● 0	North Central Texas	2.46	2.91%	1.29%	0.31	1.40	57.15%	0.10
◆ 5	Northeast Texas	(0.64)	-2.23%	-2.08%	-0.03	(0.05)	20.25%	0.62
● 0	Odessa	4.15	14.78%	9.32%	0.35	0.89	37.80%	0.24
● 0	Panola	6.38	11.74%	8.61%	0.56	3.27	47.47%	0.03
● 0	Paris	3.58	7.41%	10.78%	0.45	0.80	63.22%	0.31
● 0	Ranger	2.90	8.42%	6.15%	0.27	0.57	39.15%	0.66
▲ 3	San Jacinto	(0.05)	-5.31%	-7.27%	0.18	0.50	23.22%	0.31
● 0	South Plains	2.93	9.98%	8.33%	0.19	0.52	64.30%	0.27
● 0	South Texas	8.28	9.13%	11.00%	1.09	6.95	62.01%	-
◆ 6	Southwest Texas	(0.04)	-4.22%	2.12%	0.02	0.02	19.78%	2.51
● 0	Tarrant	5.90	3.33%	8.34%	0.52	3.80	91.28%	-
● 0	Temple	2.32	2.80%	0.63%	0.44	0.96	40.72%	0.34
● 0	Texarkana	2.77	6.47%	5.19%	0.22	0.97	67.87%	-
● 0	Texas Southmost	7.93	5.80%	8.12%	1.45	3.40	64.54%	0.10
● 0	Trinity Valley	2.22	4.14%	4.05%	0.15	0.98	81.56%	-
▲ 3	Tyler	0.95	1.09%	5.78%	0.01	0.00	36.37%	1.01
▲ 3	Vernon	0.22	0.03%	1.59%	0.00	(0.00)	40.15%	0.71
▲ 3	Victoria	0.55	3.45%	-2.45%	0.07	0.46	44.62%	0.02
● 0	Weatherford	4.34	4.86%	5.52%	0.67	1.56	62.77%	0.22
● 1	Western Texas	4.04	15.23%	18.17%	0.45	0.40	48.80%	0.72
● 0	Wharton	6.34	6.83%	8.14%	0.61	3.63	75.43%	0.03
● 0	Statewide	2.72	6.19%	4.78%	0.33	0.66	44.76%	0.27



Financial Condition Analysis of Texas Public Community College Districts

May 2017

Robert "Bobby" Jenkins Jr., CHAIR	Austin
Stuart W. Stedman, VICE CHAIR	Houston
David D. Teuscher, M.D., SECRETARY OF THE BOARD	Beaumont
Haley E.R. DeLaGarza, STUDENT REPRESENTATIVE	Victoria
Arcilia C. Acosta	Dallas
S. Javaid Anwar	Midland
Fred Farias III, OD	McAllen
Ricky A. Raven	Sugar Land
Janelle Shepard	Weatherford
John T. Steen Jr.	San Antonio

Raymund A. Paredes, COMMISSIONER OF HIGHER EDUCATION

Agency Mission

The mission of the Texas Higher Education Coordinating Board (THECB) is to provide leadership and coordination for the Texas higher education system and to promote access, affordability, quality, success, and cost efficiency through 60x30TX, resulting in a globally competitive workforce that positions Texas as an international leader.

Agency Vision

The THECB will be recognized as an international leader in developing and implementing innovative higher education policy to accomplish our mission.

Agency Philosophy

The THECB will promote access to and success in quality higher education across the state with the conviction that access and success without quality is mediocrity and that quality without access and success is unacceptable.

The Coordinating Board's core values are:

Accountability: We hold ourselves responsible for our actions and welcome every opportunity to educate stakeholders about our policies, decisions, and aspirations.

Efficiency: We accomplish our work using resources in the most effective manner.

Collaboration: We develop partnerships that result in student success and a highly qualified, globally competitive workforce.

Excellence: We strive for excellence in all our endeavors.

The Texas Higher Education Coordinating Board does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of

services.

DRAFT

Executive Summary

The objective of this report and the accompanying Excel workbook is to provide an assessment of the overall financial health of public community colleges and to identify the potential for financial stress at specific community colleges. This analysis is intended to be a broad financial evaluation. Other key performance indicators must be taken into account to gain a more robust and complete understanding of institutional strength. This analysis is not intended for peer-group comparisons or for benchmarking purposes.

An annual report about the financial condition of the state's community colleges is required by a rider in House Bill 1, General Appropriations Act (Section 13, page III-211), 84th Texas Legislature. The rider states the following:

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

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

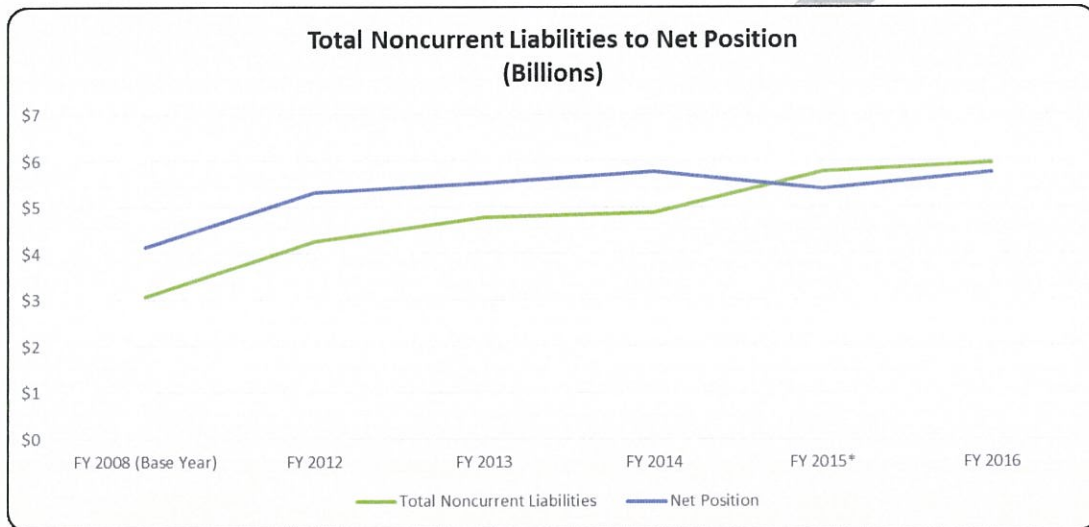
The overall financial health of an institution can be measured using two dimensions of inquiry. First, is the institution financially capable of successfully carrying out its current programs? Second, is the institution able to carry out its intended programs into the future?

Community college districts experienced a significant change in Accounting Principal in FY 2015 with the implementation of Governmental Accounting Standards Board (GASB) 68. According to the statement 68 summary,

"The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency."

To create additional transparency, the GASB 68 implementation transferred pension liability from the state-level financial statements of the Teachers Retirement System (TRS) to the individual financial statements of the institutions. This transfer increased the visibility of pension liability at the community college district level. The overall effect to statewide financial ratios and financial condition of community college districts was substantial and is reflected below.

For a year-to-year comparison of total noncurrent liabilities and net position, impacted amounts for GASB 68 implementation are reflected. Total noncurrent liabilities have increased \$2.89 billion since Fiscal Year (FY) 2008. Most of the increase is due to the general obligation bonds issued by districts and the addition of the Net Pension Liability in FY 2015. For FY 2016, the total noncurrent liabilities for Texas public community colleges was \$5.97 billion. Overall, Texas public community colleges are managing the growth they have experienced. Net position has increased \$2.28 billion since FY 2008 to \$6.42 billion in FY 2016.



*Year of GASB 68 implementation.

Financial Ratio	FY 2008 (Base Year)	FY 2012	FY 2013	FY 2014	FY 2015*	FY 2016
Total Noncurrent Liabilities	\$3.08	\$4.28	\$4.78	\$4.88	\$5.77	\$5.97
Net Position	\$4.14	\$5.33	\$5.53	\$5.77	\$5.41	\$5.75

Ratios referenced in this report are commonly used by external entities to measure the health of higher education institutions. A Composite Financial Index (CFI) has been calculated to provide one metric to efficiently analyze the financial health of all districts. Other ratios used in this analysis include an equity ratio and a leverage ratio.

The institutions were given an opportunity to provide feedback on the report no later than February 24, 2017.

Overview

There are 50 public community college districts in Texas, the oldest dating back to 1869. They are locally controlled governmental entities established via an election process. State statute specifies that newly created districts must have 15,000 secondary students and a minimum assessed property valuation of \$2.5 billion. Seven of the existing districts do not currently meet that standard.

To a significant degree, local control enables districts to determine their own financial destiny. State law and Coordinating Board rules impose some limitations, but local autonomy and demographics account for much of the variation in resource allocation and revenue collection.¹

Community college districts have four primary funding sources: state formula funding, local property tax revenue, tuition and fee revenue, and other income that is largely from federal funds. Although some districts have endowments, they are more commonly found in universities. Revenue from endowments is most often used for tuition assistance as opposed to operations.

Financial Analysis in Higher Education²

The concept of using selected indicators, such as ratios, during the course of financial analysis is nothing new in higher education, dating back to at least 1980. Financial analysis can measure success against institutional objectives and provide useful information that can form a basis for sound planning.

The overall financial health of an institution can be assessed via two dimensions of inquiry. First, is the institution financially capable of successfully carrying out its current programs? Second, is the institution able to carry out its intended programs well into the future?

Along with these two dimensions, four key financial questions need to be asked:

- Are resources sufficient and flexible enough to support the mission?
- Are resources, including debt, managed strategically to advance the mission?
- Does asset performance and management support the strategic direction?
- Do operating results indicate the institution is living within available resources?

A widely accepted metric called the Composite Financial Index (CFI) is often used to address these four key questions. The index was developed over time by a consortium of consulting companies led by KPMG and introduced in 1999. Many institutions, including the U.S. Department of Education, the State of Ohio Board of Regents, credit rating agencies, and countless institutions of higher education employ the index or similar approaches.

The CFI blends four core financial ratios into one metric, providing a more balanced view of an institution's finances since weakness in one measure can be offset by strength in another. Additionally, measuring the index over time provides a glimpse of the progress institutions are making toward achieving financial goals.

¹ Texas Research League, *Bench Marks for Community and Junior Colleges in Texas*, August 1993.

² For more information, see *Strategic Financial Analysis for Higher Education*, 6th edition, KPMG, Prager, Sealy & Co., Bearing Point, 2005.

The Texas Higher Education Coordinating Board has been calculating the CFI and sharing related data with community college districts since 2007.

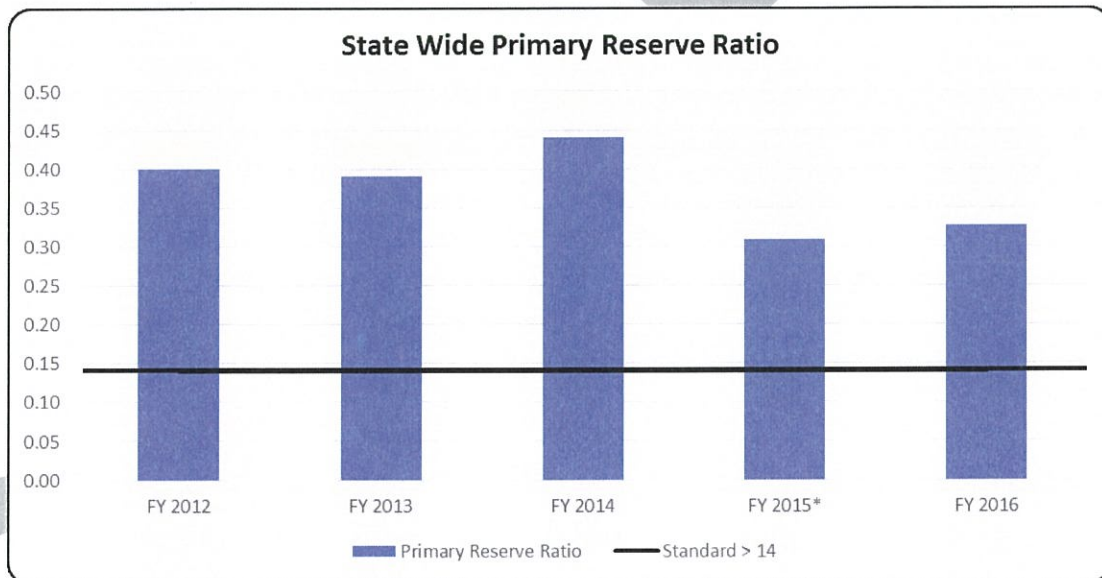
The CFI includes the following four core ratios: Primary Reserve, Viability, Return on Net Position, and Operating Margin.

Primary Reserve Ratio – measures financial strength and flexibility by comparing expendable net position to total expenses. This measure answers the question, “How long can the institution survive without additional net position generated by operating revenue?”

Calculation – Total expendable net position + unrestricted net position / operating expenses + interest expense on debt*.

Results – The 2016 statewide ratio for public community colleges is .33, which is an increase from .31 in 2015. A ratio of 0.14 or greater is the standard used in this report. The standard was met by 33 of the 50 districts.

*Interest expense on debt includes all debt, both tax and other revenue supported.



