

# **Board of Trustees**

## **Finance, Audit, and Human Resources Committee Meeting**

**April 11, 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, April 11, 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 March 7, 2017 Finance, Audit, and Human Resources  
Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of March 7, 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, March 7, 2017 @ 5:30 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, March 7, 2017 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:50 p.m. with Mr. Roy de León presiding.

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

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

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Ms. Myriam Lopez, Mrs. Becky Cavazos, Mrs. Brenda Jo Balderaz, Mr. Khalil Abdullah, Mr. Jose Luis Silva, Mr. Cody Gregg, Mr. Christopher Woods, Mr. Eddie Diaz, and Mr. Andrew Fish

**Approval of February 14, 2017 Finance, Audit, and Human Resources  
Committee Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of February 14, 2017 were approved as written. The motion carried.

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

Approval of the Hidalgo County Tax Resale Properties and the Resolution Authorizing the Tax Resale will be requested at the March 28, 2017, Board meeting.

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP was requesting consideration and possible action on the tax resale of forty-four (44) properties.

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

Background - On February 7, 2017, Linebarger Goggan Blair & Sampson, LLP held a Tax

Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. Out of the forty-seven (47) properties, three (3) properties were denied by other taxing authorities. They are requesting Board approval on forty-four (44) properties. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Board of Trustees' consideration. The total amount the College would receive was \$27,090.26.

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

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

### **Review and Recommend Action on Award of Proposals and Purchases**

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals and purchases as listed below:

A. Awards	B. Instructional Items
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#### **A. Award**

- 1) **Food and Related Non-Food Products (Award):** award the proposal for food and related non-food products for the period beginning April 27, 2017 through April 26, 2018 with two one-year options to renew, at an estimated amount of \$350,000.00 based on prior year history. The vendors are as follows:
  - **Ben E. Keith, Co.** (La Feria, TX)
  - **Devin Distributing & Packaging, Inc.** (Palmhurst, TX)
  - **Labatt Food Service** (Harlingen, TX)
  - **Sysco Central Texas, Inc.** (New Braunfels, TX)
  - **Valley Grocers, LLC.** (Brownsville, TX)
- 2) **Food Services Equipment (Award):** award the proposal for food services equipment to **Edward Don & Company** (San Angelo, TX), at an estimated amount of \$1,467,868.00;
- 3) **La Joya Jimmy Carter Teaching Center AV Installation (Award):** award the proposal for the La Joya Jimmy Carter Teaching Center AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$121,716.00;

- 4) **Mid Valley Campus Health Professions and Science Building AV Installation (Award):** award the proposal for the Mid Valley Campus Health Professions and Science Building AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$581,980.00;
- 5) **Mid Valley Campus Student Services Expansion AV Installation (Award):** award the proposal for the Mid Valley Campus Student Services Expansion AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$163,476.00;
- 6) **Nursing and Allied Health Expansion AV Installation (Award):** award the proposal for the Nursing and Allied Health Expansion AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$659,512.00;
- 7) **Pecan Campus Cafeteria and Student Activities AV Installation (Award):** award the proposal for the Pecan Campus Cafeteria and Student Activities AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$188,436.50;
- 8) **Pecan Campus North Academic Building AV Installation (Award):** award the proposal for the Pecan Campus North Academic Building AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$497,302.00;
- 9) **Pecan Campus South Academic Building AV Installation (Award):** award the Pecan Campus South Academic Building AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$304,925.00;
- 10) **Pecan Campus STEM Building AV Installation (Award):** award the proposal for the Pecan Campus STEM Building AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$380,548.00;
- 11) **Starr County Campus Health Professions and Science Building AV Installation (Award):** award the proposal for the Starr County Campus Health Professions and Science Building AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$393,806.50;
- 12) **Starr County Campus Student Activities Building Expansion AV Installation (Award):** award the proposal for the Starr County Campus Student Activities Building Expansion AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$77,264.00;
- 13) **Starr County Campus Student Services Building Expansion AV Installation (Award):** award the proposal for the Starr County Campus Student Services Building Expansion AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$22,033.50;
- 14) **Technology Campus Southwest Building Expansion AV Installation (Award):** award the proposal for the Technology Campus Southwest Building Expansion AV Installation to **Audio Visual Aids** (San Antonio, TX), at an estimated amount of \$315,308.50;
- 15) **Risk Management Consultant Services (Award):** award the proposal for risk management consultant services to **Cameron Investment Company dba/Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning for the period beginning May 1, 2017 through April 30, 2018 with four one-year options to renew, at an estimated amount of \$18,500.00;
- 16) **Travel Services (Award):** award the proposal for travel services to **Shands Brooks Travel** (McAllen, TX), for the period beginning May 20, 2017 through May 19, 2018 with two one-year options to renew, at a service fee of \$25.00 per airline ticket;

**B. Instructional Item**

**17)Ultrasound Machines (Purchase):** purchase ultrasound machines from **Siemens Medical Solutions USA, Inc.** (Malvern, PA), a sole source vendor, at a total amount of \$80,578.00;

Recommend Action - The total for all award of proposals and purchases was \$5,623,254.00.

Ms. Rose Benavidez asked about the proposed installation of A/V technology at the Starr County Campus Student Activities Building, noting past issues with technology at that campus. Staff agreed to review the planned installation. They recommended approval of the proposal as presented, and if further changes were required they would be built to incorporate the equipment within this purchase.

Mr. Gary Gurwitz noted that a significant portion of the proposal awards were for projects within the 2013 Bond Construction Program, and raised the question whether these items should have been presented to the Facilities Committee. He asserted that the Facilities Committee is responsible for the 2013 Bond Construction Program budget and needs to be kept apprised of expenditures made against the bond funds, and the impact of those expenditures on the related budgets.

Dr. Alejo Salinas, Jr. noted that a motion had been made, and called the question.

The motion, to approve the award of proposals and purchases as presented, carried.

**Review and Discussion of State Appropriations for FY 2017 - 2018 and  
FY 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 FY 2017 - 2018 and FY 2018 - 2019 biennium.

**Preliminary Funding – All Community Colleges – Biennium FY 2018 – FY 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 FY 2018 – FY 2019 biennium, the Contact Hour funding total for all community colleges is reduced by \$5,879,808 from the FY 2016 – FY 2017 biennium, or -0.4%, and the Success Points funding total is reduced by \$653,312 from the FY 2016 – FY 2017 biennium, or -0.4%. The Success Points were funded at \$185.12 per point for the FY 2014 – FY 2015 biennium and \$173.00 per point for the FY 2016 – FY 2017 biennium. The proposed Success Points funding for the FY 2018 – FY 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, which prevents colleges from receiving less funds in the upcoming biennium than what was received by each college in the previous biennium.

**All Community Colleges – Biennium Appropriations Comparison**

<b>State Appropriations</b>	<b>Final FY 2016 – FY 2017 Biennium</b>	<b>SB1/HB1 FY 2018 – FY 2019 Biennium</b>	<b>Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
Core Operations	\$50,000,000	\$50,000,000	-	
Performance Funding/ Student Success Pts.	169,168,401	168,515,089	(\$653,312)	(0.4%)
Contact Hour/Instruction	1,522,515,612	1,516,635,804	(5,879,808)	(0.4%)
<b>Total</b>	<b>1,741,684,013</b>	<b>1,735,150,893</b>	<b>(6,533,120)</b>	<b>(0.4%)</b>

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)	(9.0%)

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

**All Community Colleges – Biennium Appropriations Comparison – TACC Request**

<b>State Appropriations</b>	<b>SB1/HB1</b>	<b>TACC Request</b>	<b>Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
Core Operations	\$50,000,000	\$75,000,000	\$25,000,000	50.0%
Performance Funding/ Student Success Pts.	168,515,089	186,881,648	18,366,559	10.9%
Contact Hour/Instruction	1,516,635,804	1,566,866,566	50,230,762	3.3%
<b>Total</b>	<b>\$1,735,150,893</b>	<b>\$1,828,748,214</b>	<b>\$93,597,321</b>	<b>5.4%</b>

**South Texas College – Biennium Appropriations Preliminary Funding FY 2018 – FY 2019**

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

**South Texas College – Total Biennium Appropriations Comparison**

<b>State Appropriations</b>	<b>FY 2016 – FY 2017 Biennium</b>	<b>FY 2018 – FY 2019 Biennium</b>	<b>Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
Core Operations	\$1,000,000	\$1,000,000	-	
Performance Funding/ Student Success Pts.	7,341,471	7,263,328	(\$78,143)	(1.1%)
Contact Hour/Instruction	66,029,732	69,770,691	3,740,959	5.7%
<b>Total</b>	<b>74,371,203</b>	<b>78,034,019</b>	<b>3,662,816</b>	<b>4.9%</b>
 Bachelor Programs	 1,610,214	 1,835,810	 225,596	 14.0%
<b>Total</b>	<b>\$75,981,417</b>	<b>\$79,869,829</b>	<b>\$3,888,412</b>	<b>5.1%</b>

The preliminary allocations were determined using the period of Spring 2016, Summer 2016, and Fall 2016. The final allocations would be determined using the base period of Summer 2016, Fall 2016, and Spring 2017, once the Spring 2017 census student enrollment totals are certified. The FY 2016 – FY 2017 biennium appropriations included the Continuing Education contact hour adjustment, however the preliminary allocations from TACC did not reflect the contact hour adjustment.

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

**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, reviewed the Texas Higher Education Coordinating Board Report on the Fiscal Year 2016 Financial Condition Analysis of Texas Public Community College Districts with the Committee.

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

Background - The Texas Higher Education Coordinating Board collected 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 stated 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 was 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 letter and the report from Texas Higher Education Coordinating Board were provided in the packet for the Committee's review and discussion.

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

### **Discussion of Texas Comptroller of Public Account's Transparency Stars Program Awards**

The College earned three (3) Texas Comptroller of Public Accounts' Transparency Stars Program Awards. The Business Office staff completed the requirements to earn the following Transparency Star Program Awards.

1. Traditional Finance Transparency Star
2. Economic Development Transparency Star
3. Debt Obligation Transparency Star

As of February, South Texas College was the only college to be awarded any of the new Transparency Stars Awards.

Background – The Texas Comptroller of Public Accounts launched a revised and improved Transparency award program in March 2016 by announcing the new Transparency Stars Program. The purpose of the program was to recognize cities, counties, and school districts going above and beyond in their transparency efforts. The program recognized entities that accomplish the following:

- Provide clear and meaningful financial information not only by posting financial documents, but also through summaries, visualizations, downloadable data and other relevant information.

Local government entities can apply for stars in the following areas:

- Traditional Finances
- Economic Development
- Debt Obligations
- Contracts and Procurement
- Public Pensions

After receiving an initial star for Traditional Finances, remaining stars may be awarded in any order.

The College was also gathering information to apply for the Contracts and Procurement award. The College was ineligible for the Public Pension Transparency Star, due to the College's participation in the Teacher Retirement System of Texas' defined benefit plan, and had limited independent decision-making.

Enclosed Documents – A Traditional Finance Transparency Star Certificate, an Economic Development Transparency Star Certificate, a Debt Obligation Transparency Star Certificate, and the South Texas College web page reflecting the information available for each of the Transparency Stars 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, responded to questions and feedback from the committee.

The Committee suggested that staff develop a press release to announce these awards.

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



### **Review and Discussion of Internal Audit Reports in the Areas of Mileage Reimbursement and Employment Eligibility Verification Form I-9**

Mr. Khalil Abdullah, Internal Auditor, was present at the Committee meeting to discuss the procedures, findings, and recommendations of the internal audit reports in the areas of Mileage Reimbursement & Employment Eligibility Verification Form I-9.

Mr. Abdullah also introduced Mr. Jose Luis Silva, Audit Specialist, to the Finance, Audit, and Human Resources Committee.

The two (2) reports were included in the packet for the Committee's review.

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

### **Review and Discussion of Audit Plan Status and Other Office of Internal Audit Activities**

Mr. Khalil Abdullah provided a status update on the Audit Plan completion as well as other activities and ongoing projects.

The Audit Plan was provided in the packet for the Committee's review.

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

### **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 is current as of March 2, 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 was 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)**

- Ninety seven (97) Full Time, Regular positions have been filled as of March 2, 2017.
- Eight (8) Full Time, Regular positions have been filled since the last vacancy report provided as of February 9, 2017.

**3) Position Turnover during Fiscal Year 2016 - 2017**

**(EXHIBIT D - RESIGNATIONS)**

- There have been thirty four (34) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of March 2, 2017.
- There have been four (4) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of February 9, 2017.

<b>Vacancies, Filled Positions, and Resignations FY 2016 - 2017</b>					
	<b>FY15 - 16 Vacant Positions</b>	<b>New Positions for FY 2016 - 2017</b>			<b>Total</b>
		<b>Non- Bond</b>	<b>Bond</b>	<b>Total</b>	
Vacancies as of September 1, 2016	<b>143</b>	13	152	<b>165</b>	<b>308</b>
Filled as of Mar.2, 2017	<b>87</b>	5	5	<b>10</b>	<b>97</b>
<b>Total</b>	<b>56</b>	<b>8</b>	<b>147</b>	<b>155</b>	<b>211</b>
Resignations as of Mar. 2, 2017	34	0	0	0	34
<b>Vacancies Balance as of Mar. 2, 2017</b>	<b>90</b>	<b>8</b>	<b>147</b>	<b>155</b>	<b>245</b>

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 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 6:46 p.m.

I certify that the foregoing are the true and correct Minutes of the March 7, 2017 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

\_\_\_\_\_  
 Mr. Paul R. Rodriguez  
 Chair

### **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 Fund Trust, which provides scholarships to students living in the City of Mission, and funds distributed is being presented.

Purpose – Mr. Keith Moore from Edward Jones will present on the status of the MEDA Scholarship Fund Trust and provide a further update at the meeting. Mr. Moore will present an overview of the agreement, the annual obligated amount of distribution, the annual net income and the anticipated annual earnings.

Justification – The report being presented will provide a brief review and update of the MEDA Scholarship Fund to the College's Board of Trustees. The update will also provide clarification on the provision stipulated in the MEDA Scholarship Fund Trust Agreement and Agreement of Trustee on the required distribution to South Texas College.

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.

The MEDA Scholarship Fund Trust Agreement and Agreement of Trustee establishes the provision of distributions to South Texas College as the sole beneficiary. The agreement stipulates **the amount distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year.**

According to Ms. Mary Lodewyck, Edward Jones representative, the amount distributed in each fiscal year of the Trust does not include both the net income of the Trust and Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust. The Edward Jones representative also clarified that the Trustee will distribute the greater of the net income of the Trust or Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust.

Reviewers – The Vice President for Finance and Administrative Services, Business Office staff, and Student Financial Services staff have reviewed the information being presented. The information on the provision stipulating the distribution amount to South Texas College has been reviewed.

Enclosed Documents – A copy of the MEDA Scholarship Fund Endowment Agreement and the MEDA Scholarship Fund Trust Agreement and Agreement of Trustee follow 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 February 28, 2017.

<b>Market Value-October 1, 2012</b>	<b>\$3,189,982.10</b>
<b>Additions:</b>	
Income	319,247.79
Additions <sup>(1)</sup>	205,293.10
Security transfers	9,963.22
Other receipts	1,200.27
Change in market value	886,892.57
<b>Reductions:</b>	
Disbursements to STC	(708,559.60)
Other Disbursements <sup>(2)</sup>	(169,160.21)
<b>Market Value-February 28, 2017</b>	<b>\$ 3,734,859.24</b>

(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:

<b>Distributions Received by South Texas College</b>	
<b>Month/Year</b>	<b>Amount</b>
June 2013	\$ 160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
<b>Total Distributions Received</b>	<b>\$ 708,559.60</b>

The net income of the Trust for the years of 2012 to 2016 is as follows:

<b>Net Income</b>					
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Additions:</b>					
Interest/Dividends	\$ 13,376.82	\$ 71,158.57	\$ 78,739.19	\$ 74,656.43	\$ 72,162.17
<b>Reductions:</b>					
Published					
Fee Collected <sup>(1)</sup>	(5,014.57)	(15,908.84)	(16,582.31)	(16,416.96)	(15,956.01)
Trust Tax Return					
Preparation Fee	-	(300.00)	(300.00)	(300.00)	(300.00)
<b>Total Net Income</b>	<b>\$ 8,362.25</b>	<b>\$ 54,949.73</b>	<b>\$ 61,856.88</b>	<b>\$ 57,939.47</b>	<b>\$ 55,906.16</b>

(1) Published Fee for Serving as Trustee – The Trustee, Edward Jones Trust Company, manages and administers the Trust according to the terms set out in the Trust.

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

## **Mission E.D.A. Scholarship Fund Endowment Agreement**

This Mission E.D.A. Scholarship Fund Endowment Agreement ("Agreement") is hereby established and agreed to by and between the Mission Economic Development Authority, Inc. ("MEDA") and South Texas College ("STC") (each of MEDA and STC is sometimes herein referred to as a "Party," and collectively, they are sometimes referred to as the "Parties") to promote economic development for the region by increasing the educational attainment and/or work skill levels for students from the City of Mission who are pursuing programs of study at STC.

### **Part 1. The Fund.**

MEDA has established and funded a trust known as The MEDA Scholarship Fund Trust Agreement dated August 1, 2012 (the "Trust"), of which Edwards Jones Trust Company is the initial sole Trustee (hereinafter Edward Jones Trust Company, together with any other successor Trustee(s), is described as the "Trustee"). The Trust will be funded with assets exceeding the value of \$3,000,000.00.

The Trust is to be managed and administered by the Trustee according to the terms set out in the Trust.

### **Part 2. Purpose; Uses of Distributions from the Trust.**

The purpose of the Trust is to manage and distribute funds to STC for the purpose of awarding and distributing scholarships under this Agreement to students of STC who reside in the City of Mission, Texas, and/or to establish educational facility(ies) within the City of Mission, Texas. As such, the Trust provides that income and certain portions of the corpus of the Trust may be distributed to STC from the Trust to use to provide scholarships under this Agreement and for the alternative use as provided in Part 4 of this Agreement.

### **Part 3. The Scholarships**

STC, through its established and to be established scholarship award protocols and committees, will use distributions from the Trust to provide scholarships to selected students for tuition, books, and/or fees according to the purposes of the Trust and the eligibility criteria established in this Agreement.

A. Each scholarship provided for shall be a commitment by STC to provide at least a two semesters, and maximum of four semesters, scholarship subject to all eligibility criteria being met and maintained. Prior receipt of scholarship funds under this Agreement shall not be a bar to receipt of future scholarship funds under this Agreement. The Scholarship Committee (as defined below) shall establish the payment/reimbursement requirements and schedule for scholarship monies to enable the scholarship monies to be used for their intended purposes and goals and to enable monitoring by STC of compliance with the eligibility criteria for

continuation. Any unused scholarship funds upon which a student defaults may be carried forward by STC and included in the scholarships awarded in a future award period. The scholarships shall begin to be awarded beginning no later than STC's Fall Semester of 2013.

B. Each scholarship shall be for an amount of no less than the amount of two semesters' tuition, and no more than the sum of four semesters' tuition, plus anticipated college fees and textbook costs and educationally related expenses.

C. **Criteria for Eligibility.** In order to be considered for a scholarship, an applicant must:

- Be a Permanent Resident of the City of Mission (as defined below) at the time of application for the scholarship and for two or more consecutive years previously, as well as during the STC semester(s) for which the scholarship is given.
- Have completed one semester (full or part time) at STC with a cumulative Grade Point Average (GPA) of 2.50 or above on a 4.0 scale.
- Any student or potential student shall be eligible for a scholarship regardless of high school performance. However, the scholarships are intended to benefit either students who excelled in high school (or are excelling at STC) or those whom the Scholarship Committee (as defined below) believes need financial assistance in overcoming financial and life difficulties and who are likely to become a productive employed or employing member of the Mission Area business and industrial community.
- Be a U.S. citizen or a legal permanent resident with a permanent resident card or passport stamped I-551.

D. **Need.** While STC may impose a "need" standard of evaluation if it deems appropriate, financial "need" shall not be a requirement to the award of any scholarship.

E. **Criteria for Maintaining Scholarship.** Each committed scholarship award shall continue for the duration of the scholarship period so long as the recipient:

- Maintains a cumulative Grade Point Average (GPA) of 2.50 or above on a 4.0 scale each semester.
- Maintains an enrollment at least two semesters each year and completes a minimum of 12 credit hours per year (the "year" being measured from the start date of the semester for which a scholarship is awarded).
- Remains in good standing with STC with respect to financial, academic, disciplinary, and honor code matters.
- Maintain his/her residence within the city limits of the City of Mission.

F. **Summer Enrollment.** Summer enrollment by any scholarship recipient is not required, but scholarships for summer enrollment shall be permitted and encouraged.

**G. Revocation.** STC shall revoke any scholarship if the recipient fails to meet the required criteria.

**H. Resident.** For purposes of this Agreement, "Permanent Resident of the City of Mission" shall be considered a person who has maintained a domicile within the City of Mission (or a in the event of a minor, during the minority a person whose parents, legal guardian, managing or possessory conservator) to which the person intends to return after any temporary absence, within the city limits of the City of Mission. STC shall be entitled, as a condition to considering any scholarship application, to require proof of the required residency of a type satisfactory to STC.

**I. Categories of Scholarships.** The scholarships shall be available to any category of student, whether Community College, Associate, Undergraduate, Graduate, Technical, Certificate, or Vocational Studies students of STC.

**J. Precatory Language.** While this desire to STC is advisory only, MEDA hopes that the Scholarship Committee (as defined below) will attempt to apply at least one-half of the scholarship funds to assist students in non-academic courses of study, such as technical, vocational, and certificate courses of study and learning.

**K. Scholarship Committee.** STC will establish a scholarship committee (which may consist of another committee which handles other scholarships) to administer the scholarship awards under this Agreement, either by year or by semester, as STC deems most advantageous to the students (such committee referred to herein as the "Scholarship Committee"). The Scholarship Committee's duties will include establishment of procedures for the award of the scholarship funds, including, but not limited to the application process, official forms, deadline information, number of recipients, selection process, etc.

**L. Community Representatives on Committee.** Mission Economic Development Corporation (an affiliate of the City of Mission) and the Mission City Council shall each be invited by STC to designate one member to serve on the Scholarship Committee during each scholarship award period. If no designation is made by either or both groups, the non-designating group need not be represented on the Scholarship Committee.

**M. Recruiting Applicants.** Each year STC may utilize up to \$5,000.00 of the distributions from the Trust each year to advertise the availability of the scholarships under this Agreement, to educate potential applicants about the scholarships, and to recruit qualified persons to apply for the scholarships.

#### **Part 4. Permitted Alternative Use of Funds**

**A.** Until January 1, 2018, STC and the City Council of the City of Mission may, by joint or separate resolutions (but both entities must pass identical resolutions) provided to the



Trustee, direct the Trustee to distribute the remaining funds in the Trust (leaving sufficient amounts to comply with scholarships to which STC has committed the funds and in order pay debts and expenses of the Trust) to STC to construct and/or operate an Educational Facility (as defined below) within the City of Mission or its urban extra-territorial jurisdiction. The Trust's funds so distributed by the Trustee as detailed in this Part 4 shall be used by STC for such restricted purpose, and this restriction shall be enforceable against STC by the City Council of the City of Mission.

B. STC and the City Council of the City of Mission must pass the resolutions and submit to the Trustee their resolution(s) in writing at least 6 months prior to being entitled to the monies from the Trust. Thus, the latest date any such distribution can be made based upon timely resolution and request is July 1, 2018.

C. An "Educational Facility" is defined as a secondary or post-secondary school to educate students to cause them to be able to earn a degree or to provide them training in a technical or vocational field to teach them work force skills.

#### **Part 5. General Terms**

A. **Account For Funds.** In order to administer the funds distributed from the Trust to STC, STC shall establish a separate restricted account for the receipt and distribution of such funds under this Agreement.

B. **MEDA represents and acknowledges that:**

- (a) MEDA understands that applicable federal and state tax regulations may restrict the ability of family members of a scholarship recipient and other persons to provide direct financial support to their choice of students through this scholarship for the purpose of obtaining or creating a tax credit; and
- (b) The Scholarship program provided for in this Agreement is for general scholarships over which STC has full discretion subject to the conditions of this Agreement.

C. **STC represents:**

- (a) STC will not provide scholarships from the funds dedicated to this scholarship program except in accordance with the terms and requirements of this Agreement;
- (b) The scholarships administered under this Agreement serve STC's benevolent and charitable purposes and the provision of the scholarships is a bona fide program operated by STC; and

- (c) STC will provide to the Trustee, upon request, information required to be provided by the Trustee in determining that any distribution to STC from the Trust is a "Qualifying Distribution" as defined in Section 4942 of the Internal Revenue Code of 1986, as amended.

D. **Non-Discrimination.** No applicant for, or recipient of, any scholarship funds or benefits under this Agreement shall be subject, directly or indirectly, to discrimination on the basis of race, sex, color, national origin, religion, age, disability, veteran status, or any other illegal basis with respect to any provision of this Agreement.

E. **No Act Contrary to Law.** MEDA and STC acknowledge and agree that nothing in this Agreement shall be construed so as to require the commission of any act contrary to the law, and whenever there is any conflict between any provision of this Agreement and any present or future law, ordinance, administrative, executive, or judicial regulation, order or degree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision(s) of this Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time(s) such conflict(s) exist.

F. **Counterparts.** This Agreement may be executed by the Parties on any number of separate counterparts, and all such counterparts so executed constitute one agreement binding on all the Parties notwithstanding that all the Parties are not signatories to the same counterpart. Delivery by facsimile or other electronic transmission of an executed counterpart of this Agreement shall bind the Party making such delivery effective as of the time of such delivery, and such Party shall deliver the originally executed counterpart as soon as possible thereafter.

[The remainder of this page is intentionally left blank; signature page follows.]



This Mission E.D.A. Scholarship Fund Endowment Agreement is executed to be effective and established on August 1, 2012.

**Mission Economic Development Authority, Inc.**

By: \_\_\_\_\_  
Robert J. Goodwin, Chairman and  
Member of Board of Directors

\_\_\_\_\_  
Pat Townsend, Jr., Member of Board of Directors

\_\_\_\_\_  
Ben Olivarez, Member of Board of Directors

\_\_\_\_\_  
David Heflin, Member of Board of Directors

D.L. Hall  
\_\_\_\_\_  
Geoff Hall, Member of Board of Directors

**South Texas College**

By: Shirley Reed  
Dr. Shirley Reed, President

**Received and Acknowledged by:**

**EDWARD JONES TRUST COMPANY**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

A Member of the Edward Jones Trust  
Company Acceptance Committee

GHG: 1361098.3

**MEDA SCHOLARSHIP FUND TRUST AGREEMENT**  
**AND AGREEMENT OF TRUSTEE**

By this trust agreement Mission Economic Development Authority, Inc. ("MEDA"), as Trustor, hereby establishes this MEDA SCHOLARSHIP FUND TRUST ("the Trust"), and Edward Jones Trust Company hereby agrees to accept the assets contributed by MEDA and to serve as the initial sole trustee.

**PURPOSE**

1. The purpose of the Trust is to manage and distribute funds to South Texas College, or its successor in interest, for the purpose of awarding and distributing scholarships under the Mission E.D.A. Scholarship Fund Endowment Agreement effective August 1, 2012 ("Scholarship Endowment") to students of South Texas College who reside in the City of Mission, Texas, and/or to establish educational facility(ies) within the City of Mission, Texas.

**TRUSTEE**

2. The trustee of the Trust shall be Edward Jones Trust Company, or its successor in interest (hereinafter, together with any other successor Trustee(s), described as the "Trustee"). No bond or other security is required of the Trustee.

**BENEFICIARY**

3. The initial sole beneficiary of the Trust is South Texas College, or its successor in interest (hereinafter called the "STC Beneficiary"), and the STC Beneficiary shall remain the sole beneficiary of the Trust so long as the STC Beneficiary is and remains an organization to which contributions may be made for the purposes set out in Section 170(c) of the Internal Revenue Code of 1986, as amended (hereinafter, the "Code"). Distributions from the Trust to the STC Beneficiary

shall be for the restricted purpose set forth in Paragraph 1 and shall be made in accordance with the provisions of Paragraph 5 and Paragraph 6.

#### **TRUST ESTATE**

4. The Trust shall be funded with any and all assets contributed to it by MEDA. On or before August 8, 2012, MEDA shall contribute all of its assets remaining after the payment of MEDA's outstanding obligations and expenses which shall constitute the initial corpus of the Trust. The trust estate shall be comprised of this initial corpus together with all other assets transferred to the Trust by MEDA, as well as any income earned from such corpus.

#### **DISTRIBUTIONS TO STC BENEFICIARY**

5. For Scholarships. Subject to the provisions of Paragraph 6, the Trustee, during each fiscal year of the Trust, shall distribute to the STC Beneficiary such amounts of the Trust's net income and corpus at such times and in such amounts as directed by the STC Beneficiary; provided that the total amount of distributions directed by the STC Beneficiary to be distributed in each fiscal year of the Trust is not to exceed an amount equal to the greater of the following: (i) the net income of the Trust; and (ii) Five Percent (5%) of the fair market value of the undistributed income and corpus of the Trust as of the last day of the Trust's previous fiscal year, and all such distributions shall be made to the STC Beneficiary for the restricted purpose of awarding and distributing scholarships under the Scholarship Endowment to students of South Texas College who reside in the City of Mission, Texas. Notwithstanding the foregoing, the Trustee, during each fiscal year of the Trust, shall distribute to the STC Beneficiary at least the minimum amount required to avoid subjecting the Trust to tax under Section 4942 of the Code. The Trustee shall verify that each



distribution made pursuant to this Paragraph 5 will constitute a “Qualifying Distribution” as defined in Section 4942 of the Code.

