

Board of Trustees

Finance, Audit, and Human Resources Committee Meeting

January 16, 2018

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, McAllen, Texas
Tuesday, January 16, 2018 @ 5:30 p.m.

“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 December 5, 2017 Finance, Audit, and Human Resources
Committee Minutes**

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

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, December 5, 2017 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:01 p.m. with Mr. Paul R. Rodriguez presiding.

Members present: Mr. Paul R. Rodriguez, and Ms. Rose Benavidez

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

Members absent: Dr. Alejo Salinas, Jr. and Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Rick De La Garza, Mrs. Becky Cavazos, Mr. George McCaleb, Ms. Alicia Gomez, Ms. Katarina Bugariu, Mr. Luis De La Garza, Mr. Roy Moroles, Mr. David Segovia, Mr. Aaron Rios, Ms. Aashna Khatwani, Mr. Robert Pena, Mr. Bryan Harris, Mr. Jeff Neves, and Mr. Andrew Fish

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

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of November 14, 2017 were approved as written. The motion carried.

**Discussion and Recommend Action on Rio Bravo Windpower, LLC,
Tax Abatement Application and Resolution for the Tax Abatement
Agreement**

Approval of the Rio Bravo Windpower, LLC, Tax Abatement Application and the Resolution for the Tax Abatement Agreement will be requested at the December 12, 2017 Board meeting.

Rio Bravo Windpower, LLC submitted an application for tax abatement for their wind powered electric generating facility project in Starr County. Legal Counsel has reviewed the application and has prepared an agreement and a resolution for the tax abatement. According to Rio Bravo Windpower, LLC, the improvements would consist of a proposed wind power generation facility, comprised of 238 megawatts of nameplate capacity located

in the Reinvestment Zone. The project was scheduled to begin construction no later than March 31, 2018 and it was anticipated that construction would be complete by June 2019.

The improvements were expected to have an estimated value of at least \$252,000,000 upon completion, although the actual value will be determined by an appraisal by the Starr County Appraisal District. The Project was expected to include approximately 66 wind turbines and towers, although the exact number may vary substantially depending on factors such as the type of turbines used and site wind characteristics.

Mr. Bryan Harris, Director of Development for Rio Bravo Windpower, LLC, Mr. Robert Peña, President for Texas Energy Consultants, and Mr. Jeff Neves, Head of Development for Amshore US Wind, LLC attended the Committee meeting to respond to any questions.

The Rio Bravo Windpower, LLC, tax abatement application, the tax abatement agreement, and the resolution for the tax abatement agreement were included in the packet for the Committee's information and review.

Mr. Jesus Ramirez, South Texas College Legal Counsel, recommended that the Finance, Audit, and Human Resources Committee consider recommending the addition of three stipulations to the final agreement for review and action by the Board:

1. A non-refundable application fee, recommended at \$2,500;
2. Establish the abatement level at either 75% or 85% of taxable property value; and
3. Reimbursement of the College's related legal fees by the applicant.

The Finance, Audit, and Human Resources Committee also discussed the fee to be paid in lieu of taxes each year of the abatement, proposed in the amount of \$30,000 annually. Mr. Pena clarified that this amount is established on a pro-rata basis, calculated according to the anticipated energy production and the College's tax rate.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the Rio Bravo Windpower, LLC, Tax Abatement Application and the Resolution for the Tax Abatement Agreement as presented and including the recommended abatement of 75% of taxable property value, non-refundable application fee of \$2,500, reimbursement of the College's related attorney fees by the applicant, and annual payments of \$30,000 in lieu of taxes. The motion carried.

Update on Status of Fiscal Year 2017 Financial Audit

Mr. David Segovia and staff from Carr, Riggs & Ingram, LLC reviewed the status of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2017 and 2016 with the Committee and responded to questions from the Committee members.

A draft of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2017 and 2016 was included under separate cover.

Mr. Segovia announced that the College continued to achieve the highest opinion available – an “unmodified opinion” – which was previously called an “unqualified opinion.”

The audit report included an overall “unmodified opinion” for both the federal and state programs.

Mr. Segovia also indicated that the College had received the Government Finance Officers Association (GFOA) Certificate of Excellence for the prior 14 years, and expected another certificate for the current audit.

Finally, Mr. Segovia announced that no findings were noted on any of the included audits. There were recommended “areas of improvement” that did not amount to the level of a finding, and these were included within a separate report.

The Fiscal Year 2017 Financial Audit would be presented at the December 12, 2017 Board Meeting for review and action.

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

Review and Action as Necessary on Award of Proposal, Purchases, and Renewal (Non-Bond Proceeds)

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposal, purchases, and renewal (Non-Bond Proceeds) as listed below:

A. Award

C. Non – Instructional Items

B. Instructional Items

A. Award

1) Signs, Banners, and Related Materials (Award): award the proposal for signs, banners, and related materials for the period beginning February 1, 2018 through January 31, 2019 with two one-year options to renew, at an estimated amount of \$50,000.00. The vendors are as follows:

- **AGAS, Mtg.** (Philadelphia, PA)
- **Fedex Office** (McAllen, TX)
- **Huntington Sky Production dba/Fastsigns** (McAllen, TX)
- **The Sign Depot** (McAllen, TX)

B. Instructional Items

2) Birthing Simulator (Purchase): purchase a birthing simulator from **Gaumard**, (Miami, FL), a sole source vendor, at a total amount of \$63,000.00;

3) Instructional Training Mannequin (Purchase): purchase an instructional training mannequin from **Laerdal Medical Corporation** (Wappingers Falls, NY), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$68,125.00.

C. Non – Instructional Items

- 4) **Chill Water Chiller (Purchase):** purchase a chill water chiller from **Johnson Controls** (Little Rock, AR), a The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$297,012.28.
- 5) **Furniture (Purchase):** purchase furniture from National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$106,905.88;

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$16,815.31
B	American Seating Company/Gateway Printing and Office Supply, Inc. (Houston, TX)	\$6,387.90
C	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$15,771.40
D	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$4,012.80
E	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$33,957.92
F	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	\$4,813.60
G	Watson/Gateway Printing and Office Supply, Inc. (Poulsbo, WA/Edinburg, TX)	\$25,146.95
	Furniture Total	\$106,905.88

- 6) **Online Continuing Education Services (Renewal):** renew the contracts for online continuing education services for the period beginning March 30, 2018 through March 29, 2019, with the following vendors:
 - a. **Education To Go/A Division of Cengage Learning, Inc.** (Mason, OH)
 - b. **World Education, LLC.** (Arlington, TX)

Recommend Action - The total for all award of proposal, purchases, and renewal (Non-Bond Proceeds) was \$585,043.16.

The motion carried.