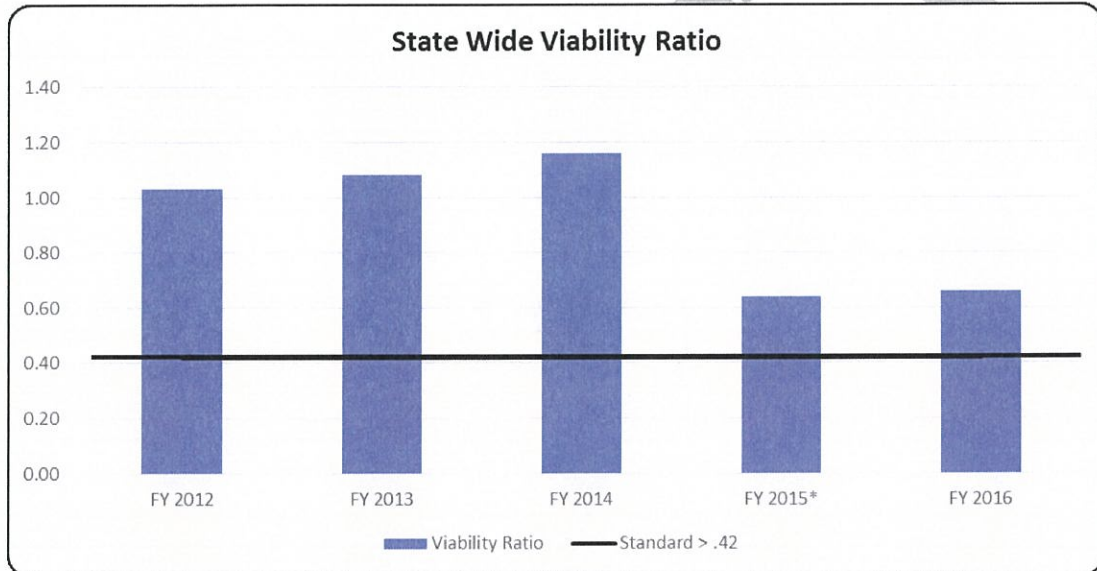
*Year of GASB 68 implementation.

Financial Ratio	FY 2012	FY 2013	FY 2014	FY 2015*	FY 2016
Primary Reserve Ratio	0.40	0.39	0.44	0.31	0.33
Standard > .14	0.14	0.14	0.14	0.14	0.14

Viability Ratio – measures the financial health of the institution by comparing total expendable net position to total noncurrent liabilities. This ratio is similar to a coverage ratio used in the private sector to indicate the ability of an organization to cover its long-term debt and answers the question, “How much of the debt can the institution pay off with existing resources?”

Calculation – Total expendable net position + unrestricted net position / Noncurrent liabilities, excluding general obligation (GO) debt.

Results – The 2016 statewide ratio for public community colleges is .66, which is an increase from .64 in 2015. A ratio of 0.42 or greater is the state standard, which was met by 30 of the 50 districts.



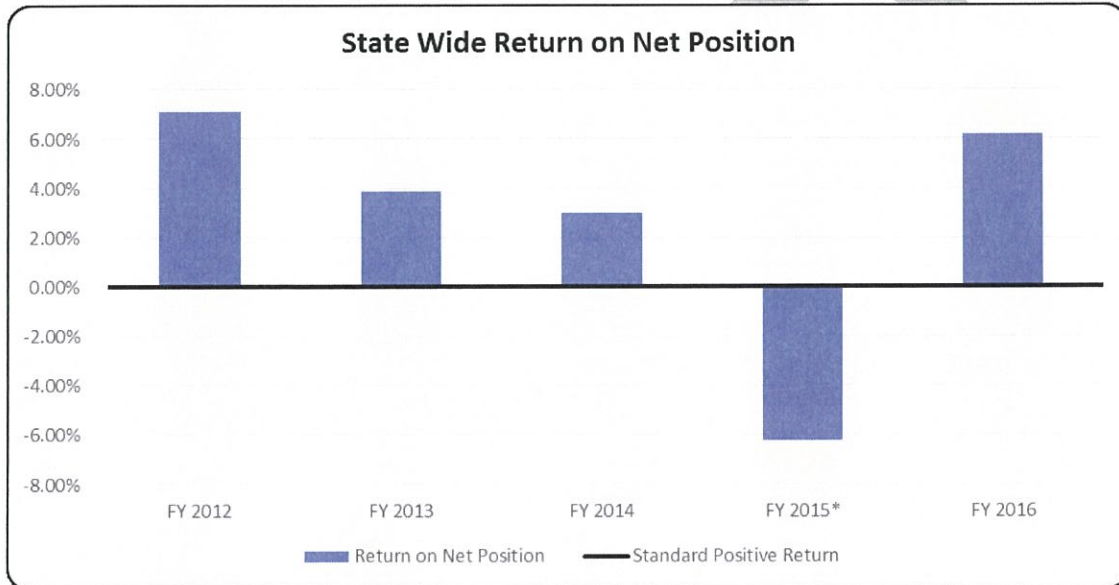
*Year of GASB 68 implementation.

Financial Ratio	FY 2012	FY 2013	FY 2014	FY 2015*	FY 2016
Viability Ratio	1.03	1.08	1.16	0.64	0.66
Standard > .42	0.42	0.42	0.42	0.42	0.42

Return on Net Position – measures total economic return during the fiscal year. This measure is similar to the return on equity ratio used in examining for-profit concerns and answers the question, “Is the institution better off financially than it was a year ago?”

Calculation – Change in net position / Total net position (beginning of year)

Results – The 2016 statewide ratio for public community colleges is 6.19 percent, which is an increase from -6.24 percent in 2015. A positive return is the standard used in this report and this standard was met by 39 of the 50 districts.



*Year of GASB 68 implementation.

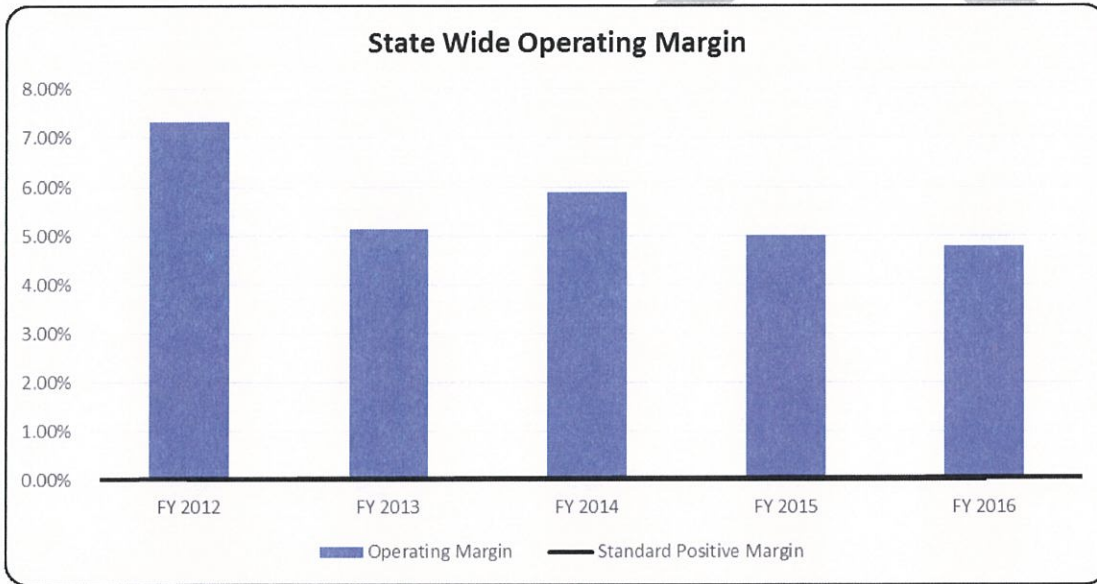
Financial Ratio	FY 2012	FY 2013	FY 2014	FY 2015*	FY 2016
Return on Net Position	7.10%	3.86%	3.00%	-6.24%	6.19%
Standard Positive Return	0.00%	0.00%	0.00%	0.00%	0.00%

Operating Margin – indicates an operating surplus or deficit in the given fiscal year. This ratio is similar to a profit margin and answers the question, “Did they balance operating expenses with available revenue?” Depreciation expense is included to reflect the use of physical assets in measuring operating performance.

Calculation – Total income - total operating expense / Total income*

Results – The 2016 statewide margin for public community colleges is 4.78 percent, which is a decrease from 5.01 percent in 2015. A positive margin is the standard used in this report. The standard was met by 37 of the 50 districts.

*Includes all operating revenue plus formula funding, property tax, and Title IV federal revenue.



Operating Margin was not affected by GASB 68 implementation.

Financial Ratio	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Operating Margin	7.32%	5.13%	5.90%	5.01%	4.78%
Standard Positive Margin	0.00%	0.00%	0.00%	0.00%	0.00%

Metrics Used in This Report

This report uses a Composite Financial Index (CFI) to provide one metric to efficiently analyze the financial health of all Texas community college districts. Other metrics used in this analysis include an equity ratio and a leverage ratio.

Composite Financial Index – measures the overall health of an institution by combining four ratios into one metric. The four core ratios include return on net position, operating margin, primary reserve, and viability ratio.

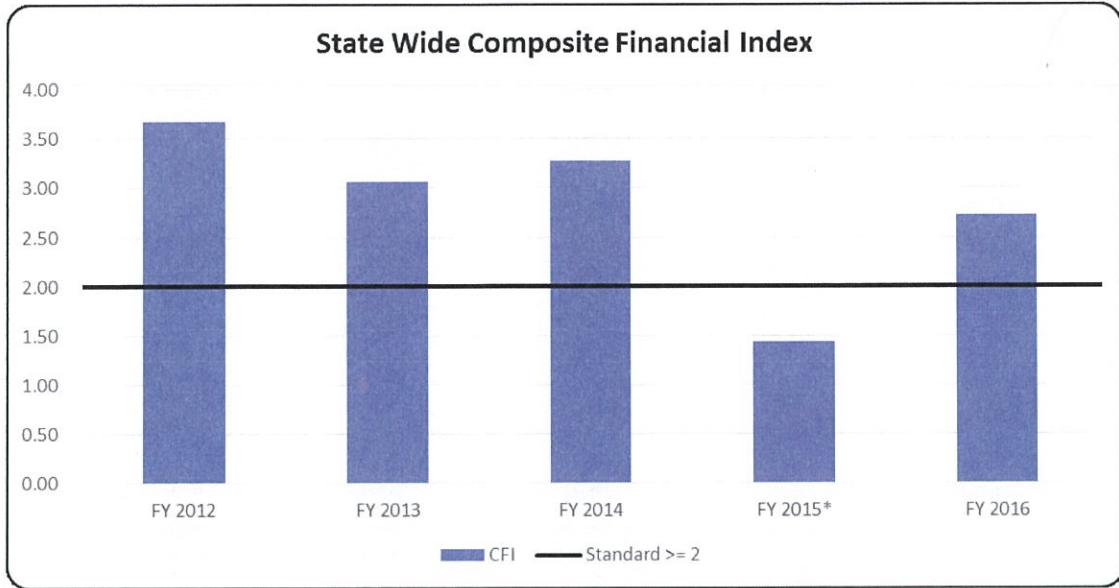
Calculation – The CFI is computed using a four-step methodology:

1. Computing the values of the core ratios
2. Calculating strength factors by dividing the core ratios by threshold values
3. Multiplying the factors by specific weights
4. Totaling the resulting scores to obtain the Composite Financial Index

<i>Core Ratio</i>		<i>Value</i>		<i>Strength Factor</i>		<i>Weight</i>		<i>Score</i>	
Return on Net Position	/	0.02	=	Factor	X	20%	=	Score	
Operating Margin	/	0.007	=	Factor	X	10%	=	Score	
Primary Reserve	/	0.133	=	Factor	X	35%	=	Score	
Viability Ratio	/	0.417	=	Factor	X	35%	=	Score	
								<u>Total Score</u>	
							Composite Financial Index	=	

Results – The 2016 combined CFI for public community colleges is 2.72, which is an increase from 1.44 in 2015 and exceeds the statewide standard of 2.0 or greater. The standard was met by 33 of the 50 districts. CFI numbers generally range from 0.00 to 10.00, although it is possible to have a CFI higher than 10.0 or below zero.

The threshold for the CFI was established by considering the original work conducted by KPMG in creating the index and industry practice. Using the CFI is the single best method to assess overall financial condition. While variability exists in the statewide CFI when looking at a year-to-year comparison, the overall financial condition of public community colleges improved in the four years prior to 2015, with the statewide CFI increasing from 2.96 in FY 2011 to 3.27 in FY 2014. FY 2016 has shown improvement from the FY 2015 GASB 68 implementation, moving back above the state standard with a statewide CFI index of 2.72.