6. For A Mission Area Educational Facility. Notwithstanding the provisions of Paragraph 5, the Trustee shall distribute the remaining assets of the Trust, less sufficient amounts to fund any distributions to the STC Beneficiary necessary for scholarships to which the STC Beneficiary has committed the funds pursuant to Paragraph 5, and further less debts and expenses of the Trust, to the STC Beneficiary 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 STC Beneficiary and the City Council of the City of Mission, Texas, so direct by joint resolution or separate, identical resolutions provided to the Trustee. If the Trustee receives any such joint resolution or separate, identical resolutions on or before January 1, 2018, the Trustee shall distribute such assets less the permitted reserves within six (6) months of the receipt of such resolution(s). In no event shall the Trustee have a continuing obligation to confirm the proper use of the distributed funds by the STC Beneficiary, however, the Trustee shall verify that any distribution made pursuant to this Paragraph 6 will constitute a “Qualifying Distribution” as defined in Section 4942 of the Code.

#### **SPENDTHRIFT PROVISION**

7. To the fullest extent allowed by law, no property (whether income or corpus) of the Trust shall be subject to encumbrance by the Trustor or any beneficiary hereof, or to attachment by or the interference or control of any creditor or assignee of the Trustor or any beneficiary hereof, and it may not be taken or reached by any legal or equitable process in satisfaction of any debt or liability of the Trustor or any beneficiary hereof.

### **TERMINATION**

8. If, at any time, the assets of the Trust have a fair market value of less than Five Hundred Thousand Dollars (\$500,000), and the Trustee, in the Trustee's discretion, shall determine that the size of the Trust does not warrant the cost of administering the same in trust or would be otherwise impractical, the Trustee, in full discharge of the Trustee's duties, without formal court accounting, may terminate the Trust. Upon termination of the Trust due to its size, or upon termination or dissolution of the Trust for any other reason, the Trustee shall distribute, free from trust, all of the then remaining trust estate to the STC Beneficiary, for the restricted purpose set forth Paragraph 1.

9. Notwithstanding anything herein the contrary, if, at any time, the STC Beneficiary ceases to exist or to qualify as an organization to which contributions may be made for the purposes set out in Section 170(c) of the Code, the Trustee shall distribute the remaining assets of the Trust to one or more charitable organizations qualified under Sections 501(c)(3), 2055 and 170(a) of the Code that the Trustee believes, in its sole and absolute discretion, will fulfill MEDA's general charitable intent of providing education to students who reside in the City of Mission, Texas. All determinations made by the Trustee under this Paragraph 9 are final and binding on all parties.

### **IRREVOCABILITY; AMENDMENT**

10. This Trust shall not be revoked, altered, or amended by any person or party. Notwithstanding the foregoing, the Trust may be amended, altered or modified at any time or from time to time, by the Trustee by a signed and acknowledged written instrument, for the sole purpose of assuring qualification of the Trust as an organization described in Section 501(c)(3) of the Code, contributions to which are deductible as charitable contributions for Federal income, gift, and estate



tax purposes. Any amendment of the provisions of this Paragraph 10 shall be valid only if and to the extent that such amendment further restricts the power to amend the Trust. All instruments amending the Trust shall be kept with the records of the Trust.

#### **PROVISIONS CONCERNING QUALIFICATION AS CHARITABLE TRUST**

11. Income or corpus derived from contributions to the Trust shall be distributed by the Trustee for use solely within the United States or its possessions. No part of the net earnings of the trust estate of the Trust shall inure to, or be payable to or for the benefit of, any private shareholder or individual other than as legitimate objects of exempt purposes, and no substantial part of the activities of the Trust shall be the carrying on of propaganda, or otherwise attempting to influence legislation. No part of the activities of the Trust shall be the participation or intervention in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this trust agreement, the Trustee shall not conduct any activities on behalf of the Trust which are not permitted to be conducted: (i) by an organization exempt from federal taxes pursuant to Section 501(c)(3) of the Code; or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code. In the administration of the Trust, the Trustee shall not exercise any power or authority granted by the provisions of this trust agreement in any manner or for any purpose whatsoever which may not be exercised by an organization described in Section 501(c)(3) of the Code. Notwithstanding any other provisions of this trust agreement, (i) the Trustee shall make distributions each taxable year at such time and in such manner as not to subject the Trust, any foundation manager, or disqualified person to the tax on undistributed income imposed by Section 4942 of the Code; (ii) no Trustee, foundation manager, or disqualified person shall engage in any act of self-dealing as defined in Section 4941(d) of the Code; (iii) no Trustee, foundation manager, or disqualified person shall cause the Trust to retain any excess business holdings as defined in Section

4943(c) of the Code which would subject the Trust to tax under Section 4943 of the Code; (iv) no Trustee, foundation manager, or disqualified person shall cause the Trust to retain or make any investment which would result in tax liability under Section 4944 of the Code; and (v) no Trustee, foundation manager, or disqualified person shall cause the Trust to make any taxable expenditures as defined in Section 4945(d) of the Code.

12. The Trustee shall take such action as shall be necessary and appropriate to qualify the Trust as an organization defined in Section 501(c)(3) of the Code, including, but not limited to, completing and filing all forms and supporting documents which are necessary to meet such definition, within the required deadlines, including any extensions thereto, and the expenses of the Trustee in completing all such filings, forms, and supporting documents, including but not limited to reasonable attorneys' fees, shall be paid from the assets of the Trust. All actions of the Trustee made pursuant to the authority conferred upon the Trustee by the provisions of this trust agreement shall be final and binding upon each and every person or entity who may have an interest in the Trust.

13. The Trustee shall have all of the authority and powers and be subject to all of the provisions of the Trust applicable to the Trustee to the extent that such authority, power, or provision will not (i) disqualify the Trust from qualifying as a Section 501(c)(3) organization, or (ii) subject the Trustee, any foundation manager, or a disqualified person to any excise tax imposed under Sections 4941, 4942, 4943, 4944, or 4945 of the Code.

#### **INVESTMENT AUTHORITY**

14. The Trustee shall invest the trust estate in accordance with the standards set forth in Texas Property Code Chapter 113 ("Texas Trust Code"), as amended (or any subsequent applicable law), and the Trustee may also invest all or any part of the trust estate in one or more common trust



funds now or hereafter established by the Trustee pursuant to Texas Property Code § 113.171 and § 113.172. Notwithstanding the foregoing, at any time that Edward Jones Trust Company is serving as Trustee hereunder, the provisions of this Paragraph shall not be applicable, but Paragraph 21, Paragraph 22, and all applicable Missouri law, including but not limited to Sections 456.1-101 to 456.11-1106 of the Revised Missouri Statutes, as amended from time to time (“Missouri Uniform Trust Code”) shall apply to the administration of the Trust.

### **ADMINISTRATION**

15. The Trustee shall be authorized and empowered:

(a) To exercise all of the powers now or hereafter granted to trustees of express trusts by the Texas Trust Code or any corresponding statute, except in any instance in which the Texas Trust Code, or such other statutory provision, may conflict with the express provisions of this trust agreement, in which case the provisions of this trust agreement shall control.

(b) To adjust, compromise, abandon, sue on or defend, and otherwise deal with and settle all claims in favor of or against the Trust.

(c) To engage and retain consultants, attorneys, accountants, or similar advisors at any time when it may be reasonably necessary to do so in order to provide for the prudent management and preservation of the Trust.

(d) To continue to act as Trustee of the Trust regardless of any change of name of the Trustee and regardless of any reorganization, merger or consolidation of the Trustee.

Notwithstanding the foregoing, at any time that Edward Jones Trust Company is serving as Trustee hereunder, the provisions of this Paragraph shall not be applicable, but Paragraph 21, Paragraph 22, and all applicable Missouri law, including but not limited to the Missouri Uniform Trust Code, shall apply to the administration of the Trust.

### **COMPENSATION AND EXPENSES**

16. At any time Edward Jones Trust Company is serving as a Trustee of the Trust, Edward Jones Trust Company shall be compensated:

(a) In accordance with its schedule of rates as published from time to time and as in effect at the time such compensation becomes payable;

(b) Without diminution of any fees that it or any Affiliate (as defined in Paragraph 21(a) below) may receive from mutual funds or money market funds in which the Trust has invested or any financial instrument or investment vehicle in which the trust estate is invested. Such fees may include, but are not limited to, payments for investment advisory or management services and administrative and sub-accounting services, as well as brokerage fees and commissions and payments for other expenses of the funds or investments; and

(c) Without diminution of payments to any Affiliates for services rendered to the Trust.

Any Trustee other than Edward Jones Trust Company shall be entitled to receive for such Trustee's services hereunder reasonable compensation which shall be determined in accordance with Texas law and prevailing standards. The courts of the state having jurisdiction over the administration of the Trust, as determined pursuant to Paragraph 22 herein, shall have the power and authority to review the compensation of any Trustee, and such Court may take any action with respect to such fees as the Court may deem appropriate pursuant to the laws of the state where the Trust is being administered, as determined pursuant to Paragraph 22 herein.

#### **GENERAL PROVISIONS REGARDING TRUSTEE**

17. No successor Trustee hereunder shall be required to audit or approve accounts received from a prior trustee nor shall any such Trustee be liable for the actions of a prior Trustee. Prior to delivering the trust assets to a successor Trustee or prior to making any partial or complete distribution of corpus under this trust agreement (other than a distribution authorized pursuant to Paragraph 5 and which does not result in a termination of the Trust) the Trustee (1) may request an approval of the Trustee's accounts and a release and discharge from all beneficiaries that have an interest in the distribution, and if such approval, release and discharge is not granted, may request court settlement of such accounts; or (2) may request court settlement of such accounts. All of the



Trustee's fees and expenses (including attorneys' fees) attributable to court approval of such accounts shall be paid by the Trust to the extent that the accounts are approved.

18. The Trustee shall keep books of account respecting the Trust and all transactions involving the Trust, and shall furnish to the STC Beneficiary, at least annually, statements showing receipts and disbursements of income and corpus of the Trust, and a list of assets held in the Trust.

19. No person or entity dealing with the Trustee hereunder shall be obligated to see to the application of any money or property paid or delivered to the Trustee, and no such person or entity shall be obligated to inquire into the expediency or propriety of any transaction of the authority of the Trustee to enter into and consummate the same upon such terms as the Trustee may deem reasonably appropriate.

20. The Trustee may resign at any time by a signed and acknowledged written notice delivered to the STC Beneficiary. The STC Beneficiary shall appoint a successor Qualified Corporate Trustee by delivering a signed and acknowledged written appointment to such successor Trustee and to the resigning Trustee within ninety (90) days of the STC Beneficiary's receipt of said notice. If the STC Beneficiary fails to appoint a Qualified Corporate Trustee within said ninety (90) day period, the Trustee, at the expense of the Trust, may secure the appointment of a Qualified Corporate Trustee as a successor Trustee by a court in the state where the Trust is being administered, as determined pursuant to Paragraph 22 herein. For purposes of this Paragraph, a "Qualified Corporate Trustee" shall be a national trust company qualified to provide fiduciary services throughout the United States and having at least One Billion Dollars (\$1,000,000,000.00) of assets under management and capital and surplus of at least Twenty-Five Million Dollars (\$25,000,000.00).

## **SPECIAL PROVISIONS GOVERNING THE ADMINISTRATION OF THE TRUST**

### **WHEN EDWARD JONES TRUST COMPANY IS SERVING AS TRUSTEE**

21. Edward Jones Trust Company is a subsidiary of the Jones Financial Companies, L.L.L.P., a Missouri limited liability limited partnership, domiciled in the State of Missouri. While Edward Jones Trust Company is serving as a Trustee hereunder, the following additional provisions shall apply, and to the extent of any inconsistency between the following provisions and the other provisions of this document, the provisions set forth in this Paragraph 21 shall control as follows:

(a) Permitted Activities. Edward Jones Trust Company and any subsidiary or affiliate of the Jones Financial Companies, L.L.L.P. (hereinafter referred to collectively as an "Affiliate") may deal between such trust estate and themselves or any other Affiliate in any principal or agency transaction, either party acting in any capacity, in buying, selling, pledging, leasing, and exchanging assets, in furnishing or receiving goods, services, or facilities, and in borrowing or lending funds or participating in other extensions of credit when, in their discretion, such transaction shall be in the best interests of the beneficiaries of the trust. The foregoing shall apply regardless of any compensation, gain, or profit derived by any Affiliate acting in any capacity in connection with any such transaction. Any Affiliate may furnish services to any trust estate created in this trust agreement in any capacity as may be necessary or desirable in the Trustee's sole discretion for the proper management, protection and sale or other disposition of any part of the trust estate, and may receive customary and reasonable compensation for services in any such capacity without reduction for any compensation paid to Edward Jones Trust Company for its services as Trustee. Edward Jones Trust Company may, from time to time, hold or invest assets in mutual funds, money market funds, annuities or other investments. The fund management companies and their affiliates engaged in operating and distributing such funds or investments receive various commissions or fees for their services as described in the respective funds' prospectus, and such commissions or fees are separate from and will not affect the fees due Edward Jones Trust Company. A portion of such fees received by the fund management companies and their affiliates may, in turn, be paid to Edward Jones Trust Company or its Affiliates, including but not limited to the Edward Jones brokerage firm, for administrative, recordkeeping or shareholder services as and to the extent authorized by Rule 12b-1 under the Investment Company Act of 1940, as amended, or otherwise approved by the fund and its directors. Additionally, Edward Jones Trust Company, or its Affiliates, including but not limited to the Edward Jones brokerage firm, may receive certain payments known as "revenue sharing" from certain mutual fund management companies. Such payments may be based on the average asset values or the sales of fund shares during an applicable period. To the extent the above described fees or payments arise from assets held by Edward Jones Trust Company, they may be retained by or credited to the firm without reducing the amount of fees payable to Edward Jones Trust Company by the accounts



holding such investments. In the event that any person employed by Edward Jones Trust Company or any Affiliate shall also be acting as an officer or director of any corporation in which the trust may own stock or other securities or as an officer or director of any affiliate of such corporation or may be a candidate for election as such officer or director, such person may act as such officer or director and receive compensation therefor in the same manner as if he or she were not employed by Edward Jones Trust Company or Affiliate, and shall not be disqualified from voting for his or her election to such officer or for membership on the board of directors by reason of such employment or by reason of receiving compensation for such employment.

(b) Powers Regarding Affiliates. Edward Jones Trust Company shall have the following specific powers as to the trust estate and may exercise the same in its sole discretion without court order or approval: (i) to engage the services of any Affiliate, and, without limiting the generality of this authorization, the services of Edward Jones, its main operating subsidiary, with respect to the following matters: (A) to manage or advise on the investments of any trust estate created hereunder; (B) to invest the assets of any trust estate in any financial instrument or investment vehicle sold, managed, advised, or currently distributed, underwritten or issued by any Affiliate, including but not limited to money market funds, mutual funds, and certificates of deposit; provided, however that such investment is a qualified investment for a corporate fiduciary under Missouri law; (C) to act as a broker or dealer to execute transactions and to provide other services with respect to any trust estate, including the purchase of any stocks, bonds or other securities, insurance, annuities and any other financial instruments or investment vehicles currently distributed, underwritten or issued by any Affiliate; (D) to perform trust operations, custody and recordkeeping functions on behalf of Edward Jones Trust Company; and (E) to pay for services rendered by any Affiliate from the assets of the trust estate as an expense of trust administration, without diminution of any payment that Edward Jones Trust Company may receive as Trustee, and recognizing that Edward Jones Trust Company may also receive credit or other compensation from any Affiliate for services Edward Jones Trust Company may perform, and may exchange services with any Affiliate; (ii) to cause or permit all or any part of any trust estate to be held, maintained or managed in accounts or deposits administered in any jurisdiction inside or outside the United States of America, and to hold any trust property in the name of its nominee or nominee of any Affiliate; and (iii) to submit to binding arbitration, at its discretion, any claim or dispute that may arise with respect to administration of the trust by Edward Jones Trust Company or any related actions of any Affiliate.

(c) Appointment of Special Trustee. Edward Jones Trust Company is authorized to appoint a person or qualified corporation at any time to act as special Trustee (the "Special Trustee") for the administration of property with respect to which Edward Jones Trust Company shall make the determination, in its discretion, that it is not eligible to act or cannot administer in a practicable manner. This provision is not intended to relieve Edward Jones Trust Company for its obligation to oversee and be responsible for such investments. Edward Jones Trust Company may at any time revoke such appointment. So long as any such appointment is in effect, any power or authority that would be exercisable by Edward Jones



Trust Company with respect to the assets to be administered by the Special Trustee may be exercised by the Special Trustee with the same force and effect as if Edward Jones Trust Company had itself taken such action in the absence of any such restriction or limitation. The Special Trustee shall act without bond or security and need not account to any court. The Special Trustee may receive and retain customary and reasonable compensation for services in such capacity in addition to the compensation to which Edward Jones Trust Company is entitled under this trust agreement.

(d) Nonpublic Information; No Duty to Act. Edward Jones Trust Company shall be under no duty and shall not be liable to any beneficiary for failure to buy, sell or engage in any transaction directly or indirectly involving securities concerning which Edward Jones Trust Company, in its corporate capacity or otherwise, may have acquired any information which has not been disclosed to the public. In this regard, information required by any Affiliate shall not be imputed to Edward Jones Trust Company.

(e) Acceptance of Certain Trust Property and Indemnification for Environmental Expenses. Except as otherwise specifically agreed to by Edward Jones Trust Company, it shall not be deemed to have accepted title to, and shall not act or be obligated to act in any way as a fiduciary with respect to, any real property, including any real property owned or operated by a sole proprietorship, general or limited partnership, limited liability company, or closely held corporation or any interest in any such business enterprise, which is or may become an asset of the trust until (i) an appropriate environmental audit is performed at the expense of the trust to determine that conditions at such real property or operations conducted by such business enterprise are in compliance with state and federal environmental laws and regulations affecting such real property or such business enterprise and (ii) Edward Jones Trust Company has accepted such property as an asset of the trust by a separate writing delivered to the STC Beneficiary. In all events, Edward Jones Trust Company may decline to accept title to or act in any way as a fiduciary as to any such property which it has determined is or thereafter may be in violation of any such environmental law or regulation but accept appointment as a Trustee as to all other trust property. After its qualification, Edward Jones Trust Company shall have the right to reject any property proposed to be transferred to the trust.

Edward Jones Trust Company shall be held harmless from and shall be indemnified from the trust estate for any liability or expense, including reasonable attorneys' fees, incurred as a result of any violation, actual or alleged, of any environmental law or regulation with respect to any property which Edward Jones Trust Company has actually or allegedly accepted.

Edward Jones Trust Company is expressly authorized to take such remedial action as it in its sole and absolute discretion deems appropriate to prevent, abate, remove or otherwise respond to any actual, threatened or alleged violation of, or otherwise comply with, any environmental law or regulation, or federal, state or local agency or Court order, affecting any such property. Edward Jones Trust Company may employ agents, consultants or legal counsel to assist or perform such action. All costs and expenses incurred by Edward Jones Trust Company in connection with such action shall be paid by the Trust. Edward Jones



Trust Company also may establish reasonable reserves for the payment of anticipated environmental expenses.

Edward Jones Trust Company shall not be liable to the beneficiaries or to any other person for any loss or diminution in the value of the trust resulting from any actual, threatened or alleged violation of any such environmental law or regulation affecting any such property or for the payment of any expense of remediation thereof unless Edward Jones Trust Company contributed thereto by its willful misconduct or gross negligence.

(f) Notice of Trust Assets Required. While serving as a Trustee hereunder, Edward Jones Trust Company shall have a duty to administer only those assets of the trust of which it has received written notification of the ownership of such assets by the trust.

(g) Investment Representative. Trustor authorizes the Edward Jones investment representative through whom Trustor conducted investment transactions prior to the transfer to the Trust to review, from time to time, all documents and records related to the trust and investments made thereunder. Upon receipt of a written notification from the STC Beneficiary, the Trustee may provide the Edward Jones investment representative through whom such beneficiary conducts investment transactions to review, from time to time, all documents and records related to such beneficiary's trust estate and investments made thereunder.

### **GOVERNING LAW**

22. This trust agreement, its validity, construction and any questions concerning its amendment or revocation shall be governed by the laws of the State of Texas. The administration of the Trust is to be governed in all respects by the laws of the state in which the Trust is then being administered, based on the location of the principal office of the Trustee then having custody of the Trust's assets and records, which state's courts shall have nonexclusive jurisdiction over the administration of the Trust with respect to any period during which it was being administered in that state. The foregoing shall apply even though the situs of some trust assets or the home or principal place of MEDA or the STC Beneficiary may at some time or times be elsewhere.

### **INVALIDITY OF PROVISIONS**

23. In the event any provision of this trust agreement is held to be illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining parts of this trust agreement,

and this trust agreement shall be construed and enforced as if said illegal or invalid provisions had not been included herein.

#### **INCEPTION**

24. This Trust shall become effective upon: (i) the transfer of money and/or property to the Trustee, and (ii) the Trustee's acceptance of the Trust which shall be evidenced by the signature below of the appropriate officer of the Trustee.

**[The remainder of this page is intentionally left blank; signature page follows.]**



This MEDA Scholarship Fund Trust Agreement is signed in multiple originals, any one of which shall be deemed an original for all purposes on this the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**Trustor:**

**Mission Economic Development Authority, Inc.**  
By and through its Board of Directors

By: \_\_\_\_\_  
Robert J. Goodwin, Chairman and  
Member of Board of Directors

\_\_\_\_\_  
Pat Townsend, Jr., Member of Board of Directors

\_\_\_\_\_  
Ben Olivarez, Member of Board of Directors

\_\_\_\_\_  
David Heflin, Member of Board of Directors

\_\_\_\_\_  
  
Geoff Hall, Member of Board of Directors

Consented to, and Appointment Accepted, by Trustee:

**EDWARD JONES TRUST COMPANY**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
A Member of the Edward Jones Trust  
Company Acceptance Committee



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STATE OF TEXAS

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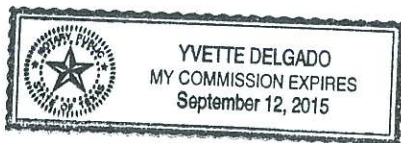
COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared Robert J. Goodwin, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he is the Chairman of the Mission Economic Development Authority, Inc. (MEDA), and he is the authorized representative of MEDA and that he executed the same as the act of MEDA for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1<sup>st</sup> day of August, 2012.



Yvette Delgado  
Notary Public, State of Texas

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STATE OF TEXAS

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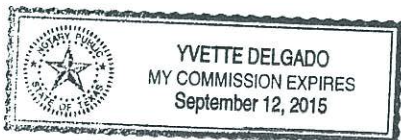
COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared Pat Townsend, Jr., known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1<sup>st</sup> day of August, 2012.



Yvette Delgado  
Notary Public, State of Texas

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STATE OF TEXAS

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COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared Ben Olivarez, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1<sup>st</sup> day of August, 2012.



Yvette Delgado  
Notary Public, State of Texas

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STATE OF TEXAS

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COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared Geoff Hall, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Notary Public, State of Texas

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STATE OF TEXAS

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COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared Ben Olivarez, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Notary Public, State of Texas

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STATE OF TEXAS

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COUNTY OF ~~HIDALGO~~ MEDINA

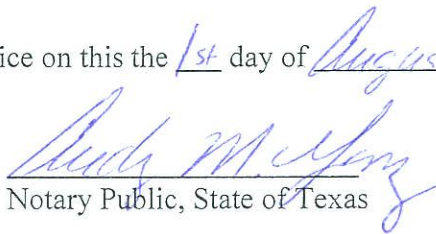
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BEFORE ME, the undersigned authority, on this day personally appeared Geoff Hall, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1st day of August, 2012.



  
Notary Public, State of Texas

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STATE OF TEXAS

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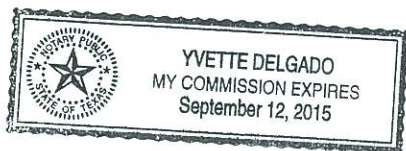
COUNTY OF HIDALGO

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BEFORE ME, the undersigned authority, on this day personally appeared David Heflin, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office on this the 1<sup>st</sup> day of August, 2012.



Yvette Delgado  
Notary Public, State of Texas



STATE OF MISSOURI  
COUNTY OF ST. LOUIS

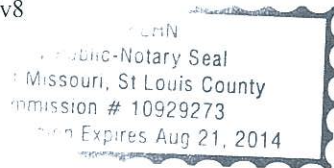
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**BEFORE ME**, the undersigned authority, on this day personally appeared Kevin J. Hunkler  
on behalf of Edward Jones Trust Company, known to me to be the person and officer whose name is  
subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said  
Edward Jones Trust Company, Trustee, that he executed the same as the act of such  
Edward Jones Trust Company with trust powers for the purposes and consideration therein  
expressed, and in the capacity therein stated.

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on the 6<sup>th</sup> day of August,  
2012.

  
Notary Public, State of Missouri

1356135v8



### **Discussion and Recommend Action as Necessary Regarding the Mission Economic Development Authority (MEDA) Scholarship Fund Awards**

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

The history of awards shows that since its inception the MEDA Scholarship has benefited 245 individual students enrolled at South Texas College. These awards have been made for each term from Fall 2013 through Spring 2017, resulting in a total of 654 scholarship awards to those 245 students, totaling **\$439,400.00**.

The attached PowerPoint provides a breakdown of graduation/enrollment status, showing that of these 245 students, 88% (204 students) have either graduated or are still enrolled, while the remaining 41 students are not enrolled in Spring 2017 and have not yet graduated. This is a greater retention rate than the general population, which may indicate the pivotal role these funds play in helping these students stay in their program of study through completion.

Mike Carranza, Interim Dean of Enrollment Services, will present an update on the revenue and distribution of the scholarship funds. Additional data will be provided in the packet to showcase the demographic profile of the MEDA Scholarship participants. These demographic profiles are provided to demonstrate the impact that the availability of these funds has in helping provide access to higher education for students who have a greater need for financial support, and are highly motivated and successful when that support is available.

Detailed reporting of the scholarship disbursements from the MEDA Scholarship Trust Fund distributions since Fall 2013 is provided for the Committee's review. These distributions are drawn from the interest on the invested principal, as managed by Edward Jones. There is a balance of \$76,759.60 available for scholarship disbursements to support Mission students work toward their academic and workforce goals in Spring and Summer 2017.

Enclosed Documents – The PowerPoint presentation and additional student demographic information follow in the packet for the Committee's information and review.

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

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

# MEDA Update

Mike Carranza

Interim Dean of Enrollment Services

## MEDA Scholarship Programs

### Student Scholarship

- **Part-Time Student Scholarship:** Enrolled for a minimum of 6 credit hours during each semester for a maximum of 8 semesters.
- **Three Quarter Time Scholarship:** Enrollment for a minimum of 9 credit hours during each semester for a maximum of 5 semesters
- **Full-Time Scholarship:** Enrolled for a minimum of 12 credit hours during each semester for a maximum of 4 semesters.