Review and Action as Necessary on Purchases for the 2013 Bond Construction Program Bond Related Projects Funded by Non-Bond Proceeds

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the purchases for the 2013 Bond Construction Program Bond Related Projects Funded by Non-Bond Proceeds as listed below:

A. Non-Bond Proceeds - Maintenance and Operation Property Taxes (M&O)

A. Non-Bond Proceeds - Maintenance and Operation Property Taxes (M&O)

1) Timekeeping System Clocks (Purchase)

Purchase timekeeping system clocks from **Timeclock Plus by Data Management, Inc.** (San Angelo, TX), a National Intergovernmental Purchasing Alliance (NIPA/TCPN) approved vendor, at an estimated amount of \$79,732.08.

Recommend Action - The total for the purchases of the 2013 Bond Construction Program Bond Related Projects Funded by Non-Bond Proceeds was:

Non-Bond M&O Taxes	\$79,732.08
Total	\$79,732.08

The motion carried.

Review and Recommend Action to Revise Policy #4305: Employee Leave, Spring Break, Semester Break, and Holidays

Approval to revise Policy #4305: *Employee Leave, Spring Break, Semester Break, and Holidays*, would be requested at the December 12, 2017 Board meeting.

Purpose – The proposed policy revisions would update the current policy, which was last revised by the Board in 2001.

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

- To clarify the eligibility for paid Holiday or Break leave.
- To include an option for eligible employees required to work during a paid Holiday or Break.
- To revise the policy's title from Employee Leave, Spring Break, Semester Break and Holidays to Holidays and Breaks for Non-Faculty

Background – Policy #4305: *Employee Leave, Spring Break, Semester Break, and Holidays*, was approved by the Board of Trustees on November 9, 1995, and was amended in 2001.

According to the Fair Labor Standards Act, employees who work during paid Holidays and Breaks earn:

- additional straight time (regular rate) pay for 40 or less hours worked during a work week and
- overtime (time and a half rate) pay for greater than 40 hours worked during a work week.

For example, an eligible employee who is required to work during the week of Spring Break and:

- works 40 hours, will be compensated for 40 hours for Spring Break, plus 40 hours for working during Spring Break, for a total of 80 hours at straight-time (regular rate).
- works 48 hours, will be compensated for 40 hours for Spring Break, plus 40 hours for working during Spring Break at straight-time (regular rate), plus 8 hours at a rate of time and a half.

Reviewers – The revised policy was reviewed by staff, the President’s Cabinet and/or by South Texas College legal counsel for Human Resources, Mr. Jose Guerrero.

Enclosed Documents - The revised policy was provided in the packet for the Committee’s review and information. The additions to the policy were highlighted in yellow and the deletions were designated with a red strikethrough.

At the meeting, a revision was distributed to the Committee that further clarified that equivalent time off for required work during a paid holiday or break would be taken within the following three months, as approved by the supervisor, and that an employee could extend a maximum of forty hours in this manner.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval, of the proposed revisions to Policy #4305: ~~Employee Leave, Holidays and Spring Breaks, Semester Break, for Non-Faculty and Holidays~~, as presented and which supersedes any previously adopted Board policy. The motion carried.

Review and Recommend Action on 2017 Tax Roll/Tax Levy for Hidalgo County

Approval of the 2017 Tax Roll/Tax Levy for Hidalgo County will be requested at the December 12, 2017 Board meeting.

Purpose – The Hidalgo County Tax Assessor-Collector provided the 2017 Tax Roll Totals for approval by the College’s governing body.

Justification - The 2017 Tax Roll/Tax Levy for Hidalgo County requires approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

“The assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit’s tax roll.”

Background - Mr. Pablo “Paul” Villarreal, Jr., RTA, Assessor-Collector of Hidalgo County

entered the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and submitted to South Texas College the tax roll/tax levy totaling \$62,624,834.26.

The comparison from the 2016 to 2017 tax roll for Hidalgo County is as follows:

	<u>Hidalgo County</u>
2016	\$ 59,701,217.59
2017	<u>62,624,834.26</u>
Increase/(Decrease)	<u>\$2,923,616.67</u>

Enclosed Documents - The 2017 Tax Roll Total documents from Hidalgo County was provided in the packet for the Committee's information and review.

Starr County failed to submit the Tax Roll/Tax Levy and associated information, therefore the Committee would be asked to review this item at a later date.

U[on a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the 2017 Tax Roll/Tax Levy for Hidalgo County as presented. The motion carried.

Review and Recommend Action on Appraisal District Allocated Cost Payments for Hidalgo County and Starr County

Approval to process payments to the Hidalgo County Appraisal District and Starr County Appraisal District for allocated cost, as described below, will be requested at the December 12, 2017 Board meeting.

Purpose – The Hidalgo County Appraisal District and the Starr County Appraisal District perform property valuation assessments for taxes imposed during the tax year. The College's allocated cost for property valuation services is provided annually.

Justification - The Hidalgo County Appraisal District and Starr County Appraisal District are considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties.

Background - Each year the Chief Appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County's Appraiser submits copies of the budget to each taxing unit participating in the district and an estimate of the amount of the budget that will be allocated to each taxing unit.

Texas Property Tax Code Chapter 6 Section 6.06 (d) Appraisal District Budget and Financing indicates that the cost is allocated as follows: "Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year

in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year.”

Each taxing unit pays its allocation in four equal payments.

The Tax Year 2017 estimated allocations, per the District’s budgets, were \$629,964.00 for Hidalgo County Appraisal District and \$127,631.47 for Starr County Appraisal District, for a total of \$757,595.47. The first quarterly invoice was due by December 31, 2017 for Starr County and by February 2, 2018 for Hidalgo County.

The Tax Year 2017 allocations changed from the Tax Year 2016 allocations as follows:

<u>Tax Year</u>	<u>Hidalgo County</u>	<u>Starr County</u>	<u>Total</u>
2016	\$ 598,928.00	\$93,568.00	\$692,496.00
2017	629,964.00	127,631.47	757,595.47
<u>Increase/(Decrease)</u>	<u>\$31,036.00</u>	<u>\$34,063.47</u>	<u>\$65,099.47</u>

The changes were based on the new year budgets of each Appraisal District.

The budget for Hidalgo County increased by \$329,418 from \$8,182,915 to \$8,512,333 and the budget for Starr County increased by \$176,539 from \$1,564,682 to \$1,741,221. Funding Source – Funds for these expenditures were budgeted in the Hidalgo Appraisal/Collection Fee budget and the Starr Appraisal/Collection Fee budget for FY 2017-2018.

Enclosed Documents – The 2018 allocation payments for Tax Year 2017 were provided in the packet for the Committee’s information and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented. The motion carried.

Review and Recommend Action on Disposal/Recycle of Technology and Electronic Items with an Original Value of \$5,000 and Over

Approval will be requested at the December 12, 2017 Board of Trustees meeting for dispose/recycle of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology and electronic items is requested.