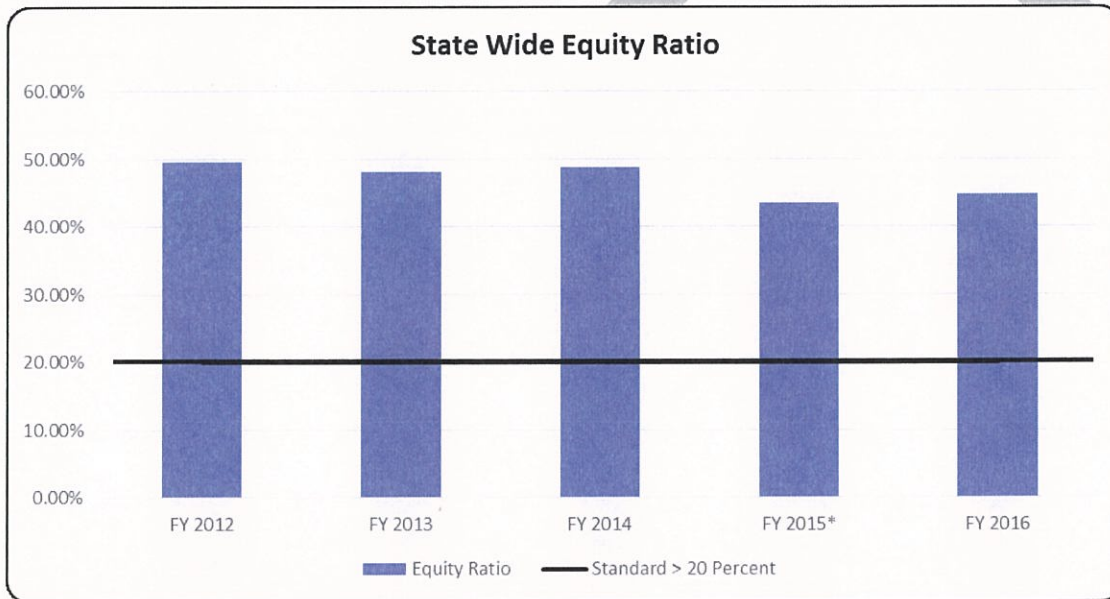
*Year of GASB 68 implementation.

Financial Ratio	FY 2012	FY 2013	FY 2014	FY 2015*	FY 2016
CFI	3.67	3.06	3.27	1.44	2.72
Standard ≥ 2	2.00	2.00	2.00	2.00	2.00

Equity Ratio – measures capital resources available and a college’s ability to borrow. The U.S. Department of Education (DOE) introduced this ratio to enhance reporting for institutions that do not have long-term debt. The DOE uses financial ratios, in part, to provide oversight to institutions participating in programs authorized under Title IV of the Higher Education Act.

Calculation – Net position / Total assets

Results – The 2016 statewide ratio for public community colleges is 44.8 percent, which is an increase from 43.4 percent in 2015. A ratio of 20 percent or greater is the standard used in this report. The standard was met by 47 of the 50 districts.



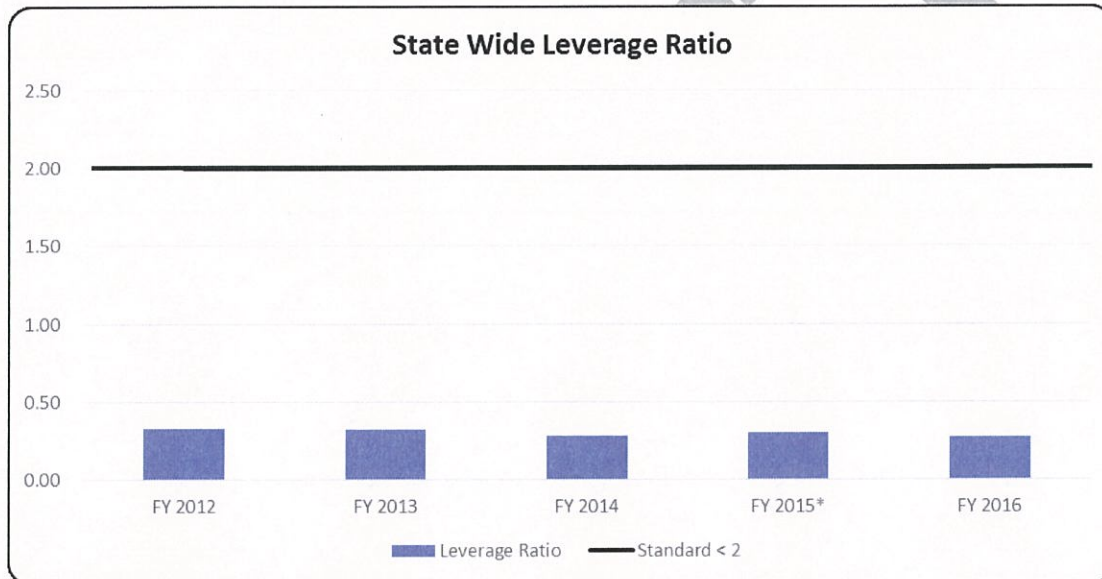
*Year of GASB 68 implementation.

Financial Ratio	FY 2012	FY 2013	FY 2014	FY 2015*	FY 2016
Equity Ratio	49.50%	48.10%	48.80%	43.44%	44.76%
Standard > 20 Percent	20.00%	20.00%	20.00%	20.00%	20.00%

Leverage Ratio – measures the amount of debt in relation to net position and provides an indication of the amount of interest and principle the institution must absorb in the future. This ratio is similar to the debt-to-equity ratio used in the private sector. The leverage ratio differs from the viability ratio in that investment in physical plant assets is included as part of the numerator. Long-term debt includes bonds payable, excluding GO bonds and long-term liabilities.

Calculation – Long term debt / Total net position

Results – The 2016 statewide ratio for the public community colleges is .27, which is a decrease from .30 in 2015. A ratio of less than 2.0 is the standard used in this report. The standard was met by 48 of the 50 districts.



*Year of GASB 68 implementation.

Financial Ratio	FY 2012	FY 2013	FY 2014	FY 2015*	FY 2016
Leverage Ratio	0.33	0.32	0.28	0.30	0.27
Standard < 2	2.00	2.00	2.00	2.00	2.00

Appendix A contains the indicators for the 50 districts for FY 2016. An Excel workbook is available that contains all the financial data used for the indicators and includes data for Fiscal Years 2003 to 2016.

The financial data used in this analysis came from the Community College Annual Reporting and Analysis Tool (CARAT) and is available online at:
<http://www.thecb.state.tx.us/index.cfm?objectid=148BEF9C-EC8D-06F7-A85154FCA9C2D191>.

Data are reported by the institutions and came from published annual financial reports.

Financial Condition

Forty of the 50 Texas public community college districts have moderate or no indication of financial stress, which means they met four or more of the seven indicators. Twenty-four of these meet the threshold for all indicators. In FY 2015, 33 community college districts had moderate or no indication of financial stress. Currently, 10 community college districts do not meet four or more indicators, which means they could be experiencing some financial stress.

For Fiscal Year 2016, 24 community college districts met the threshold for all indicators, and 40 of the 50 Texas public community college districts show moderate or no indication of financial stress. The remaining ten, however, are worthy of additional discussion:

- Austin Community College (ACC) did not meet four of the indicator thresholds. The ratios that include total assets and noncurrent debt — the equity and leverage ratios — are below the standard used for this report. The college's increase of \$3.7 million in noncurrent liabilities kept the institution's viability ratio below the state standard. The college met the threshold for operating margin, return on net position, and CFI. Operating and nonoperating expenses grew by \$20.8 million, causing the primary reserve ratio to decrease below standard. On April 8, 2013, however, the rating agency Moody's gave ACC a rating of Aa1 on a bond issue and indicated the outlook for the college was stable.
- Brazosport College did not meet five of the indicator thresholds. The return on net position, operating margin, and CFI were negative. Expendable and unrestricted net position fell \$2.7 million, coupled with increased operating and nonoperating expenses and Noncurrent liabilities, lowered the primary reserve and viability ratios below the state standard.
- Cisco College did not meet five of the indicator thresholds. The return on net position, operating margin, and CFI were negative. Expendable and unrestricted net position fell \$0.6 million, coupled with increased Noncurrent liabilities, lowered the primary reserve and viability ratios below the state standard.
- Clarendon did not meet five of the indicator thresholds. The return on net position, operating margin, and CFI were negative. Expendable and unrestricted net position fell \$0.4 million, coupled with increased Noncurrent liabilities, lowered the primary reserve and viability ratios below the state standard.

- Frank Phillips College did not meet five of the indicator thresholds. The return on net position, operating margin, and CFI were negative. Expendable and unrestricted net position was negative, which lowered the primary reserve and viability ratios below the state standard. In the previous six years, the college has had a negative operating margin and has not met the 2.0 threshold on the CFI.
- Lee College did not meet four of the indicator thresholds. The institution's operating margin was negative, and the CFI is below the standard of 2.0. Expendable and unrestricted net position fell \$3.6 million, coupled with increased operating and nonoperating expenses and Noncurrent liabilities, lowered the primary reserve and viability ratios below the state standard.
- Lone Star College did not meet four of the indicator thresholds. The institution's operating margin was negative, and the CFI is below the standard of 2.0. Expendable and unrestricted net position fell \$12.3 million, coupled with increased operating and nonoperating expenses and Noncurrent liabilities, lowered the primary reserve and viability ratios below the state standard.
- McLennan did not meet four of the indicator thresholds. The institution's operating margin was negative, and the CFI is below the standard of 2.0. The institution's improvement in Expendable and unrestricted net position, Noncurrent liabilities, operating and nonoperating expenses was not enough to raise the primary reserve and viability ratios above the state standard.
- Northeast College did not meet five of the indicator thresholds. The return on net position, operating margin, and CFI were negative. The college's expendable and unrestricted net position was negative, which dropped the institution's viability and primary reserve ratios below the state standard.
- Southwest Texas College did not meet six of the indicator thresholds. The return on net position and CFI were negative. Expendable and unrestricted net position fell \$7.2 million, coupled with increased operating and nonoperating expenses, lowered the primary reserve and viability ratios below the state standard. Lower Net Position and Total Assets dropped the institution's Equity ratio below the state standard, while the leverage ratio remained the same as the previous year.

Summary

Evaluating the overall state financial health of community colleges in regards to individual indicators is more turbulent, and the individual indicators are better used to assess an individual institution, either for a given year or on a longitudinal assessment. However, looking at the individual indicators on an aggregate basis is not without value, despite the year-to-year variability. As seen in the table below, FY 2016 saw 32 of 50 districts meeting five or more individual indicators of financial health. The other 18 districts did not meet three or more indicators.

	FY 2016	FY 2015*	FY 2014	FY 2013	FY 2012	FY 2011	FY 2010
Met all 7 indicators	24	6	29	31	39	33	22
Met 6 indicators	4	12	5	5	6	8	10
Met 5 indicators	4	7	10	7	1	4	6
Met 4 indicators	8	8	4	3	2	2	7
Met 3 indicators	4	9	0	2	1	1	5
Met 2 or fewer indicators	6	8	2	2	1	2	0

*Year of GASB 68 implementation.

Appendix A: Composite Financial Index, Core Financial and Other Financial Ratios

Fiscal Year 2016 General Obligation Bond Debt Excluded

Financial Stress Indicators	District	Composite Financial Index	Return on Net Position	Operating Margin	Primary Reserve	Viability Ratio	Equity Ratio	Leverage Ratio
▲ 2	Alamo	2.43	10.72%	5.70%	0.13	0.23	29.44%	0.32
▲ 3	Alvin	1.98	13.23%	1.94%	0.05	0.30	39.37%	-
▲ 3	Amarillo	0.88	-1.50%	-4.25%	0.23	0.98	48.18%	0.04
● 0	Angelina	4.05	4.06%	1.19%	0.35	3.04	59.64%	-
◆ 4	Austin	3.07	51.71%	8.43%	0.02	0.02	6.05%	6.87
● 1	Blinn	3.74	18.79%	14.99%	0.24	0.27	43.13%	0.75
◆ 5	Brazosport	(0.13)	-0.14%	-2.99%	0.06	0.15	31.98%	0.09
▲ 2	Central Texas	5.47	-0.15%	-0.24%	0.78	4.13	78.30%	-
◆ 5	Cisco	(0.24)	-2.77%	-0.05%	0.01	0.02	38.66%	0.74
◆ 5	Clarendon	0.01	-2.33%	-1.65%	0.12	0.19	60.00%	0.05
▲ 2	Coastal Bend	2.16	14.79%	5.99%	-0.04	(0.09)	36.42%	0.62
▲ 3	College Of The Mainland	1.26	-1.66%	-0.84%	0.21	1.18	57.62%	-
● 0	Collin	8.46	4.68%	10.72%	1.33	9.02	88.19%	0.00
● 0	Dallas	5.53	9.56%	4.80%	0.46	3.20	54.13%	-
● 0	Del Mar	3.14	7.79%	4.43%	0.32	1.05	38.72%	-
● 0	El Paso	3.36	8.93%	7.66%	0.31	0.77	52.05%	0.29
◆ 5	Frank Phillips	(1.63)	-3.79%	-2.96%	-0.15	(0.53)	60.68%	0.13
● 0	Galveston	5.46	8.03%	9.32%	0.49	2.81	81.95%	-
● 0	Grayson	6.32	11.16%	9.00%	0.84	2.36	52.29%	0.13
● 0	Hill	3.78	6.47%	7.35%	0.27	1.70	76.38%	0.03
● 1	Houston	3.16	13.73%	8.28%	0.23	0.21	27.05%	0.93
● 0	Howard	3.39	10.29%	10.64%	0.32	0.62	54.59%	0.29
● 1	Kilgore	2.47	-2.41%	2.15%	0.31	1.90	83.82%	0.01
▲ 2	Laredo	3.56	14.84%	8.92%	0.32	0.26	15.06%	1.98
◆ 4	Lee	(0.24)	0.80%	-2.95%	0.02	0.04	31.21%	0.25
◆ 4	Lone Star	(0.06)	2.73%	-4.63%	0.02	0.03	21.33%	0.48
◆ 4	Mclennan	0.75	4.11%	-0.53%	0.08	0.24	32.09%	0.27
● 0	Midland	2.62	3.09%	2.35%	0.38	1.16	63.96%	0.12
▲ 3	Navarro	0.81	0.75%	2.09%	0.10	0.19	44.66%	0.45
● 0	North Central Texas	2.46	2.91%	1.29%	0.31	1.40	57.15%	0.10
◆ 5	Northeast Texas	(0.64)	-2.23%	-2.08%	-0.03	(0.05)	20.25%	0.62
● 0	Odessa	4.15	14.78%	9.32%	0.35	0.89	37.80%	0.24
● 0	Panola	6.38	11.74%	8.61%	0.56	3.27	47.47%	0.03
● 0	Paris	3.58	7.41%	10.78%	0.45	0.80	63.22%	0.31
● 0	Ranger	2.90	8.42%	6.15%	0.27	0.57	39.15%	0.66
▲ 3	San Jacinto	(0.05)	-5.31%	-7.27%	0.18	0.50	23.22%	0.31
● 0	South Plains	2.93	9.98%	8.33%	0.19	0.52	64.30%	0.27
● 0	South Texas	8.28	9.13%	11.00%	1.09	6.95	62.01%	-
◆ 6	Southwest Texas	(0.04)	-4.22%	2.12%	0.02	0.02	19.78%	2.51
● 0	Tarrant	5.90	3.33%	8.34%	0.52	3.80	91.28%	-
● 0	Temple	2.32	2.80%	0.63%	0.44	0.96	40.72%	0.34
● 0	Texarkana	2.77	6.47%	5.19%	0.22	0.97	67.87%	-
● 0	Texas Southmost	7.93	5.80%	8.12%	1.45	3.40	64.54%	0.10
● 0	Trinity Valley	2.22	4.14%	4.05%	0.15	0.98	81.56%	-
▲ 3	Tyler	0.95	1.09%	5.78%	0.01	0.00	36.37%	1.01
▲ 3	Vernon	0.22	0.03%	1.59%	0.00	(0.00)	40.15%	0.71
▲ 3	Victoria	0.55	3.45%	-2.45%	0.07	0.46	44.62%	0.02
● 0	Weatherford	4.34	4.86%	5.52%	0.67	1.56	62.77%	0.22
● 1	Western Texas	4.04	15.23%	18.17%	0.45	0.40	48.80%	0.72
● 0	Wharton	6.34	6.83%	8.14%	0.61	3.63	75.43%	0.03
● 0	Statewide	2.72	6.19%	4.78%	0.33	0.66	44.76%	0.27