### Scholarships awards based on enrollment (Maximum \$3,200.00)

- 12 credit hours- \$800 9 credit hours- \$600 6 credit hours- \$400

## MEDA Eligible Students

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Enrollment	# of Students
Enrolled Both Fall 2016 & Spring 2017	737
Enrolled Fall 2016 Only	233
Enrolled Spring 2017 Only	137
<b>TOTAL (Unduplicated)</b>	<b>1,107</b>

## Forms of Communication

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STC Scholarship website  
Valley Business Report  
RGVision Magazine  
El Manana  
Rio Grande Guardian  
Enlace RGV

KURV  
Telemundo  
Ron Whitlock  
The Monitor  
Univision Radio  
Progress Times  
Mission CISD



## MEDA Funds Received

Month Disbursement Received	Disbursements Received
June 2013	\$160,784.54
June 2014	\$185,937.10
July 2015	\$187,900.18
May 2016	\$173,937.78
<b>Total Funds Received</b>	<b>\$708,559.60</b>

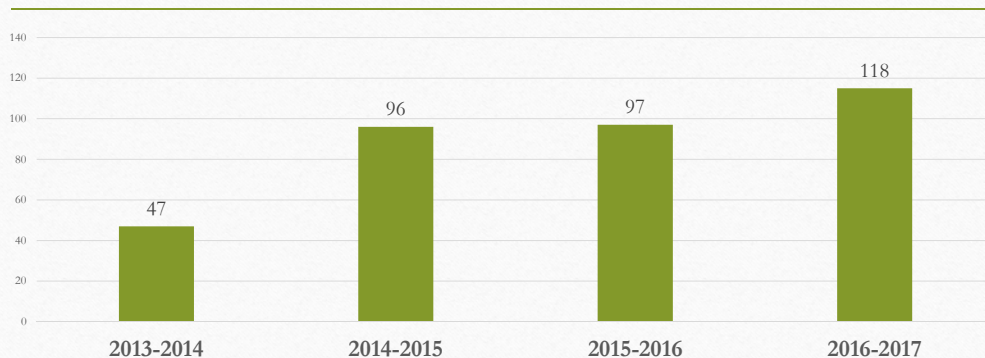
## MEDA Scholarship Fund Summary of Activity

Fiscal Year	Students	Award	Less Funds Designated/Set Aside for current & future semesters		
<b>MEDA Funds Received</b>		<b>\$708,559.60</b>			
2013-2014	47	\$64,200.00	2013-2014	23 Students	\$18,400.00
2014-2015	96	\$113,000.00	2014-2015	18 Students	\$15,600.00
2015-2016	97	\$130,000.00	2015-2016	44 Students	\$25,800.00
2016-2017	118	\$132,200.00	2016-2017	70 Students	\$132,600.00
<b>Disbursed</b>		<b>(\$439,400.00)</b>		<b>155 Students</b>	<b>\$192,400.00</b>
<b>Cash Balance</b>		<b>\$269,159.60</b>			
<b>Funds Designated</b>	<b>155</b>	<b>(\$192,400.00)</b>			
<b>Available Balance</b>		<b>\$76,759.60</b>			

## MEDA Scholarship Impact

- 245 Mission Students have benefited from the MEDA scholarship since the start of the program in Fall 2013
- 204 (83%) students have either Graduated or are still enrolled
- 41 students are not enrolled for Spring 2017 and have not yet graduated

## MEDA Recipients (Full & Part-time)



## MEDA Scholarship Awards



## 136 MEDA RECIPIENTS CURRENTLY ENROLLED

Currently Enrolled for Fall 2016		
	Male	Female
AA	15	19
AAS	13	26
AAT	3	7
AS	8	5
Bachelors	13	22
Certificate	1	4
Total	53	83

## Graduates Pursing Additional Degrees

Graduated (124)	
Male	Female
42	82

All Students have a MEDA scholarship limit of \$3,200

Pursuing Additional Degrees (50)		
	Male	Female
AA	4	3
AAS	5	7
AAT	1	2
AS	1	1
Bachelors	8	17
Certificate		1
Total	19	31

## Questions



## MEDA Student Profile (245) Fall 2013 – Spring 2017

Single		
Age	Men	Women
18 to 20	15	25
21 to 25	28	43
26 to 30	14	15
31 to 35	5	8
36 to 40	4	2
41 to 45		3
46 to 50	1	
51 to 55		
56- to 60	1	
	<b>68</b>	<b>96</b>

Separated/Divorced		
Age	Men	Women
18 to 20		
21 to 25		2
26 to 30	1	4
31 to 35	1	6
36 to 40	3	8
41 to 45		3
46 to 50	1	6
51 to 55		3
56- to 60	1	
	<b>7</b>	<b>32</b>

Married		
Age	Men	Women
18 to 20		
21 to 25	1	7
26 to 30	4	5
31 to 35	5	1
36 to 40	1	5
41 to 45	2	4
46 to 50	1	4
51 to 55	2	
56- to 60		
	<b>16</b>	<b>26</b>

## MEDA Scholarship Recipient Demographics

### Academic Standing (245) Fall 2013 – Spring 2017

Single		
GPA	Male	Female
2.0 to 2.599	6	6
2.6 to 2.99	18	21
3.0 to 3.599	33	52
3.6 to 3.99	9	14
4.0	2	3
	<b>68</b>	<b>96</b>

Separated/Divorced		
GPA	Male	Female
2.0 to 2.599	4	3
2.6 to 2.99	3	3
3.0 to 3.599		22
3.6 to 3.99		4
4.0		
	<b>7</b>	<b>32</b>

Married		
GPA	Male	Female
2.0 to 2.599	1	3
2.6 to 2.99	2	9
3.0 to 3.599	8	8
3.6 to 3.99	5	5
4.0		1
	<b>16</b>	<b>26</b>

## 2016-2017 MEDA Recipients by Program : Bachelors

Major	Male	Female
Organizational Leadership	4	9
Computer Information Technology	9	1
Medical & Health Services		4
Technology Management	1	7
Total	14	21

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## MEDA Scholarship Recipient Demographics

### 2016-2017 MEDA Recipients by Program : Nursing Allied Health

Major	Male	Female
AAS-Occupational Therapy Assistant	1	1
AAS-Radiologic Tech		3
AAS-Pharmacy Tech	1	
AAS-RN to ADN	1	11
AAS-Respiratory Therapy	1	3
Total	4	18

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2016-2017 MEDA Recipients by Program :  
Liberal Arts and Social & Behavioral Sciences

Major	Male	Female
AAS-Child Care & Development		2
AA- Criminal Justice	4	3
AA-Interdisciplinary Studies	3	2
AA-Kinesiology	1	2
AA-Psychology	1	3
AA-Social Work	3	3
Total	12	15

## MEDA Scholarship Recipient Demographics

2016-2017 MEDA Recipients by Program :  
Liberal Arts and Social & Behavioral Sciences

Major	Male	Female
AAT-Elementary Education	1	6
AAT-Middle School		1
AAT-Secondary Education	2	
AA-Political Science		1
AA-Public Administration	1	
Total	4	8

### 2016-2017 MEDA Recipients by Program : Liberal Arts and Social & Behavioral Sciences

Major	Male	Female
AAS- ASL Sign Language Interpreter		3
AA – Communication		2
AA-Spanish		1
Total		6

7

## MEDA Scholarship Recipient Demographics

### 2016-2017 MEDA Recipients by Program : Math & Science

Major	Male	Female
AS-Biology	2	3
AS-Computer Information System	1	
AS-Computer Science	2	
AS-Engineering	2	
AS-Mathematics		1
AS-Pre-Pharmacy	1	1
Total	8	5

8



## 2016-2017 MEDA Recipients by Program : Business & Technology

Major	Male	Female
AAS-Office Management		1
AA-Business Administration	3	3
AAS-Business Management		1
AAS-Human Resources		1
AAS-Accounting		1
Total	3	7

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## MEDA Scholarship Recipient Demographics

## 2016-2017 MEDA Recipients by Program : Business & Technology

Major	Male	Female
AAS-Automotive	1	
AAS-Forensics Specialist		1
AAS-Computer Maintenance Tech	1	
ASS-Electrician Tech	1	
AAS-Paralegal		1
Total	3	2

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2016-2017 MEDA Recipients by Program :  
Certificate

Major	Male	Female
CT1-Emergency Medical Tech Basic	1	
CT1-Medical Coding Specialist		1
CT1-Child Care & Development Pre Sch		1
CT2-Vocational Nursing		2
Total	1	4

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MEDA Scholarship Recipient  
Demographics

**Review and Action as Necessary on Awards of Proposals, Purchases, and  
Renewals (Non-Bond Related)**

Approval of the following awards of proposals, purchases, and renewals (Non-Bond Related) will be requested at the April 25, 2017 Board meeting as follows:

- |                                    |                            |
|------------------------------------|----------------------------|
| <b>A. Awards</b>                   | <b>C. Technology Items</b> |
| <b>B. Non- Instructional Items</b> |                            |

**A. Awards**

**1) Law Enforcement Vehicles - II (Award)**

Award the proposal for law enforcement vehicles - II to **Caldwell Country Chevrolet** (Caldwell, TX), at a total amount of \$63,440.00.

Purpose – The South Texas College Department of Public Safety is requesting to purchase two (2) specialized law enforcement vehicles which will serve all the college campuses.

Justification and Benefit – The vehicles are necessary for patrolling, responding to 911 emergency calls, and other incidents at all college campuses.

Background – Proposal documents were advertised on February 21, 2017 and February 28, 2017 and issued to five (5) vendors. One (1) response was received on March 8, 2017 and reviewed by the South Texas College Department of Public Safety and Purchasing Department.

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

**B. Non – Instructional Items**

**2) Furniture (Purchase)**

Purchase furniture from the National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), and National Joint Powers Alliance (NJPA) approved vendors, at a total amount of \$111,466.92.

#	Vendor	Amount
A	<b>Allsteel Inc. / Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$22,614.44
B	<b>Clarus Glassboards, LLC. / Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$20,555.81
C	<b>Exemplis Corporation/ Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$461.54
D	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$3,196.05

E	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$64,639.08
	<b>Furniture Total</b>	<b>\$111,466.92</b>

The purchases can be summarized as follows:

- Allsteel Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Mid Valley Campus
    - 12 Tables for the Active Learning Classroom
  - ⇒ Starr Campus
    - 19 Tables for the Active Learning Classroom
  - ⇒ Technology Campus
    - 20 Chairs for the Workforce Conference Room
- Clarus Glassboards, LLC. / Gateway Printing and Office Supply, Inc. (McAllen, TX)
  - ⇒ Mid Valley Campus
    - 6 Glassboard for the Active Learning Classroom
  - ⇒ Starr Campus
    - 6 Glassboard for the Active Learning Classroom
  - ⇒ Technology Campus
    - 1 Glassboard for the Active Learning Classroom
- Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - 1 Chairs for the Educational Technologies Department
- The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Nursing Allied Health Campus
    - 1 Desk Return for the Respiratory Therapy Program
    - 1 Desk Return for the Nursing Allied Health
  - ⇒ Pecan Campus
    - 1 Desk for the Educational Technologies Department
    - 1 Storage Cabinet and 1 Bookcase for Accountability Department
    - 1 Storage Cabinet for the Risk Management Department
- Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (McAllen, TX)
  - ⇒ Mid Valley Campus
    - 37 Chairs for the Active Learning Classroom
  - ⇒ Starr Campus
    - 37 Chairs for the Active Learning Classroom
    - 40 Chairs and 20 Tables for a Computer Lab
  - ⇒ Technology Campus
    - 19 Chairs for the Active Learning Classroom
    - 2 Chairs for Educational Technologies Department
    - 2 Chairs for Compliance Management Department
    - 20 Chairs for the Workforce Conference Room



Fund for these expenditures are budgeted in the requesting department budgets for FY 2016 - 2017 as follows: Accountability, Risk and Compliance, Compliance Management, Division of Nursing & Allied Health, Educational Technologies, Respiratory Therapy, Risk Management, Starr County Campus, STC in Focus, and Construction - Technology Workforce Bldg. Conference Room FF&E.

### 3) Rental of Storage Facilities (Renewal)

Renew the rental of storage facilities contracts for the period beginning August 1, 2017 through July 31, 2018, at an estimated cost of \$50,000.00, which is based on prior year expenditures. The vendors are as follows:

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

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

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

Background – The Board awarded the contract for rental of storage facilities at the July 28, 2015 Board of Trustees meeting for one year with two one-year annual renewals. The final renewal period begins August 1, 2017 and ends July 31, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/28/15	8/1/15 –7/31/16	2 – one year options
1 <sup>st</sup> Renewal	6/28/16		8/1/16 – 7/31/17
2 <sup>nd</sup> Renewal	4/25/17		8/1/17 – 7/31/18

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 various Departments' budgets for FY2016-FY2017 and FY2017-FY2018 pending Board approval of the Budget.

## C. Technology Items

### 4) Computers and Laptops (Purchase)

Purchase of computers 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 \$90,051.71.

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

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

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

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

The purchases can be summarized as follows:

- Staff Computers
  - ⇒ 1 Computer for High School Programs and Services
  - ⇒ 3 Computers for Liberal Arts and Social Sciences Dean's Office
- Faculty Computers
  - ⇒ 2 Computers for Diesel Program
  - ⇒ 1 Computer for Paralegal Program
- Staff Laptops
  - ⇒ 2 Laptops for Public Safety Program
  - ⇒ 1 Laptop for High School Programs and Services
  - ⇒ 2 Laptops for Institutional Effectiveness and Assessment Department
- Faculty Laptops
  - ⇒ 3 Laptops for Academic Math Program
- Classroom – Instruction Desktops
  - ⇒ 20 Desktops for Computer and Advanced Technologies Program
- Classroom - Instruction Laptops
  - ⇒ 12 Laptops for Engineering Program
  - ⇒ 24 Laptops for Chemistry Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2016 - 2017 as follows: Academic Math, Chemistry, Computer and Advanced Technologies, Dean of Liberal Arts and Social Sciences, Diesel, Engineering, High School Programs and Services, Institutional Effectiveness and Assessment, Paralegal, and Public Safety.

### **5) Network Equipment (Purchase)**

Purchase network equipment from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$236,331.37.

Purpose – Information Technology is requesting the purchase of networking equipment which include wireless access points and small form-factor pluggable (SFP) fiber optic cables that will replace end of life / end of support equipment district wide.

Justification and Benefit - The network devices provide connectivity to Internet and Intranet services such as e-mail, Jagnet, wireless access, and Banner to all students, faculty, and staff. This purchase is part of the Information Technology annual equipment renewal plan for end of life / end of support equipment.

Funds for this expenditure are budgeted in the Telecom and Infrastructure budgets FY 2016 – 2017.

### **6) Servers (Purchase)**

Purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$133,627.95.

Purpose – Information Technology is requesting the purchase of five (5) servers for the Pecan Campus to replace old hardware that currently supports our virtual server infrastructure and test database environment.

Justification and Benefit – These servers will replace end of life / end of support hardware which provide additional resources and latest hardware technology that is used for the virtual server environment. The current virtual server environment has over three hundred (300) servers. These servers support many of the applications our institution use for student and staff support.

Funds for this expenditure are budgeted in the Infrastructure and Telecom budgets for FY 2016 - 2017.

### **7) Servers, Storage, Installation, and Configuration Services (Purchase)**

Purchase servers, storage, installation, and configuration services from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$198,684.01.

Purpose – Information Technology is requesting the purchase of servers, storage, installation, and configuration services to create a virtual computing solution in the different classrooms and labs district wide for computers will be used by faculty, staff and students. The servers and storage will be installed at the Pecan Campus main data center to provide computing resources to computers district wide.

Justification and Benefit – Virtual technology has been proven to streamline computer systems. The current virtual environment includes the Student Welcome Center and

instructional classroom podium computers. By Fall 2017 four hundred (400) classroom computers will be added to the virtual environment.

Information Technology needs to acquire these technologies in order to provide a uniform system throughout the district and maximize the technical resources by using the virtual technology listed below:

- Technology is scalable
- Data resides on server(s) and will follow users
- Simplified upgrades and security
- Upgrade multiple systems at once
- Easier troubleshooting

Funds for this expenditure are budgeted in the Infrastructure and Telecom budgets for FY 2016 – 2017.

#### **8) Virtual Desktop Licenses (Purchase)**

Purchase virtual desktop licenses from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$61,558.44.

Purpose – The Information Technology Department is requesting the purchase of four hundred (400) virtual desktop licenses which will be installed in servers located at the Pecan Campus main data center for future software installations to computer workstations district wide.

Justification– These licenses will allow various software to be installed or upgraded from the server to the computer workstations without interruption. This will streamline all the software used at student computer labs and will allow for multiple software upgrades at once.

Funds for this expenditure are budgeted in the Technology Support, PM Risk & Security, and Application Development Services budgets for FY 2016 - 2017.

#### **Recommendation:**

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 25, 2017 Board meeting the awards of proposals, purchases, and renewals (Non-Bond Related) as listed below:

##### **A. Awards**

##### **C. Technology Items**

##### **B. Non- Instructional Items**

##### **A. Awards**

- 1) Law Enforcement Vehicles - II (Award):** award the proposal for law enforcement vehicles – II to **Caldwell Country Chevrolet** (Caldwell, TX), at a total amount of \$63,440.00;

**B. Non – Instructional Items**

- 2) **Furniture (Purchase):** purchase furniture from the National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), and National Joint Powers Alliance (NJPA) approved vendors, at a total amount of \$111,466.92;

#	Vendor	Amount
A	<b>Allsteel Inc. / Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$22,614.44
B	<b>Clarus Glassboards, LLC. / Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$20,555.81
C	<b>Exemplis Corporation/ Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$461.54
D	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$3,196.05
E	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$64,639.08
	<b>Furniture Total</b>	<b>\$111,466.92</b>

- 3) **Rental of Storage Facilities (Renewal):** renew the rental of storage facilities contracts for the period beginning August 1, 2017 through July 31, 2018, at an estimated amount of \$50,000.00. The vendors are as follows:
- A-Ok McAllen 5/dba Best Little Warehouse in Texas** (McAllen, TX)
  - McAllen Foreign Trade Zone** (McAllen, TX)
  - The Attic Corporation, General Partner** (McAllen, TX)

**C. Technology**

- 4) **Computers and Laptops (Purchase):** purchase 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 \$90,051.71;
- 5) **Network Equipment (Purchase):** purchase network equipment from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$236,331.37;
- 6) **Servers (Purchase):** Purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$133,627.95;
- 7) **Servers, Storage, Installation, and Configuration Services (Purchase):** purchase servers, storage, installation, and configuration services from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$198,684.01;
- 8) **Virtual Desktop Licenses (Purchase):** purchase virtual desktop license from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$61,558.44.

Recommend Action - The total for all awards of proposals, purchases, and renewals (Non-Bond Related) is \$945,160.40.



**SOUTH TEXAS COLLEGE**  
**1. LAW ENFORCEMENT VEHICLES - II**  
**PROJECT NO. 16-17-1049**

<b>VENDOR</b>			Caldwell Country Chevrolet	
<b>ADDRESS</b>			P O Box 27	
<b>CITY/STATE/ZIP</b>			Caldwell, TX 77836	
<b>PHONE</b>			979-567-6116	
<b>FAX</b>			979-567-0853	
<b>CONTACT</b>			Averyt Knapp	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	2	2017 Chevrolet Tahoe PPV	\$ 31,720.00	\$ 63,440.00
2	1	Delivery Charge	\$ -	\$ -
<b>ESTIMATED DELIVERY</b>			60 - 75 Days	
<b>TOTAL PROPOSAL AMOUNT</b>			\$ 63,440.00	
<b>TOTAL EVALUATION POINTS</b>			95.66	
<b>RANKING</b>			1	

**SOUTH TEXAS COLLEGE**  
**1. LAW ENFORCEMENT VEHICLES II**  
**PROJECT NO. 16-17-1049**  
**EVALUATION SUMMARY**

VENDOR		Caldwell Country Chevrolet	
ADDRESS		P O Box 27	
CITY/STATE/ZIP		Caldwell, TX 77836	
PHONE		979-567-6116	
FAX		979-567-0853	
CONTACT		Averyt Knapp	
1	The purchase price. (up to 50 points)	50	50
		50	
		50	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 10 points)	9	9
		9	
		9	
3	The quality of the vendor's goods and/or services. (up to 18 points)	16	16.66
		17	
		17	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 18 points)	17	17
		17	
		17	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
TOTAL EVALUATION POINTS		95.66	
RANKING		1	

**SOUTH TEXAS COLLEGE**  
**2. DISTRICT WIDE FURNITURE REQUEST**  
**APRIL 25, 2017**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>Allsteel, Inc. / Gateway Printing and Office Supply, Inc. (National IPA)</b>					
1	31	SPLA-TP-WLMN-M290476 Aware Tables 20x60	\$224.48	\$6,958.88	STC in Focus (Grant) - Dr. Anahid Petrosian
	31	AW2TSPCB60 Aware 18-24D Fixed T-Leg Platinum , Black Casters	\$205.56	\$6,372.36	Tables for the Active Learning Classrooms at Starr County and Mid Valley Campuses
2	20	SCU-UWDF Scout Chair, Adjustable Back Height and Arms	\$369.41	\$7,388.20	Tech Workforce Bldg. Conf Rm FFE - Dr. Shirley A. Reed
					Chairs for the Conference Room at Technology Campus Bldg. C
3	1	Labor to receive, inspect, deliver, install and remove debris	\$1,895.00	\$1,895.00	
		<b>Allsteel, Inc. Total</b>		<b>\$22,614.44</b>	
<b>Clarus Glassboards, LLC. / Gateway Printing and Office Supply, Inc. (NCPA)</b>					
1	13	Clarus Go Marker Boards 40"x73" with Casters	\$1,427.37	\$18,555.81	STC in Focus (Grant) - Dr. Anahid Petrosian
	1	Shipping	\$1,415.00	\$1,415.00	Tables for the Active Learning Classrooms at Starr County and Mid Valley Campuses
2	1	Labor to receive, inspect, deliver, install and remove debris	\$585.00	\$585.00	
		<b>Clarus Glassboards, LLC. Total</b>		<b>\$20,555.81</b>	
<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc. (National IPA)</b>					
1	1	40Y.A17 TR2 Sit On It Task Enhanced Synchro Control Chair	\$436.54	\$436.54	Educational Technologies - Maria Evans
					Office Chair for Educational Technologies Project Coordinator
2	1	Labor to receive, inspect, deliver, install and remove debris	\$25.00	\$25.00	
		<b>Exemplis Corporation Total</b>		<b>\$461.54</b>	
<b>The Hon Company / Gateway Printing and Office Supply, Inc. (National IPA)</b>					
1	1	H38216L Desk with Lock Flush Return 24Dx48Wx29 1/2H	\$401.28	\$401.28	Educational Technologies - Maria Evans
	1	H38291R Single Pedestal Desk 30Dx66W	\$611.60	\$611.60	Desk for Educational Technologies Project Coordinator
2	1	H38216L Desk with Lock Flush Return 24Dx48Wx29 1/2H	\$401.28	\$401.28	Respiratory Therapy Program - Gabriel Pena
					Desk Return for Staff at Nursing Allied Health
3	1	H38215R Desk with Lock Flush Return 24Dx48Wx29 1/2H	\$401.28	\$401.28	Div Nursing & Allied Health - Jayson Valerio
					Desk Return for Staff at Nursing Allied Health

**SOUTH TEXAS COLLEGE**  
**2. DISTRICT WIDE FURNITURE REQUEST**  
**APRIL 25, 2017**

#	Qty	Description	Unit Price	Extension	Requesting Department
4	2	H314 Vertical File 4 Drawer Letter w / Lock	\$236.88	\$473.76	Accountability, Risk, and Compliance - Frank Jason Gutierrez
	1	HS72ABC Bookcase 5 Shelf 12 5/8Dx34 1/2Wx71H, Black	\$184.80	\$184.80	Vertical File and bookcase for the Staff at Accountability
5	1	HSC2472 Storage Cabinet 24Dx36Wx72H	\$387.05	\$387.05	Risk Management - Frank Jason Gutierrez
					Storage Cabinet to store documents at the Risk Management Department
6	1	Labor to receive, inspect, deliver, install and remove debris	\$335.00	\$335.00	
		<b>The Hon Company Total</b>		<b>\$3,196.05</b>	
		<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (NJPA)</b>			
1	93	SNNAU Strive Nesting Chairs	\$233.72	\$21,735.96	STC in Focus (Grant) - Dr. Anahid Petrosian
					Chairs for the Active Learning Classrooms for Mid Valley, Starr County, and Technology Campuses
2	40	TPNAU Torsion Pedestal Base Chair, Armless	\$336.96	\$13,478.40	Starr County Campus - Arturo Montiel
	20	WBWD2472-74P WorkZone w/Power Basic Worksurface	\$819.84	\$16,396.80	Computer Tables and Chairs for a new Computer Lab at Starr County Campus Bldg. C
	5	WZ.T6Pl.29 WorkZone Floor Infeed for 29" Tall Table	\$163.20	\$816.00	
	10	WZ.T6RECP.1 Workzone Receptacle, 810 6-2-2 (1.12") 1	\$12.48	\$124.80	
	10	WZ.T6RECP.2 Workzone Receptacles, 810 6-2-2 (1.12") 2	\$12.48	\$124.80	
	10	WZ.T6RECP.3 Workzone Receptacle, 810 6-2-2 (1.12") 3	\$12.48	\$124.80	
	10	WZ.T6RECP.4I Workzone Receptacle, 810 6-2-2 (1.12") 4I	\$12.48	\$124.80	
	15	WZ.T6SC18 Workzone 810 6-2-2 Table to Table Jumper	\$58.56	\$878.40	
3	2	RAPWAUS Rapture Four-Leg Armchair Uphold	\$194.88	\$389.76	Educational Technologies - Maria Evans
					Office Chairs for Educational Technologies Coordinator
4	2	RAPWAUS Rapture Four-Leg Armchair Uphold	\$194.88	\$389.76	Compliance Management - Frank Jason Gutierrez
					Office Chairs for Educational Technologies Coordinator
5	8	B255F-74P Barron Tables 30"x60".74P Edge	\$538.10	\$4,304.80	Tech Workforce Bldg. Conf Rm FFE - Dr. Shirley A. Reed
					Tables for the Conference Room at Technology Campus Bldg. C
6	1	Labor to receive, inspect, deliver, install and remove debris	\$5,750.00	\$5,750.00	
		<b>Krueger International, Inc. Total</b>		<b>\$64,639.08</b>	
		<b>Furniture Total</b>		<b>\$111,466.92</b>	



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

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

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

March 9, 2017

A-Ok McAllen 5/dba Best Little Warehouse in Texas  
Attn: Mr. Jeffrey W. Meiser  
3110 N. 23<sup>rd</sup> Street  
McAllen, TX 78501

Dear Mr. Meiser:

On July 28, 2015, South Texas College awarded a contract to A-Ok McAllen 5/dba Best Little Warehouse in Texas for Rental of Storage Facilities. 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 final year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 1, 2017 through July 31, 2018.

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](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through July 31, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

03/22/2017





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

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

(956) 872 4681  
Fax (956) 872 4688

March 9, 2017

McAllen Foreign Trade Zone  
Attn: Mr. Mark E. Garcia  
6401 South 33<sup>rd</sup> Street  
McAllen, TX 78503

Dear Mr. Garcia:

On July 28, 2015, South Texas College awarded a contract to McAllen Foreign Trade Zone for Rental of Storage Facilities. 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 final year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 1, 2017 through July 31, 2018.

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](mailto:beckyc@southtexascollege.edu).

Sincerely,

*Becky Cavazos*

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through July 31, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: *Mark E. Garcia*

Name Printed: MARK E. Garcia

Date: 3-13-17



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

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

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

March 9, 2017

The Attic Corporation, General Partner  
Attn: Mr. Mack Guerra  
1001 N. Ware Road  
McAllen, TX 78501

Dear Mr. Guerra:

On July 28, 2015, South Texas College awarded a contract to The Attic Corporation, General Partner for Rental of Storage Facilities. 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 final year of the contract and would like to renew for an additional one-year period. The last renewal period will be from August 1, 2017 through July 31, 2018.