Purpose – The Fixed Asset/Inventory Department requested approval of the disposal/recycle of technology and electronic items to be in compliance with the Environmental Protection Agency (EPA) regulations. TDCJ provides an environmentally sound way to dispose of surplus technology equipment.

Justification – As technology and electronic items become obsolete, out of warranty or not functioning, it is disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property. TDCJ is the method of disposal to comply with all EPA regulations. They will clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems are properly disposed of.

The technology and electronic items were located at the South Texas College, Technology Campus, Receiving Department, 3700 West Military Hwy Building D., McAllen, Texas.

Reviewers – These items were inspected by the Information Technology, Educational Technologies, and approved by the Vice President for Information Services, Planning and Strategic Initiatives to be disposed after Board approval.

Enclosed Documents - A listing of the technology and electronic items to be disposed/recycled was included in the packet for Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Vice President for Information Services, Planning and Strategic Initiatives, and Becky Cavazos, Director of Purchasing, attended the December 5, 2017 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the disposal/recycle of technology and electronic items with an original value of \$5,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented. The motion carried.

Review and Discussion of Position Vacancy Report for FY 2017 – 2018

The Staffing Plan Position Vacancy Report for FY 2017 - 2018 was provided for the Committee's information and review. Information was current as of December 1, 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 position information listed below included the Unrestricted Fund only and did not include positions for Auxiliary and Restricted Funds.

1) Positions Filled during Fiscal Year 2017 - 2018 **(EXHIBIT A – HIRED)**

- One-hundred and two (102) of the FY 2016 - 2017 positions have been filled as of December 1, 2017 and ten (10) new FY 2017 - 2018 Full Time, Regular positions have been filled.
- One-hundred and twelve positions have been filled as of December 1, 2017.

2) Vacancies at Beginning of Fiscal Year 2017 - 2018 **(EXHIBIT B - VACANT POSITIONS - NEW)** **(EXHIBIT C - VACANT POSITIONS - CONTINUING)**

- Two-hundred and thirty-two (232) vacant positions were carried over from FY 2016 – 2017.
- Seventy-three (73) new positions were Board approved for FY 2017 – 2018.
- Three-hundred and five (305) Full Time Regular positions were vacant on September 1, 2017.

3) Position Turnover during Fiscal Year 2017 - 2018

- Sixteen (16) vacancies due to resignations, terminations, or retirements have been submitted for Full Time, Regular positions as of December 1, 2017.

Below is a detail of the Fiscal Year 2017 – 2018 Non-Faculty Vacancies by Division as of December 1, 2017.

	Academic Affairs	Finance & Admin. Services	Information Services, Planning, Perform. & Strategic Initiatives	President's Office	Student Affairs & Enrollment Management	Total
Continued	25	34	35	15	12	121
Cont-Bond	12	35	10	0	4	61
New	8	9	3	2	4	26
New- Bond	13	22	2	0	0	37
Total	58	100	50	17	20	245

Further details can be found in the Position Vacancy Report in the packet.

The Position Vacancy Report for Fiscal Year 2017 – 2018, 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 6:41 p.m.

I certify that the foregoing are the true and correct Minutes of the December 5, 2017 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez
 Chair

Review and Action as Necessary on Purchases and Renewals (Non-Bond Proceeds)

Approval of the following purchases and renewals (Non-Bond Proceeds) will be requested at the January 30, 2018 Board meeting as follows:

A. Technology Items

A. Technology Items

1) Computers and Laptops (Purchase)

Purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX), in the total amount of \$152,415.27.

All purchase requests for computers and laptops have been evaluated by Information Technology and the Chief Information Officer. Information Technology 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.

Information Technology 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
 - ⇒ 2 Computers for Student Activities & Wellness Department
 - ⇒ 1 Computer for External Affairs Department
 - ⇒ 2 Computers for VP Finance & Administrative Services
- Student Computers
 - ⇒ 3 Computers for Counseling & Disability Services Department
 - ⇒ 46 Computers for Computer Science Program
- Faculty Laptop
 - ⇒ 1 Laptop for Paralegal Program
- Staff Laptops
 - ⇒ 3 Laptops for Educational Technologies Department
 - ⇒ 2 Laptops for Dual2Degree Department

- Student Laptops
 - ⇒ 12 Laptops for Physics Program
 - ⇒ 12 Laptops for Engineering Program
 - ⇒ 12 Laptops for Chemistry Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2017 - 2018 as follows: Student Activities & Wellness Department, External Affairs Department, VP Finance & Administrative Services, Counseling & Disability Services Department, Computer Science, Paralegal, Educational Technologies Department, Dual2Degree Department, Physics, Engineering, and Chemistry.

2) Network Equipment and Software (Purchase)

Purchase network equipment and software from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$52,553.00.

Purpose – Information Technology is requesting the purchase of network switches to improve connectivity district wide. The Information Technology Program in the Division of Technology is requesting network equipment and software for student instruction.

Justification and Benefit – Information Technology is requesting seven (7) network switches are need to enhance connectivity between buildings district wide.

The Information Technology Program is requesting four (4) security appliances and software for student instruction in the Career Technical Education program courses. It will provide students with the knowledge needed to manage a firewall and how to protect network infrastructure devices and data.

Funds for this expenditure are budgeted in the Systems and Networking and Carl Perkins Grant budgets for FY 2017 – 2018.

3) Course Management and Hosting Services (Renewal)

Renew the course management and hosting services with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the period beginning September 30, 2018 through September 29, 2019 in the total amount of \$586,743.73 and September 30, 2019 through September 29, 2020, in the amount of \$589,677.45, for a total of \$1,176,421.18.

Purpose – Distance Education is requesting to renew the course management and hosting and collaborative services for two (2) additional years to secure reduced pricing.

Justification and Benefit – The course management provides South Texas College students and faculty with the virtual environment through which online courses are taught and service is provided for the virtual campus (eSTC). The hosting services agreements will provide South Texas College with the technical services needed to keep up with the growth and success of the virtual campus (eSTC).

The collaborative services will provide the instructors with the ability to engage students through online classrooms in several ways, which includes: meet, share, and learn in real time.

Funds for this expenditure are budgeted in the Distance Education budget for the FY 2018 – 2019 and FY 2019 – 2020, pending board approval of the budget.

4) Student Enrollment Management System Agreements (Renewal)

Renew the student enrollment management system agreements with **Admissions US, LLC.** (Boca Raton, FL) formally Hobsons, Inc., a sole source vendor, for the period beginning September 28, 2017 through September 27, 2018, at a total amount of \$117,891.60.