Bold fonts indicate ratios that do not meet the state standard.

- Zero to one financial stress indicators, which indicates no financial stress.
- ▲ Two to three financial stress indicators, which indicates little to moderate financial stress.
- ◆ Four to seven financial stress indicators, which indicates financial stress.

This document is available on the Texas Higher Education Coordinating Board website:
<http://www.thecb.state.tx.us>

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Review and Discussion of State Appropriations for 2018 - 2019 Biennium

On January 18, 2017, the Texas Association of Community Colleges (TACC) provided to South Texas College the Senate (SB1) and the House (HB1) base budget bills for the 2018 - 2019 biennium.

Preliminary Funding – All Community Colleges – Biennium 2018 - 2019

The total funding level for all the Community Colleges per SB1 and HB1 is as follows:

- Each bill maintains the current \$1,000,000 core funding for each college and the remaining amount is divided as 90% for Contact Hours and 10% for Student Success Points funding.
- For the 2018 - 2019 biennium, the Contact Hour funding total for all community colleges is reduced by \$5,879,808 from the 2016 - 2017 biennium, or -0.4%, and the Success Points funding total is reduced by \$653,312 from the 2016 - 2017 biennium, or -0.4%. The Success Points were funded at \$185.12 per point for the 2014 - 2015 biennium and \$173.00 per point for the 2016 - 2017 biennium. The proposed Success Points funding for the 2018 - 2019 biennium is \$162.51 per point.
- The Senate deleted all Community College Special Items, but placed a contingency amount elsewhere in the budget.
- The House reduced the Community College Special Items by 9%.
- The Senate and House deleted the Hold Harmless funding.

All Community Colleges	Final 2016 - 2017 Biennium	SB1/HB1 2018 - 2019 Biennium	Increase (Decrease)
Core Operations	\$50,000,000	\$50,000,000	\$ -
Performance Funding/ Student Success Pts.	169,168,401	168,515,089	(653,312)
Contact Hour/Instruction	1,522,515,612	1,516,635,804	(5,879,808)
Instruction Total	1,741,684,013	1,735,150,893	(6,533,120)
Hold Harmless	3,963,138	-	(3,963,138)
Special Items-SB1	30,788,631	-	(30,788,631)
Special Items-HB1	30,788,631	28,030,806	(2,757,825)

In order to meet the higher education goals set forth by the Texas Strategic Plan for Higher Education, 60X30TX, the Community Colleges are requesting additional funding of \$93,597,321, per TACC and as reflected below.

2018 - 2019 Biennium - All Community Colleges	SB1/HB1	TACC Request	Increase (Decrease)
Core Operations	\$50,000,000	\$75,000,000	\$25,000,000
Performance Funding/ Student Success Pts.	168,515,089	186,881,648	18,366,559
Contact Hour/Instruction	1,516,635,804	1,566,866,566	50,230,762
Instruction Total	\$1,735,150,893	\$1,828,748,214	\$93,597,321

Preliminary Funding – South Texas College – Biennium 2018-2019

The South Texas College 2018 - 2019 biennium SB1 and HB1 preliminary allocations compared to the 2016 - 2017 biennium allocations are as follows:

South Texas College	2016-2017 Biennium	2018-2019 Biennium	Increase (Decrease)
Core Operations	\$500,000	\$500,000	\$ -
Performance Funding/ Student Success Pts.	3,670,736	3,631,664	(39,072)
Contact Hour/Instruction	33,607,193	34,885,346	1,278,153
Instruction Total	37,777,929	39,017,010	1,239,081
Bachelor Programs	805,107	917,905	112,798
Total	\$38,583,036	\$39,934,915	\$1,351,879

The preliminary allocations were determined using the period of Spring 2016, Summer 2016, and Fall 2016. The final allocations will be determined using the base period of Summer 2016, Fall 2016, and Spring 2017, once the Spring 2017 census student enrollment totals are certified. In addition, the preliminary allocations do not consider the Continuing Education contact hour adjustment.

State Appropriations for 2018 – 2019 Biennium

Funding for All Community Colleges 2018 – 2019 Biennium

	SB1/HB1 2016 - 2017	SB1/HB1 2018 - 2019	Increase (Decrease)
All Community Colleges			
Core Operations	\$50,000,000	\$50,000,000	\$ -
Performance Funding/Student Success Pts.	169,168,401	168,515,089	(653,312)
Contact Hour/Instruction	1,522,515,612	1,516,635,804	(5,879,808)
Instruction Total	1,741,684,013	1,735,150,893	(6,533,120)
Hold Harmless	3,963,138	-	(3,963,138)
Special Items-SB1	30,788,631	-	(30,788,631)
Special Items-HB1	30,788,631	28,030,806	(2,757,825)

Funding for All Community Colleges Comparison of SB1/HB1 to TACC Request 2018 – 2019 Biennium

2018 - 2019 Biennium-All Community Colleges	SB1/HB1	TACC Request	Increase (Decrease)
Core Operations	\$50,000,000	\$75,000,000	\$25,000,000
Performance Funding/Student Success Pts.	168,515,089	186,881,648	18,366,559
Contact Hour/Instruction	1,516,635,804	1,566,866,566	50,230,762
Instruction Total	\$1,735,150,893	\$1,828,748,214	\$93,597,321

Funding for South Texas College Comparison of 2016 - 2017 Biennium to 2018 - 2019 Biennium

South Texas College	2016 - 2017	SB1/HB1 2018 - 2019	Increase (Decrease)
Core Operations	\$500,000	\$500,000	\$-
Performance Funding/Student Success Pts.	3,670,736	3,631,664	(39,072)
Contact Hour/Instruction	33,607,193	34,885,346	1,278,153
Instruction Total	37,777,929	39,017,010	1,239,081
BAT	805,107	917,905	112,798
Total	\$38,583,036	\$39,934,915	\$1,351,879

Review and Discussion of Accountability, Risk, and Compliance Department

Frank Jason Gutierrez, Director of Accountability, Risk, and Compliance will present on the Accountability, Risk, and Compliance Department.

Purpose – At the request of the Office of The President and the Office of the Vice President for Finance and Administrative Services, the Director for Accountability, Risk, and Compliance will provide a presentation on the services and core functions of the Accountability, Risk, and Compliance Department.

Background – The Accountability, Risk, and Compliance Department was established September 1, 2016. The department is dedicated to supporting South Texas College through services and initiatives aimed at facilitating process improvement, accountability, risk mitigation and prevention, compliance, and reinforcing a culture of integrity.

A Power Point Presentation was prepared to share with the Finance, Human Resources, and Audit Committee an overview of the services and functions the department provides to South Texas College. The presentation details the essential roles of the individual departments and highlights previous and upcoming initiatives and projects.

Enclosed Documents – The Accountability, Risk, and Compliance Department Power Point Presentation follows in the packet for the Committee's information and review.

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



Accountability, Risk, and Compliance Department

Presented by: Frank Jason Gutierrez
Director of Accountability, Risk, and Compliance

Functions of the Department

The Accountability, Risk, and Compliance Department consists of the following three functions:

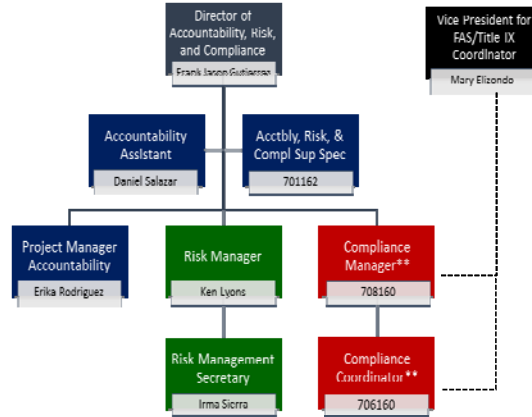
1. Accountability
2. Risk Management
3. Compliance

Each function has its own:

- Mission Statement
- Team Members
- Services Provided
- Projects Performed

Accountability, Risk, and Compliance Department

- Accountability, Risk, and Compliance Department is dedicated to supporting South Texas College through services, programs, and initiatives aimed at facilitating process improvement, accountability, risk mitigation and prevention, compliance, and reinforcing a culture of integrity.



**Works closely with Title IX Coordinator and the Deputy Title IX Coordinators and assists with cases and inquires.

1. Accountability Function

Accountability Function Mission Statement

- Provides process improvement services and analytical studies and performs procedure monitoring to the College to sustain efficiency and effectiveness through transparency, accountability, and continuous improvement of our organization.

Accountability Function Team

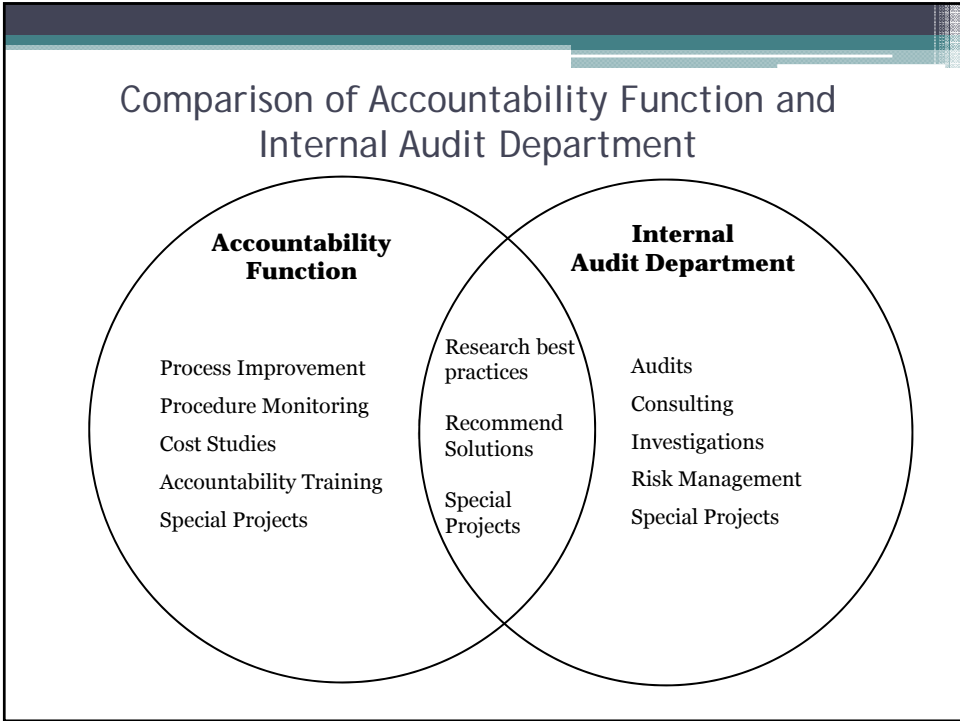
- Frank Jason Gutierrez – Director
- Erika Romero-Rodriguez – Project Manager
- Daniel Salazar – Accountability Assistant

Accountability Function Services Provided to the College

- **Process Improvement:** Work closely with department personnel and management to research, analyze, diagnose problems, and monitor improvement efforts.
- **Procedure Monitoring:** Perform college-wide monitoring of institutional procedures and policies, giving specific attention to best practices and regulatory developments.
- **Cost Studies:** Conduct cost studies to facilitate an understanding of revenues and expenditures associated with institutional programs.
- **Accountability Training:** Train employees on the Oz Principle methodology and key concepts to continue a cultural of accountability within the College.