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 [beckycv@southtexascollege.edu](mailto:beckycv@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through July 31, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Mack Guerra

Date: 3-10-17

SOUTH TEXAS COLLEGE  
4. DISTRICT WIDE TECHNOLOGY REQUEST  
APRIL 25, 2017

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	1	Computer 3040 MT, i5-6500 Processor, 6MB Hard Drive, 8GB Memory	\$665.00	\$665.00	High School Programs and Services - Nicolas Gonzalez
		20" Monitor, Intel Iris Pro Graphics, Warranty			(1) Replacement system for Dept Staff
2	1	Computer 3040 MT, i5-6500 Processor, 500GB Hard Drive, 8GB Memory	\$835.98	\$835.98	Liberal Arts and Social Sciences - Margaretha Bischoff
		20" Monitor, Intel Integrated Graphics, Warranty			(1) Replacement system for Dept Staff
3	1	Computer 3040 MT, i5-6500 Processor, 500GB Hard Drive, 8GB Memory	\$835.98	\$835.98	Liberal Arts and Social Sciences - Margaretha Bischoff
		20" Monitor, Intel Integrated Graphics, Warranty			(1) Replacement system for Dept Staff
4	1	Computer 3040 MT, i5-6500 Processor, 500GB Hard Drive, 8GB Memory	\$835.98	\$835.98	Liberal Arts and Social Sciences - Margaretha Bischoff
		20" Monitor, Intel Integrated Graphics, Warranty			(1) Replacement system for Dept Staff
5	2	Computer 3040 MT, i5-6500 Processor, 500GB Hard Drive, 8GB Memory	\$665.00	\$1,330.00	Diesel Program - Roy Trevino
		20" Monitor, Intel Integrated Graphics, Warranty			(2) New systems for Dept. Faculty
6	1	Computer 3040 MT, i5-6500 Processor, 6MB Hard Drive, 8GB Memory	\$665.00	\$665.00	Paralegal Program - Jaime Morales
		20" Monitor, Intel Iris Pro Graphics, Warranty			(1) New system for Dept Faculty
		<b>COMPUTER TOTAL</b>		<b>\$5,167.94</b>	
LAPTOPS					
7	2	Laptop Latitude 14 Rugged Tablet, Intel Core i7-6600U, 256GB Hard Drive, Battery, 8GB Memory, Intel Dual Band Wireless Driver, Warranty	\$3,732.58	\$7,465.16	Public Safety - Paul Varville
					(2) New systems for Dept Staff
8	1	Laptop Precision 5510, Intel Core i5-6300HQ, 500GB Hard Drive, Battery 8GB Memory, Intel Dual Band Wireless Driver, Warranty	\$1,671.17	\$1,671.17	High School Programs and Services - Nicolas Gonzalez
					(1) Replacement system for Dept Staff
9	12	Laptop Mobile Precision 5510 Intel Core i5-6300HQ, 500GB Hard Drive, Battery, 16GB Memory, Intel Dual Band Wireless Driver, Warranty	\$1,844.10	\$22,129.20	Chemistry, Physics, & Engineering Programs - Enriqueta Cortez
					(12) Replacement systems for MV Campus Engineering Lab
10	3	Laptop Latitude 7275 Intel Core m5-6Y57 128GB Hard Drive, Battery 8GB Memory, Intel Dual Band Wireless Driver, Warranty	\$1,330.72	\$3,992.16	Academic Math Program - Mario Morin
					(3) Replacement systems for Dept. Faculty
11	24	Laptop Precision 5510, Intel Core i5-6300HQ, 500GB Hard Drive, Battery 16GB Memory, Dual Band Wireless Driver, Warranty	\$1,574.36	\$37,784.64	Chemistry Program - Enriqueta Cortez
					(24) New systems for General Chemistry Labs
12	20	Mac Mini 1.4GHz Intel Dual Core i5, 500GB Hard Drive 4GB SDRAM, Intel HD Graphics 5000	\$459.00	\$9,180.00	Computer & Advanced Technologies Program - Meliton Hinojosa
					(20) New systems for CAT Labs
13	2	Laptop Latitude 7275 Intel Core m5-6Y57 128GB Hard Drive, Battery 8GB Memory, Intel Dual Band Wireless Driver, Warranty	\$1,330.72	\$2,661.44	Institutional Effectiveness & Assessment - Fernando Chapa
					(2) New systems for Dept. Staff
		<b>COMPUTER/LAPTOP TOTAL</b>		<b>\$84,883.77</b>	
				<b>\$90,051.71</b>	

**SOUTH TEXAS COLLEGE**  
**5. NETWORK EQUIPMENT**

<b>NAME</b>			Insight Public Sector	
<b>ADDRESS</b>			6820 S Harl Ave	
<b>CITY/STATE/ZIP</b>			Tempe, AZ 85283	
<b>LOCAL ADDRESS</b>			2712 N McColl Rd McAllen, TX	
<b>PHONE</b>			956-465-8080	
<b>FAX</b>			630-295-7881	
<b>CONTACT</b>			Darak Weaver	
#	Qty	Description	Unit Price	Extension
<b>Switches</b>				
1	19	Cisco Catalyst 3650 48 Port Full PoE 2x10G Uplink LAN Base	\$ 4,040.00	\$ 76,760.00
2	19	Cisco Catalyst 3650 Stack Module	\$ 660.00	\$ 12,540.00
3	23	Cisco Catalyst 3650 48 Port Data 2x10G Uplink LAN Base	\$ 3,040.00	\$ 69,920.00
4	23	Cisco Catalyst 3650 Stack Module	\$ 660.00	\$ 15,180.00
5	3	Cisco Catalyst 3650 48 Port mGig 4x10G Uplink LAN Base	\$ 4,800.00	\$ 14,400.00
6	3	Cisco Catalyst 3650 Stack Module	\$ 660.00	\$ 1,980.00
7	2	Cisco Catalyst 3850 12 Port GE SFP IP Base	\$ 3,500.00	\$ 7,000.00
8	2	Cisco Catalyst 3850 2 x 10GE Network Module	\$ 1,000.00	\$ 2,000.00
9	2	715W AC Config 1 Secondary Power Supply	\$ 500.00	\$ 1,000.00
10	9	10GBase-LRM SFP Module	\$ 213.93	\$ 1,925.37
11	9	1100W AC Config 1 Power Supply	\$ 760.00	\$ 6,840.00
<b>Access Points - 1832</b>				
12	37	802.11ac Wave 2: 3x3:2SS; Int Ant: B Reg Domain (for US)	\$ 278.00	\$ 10,286.00
13	37	Cisco 1830 Series CAPWAP Software Image	\$ -	\$ -
14	37	802.11n AP Low Profile Mounting Bracket (Default)	\$ -	\$ -
15	37	Ceiling Grid Clip for Aironet Aps - Recessed Mount (Default)	\$ -	\$ -
<b>Access Points - 3802</b>				
16	25	802.11ac W2 AP w/CA; 4x4:3; Mod: Int Ant: mGig B Domain	\$ 660.00	\$ 16,500.00
17	25	802.11n AP Low Profile Mounting Bracket (Default)	\$ -	\$ -
18	25	Ceiling Grid Clip for Aironet Aps - Recessed Mount (Default)	\$ -	\$ -
19	25	Cisco Aironet 3800 Series CAPWAP Software Image	\$ -	\$ -
<b>TOTAL AMOUNT</b>			\$ 236,331.37	

**SOUTH TEXAS COLLEGE**

**6. SERVERS**

<b>NAME</b>			Dell Marketing, LP.	
<b>ADDRESS</b>			PO Box 676021	
<b>CITY/STATE/ZIP</b>			Dallas, TX 75267	
<b>PHONE</b>			800-456-3355	
<b>CONTACT</b>			Marlene Silva	
#	Qty	Description	Unit Price	Extension
1	2	PowerEdge R730xd Server	\$ 29,679.00	\$ 59,358.00
2	3	PowerEdge R930 Server	\$ 24,756.65	\$ 74,269.95
<b>TOTAL AMOUNT</b>			\$	133,627.95



**SOUTH TEXAS COLLEGE**  
**7. SERVERS, STORAGE, INSTALLATION, AND CONFIGURATION**  
**SERVICES**

<b>NAME</b>			Logical Front	
<b>ADDRESS</b>			2 Eagle Rise Place	
<b>CITY/STATE/ZIP</b>			The Woodlands, TX 77382	
<b>PHONE</b>			832-612-1001	
<b>FAX</b>			801-327-0674	
<b>CONTACT</b>			Ricco Thurwalker	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	1	Dell Networking N4064F, 48x 10GbE SFP+	\$ 6,153.25	\$ 6,153.25
2	1	Dell Networking N4064F, 48x 10GbE SFP+	\$ 8,843.56	\$ 8,843.56
3	1	PowerEdge R730 Server	\$ 18,907.56	\$ 18,907.56
4	4	PowerEdge R730 Server	\$ 10,648.91	\$ 42,595.64
5	10	Nvidia Grid Edu vPC Perpetual License, 1 Concurrent user	\$ 65.00	\$ 650.00
6	10	Nvidia GRID EDU vPC Prod SUMS 1 Concurrent User, 5yrs. (2017-2022)	\$ 85.00	\$ 850.00
7	1	Complete Configuration, Install, Training, and Knowledge Transfer	\$ 28,995.00	\$ 28,995.00
8	1	Support Phone/Remote Technical Support from Completion Date-60 Days	\$ 3,000.00	\$ 3,000.00
9	1	1.92TB, SAS 12GB, SSD, RI, 2.5/DS-SAS-25- 1920SSDRI-M-D	\$ 88,689.00	\$ 88,689.00
<b>TOTAL AMOUNT</b>			\$ 198,684.01	

**SOUTH TEXAS COLLEGE**  
**8. VIRTUAL DESKTOP LICENSES**

<b>NAME</b>			Dell Marketing, LP.	
<b>ADDRESS</b>			PO Box 676021	
<b>CITY/STATE/ZIP</b>			Dallas, TX 75267	
<b>PHONE</b>			800-456-3355	
<b>CONTACT</b>			Marlene Silva	
#	Qty	Description	Unit Price	Extension
1	4	VLA VMWARE Horizon 7 STD 100pk CCU	\$ 12,310.50	\$ 49,242.00
2	4	VLA VMWARE Basic Sup Horizon 7 Std 100pk CCU 1yr	\$ 3,079.11	\$ 12,316.44
<b>TOTAL AMOUNT</b>			\$ 61,558.44	

**Review and Action as Necessary on Awards of Proposals, Reject of Proposals,  
Purchases, and Renewals (Bond Related - Funded by Bond and Non-Bond)  
for the 2013 Bond Construction Program**

Approval of the following awards of proposals, reject of proposals, purchases, and renewals (Bond Related - Funded by Bond and Non-Bond) for the 2013 Bond Construction Program will be requested at the April 25, 2017 Board meeting as follows:

**A. Bond Funded**

**C. Non-Bond Funded – Departmental Budget**

**B. Bond and Non-Bond Funded**

**A. Bond Funded**

**1) Mid Valley Campus Library Expansion AV Installation (Award)**

Award the proposal for Mid Valley Campus Library Expansion AV Installation to **Level 3 Audio Visual** (Mesa, AZ), at an estimated amount of \$85,898.64.

Purpose – Broaddus and Associates, Facilities Planning and Construction, and Educational Technologies are requesting the purchase and installation of audio visual equipment at the Mid Valley Campus Library for faculty, staff, students, and the community.

Justification and Benefit – The audio visual equipment is needed to support one (1) bibliographic learning lab, one (1) small conference room, one (1) student collaboration table, and a college digital signage information system.

Background – Proposal documents were advertised on February 21, 2017 and February 28, 2017 and issued to fourteen (14) vendors. Six (6) responses were received on March 8, 2017 and reviewed by Broaddus and Associates, Facilities Planning and Construction Educational Technologies, and the Purchasing Department.

The AV budget and proposed expenditures have been reviewed with the Facilities Committee and Broaddus and Associates has confirmed the proposed expenditures are within the established budget.

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

**2) Starr County Campus Library AV Installation (Award)**

Award the proposal for Starr County Campus Library AV Installation to **SIT, LLC.** (Edinburg, TX), at an estimated amount of \$84,301.00.

Purpose – Broaddus and Associates, Facilities Planning and Construction, and Educational Technologies are requesting the purchase and installation of audio visual equipment at the Starr County Campus Library for faculty, staff, students, and the community.

**Justification and Benefit** – The audio visual equipment is needed to support one (1) bibliographic learning lab, one (1) small conference room, one (1) student collaboration table, and a college digital signage information system.

**Background** – Proposal documents were advertised on February 21, 2017 and February 28, 2017 and issued to fourteen (14) vendors. Seven (7) responses were received on March 8, 2017 and reviewed by Broaddus and Associates, Facilities Planning and Construction, Educational Technologies, and the Purchasing Department.

The AV budget and proposed expenditures have been reviewed with the Facilities Committee and Broaddus and Associates has confirmed the proposed expenditures are within the established budget.

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

**3) Mid Valley Campus Workforce Training Center Expansion AV Installation (Reject)**

Reject the proposals for the Mid Valley Campus Workforce Training Center Expansion AV Installation for Education Technology due to possible design changes to the facilities.

**4) Starr County Campus Workforce Training Center Expansion AV Installation (Reject)**

Reject the proposals for the Starr County Campus Workforce Training Center Expansion AV Installation for Education Technology due to possible design changes to the facilities.

**5) Testing and Balancing Services for HVAC Systems - Bond (Renewal)**

Renew the testing and balancing services for HVAC systems contracts for the 2013 Bond Construction program, for the period beginning May 25, 2017 through May 24, 2018, with the following vendors:

- a. **Engineered Air Balance Co. Inc.** (San Antonio, TX)
- b. **National Precisionaire, LLC.** (Houston, TX)

**Purpose** – Facilities Planning and Construction is requesting to renew the testing and balancing services for HVAC systems contracts which will serve the 2013 Bond Construction program at Pecan, Nursing and Allied Health, La Joya Teaching Center, Mid-Valley, Starr County, Technology, and Regional Center for Public Safety Excellence campuses.

**Justification and Benefit** – Testing and balancing engineering services would be necessary to certify that all heating, ventilation, and air conditioning (HVAC) equipment and systems were operating at the required design capacities as specified in the construction documents for each building. Some of the anticipated engineering services which may be provided were as follows:

- Confirm HVAC system controls function as specified
- Confirm HVAC system air flow and volume meet specifications

- Confirm HVAC system equipment function as specified
- Make recommendations on adjustment to HVAC system to maximize performance and minimize energy consumption
- Prepare reports identifying deficiencies in the system so contractor can make corrections prior to final acceptance of construction work

Background – The Board awarded contracts for testing and balancing services for HVAC systems for the 2013 Bond Construction program at the May 24, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on May 25, 2017 through May 24, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	5/24/16	5/25/16 – 5/24/17	2 – one year options
1 <sup>st</sup> Renewal	4/25/17		5/25/17 – 5/24/18

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 2013 Bond Construction Program budget for FY 2016 – 2017 and FY 2017 – 2018 pending Board approval of the budget.

## **B. Bond and Non-Bond Funded**

### **6) Food Service Equipment (Updated) (Award)**

Award the proposal for food service equipment (updated) to **Edward Don & Company** (San Angelo, TX), at an estimated amount of \$1,467,881.99.

Purpose – Broaddus and Associates, Facilities Planning and Construction, Facilities Maintenance and Operations, and Food Services are requesting the purchase of food service equipment for the Bond Construction Cafeterias at the Pecan, Mid Valley, and Nursing and Allied Health campuses.

Justification and Benefit – The food service equipment will include fixed and moveable items, including ranges, refrigerators, ovens, work tables, freezers, ice machines, dispensers, carts, pots, pans, utensils, etc. These items are needed to open each cafeteria and for the day to day operation. The cafeterias serve the faculty, staff, students, and the public.

Background – Proposal documents were advertised on January 23, 2017 and January 30, 2017 and issued to nine (9) vendors. Three (3) responses were received on February 14, 2017 and reviewed by Broaddus and Associates, Facilities Planning and Construction, Facilities Maintenance and Operations, and the Purchasing Department.

The food service equipment budget and proposed expenditures have been reviewed with the Facilities Committee and Broaddus and Associates has confirmed the proposed expenditures are within the established budget and the impact on the bond budget.



Funds for this expenditure are budgeted in the Bond and Non-Bond M&O Taxes budget for FY 2016 – 2017.

### **C. Non-Bond Funded – Departmental Budget**

#### **7) Library Materials Moving Services (Renewal)**

Renew the library materials moving services contract with **Library Design Systems, Inc.** (Houston, TX) for the period beginning June 29, 2017 through June 28, 2017, at an estimated cost of \$60,000.00.

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

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

Purpose – Library Services is requesting to renew the contract for library materials moving services to provide pending moving services for the Mid Valley, Starr County, and Nursing and Allied Health libraries. It will include materials moving services will be required for the movement of library collections in relation to the library bond construction and renovation projects described below:

- a. Mid-Valley Campus Library Renovation. Once the Mid-Valley Campus Library renovation is completed and available for occupancy, the portion of the library collection of approximately 29,500 books and audiovisual materials currently in storage elsewhere at the Mid-Valley Campus will be returned to the renovated library building (Building E) and shelved into compact shelving units in Library of Congress Classification order.

The portion of the collection of approximately 2,500 items currently in use at the temporary library location (Building A) will also be moved to the renovated library building and shelved in Library of Congress Classification order in the compact shelving units at that location. The four reference shelves at the temporary library location will be disassembled and transported to location designated and paid for by South Texas College.

- b. Starr County Campus Construction. Once Starr County Campus library building is available for occupancy, the collection of approximately 26,500 books and audiovisual materials will be transported from the existing library at the same campus to the new library and shelved into compact shelving units in Library of Congress Classification order. The existing shelving at the vacated library will be disassembled and transported to a location designated and paid for by South Texas College.

- c. **Nursing and Allied Health (NAH) Campus Construction.** Once the library at the NAH building is completed and available for occupancy, the collection of approximately 5,000 books and audiovisual materials will be transported from the existing library at the same campus to the new library and shelved into compact shelving units in Library of Congress Classification order. This move will be coordinated another crew, representing the existing compact shelving manufacturer, who will be responsible for disassembling and transferring the compact shelving to the new NAH library location.

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

**Background –** The Board awarded contracts for library materials moving services at the June 28, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins on June 29, 2017 through June 28, 2018.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/28/16	6/29/16 – 6/28/17	2 – one year options
1 <sup>st</sup> Renewal	4/25/17		6/29/17 – 6/28/18

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 the Non-Bond M&O Taxes budget for FY 2016 - 2017 and FY 2017 - 2018 pending Board approval of the budget.

### **Recommendation:**

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the April 25, 2017 Board meeting the awards of proposals, reject of proposals, purchases, and renewals (Bond Related - Funded by Bond and Non-Bond) for the 2013 Bond Construction Program as listed below:

<b>A. Bond Funded</b>	<b>C. Non-Bond Funded – Departmental Budget</b>
<b>B. Bond and Non-Bond Funded</b>	

### **A. Bond Funded**

- 1) Mid Valley Campus Library Expansion AV Installation (Award):** award the Mid Valley Campus library expansion AV installation to **Level 3 Audio Visual** (Mesa, AZ), at an estimated amount of \$85,898.64;
- 2) Starr County Campus Library AV Installation (Award):** award the Starr County Campus library AV installation to **SIT, LLC.** (Edinburg, TX), at an estimated amount of \$84,301.00;

- 3) **Mid Valley Campus Workforce Training Center Expansion AV Installation (Reject):** reject the proposals for the Mid Valley Campus workforce training center expansion AV installation for Educational Technology due to possible design changes to the facilities;
- 4) **Starr County Campus Workforce Training Center Expansion AV Installation (Reject):** reject the proposals for the Starr County Campus workforce training center expansion AV installation for Educational Technology due to possible design changes to the facilities;
- 5) **Testing and Balancing Services for HVAC Systems – Bond (Renewal):** renew the testing and balancing services for HVAC systems contracts for the 2013 Bond Construction program, for the period beginning May 25, 2017 through May 24, 2018, with the following vendors:
  - a. **Engineered Air Balance Co., Inc.** (San Antonio, TX)
  - b. **National Precisionaire, LLC.** (Houston, TX)

**B. Bond and Non-Bond Funded**

- 6) **Food Service Equipment (Updated) (Award):** award the proposal for food service equipment (updated) to **Edward Don & Company** (San Angelo, TX), at an estimated amount of \$1,467,881.99;

**C. Non-Bond Funded – Departmental Budget**

- 7) **Library Materials Moving Services (Renewal):** renew the library materials moving services contract with **Library Design Systems, Inc.** (Houston, TX), for the period beginning June 29, 2017 through June 28, 2018, at an estimated amount of \$60,000.00;

Recommend Action - The total for all awards of proposals, reject of proposals, purchases, and renewals (Bond Related - Funded by Bond and Non-Bond) for the 2013 Bond Construction Program is \$1,698,081.63.

**SOUTH TEXAS COLLEGE**  
**1. MID VALLEY CAMPUS - LIBRARY EXPANSION AV INSTALLATION**  
**PROJECT NO. 16-17-1050**

<b>VENDOR</b>		<b>Data Projections</b>	<b>Diversified</b>	<b>Level 3 Audio Visual</b>	<b>Network Cabling Services, Inc.</b>	<b>SKC Communication Products, LLC.</b>	<b>Whitlock</b>
<b>ADDRESS</b>		16120 College Oak Ste 107	6120 W by NW Blvd Ste 160	955 E Javelina Ave Ste B106	12626 Fuqua St	8320 Hedge Ln Terrace	9101 Jameel Rd
<b>CITY/STATE/ZIP</b>		San Antonio, TX 78249	Houston, TX 77040	Mesa, AZ 85204	Houston, TX 77034	Shawnee, KS 66227	Houston, TX 77040
<b>PHONE</b>		512-271-6536	713-325-6819	480-892-1071	281-484-1777	800-882-7779	512-354-2827
<b>FAX</b>		210-408-4598	713-325-6820	480-892-5295	281-484-1776	800-454-4752	713-796-0701
<b>CONTACT</b>		Alan Stoner	Chad Cogburn	Lisa Hale	Mark Veltri	Erin Belenky	Elissa Fox
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	1	Mid Valley Campus - Library Expansion AV Installation	\$ 74,204.92	\$ 121,735.66	\$ 85,898.64	\$ 78,631.19	\$ 82,194.43
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 74,204.92	\$ 121,735.66	\$ 85,898.64	\$ 78,631.19	\$ 82,194.43	\$ 94,341.93
<b>TOTAL EVALUATION POINTS</b>		82.5	67.2	82.7	71.925	77	80.55
<b>RANKING</b>		2	6	1	5	4	3

**SOUTH TEXAS COLLEGE**  
**1. MID VALLEY CAMPUS - LIBRARY EXPANSION AV INSTALLATION**  
**PROJECT NO. 16-17-1050 -- EVALUATION SUMMARY**

<b>VENDOR</b>	<b>Data Projections</b>	<b>Diversified</b>	<b>Level 3 Audio Visual</b>	<b>Network Cabling Services, Inc.</b>	<b>SKC Communication Products, LLC.</b>	<b>Whitlock</b>
<b>ADDRESS</b>	16120 College Oak Ste 107	6120 W by NW Ste 160	955 E Javelin Ave Ste B106	12626 Fuqua St	8320 Hedge Lane Terrace	9101 Jameel Rd
<b>CITY/STATE/ZIP</b>	San Antonio, TX 78249	Houston, TX 77040	Mesa, AZ 85204	Houston, TX 77034	Shawnee, KS 66227	Houston, TX 77040
<b>PHONE</b>	512-271-6536	713-325-6819	480-892-1071	281-484-1777	800-882-7779	512-354-2827
<b>FAX</b>	210-408-4598	713-325-6820	480-892-5295	281-484-1776	800-454-4752	713-796-0701
<b>CONTACT</b>	Alan Stoner	Chad Cogburn	Brad Peterson	Mark Veltri	Erin Belenky	Elissa Fox
1 The purchase price. (up to 45 points)	45	27.45	38.7	42.3	40.5	35.55
	45	27.45	38.7	42.3	40.5	35.55
	45	27.45	38.7	42.3	40.5	35.55
	45	27.45	38.7	42.3	40.5	35.55
	45	27.45	38.7	42.3	40.5	35.55
2 The reputation of the vendor and the vendor's goods and/or services. (up to 15 points)	12	12	14	8	11	14
	10	12	12	3	11	14
	10	8	12	2	10	13
	8	14	14	12	8	15
	9	12	14	12	11	14
3 The quality of the vendor's goods or services. (up to 16 points)	10	9	12	10	10	13
	12	12	13	12	11	13
	13	8	12	8	7	13
	12	12	14	15	10	14
	16	16	16	16	16	16
4 The extent to which the vendor's goods or services meet the College's needs. (up to 20 points)	12	12	16	10	10	13
	16	16	16	16	16	16
	16	16	16	16	16	16
	12	13	14	14	12	14
	8	10	10	10	10	12
5 The vendor's past relationship with the College. (up to 3 points)	13	13	13	13	13	13
	12	12	16	10	10	13
	14	14	14	5	12	16
	16	17	17	5	15	18
	10	11	11	5	8	12
6 The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	16	18	20	5	19	18
	17	17	18	10	15	18
	10	9	12	2	10	12
	14	14	15	15	15	18
	11	11	11	3	6	12
The vendor's past relationship with the College. (up to 3 points)	1	2	2	2	2	2
	1	2	2	2	2	2
	1	2	2	2	2	2
	1	2	2	2	2	2
	1	2	2	2	2	2
The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
<b>TOTAL EVALUATION POINTS</b>		82.5	67.2	82.7	71.925	77
<b>RANKING</b>		2	6	1	5	4
						80.55
						3



**SOUTH TEXAS COLLEGE  
2. STARR COUNTY CAMPUS - LIBRARY EXPANSION AV INSTALLATION  
PROJECT NO. 16-17-1051**

<b>VENDOR</b>		Data Projections	Diversified	Level 3 Audio Visual	Network Cabling Services, Inc.	SKC Communication Products, LLC.	STI, LLC.	Whitlock
<b>ADDRESS</b>		16120 College Oak Ste 107	6120 W by NW Blvd Ste 160	955 E Javelina Ave Ste B106	12626 Fuqua St	8320 Hedge Ln Terrace	5125 S McColl Rd Ste A	9101 Jameel Rd
<b>CITY/STATE/ZIP</b>		San Antonio, TX 78249	Houston, TX 77040	Mesa, AZ 85204	Houston, TX 77034	Shawnee, KS 66210	Edinburg, TX 78539	Houston, TX 77040
<b>PHONE</b>		512-271-6536	713-325-6819	480-892-1071	281-484-1777	800-882-7779	888-748-0956	512-354-2827
<b>FAX</b>		210-408-4598	713-325-6820	480-892-5295	281-484-1776	800-454-4752	888-748-0956	713-796-0701
<b>CONTACT</b>		Alan Stoner	Chad Cogburn	Brad Peterson	Mark Veltri	Erin Belenky	Alexander Rodas	Elissa Fox
#	Qty	<b>Description</b>		<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	1	Starr County Campus-Library Expansion AV Installation		\$ 96,064.22	\$ 91,967.32	\$ 108,867.18	\$ 84,301.00	\$ 119,618.30
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 96,064.22		\$ 91,967.32	\$ 108,867.18	\$ 104,525.59	\$ 84,301.00	\$ 119,618.30
<b>TOTAL EVALUATION POINTS</b>		77.475		81.4	79.025	72.95	85.25	76.375
<b>RANKING</b>		4		2	3	6	1	5

**SOUTH TEXAS COLLEGE**  
**2. STARR COUNTY CAMPUS - LIBRARY EXPANSION AV INSTALLATION**  
**PROJECT NO. 16-17-1051 -- EVALUATION SUMMARY**

<b>VENDOR</b>	<b>Data Projections</b>	<b>Diversified</b>	<b>Level 3 Audio Visual</b>	<b>Network Cabling Services, Inc.</b>	<b>SKC Communication Products, LLC.</b>	<b>SIT, LLC.</b>	<b>Whitlock</b>
<b>ADDRESS</b>	16120 College Oak Ste 107	6120 W by NW Ste 160	955 E Javelina Ave Ste B106	12626 Fiquia St	8320 Hedge Ln Terrace	5125 S McCall Rd Ste A	9101 Jameel Rd
<b>CITY/STATE/ZIP</b>	San Antonio, TX 78249	Houston, TX 77040	Mesa, AZ 85204	Houston, TX 77034	Shawnee, KS 66210	Edinburg, TX 78539	Houston, TX 77040
<b>PHONE</b>	512-271-6536	713-325-6819	480-892-1071	281-484-1777	800-882-7779	888-748-0956	512-354-2827
<b>FAX</b>	210-408-4598	713-325-6820	480-892-5295	281-484-1776	800-454-4752	888-748-0956	713-796-0701
<b>CONTACT</b>	Alan Stoner	Chad Cogburn	Brad Peterson	Mark Veltri	Erin Belenky	Alexander Rodas	Elissa Fox
1 The purchase price. (up to 45 points)	39.6	41.4	34.65	41.85	36.45	45	31.5
	39.6	41.4	34.65	41.85	36.45	45	31.5
	39.6	41.4	34.65	41.85	36.45	45	31.5
	39.6	41.4	34.65	41.85	36.45	45	31.5
	39.6	41.4	34.65	41.85	36.45	45	31.5
	39.6	41.4	34.65	41.85	36.45	45	31.5
	39.6	41.4	34.65	41.85	36.45	45	31.5
	39.6	41.4	34.65	41.85	36.45	45	31.5
	39.6	41.4	34.65	41.85	36.45	45	31.5
	39.6	41.4	34.65	41.85	36.45	45	31.5
2 The reputation of the vendor and the vendor's goods and/or services. (up to 15 points)	10	12	13	3	11	13	14
	10	12	13	3	11	13	14
	10	12	13	3	11	13	14
	8	8	12	12	10	10	13
	9	14	14	2	8	14	15
	10	12	14	12	11	13	14
	10	12	12	11	10	9	13
	12	12	13	12	11	11	13
	13	8	12	8	7	10	13
	12	12	14	15	10	12	14
3 The quality of the vendor's goods or services. (up to 16 points)	16	16	16	16	16	16	16
	12	12	16	16	10	10	13
	16	16	16	10	16	16	16
	12	13	14	14	12	14	14
	8	10	10	10	10	9	11
	13	13	13	13	13	13	13
	12	12	16	10	10	10	13
	14	14	14	5	12	15	16
	16	17	16	5	15	14	18
	10	11	11	5	8	10	12
4 The extent to which the goods or services meet the College's needs. (up to 20 points)	16	18	20	5	19	20	18
	17	17	18	10	15	15	18
	14	10	15	2	10	10	12
	14	14	15	2	15	14	18
	11	11	11	3	6	10	12
	1	2	2	2	2	2	2
	1	2	2	2	2	2	2
	0	2	2	2	2	2	2
	0	2	2	2	2	2	2
	0	0	0	0	0	1	0
5 The vendor's past relationship with the College. (up to 3 points)	1	2	2	2	2	2	2
	0	2	2	2	2	2	2
	1	2	2	2	2	2	2
	1	2	2	2	2	2	2
	1	2	2	2	2	2	2
	1	2	2	2	2	2	2
	0	2	2	2	2	2	2
	0	2	2	2	2	2	2
	0	0	0	0	0	1	0
	0	0	0	0	0	1	0
6 The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	1	0
	0	0	0	0	0	1	0
	0	0	0	0	0	1	0
	0	0	0	0	0	1	0
	0	0	0	0	0	1	0
	0	0	0	0	0	1	0
	0	0	0	0	0	1	0
	0	0	0	0	0	1	0
	0	0	0	0	0	1	0
	0	0	0	0	0	1	0
<b>TOTAL EVALUATION POINTS</b>	77.475	81.4	79.025	71.6	72.95	85.25	76.375
<b>RANKING</b>	4	2	3	7	6	1	5

# **NO BACKUP FOR**

**3. Mid Valley Campus  
Workforce Training Center  
Expansion AV Installation  
(Reject)**

# **NO BACKUP FOR**

**4. Starr County Campus  
Workforce Training Center  
Expansion AV Installation  
(Reject)**



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

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

(956) 872 4681  
Fax (956) 872 4688

March 1, 2017

Engineered Air Balance Co., Inc.  
Attn: Gary L. Miller  
4400 Piedras Drive South, Suite 150  
San Antonio, TX 78228

Dear Mr. Miller:

On May 24, 2016, South Texas College awarded a contract to Engineered Air Balance Co., Inc. for Testing and Balancing Services for HVAC Systems for the 2013 Construction Bond Program – Pecan Campus, Nursing and Allied Health 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 first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from May 25, 2017 through May 24, 2018.