Purpose – The Division of Student Services, Division of Academic Affairs and the Office of Public Relations are requesting the renewal of Radius Constituent Relationship Management (CRM) and Starfish Early Alert Systems (EAS) along with the professional services.

Justification and Benefit – The systems will provide an early alert for student at risk of not succeeding in the classroom. With this information, faculty will be able to provide the students with appropriate College services, personalized services, and/or targeted interventions to improve the student experience. This system is fully integrated between all departments across the College.

The EAS will allow the College to get the right intervention to the right student at the right time, which will lead to increased student retention and completion.

Background – On September 22, 2015, the Board of Trustees approved the purchase of the student enrollment management system agreements for a three (3) year period from Hobson, Inc. Since then, the vendor has changed but the services will remain the same.

Funds for this expenditure are budgeted in the Technology Resource Fund – Institution budget for FY 2017 – 2018.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the January 30, 2018 Board meeting the purchases and renewals (Non-Bond Proceeds) as listed below:

A. Technology Items

A. Technology Items

1) Computers and Laptops (Purchase)

Purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX), in the total amount of \$152,415.27;

- 2) **Network Equipment and Software (Purchase):** purchase network equipment and software from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$52,553.00;
- 3) **Course Management and Hosting Services (Renewal):** renew the course management and hosting services with **Blackboard, Inc.** (Washington, DC), a sole source vendor, for the period beginning September 30, 2018 through September 29, 2019 in the amount of \$586,743.73 and September 30, 2019 through September 29, 2020, in the amount of \$589,677.45, for a total of \$1,176,421.18;
- 4) **Student Enrollment Management System Agreements (Renewal):** renew the student enrollment management system agreements with **Admissions US, LLC.** (Boca Raton, FL) formally Hobsons, Inc., a sole source vendor, for the period beginning September 28, 2017 through September 27, 2018, at a total amount of \$117,891.60.

Recommend Action - The total for all purchases and renewals (Non-Bond Proceeds) is \$1,499,281.05.

SOUTH TEXAS COLLEGE
1. DISTRICT WIDE TECHNOLOGY REQUEST
JANUARY 30, 2018

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	3	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20in Monitor (3), Warranty	\$ 884.97	\$2,654.91	Counseling & Disability Services Dept - Santa Pena New systems for students
2	30	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 22in Monitor, Warranty	\$ 720.00	\$21,600.00	Computer Science Program - Saeed Molki Replacement of old equipment for student labs
3	16	Computer 5810 Precision Tower, Intel Xeon Processor E-51650, 256GB Hard Drive, 16GB Memory, 8GB Video Card, Monitor, Warranty	\$ 3,948.90	\$63,182.40	Computer Science Program - Saeed Molki New systems for student use in dept mini-labs
4	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20in Monitor, Warranty	\$ 705.00	\$705.00	Student Activities & Wellness Dept - Elibariki Nguma New system for new staff
5	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20in Monitor, Warranty	\$ 705.00	\$705.00	Student Activities & Wellness Dept - Elibariki Nguma New system for new staff
6	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, No Monitor, Warranty	\$585.00	\$585.00	External Affairs - Wanda Garza New system for new staff
7	2	Computer 5810 Precision Tower XCTO Base, Intel Xeon Processor E5-1603 v4, 500GB Hard Drive, 8GB Memory, 1GB Video Card, Monitor, Warranty	\$1,061.24	\$2,122.48	VP Finance & Administrative Services - Maria G. Elizondo Replacement of 2 older models for dept staff
		COMPUTER TOTAL		\$91,554.79	
LAPTOPS					
8	3	Laptop Latitude 3180 BTX, Intel Pentium Processor N4200, 128GB, 4GB Memory, Intel Dual Band Wireless-AC 7265 Wireless Driver, Warranty	\$ 455.00	\$1,365.00	Educational Technologies - Marie L. Evans Replacement of 2 damaged and 1 non-working equipment for dept staff
9	2	Laptop Latitude 7285, Intel Core i5-7Y 57, 256GB Hard Drive, 2-Battery 8GB Memory, Intel Dual Band Wireless Driver, Pen, Keyboard, Briefcase Warranty	\$ 1,718.54	\$3,437.08	Dual2Degree - Otoniel Matamoros New systems for dept staff
10	12	Dell Mobile Precision 5510 Laptop, Intel Core i7-6820HQ, 5400 rpm SATA Hard Drive 16GB Memory, Video Card, Endpoint Security Suite Software, Warranty	\$ 1,513.40	\$ 18,160.80	Physics Program - Enriqueta Cortez New systems for student use in labs
11	12	Dell Mobile Precision 5510 Laptop, Intel Core i7-6820HQ, 5400 rpm SATA Hard Drive 16GB Memory, Video Card, Endpoint Security Suite Software, Warranty	\$ 1,513.40	\$ 18,160.80	Physics Program - Enriqueta Cortez New systems for student use in labs
12	12	Dell Mobile Precision 5510 Laptop, Intel Core i7-6820HQ, 5400 rpm SATA Hard Drive 16GB Memory, Video Card, Endpoint Security Suite Software, Warranty	\$ 1,513.40	\$ 18,160.80	Chemistry Program - Enriqueta Cortez New systems for student use in labs
13	1	Laptop Latitude 7285, Intel Core i5-7Y 57, 256GB Hard Drive, 2-Battery 8GB Memory, Intel Dual Band Wireless Driver, Pen, Keyboard, Warranty	\$ 1,576.00	\$ 1,576.00	Paralegal Program - Jaime Morales New system for dept faculty
		LAPTOP TOTAL		\$60,860.48	
		COMPUTER/LAPTOP TOTAL		\$152,415.27	

SOUTH TEXAS COLLEGE
2. NETWORK EQUIPMENT AND SOFTWARE

NAME			Insight Public Sector	
ADDRESS			6820 South Harl Ave	
CITY/STATE/ZIP			Tempe, AZ 85283	
LOCAL ADDRESS			2712 N McColl Rd McAllen, TX	
PHONE			956-465-8080	
FAX			630-295-7881	
CONTACT			Darak Weaver	
#	Qty	Description	Unit Price	Extension
1	1	Cisco Catalyst 3850 4x10GE Network Module	\$ 1,509.60	\$ 1,509.60
2	6	Cisco Catalyst 3850 12 Port 10G Fiber Switch IP Base	\$ 5,246.60	\$ 31,479.60
3	6	350W AC Config 1 Power Supply	\$ -	\$ -
4	12	North American AC Type A Power Cable	\$ -	\$ -
5	6	715W AC Config 1 Secondary Power Supply	\$ 462.50	\$ 2,775.00
6	6	S3850UK9-36E Cisco Systems CAT3850 Universal Software K9 Image	\$ -	\$ -
7	4	Meraki MX100 Cloud Managed Security Appliance	\$ 2,797.20	\$ 11,188.80
8	4	Meraki MX100 Enterprise License 1YR	\$ 1,400.00	\$ 5,600.00
TOTAL AMOUNT			\$	52,553.00