Accountability Function Projects Performed

- Dual Credit
 - Cost-Analysis
 - SWOT Analysis
 - Process Mapping Sessions
- Process Improvement Training (Lean Methodology)
- Hiring Workflow Process Improvement (FT Staff Positions)
- Oz Principle Training
- Procedure Monitoring



2. Risk Management Function

Risk Management Function Mission Statement

- Strives to enhance the College's overall educational mission by eliminating, reducing, or minimizing risk exposures faced by the College with the goal of minimizing the adverse effects of unpredictable events.

Risk Management Function Team

- Frank Jason Gutierrez – Director
- Ken Lyons – Risk Manager
- Irma Sierra– Risk Management Secretary

Risk Management Function Services Provided to the College

- Insurance – secure required insurance policies by collaborating and working with outsourced insurance risk manager consultant.
 - Commercial Property
 - Commercial Crime
 - General Liability
 - Commercial Auto
 - Legal Liability
 - International
 - Owner-Controlled Insurance Program (OCIP)
 - Student Insurance
- Environmental Health & Safety Program
- Records Retention Program

Risk Management Function Projects Performed

- Records Retention Program – Development of Guidelines
- Business Impact Analysis
- All Hazards Emergency Plan
- Environmental Health & Safety Program

3. Compliance Function

Compliance Function Mission Statement

- Serves to strengthen the compliance infrastructure by carrying out the College's mission with integrity and adherence to legal, regulatory, and ethical obligations imposed by all levels of government and regulatory agencies.

Compliance Function Team

- Frank Jason Gutierrez – Director
- Compliance Manager – vacant
- Compliance Coordinator – vacant

Compliance Function Services Provided to the College

- Develop, implement, update, institutional policies to ensure compliance with wide-ranging federal and state laws and college policies.
- Assists the Title IX team and works closely with Title IX cases and inquiries and serves as a Deputy Title IX Coordinator.
- Develops and implements education and training programs on compliance issues.
- Keeps executive and administrative management updated on issues, laws, regulatory changes, and requirements on laws and regulations, including Title IX compliance.
- Continuously researches and integrates best-practices by staying abreast of current laws, regulations, regulatory guidance, and case law.

Review and Discussion of Position Vacancy Report for FY 2016 - 2017

The Staffing Plan Position Vacancy Report for FY 2016 - 2017 follows in the packet for the Committee's information and review. Information is current as of February 9, 2017.

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 detail the status of each position.

1) Vacancies at Beginning of Fiscal Year 2016 - 2017

(EXHIBIT A - VACANT POSITIONS - NEW)

(EXHIBIT B - VACANT POSITIONS - CONTINUING)

- Fiscal Year 2016 - 2017 started with 143 vacant Full Time Regular positions from the previous fiscal year, and the Board approved one hundred and sixty five (165) additional new positions for a total of 308 vacant Full Time Regular positions.
- The one hundred and fifty-two (152) Bond Construction Program related positions will be filled as needed in alignment with the building construction timeline.

2) Positions Filled during Fiscal Year 2016 - 2017

(EXHIBIT C - HIRED)

- Eighty nine (89) Full Time, Regular positions have been filled as of February 9, 2017.
- Eleven (11) Full Time, Regular positions have been filled since the last vacancy report provided as of January 12, 2017.

3) Position Turnover during Fiscal Year 2016 - 2017

(EXHIBIT D - RESIGNATIONS)

- There have been thirty (30) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of February 9, 2017.
- There have been four (4) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of January 12, 2017.

Vacancies, Filled Positions, and Resignations FY 2016 - 2017					
	FY15 - 16 Vacant Positions	New Positions for FY 2016 - 2017			Total
		Non- Bond	Bond	Total	
Vacancies as of September 1, 2016	143	13	152	165	308
Filled as of February 9, 2017	79	5	5	10	89
Total	64	8	147	155	219
Resignations as of February 9, 2017	30	0	0	0	30
Vacancies Balance as of Feb. 9, 2017	94	8	147	155	249

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

The Position Vacancy Report for Fiscal Year 2016 - 2017 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 Positions			
NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017										
As of February 09, 2017										
Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date			
Academic Affairs										
Distance Learning	710276	NEW-BOND	Prof/Tech Support Exempt	Distance Learning Instr Facilitator	7	Bond Position	02-01-17			
Mid Valley Campus	701269	NEW-BOND	Prof/Tech Support Non-Exempt	Student Services Specialist II	7	Bond Position	05-01-17			
Starr County Campus	704267	NEW-BOND	Prof/Tech Support Non-Exempt	Student Services Specialist II	7	Bond Position	05-01-17			
Division of Liberal Arts and Social Sciences										
Division of Liberal Arts and Social Sciences	711150	NEW-BOND	Classified Non-Exempt	Faculty Secretary	7	Bond Position	03-01-17			
Division of Liberal Arts and Social Sciences	710150	NEW-BOND	Classified Non-Exempt	Faculty Secretary	7	Bond Position	03-01-17			
Division of Liberal Arts and Social Sciences	712150	NEW-BOND	Prof/Tech Support Non-Exempt	Student Success Specialist	7	Bond Position	03-01-17			
Division of Liberal Arts and Social Sciences	713150	NEW-BOND	Prof/Tech Support Non-Exempt	Student Success Specialist	7	Bond Position	03-01-17			
History	701225	NEW	Classified Non-Exempt	Faculty Secretary	1	Pending Requisition	05-01-17			
Speech	701228	NEW-BOND	Classified Non-Exempt	Speech Lab Technician	7	Bond Position	03-01-17			
Division of Math, Science and Bachelor Programs										
Engineering	701412	NEW-BOND	Prof/Tech Support Non-Exempt	Lab Specialist II - Engineering	7	Bond Position	05-01-17			
Physics	704202	NEW-BOND	Prof/Tech Support Non-Exempt	Lab Coordinator	7	Bond Position	06-01-17			
Division of Nursing and Allied Health										
Division of Nursing and Allied Health	712557	NEW-BOND	Prof/Tech Support Non-Exempt	Biomedical Simulation Specialist	2	Requisition in Progress	04-24-17			
Division of Nursing and Allied Health	708557	NEW-BOND	Classified Non-Exempt	Faculty Secretary	7	Bond Position	05-01-17			
Division of Nursing and Allied Health	710557	NEW-BOND	Classified Non-Exempt	Faculty Secretary	7	Bond Position	05-01-17			
Division of Nursing and Allied Health	707557	NEW-BOND	Classified Non-Exempt	Lab Asst - NAH	7	Bond Position	05-01-17			
Division of Nursing and Allied Health	709557	NEW-BOND	Classified Non-Exempt	Lab Asst - NAH	7	Bond Position	05-01-17			
Division of Nursing and Allied Health	711557	NEW-BOND	Prof/Tech Support Exempt	Simulation Coordinator	7	Bond Position	02-01-17			
Finance and Administrative Services										
Accountability, Risk, and Compliance	706160	NEW	Prof/Tech Support Exempt	Compliance Coordinator	4	Screening in Progress	03-20-17			
Accountability, Risk, and Compliance	708160	NEW	Prof/Tech Support Exempt	Compliance Manager	4	Screening in Progress	03-20-17			
Business Office	751184	NEW-BOND	Prof/Tech Support Non-Exempt	Accounting Specialist	4	Screening in Progress	03-20-17			
Business Office	752184	NEW-BOND	Prof/Tech Support Non-Exempt	Accounts Payable Specialist	4	Screening in Progress	03-20-17			
Business Office	753184	NEW-BOND	Prof/Tech Support Non-Exempt	Payroll Specialist	7	Bond Position	06-01-17			
Campus Police	775514	NEW-BOND	Prof/Tech Support Non-Exempt	Coord Emer Preparedness & Trng	1	Requisition in Progress	04-24-17			
Campus Police	762514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Compliance Coordinator	1	Requisition in Progress	04-24-17			
Campus Police	768514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	4	Screening in Progress	03-20-17			
Campus Police	764514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	4	Screening in Progress	03-20-17			
Campus Police	765514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	4	Screening in Progress	03-20-17			

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
- 6 - Frozen in FY17
- 7 - Bond Position
- x - Position Change

South Texas College

NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017

As of February 09, 2017

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Campus Police	766514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	4	Screening in Progress	03-20-17
Campus Police	767514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	4	Screening in Progress	03-20-17
Central Receiving	714584	NEW-BOND	Prof/Tech Support Non-Exempt	Distribution Services Specialist	4	Screening in Progress	03-20-17
Central Receiving	712584	NEW-BOND	Classified Non-Exempt	Fixed Assets and Receiving Technician	4	Screening in Progress	03-20-17
Central Receiving	713584	NEW-BOND	Classified Non-Exempt	Fixed Assets and Receiving Technician	4	Screening in Progress	03-20-17
Custodial	793502	NEW-BOND	Prof/Tech Support Non-Exempt	Custodial Supervisor	7	Bond Position	06-01-17
Custodial	766502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	787502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	769502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	767502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	771502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	04-01-18
Custodial	764502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	07-01-17
Custodial	763502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	768502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	776502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17
Custodial	770502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	772502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17
Custodial	773502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17
Custodial	774502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17
Custodial	775502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	04-01-18
Custodial	785502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	784502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	783502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	760502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	781502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	782502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	786502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17
Custodial	761502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	762502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	754502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17
Custodial	755502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	09-01-17
Custodial	756502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	09-01-17
Custodial	757502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17

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
- 6 - Frozen in FY17
- 7 - Bond Position
- x - Position Change

South Texas College

NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017

As of February 09, 2017

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Custodial	759502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17
Custodial	791502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	10-01-17
Custodial	792502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	10-01-17
Custodial	788502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	08-01-17
Custodial	789502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	08-01-17
Custodial	780502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	05-01-17
Custodial	765502	NEW-BOND	Classified Non-Exempt	Lead Custodian	7	Bond Position	07-01-17
Custodial	778502	NEW-BOND	Classified Non-Exempt	Lead Custodian	7	Bond Position	05-01-17
Custodial	758502	NEW-BOND	Classified Non-Exempt	Lead Custodian	7	Bond Position	10-01-17
Custodial	779502	NEW-BOND	Classified Non-Exempt	Lead Custodian	7	Bond Position	05-01-17
Facilities Planning and Construction	724501	NEW-BOND	Classified Non-Exempt	Administrative Assistant	4	Screening in Progress	03-20-17
Facilities Planning and Construction	721501	NEW-BOND	Administrative Exempt	Assistant Director Facilities Planning & Cons	7	Bond Position	06-01-17
Facilities Planning and Construction	722501	NEW-BOND	Prof/Tech Support Exempt	Facil Plng and Constr Project Manager	7	Bond Position	06-01-17
Facilities Planning and Construction	723501	NEW-BOND	Classified Non-Exempt	Facil Plng and Constr Project Technician	7	Bond Position	06-01-17
Facilities Planning and Construction	725501	NEW-BOND	Prof/Tech Support Non-Exempt	Technical Facilities Specialist	7	Bond Position	01-01-17
Facilities Operations and Maintenance	726501	NEW-BOND	Prof/Tech Support Non-Exempt	Facil Oper and Maint Admin Coord	7	Bond Position	06-01-17
Facilities Operations and Maintenance	727501	NEW-BOND	Prof/Tech Support Non-Exempt	Operations Support Coordinator	7	Bond Position	06-01-17
Facility Maintenance	740499	NEW-BOND	Administrative Exempt	Assistant Director Facil Oper & Maint	7	Bond Position	06-01-17
Facility Maintenance	716499	NEW-BOND	Prof/Tech Support Exempt	Campus Facility Manager	7	Bond Position	03-01-17
Facility Maintenance	717499	NEW-BOND	Prof/Tech Support Exempt	Campus Facility Manager	7	Bond Position	03-01-17
Facility Maintenance	733499	NEW-BOND	Classified Non-Exempt	Carpenter	7	Bond Position	05-01-17
Facility Maintenance	732499	NEW-BOND	Classified Non-Exempt	Carpenter	7	Bond Position	05-01-17
Facility Maintenance	739499	NEW-BOND	Prof/Tech Support Non-Exempt	Construction Supervisor	7	Bond Position	05-01-17
Facility Maintenance	725499	NEW-BOND	Classified Non-Exempt	Electrician	7	Bond Position	05-01-17
Facility Maintenance	724499	NEW-BOND	Classified Non-Exempt	Electrician	7	Bond Position	05-01-17
Facility Maintenance	723499	NEW-BOND	Classified Non-Exempt	Electrician	7	Bond Position	05-01-17
Facility Maintenance	737499	NEW-BOND	Classified Non-Exempt	Energy Technician	7	Bond Position	05-01-17
Facility Maintenance	738499	NEW-BOND	Classified Non-Exempt	Energy Technician	7	Bond Position	05-01-17
Facility Maintenance	729499	NEW-BOND	Classified Non-Exempt	Locksmith	7	Bond Position	05-01-17
Facility Maintenance	734499	NEW-BOND	Classified Non-Exempt	Maintenance Assistant	7	Bond Position	05-01-17
Facility Maintenance	735499	NEW-BOND	Classified Non-Exempt	Maintenance Assistant	7	Bond Position	05-01-17
Facility Maintenance	736499	NEW-BOND	Classified Non-Exempt	Maintenance Assistant	7	Bond Position	05-01-17
Facility Maintenance	720499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	Bond Position	05-01-17