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](mailto: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 May 24, 2018, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Daryl M. Norris

Date: March 2, 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

March 1, 2017

National Precisionaire, LLC  
Attn: Felix M. Garza  
21321 Inverness Forest Blvd.  
Houston, TX 77073

Dear Mr. Garza:

On May 24, 2016, South Texas College awarded a contract to National Precisionaire, LLC for Testing and Balancing Services for HVAC Systems for the 2013 Construction Bond Program – Mid-Valley Campus, Starr County Campus, Technology Campus and Regional Center for Public Safety Excellence. 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 25, 2017 through May 24, 2018, which includes a 2% 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](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through May 24, 2018 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Felix M. Garza

Name Printed: Felix M. Garza

Date: March 7, 2017

**SOUTH TEXAS COLLEGE**  
**6. FOOD SERVICE EQUIPMENT - UPDATED**  
**PROJECT NO. 16-17-1028**

<b>VENDOR</b>			Edward Don & Company	Kitchen Resources, LP.	Mission Restaurant Supply
<b>ADDRESS</b>			36 W Beauregard Ave Ste 504	2102 Fair Park Blvd	1126 S St Mary's
<b>CITY/STATE/ZIP</b>			San Angelo, TX 76903	Harlingen, TX 78550	San Antonio, TX 78210
<b>PHONE</b>			512-705-8250	956-423-2491	210-354-0690
<b>FAX</b>			325-658-7920	956-423-3088	210-534-3853
<b>CONTACT</b>			Garrett W Jost	Elayne Mattar	Brian Mosher
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	1	Mid Valley Campus Student Services - Food	\$ 470,581.00	\$ 484,975.00	\$ 463,449.00
2	1	Alternates	\$ 55,360.00	\$ 53,068.00	\$ 41,551.00
3	1	Nursing and Allied Health - Food Services	\$ 348,963.00	\$ 365,805.00	\$ 343,567.00
4	1	Alternates	\$ 48,130.00	\$ 48,895.00	\$ 29,047.00
5	1	Pecan Campus - Food Services Equipment	\$ 648,337.99	\$ 677,012.99	\$ 645,401.00
6	1	Alternates	\$ 98,239.00	\$ 99,562.00	\$ 65,207.00
<b>TOTAL PROPOSAL AMOUNT WITHOUT ALTERNATES</b>			\$ 1,467,881.99	\$ 1,527,792.99	\$ 1,452,417.00
<b>TOTAL EVALUATION POINTS</b>			87.77	84.93	68.66
<b>RANKING</b>			1	2	3

**SOUTH TEXAS COLLEGE**  
**6. FOOD SERVICE EQUIPMENT - UPDATED**  
**PROJECT NO. 16-17-1028 -- EVALUATION FORM**

VENDOR		Edward Don & Company		Kitchen Resources, LP		Mission Restaurant Supply	
ADDRESS		36 W Beauregard Ave Ste 504		2102 Fair Park Blvd		1126 S St Mary's	
CITY/STATE/ZIP		San Angelo, TX 76903		Harlingen, TX 78550		San Antonio, TX 78210	
PHONE		512-705-8250		956-423-2491		210-354-0690	
FAX		325-658-7920		956-423-3088		210-534-3853	
CONTACT		Garrett W Jost		Elayne Mattar		Brian Mosher	
1	The purchase price. (up to 45 points)	44.45	44.45	42.77	42.77	45	45
		44.45		42.77		45	
		44.45		42.77		45	
		44.45		42.77		45	
		44.45		42.77		45	
		44.45		42.77		45	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	13	12.83	12	11.5	10	7.83
		13		11		8	
		14		13		4	
		10		8		8	
		14		12		5	
		13		13		12	
3	The quality of the vendor's goods or services. (up to 16 points)	14	12.83	13	12.33	2	6
		14		12		9	
		15		15		2	
		9		8		8	
		12		13		3	
		13		13		12	
4	The extent to which the goods or services meet the College's needs. (up to 20 points)	18	15.66	16	15.33	2	7.83
		17		15		11	
		15		16		5	
		11		14		11	
		16		15		2	
		17		16		16	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2	2	2
		2		2		2	
		2		2		2	
		2		2		2	
		2		2		2	
		2		2		2	
6	The impact of the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0	0	1	1	0	0
		0		1		0	
		0		1		0	
		0		1		0	
		0		1		0	
		0		1		0	
TOTAL EVALUATION POINTS		87.77		84.93		68.66	
RANKING		1		2		3	



Purchasing and Distributional Services  
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P.O. Box 9701  
McAllen, TX 78502-9701

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

March 9, 2017

Library Design Systems, Inc.  
Attn: Robert G. Williams  
8565 Mosley Road, No. 14  
Houston, Texas 77075

Dear Mr. Williams,

On June 28, 2016, South Texas College awarded a contract to your company for Library Materials 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 one additional one-year period. The first renewal period will be from June 29, 2017 through June 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 STC at (956) 872-4688 or emailed to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

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

Authorized Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_

3/10/17

### **Review and Recommend Action on Proposed New Policy and Deletion of Policy**

Approval of a proposed new policy and deletion of a policy will be requested at the April 25, 2017 Board meeting.

A Committee chaired by Paul Varville, Chief Administrator for Department of Public Safety, was created and includes staff from different departments of the College. The Committee reviewed the 84th Legislative Session, Senate Bill 11 (Campus Carry) and amendments to the Texas Penal Code and Government Code, along with Texas Attorney General Opinions, to ensure the college would be in compliance with the law. Twenty forums were held for students and employees at the five campuses to provide information on the law and encourage recommendations for gun free zones to be submitted on the college survey website. Subsequent to receiving one hundred and forty two recommendations, the committee consolidated them by locations and reviewed the recommendations with President's administrative staff, coordinated operations council, professional development counsel, and the faculty senate. The areas that have been recommended as gun free zones are as follows:

#### **Temporary Exclusion:**

- a. Polling Locations - State law prohibits license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in process. A sign shall be posted at any polling place located on campus from early voting through Election Day that reads either "Polling Place" or "Vote Here".

#### **Permanent Exclusions:**

- a. Achieve Early College High School - The concealed carry of handguns is prohibited on the premises of the Pecan Campus Achieve Early College High School to ensure safety to minors.
- b. Board Room - State law excludes license holders of handguns from carrying a handgun in room or rooms where a meeting of a governmental entity is held if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.
- c. Mid-Valley Child Development Center - The concealed carry of handguns is prohibited on the premises of the day care facilities to ensure safety to minors.
- d. Testing Center Pecan Plaza - The concealed carry of handguns is prohibited on the premises where by state or federal law or contract, at the sole discretion of the state or federal government or organization with whom the contract is entered, requires exclusion of a handgun in a specific location.
- e. Other areas where contractual obligations prohibit concealed carry of handguns.
- f. Other areas prohibited by state or federal law.

The recommended areas have been incorporated into the new policy and are presented for approval.

A. New

1. New Policy #6326: Concealed Carry And Weapons on Campus

- New policy is necessary to incorporate the 84<sup>th</sup> Texas Legislative Session Senate Bill 11 (Campus Carry) into South Texas College operating procedures effective August 1, 2017.
- The new policy will be effective on August 1, 2017.

B. Deletion

1. Delete Policy #6325: Prohibition of Weapons

- The new Policy #6326: Concealed Carry And Weapons on Campus updates the requirements of deleted policy 6326, to be consistent with the new Campus Carry law.
- The Policy #6325: Prohibition of Weapons, will be deleted as of July 31, 2017.

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

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

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the April 25, 2017 Board meeting, the proposed new Policy #6326: Concealed Carry And Weapons on Campus, and the deletion of Policy #6325: Prohibition of Weapons, as presented and which supersedes any previously adopted Board policy.



**Manual of Policy**

<b>Title</b>	<b>Concealed Carry And Weapons on Campus</b>	<b>6326</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 4</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated April 25, 2017</b>	

*South Texas College is committed to providing a safe environment for students, employees, college affiliates, and visitors, and to respecting the right of individuals licensed to carry a handgun in the state of Texas.*

*Subject to applicable Texas or federal laws, effective August 1, 2017, South Texas College shall allow individuals who hold a valid license to carry a concealed handgun (Concealed Handgun License or License to Carry) on land and in buildings owned or leased by South Texas College subject to the reasonable rules, regulations, and other provisions regarding the carrying of concealed handguns by license holders as established by the President of South Texas College and approved by South Texas College Board of Trustees.*

*The College President established these rules, regulations, and other provisions after consulting with South Texas College students, staff, and faculty regarding the nature of the student population, specific safety considerations, and the uniqueness of the campus environment. The provisions do not generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns. The President may amend the provisions as necessary for campus safety. Any changes to this policy, shall be submitted to the Board of Trustees for approval.*

*This policy applies to all students, employees, college affiliates, and visitors of the college while on land or in buildings owned or leased by South Texas College. This policy does not apply to those individuals exempted by law.*

*License holders carrying a handgun on campus must carry it on or about their person at all times or secure their handgun in a locked, privately-owned or leased motor vehicle. No handgun storage shall be provided for license holders.*

*At all times, the responsibility of maintaining ownership and control of a concealed handgun rests with the holder. A license holder is responsible for complying with the applicable state and federal laws.*

*State law strictly prohibits open carry of a handgun or other prohibited weapons on the campuses of an institution of higher education. Open carry of a handgun or unlicensed individuals carrying a handgun are not permitted on South Texas College campuses.*

**Policy Exclusion Zones**

*A license holder is prohibited from carrying a concealed handgun on the following premises.*

## Manual of Policy

<b>Title</b>	<b>Concealed Carry And Weapons on Campus</b>	<b>6326</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 4</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated April 25, 2017</b>	

### *Temporary Exclusion:*

- a) *Polling Locations - State law prohibits license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in process. A sign shall be posted at any polling place located on campus from early voting through Election Day that reads either "Polling Place" or "Vote Here".*

### *Permanent Exclusions:*

- a) *Achieve Early College High School - The concealed carry of handguns is prohibited on the premises of the Pecan Campus Achieve Early College High School to ensure safety to minors.*
- b) *Board Room - State law excludes license holders of handguns from carrying a handgun in room or rooms where a meeting of a governmental entity is held if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.*
- c) *Mid-Valley Child Development Center - The concealed carry of handguns is prohibited on the premises of the day care facilities to ensure safety to minors.*
- d) *Testing Center Pecan Plaza - The concealed carry of handguns is prohibited on the premises where by state or federal law or contract, at the sole discretion of the state or federal government or organization with whom the contract is entered, requires exclusion of a handgun in a specific location.*
- e) *Other areas where contractual obligations prohibit concealed carry of handguns.*
- f) *Other areas prohibited by state or federal law.*

*Effective notice under Section 30.06, Penal Code shall be provided for each of these premises.*

### ***Distribution of Rules, Regulations, or other Provisions***

1. *South Texas College shall widely distribute the rules, regulations, or other provisions as required by law to the college students, faculty, and any college visitors including the publishing of the provisions on the College website and on student and employee handbooks.*

## Manual of Policy

<b>Title</b>	<b>Concealed Carry And Weapons on Campus</b>	<b>6326</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 3 of 4</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated April 25, 2017</b>	

2. *South Texas College shall display, in conformance with state law, a notice both in English and Spanish, to the buildings/premises where a concealed handgun is prohibited.*
3. *All notices/signage and other documentation used to indicate Policy Exclusion Zones shall be approved by the College President.*
4. *Any individual who, without authorization, modifies or removes, tampers with, defaces any notice/signage provided under this policy is subject to disciplinary action including, suspension, expulsion, removal from the campus, termination or non-renewal of appointment or termination of a business relationship, and may be subject to criminal prosecution.*

### **Reporting Requirements**

*The President of South Texas College all submit a report by September 1<sup>st</sup> of each even numbered year to the legislature and to the standing committees of the legislature with jurisdiction over the implementation and continuation of the campus carry policy, which explains the reasons the College has established the provisions. Any changes to this policy, shall be submitted by the College President to the Board of Trustees for approval in accordance with the timelines provided by state law.*

### **Policy Violations**

*Any violations to South Texas College policy regarding the carrying or storage of firearms is considered an offense and may be subject to criminal prosecution under state law. Any individual who violates this policy is subject to disciplinary action including, suspension, expulsion, removal from the campus, termination or non-renewal of appointment, or termination of a business relationship.*

### **Definitions**

- a) *License Holder – “License Holder” means a person licensed to carry a handgun under Subchapter H, Chapter 411, Government Code.*
- b) *Handgun – “Handgun” means any firearm that is designed, made, or adapted to be fired with one hand.*
- c) *Concealed Handgun Carry – “Concealed Handgun Carry” means a handgun not openly discernable to the ordinary observation of a reasonable person.*

## Manual of Policy

<b>Title</b>	<b>Concealed Carry And Weapons on Campus</b>	<b>6326</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 4 of 4</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated April 25, 2017</b>	

- d) *Exclusion Zone – “Exclusion Zone” means any premise in which the carry of a concealed handgun is prohibited by virtue of Texas statute or these rules.*
- e) *Entry – “Entry” means the intrusion of the entire body.*
- f) *Notice – “Notice” means a sign or signs posted on the property or at the entrance to the building, reasonably likely to come to the attention of intruders, indicating that entry is forbidden.*
- g) *Minor – “Minor” means a person younger than 17 years of age.*
- h) *Campus – “Campus” means all land and buildings owned or leased by an institution of higher education. Gov’t Code 411.2031(a) (1), .2032.*
- i) *Premises – “Premises” means a building or a portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. Penal Code 46.03(c)(1), .035(f)(3); Gov’t Code 411.2031(a)(3).*
- j) *Firearm – A “firearm” is any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use. Penal Code 46.01(3).*
- k) *College Affiliates – “College Affiliates” includes, but not limited to, volunteers, contractors, contractor employees, governmental agency employees, vendors, independent contractors, independent contractor employees, service providers and all College visitors.*

*The College will maintain guidelines and information including frequently asked questions, for reference which will be posted on the College website and may be obtained from the Department of Public Safety.*

## MANUAL OF POLICY

<b>Title</b>	<b>Prohibition of Weapons</b>	<b>6325</b>
<b>Legal Authority</b>	<b>Texas Penal Code §46.03</b> <b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b> <b>As Amended by Board Minute Order dated January 31, 2012</b> <b>As Deleted by Board Minute Order Dated April 25, 2017</b>	

Texas Penal Code §46.03(a) states, “A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a): (1) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless pursuant to written regulations or written authorization of the institution;”. Texas Penal Code §46.03 (f) states, “It is not a defense to prosecution under this section that the actor possessed a handgun and was licensed to carry a concealed handgun under Subchapter H, Chapter 411, Government Code.”

Pursuant to Texas Penal Code §46.03(a), South Texas College permits the following two exceptions to the prohibitions of Texas Penal Code §46.03:

Firearms which are:

- in the lawful possession of faculty, staff, and students participating in law enforcement training programs at shooting practice facilities that are not located on college property;
- being used for educational or training purposes as part of a credit or continuing education law enforcement program or course of study offered by the College; and
- of the caliber commonly used in the educational or training activity.

Batons and Tazers which are:

- in the lawful possession of faculty, staff, and students participating in law enforcement training programs; and
- being used for educational or training purposes as part of a credit or continuing education law enforcement program or course of study offered by the College.

Faculty, staff, and students participating in law enforcement training programs must obtain, and carry in their possession, advance written authorization from the Director of Security and the College President.

South Texas College prohibits a person from intentionally, knowingly, or recklessly possessing a firearm, illegal knife, club, firearm ammunition, or prohibited weapon listed in Section 46.05(a) of the Texas Penal Code, on the premises (as defined by law) or physical grounds of any campus or other property owned, leased, or controlled by the College, unless otherwise permitted by law.

The Director of Security is hereby authorized and directed to post appropriate notices on all College premises to notify all persons of this policy. The President of South Texas College is authorized to adopt guidelines reasonably necessary for the implementation of this policy.

~~Strikethrough denotes deletion~~  
*Italics denote addition*

## **Review and Discussion of State Appropriations for FY 2017 - 2018 and FY 2018 - 2019 Biennium**

The Texas Association of Community Colleges (TACC) provided the funding information per Senate (SB1) and the House (HB1) base budget bills to South Texas College for the FY 2017 - 2018 and FY 2018 - 2019 biennium, as of March 30, 2017.

### **Preliminary Funding –South Texas College – Biennium FY 2018 – FY 2019**

The total funding level for South Texas College per SB1 and HB1 is as follows:

- Each bill maintains the current \$1,000,000 Core Operations funding for the college.
- Funding for Performance Funding/Student Success Points differs between SB1 and HB1. SB1 allocates \$9,632,829 and HB1 allocates \$7,613,424, a difference of \$2,019,405. The proposed Success Points funding for the FY 2018 – FY 2019 biennium is \$211.20 per point under SB1 and \$166.93 per point under HB1.
- The Success Points were funded at \$185.12 per point for the FY 2014 – FY 2015 biennium and \$173.00 per point for the FY 2016 – FY 2017 biennium.
- For the FY 2018 – FY 2019 biennium, the Contact Hour/Instruction funding for the college is \$69,770,691 under each bill. The Contact Hour/Instruction funding for the FY 2018 – FY 2019 biennium is \$2.69 under each bill.
- The Senate and House each fund \$1,835,810 for Bachelor Programs for the FY 2018 – FY 2019 biennium.

The Senate (SB1) and House (HB1) base budget bills reflect the following 2018 – 2019 Biennium Appropriations:

### **South Texas College – Total Biennium Appropriations Senate (SB1) and House (HB1) Comparison**

	<b>Senate</b>	<b>House</b>	
<b>State Appropriations</b>	<b>FY 2018 - FY 2019 Biennium</b>	<b>FY 2018 – FY 2019 Biennium</b>	<b>Variance</b>
Core Operations	\$1,000,000	\$1,000,000	\$0
Performance Funding/ Student Success Pts.	9,632,829	7,613,424	2,019,405
Contact Hour/Instruction	69,770,691	69,770,691	0
Total	80,403,520	78,384,115	2,019,405
Bachelor Programs	1,835,810	1,835,810	0
Total – Biennium	\$82,239,330	\$80,219,925	\$2,019,405
Total – Per Fiscal Year	\$41,119,665	\$40,109,963	\$1,009,702



The FY 2018 – FY 2019 biennium Senate (SB1) state appropriation allocations for South Texas College compared to the actual FY 2016 – FY 2017 biennium allocations are as follows:

**Senate (SB1) - South Texas College – Total Biennium Appropriations Comparison**

<b>State Appropriations</b>	<b>Actual FY 2016 – FY 2017 Biennium</b>	<b>Proposed FY 2018 - FY 2019 Biennium</b>	<b>Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
Core Operations	\$1,000,000	\$1,000,000	\$0	0%
Performance Funding/ Student Success Pts.	7,341,471	9,632,829	2,291,358	31%
Contact Hour/Instruction	66,029,732	69,770,691	3,740,959	6%
<b>Total</b>	<b>74,371,203</b>	<b>80,403,520</b>	<b>6,032,317</b>	<b>8%</b>
Bachelor Programs	1,610,214	1,835,810	225,596	14%
<b>Total – Biennium</b>	<b>\$75,981,417</b>	<b>\$82,239,330</b>	<b>\$6,257,913</b>	<b>8%</b>
<b>Total – Per Fiscal Year</b>	<b>\$37,990,709</b>	<b>\$41,119,665</b>	<b>\$3,128,957</b>	<b>8%</b>

The FY 2018 – FY 2019 biennium House (HB1) state appropriation allocations for South Texas College compared to the actual FY 2016 – FY 2017 biennium allocations are as follows:

**House (HB1) - South Texas College – Total Biennium Appropriations Comparison**

<b>State Appropriations</b>	<b>Actual FY 2016 – FY 2017 Biennium</b>	<b>Proposed FY 2018 - FY 2019 Biennium</b>	<b>Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
Core Operations	\$1,000,000	\$1,000,000	\$0	0%
Performance Funding/ Student Success Pts.	7,341,471	7,613,424	271,953	4%
Contact Hour/Instruction	66,029,732	69,770,691	3,740,959	6%
<b>Total</b>	<b>74,371,203</b>	<b>78,384,115</b>	<b>4,012,912</b>	<b>5%</b>
Bachelor Programs	1,610,214	1,835,810	225,596	14%
<b>Total – Biennium</b>	<b>\$75,981,417</b>	<b>\$80,219,925</b>	<b>\$4,238,508</b>	<b>6%</b>
<b>Total – Per Fiscal Year</b>	<b>\$37,990,709</b>	<b>\$40,109,652</b>	<b>\$2,119,254</b>	<b>6%</b>

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

**Review and Recommend Action to Renew the Hidalgo County Agreement  
for Tax Assessment and Collection**

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2017 through August 31, 2018 will be requested at the April 25, 2017 Board meeting.

Purpose – The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2017. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Justification – Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection indicates that, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. Texas Education Code, Sec. 130.121 (c) Tax Assessment and Collection indicates that, the tax assessor and tax collector shall receive compensation in an amount agreed on between the appropriate parties, but not to exceed two percent of the ad valorem taxes assessed. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 26, 2016, and the annual fee approved was \$98,304.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2017 will increase by 5% or by \$4,908.00 to \$103,212.00. The monthly collection fee of approximately \$8,601.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College's bank depository account.

Below is a summary of fee increases charged by Hidalgo County during the period of FY 2009 – FY 2010 and FY 2017 – FY 2018. Also included is the percentage of the fee to the assessed levy.

<b>Nine Year History of Fees for Hidalgo County Tax Assessment and Collection</b>				
<b>Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>	<b>Total Tax Levy</b>	<b>% of Total Tax Levy</b>
2017 - 2018	\$103,212.00	5%	Pending	Pending
2016 - 2017	\$98,304.00	0%	\$59,701,217.59	0.16%
2015 - 2016	\$98,304.00	0%	\$56,408,070.41	0.17%
2014 - 2015	\$98,304.00	5%	\$52,781,657.49	0.19%

2013 - 2014	\$93,626.00	0%	\$42,343,115.93	0.23%
2012 - 2013	\$93,626.00	0%	\$41,616,411.41	0.22%
2011 - 2012	\$93,626.00	0%	\$41,248,920.80	0.23%
2010 - 2011	\$93,626.00	5%	\$41,499,214.55	0.23%
2009 - 2010	\$89,167.20	0%	\$41,613,876.97	0.21%

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month.

Enclosed Documents – The Hidalgo County Collection of Taxes Contract follows in the packet for the Committee's information and review. The Inter-Local Cooperation Agreement for Tax Assessment and Collections follows in the packet for the Board's review and information.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the April 25, 2017 Board Meeting, the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$103,212.00 from September 1, 2017 through August 31, 2018 as presented.

Office of Tax Assessor - Collector  
**COUNTY of HIDALGO**

*Pablo "Paul" Villarreal, Jr. RTA*



March 23, 2017

P.O. Box 178  
Edinburg, Texas 78540-0178  
Ph. (956) 318-2157  
Fax (956) 318-2733  
[www.hidalgocountytax.org](http://www.hidalgocountytax.org)

Dr. Shirley A. Reed, President  
South Texas College  
P.O. Box 9701  
McAllen, Tx. 78502

Dear Dr. Reed,

As per Clause VI, Consideration of our Collection of Taxes Contract, be advised the fee for the taxable year 2017 will be \$103,212.00, effective September 1, 2017.

Increase in fee is due to the increase of accounts in your district for this year.

Please sign, date and return this letter to us as soon as possible.

Sincerely,

Pablo (Paul) Villarreal, Jr. PCC.  
Hidalgo County Tax Assessor Collector

XC: Hon. Ramon Garcia  
Hidalgo County Judge

Hon. Ray Eufracio  
Hidalgo County Auditor

ACCEPTED & AGREED:



\_\_\_\_\_  
Printed name and Title

STATE OF TEXAS

COUNTY OF HIDALGO

AMENDMENT TO  
INTER-LOCAL COOPERATION AGREEMENT  
FOR TAX ASSESSMENT AND COLLECTION

This AMENDMENT TO INTER-LOCAL COOPERATION AGREEMENT FOR TAX ASSESSMENT AND COLLECTION ("AMENDMENT"), dated \_\_\_\_\_, is made between **South Texas College**, hereinafter referred to as "STC," and Hidalgo County, hereinafter referred to as "COUNTY", pursuant to the provisions of the Texas Inter-local Cooperation Act, as follows:

WHEREAS, on or about March 11, 1996, COUNTY entered into an Inter-local Cooperation Agreement "(Inter-local)" with STC for the consolidation of the assessment and collection of property taxes; and

WHEREAS, COUNTY and STC, now desire to amend the Inter-local as hereinafter provided.

NOW THEREFORE, for the purpose stated herein, COUNTY and STC hereby agree to the following amendments to the Inter-local:

1. Section VI of the Inter-local is amended to read as follows:
  1. STC hereby agrees to pay and COUNTY agrees to accept a fee of \$103,212.00 of all current and delinquent base taxes collected from September 1<sup>st</sup> through August 31<sup>st</sup>. For subsequent years after reviewing actual collection costs, COUNTY will submit to STC, prior to May 1<sup>st</sup>, the fee for the following year. In no event will the cost increase by more than five percent (5%) per year. STC will have until June 1<sup>st</sup> to accept the recommended fee.
  2. COUNTY will be paid by deducting the fee at the rate of \$8,601.00 from monthly collections and will submit Monthly Collections Reports. For following years, if the fee changes, the COUNTY will be paid by deducting the fee at the rate of 1/12<sup>th</sup> collection fee from monthly collections and will submit Monthly Collections Reports.
2. Except as modified herein, all terms and conditions of the Inter-local, as amended, remain in full force and effect.

WITNESS THE HANDS OF THE PARTIES effective as of the date and year first written above.

SOUTH TEXAS COLLEGE

BY: \_\_\_\_\_

**Dr. Alejo Salinas, Jr.**  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
**Jesse Villarreal**  
Secretary, Board of Trustees

HIDALGO COUNTY

By: \_\_\_\_\_

**Ramon Garcia**  
Hidalgo County Judge

ATTEST:

\_\_\_\_\_  
**Arturo Guajardo Jr.**  
Hidalgo County Clerk

### **Review and Recommend Action on External Auditor Services**

Approval to award a contract for external auditor services for the fiscal year ending August 31, 2017, with four (4) one-year renewal options to Long Chilton, LLP. (McAllen, TX) will be requested at the April 25, 2017 Board meeting.

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

Justification – The external auditors start the interim audit work related to the financial audit prior to fiscal year end, therefore the College is proposing the selection of an external auditor at this time.

Background – On January 26, 2017, South Texas College was notified by Long Chilton, LP. that they would be operating under a new name due to a merger. The current contract was no longer subject for renewal because Long Chilton, LP. was no longer operating under its originally awarded name therefore a new solicitation for qualification was required.

Requests for qualifications for external auditor was advertised in the local newspaper on February 27, 2017 and March 6, 2017, and four (4) requests for qualifications were mailed to the following firms:

- Burton McCumber & Cortez, LLP. (McAllen, TX)
- Hart, Silva & Co. (McAllen, TX)
- Carr, Riggs & Ingram, LLC. (McAllen, TX)
- Pattillo, Brown & Hill, LLP. (Brownsville, TX)

Three (3) responses were received on March 23, 2017 from the following firms:

- Burton McCumber & Cortez, LLP (McAllen, TX)
- Carr, Riggs & Ingram LLC. (McAllen, TX)
- Pattillo Brown and Hill, LLP (Brownsville TX)

Carr, Riggs & Ingram, LLC (former Long Chilton, LLP) listed David Segovia, CPA, CVA as the audit engagement partner and Ruben Moreno, CPA as the Audit Partner. Mr. Moreno has served as the engagement partner for twelve years prior to Mr. Segovia. Carr, Riggs & Ingram, LLC (former Long Chilton, LLP) has performed the College's annual financial audit since FY 1994-1995.

Funding Source - Expenditures are budgeted in the Audit Services budget for FY 2016-2017 budget and in the FY 2017-2018 budget, pending Board approval of the budget.

Reviewers - Responses were reviewed by the Vice President for Finance and Administrative Services, Business Office and Purchasing Department.



Enclosed Documents - Included in this packet for consideration and review are the following materials:

1. External Auditor Qualification Summary
2. Evaluation Summary
3. Sample Request for Qualifications
4. Blank Evaluation Form

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the April 11, 2017 Finance, Audit and Human Resources Committee meeting to address any questions by the committee.

After further review and discussion of the information provided at this meeting, it is requested that the Finance, Audit, and Human Resources Committee make a recommendation on the selection of external auditor services for Board approval at the April 25, 2017, Board Meeting for the first contract period.