SOUTH TEXAS COLLEGE
3. COURSE MANAGEMENT AND HOSTING SERVICES

NAME			Blackboard, Inc.	
ADDRESS			650 Massachusetts Ave NW	
CITY/STATE/ZIP			Washington, DC 20001	
PHONE			202-463-4860	
FAX			202-463-4863	
CONTACT			Darren Penn	
#	Qty	Description	Unit Price	Extension
1	1	Blackboard Learning Insight SaaS Advantage Package consists (15,001 - 25,000 FTE) of: Blackboard Managed Hosting Analytics for Learn VPN; Blackboard Intelligence Analytics for Learn - Annual License; Pyramid for Blackboard Intelligence Analytics for Learn - Annual License; Blackboard Learn SaaS Advantage; Learn SaaS GUI Administration - Subscription; Learn Teaching Essentials for Ultra; Blackboard Outcomes Assessment SaaS Deployment; Training Program Development Subscription; Blackboard Intelligence Managed Hosting Up to 2 Modules; Bb Collaborate Web Conferencing - SaaS Deployment; Blackboard Learning Insight Package and Bb Collaborate Enterprise IM Period: 9/30/18 - 9/29/19	\$ 586,743.73	\$ 586,743.73
2	1	Blackboard Learning Insight SaaS Advantage Package consists (15,001 - 25,000 FTE) of: Blackboard Managed Hosting Analytics for Learn VPN; Blackboard Intelligence Analytics for Learn - Annual License; Pyramid for Blackboard Intelligence Analytics for Learn - Annual License; Blackboard Learn SaaS Advantage; Learn SaaS GUI Administration - Subscription; Learn Teaching Essentials for Ultra; Blackboard Outcomes Assessment SaaS Deployment; Training Program Development Subscription; Blackboard Intelligence Managed Hosting Up to 2 Modules; Bb Collaborate Web Conferencing - SaaS Deployment; Blackboard Learning Insight Package and Bb Collaborate Enterprise IM Period: 9/30/19 - 9/29/20	\$ 589,677.45	\$ 589,677.45
TOTAL AMOUNT			\$	1,176,421.18

SOUTH TEXAS COLLEGE

4. STUDENT ENROLLMENT MANAGEMENT SYSTEM AGREEMENTS

NAME			Admissions US, LLC.	
ADDRESS			5201 Congress Ave	
CITY/STATE/ZIP			Boca Raton, FL 33487	
PHONE			561-923-2500	
FAX			561-999-0096	
#	Qty	Description	Unit Price	Extension
1	1	Radius Advanced Connections: Bi-Directional Set Up Fee	\$ 2,295.00	\$ 2,295.00
2	1	Custom Consulting /Training Services	\$ 4,760.00	\$ 4,760.00
3	1	Chat Services	\$ 5,100.00	\$ 5,100.00
4	1	Radius Advanced Connections: Bi-Directional Annual Subscription	\$ 7,905.00	\$ 7,905.00
5	1	Radius Implementation	\$ 10,200.00	\$ 10,200.00
6	1	Radius Campus Package	\$ 30,528.60	\$ 30,528.60
7	1	Starfish Professional Services - Connect and Early Alert	\$ 57,103.00	\$ 57,103.00
TOTAL AMOUNT			\$	117,891.60

**Review and Recommend Action on Renewal of Delinquent Tax Collection Services
for Hidalgo County and Starr County**

Approval to renew the contract with Linebarger Goggan Blair & Sampson, LLP to provide delinquent tax collection services for Hidalgo and Starr counties at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected for a period from May 1, 2018 through April 30, 2019 will be requested at the January 30, 2018 Board meeting.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP expires on April 30, 2018. Approval to renew the contract for a one-year period is needed in order to provide collection services for delinquent property taxes that are owed to the College.

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

Background – The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the January 31, 2017 Board meeting for the contract period beginning May 1, 2017 through April 30, 2018 with two (2) one-year renewal options. This is the first renewal of the two (2) one-year renewal options.

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

Enclosed Documents - A Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year and a Summary Total Tax Levy Uncollected follows in the packet for the Committee's information and review.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the January 30, 2018 Board meeting, the renewal of the Delinquent Tax Contracts for Starr County and Hidalgo County at a 15 percent fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for one-year period from May 1, 2018 to April 30, 2019 as presented.

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections¹
Hidalgo County and Starr County
As of Each Fiscal Year End

Hidalgo County					
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2001	2,716,708.96	839,606.38	30.91%	1,877,102.58	69.09%
8/31/2002	3,244,428.26	1,006,249.37	31.01%	2,238,178.89	68.99%
8/31/2003	3,615,648.58	1,166,448.10	32.26%	2,449,200.48	67.74%
8/31/2004	5,091,331.97	1,751,912.15	34.41%	3,339,419.82	65.59%
8/31/2005	5,978,239.23	2,085,693.50	34.89%	3,892,545.73	65.11%
8/31/2006	6,746,745.98	2,358,746.57	34.96%	4,387,999.41	65.04%
8/31/2007	7,224,499.45	2,769,522.98	38.34%	4,454,976.47	61.66%
8/31/2008	7,129,924.85	2,420,602.01	33.95%	4,709,322.84	66.05%
8/31/2009	7,556,574.12	2,498,540.41	33.06%	5,058,033.71	66.94%
8/31/2010	8,258,756.74	2,729,121.63	33.05%	5,529,635.11	66.95%
8/31/2011	8,530,967.53	2,523,445.77	29.58%	6,007,521.76	70.42%
8/31/2012	8,752,982.60	2,582,406.29	29.50%	6,170,576.31	70.50%
8/31/2013	8,447,972.68	2,451,424.36	29.02%	5,996,548.32	70.98%
8/31/2014	8,177,151.97	2,332,595.47	28.53%	5,844,556.50	71.47%
8/31/2015	7,962,716.58	2,398,069.32	30.12%	5,564,647.26	69.88%
8/31/2016	8,126,450.21	2,363,719.49	29.09%	5,762,730.72	70.91%
8/31/2017	8,420,263.28	2,438,224.01	28.96%	5,982,039.27	71.04%
12/31/2017	8,942,580.53	196,922.74	2.20%	8,745,657.79	97.80%