Legend-Tiered steps in Hiring Process

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- 3a - Re-Advertised
- 4 - Screening in Progress
- 5 - Recommendation in Progress
- 6 - Frozen in FY17
- 7 - Bond Position
- x - Position Change

South Texas College

NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017

As of February 09, 2017

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Facility Maintenance	721499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	Bond Position	05-01-17
Facility Maintenance	722499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	Bond Position	05-01-17
Facility Maintenance	719499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	Bond Position	05-01-17
Facility Maintenance	731499	NEW-BOND	Classified Non-Exempt	Painter	7	Bond Position	05-01-17
Facility Maintenance	730499	NEW-BOND	Classified Non-Exempt	Painter	7	Bond Position	05-01-17
Facility Maintenance	726499	NEW-BOND	Classified Non-Exempt	Plumber	7	Bond Position	05-01-17
Facility Maintenance	727499	NEW-BOND	Classified Non-Exempt	Plumber	7	Bond Position	05-01-17
Facility Maintenance	728499	NEW-BOND	Classified Non-Exempt	Plumber	7	Bond Position	05-01-17
Facility Maintenance	718499	NEW-BOND	Classified Non-Exempt	Warehouse Technician	7	Bond Position	04-01-17
Finance and Administrative Services	706625	NEW	Prof/Tech Support Exempt	Project Manager - FAS	4	Screening in Progress	03-20-17
Human Resources	719240	NEW-BOND	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	7	Bond Position	12-01-17
Human Resources	725240	NEW-BOND	Classified Non-Exempt	Human Resources Assistant	4	Screening in Progress	03-20-17
Human Resources	726240	NEW-BOND	Classified Non-Exempt	Human Resources Assistant	4	Screening in Progress	03-20-17
Purchasing	729580	NEW-BOND	Prof/Tech Support Exempt	Buyer	4	Screening in Progress	03-20-17
Safety and Security	771514	NEW-BOND	Classified Non-Exempt	Security Guard	4	Screening in Progress	03-20-17
Safety and Security	769514	NEW-BOND	Classified Non-Exempt	Security Guard	4	Screening in Progress	03-20-17
Safety and Security	770514	NEW-BOND	Classified Non-Exempt	Security Guard	4	Screening in Progress	03-20-17
Safety and Security	774514	NEW-BOND	Classified Non-Exempt	Security Guard	4	Screening in Progress	03-20-17
Safety and Security	773514	NEW-BOND	Classified Non-Exempt	Security Guard	4	Screening in Progress	03-20-17
Safety and Security	772514	NEW-BOND	Classified Non-Exempt	Security Guard	4	Screening in Progress	03-20-17
Safety and Security	781514	NEW-BOND	Classified Non-Exempt	Security Guard	4	Screening in Progress	03-20-17
Safety and Security	763514	NEW-BOND	Prof/Tech Support Non-Exempt	Security Support Specialist	1	Requisition in Progress	04-24-17
Information Services, Planning and Strategic Initiatives							
Client Services	703394	NEW-BOND	Prof/Tech Support Non-Exempt	Client Services Specialist	7	Bond Position	04-01-17
Educational Technologies	719271	NEW-BOND	Prof/Tech Support Non-Exempt	Digital Signage/Classroom Tech Trng Spec	7	Bond Position	01-01-17
Educational Technologies	711271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant I	7	Bond Position	01-01-17
Educational Technologies	712271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant I	7	Bond Position	01-01-17
Educational Technologies	713271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant I	7	Bond Position	05-01-17
Educational Technologies	714271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant I	7	Bond Position	05-01-17
Educational Technologies	715271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant I	7	Bond Position	05-01-17
Educational Technologies	716271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant I	7	Bond Position	05-01-17
Educational Technologies	718271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant II	7	Bond Position	05-01-17
Educational Technologies	717271	NEW-BOND	Classified Non-Exempt	Educational Technologies Assistant II	7	Bond Position	05-01-17

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
- 6 - Frozen in FY17
- 7 - Bond Position
- x - Position Change

South Texas College

NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017

As of February 09, 2017

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Educational Technologies	720271	NEW-BOND	Prof/Tech Support Exempt	Project Manager - Educational Technologies	7	Bond Position	01-01-17
Learning Commons and Open Labs	724397	NEW-BOND	Classified Non-Exempt	Open Lab Technician	7	Bond Position	01-01-17
Learning Commons and Open Labs	723397	NEW-BOND	Classified Non-Exempt	Open Lab Technician	7	Bond Position	03-01-17
Learning Commons and Open Labs	722397	NEW-BOND	Classified Non-Exempt	Open Lab Technician	7	Bond Position	01-01-17
Learning Commons and Open Labs	721397	NEW-BOND	Classified Non-Exempt	Open Lab Technician	7	Bond Position	01-01-17
Learning Commons and Open Labs	719397	NEW-BOND	Classified Non-Exempt	Open Lab Technician	7	Bond Position	03-01-17
Learning Commons and Open Labs	718397	NEW-BOND	Classified Non-Exempt	Open Lab Technician	7	Bond Position	01-01-17
Learning Commons and Open Labs	717397	NEW-BOND	Prof/Tech Support Non-Exempt	Open Labs Analyst	7	Bond Position	01-01-17
Learning Commons and Open Labs	716397	NEW-BOND	Prof/Tech Support Non-Exempt	Technology Specialist	7	Bond Position	01-01-17
Library Public Services	743101	NEW-BOND	Prof/Tech Support Non-Exempt	Library Specialist	7	Bond Position	01-01-17
Technology Support	719392	NEW-BOND	Prof/Tech Support Non-Exempt	Computer Analyst	7	Bond Position	02-01-17
Technology Support	717392	NEW-BOND	Prof/Tech Support Non-Exempt	Computer Services Spec	7	Bond Position	02-01-17
Technology Support	716392	NEW-BOND	Prof/Tech Support Non-Exempt	Computer Services Spec	7	Bond Position	02-01-17
Technology Support	718392	NEW-BOND	Prof/Tech Support Non-Exempt	Computer Services Spec	7	Bond Position	02-01-17
Telecom	702390	NEW-BOND	Prof/Tech Support Non-Exempt	Network Svcs Analyst I	7	Bond Position	02-01-17
Office of the President							
Public Relations/Marketing	724462	NEW	Prof/Tech Support Non-Exempt	Chief Photographer	1	Pending Requisition	05-01-17
Public Relations/Marketing	725462	NEW	Classified Non-Exempt	Community Relations Asst	1	Pending Requisition	05-01-17
Student Affairs and Enrollment Management							
Admissions and Records	723612	NEW-BOND	Prof/Tech Support Non-Exempt	Admissions Specialist	7	Bond Position	04-01-17
Admissions and Records	722612	NEW-BOND	Prof/Tech Support Non-Exempt	Admissions Specialist	7	Bond Position	02-01-17
Counseling and Disability Services	704336	NEW-BOND	Prof/Tech Support Exempt	Counselor	7	Bond Position	04-01-17
Counseling and Disability Services	700336	NEW-BOND	Prof/Tech Support Exempt	Counselor	7	Bond Position	02-01-17
Student Activities & Wellness	704192	NEW-BOND	Prof/Tech Support Exempt	Coordinator of Stu Activities for Events	7	Bond Position	03-01-17
Student Activities & Wellness	706192	NEW-BOND	Prof/Tech Support Exempt	Coordinator of Stu Activities for Events	7	Bond Position	04-01-17
Student Activities & Wellness	705192	NEW-BOND	Classified Non-Exempt	Secretary	7	Bond Position	03-01-17
Student Activities & Wellness	707192	NEW-BOND	Classified Non-Exempt	Secretary	7	Bond Position	04-01-17
Student Activities & Wellness	702192	NEW-BOND	Prof/Tech Support Non-Exempt	Student Activities Specialist	7	Bond Position	03-01-17
Student Activities & Wellness	703192	NEW-BOND	Prof/Tech Support Non-Exempt	Student Activities Specialist	7	Bond Position	03-01-17

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
- 6 - Frozen in FY17
- 7 - Bond Position
- x - Position Change

Vacant Positions - Continuing

South Texas College
Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017
As of February 09, 2017

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Academic Advancement								
Academic Advancement	700089	CONT	Classified Non-Exempt	Administrative Assistant	11-07-16	5	Recommendation in Progress	02-20-17
Academic Excellence	707332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-20-16	4	Screening in Progress	03-20-17
Academic Grants & Projects Officer	704272	CONT	Classified Non-Exempt	Administrative Assistant	12-01-16	1	Pending Requisition	05-01-17
HS Programs and Services	703284	CONT	Prof/Tech Support Exempt	Coordinator for CTE Early College High Schools	02-13-17	1	Pending Requisition	05-01-17
HS Programs and Services	705285	CONT	Prof/Tech Support Non-Exempt	Dual Enrollment Program Specialist	08-07-16	4	Screening in Progress	03-20-17
Professional & Organizational Dev	702352	CONT	Administrative Exempt	Associate Dean Professional & Organizational Dev	01-06-17	1	Pending Requisition	05-01-17
Professional & Organizational Dev	705352	CONT	Prof/Tech Support Exempt	Instructional Coach	FY17 Position Chng	1	Pending Requisition	05-01-17
Professional & Organizational Dev	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	08-16-15	4	Screening in Progress	03-20-17
Professional & Organizational Dev	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	07-22-16	1	Pending Requisition	05-01-17
Academic Affairs								
Academic Affairs	703279	CONT	Executive Exempt	Vice President for Academic Affairs	08-31-13	1	Pending Requisition	05-01-17
Distance Learning	702279	CONT	Administrative Exempt	Dean of Distance Learning	02-02-17	3	Advertised	04-17-17
Division of Business and Technology								
HVACR	701304	CONT	Classified Non-Exempt	Faculty Secretary	10-02-16	4	Screening in Progress	03-20-17
Welding	707415	CONT	Classified Non-Exempt	Lab Assistant - Welding	New for FY16	4	Screening in Progress	03-20-17
Division of Liberal Arts and Social Sciences								
Division of Liberal Arts and Social Sciences	702426	CONT	Classified Non-Exempt	Developmental Lab Technician	07-13-12	1	Pending Requisition	05-01-17
Drama	701227	CONT	Prof/Tech Support Non-Exempt	Coordinator of Theater Support Services	01-31-17	4	Screening in Progress	03-20-17
MV-Child Care & Development (Unres)	705137	CONT	Prof/Tech Support Exempt	Childcare Center Manager	12-15-17	1	Pending Requisition	05-01-17
Division of Math, Science and Bachelor Programs								
Chemistry	702200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	FY17 Position Chng	5	Recommendation in Progress	02-20-17
Chemistry	701200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	02-28-17	3	Advertised	04-17-17
Division of Math, Science and Bachelor Programs	701416	CONT	Classified Non-Exempt	Administrative Assistant	11-30-15	1	Pending Requisition	05-01-17
Division of Math, Science and Bachelor Programs	701298	CONT	Classified Non-Exempt	Administrative Assistant	09-01-13	1	Pending Requisition	05-01-17
Division of Math, Science and Bachelor Programs	701202	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Physics	01-14-17	3	Advertised	04-17-17
Division of Nursing and Allied Health								
Division of Nursing and Allied Health	700164	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	01-31-16	4	Screening in Progress	03-20-17
Division of Nursing and Allied Health	700557	CONT	Administrative Exempt	Dean for Nursing and Allied Health	08-14-15	3a	Re-Advertised	04-17-17
Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	4	Screening in Progress	03-20-17
Finance and Administrative Services								
Accountability, Risk, and Compliance	701162	CONT	Prof/Tech Support Non-Exempt	Acttbly, Risk, & Compl Sup Spec	Frozen in FY16	4	Screening in Progress	03-20-17
Business Office	749184	CONT	Prof/Tech Support Non-Exempt	Accountant	New for FY16	5	Recommendation in Progress	02-20-17
Business Office	717184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	04-27-16	5	Recommendation in Progress	02-20-17
Campus Police	721514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	01-04-17	1	Pending Requisition	05-01-17

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
 6 - Frozen in FY17
 7 - Bond Position
 x - Position Change

Vacant Positions - Continuing

South Texas College
Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017
As of February 09, 2017