**SOUTH TEXAS COLLEGE  
EXTERNAL AUDITOR  
PROJECT NO. 16-17-1053 -- SUMMARY**

<b>VENDOR</b>	Burton McCumber & Cortez, LLP.	Cart, Riggs & Ingram, LLC.	Pattillo Brown and Hill, LLP.
<b>ADDRESS</b>	205 Pecan Blvd	4100 N 23rd St	765 East 7th St
<b>CITY/STATE/ZIP</b>	McAllen, TX 78501	McAllen, TX 78504	Brownsville, TX 78520
<b>PHONE</b>	956-681-2300	956-686-3701	956-544-7778
<b>FAX</b>	956-618-2333	956-686-6830	956-544-8465
<b>CONTACT</b>	Ricky Longoria	David Segovia	Carlos H. Cascos
<b>Firm Information</b>	<ul style="list-style-type: none"> <li>Indicated 35 years of experience</li> <li>Office in McAllen and Brownsville</li> <li>Employ approximately 45 staff</li> <li>Six partners</li> <li>Listed membership in several professional associations including AICPA, AICPA GAQC, TSCPA, and Association of Certified Fraud Examiners</li> <li>Last peer review was in June 2014 (pass)</li> </ul>	<ul style="list-style-type: none"> <li>Firm established in 1951</li> <li>Offices in McAllen, Harlingen and Brownsville</li> <li>Employ approximately 94 staff</li> <li>Ten partners: 4-McAllen; 2-Harlingen; 4-Brownsville</li> <li>Listed membership in several professional associations including AICPA, TSCPA, TASBO, GFOA and Association of Certified Fraud Examiners</li> <li>Last peer review was in June 2013 (pass)</li> </ul>	<ul style="list-style-type: none"> <li>Regional Firm established in 1923</li> <li>Office in Brownsville, Waco</li> <li>Employ approximately 120 staff (nation wide)</li> <li>Eight partners</li> <li>Listed membership in several professional associations including AICPA, TSCPA, GFOSRV and Institute of Internal Auditors</li> <li>Last peer review was in May 2016 (pass)</li> </ul>
<b>Governmental Experience</b>	<ul style="list-style-type: none"> <li>Did not specifically list out their clients, however did list South Texas College and ten governmental entities in the area, embedded within their resumes.</li> </ul>	<ul style="list-style-type: none"> <li>Listed South Texas College and five other higher education entities and two education related entities.</li> <li>Provided list of additional clients that includes nine school districts and 25 governmental entities that includes cities, counties and other special districts in the area.</li> </ul>	<ul style="list-style-type: none"> <li>Provided list of clients that includes three colleges, 27 school districts and 103 governmental entities that includes cities, counties and other special districts around Texas.</li> </ul>
<b>Audit Approach</b>	<ul style="list-style-type: none"> <li>Provided detailed plan on approach to audit for general audit, internal controls and compliance that includes the following:               <ol style="list-style-type: none"> <li>Planning Phase</li> <li>Interim Fieldwork/Samples</li> <li>Report Issuance and Closure</li> <li>Timeline of Services</li> <li>Assist in preparing Data Collection Form (Federal Audit Clearinghouse)</li> <li>Report on Internal Controls and Compliance</li> </ol> </li> <li>Will perform audit in accordance with Government Auditing Standards of Comptroller General, the Single Audit Act, and the provisions of Uniform Guidance.</li> <li>Audit will be conducted out of the McAllen office.</li> </ul>	<ul style="list-style-type: none"> <li>Provided detailed plan on approach to audit that includes the following:               <ol style="list-style-type: none"> <li>Planning Phase</li> <li>Interim Fieldwork/Samples</li> <li>Year-End Audit</li> <li>Report of Issuance and Closure</li> <li>Timeline of Services</li> <li>Report on Internal Controls</li> </ol> </li> <li>Will perform audit in accordance with Government Auditing Standards of Comptroller General, the Single Audit Act, OMB Circular Requirements, State of Texas Single Audit Circular, Us Department of Education Blue Book, DHHS Manual, Student Financial Assistance Audit Guide, NACUBO and Texas Higher Education Coordinating Board guidelines</li> <li>Will test compliance under the Public Funds Investment Act</li> <li>Besides audit work, they indicated that they are available for year-round questions and consultation</li> <li>Audit will be conducted out of the McAllen office.</li> </ul>	<ul style="list-style-type: none"> <li>Provided detailed plan on approach to audit that includes the following:               <ol style="list-style-type: none"> <li>Preliminary Audit Planning</li> <li>Interim Fieldwork</li> <li>Audit Fieldwork</li> <li>Final Review and Audit Conclusion</li> </ol> </li> <li>Will perform audit in accordance with Generally Accepted Auditing Standards by the AICPA, US General Accounting Office's Government Auditing Standards and OMB Uniformed Guidance + others.</li> <li>Audit will be conducted out of the Brownsville office, and Waco office will manage the engagement.</li> </ul>

**SOUTH TEXAS COLLEGE  
EXTERNAL AUDITOR  
PROJECT NO. 16-17-1053 -- SUMMARY**

<b>VENDOR</b>	<b>Burton McCumber &amp; Cortez, LLP.</b>	<b>Carr, Riggs &amp; Ingram, LLC.</b>	<b>Patillo Brown and Hill, LLP.</b>
<b>References</b>	<ul style="list-style-type: none"> <li>• City of Mission</li> <li>• County of Hidalgo</li> <li>• Hidalgo County Drainage District #1</li> <li>• Hidalgo County Regional Mobility Authority</li> <li>• Hidalgo County HeadStart Program</li> </ul>	<ul style="list-style-type: none"> <li>• South Texas College</li> <li>• Rio Grande Valley - Linking Economic and Academic Development</li> <li>• Valley Initiative for Development and Advancement</li> <li>• Listed 30+ additional reference, which include higher education, school districts, cities and other special districts.</li> </ul>	<ul style="list-style-type: none"> <li>• Texas Southmost College</li> <li>• Victoria College</li> <li>• Brownsville ISD</li> <li>• United ISD</li> <li>• Edinburg CISD</li> <li>• Raymondville ISD</li> <li>• Los Fresnos ISD</li> <li>• Raymondville ISD</li> </ul>
<b>Staff Assigned to Perform Work</b>	<p>Named the following as part of audit team:</p> <ul style="list-style-type: none"> <li>• Ricky Longoria, CPA, CFE – Engagement Partner (30+ years)</li> <li>• Ben Pena, CPA, CFE – Quality Assurance Partner (20+ years)</li> <li>• Adel Felix, CPA, CFE, – Manager (13 + years)</li> <li>• Grace De Leon, CPA, CFE – Manager</li> <li>• Luis Lopez, CPA, CFE – Senior In-charge (7+ years)</li> <li>• Joshua Longwell, CPA – Staff (6+ years)</li> <li>• Esteban Acevedo – Staff</li> </ul>	<p>Named the following as part of audit team:</p> <ul style="list-style-type: none"> <li>• David Segovia, CPA, CVA – Engagement Partner (15+ years)</li> <li>• Ruben Moreno, CPA – Audit Partner (30+ years)</li> <li>• Rance G. Sweeten, CPA, CFE, CVA, CFF – Audit Partner (30 + years)</li> <li>• Charles Fankhauser, CPA, CGMA – Principal (28+ years)</li> <li>• Aaron Rios, CPA – Manager</li> </ul>	<p>Named the following as part of audit team:</p> <ul style="list-style-type: none"> <li>• Carlos H. Cascos, CP, – Engagement Partner (31+ years)</li> <li>• Paula Lowe, CPA – Concurring Partner (17+ years)</li> <li>• Nicole Bradshaw, CPA – Manager (8+ years)</li> <li>• Don Abel, CISSP, CISA, CRISC, MCP – IT Specialist (16+ years)</li> <li>• Antonio Juarez, Ed.D, CIA, CPA– Audit Manager (20+ years)</li> <li>• Victor Barron, – Senior Auditor (15+ years)</li> <li>• Staff auditors with experience working on governmental audits</li> </ul>
<b>Resumes</b>	Provided brief profiles on staff named above (except for Grace De Leon and Esteban Acevedo), which included their education, years of audit experience and continuing education classes.	Provided brief profiles on all staff named above in addition to additional staff member, which included their education and years of audit experience.	Provided brief profiles on all staff named above, which included their education, years of audit experience and continuing education classes.
<b>Independence Statement</b>	Submitted statement of independence requirements of the Government Auditing Standards.	Submitted statement of independence requirements of the Government Auditing Standards. Indicated that they take steps to ensure that staff meet independence standards.	Submitted statement of independence to South Texas College.
<b>Continuing Education</b>	<ul style="list-style-type: none"> <li>• Follow the continuing education requirements of the “Yellow Book” and Government Auditing Standards for all partners and professional staff.</li> <li>• Provided list of specific continuing education classes taken by all member of audit team listed above, except for Grace De Leon and Esteban Acevedo.</li> </ul>	<ul style="list-style-type: none"> <li>• Firm requires that all professional staff receive minimum of 48 hours of continuing education annually.</li> <li>• Follow the continuing education requirements of the “Yellow Book” and Government Auditing Standards for all partners and professional staff</li> </ul>	<ul style="list-style-type: none"> <li>• Firm requires that all professional staff receive minimum of 40 hours of continuing education annually.</li> <li>• Provided list of specific continuing education classes taken by all member of audit team listed above</li> </ul>
<b>Quality Control and Peer Review</b>	<ul style="list-style-type: none"> <li>• Received an unqualified opinion on the most recent peer review in 2014. Copy of report was attached.</li> </ul>	<ul style="list-style-type: none"> <li>• Has a “Quality Control Document” to assure compliance with auditing standards.</li> <li>• Received an unqualified opinion on the most recent peer review in 2013. Copy of report was attached.</li> </ul>	<ul style="list-style-type: none"> <li>• Received an unqualified opinion on the most recent peer review in 2016. Copy of report was attached.</li> </ul>
<b>Total Evaluation Points</b>	75.75	93.25	83.5
<b>Ranking</b>	3	1	2

**SOUTH TEXAS COLLEGE  
EXTERNAL AUDITOR  
PROJECT NO. 16-17-1053  
EVALUATION SUMMARY**

<b>VENDOR</b>	Burton McCumber & Cortez, LLP.	Carr, Riggs & Ingram, LLC.	Pattillo Brown and Hill, LLP.
<b>ADDRESS</b>	205 Pecan Blvd	4100 N 23rd St	765 East 7th St
<b>CITY/STATE/ZIP</b>	McAllen, TX 78501	McAllen, TX 78504	Brownsville, TX 78520
<b>PHONE</b>	956-681-2300	956-686-3701	956-544-7778
<b>FAX</b>	956-618-2333	956-686-6830	956-544-8465
<b>CONTACT</b>	Ricky Longoria	David Segovia	Carlos H. Cascos
1	<div>The respondent's demonstrated ability to perform the services requested. (up to 25 points)</div> <div>20</div> <div>20</div> <div>21</div> <div>21</div>	<div>24</div> <div>24</div> <div>25</div> <div>23</div>	<div>20</div> <div>19</div> <div>19</div> <div>21</div>
2	<div>The qualifications and experience of the Respondent's staff. (up to 25 points)</div> <div>21</div> <div>23</div> <div>18</div> <div>21</div>	<div>22</div> <div>21</div> <div>25</div> <div>22</div>	<div>22</div> <div>21</div> <div>20</div> <div>23</div>
3	<div>The quality of references from past customer of Respondent. (up to 25 points)</div> <div>17</div> <div>18</div> <div>18</div> <div>18</div>	<div>24</div> <div>24</div> <div>25</div> <div>24</div>	<div>22</div> <div>22</div> <div>23</div> <div>24</div>
4	<div>The respondent's experience as an auditor, particularly for institutions of higher education. (up to 25 points)</div> <div>15</div> <div>18</div> <div>15</div> <div>19</div>	<div>22</div> <div>22</div> <div>23</div> <div>23</div>	<div>18</div> <div>18</div> <div>20</div> <div>22</div>
<b>TOTAL EVALUATION POINTS</b>	75.75	93.25	83.5
<b>RANKING</b>	3	1	2



# **SOUTH TEXAS COLLEGE**

**South Texas College**  
PURCHASING DEPARTMENT  
P. O. BOX 9701  
MCALLEN, TX 78502-9701

## **REQUEST FOR QUALIFICATIONS**

**RFQ NUMBER**  
**16-17-1053**

**RESPONSES MUST BE RECEIVED BEFORE:**  
**3:00 PM, March 23, 2017**

<b>If by US Postal Service, Mail to:</b> South Texas College Purchasing Department P.O. Box 9500 McAllen, TX 78502-9500	<b>Hand Deliver or Express Mail (Overnight, 2<sup>nd</sup> day, etc) to:</b> South Texas College Purchasing Department 3200 W. Pecan Blvd., Bldg. N, Ste 145 McAllen, TX 78501
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**Show RFQ Number on Return Envelope**

**NOTE:** Responses must be time stamped at **South Texas College Purchasing Department** before the hour and date specified.

The statement of qualifications shall be submitted in a sealed envelope plainly marked with the name and address of the entity submitting a response. It shall include the following information: **EXTERNAL AUDITOR** plus the RFQ number and the due date and time given above.

## **SECTION 1 INTRODUCTION**

### **1.1 Background on South Texas College**

South Texas College ("STC") is a comprehensive community college serving the counties of Hidalgo and Starr in South Texas. It has five campuses, including three which are in McAllen: the Pecan Campus, the STC Technology Campus, the Nursing and Allied Health Campus; the Mid-Valley Campus in Weslaco; and the Starr County Campus in Rio Grande City. Established in 1993, STC serves an area with an estimated population of 842,621 and has an enrollment of approximately 40,000. It offers more than 100 degree and certificate programs. STC is accredited by the Southern Association of Colleges and Schools as well as by numerous program agencies and organizations.

For fiscal year ending August 31, 2016, unrestricted and restricted current fund expenditures and transfers are budgeted at \$254,305,386. South Texas College employs approximately 1,435 full-time and part-time faculty and staff. Plant fund indebtedness includes bonds payable of \$16,905,000 as of August 31, 2016.

Eligible students receive financial aid, including Pell, Supplemental Educational Opportunity, Texas Public Educational, and State Student Incentive Grants; Scholarships and College Work/Study. Total operating revenues for fiscal year 2016 were \$38,783,714. In addition, state allocations and maintenance tax revenues amounted to \$46,077,235 and \$46,781,602, respectively. There were 40,649 students in the College during the Fall 2015 semester.

### **1.2 Purpose and Objectives**

STC is soliciting a statement of qualifications from interested firms for the Financial and Compliance Audit. The selected firm will provide services as an independent contractor to audit procedures requested and outlined by the STC Board of Trustees. All responses must address the requirements, terms, and conditions as set forth in this Request for Qualifications.

The purpose of these services shall be to provide the STC Board of Trustees with reasonable assurance that the assets of South Texas College are safeguarded against loss from unauthorized use or disposition; that all transactions are executed in accordance with the General Accepted Accounting Principals; that all federal and state funds, grant funds, and all other restricted funds are managed in accordance with applicable statutes and constraints; and that all transactions are done in compliance with STC Policies and Procedures as adopted by the Board of Trustees.

A contract awarded as a result of this solicitation shall be for a period of one year, with an option to renew for four additional one-year periods.

## SECTION 2 SCOPE OF SERVICES

### 2.1 Services

The successful respondent to this solicitation shall be required to provide the annual Financial and Compliance Audit for South Texas College. The scope of services is as follows:

- A. Audit financial statements and schedules, including the Schedule of Expenditures of Federal Awards, prepared in conformity with generally accepted accounting principles for Colleges and Universities as prescribed by the American Institute of Certified Public Accountants (AICPA), the National Association of College and University Business Officers (NACUBO), and the Texas Higher Education Coordinating Board (THECB). The audit report will express an audit opinion as to the fairness of the presentation of the College District's overall financial statements for all funds including, but not limited to Unrestricted and Restricted Current Funds, Loan Funds, Endowment Funds, Plant Funds and Agency Funds.
- B. Test compliance with applicable laws and regulations of major federal financial assistance programs and report thereon, including disclosure of instances of noncompliance. The audit will include examination of a representative sample of charges made to federal grants and programs in order to ascertain whether the programs are being properly administered and whether such charges fall within the grant and programs guidelines. Such audit will include all federal direct and passthrough grants and contracts.
- C. The audit will comply with the standards for financial audits contained in the Standards for Audits of Governmental Organizations, Programs, Activities and Functions issued by the U.S. General Accounting Office; the Single Audit Act of 1984; Office of Management and Budget Circular *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F-Audit Requirements (formerly A-133); Audits of State and Local Governments; the U.S. Department of Education, Office of Inspector General, Student Financial Assistance AUDIT GUIDE; the U.S. Department of Education The Blue Book, the DHHS Manual for Recipients Financed under the Payment Management System (PMS); and any other pertinent federal grantor publications. Special attention should be given to state rules and regulations in the Texas School Law Bulletin and rules and regulations prescribed by the Texas Higher Education Coordinating Board. Test compliance of management controls on investments and adherence to established investment policies as required under the Public Funds Investment Act of 1987, as amended (Government Code Chapter 2256, as amended).
- D. Be available as a resource to the college staff while preparing the financial statements and any supplemental schedules for the fiscal years ending August 31, 2017; August 31, 2018; August 31, 2019; August 31, 2020; August 31, 2021.
- E. Perform a study and evaluation of the College District's internal accounting and administrative controls, including additional tests as required by the Single Audit Act for major federal financial assistance programs, and prepare a management report which shall include findings, observations, opinions, comments or recommendations with regard to internal control, accounting systems, compliance with laws, and rules and regulations that come to the attention of the auditors during their examination. The auditors shall evaluate and report their assessment of the condition of the College District's accounting records and system.
- F. Present the audit report and management report to the Board of Trustees during the regularly scheduled November or December board meeting each year. At a minimum, the audit report shall contain all of the financial statements, notes, schedules and all reports required by OMB



Circular 2CFR Chapter II, Subpart F-Audit Requirements (formerly A-133) and the Texas Higher Educative Coordinating Board.

- G. The College District will require any reports and letters from the auditor in electronic format suitable for duplication.
- H. The audit firm will retain working papers, audit programs, and other documents prepared or obtained during the course of the, audit for a minimum of seven years, or for a longer period where conditions of exceptions exist. The audit firm selected shall meet with federal, state, or other auditors as requested and make available all the aforementioned documents to said auditors for examination upon request.

## **2.2 Audit Report**

A draft of the audit report and report to management shall be ready for preliminary review by the Vice President for Finance and Administrative Services by November 1<sup>st</sup> of each year. An exit conference will be held between the audit firm and the STC administration after the financials have been approved by the Board each year.

Copies of the completed audit and management reports will be delivered by the Vice President for Finance and Administrative Services for distribution to the Board of Trustees by seven working days prior to the Board Meeting of each year.

Reports to be issued:

- Financial Statements – fair presentation in accordance with Generally Accepted Accounting Principles (GAAP)
- Internal Control Structures in Accordance with Government Auditing Standards (GAS)
- Compliance with Applicable Laws
- Internal Control Structure & Financial Aid for Federal {OMB Circular 2CFR Chapter II, Subpart F-Audit Requirements (formerly A-133)} & State (Single Audit)
- Compliance with Applicable Laws and Regulations for Financial Aid, Federal {OMB Circular 2CFR Chapter II, Subpart F-Audit Requirements (formerly A-133)} & State (Single Audit)
- Any other reports required by law.

**SECTION 3**  
**INSTRUCTIONS AND RESPONSE REQUIREMENTS**

**3.1 Acceptance of Submittals**

- A. STC reserves the right to accept or reject any or all responses, to waive informalities and minor technicalities, or to cancel this RFQ in part or in its entirety, according to what is in the best interest of STC.
- B. All responses must comply with the following criteria:
  - 1. Shall be timely delivered only to the address and office indicated by this RFQ. Responses delivered to any other office within STC will not be considered as having been submitted until the same is routed to the proper address and office, and STC shall have no obligation or duty to timely route such mis-delivered response;
  - 2. Shall be delivered in plain-colored, sealed, envelope that is properly addressed and labeled; and
  - 3. Shall be signed in blue or black ink by the person with authority to bind the respondent to a contract with STC.
- C. Respondents submitting responses through the U.S. Mail or private courier services do so at their own risk that the submittal document may be delivered to the incorrect address and/or office or after the deadline for submittal.
- D. Responses submitted after the deadline shall not be accepted, and any response received after the deadline shall be returned unopened to the respondent.
- E. All submittals will become the property of STC, whether or not a contract is awarded.

**3.2 Preparation Instructions**

- A. Responses shall be prepared simply and economically, providing a straightforward and concise description of Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on completeness, clarity of content and responsiveness to the requirements.
- B. Qualification Statements must be typed or printed on letter size (8-1/2 x 11) white paper suitable for copies.
- C. Respondents must submit one original and two (2) copies, of the complete response.

**3.3 Submittal Documents**

The following documents, at a minimum, must be included as part of your proposal:

- A. Statement of Qualifications that addresses items in Section 4
- B. Execution of Offer (Section 5)
- C. Notification of Criminal History (Section 6)
- D. Conflict of Interest Questionnaire (Section 7)

**3.4 Validity Period**

Responses are to be valid for a minimum of sixty (60) days from the submittal deadline date to allow time for evaluation, selection, and any unforeseen delays.

### 3.5 Submittal Deadline and Location

- A. All responses must be received by STC no later than **3:00 PM, March 23, 2017.**
- B. Submit responses to:

<b>If by US Postal Service, Mail to:</b> South Texas College Purchasing Department P.O. Box 9500 McAllen, TX 78502-9500	<b>Hand Deliver or Express Mail (Overnight, 2<sup>nd</sup> day, etc) to:</b> South Texas College Purchasing Department 3200 W. Pecan Blvd., Bldg. N, Ste 145 McAllen, TX 78501
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### 3.6 STC Contacts

Any questions or concerns regarding this Request for Qualifications shall be directed to:

Becky Cavazos  
Director of Purchasing  
3200 W. Pecan Blvd., Bldg N, Ste 145  
McAllen, Texas 78501  
956-872-4681  
Email: [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu)

Fernando Lamas  
Associate Director of Purchasing  
3200 W. Pecan Blvd, Bldg N, Ste 145  
McAllen, Texas 78501  
956-872-4683  
Email: [flamas@southtexascollege.edu](mailto:flamas@southtexascollege.edu)

STC specifically requests that Respondents restrict all contact and questions regarding this RFQ to the above named individual(s).

### 3.7 Open Records

Information, documentation and other materials submitted in response to this solicitation shall be subject to public disclosure under the Texas Public Information Act (Texas Government code, Chapter 552). Notwithstanding the foregoing, disclosure of information related to this solicitation shall be made only after a contract is awarded.

### 3.8 Award of Contract

STC is requesting responses to this RFQ with the intent to award a contract for the requirements contained herein. However, STC is not obligated to award a contract under this solicitation and reserves the right to reject any and all response. STC shall reserve the right to award a contract for all or any of the requirements in this RFQ, to award multiple contracts, or to not award any contract, according to what is in the best interest of STC.

## SECTION 4 STATEMENT OF QUALIFICATIONS

Respondents must submit a Statement of Qualifications that addresses the following minimum requirements.

### 4.1 Company Information

- A. Include the full, legal name of the company; the number of years in business; type of organization (Individual, Partnership, Corporation, Etc.); number of employees.
- B. Describe your organization, including lines of authority and communications.
- C. Provide a financial rating of your company and any documentation (such as a Dunn and Bradstreet Analysis), which indicates the financial stability of your company.

### 4.2 Narrative

Include a brief narrative of your experience and expertise relating to the scope of services as requested in Section 2 of this RFQ.

Address any experience your firm has in the following areas:

- Single audit {OMB Circular 2CFR Chapter II, Subpart F-Audit Requirements (formerly A-133)} requirements (both financial and compliance) and associated preparation
- Governmental Accounting Standards Board (GASB) Statements
- Government Auditing Standards
- Auditing Institutions of Higher Education

### 4.3 Respondent Qualifications

Respondent must meet the following minimum qualifications:

- Must have conducted auditing services for at least five years
- Must be a properly licensed certified public accountant
- Must be in good standing and will not have any disciplinary actions with the Texas Board of Public Accountancy or the American Institute of Certified Public Accountants
- Meets the independence requirements promulgated by the U.S. Government Accountability Office and the American Institute of Certified Public Accountants

### 4.4 References

Provide a customer reference list of no less than five (5) organizations with whom you currently have a contract to provide services of equal type and scope as requested herein. The reference list is to include company name, contact person, telephone number, email address and length of business relationship. References involved in higher education are preferred.

### 4.5 Questionnaire

- A. Provide any details of all past or pending litigation or claims filed against your company that would negatively impact your company's performance under an agreement with STC.
- B. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- C. Does any relationship exist whether by relative, business associate, capital funding agreement or any other type of relationship between your company and any STC employee or member of the STC Board of Trustees?

- D. Include resumes indicating the qualifications of the staff that would be assigned to perform the work for STC. State the names of the person(s) authorized to make firm representations and bind the firm.
- E. Provide a statement concerning the independence of the firm, including direct and indirect financial interest and the relationship of the proposed audit team to employees of STC and any members of the STC Board of Trustees.
- F. Provide documentation on the continuing education acquired, in the past three years, by all staff who will be involved in the audit.
- G. Provide the names and qualifications of outside specialists and consultants, if any, who will assist the firm in providing services.
- H. Describe and provide documentation on the firm's internal quality control system.
- I. Describe and provide documents on the firm's participation in, and results, of its external quality control review program. State whether the firm has received an unqualified report. Include the name of the external quality control review organization of which the firm is a member and the length of the membership.

**SECTION 5**  
**EXECUTION OF OFFER**

In compliance with this solicitation, and subject to all the conditions herein, the undersigned offers to provide the requested services. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contract, and the Respondent may be removed from STC vendor lists.

By signature hereon, Respondent acknowledges and agrees that 1) this RFQ is a solicitation for Qualification Statements and is not a contract or an offer to contract; 2) the submission of a Statement of Qualifications by Respondent in response to this RFQ will not create a contract between STC and Respondent; 3) STC has made no representation or warranty, written or oral, that one or more contracts with STC will be awarded under the RFQ; and 4) Respondent shall bear, at its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.

By signature hereon, a corporate Respondent hereby certifies that it is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

By signature hereon, the Respondent hereby certifies that the firm is not debarred, suspended or otherwise declared ineligible to contract by any federal, state or local public agency.

By executing this offer, Respondent affirms that he/she has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

By the signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent represents and warrants that:

1. Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the term, conditions and requirements of the RFQ;
2. Respondent has the necessary experience, knowledge, abilities, skills and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;
3. Respondent is aware of, if fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances affecting the services required in this RFQ;
4. Respondent understands 1) the requirements and specifications set forth in this RFQ and 2) the terms and conditions under which Respondent will be required to operate;
5. Respondent, if selected by STC, will maintain insurance as required by the contract;
6. All statements, information and representations prepared and submitted in response to the RFQ are current, complete, true and accurate. Respondent acknowledges that STC will rely on such statements, information and representations in selecting the successful Respondent. If selected by STC as the successful Respondent, Respondent will notify STC immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of this solicitation is authorized to sign such documents on behalf of the company and to bind the company under any contract which may result from the submission of this proposal.

By signature hereon, Respondent affirms that he has not prepared, or assisted in the preparation of, the specifications or other requirements for this solicitation.

Proposal must include Taxpayer Identification Number, full firm name and address of Respondent. Failure to manually sign proposal will disqualify it. The person signing the proposal should show title or authority to bind his/her firm in contract.

Taxpayer Identification Number: \_\_\_\_\_

Respondent/Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Typed/Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_



**SECTION 6**  
**NOTIFICATION OF CRIMINAL HISTORY**

**THIS FORM MUST BE COMPLETED,  
SIGNED, AND RETURNED WITH  
STATEMENT OF QUALIFICATIONS**

State of Texas legislative Bill No. 1 Section 4.034, Notification of Criminal History, Subsection (a) states  
“ a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “ a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

**THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION**

Please check off one box and sign the form in the appropriate space

I, the undersigned agent for the firm named below, certify; that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge.

VENDOR'S NAME: \_\_\_\_\_

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): \_\_\_\_\_

☐ A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

SIGNATURE OF COMPANY OFFICIAL \_\_\_\_\_

☐ B. My firm is not owned nor operated by anyone who has been convicted of a felony.

SIGNATURE OF COMPANY OFFICIAL \_\_\_\_\_

☐ C. My firm is owned and/or operated by the following individual(s) who has/have been convicted of a felony:  
Name of Felon(s) \_\_\_\_\_

Details of Conviction(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF COMPANY OFFICIAL \_\_\_\_\_

# SECTION 7 CONFLICT OF INTEREST QUESTIONNAIRE

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor or other person doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<b>OFFICE USE ONLY</b>  <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>	
<div style="border: 1px solid black; padding: 2px;">1</div> <b>Name of person who has a business relationship with local governmental entity.</b>  <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	<div style="border: 1px solid black; padding: 2px;">2</div> <div style="display: flex; align-items: center; margin-top: 5px;"> <input style="margin-right: 10px;" type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> </div> <p style="margin-top: 5px;">(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<div style="border: 1px solid black; padding: 2px;">3</div> <b>Name of local government officer with whom filer has employment or business relationship.</b>  <div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 200px; margin: 0 auto;"></div>             Name of Officer           </div> <p>This section (item 3 including subparts A, B, C &amp; D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </div> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </div> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </div> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<div style="border: 1px solid black; padding: 2px;">4</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <div style="border-bottom: 1px solid black; width: 100%; margin: 0 auto;"></div>             Signature of person doing business with the governmental entity           </div> <div style="width: 45%; text-align: center;"> <div style="border-bottom: 1px solid black; width: 100%; margin: 0 auto;"></div>             Date           </div> </div>		

Adopted 06/29/2007

## **SECTION 8**

### **EVALUATION CRITERIA FOR AWARD**

#### **8.1 Evaluation Criteria**

STC will utilize an evaluation team for the evaluation of responses. The evaluation team will evaluate responses based on the criteria set forth below:

- A. The Respondent's demonstrated ability to perform the services requested.
- B. The qualifications and experience of the Respondent's staff.
- C. The quality of references from past customers of Respondent.
- D. The Respondent's experience as an auditor, particularly for institutions of higher education.