Starr County					
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2001	479,905.69	74,547.85	15.53%	405,357.84	84.47%
8/31/2002	578,910.06	80,941.58	13.98%	497,968.48	86.02%
8/31/2003	667,348.56	83,672.46	12.54%	583,676.10	87.46%
8/31/2004	957,436.55	128,665.07	13.44%	828,771.48	86.56%
8/31/2005	1,249,563.04	217,103.60	17.37%	1,032,459.44	82.63%
8/31/2006	1,355,472.42	189,483.47	13.98%	1,165,988.95	86.02%
8/31/2007	1,518,552.99	195,526.47	12.88%	1,323,026.52	87.12%
8/31/2008	1,655,912.68	173,773.17	10.49%	1,482,139.51	89.51%
8/31/2009	1,816,829.44	218,163.48	12.01%	1,598,665.96	87.99%
8/31/2010	1,979,486.75	185,900.69	9.39%	1,793,586.06	90.61%
8/31/2011	2,180,147.10	210,889.63	9.67%	1,969,257.47	90.33%
8/31/2012	2,320,220.72	206,007.67	8.88%	2,114,213.05	91.12%
8/31/2013	2,466,505.02	179,535.66	7.28%	2,286,969.36	92.72%
8/31/2014	2,707,453.40	233,429.98	8.62%	2,474,023.42	91.38%
8/31/2015	2,837,289.99	214,046.85	7.54%	2,623,243.14	92.46%
8/31/2016	3,077,455.22	222,939.72	7.24%	2,854,515.50	92.76%
8/31/2017	3,399,859.51	355,066.15	10.44%	3,044,793.36	89.56%
12/31/2017	3,610,612.59	29,904.14	0.83%	3,580,708.45	99.17%

¹ Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections ¹
As of Each Fiscal Year End

Hidalgo and Starr County - Combined

Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2001	3,196,614.65	914,154.23	28.60%	2,282,460.42	71.40%
8/31/2002	3,823,338.32	1,087,190.95	28.44%	2,736,147.37	71.56%
8/31/2003	4,282,997.14	1,250,120.56	29.19%	3,032,876.58	70.81%
8/31/2004	6,048,768.52	1,880,577.22	31.09%	4,168,191.30	68.91%
8/31/2005	7,227,802.27	2,302,797.10	31.86%	4,925,005.17	68.14%
8/31/2006	8,102,218.40	2,548,230.04	31.45%	5,553,988.36	68.55%
8/31/2007	8,743,052.44	2,965,049.45	33.91%	5,778,002.99	66.09%
8/31/2008	8,785,837.53	2,594,375.18	29.53%	6,191,462.35	70.47%
8/31/2009	9,373,403.56	2,716,703.89	28.98%	6,656,699.67	71.02%
8/31/2010	10,238,243.49	2,915,022.32	28.47%	7,323,221.17	71.53%
8/31/2011	10,711,114.63	2,734,335.40	25.53%	7,976,779.23	74.47%
8/31/2012	11,073,203.32	2,788,413.96	25.18%	8,284,789.36	74.82%
8/31/2013	10,914,477.70	2,630,960.02	24.11%	8,283,517.68	75.89%
8/31/2014	10,884,605.37	2,566,025.45	23.57%	8,318,579.92	76.43%
8/31/2015	10,800,006.57	2,612,116.17	24.19%	8,187,890.40	75.81%
8/31/2016	11,203,905.43	2,586,659.21	23.09%	8,617,246.22	76.91%
8/31/2017	11,820,122.79	2,793,290.16	23.63%	9,026,832.63	76.37%
12/31/2017	12,553,193.12	226,826.88	1.81%	12,326,366.24	98.19%

¹ Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

South Texas College
Summary of Total Tax Levy Uncollected
Including Penalty, Interest, and Other Collections By Tax Year for Hidalgo County and Starr County
As of December 31, 2017

Year	Adjusted Tax Levy	Tax Levy Collections Without Penalty and Interest	Tax Levy Uncollected	Percentage of Uncollected Levy	Penalty, Interest, and Other Collections	Total Tax Levy, Penalty, Interest, and Other Collections **	% Collected Including Penalty, Interest, and Other Collections
1996	10,211,719.00	10,154,215.30	(57,503.70)	-0.56%	611,052.20	10,765,267.50	105.42%
1997	10,589,685.50	10,526,830.37	(62,855.13)	-0.59%	641,602.38	11,168,432.75	105.47%
1998	10,950,573.04	10,878,752.53	(71,820.51)	-0.66%	715,632.31	11,594,384.84	105.88%
1999	11,622,714.45	11,540,737.54	(81,976.91)	-0.71%	414,360.89	11,955,098.43	102.86%
2000	12,509,126.00	12,414,200.11	(94,925.89)	-0.76%	875,425.20	13,289,625.31	106.24%
2001	13,860,775.00	13,759,379.99	(101,395.01)	-0.73%	796,722.93	14,556,102.92	105.02%
2002	29,274,824.67	29,040,939.12	(233,885.55)	-0.80%	1,474,847.23	30,515,786.35	104.24%
2003	30,520,400.00	30,273,332.76	(247,067.24)	-0.81%	1,450,281.29	31,723,614.05	103.94%
2004	32,861,157.00	32,584,143.18	(277,013.82)	-0.84%	1,695,313.64	34,279,456.82	104.32%
2005	34,363,287.76	34,038,178.74	(325,109.02)	-0.95%	1,614,685.79	35,652,864.53	103.75%
2006	36,828,738.00	36,496,698.05	(332,039.95)	-0.90%	1,744,309.68	38,241,007.73	103.83%
2007	41,521,332.00	41,142,944.21	(378,387.79)	-0.91%	2,444,260.13	43,587,204.34	104.98%
2008	44,623,530.00	44,194,569.97	(428,960.03)	-0.96%	2,690,344.49	46,884,914.46	105.07%
2009	45,094,329.00	44,591,917.31	(502,411.69)	-1.11%	1,721,310.91	46,313,228.22	102.70%
2010	44,745,008.97	44,210,255.86	(534,753.11)	-1.20%	1,242,943.54	45,453,199.40	101.58%
2011	44,100,416.84	43,424,404.92	(676,011.92)	-1.53%	1,078,661.62	44,503,066.54	100.91%
2012	44,241,530.71	43,551,031.49	(690,499.22)	-1.56%	1,020,705.11	44,571,736.60	100.75%
2013	45,210,276.73	44,260,460.21	(949,816.52)	-2.10%	1,111,460.71	45,371,920.92	100.36%
2014	56,869,723.45	55,545,078.94	(1,324,644.51)	-2.33%	1,877,349.81	57,422,428.75	100.97%
2015	60,554,935.24	58,703,066.45	(1,851,868.79)	-3.06%	1,317,121.42	60,020,187.87	99.12%
2016	63,075,962.69	60,203,778.03	(2,872,184.66)	-4.55%	798,125.89	61,001,903.92	96.71%
Delinquent Subtotal	723,630,046.05	711,534,915.08	(12,095,130.97)	-1.67%	27,336,517.17	738,871,432.26	102.11%
2017*	66,608,808.38	24,196,325.37	(42,412,483.01)	-63.67%	674,507.69	24,870,833.06	37.34%
Total	\$ 790,238,854.43	\$ 735,731,240.45	\$ (54,507,613.98)	-6.90%	\$ 28,011,024.86	\$ 763,742,265.32	96.65%

* The Tax Levy Uncollected for Levy 2017 will become delinquent 7/1/2018-unaudited. The Tax Levy includes a preliminary amount for Starr County that is pending approval.