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Cashiers Office	739184	CONT	Prof/Tech Support Exempt	Business System Analyst	Frozen in FY14 & FY15	3	Re-Advertised	04-17-17
Cashiers Office	700050	CONT	Classified Non-Exempt	Cashier	01-04-17	1	Pending Requisition	05-01-17
Cashiers Office	732184	CONT	Classified Non-Exempt	Cashier	01-31-17	1	Pending Requisition	05-01-17
Cashiers Office	731184	CONT	Classified Non-Exempt	Cashier II	01-04-16	4	Screening in Progress	03-20-17
Cashiers Office	712184	CONT	Classified Non-Exempt	Cashier II	09-01-14	4	Screening in Progress	03-20-17
Central Receiving	701584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	09-03-16	4	Screening in Progress	03-20-17
Custodial	704502	CONT	Classified Non-Exempt	Custodian	12-06-16	4	Screening in Progress	03-20-17
Custodial	705502	CONT	Classified Non-Exempt	Custodian	01-04-17	4	Screening in Progress	03-20-17
Custodial	700069	CONT	Classified Non-Exempt	Custodian	01-18-17	3	Advertised	04-17-17
Fac Planning & Construction	707501	CONT	Prof/Tech Support Exempt	Senior Facilities Plan and Const Project Manager	05-31-16	4	Screening in Progress	03-20-17
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16	2	Requisition in Progress	04-24-17
Facility Planning and Construction	706501	CONT	Classified Non-Exempt	Secretary	11-07-16	4	Screening in Progress	03-20-17
Finance and Administrative Services	702360	CONT	Classified Non-Exempt	Administrative Assistant	01-31-17	1	Pending Requisition	05-01-17
Human Resources	704240	CONT	Administrative Exempt	Assistant Director of Human Resources	09-01-14	4	Re-Advertised	04-17-17
Human Resources	711240	CONT	Prof/Tech Support Non-Exempt	Benefits Specialist	10-03-16	4	Screening in Progress	03-20-17
Human Resources	724240	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist - Employee Relations	New for FY16	3a	Re-Advertised	04-17-17
Human Resources	723240	CONT	Prof/Tech Support Non-Exempt	HR Faculty Staffing Specialist/Evaluator	Frozen in FY16	4	Screening in Progress	03-20-17
Human Resources	700240	CONT	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	08-05-16	4	Screening in Progress	03-20-17
Purchasing	710580	CONT	Prof/Tech Support Exempt	Buyer	01-24-17	4	Screening in Progress	03-20-17
Purchasing	725580	CONT	Prof/Tech Support Exempt	Contracts Manager	09-01-15	4	Screening in Progress	03-20-17
Purchasing	728580	CONT	Prof/Tech Support Exempt	Specifications Writer	New for FY16	4	Screening in Progress	03-20-17
Technical Buyer	700580	CONT	Prof/Tech Support Exempt	Technical Buyer	10/7/2016	5	Recommendation in Progress	02-20-17
Safety and Security	755514	CONT	Classified Non-Exempt	Security Guard	8/31/2016	1	Pending Requisition	05-01-17
Safety and Security	738514	CONT	Prof/Tech Support Non-Exempt	Security Guard Specialist	New for FY16	5	Recommendation in Progress	02-20-17
Information Services, Planning and Strategic Initiatives								
Centers for Learning Excellence	705423	CONT	Classified Non-Exempt	Secretary	06-30-16	1	Pending Requisition	05-01-17
Educational Technologies	707102	CONT	Classified Non-Exempt	Educational Technologies Assistant I	12-08-16	4	Screening in Progress	03-20-17
Educational Technologies	705102	CONT	Classified Non-Exempt	Educational Technologies Assistant I	12-12-16	3	Advertised	04-17-17
Educational Technologies	713102	CONT	Prof/Tech Support Exempt	Educational Tech Managed Svcs Spec	01-06-17	2	Requisition in Progress	04-24-17
Information Services and Planning	729101	CONT	Prof/Tech Support Exempt	Project Manager - IS&P	Frozen in FY16	4	Screening in Progress	03-20-17
Information Services and Planning	701625	CONT	Executive Exempt	Vice President for Info Services, Plan, Performance and Strategic Initiative	08-31-14	1	Pending Requisition	05-01-17
Information Technology	700242	CONT	Classified Non-Exempt	Administrative Assistant	02-13-15	1	Pending Requisition	05-01-17
Information Technology	710262	CONT	Classified Non-Exempt	Administrative Assistant	New for FY16	1	Pending Requisition	05-01-17
Information Technology	700396	CONT	Administrative Exempt	Asst Chief Information Officer for Software Dev	07-21-16		On Hold	
Information Technology	708395	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	11-05-15	5	Recommendation in Progress	02-20-17
Infrastructure	712393	CONT	Prof/Tech Support Non-Exempt	Applications Analyst I	01-05-15	2	Requisition in Progress	04-24-17

Legend: Tiered steps in Hiring Process
 1 - Pending Requisition
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 x - Position Change

Vacant Positions - Continuing
EXHIBIT B

Vacant Positions - Continuing

South Texas College
Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017
As of February 09, 2017

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Infrastructure	714393	CONT	Prof/Tech Support Non-Exempt	Applications Analyst II	07-31-16	4	Screening in Progress	03-20-17
Infrastructure	711393	CONT	Prof/Tech Support Exempt	Applications Analyst III	10-31-14	4	Screening in Progress	03-20-17
Infrastructure	716393	CONT	Prof/Tech Support Exempt	Applications Analyst III	09-09-16	5	Recommendation in Progress	02-20-17
Infrastructure	798391	CONT	Prof/Tech Support Non-Exempt	Applications Specialist	11-07-16	1	Pending Requisition	05-01-17
Infrastructure	700194	CONT	Prof/Tech Support Exempt	Service Delivery Manager	FY17 Position Chng	4	Screening in Progress	03-20-17
Infrastructure	703393	CONT	Prof/Tech Support Non-Exempt	Systems Specialist	12-01-15	2	Requisition in Progress	04-24-17
Infrastructure	715393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	10-31-13	5	Recommendation in Progress	02-20-17
Infrastructure	705393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	08-25-16	1	Pending Requisition	05-01-17
Learning Commons and Open Labs	702423	CONT	Classified Non-Exempt	Open Lab Technician	10-26-16	5	Recommendation in Progress	02-20-17
Learning Commons and Open Labs	701271	CONT	Classified Non-Exempt	Open Lab Technician	12-05-16	5	Recommendation in Progress	02-20-17
Library Acquisition	722101	CONT	Administrative Exempt	Director Library Technical Services	01-17-17	1	Pending Requisition	05-01-17
Library Acquisition	723101	CONT	Prof/Tech Support Non-Exempt	Library Systems and Application Specialists	11-09-16	1	Pending Requisition	05-01-17
Library Public Services	704101	CONT	Prof/Tech Support Exempt	Librarian I - Public Services	11-01-16	3a	Re-Advertised	04-17-17
Library Public Services	731101	CONT	Prof/Tech Support Exempt	Librarian III	07-31-14	x	Position Chng for FY17	02-01-17
Library Public Services	707391	CONT	Classified Non-Exempt	Library Technician	FY17 Position Chng	5	Recommendation in Progress	02-20-17
Library Public Services	700260	CONT	Classified Non-Exempt	Library Technician	01-31-17	1	Pending Requisition	05-01-17
Office of Strategic Initiatives	704170	CONT	Prof/Tech Support Non-Exempt	Project Management Analyst I	11-28-16	1	Pending Requisition	05-01-17
Research and Analytical Services	705170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	02-10-17	1	Pending Requisition	05-01-17
Research and Analytical Services	700271	CONT	Prof/Tech Support Exempt	Qualitative Researcher	10-28-16	4	Screening in Progress	03-20-17
Technology Support	713392	CONT	Prof/Tech Support Non-Exempt	Computer Services Analyst I	06-06-16	4	Screening in Progress	03-20-17
TR PM Risk and Security	719395	CONT	Prof/Tech Support Exempt	Information Security Analyst	09-01-15	3	Advertised	04-17-17
TR PM Risk and Security	701171	CONT	Prof/Tech Support Exempt	Project Manager - Information Technology	09-01-15	1	Pending Requisition	05-01-17
Office of the President								
Community Engagement & Workforce Dev	707160	CONT	Administrative Exempt	Associate Dean Comm Eng/Wkforce Dev	Frozen in FY16	6	Frozen in FY17	09-01-18
CPWE - State	705587	CONT	Classified Non-Exempt	Compliance Assistant	09-01-09	1	Pending Requisition	05-01-17
CPWE - State	713590	CONT	Classified Non-Exempt	Compliance Technician	06-30-16	1	Pending Requisition	05-01-17
CPWE - State	714590	CONT	Classified Non-Exempt	Customer Service Technician	06-30-12	4	Screening in Progress	03-20-17
CPWE - State	707587	CONT	Classified Non-Exempt	Customer Service Technician	09-01-09	1	Pending Requisition	05-01-17
CPWE - State	708587	CONT	Classified Non-Exempt	Customer Service Technician	11-09-12	1	Pending Requisition	05-01-17
CPWE - State	701880	CONT	Administrative Exempt	Director of College and Career Preparation	09-01-15	1	Pending Requisition	05-01-17
CPWE - State	718590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	09-01-00	1	Pending Requisition	05-01-17
CPWE - State	703587	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	Pending	1	Pending Requisition	05-01-17
CPWE - State	716590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	11-30-10	2	Requisition in Progress	04-24-17
Grant Development, Management, and Compliance	700316	CONT	Prof/Tech Support Exempt	Grant Development Officer	06-22-15	1	Pending Requisition	05-01-17
Institutional Advancement	702650	CONT	Administrative Exempt	Director of Fundraising and Legislative Affairs	Frozen in FY16	6	Frozen in FY17	09-01-18

Legend: Tiered steps in Hiring Process
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7 - Bond Position
x - Position Change

Vacant Positions - Continuing

South Texas College
Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017
As of February 09, 2017

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Institutional Advancement	700650	CONT	Executive Exempt	Vice President for Institutional Advan	Frozen in FY16	6	Frozen in FY17	09-01-18
Office of President	704362	CONT	Classified Non-Exempt	Administrative Assistant	09-01-05	1	Pending Requisition	05-01-17
Office of President	702020	CONT	Classified Non-Exempt	Administrative Assistant	09-09-08	1	Pending Requisition	05-01-17
Office of President	706362	CONT	Administrative Exempt	Asst to Pres Pbl Sch Rel/Pshps	Frozen in FY16	6	Frozen in FY17	09-01-18
Office of President	701369	CONT	Administrative Exempt	Director of Fundraising	Frozen in FY16	1	Pending Requisition	05-01-17
Office of President	701340	CONT	Executive Exempt	Executive Vice President for Student Success	09-01-14	1	Pending Requisition	05-01-17
Office of President	702362	CONT	Executive Exempt	Special Assistant to the President	Frozen in FY16	6	Frozen in FY17	09-01-18
Office of President	700321	CONT	Prof/Tech Support Exempt	Workforce Contract Manager	Frozen in FY16	6	Frozen in FY17	09-01-18
Public Relations/Marketing	701462	CONT	Classified Non-Exempt	Administrative Assistant	05-04-16	1	Pending Requisition	05-01-17
Public Relations/Marketing	707462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Public Relations	07-10-16	5	Recommendation in Progress	02-20-17
Public Relations/Marketing	700114	CONT	Prof/Tech Support Non-Exempt	Graphic Designer I	01-13-17	4	Screening in Progress	03-20-17
Public Relations/Marketing	706462	CONT	Prof/Tech Support Non-Exempt	Graphic Designer II	11-30-16	4	Screening in Progress	03-20-17
Workforce Develop and External Affairs	700307	CONT	Executive Exempt	Exec Offt Workforce Develop and External Affairs	Frozen in FY16	6	Frozen in FY17	09-01-18
Student Affairs and Enrollment Management								
Admissions & Records	700020	CONT	Classified Non-Exempt	Admissions Technician	11-14-17	2	Requisition in Progress	04-24-17
Advising	730332	CONT	Prof/Tech Support Non-Exempt	Special Programs Specialist	Frozen in FY16	6	Frozen in FY17	09-01-18
Advising	718332	CONT	Prof/Tech Support Non-Exempt	Advisor	01-03-17	1	Pending Requisition	05-01-17
College Connections	708190	CONT	Prof/Tech Support Non-Exempt	College Connection Specialist/Recruiter	08-25-16	4	Screening in Progress	03-20-17
College Connections	707612	CONT	Classified Non-Exempt	Coordinator of College Connections	08-25-16	4	Screening in Progress	03-20-17
College Connections	720612	CONT	Prof/Tech Support Non-Exempt	Admissions Specialist	10-02-16	1	Pending Requisition	05-01-17
College Connections	700036	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	01-04-17	4	Screening in Progress	03-20-17
College Connections	700032	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist II	11/1/16	3a	Re-Advertised	03-20-17
Office of Enrollment Services	704612	CONT	Administrative Exempt	Dean of Enrollment Services	08-31-16	1	Pending Requisition	05-01-17
Dual2Degree	711610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	02-03-17	1	Pending Requisition	05-01-17
Student Affairs and Enrollment Management	704190	CONT	Prof/Tech Support Exempt	Student Services Training Manager	Frozen in FY16	6	Frozen in FY17	09-01-18
Student Financial Services	714440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	Pending	4	Screening in Progress	03-20-17
Student Financial Services	700103	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	11-01-16	4	Screening in Progress	03-20-17
Student Financial Services	707440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	FY17 Position Chng	4	Screening in Progress	03-20-17
Student Financial Services	703331	CONT	Classified Non-Exempt	Testing Technician	12/1/2016	4	Screening in Progress	03-20-17

Legend: Tiered steps in Hiring Process
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Hired