#### **8.2 Contract Award Process**

STC will evaluate responses and rank respondents based on the total points received for the above listed criteria. STC will attempt to negotiate a contract with the top-rated respondent. If STC is unable to negotiate a contract with the top-rated respondent, STC will terminate negotiations and begin to negotiate a contract with the next highest rated respondent. This process will continue until a contract is awarded.

## **SECTION 9**

### **GENERAL TERMS AND CONDITIONS**

These General Terms and Conditions shall be made a part of and govern any contract resulting from this Request for Qualifications.

#### **9.1 Time of Performance**

Time is of the essence in the rendering of services hereunder. Contractor agrees to perform all obligations and render services set forth in the requirements in this Contract.

#### **9.2 Acceptance of Products and Services**

All products furnished and all services performed under this Contract shall be to the satisfaction of STC and in accordance with the scope of work, specifications, terms, and conditions of the Contract. STC reserves the right to inspect the products furnished or the services performed, and to determine the quality, acceptability of such products and services.

#### **9.3 Default and Termination**

- a. In the event of substantial failure by a party to perform in accordance with the terms hereof, the other party may terminate this Contract upon ten (10) days' written notice of termination stating the nature of the failure (the termination shall not be effective if the failure is fully cured prior to the end of the ten-day period), provided that said failure is through no fault of the terminating party.
- b. STC may terminate this Contract for convenience by giving thirty (30) days' written notice to Contractor. In no event shall termination under this section give rise to any liability on the part of STC. STC's sole obligation hereunder is to pay Contractor for services/products provided under this Contract prior to the date of termination.
- c. Termination under section a. and b. above shall not relieve the Contractor or any of its employees of liability for violations of this Contract or any act or omission of the Contractor.

#### **9.4 Indemnification**

To the fullest extent permitted by applicable law, the Contractor agrees to indemnify, protect and hold harmless STC from and against all claims, damages, losses, causes of action, suits or judgments arising out of, caused by, or resulting from the Contractor's violation of the Rules of Professional Conduct of the Texas State Board of Public Accountancy or by any negligent act or omission of the Contractor.

#### **9.5 Compliance with Law**

Contractor is aware of and in full compliance with its obligations under existing applicable law and regulations, including the Immigration Reform and Control Act of 1986, Title VI of the Civil Rights Act of 1964 (as amended), the Age Discrimination Act of 1975, the Fair Labor Standards Act (as amended), the Americans with Disabilities Act of 1990, and all other applicable laws and regulations.

#### **9.6 Payments**

Payment for services/goods will be made after acceptable performance of services and/or receipt of items in good condition and after receipt of a valid invoice. Payment shall be in accordance with the State of Texas Prompt Payment Act, Chapter 2251, Government Code VTCA.

#### **9.7 Contract Amendments**

The Contract may be amended within the Contract period by mutual consent of the parties. No modifications or amendments to the Contract shall become valid unless in writing and signed by both parties.

**9.8 Independent Contractor Status**

Contractor recognizes that it is engaged as an independent contractor and acknowledges that STC will have no responsibility to provide transportation, insurance or other fringe benefits normally associated with employee status. Contractor, in accordance with its status, agrees that it shall conduct itself consistent with such status, that it will neither hold itself out as nor claim to be an officer, partner, employee or agent of STC, and that it will not by reason make any claim, demand or application to or for any right or privilege applicable to an officer, partner, employee or agent of STC.

**9.9 Non-Disclosure**

Contractor and STC acknowledge that they or their employees may, in the performance under this Contract, come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit or make such information available to any person, firm, corporation, or other organization except as necessary to perform under the terms of the Contract or as required by law.

**9.10 Publicity**

Contractor agrees that it shall not publicize this Contract or disclose, confirm or deny any details thereof to third parties or use any photographs or video recordings of STC's name in connection with any sales promotion or publicity event without the prior express written approval of STC.

**9.11 Non-Waiver of Defaults**

Any failure of STC at any time, to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair same, or the right of STC at any time to avail itself of same.

**9.12 Force Majeure**

If either STC or Contractor is delayed at any time in the performance of its obligations under this contract by economic industry-wide strikes, fire, floods, acts of government, unavoidable casualties, or other causes reasonably beyond the control of either party and which could not have been reasonably anticipated, then the party affected by such an event shall give notice to the other party of the probable extent to which the affected party will be unable to perform or be delayed in performing its obligations hereunder. If the performance of either party is delayed or prevented by such an event, both parties shall be excused from performing their obligations hereunder while and to the extent the conditions arising from the event exist, after which the parties' performance shall be resumed. A delay or failure in performance by either party under this paragraph shall not constitute default hereunder, or give rise to any claim for damages.

**9.13 Severability**

If any provision of this Contract, or the application of any provision to any party or circumstance is held invalid, unenforceable, or illegal in any respect, the remainder of the Contract and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.

**9.14 Governing Law**

This contract and all of the rights and obligations of the parties and all of the terms and conditions shall be construed, interpreted and applied in accordance with and governed by the laws of the State of Texas.

**9.15 Assignment**

The contractor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of STC.

#### **9.16 Insurance**

Contractor shall carry insurance coverage in the below listed types and amounts for the term of the contract.

- |    |                                    |  |
|----|------------------------------------|--|
| A. | Worker's Compensation              | Statutory  |
| B. | Comprehensive General Liability    | \$1,000,000 each occurrence<br>\$1,000,000 aggregate |
| C. | Comprehensive Automobile Liability |  |
|    | 1) Bodily Injury                   | \$500,000 each person<br>\$500,000 each occurrence   |
|    | 2) Property Damage                 | \$300,000 each occurrence                            |
| D. | Professional Liability             | \$1,000,000  |

**SECTION 10**  
**LISTING OF INFORMATION AVAILABLE BY WEBLINK**

**10.1 Comprehensive Annual Financial Reports**

<http://finance.southtexascollege.edu/businessoffice/cafr.html>

**10.2 South Texas College Policies**

<http://admin.southtexascollege.edu/president/policies/index.html>

**10.3 Annual Budget**

[http://finance.southtexascollege.edu/businessoffice/budget\\_download.html](http://finance.southtexascollege.edu/businessoffice/budget_download.html)



## PROPOSAL EVALUATION FORM

PROJECT OR RFP NAME & NUMBER: EXTERNAL AUDITOR RFQ# 16-17-1053

VENDOR NAME: \_\_\_\_\_

EVALUATOR NAME: \_\_\_\_\_  
Printed name Signature

**No STC employee may perform an evaluation on a proposal if a relationship exists whether by relative, business associate or capital funding agreement between him/her and the entity/individual being evaluated. By signature hereon, the evaluator acknowledges that no such relationship exists.**

FACTORS	Weight Points	Score
1. The respondent's demonstrated ability to perform the services requested	25	_____
2. The qualifications and experience of the Respondent's staff	25	_____
3. The quality of references from past customers of Respondent.	25	_____
4. The Respondent's experience as an auditor, particularly for institutions of higher education.	25	_____
TOTAL POINTS		_____

**Discussion and Action as Necessary on Proposed Budget  
Amendment for FY 2016 – 2017**

Approval of a proposed budget amendment for FY 2016 – 2017 will be requested at the April 25, 2017 Board Meeting.

The budget amendment is needed for the following three reasons:

**1. Unrestricted Revenue Adjustments to State Appropriations, Student Tuition and Fee, and Local Taxes**

	<u><b>Increase/(Decrease)</b></u>
<b>Revenues</b>	
State Appropriations	(\$1,049,044)
Tuition	400,000
Fees	100,000
Local Taxes	549,044
<b>Total Revenue Reduction</b>	<u><u><b>(\$0)</b></u></u>

**A. State Appropriations Revenue**

The state appropriations revenue budget will be reduced a total of \$1,049,044 according to the following:

- The state appropriations revenue budget will be reduced by \$1,042,025. The reduction of state appropriations is necessary due to the payments withheld to South Texas College from the Texas Higher Education Coordinating Board (THECB) regarding the Audit on Continuing Education Formula Funding approved and authorized by the Board of Trustees on October 27, 2016.
- The state appropriations revenue budget will further be reduced by \$19,830. The reduction of state appropriations is necessary due to the adjustment to the appropriation allocation based on updated contact hour data for the Spring 2015 semester from the THECB.
- The state appropriations revenue budget will be increased by \$12,811. The increase of state appropriations is necessary due to the reallocation of recouped funds from the THECB.

After the amendment, the state appropriations revenue budget will be as follows:

<b>Fiscal Year 2016 – 2017 Budgeted Unrestricted Revenues</b>	
State Appropriations	Amount
Original Budget	\$ 45,830,736
Adjustments:	
Continuing Education Formula Funding	(1,042,025)
Updated Contact Hour Data	(19,830)
Reallocation of Recouped Funds	12,811
Total Adjustments	(1,049,044)
Amended Budget	\$ 44,781,692

**B. Student Tuition and Fee Revenue**

- The student tuition revenue budget will be increased by \$400,000, from \$32,442,757 to \$32,842,757. The student fees revenue budget will be increased by \$100,000, from \$27,838,868 to \$27,938,868. This is a total increase of \$500,000 in student tuition and fees revenue. The increase in tuition and fee revenue is necessary because the average traditional student semester credit hours in the Fall of 2016 and Spring of 2017 semesters was higher than the average traditional student semester credit hours used for budgeting purposes. The average semester credit hours average used for budgeting purposes, based on historical trends, was 9.68, however the FY 2016 – 2017 average semester credit hours per student increased to 9.91. As a result, revenue per student increased.

**C. Local Taxes**

- The local tax revenue budget will be increased by \$549,044, from \$37,249,523 to \$37,798,567. The tax revenue collected is higher than the tax revenue budgeted.

**2. Transfer of Student Activities Revenues and Expenditures from the Unrestricted Fund to the Auxiliary Fund**

A budget amendment is proposed to transfer the Student Activity Fee revenue and the Student Activities and Wellness expenses from the unrestricted fund to the Auxiliary Fund in order clearly segregate these activities.

Texas Education Code Chapter 54 Section 54.503 (d) Student Services Fees indicates that: "All money collected as student services fees shall be reserved and accounted for in an account or accounts kept separate and apart from educational and general funds of the institution and shall be used only for the support of student services. All the money shall be placed in a depository bank or banks designated by the governing board and shall be secured as required by law. Each year the governing board shall approve for the institution a separate budget for student activities and services financed by fees authorized in this section. The budget shall show the fees to be assessed, the purpose or functions to be financed, the estimated income to be derived, and the proposed expenditures to be made. Copies of the budgets shall be filed annually with the coordinating board, the governor, the legislative budget board, and the state library."

In compliance with Texas Education Code Chapter 54 Section 54.503 (d), the following changes will be made:

**Unrestricted Fund and Auxiliary Fund Budget Adjustments**

Classification	Unrestricted Fund Increase/(Decrease)	Auxiliary Fund Increase/(Decrease)
Revenue	(\$ 853,873)	\$ 853,873
Expenditures		
Salary	(513,027)	513,027
Benefits	(153,908)	153,908
Operating	(159,171)	159,171
Travel	(27,767)	27,767
Total	(\$ 853,873)	\$ 853,873

**3. Transfer of Unrestricted Fund Balance to Plant Funds**

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

- The Unrestricted Fund Balance Allocations will be increased by \$5,000,000 to fund transfers to the Plant Funds.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$3,000,000 to the Unexpended Construction Plant Fund for future construction and renovation projects.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$2,000,000 to the Renewals and Replacements Plant Fund for future deferred maintenance projects.

**Summary of Amended Budget Revenue and Expenditures/Transfers/Reserves and Fund Balances**

As a result of the amendment, the total budgeted revenues and expenditures/reserves for fiscal year 2016 - 2017 will increase as follows:

**Fiscal Year 2016 - 2017 Budgeted Revenues and Expenditures/Transfers/Reserves**

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$179,711,050	\$4,146,127	\$183,857,177
Auxiliary Fund	B	\$2,087,848	\$853,873	\$2,941,721
Unexpended Construction Plant Fund	C	\$136,276,514	\$3,000,000	\$139,276,514
Renewals and Replacements Plant Fund	D	\$4,802,050	\$2,000,000	\$6,802,050

After the transfer of \$5,000,000, the Unrestricted Undesignated Fund Balance at September 1, 2016 in the amount of \$85,533,204 will be reduced to \$80,533,204. This amount is sufficient to fund approximately five (5.38) months of operating expenditures.

The fund balance at September 1, 2016 for these three funds, and after the proposed amendments, are as follows:

**Fund Balances at September 1, 2016**

Fund	Fund Balance at September 1, 2016	Proposed Amendment	Amended Fund Balance
Unrestricted Fund	\$85,533,204	(\$5,000,000)	\$80,533,204
Unexpended Construction Plant Fund- Non-Bond	\$28,636,837	\$3,000,000	\$31,636,837
Renewals and Replacements Plant Fund	\$22,451,658	\$2,000,000	\$24,451,658

The fund balance for these funds will be adjusted by FY 2016 - 2017 activity.

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

It is requested that the Finance and Human Resources Committee recommend for Board approval at the April 25, 2017 Board meeting, the proposed budget amendment for FY 2016 - 2017, as presented.

# South Texas College

## Unrestricted Fund

Fiscal Year 2017  
AMENDED

### Unrestricted Fund Balance Allocations

	Fund Balance at September 1, 2016	Transfer to Plant Fund Amendment	Adjusted Fund Balance After Allocation <sup>(1)</sup>
Unrestricted Undesignated	\$ 85,533,204		\$ 85,533,204
Transfer to - Unexpended Construction Plant Fund		(3,000,000)	(3,000,000)
Transfer to - Renewals and Replacements Plant Fund		(2,000,000)	(2,000,000)
Total	\$ 85,533,204	\$ (5,000,000)	\$ 80,533,204

(1) Balance does not include FY 2016-2017 increase or decrease in fund balance or proposed designations for FY 2016-2017.

## South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2017  
AMENDED

### Revenue Summary

Revenue Source	Original Budget	State Appropriations Revenue Amendment	Student Activities Transfer Amendment	Transfer to Plant Fund Amendment	Amended Budget
State Revenue	\$ 45,830,736	\$ (1,049,044)	\$ -	\$ -	\$ 44,781,692
Tuition	32,442,757	400,000	-	-	32,842,757
Fees	27,838,868	100,000	(853,873)	-	27,084,995
Other Revenues	4,836,681	-	-	-	4,836,681
Local Taxes	37,249,523	549,044	-	-	37,798,567
Local Taxes - Bond 2013	9,263,214	-	-	-	9,263,214
Special and Fund Balance Allocations (Carryover)	22,249,271	-	-	5,000,000	27,249,271
<b>Total Revenues</b>	<b>\$ 179,711,050</b>	<b>\$ -</b>	<b>\$ (853,873)</b>	<b>\$ 5,000,000</b>	<b>\$ 183,857,177</b>

### Expenditures Summary

Expenditures/Transfers/Reserves	Original Budget	State Appropriations Revenue Amendment	Student Activities Transfer Amendment	Transfer to Plant Fund Amendment	Amended Budget
Salaries	\$ 93,009,192	\$ -	\$ (513,027)	\$ -	\$ 92,496,165
Benefits	26,165,328	-	(153,908)	-	26,011,420
Operating	40,015,693	-	(159,171)	-	39,856,522
Travel	2,096,123	-	(27,767)	-	2,068,356
Capital	8,310,922	-	-	-	8,310,922
Transfers and Reserves	10,113,792	-	-	5,000,000	15,113,792
<b>Total Expenditures/Transfers/Reserves</b>	<b>\$ 179,711,050</b>	<b>\$ -</b>	<b>\$ (853,873)</b>	<b>\$ 5,000,000</b>	<b>\$ 183,857,177</b>



## South Texas College Auxiliary Fund

Fiscal Year Ending August 31, 2017  
AMENDED

### Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Bookstore	\$ 475,000	\$ -	\$ 475,000
Interest Income	3,803	-	3,803
Food Service	800,000	-	800,000
Vending Machines	143,000	-	143,000
Professional Development Conferences	80,000	-	80,000
General Conferences	135,000	-	135,000
MV-Child Care & Development	290,000	-	290,000
MV-Child Care & Development Reserve	74,475	-	74,475
Student Copier	9,000	-	9,000
NAH Catering Services	5,400	-	5,400
Self Supporting Conferences	72,170	-	72,170
Student Activity Fee	-	853,873	853,873
<b>Total Revenues</b>	<b>\$ 2,087,848</b>	<b>\$ 853,873</b>	<b>\$ 2,941,721</b>

### Expenditure Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Salaries	\$ 581,598	\$ 513,027	\$ 1,094,625
Benefits	140,803	153,908	294,711
Operating	1,347,755	159,171	1,506,926
Travel	9,192	27,767	36,959
Capital	-	-	-
Scholarship	8,500	-	8,500
<b>Total Expenditures/Reserve</b>	<b>\$ 2,087,848</b>	<b>\$ 853,873</b>	<b>\$ 2,941,721</b>

## South Texas College Unexpended Plant Fund

Fiscal Year Ending August 31, 2017  
AMENDED

### Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Interest	\$ 87,261	\$ -	\$ 87,261
Interest Limited Tax Bonds, Series 2014	6,265	-	6,265
Interest Limited Tax Bonds, Series 2015	134,192		134,192
Transfer In - Unrestricted Fund	3,000,000	3,000,000	6,000,000
Fund Balance Deduction	15,060,871	-	15,060,871
Fund Balance Deduction Bond Series 2014 and 2015	117,987,925	-	117,987,925
<b>Total Revenues</b>	<b>\$ 136,276,514</b>	<b>\$ 3,000,000</b>	<b>\$ 139,276,514</b>

### Expenditure Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Projected Draws for Approved Projects	\$ 18,148,132	\$ -	\$ 18,148,132
Projected Draws for Approved Projects Bond Series 2014 and 2015	118,128,382	-	118,128,382
Fund Balance Addition	-	3,000,000	3,000,000
<b>Total Expenditures/Reserve</b>	<b>\$ 136,276,514</b>	<b>\$ 3,000,000</b>	<b>\$ 139,276,514</b>

# South Texas College

## Renewals and Replacements Plant Fund

Fiscal Year Ending August 31, 2017

AMENDED

### Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Fund Balance Deduction	\$ 4,802,050	\$ -	\$ 4,802,050
Transfers In - Unrestricted Fund Balance Designation	-	2,000,000	2,000,000
<b>Total Revenues</b>	<b>\$ 4,802,050</b>	<b>\$ 2,000,000</b>	<b>\$ 6,802,050</b>

### Expenditures Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Renewals and Replacements Expenditures	\$ 4,802,050	\$ -	\$ 4,802,050
Fund Balance Addition	-	2,000,000	2,000,000
<b>Total Expenditures/Reserve</b>	<b>\$ 4,802,050</b>	<b>\$ 2,000,000</b>	<b>\$ 6,802,050</b>

**Review and Recommend Action on Unrestricted Fund Balance  
Designations as of August 31, 2017**

Approval of the Unrestricted Fund Balance Designations as of August 31, 2017 will be requested at the April 25, 2017 Board Meeting.

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

As of August 31, 2016, the Board has designated a total of \$30,500,000, as reflected in the table below. The total designation of \$30,500,000 includes:

- 1) a \$7,500,000 designation for employee health insurance premiums due to the rising costs of employee health insurance and the uncertainty of continued state funding,
- 2) a \$13,500,000 designation for the continued functionality of the College's Enterprise Resource Planning (ERP) system,
- 3) a \$4,000,000 designation for the deferred maintenance of facilities,
- 4) a \$3,500,000 designation for the College's business continuity of operations in the event of serious incidents or disasters, and
- 5) \$2,000,000 for furniture replacements.

Management is proposing an additional Unrestricted Fund Balance designation in the total amount of \$4,000,000 in Fiscal Year 2016 - 2017 for the following:

- 1) a \$1,500,000 designation for ERP infrastructure maintenance and renewal, and
- 2) a \$2,500,000 designation for business continuity and disaster plan.

Including the proposed additional fund balance designations for fiscal year 2016 - 2017, the total designation as of August 31, 2017 would be \$34,500,000, as follows.

<b>Summary of Fund Balance Designations</b>			
<b>Fund Balance Designations Per Category</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Increase</b>
Health Insurance Premiums	\$7,500,000	\$7,500,000	--
ERP Infrastructure Maintenance & Renewal	13,500,000	15,000,000	1,500,000
Facilities Deferred Maintenance	4,000,000	4,000,000	--
Business Continuity and Disaster Plan	3,500,000	6,000,000	2,500,000
Furniture Replacement	2,000,000	2,000,000	--
<b>Total Fund Balance Designation as of Aug. 31</b>	<b>\$30,500,000</b>	<b>\$34,500,000</b>	<b>\$4,000,000</b>

<b>Unrestricted Fund Balance</b>			
	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2016	\$85,533,204	\$30,500,000	\$116,033,204
Less: Proposed Plant Funds Transfer	(5,000,000)	--	(5,000,000)
Fund Balance – After Proposed Amendment	\$80,533,204	\$30,500,000	\$111,033,204
FY 2016 – 2017 Additional Designations	(4,000,000)	4,000,000	--
Fund Balance - Adjusted	\$76,533,204	\$34,500,000	\$111,033,204

<b>Unrestricted Months Expense in Reserve</b>	
	Undesignated Fund Balance
Adjusted Fund Balance	\$76,533,204
# Months Expenses in Reserve	5.11 Months

The total Unrestricted Undesignated Fund Balance of \$76,533,204 represents approximately five (5.11) months of budgeted expenditures. Per Policy #5350: Unrestricted Fund Balance, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures. These balances do not include the increase or decrease in fund balance due to FY 2016 - 2017 activity.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the April 25, 2017 Board meeting, the Unrestricted Fund Balance Designation as of August 31, 2017 in the amount of \$4,000,000 as presented.

**Discussion and Action as Necessary on Additional Proposed New Faculty  
Positions for Spring 2018 Semester**

Approval of the additional proposed new faculty positions for Spring 2018 will be requested at the April 25, 2017 Board of Trustees meeting.

Administration recommends the addition of thirty-five (35) new faculty positions for Spring 2018. These new faculty positions are requested to meet the needs of expanded facilities for Science Programs and Nursing & Allied Health (NAH) Programs. At the October 2016 Board meeting, the Board approved 40 new faculty positions for FY 2017 – 2018. These thirty-five (35) new positions are in addition to the forty (40) that were Board approved by the Board in October 2016. This positions are being requested for the NAH and Science Programs, which will be held at the new NAH and STEM buildings that are anticipated to be completed by Spring 2018.

A listing of the proposed new faculty positions follows in the packet for Committee's information and review. This request is being made, so that the College may begin recruiting prospective faculty for these position during the Summer 2017.

The decision to move forward with the hiring process for new faculty is based on assurance from Broaddus & Associates that facilities will be available for Spring 2018 occupancy.

Administration has extensively reviewed with staff the need for additional faculty positions for Spring 2018 semester and recommends approval of the new positions subject to the availability of funding and Board approval of the final budget.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the April 25, 2017 Board meeting, the proposed new faculty positions for FY 2017 - 2018 as recommended and subject to the availability of funding and final budget approval as presented.

<b>Spring 2018</b> <b>New Faculty Position Request</b> <b>Pending Budget and Board Approval</b> <b>Updated: March 30, 2017</b>	
<b>Division and Department</b>	<b>Spring 2018</b>
<b>Math &amp; Science</b>	
Biology	3
<b>Nursing &amp; Allied Health</b>	
Associate Degree Nursing	10
College Success for Healthcare	2
Diagnostic Medical Sonography	1
Emergency Medical Technology	10
Occupational Therapy Assistant	1
Physical Therapist Assistant	2
Vocational Nursing	6
<b>Overall Total</b>	<b>35</b>

## **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 April 6, 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)**

- One-hundred and eleven (111) Full Time, Regular positions have been filled as of April 6, 2017.
- Fourteen (14) Full Time, Regular positions have been filled since the last vacancy report provided as of March 2, 2017.

### **3) Position Turnover during Fiscal Year 2016 - 2017**

#### **(EXHIBIT D - RESIGNATIONS)**

- There have been thirty five (35) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of April 6, 2017.
- There has been one (1) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of March 2, 2017.

<b>Vacancies, Filled Positions, and Resignations FY 2016 - 2017</b>					
	<b>FY15 - 16 Vacant Positions</b>	<b>New Positions for FY 2016 - 2017</b>			<b>Total</b>
		<b>Non- Bond</b>	<b>Bond</b>	<b>Total</b>	
Vacancies as of September 1, 2016	<b>143</b>	13	152	<b>165</b>	<b>308</b>
Filled as of Apr. 6, 2017	<b>93</b>	5	13	<b>18</b>	<b>111</b>
<b>Total</b>	<b>50</b>	<b>8</b>	<b>139</b>	<b>147</b>	<b>197</b>
Resignations as of Apr. 6, 2017	35	0	0	0	35
<b>Vacancies Balance as of Apr. 6, 2017</b>	<b>85</b>	<b>8</b>	<b>139</b>	<b>147</b>	<b>232</b>



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 Vacant Full-Time Regular Positions Approved for FY 2016 - 2017 As of April 6, 2017							New Positions	
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	07-01-17	
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	06-26-17	
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	2	Requisition in Progress	06-26-17	
Finance and Administrative Services								
Accountability, Risk, and Compliance	706160	NEW	Prof/Tech Support Exempt	Compliance Coordinator	4	Screening in Progress	05-22-17	
Accountability, Risk, and Compliance	708160	NEW	Prof/Tech Support Exempt	Compliance Manager	4	Screening in Progress	05-22-17	
Business Office	751184	NEW-BOND	Prof/Tech Support Non-Exempt	Accounting Specialist	4	Screening in Progress	05-22-17	
Business Office	752184	NEW-BOND	Prof/Tech Support Non-Exempt	Accounts Payable Specialist	5	Recommendation in Progress	04-17-17	
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	2	Requisition in Progress	06-26-17	
Campus Police	762514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Compliance Coordinator	2	Requisition in Progress	06-26-17	
Central Receiving	713584	NEW-BOND	Classified Non-Exempt	Fixed Assets and Receiving Technician	3a	Screening in Progress	05-22-17	
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	

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 April 6, 2017							New Positions	
Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date	
Custodial	763502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17	
	768502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17	
	776502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17	
	770502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17	
	772502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17	
	773502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17	
	774502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17	
	775502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	04-01-18	
	785502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17	
	784502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17	
	783502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17	
	760502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17	
	781502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17	
	782502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17	
	786502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	08-01-17	
	761502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17	
	762502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17	
	754502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	05-01-17	
	755502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	09-01-17	
	756502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	09-01-17	
	757502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17	
	759502	NEW-BOND	Classified Non-Exempt	Custodian	7	Bond Position	10-01-17	
	791502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	10-01-17	
	792502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	10-01-17	
	788502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	08-01-17	
	789502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	08-01-17	
	780502	NEW-BOND	Classified Non-Exempt	Floor Technician	7	Bond Position	05-01-17	
	765502	NEW-BOND	Classified Non-Exempt	Lead Custodian	7	Bond Position	07-01-17	
	778502	NEW-BOND	Classified Non-Exempt	Lead Custodian	7	Bond Position	05-01-17	
	758502	NEW-BOND	Classified Non-Exempt	Lead Custodian	7	Bond Position	10-01-17	
	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	05-22-17
	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 Ping and Constr Project Manager	7	Bond Position	06-01-17	
Facilities Planning and Construction	723501	NEW-BOND	Classified Non-Exempt	Facil Ping 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	