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

Approval of the Resolution imposing a 15 percent penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney fees and expenses will be requested at the January 30, 2018 Board meeting.

Purpose – A resolution authorizing the College to levy an additional penalty of 15 percent to the delinquent 2017 district taxes is needed in order to recover the cost of attorney fees and expenses for the collection of delinquent taxes, penalty, and interest due on 2017 taxes which will remain delinquent on July 1, 2018.

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

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

Background – The Resolution imposing a 15 percent penalty for the collection of tax year 2016 delinquent taxes, the College's prior levy tax year, was approved by the Board on January 31, 2017.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded follows in the packet for your review and information.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the January 30, 2018 Board meeting, the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.

RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF 15% TO THE DELINQUENT 2017 DISTRICT TAXES PURSUANT TO SECTION 33.07 OF THE STATE OF TEXAS PROPERTY TAX CODE.

STATE OF TEXAS §

COUNTY OF STARR §

AND HIDALGO §

SOUTH TEXAS COLLEGE §
DISTRICT

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2017; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2017 taxes which remain delinquent on July 1, 2018; and,

WHEREAS, the College has contracted Linebarger Goggan Blair & Sampson, LLP for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of fifteen (15%) percent of collections.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE, THAT;

1. Pursuant to Section 33.07 of the Texas Property Tax Code, there is hereby levied on all 2017 delinquent taxes, the penalty of fifteen (15%) percent on the amount of taxes, penalty and interest due as of July 1, 2018, and thereafter for taxes levied for the tax year 2017. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. The Tax Assessor-Collector for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2017 at least thirty (30) and not more than sixty (60) days before July 1, 2018.
3. A tax lien shall be attached to the property on which the 2017 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this _____ day of _____, 2018 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: _____
Chairman

ATTEST:

BY: _____
Secretary

Discussion and Action as Necessary on Preliminary Accounting Reconciliation of 2013 Bond Construction Program Bond Proceeds Balance and Proposed Use

Approval to authorize use of the Projected Bond Proceeds Balance for the 2013 Bond Construction Program will be requested at the January 30, 2018 Board meeting.

Purpose - The College is preparing the accounting reconciliation of the 2013 Bond Construction Program and finalizing the methodology to expend all of the bond proceeds based on developments concerning the proposed and realized bond projects.

Bond Proceeds Balance

The projected bond proceeds balance at the end of the construction program may amount to approximately \$2,849,314.20. This will be a result of taking into consideration the postponement of the Mid Valley Campus Workforce Training Center and the Starr County Campus Workforce Training Center, use of buyout savings, use of design contingencies, use of construction contingencies, and interest revenue.

The bond proceeds balance also considers the potential funding of the Broaddus & Associates additional services. Per Broaddus & Associates contract agreement, any increase to Scope of Work or budget in excess of five percent of the original Bond Construction Program amount, shall constitute additional services and entitle them to additional fees. Broaddus & Associates has agreed to charge the rate of 2.5% for cost above five percent in lieu of hourly rates as stated in the contract agreement previously approved by the Board.

Workforce Training Center

The amount of bond proceeds originally designated for the bond proceeds for the Mid Valley Campus Workforce Training Center and the Starr County Campus Workforce Training Center, net appropriate actual expenditures in the amount of \$4,196,809.11, may be earmarked in the Non-Bond Unexpended Plant Fund to be used at a future date.

Allocation of Bond Proceed Balance and Proposed Use

The projected bond proceeds balance of over \$2 million dollars may be used to fund projects that have been budgeted and approved to be funded by the Non Bond Unexpended Plant Fund.

Administration proposes that the approved expenditures associated with the following projects, which were to be funded by the Non-Bond Unexpended Plant Fund, instead be funded by bond proceeds. This will allow for the entire amount of bond proceeds and interest revenue to be expended.

- Alternates previously approved by the Board to be paid out of the non-bond funds.
 - ⇒ Starr County Thermal Plant
 - ⇒ Mid Valley Thermal Plant

- Non-Bond Unexpended Plant Fund
 - ⇒ Nursing & Allied Health Campus Thermal Plant
 - ⇒ Nursing & Allied Health Campus Thermal Plant Parking & Site Improvements
 - ⇒ Regional Center for Public Safety Excellence Training Facility
 - ⇒ Regional Center for Public Safety Excellence Parking & Site Improvement
 - ⇒ Mid Valley Campus Library Renovation

Enclosed Documents – The Preliminary Projected Bond Proceeds Balance and Proposed Use worksheet follows in the packet for your review and information.

Presenters - Broaddus & Associates have reviewed the information presented. Mary Elizondo, Vice President for Finance and Administrative Services will be present at the meeting to address any questions.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the January 30, 2018 Board meeting, the authorization of the 2013 Bond Construction Program projected bond proceeds balance of approximately \$2,849,314.20 as presented.

South Texas College
Projected Bond Proceeds Balance and Proposed Use
As of January 16, 2018

Preliminary

Original Bond Construction Program Total	159,028,040.00	
Current Bond Construction Program Total	163,389,243.00	
December 12, 2017 Shortfall Total		(4,361,203.00)
Workforce Expansion		
MV Campus - Workforce	2,126,374.26	
Starr Campus - Workforce	2,070,434.85	
Total Workforce - Not Used		4,196,809.11
Workforce Expansion - Unused		\$ (164,393.89)
Potential Adjustments to Balance		
Less:		
B&A Fee Adjustment		(61,278.82)
Plus:		
Contingencies		
Design Contingency Remaining Balance	74,774.00	
Construction Contingency Remaining Balance	651,620.00	
Projected Buyouts as per B&A	910,000.00	
Interest Revenue and Cost of Issuance Reimbursement	1,438,592.91	
Total Projected Bond Balance		\$ 2,849,314.20
Non-Bond Expenditures Reassigned to Bond Program		
Previously Board Approved Alternates		
Mid Valley Campus -Thermal Plant Alternate 1 and 2	718,947.00	
Starr County Campus - Thermal Plant Alternate 1	788,305.00	
Total Alternates		1,507,252.00
Mid Valley Campus Library Renovation		
Construction GMP	1,123,682.00	
Construction - Pre Construction Fees	4,760.00	
Design	138,213.00	
Furniture	82,785.00	
Technology	113,099.00	
Miscellaneous	6,000.00	
Mid Valley Campus Library Renovation Total Project Cost		1,468,539.00
NAH Campus Thermal Plant		
Construction GMP	2,867,847.00	
Pre-Construction Fees	-	
Construction - OCIP	3,185.09	
Design	210,031.78	
Furniture	3,943.00	
Technology	49,254.00	
Miscellaneous	48,000.00	
NAH Campus Thermal Plant Total Project Cost		3,182,260.87
NAH Thermal Plant Parking & Site Improvements		
Construction GMP	229,010.00	
Design	25,000.00	
Furniture	-	
Technology	-	
Miscellaneous	10,000.00	
NAH Thermal Plant Parking & Site Improvements Total Project Cost		264,010.00
Regional Center for Public Safety Excellence Training Facility		
Construction Budget		343,000.00
Regional Center for Public Safety Excellence - Parking & Site Improvement		
Construction	542,000.00	
Design	85,000.00	
Technology	50,000.00	
Miscellaneous	22,000.00	
RCPSE Parking & Site Total Project Cost		699,000.00
Projected Additional A/E Fee Adjustment		\$ 200,000.00
Total Non-Bond Expenditures		7,664,061.87
Total Projected Bond Proceeds Balance		\$ 2,849,314.20
Total Non-Bond Expenditures Available to Show Against Bond Variance		(7,664,061.87)
		\$ (4,814,747.67)