South Texas College
Positions Filled in FY 2016 - 2017
As of February 09, 2017

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Academic Advancement							
Academic Excellence	701279	CONT	Classified Non-Exempt	Valley Scholars Assistant	11-05-15	Filled	09-12-16
Curriculum and Student Learning	700095	CONT	Classified Non-Exempt	Administrative Assistant	02-08-16	Filled	12-01-16
HS Programs and Services	705286	CONT	Prof/Tech Support Non-Exempt	Early College High School Specialist	08-12-15	Filled	01-09-17
Academic Affairs							
Academic Affairs	709279	NEW	Prof/Tech Support Exempt	Project Manager - Academic Affairs	New for FY16	Filled	11-07-16
Mid Valley Campus	700281	CONT	Classified Non-Exempt	Faculty Secretary	06-14-16	Filled	01-04-17
Division of Business and Technology							
Division of Business and Technology	701264	CONT	Classified Non-Exempt	Lab Assistant - Business and Technology	07-01-16	Filled	01-04-17
Finance and Administrative Services							
Business Office	792184	CONT	Classified Non-Exempt	Accounting Assistant	06-22-15	Filled	10-03-16
Business Office	719184	CONT	Classified Non-Exempt	Accounting Assistant	05-01-16	Filled	10-03-16
Business Office	795184	CONT	Classified Non-Exempt	Accounting Assistant	05-08-16	Filled	10-03-16
Business Office	750184	CONT	Prof/Tech Support Exempt	Financial Analyst	New for FY16	Filled	09-12-16
Purchasing	727580	CONT	Prof/Tech Support Exempt	Construction Buyer	New for FY16	Filled	10-07-16
Campus Police	713514	CONT	Prof/Tech Support Non-Exempt	Police Officer	08-05-16	Filled	01-04-17
Campus Police	703514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	07-31-16	Filled	01-17-17
Central Receiving	703584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	09-11-16	Filled	12-05-16
Custodial	737502	CONT	Classified Non-Exempt	Custodian	01-28-16	Filled	11-01-16
Custodial	726502	CONT	Classified Non-Exempt	Custodian	Frozen in FY16	Filled	11-07-16
Custodial	708502	CONT	Classified Non-Exempt	Custodian	Frozen in FY16	Filled	03-01-17
Custodial	709502	CONT	Classified Non-Exempt	Custodian	02-05-16	Filled	02-06-17
Custodial	700090	CONT	Classified Non-Exempt	Custodian	08-31-16	Filled	02-06-17
Custodial	741502	CONT	Classified Non-Exempt	Custodian	11-01-16	Filled	02-06-17
Custodial	701502	CONT	Classified Non-Exempt	Lead Custodian	Frozen in FY16	Filled	11-02-16
Custodial	715502	CONT	Classified Non-Exempt	Lead Custodian	Frozen in FY16	Filled	01-18-17
Department of Public Safety	708499	CONT	Classified Non-Exempt	Administrative Assistant	08-21-15	Filled	09-06-16
Facility Maintenance	711499	CONT	Classified Non-Exempt	Staff Secretary	08-31-16	Filled	12-01-16
Facility Maintenance	704499	CONT	Classified Non-Exempt	Maintenance Assistant	11-09-15	Filled	09-12-16
Facility Maintenance	700004	CONT	Prof/Tech Support Exempt	Maintenance Manager	08-21-13	Filled	02-06-17
Finance and Administrative Services	704360	CONT	Prof/Tech Support Exempt	Project Manager - Finance and Adm Services	04-29-16	Filled	10-03-16
Central Receiving	700040	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	06-30-16	Filled	10-17-16
Central Receiving	710584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	New for FY16	Filled	11-07-16
Human Resources	700057	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist - Employee Relations	03-31-16	Filled	10-03-16
Human Resources	701240	CONT	Classified Non-Exempt	Human Resources Assistant	06-19-16	Filled	12-01-16
Internal Audits	701273	CONT	Prof/Tech Support Non-Exempt	Staff Audit Specialist	New for FY16	Filled	01-04-17
Safety and Security	752514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	10-03-16
Safety and Security	742514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	10-10-16

Positions Filled - EXHIBIT C

Hired

South Texas College Positions Filled in FY 2016 - 2017 As of February 09, 2017							
Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Safety and Security	782514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	11-01-16
Safety and Security	776514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	11-01-16
Safety and Security	756514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	01-04-17
Safety and Security	778514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	11-01-16
Safety and Security	779514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	11-01-16
Safety and Security	761514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	10-03-16
Safety and Security	748514	CONT	Classified Non-Exempt	Security Guard	09-01-15	Filled	10-03-16
Safety and Security	780514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	10-03-15
Safety and Security	760514	CONT	Classified Non-Exempt	Security Guard	09-01-15	Filled	01-09-17
Safety and Security	749514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	01-17-17
Information Services, Planning and Strategic Initiatives							
Centers for Learning Excellence	720426	CONT	Classified Non-Exempt	Student Learning Assistant	New for FY16	Filled	01-09-17
Client Services	710391	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	06-08-16	Filled	10-03-16
Client Services	711392	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	07-29-16	Filled	11-07-16
Educational Technologies	707271	CONT	Classified Non-Exempt	Educational Technologies Assistant I	08-05-16	Filled	01-04-17
Information Security	709392	CONT	Prof/Tech Support Exempt	Information Security Analyst	05-27-16	Filled	11-07-16
Infrastructure	703395	CONT	Prof/Tech Support Non-Exempt	Applications Analyst I	06-07-15	Filled	11-07-16
Infrastructure	700028	CONT	Prof/Tech Support Exempt	Applications Analyst III	06-30-16	Filled	03-01-17
Infrastructure	719393	CONT	Prof/Tech Support Exempt	Database Analyst	New for FY16	Filled	09-06-16
Information Technology	700062	CONT	Prof/Tech Support Exempt	Business Analyst	FY17 Position Chng	Filled	01-17-17
Library Public Services	716101	CONT	Prof/Tech Support Exempt	Librarian II - Programming	10-14-15	Filled	11-01-16
Library Public Services	701103	CONT	Classified Non-Exempt	Administrative Assistant	06-30-16	Filled	11-17-16
Library Public Services	700060	CONT	Administrative Exempt	Associate Dean of Library Services	FY17 Position Chng	Filled	01-17-17
Inst'l Effectiveness and Assessment	702171	CONT	Classified Non-Exempt	Administrative Assistant	05-31-16	Filled	10-03-16
Learning Commons and Open Labs	735101	CONT	Classified Non-Exempt	Open Lab Technician	06-30-16	Filled	10-10-16
Research and Analytical Services	715170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	New for FY16	Filled	11-14-16
Research and Analytical Services	703170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	07-24-16	Filled	03-01-17
Telecom	702392	CONT	Prof/Tech Support Non-Exempt	Network Services Specialist	06-01-14	Filled	01-17-17
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	Filled	01-19-17
Psychology	701134	NEW	Classified Non-Exempt	Faculty Secretary	New for FY17	Filled	11-01-16
Division of Math, Science and Bachelor Programs							
Biology	713272	CONT	Classified Non-Exempt	Faculty Secretary	08-31-16	Filled	10-03-16
Division of Nursing and Allied Health							
Associate Degree Nursing	720556	NEW	Classified Non-Exempt	Faculty Secretary	01-05-16	Filled	01-04-17
Division of Nursing and Allied Health	706557	NEW	Prof/Tech Support Exempt	Project Manager - NAH	New for FY17	Filled	11-07-16
Division of Nursing and Allied Health	701557	CONT	Classified Non-Exempt	Lab Asst - NAH	05-01-16	Filled	12-08-16
Division of Nursing and Allied Health	700225	CONT	Classified Non-Exempt	Lab Asst - NAH	09-07-16	Filled	12-05-16

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Office of the President							
Alternative Teacher Certification	701873	CONT	Classified Non-Exempt	Customer Service Technician	1-Sep-09	Filled	12-01-16
CPWE - State	720565	CONT	Administrative Exempt	Director of Professional and Workforce Ed	1-Sep-15	Filled	01-04-17
Grant Development, Management, and Public Relations/Marketing	700123	CONT	Prof/Tech Support Exempt	Grant Development Officer	02-21-16	Filled	10-03-16
Public Relations/Marketing	711462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Community Relations	06-21-15	Filled	03-01-17
Public Relations/Marketing	721462	CONT	Prof/Tech Support Non-Exempt	Social Media Specialist	New for FY16	Filled	03-01-17
Public Relations/Marketing	720462	CONT	Prof/Tech Support Non-Exempt	Web Specialist	05-19-16	Filled	11-09-16
Student Affairs and Enrollment Management							
Admissions and Records	715612	CONT	Prof/Tech Support Non-Exempt	Transcript/Graduation Analyst	New for FY16	Filled	10-03-16
Advising	724332	CONT	Prof/Tech Support Non-Exempt	Advisor	8/10/16	Filled	11-01-16
Advising	733332	CONT	Prof/Tech Support Non-Exempt	Advisor	New for FY16	Filled	11-14-16
Advising	734332	CONT	Prof/Tech Support Non-Exempt	Advisor	New for FY16	Filled	11-07-16
Career and Employer Services	701275	CONT	Prof/Tech Support Exempt	Coord of Career Services	8/13/15	Filled	12-08-16
College Connections	700272	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	8/17/16	Filled	02-13-17
College Connections	700257	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist II	9/14/16	Filled	01-09-17
Dual2Degree	712610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	7/17/16	Filled	11-01-16
Dual2Degree	705610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	6/19/16	Filled	11-07-16
Dual2Degree	701612	CONT	Prof/Tech Support Non-Exempt	Dual Credit Records and Registration Spec	8/7/16	Filled	01-17-17
Student Affairs and Enrollment Management	700190	CONT	Executive Exempt	VP Student Affairs & Enrollment Management	08-31-13	Filled	09-01-16
Student Financial Services	710440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	04-08-16	Filled	11-01-16
Student Financial Services	700068	CONT	Classified Non-Exempt	Financial Aid Specialist	12-12-14	Filled	10-03-16
Student Financial Services	700015	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	04-29-16	Filled	01-17-17
Student Assessment Center	722331	NEW	Prof/Tech Support Non-Exempt	Testing Specialist	New for FY16	Filled	12-01-16
Total	89						

South Texas College		Resignations		Date	
Resignations in FY 2016 - 2017		As of February 09, 2017		Position Vacated	
Division	Position	Type	Category	Title	Date
Academic Advancement					
HS Programs and Services	703284	CONT	Prof/Tech Support Exempt	Coordinator for CTE Early College High Schools	02-13-17
Academic Affairs					
Distance Learning	702279	CONT	Administrative Exempt	Dean of Distance Learning	02-02-17
Professional & Organizational Dev	702352	CONT	Administrative Exempt	Associate Dean Professional & Organizational Development	01-06-17
Division of Nursing and Allied Health					
Division of Nursing and Allied Health	700225	CONT	Classified Non-Exempt	Lab Asst - NAH	09-07-16
Division of Liberal Arts and Social Sciences					
MV-Child Care & Development (Unres)	705137	CONT	Prof/Tech Support Exempt	Childcare Center Manager	12-15-17
Drama	701227	CONT	Prof/Tech Support Non-Exempt	Coordinator of Theater Support Services	01-31-17
Division of Math, Science and Bachelor Programs					
Chemistry	701200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	02-28-17
Physics	701202	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Physics	01-14-17
Finance and Administrative Services					
Campus Police	721514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	01-04-17
Cashiers Office	700050	CONT	Classified Non-Exempt	Cashier	01-04-17
Cashiers Office	732184	CONT	Classified Non-Exempt	Cashier	01-31-17
Central Receiving	701584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	09-03-16
Custodial	704502	CONT	Classified Non-Exempt	Custodian	12-06-16
Human Resources	711240	CONT	Prof/Tech Support Non-Exempt	Benefits Specialist	10-03-16
Finance and Administrative Services	702360	CONT	Classified Non-Exempt	Administrative Assistant	01-31-17
Purchasing	710580	CONT	Prof/Tech Support Exempt	Buyer	01-24-17
Information Services, Planning and Strategic Initiatives					
Educational Technologies	713102	CONT	Prof/Tech Support Exempt	Educational Tech Managed Svcs Spec	01-06-17
Educational Technologies	705102	CONT	Classified Non-Exempt	Educational Technologies Assistant I	12-12-17
Infrastructure	716993	CONT	Prof/Tech Support Exempt	Applications Analyst III	09-09-16
Learning Commons and Open Labs	702423	CONT	Classified Non-Exempt	Open Lab Technician	10-26-16
Library Public Services	700260	CONT	Classified Non-Exempt	Library Technician	01-31-17
Office of Strategic Initiatives	704170	CONT	Prof/Tech Support Non-Exempt	Project Management Analyst I	11-28-16
Research and Analytical Services	705170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	02-10-17
Research and Analytical Services	700271	CONT	Prof/Tech Support Exempt	Qualitative Researcher	10-28-16
Office of the President					
Public Relations/Marketing	706462	CONT	Prof/Tech Support Non-Exempt	Graphic Designer II	11-30-16
Public Relations/Marketing	700114	CONT	Prof/Tech Support Non-Exempt	Graphic Designer I	01-13-17

Resignations

South Texas College
Resignations in FY 2016 - 2017
 As of February 09, 2017

Division	Position	Type	Category	Title	Date Position Vacated
Student Affairs and Enrollment Management					
Admissions & Records	700020	CONT	Classified Non-Exempt	Admissions Technician	11-14-17
Advising	718332	CONT	Prof/Tech Support Non-Exempt	Advisor	01-03-17
College Connections	700036	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	01-03-17
College Connections	700257	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist II	09-14-16