Legend-Tiered steps in Hiring Process

- 1 - Pending Requisition
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<div> <div>South Texas College</div> <div>NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017</div> <div>As of April 6, 2017</div> </div> <div>New Positions</div>						
Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Proposed Hire Date
Facility Maintenance	740499	NEW-BOND	Administrative Exempt	Assistant Director Facil Oper & Maint	7	06-01-17
Facility Maintenance	716499	NEW-BOND	Prof/Tech Support Exempt	Campus Facility Manager	7	03-01-17
Facility Maintenance	717499	NEW-BOND	Prof/Tech Support Exempt	Campus Facility Manager	7	03-01-17
Facility Maintenance	733499	NEW-BOND	Classified Non-Exempt	Carpenter	7	05-01-17
Facility Maintenance	732499	NEW-BOND	Classified Non-Exempt	Carpenter	7	05-01-17
Facility Maintenance	739499	NEW-BOND	Prof/Tech Support Non-Exempt	Construction Supervisor	7	05-01-17
Facility Maintenance	725499	NEW-BOND	Classified Non-Exempt	Electrician	7	05-01-17
Facility Maintenance	724499	NEW-BOND	Classified Non-Exempt	Electrician	7	05-01-17
Facility Maintenance	723499	NEW-BOND	Classified Non-Exempt	Electrician	7	05-01-17
Facility Maintenance	737499	NEW-BOND	Classified Non-Exempt	Energy Technician	7	05-01-17
Facility Maintenance	738499	NEW-BOND	Classified Non-Exempt	Energy Technician	7	05-01-17
Facility Maintenance	729499	NEW-BOND	Classified Non-Exempt	Locksmith	7	05-01-17
Facility Maintenance	734499	NEW-BOND	Classified Non-Exempt	Maintenance Assistant	7	05-01-17
Facility Maintenance	735499	NEW-BOND	Classified Non-Exempt	Maintenance Assistant	7	05-01-17
Facility Maintenance	736499	NEW-BOND	Classified Non-Exempt	Maintenance Assistant	7	05-01-17
Facility Maintenance	720499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	05-01-17
Facility Maintenance	721499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	05-01-17
Facility Maintenance	722499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	05-01-17
Facility Maintenance	719499	NEW-BOND	Classified Non-Exempt	Maintenance Technician	7	05-01-17
Facility Maintenance	731499	NEW-BOND	Classified Non-Exempt	Painter	7	05-01-17
Facility Maintenance	730499	NEW-BOND	Classified Non-Exempt	Painter	7	05-01-17
Facility Maintenance	726499	NEW-BOND	Classified Non-Exempt	Plumber	7	05-01-17
Facility Maintenance	727499	NEW-BOND	Classified Non-Exempt	Plumber	7	05-01-17
Facility Maintenance	728499	NEW-BOND	Classified Non-Exempt	Plumber	7	05-01-17
Facility Maintenance	718499	NEW-BOND	Classified Non-Exempt	Warehouse Technician	7	04-01-17
Finance and Administrative Services	706625	NEW	Prof/Tech Support Exempt	Project Manager - FAS	4	05-22-17
Human Resources	719240	NEW-BOND	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	7	12-01-17
Human Resources	726240	NEW-BOND	Classified Non-Exempt	Human Resources Assistant	5	04-17-17
Purchasing	729580	NEW-BOND	Prof/Tech Support Exempt	Buyer	5	04-17-17
Safety and Security	771514	NEW-BOND	Classified Non-Exempt	Security Guard	4	05-22-17
Safety and Security	769514	NEW-BOND	Classified Non-Exempt	Security Guard	4	05-22-17
Safety and Security	770514	NEW-BOND	Classified Non-Exempt	Security Guard	4	05-22-17
Safety and Security	774514	NEW-BOND	Classified Non-Exempt	Security Guard	4	05-22-17
Safety and Security	773514	NEW-BOND	Classified Non-Exempt	Security Guard	4	05-22-17
Safety and Security	772514	NEW-BOND	Classified Non-Exempt	Security Guard	4	05-22-17
Safety and Security	781514	NEW-BOND	Classified Non-Exempt	Security Guard	4	05-22-17
Safety and Security	763514	NEW-BOND	Prof/Tech Support Non-Exempt	Security Support Specialist	2	06-26-17

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South Texas College NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017 As of April 6, 2017								New Positions	
Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date		
Information Services, Planning and Strategic									
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	2	Requisition in Progress	06-26-17		
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		
Educational Technologies	720271	NEW-BOND	Prof/Tech Support Exempt	Project Manager - Educational Technologies	2	Requisition in Progress	06-26-17		
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	07-01-17		
Public Relations/Marketing	725462	NEW	Classified Non-Exempt	Community Relations Asst	1	Pending Requisition	07-01-17		
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		

Legend-Tiered steps in Hiring Process

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South Texas College <b>NEW Vacant Full-Time Regular Positions Approved for FY 2016 - 2017</b> As of April 6, 2017						
Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status
Student Activities & Wellness	705192	NEW-BOND	Classified Non-Exempt	Secretary	7	Bond Position
Student Activities & Wellness	707192	NEW-BOND	Classified Non-Exempt	Secretary	7	Bond Position
Student Activities & Wellness	702192	NEW-BOND	Prof/Tech Support Non-Exempt	Student Activities Specialist	7	Bond Position
Student Activities & Wellness	703192	NEW-BOND	Prof/Tech Support Non-Exempt	Student Activities Specialist	7	Bond Position
Student Affairs	703191	NEW	Administrative Exempt	Dir of Advisement for Dual Enrollment	1	Pending Requisition
Student Financial Services	728440	NEW-BOND	Prof/Tech Support Non-Exempt	Fin Aid Specialist for Veterans	7	Bond Position
Student Financial Services	727440	NEW-BOND	Prof/Tech Support Non-Exempt	Fin Aid Specialist for Veterans	7	Bond Position

## New Positions

Legend-Tiered steps in Hiring Process

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## Vacant Positions - Continuing

South Texas College Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017 As of April 6, 2017									Vacant Positions - Continuing		
Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date			
Academic Advancement											
Academic Grants & Projects Officer HS Programs and Services HS Programs and Services Professional & Organizational Dev Professional & Organizational Dev Professional & Organizational Dev Professional & Organizational Dev	704272	CONT	Classified Non-Exempt	Administrative Assistant	12-01-16	3	Advertised	06-01-17			
	703284	CONT	Prof/Tech Support Exempt	Coordinator for CTE Early College High Schools	02-13-17	2	Requisition in Progress	06-26-17			
	705285	CONT	Prof/Tech Support Non-Exempt	Dual Enrollment Program Specialist	08-07-16	4	Screening in Progress	05-22-17			
	702352	CONT	Administrative Exempt	Associate Dean Professional & Organizational Development	01-06-17	1	Pending Requisition	07-01-17			
	705352	CONT	Prof/Tech Support Exempt	Instructional Coach	FY17 Position Chng	4	Screening in Progress	05-22-17			
	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	08-16-15	X	Position Chng for FY18	04-17-17			
	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	07-22-16	1	Pending Requisition	07-01-17			
Academic Affairs											
Academic Affairs	703279	CONT	Executive Exempt	Vice President for Academic Affairs	08-31-13	1	Pending Requisition	07-01-17			
Academic Affairs	700176	CONT	Classified Non-Exempt	Secretary	04-03-17	1	Pending Requisition	07-01-17			
Distance Learning	702279	CONT	Administrative Exempt	Dean of Distance Learning	02-02-17	3	Advertised	06-01-17			
Division of Business and Technology											
Welding	707415	CONT	Classified Non-Exempt	Lab Assistant - Welding	New for FY16	4	Screening in Progress	05-22-17			
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	07-01-17			
Drama	701227	CONT	Prof/Tech Support Non-Exempt	Coordinator of Theater Support Services	01-31-17	3a	Re-Advertised	06-01-17			
MV-Child Care & Development (Unres)	705137	CONT	Prof/Tech Support Exempt	Childcare Center Manager	12-15-17	1	Pending Requisition	07-01-17			
Division of Math, Science and Bachelor Programs											
Chemistry	701200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	02-28-17	4	Screening in Progress	05-22-17			
Division of Math, Science and Bachelor Programs	701416	CONT	Classified Non-Exempt	Administrative Assistant	11-30-15	1	Pending Requisition	07-01-17			
Division of Math, Science and Bachelor Programs	701298	CONT	Classified Non-Exempt	Administrative Assistant	09-01-13	1	Pending Requisition	07-01-17			
Physics	701202	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Physics	01-14-17	4	Screening in Progress	05-22-17			
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	05-22-17			
Division of Nursing and Allied Health	700557	CONT	Administrative Exempt	Dean for Nursing and Allied Health	08-14-15	3a	Re-Advertised	06-01-17			
Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	4	Screening in Progress	05-22-17			
Finance and Administrative Services											
Accountability, Risk, and Compliance	701162	CONT	Prof/Tech Support Non-Exempt	Actcbly, Rsk, & Compl Sup Spec	Frozen in FY16	5	Recommendation in Progress	04-17-17			
Business Office	738184	CONT	Classified Non-Exempt	Accounting Assistant	02-13-17	2	Requisition in Progress	06-26-17			
Business Office	705184	CONT	Classified Non-Exempt	Payroll Assistant - Business Office	02-13-17	2	Requisition in Progress	06-26-17			
Campus Police	721514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	01-04-17	4	Screening in Progress	05-22-17			
Cashiers Office	739184	CONT	Prof/Tech Support Exempt	Business System Analyst	Frozen in FY14 & FY15	4	Screening in Progress	05-22-17			
Cashiers Office	700050	CONT	Classified Non-Exempt	Cashier	01-04-17	2	Requisition in Progress	06-26-17			
Cashiers Office	732184	CONT	Classified Non-Exempt	Cashier	01-31-17	1	Pending Requisition	07-01-17			
Cashiers Office	731184	CONT	Classified Non-Exempt	Cashier II	01-04-16	4	Screening in Progress	05-22-17			
Cashiers Office	712184	CONT	Classified Non-Exempt	Cashier II	09-01-14	4	Screening in Progress	05-22-17			

Legend-Tiered steps in Hiring Process

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## Vacant Positions - Continuing

South Texas College Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017 As of April 6, 2017						
Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)
Central Receiving	701584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	09-03-16	4
Central Receiving	711584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	04-05-17	2
Custodial	704502	CONT	Classified Non-Exempt	Custodian	12-06-16	5
Custodial	700069	CONT	Classified Non-Exempt	Custodian	01-18-17	4
Distribution Center	701583	CONT	Classified Non-Exempt	General Services Technician	02-27-17	2
Fac Planning & Construction	707501	CONT	Prof/Tech Support Exempt	Senior Facilities Planning and Construction Project Manager	05-31-16	5
Facility Maintenance	714499	CONT	Classified Non-Exempt	Maintenance Technician	02-24-17	1
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16	2
Facility Planning and Construction	706501	CONT	Classified Non-Exempt	Secretary	11-07-16	4
Finance and Administrative Services	702360	CONT	Classified Non-Exempt	Administrative Assistant	01-31-17	4
Human Resources	704240	CONT	Administrative Exempt	Assistant Director of Human Resources	09-01-14	4
Human Resources	711240	CONT	Prof/Tech Support Non-Exempt	Benefits Specialist	10-03-16	4
Human Resources	724240	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist - Employee Relations	New for FY16	1
Purchasing	710580	CONT	Prof/Tech Support Exempt	Buyer	01-24-17	4
Purchasing	707580	CONT	Prof/Tech Support Exempt	Buyer	01-24-17	4
Purchasing	725580	CONT	Prof/Tech Support Exempt	Contracts Manager	09-01-15	4
Purchasing	728580	CONT	Prof/Tech Support Exempt	Specifications Writer	New for FY16	4
Safety and Security	755514	CONT	Classified Non-Exempt	Security Guard	8/31/2016	1
Safety and Security	743514	CONT	Classified Non-Exempt	Security Guard	2/17/2017	4
Safety and Security	738514	CONT	Prof/Tech Support Non-Exempt	Security Guard Specialist	New for FY16	1
<b>Information Services, Planning and Strategic Initiatives</b>						
Centers for Learning Excellence	722426	CONT	Prof/Tech Support Non-Exempt	Learning Excellence Specialist	13-Feb-17	2
Centers for Learning Excellence	705423	CONT	Classified Non-Exempt	Secretary	06-30-16	1
Educational Technologies	707102	CONT	Classified Non-Exempt	Educational Technologies Assistant I	12-08-16	5
Educational Technologies	705102	CONT	Classified Non-Exempt	Educational Technologies Assistant I	12-12-16	4
Educational Technologies	713102	CONT	Prof/Tech Support Exempt	Educational Tech Managed Svcs Spec	01-06-17	4
Information Services and Planning	729101	CONT	Prof/Tech Support Exempt	Project Manager - IS&P	Frozen in FY16	4
Information Services and Planning	701625	CONT	Executive Exempt	Vice President for Info Services, Plan, Performance and Strategic Initiative	08-31-14	1
Information Technology	700242	CONT	Classified Non-Exempt	Administrative Assistant	02-13-15	1
Information Technology	710262	CONT	Classified Non-Exempt	Administrative Assistant	New for FY16	1
Information Technology	700396	CONT	Administrative Exempt	Assistant Chief Information Officer for Software Development	07-21-16	1
Infrastructure	712393	CONT	Prof/Tech Support Non-Exempt	Applications Analyst I	01-05-15	2
Infrastructure	714393	CONT	Prof/Tech Support Non-Exempt	Applications Analyst II	07-31-16	4
Infrastructure	711393	CONT	Prof/Tech Support Exempt	Applications Analyst III	10-31-14	4
Infrastructure	716393	CONT	Prof/Tech Support Exempt	Applications Analyst III	09-09-16	5
Infrastructure	798391	CONT	Prof/Tech Support Non-Exempt	Applications Specialist	11-07-16	1
Infrastructure	700194	CONT	Prof/Tech Support Exempt	Service Delivery Manager	FY17 Position Chng	4
Infrastructure	703393	CONT	Prof/Tech Support Non-Exempt	Systems Specialist	12-01-15	2
Infrastructure	715393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	10-31-13	5

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South Texas College Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017 As of April 6, 2017									Vacant Positions - Continuing		
Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date			
Infrastructure Learning Commons and Open Labs Library Acquisition Library Acquisition Library Public Services Library Public Services Library Public Services Office of Strategic Initiatives Research and Analytical Services Research and Analytical Services Technology Support Telecom TR PM Risk and Security TR PM Risk and Security Office of the President	705393	CONT	Prof/Tech Support Non-Exempt	Web Application Specialist	08-25-16	1	Pending Requisition	07-01-17			
	701271	CONT	Classified Non-Exempt	Open Lab Technician	12-05-16	5	Recommendation in Progress	04-17-17			
	722101	CONT	Administrative Exempt	Director Library Technical Services	01-17-17	1	Pending Requisition	07-01-17			
	723101	CONT	Prof/Tech Support Non-Exempt	Library Systems and Application Specialists	11-09-16	1	Pending Requisition	07-01-17			
	704101	CONT	Prof/Tech Support Exempt	Librarian I - Public Services	11-01-16	4	Screening in Progress	05-22-17			
	731101	CONT	Prof/Tech Support Exempt	Librarian III	07-31-14	x	Position Chng for FY17	07-01-17			
	700260	CONT	Classified Non-Exempt	Library Technician	01-31-17	4	Screening in Progress	05-22-17			
	704170	CONT	Prof/Tech Support Non-Exempt	Project Management Analyst I	11-28-16	1	Pending Requisition	07-01-17			
	705170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	02-10-17	4	Screening in Progress	05-22-17			
	700271	CONT	Prof/Tech Support Exempt	Qualitative Researcher	10-28-16	4	Screening in Progress	05-22-17			
	713392	CONT	Prof/Tech Support Non-Exempt	Computer Services Analyst I	06-06-16	4	Screening in Progress	05-22-17			
	708391	CONT	Prof/Tech Support Non-Exempt	Network Services Specialist	02-27-17	1	Pending Requisition	07-01-17			
	719395	CONT	Prof/Tech Support Exempt	Information Security Analyst	09-01-15	4	Screening in Progress	05-22-17			
	701171	CONT	Prof/Tech Support Exempt	Project Manager - Information Technology	09-01-15	1	Pending Requisition	07-01-17			
	707160	CONT	Administrative Exempt	Associate Dean Comm Eng/Wkfrce Dev	Frozen in FY16	6	Frozen in FY17	09-01-18			
	705587	CONT	Classified Non-Exempt	Compliance Assistant	09-01-09	2	Requisition in Progress	06-26-17			
	713590	CONT	Classified Non-Exempt	Compliance Technician	06-30-16	2	Requisition in Progress	06-26-17			
	714590	CONT	Classified Non-Exempt	Customer Service Technician	06-30-12	4	Screening in Progress	05-22-17			
	707587	CONT	Classified Non-Exempt	Customer Service Technician	09-01-09	1	Pending Requisition	07-01-17			
	708587	CONT	Classified Non-Exempt	Customer Service Technician	11-09-12	1	Pending Requisition	07-01-17			
	701880	CONT	Administrative Exempt	Director of College and Career Preparation	09-01-15	1	Pending Requisition	07-01-17			
718590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	09-01-00	1	Pending Requisition	07-01-17				
703587	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	Pending	1	Pending Requisition	07-01-17				
716590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	11-30-10	4	Screening in Progress	05-22-17				
700316	CONT	Prof/Tech Support Exempt	Grant Development Officer	06-22-15	1	Pending Requisition	07-01-17				
702650	CONT	Administrative Exempt	Director of Fundraising and Legislative Affairs	Frozen in FY16	6	Frozen in FY17	09-01-18				
700650	CONT	Executive Exempt	Vice President for Institutional Advan	Frozen in FY16	6	Frozen in FY17	09-01-18				
704362	CONT	Classified Non-Exempt	Administrative Assistant	09-01-05	1	Pending Requisition	07-01-17				
700202	CONT	Classified Non-Exempt	Administrative Assistant	09-09-08	1	Pending Requisition	07-01-17				
706362	CONT	Administrative Exempt	Asst to Pres Pbl Sch Rel/Pshps	Frozen in FY16	6	Frozen in FY17	09-01-18				
701369	CONT	Administrative Exempt	Director of Fundraising	Frozen in FY16	1	Pending Requisition	07-01-17				
700189	CONT	Prof/Tech Support Non-Exempt	Executive Assistant to the President	03-31-17	4	Screening in Progress	05-22-17				
701340	CONT	Executive Exempt	Executive Vice President for Student Success	09-01-14	1	Pending Requisition	07-01-17				
702362	CONT	Executive Exempt	Special Assistant to the President	Frozen in FY16	6	Frozen in FY17	09-01-18				
700321	CONT	Prof/Tech Support Exempt	Workforce Contract Manager	Frozen in FY16	6	Frozen in FY17	09-01-18				
701462	CONT	Classified Non-Exempt	Administrative Assistant	05-04-16	1	Pending Requisition	07-01-17				
707462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Public Relations	07-10-16	5	Recommendation in Progress	04-17-17				

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 Vacant - Continuing Full-Time Regular Positions from FY 2016 - 2017 As of April 6, 2017									Vacant Positions - Continuing			
Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date				
Public Relations/Marketing	700114	CONT	Prof/Tech Support Non-Exempt	Graphic Designer I	01-13-17	4	Screening in Progress	05-22-17				
Public Relations/Marketing	706462	CONT	Prof/Tech Support Non-Exempt	Graphic Designer II	11-30-16	4	Screening in Progress	05-22-17				
Workforce Develop and External Affair	700307	CONT	Executive Exempt	Exec Offi Workforce Develop and External Affair	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	06-26-17				
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	4	Screening in Progress	05-22-17				
College Connections	708190	CONT	Prof/Tech Support Non-Exempt	College Connection Specialist/Recruiter	08-25-16	4	Screening in Progress	05-22-17				
College Connections	709190	CONT	Prof/Tech Support Non-Exempt	College Connection Specialist/Recruiter	04-03-17	2	Requisition in Progress	06-26-17				
College Connections	707190	CONT	Prof/Tech Support Non-Exempt	College Connection Specialist/Recruiter	04-03-17	2	Requisition in Progress	06-26-17				
College Connections	720612	CONT	Prof/Tech Support Non-Exempt	Admissions Specialist	10-02-16	1	Pending Requisition	07-01-17				
College Connections	700036	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	01-04-17	5	Recommendation in Progress	04-17-17				
College Connections	700032	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist II	11/1/16	5	Recommendation in Progress	04-17-17				
Office of Enrollment Services	704612	CONT	Administrative Exempt	Dean of Enrollment Services	08-31-16	1	Pending Requisition	07-01-17				
Dual2Degree	711610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	02-03-17	4	Screening in Progress	05-22-17				
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	03-01-17	4	Screening in Progress	05-22-17				
Student Financial Services	700103	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	11-01-16	4	Screening in Progress	05-22-17				
Student Financial Services	707440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	FY17 Position Chng	5	Recommendation in Progress	04-17-17				
Student Financial Services	703331	CONT	Classified Non-Exempt	Testing Technician	12/1/2016	4	Screening in Progress	05-22-17				

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 Positions Filled in FY 2016 - 2017 As of April 6, 2017				Hired			
Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Academic Advancement							
Academic Excellence	707332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-20-16	Filled	05-01-17
Academic Excellence	701279	CONT	Classified Non-Exempt	Valley Scholars Assistant	11-05-16	Filled	09-12-16
Academic Advancement	700089	CONT	Classified Non-Exempt	Administrative Assistant	11-07-16	Filled	03-01-17
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							
HVACR	701304	CONT	Classified Non-Exempt	Faculty Secretary	10-02-16	Filled	04-03-17
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	749184	CONT	Prof/Tech Support Non-Exempt	Accountant	New for FY16	Filled	2/15/2017
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	717184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	04-27-16	Filled	03-01-17
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	768514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	New for FY17	Filled	04-03-17
Campus Police	764514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	New for FY17	Filled	04-03-17
Campus Police	767514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	New for FY17	Filled	04-17-17
Campus Police	766514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	New for FY17	Filled	04-17-17
Campus Police	765514	NEW-BOND	Prof/Tech Support Non-Exempt	Police Officer	New for FY17	Filled	04-17-17
Campus Police	703514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	07-31-16	Filled	01-17-17
Central Receiving	714584	NEW-BOND	Prof/Tech Support Non-Exempt	Distribution Services Specialist	New for FY17	Filled	04-05-17
Central Receiving	703584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	09-11-16	Filled	12-05-16
Central Receiving	712584	NEW-BOND	Classified Non-Exempt	Fixed Assets and Receiving Technician	New for FY17	Filled	Pending
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	705502	CONT	Classified Non-Exempt	Custodian	01-04-17	Filled	04-10-17
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

South Texas College Positions Filled in FY 2016 - 2017 As of April 6, 2017				Hired				
Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date	
Facility Maintenance Facility Maintenance Finance and Administrative Services Central Receiving Central Receiving Human Resources Human Resources Human Resources Human Resources Human Resources Internal Audits Purchasing Safety and Security Safety and Security Safety and Security Safety and Security Safety and Security Safety and Security Safety and Security Safety and Security Safety and Security Information Services, Planning and Strategic Initiatives	704499	CONT	Classified Non-Exempt	Maintenance Assistant	11-09-15	Filled	09-12-16	
	700004	CONT	Prof/Tech Support Exempt	Maintenance Manager		Filled	02-06-17	
	704360	CONT	Prof/Tech Support Exempt	Project Manager - Finance and Administrative Services	04-29-16	Filled	10-03-16	
	700040	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	06-30-16	Filled	10-17-16	
	710584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	New for FY16	Filled	11-07-16	
	725240	NEW-BOND	Classified Non-Exempt	Human Resources Assistant	New for FY17	Filled	04-17-17	
	700057	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist - Employee Relations	03-31-16	Filled	10-03-16	
	701240	CONT	Classified Non-Exempt	Human Resources Assistant	06-19-16	Filled	12-01-16	
	700240	CONT	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	08-05-16	Filled	04-03-17	
	723240	CONT	Prof/Tech Support Non-Exempt	HR Faculty Staffing Specialist/Evaluator	Frozen in FY16	Filled	02-15-17	
	701273	CONT	Prof/Tech Support Non-Exempt	Staff Audit Specialist	New for FY16	Filled	01-04-17	
	700580	CONT	Prof/Tech Support Exempt	Technical Buyer	10-07-16	Filled	02-14-17	
	752514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	10-03-16	
	742514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	10-10-16	
	782514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	11-01-16	
	776514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	11-01-16	
	756514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	01-04-17	
	778514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	11-01-16	
	779514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	11-01-16	
	761514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	10-03-16	
	748514	CONT	Classified Non-Exempt	Security Guard	09-01-15	Filled	10-03-16	
	780514	NEW-BOND	Classified Non-Exempt	Security Guard	New for FY17	Filled	10-03-15	
	760514	CONT	Classified Non-Exempt	Security Guard	09-01-15	Filled	01-09-17	
	749514	CONT	Classified Non-Exempt	Security Guard	New for FY16	Filled	01-17-17	
	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	
Information Technology	708395	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	11-05-15	Filled	03-06-17	
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	
Library Public Services	707391	CONT	Classified Non-Exempt	Library Technician	FY17 Position Chng	Filled	03-06-17	
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	

South Texas College Positions Filled in FY 2016 - 2017 As of April 6, 2017					Hired			
Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date	
Learning Commons and Open Labs Research and Analytical Services Research and Analytical Services Telecom	702423	CONT	Classified Non-Exempt	Open Lab Technician	10-26-16	Filled	03-20-17	
	715170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	New for FY16	Filled	11-14-16	
	703170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	07-24-16	Filled	03-01-17	
	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 Psychology	703137 701134	CONT NEW	Prof/Tech Support Non-Exempt Classified Non-Exempt	Early Childhood Educator II Faculty Secretary	07-15-16 New for FY17	Filled Filled	01-19-17 11-01-16	
Division of Math, Science and Bachelor Programs								
Biology Chemistry	713272 702200	CONT CONT	Classified Non-Exempt Prof/Tech Support Non-Exempt	Faculty Secretary Lab Specialist II - Chemistry	08-31-16 FY17 Position Chng	Filled Filled	10-03-16 03-01-17	
Division of Nursing and Allied Health								
Associate Degree Nursing Division of Nursing and Allied Health Division of Nursing and Allied Health Division of Nursing and Allied Health	720556 706557 701557 700225	NEW NEW CONT CONT	Classified Non-Exempt Prof/Tech Support Exempt Classified Non-Exempt Classified Non-Exempt	Faculty Secretary Project Manager - NAH Lab Asst - NAH Lab Asst - NAH	01-05-16 New for FY17 05-01-16 09-07-16	Filled Filled Filled Filled	01-04-17 11-07-16 12-08-16 12-05-16	
Office of the President								
Alternative Teacher Certification CPWE - State	701873 720565	CONT CONT	Classified Non-Exempt Administrative Exempt	Customer Service Technician Director of Professional and Workforce Education	1-Sep-09 1-Sep-15	Filled Filled	12-01-16 01-04-17	
Grant Development, Management, and Compliance Public Relations/Marketing Public Relations/Marketing Public Relations/Marketing	700123 711462 721462 720462	CONT CONT CONT CONT	Prof/Tech Support Exempt Prof/Tech Support Non-Exempt Prof/Tech Support Non-Exempt Prof/Tech Support Non-Exempt	Grant Development Officer Coordinator of Community Relations Social Media Specialist Web Specialist	02-21-16 06-21-15 New for FY16 05-19-16	Filled Filled Filled Filled	10-03-16 03-01-17 03-01-17 11-09-16	
	Student Affairs and Enrollment Management							
	Admissions and Records Advising Advising Advising	715612 724332 733332 734332	CONT CONT CONT CONT	Prof/Tech Support Non-Exempt Prof/Tech Support Non-Exempt Prof/Tech Support Non-Exempt Prof/Tech Support Non-Exempt	Transcript/Graduation Analyst Advisor Advisor Advisor	New for FY16 8/10/16 New for FY16 New for FY16	Filled Filled Filled Filled	10-03-16 11-01-16 11-14-16 11-07-16
	Career and Employer Services College Connections College Connections College Connections	701275 707612 700272 700257	CONT CONT CONT CONT	Prof/Tech Support Exempt Classified Non-Exempt Prof/Tech Support Non-Exempt Prof/Tech Support Non-Exempt	Coord of Career Services Coordinator of College Connections Student Services Specialist I Student Services Specialist II	8/13/15 8/25/16 8/17/16 9/14/16	Filled Filled Filled Filled	12-08-16 04-03-17 02-13-17 01-09-17
Dual2Degree Dual2Degree Dual2Degree	712610 705610 701612	CONT CONT CONT	Prof/Tech Support Non-Exempt Prof/Tech Support Non-Exempt Prof/Tech Support Non-Exempt	Dual2Degree Specialist Dual2Degree Specialist Dual Credit Records and Registration Specialist	7/17/16 6/19/16 8/7/16	Filled Filled Filled	11-01-16 11-07-16 01-17-17	
Student Affairs and Enrollment Management								
Student Financial Services Student Financial Services Student Financial Services	700190 710440 700068	CONT CONT CONT	Executive Exempt Prof/Tech Support Non-Exempt Classified Non-Exempt	VP Student Affairs & Enrollment Management Financial Aid Specialist Financial Aid Specialist	08-31-13 04-08-16 12-12-14	Filled Filled Filled	09-01-16 11-01-16 10-03-16	
Student Financial Services Student Assessment Center	700015 722331	CONT NEW	Prof/Tech Support Non-Exempt Prof/Tech Support Non-Exempt	Financial Aid Specialist Testing Specialist	04-29-16 New for FY16	Filled Filled	01-17-17 12-01-16	

South Texas College <b>Resignations in FY 2016 - 2017</b> As of April 6, 2017						<b>Resignations</b>	
Division	Position	Type	Category	Title	Date Position Vacated		
<b>Academic Advancement</b>							
HS Programs and Services	703284	CONT	Prof/Tech Support Exempt	Coordinator for CTE Early College High Schools	02-13-17		
<b>Academic Affairs</b>							
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		
<b>Division of Nursing and Allied Health</b>							
Division of Nursing and Allied Health	700225	CONT	Classified Non-Exempt	Lab Asst - NAH	09-07-16		
<b>Division of Liberal Arts and Social Sciences</b>							
IMV-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		
<b>Division of Math, Science and Bachelor Programs</b>							
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		
<b>Finance and Administrative Services</b>							
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		
Facility Maintenance	714499	CONT	Classified Non-Exempt	Maintenance Technician	02-24-17		
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		
Safety and Security	743514	CONT	Classified Non-Exempt	Security Guard	02-17-17		
<b>Information Services, Planning and Strategic Initiatives</b>							
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	716393	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		
Telecom	708391	CONT	Prof/Tech Support Non-Exempt	Network Services Specialist	02-27-17		
<b>Office of the President</b>							
<b>Office of President</b>	700189	CONT	Prof/Tech Support Non-Exempt	Executive Assistant to the President	03-31-17		
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		

South Texas College <b>Resignations in FY 2016 - 2017</b> As of April 6, 2017						
<b>Resignations</b>						
Division	Position	Type	Category	Title	Date Position Vacated	
<b>Student Affairs and Enrollment Management</b>						
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	
Dual2Degree	711610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	02-03-17	