Discussion and Recommend Action to Authorize Solicitation of Requests for Proposals for Recruitment Services for Professional Positions

Recruitment of key highly qualified administrative personnel has become increasingly difficult for South Texas College. Despite national strategically placed advertising, the College is not attracting a pool of potential candidates for critical administrative positions.

For example:

- Two national level searches for Dean of Library and Learning Support Services yielded 2 candidates.
- Two national searches for Dean of Distance Learning yielded 3 candidates.

Following the interviews for each position, the respective search committees each decided to conduct a third national search.

If South Texas College is to stay on the cutting-edge as a national leader in serving Hispanic students, it is vital that the College successfully recruit and hire qualified new talent.

Use of recruitment firms is a common practice in higher education; however, it is an expensive undertaking and not recommended for every search. Fees may range from \$20,000 to \$40,000; however, firms do commit to recruiting a diverse and highly qualified pool of candidates.

Administration requests authorization and approval to solicit proposals for recruitment services for professional positions. A review of respondents will help administration develop a better understanding of services that are available and insight into the expected costs for such services.

It is requested that the Finance, Audit, and Human Resources Committee recommend Board approval of the proposed solicitation of requests for proposals for recruitment services for professional positions as presented.

Review and Discussion of Parking Services Report for FY 2016-2017

A report will be presented to provide a brief review and update of the Parking Services provided by the College. The report will also provide information on the transportation services, parking permits, and parking violation citations.

Purpose – The Board members had received numerous emails from students concerning parking on campus. In an effort to respond, the President asked the Vice President for Finance and Administrative Services and the Chief Administrator of the Department of Public Safety to conduct a review of the parking services. The information will be presented at the Finance, Audit, and Human Resources Committee for feedback from the Board members.

Enclosed Documents – The Summary of Emails Regarding Parking and the Parking Services Report follows in the packet for your review and information.

The parking services report will be presented at the Board of Trustees meeting on January 30, 2018 and an invitation will be extended to the students to attend and provide public comments.

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

Summary of Emails Regarding Parking

Complaint Number	Issue
1	Permits should be free - Permits too expensive & parking is hard to find - ticketing students without permits
2	Parking spaces - parking at HEB & surrounding neighborhoods - Parking permits for different vehicles in emergencies
3	Few parking spaces - arriving late to class
4	Having to purchase several permits for each vehicle they drive - getting ticketed for not having permit because they can't afford one
5	Permits should be free to students, faculty, & staff - not enough parking spaces - permits are too expensive
6	Parking is extremely difficult to find - students cannot afford permits, nor can they afford parking tickets - being late to class due to parking impacts students' grades - students don't appreciate having to come to class hours before their class time to find parking - administration should prioritize parking, not building expansion
7	Arguments between students over parking spaces - suggested building parking garage - ticketing issues
8	Limited amount of parking spaces - STC serves students of low socioeconomic status; parking shouldn't be a financial burden on them
9	Few parking spaces - no time to arrive early to find parking - suggested removing the canal for parking space
10	Parking spaces are limited on campus - permit prices should be reduced - parking citations are expensive
11	Parking in lots far from campus/ Jag express
12	STC tickets students not parked in assigned area due to lack of parking space - ticketing for cracked open windows - removing boot
13	Limited parking - arriving hours before class time
14	Parking should be included in tuition like the gym - suggested building parking garages
15	Students arguing over parking spaces - parking for instructors - having to park at HEB - parking permits too expensive
16	Few parking spaces - parking permit too expensive - suggested building parking garages
17	Having to allot hours of time before class time to come find parking - "stalking" students for parking spaces
18	Parking permits are pricy - paying for a permit for each vehicle they drive to campus - having to arrive hours before class time
19	Tickets given to students who can't afford permits - permits for borrowed cars
20	Using different vehicles when one is in the shop - being exposed to weather when having to park far from campus - student life would improve if there were more parking available
21	Students are furious over limited parking space
22	Few parking spaces - parking in surrounding neighborhoods exposing themselves to weather, traffic, & violence
23	Expensive parking permits - transferring permit to different car for emergencies
24	Student was not aware they received tickets which later affected their registration - students should have the ability to use permit one more than one vehicle
25	Receiving parking tickets - parking in surrounding neighborhoods

Summary of Emails Regarding Parking

Complaint Number	Issue
26	Having to arrive hours before class time to find parking - transferring permit to another vehicle in case of emergency
27	Arriving hours before class to find parking - price of parking permit - parking tickets/boots
28	Dealing with other drivers in parking lot fighting for a spot - possible damage to vehicles
29	Limited parking space - suggested parking garage on south side
30	Always tardy to class - Professors don't allow tardiness, however, tardiness is inevitable due to parking situation - professors have dropped students due to tardiness
31	Parking is very limited for students - security ticket students unnecessarily - appeals are always denied, so students don't waste their time appealing tickets - permits should be included in tuition
32	Extremely difficult to find parking - issue paying for permit - cannot afford tickets from STC -
33	Permits should be free - being ticketed doesn't help the problem - permit should hang on rear-view mirror to be able to use on any vehicle
34	Parking permits too expensive - transferring permit to rental car in case of emergency -
35	Parking situation causes students daily stress - fighting for parking spaces - tickets become a problem for students who can't afford permit - issue of not being able to use permit on more than one vehicle
36	Student conducted a survey in which 97% of participants reported struggling to find parking on campus - Another 89% of participants voted "yes" on space being limited & not enough - parking permits should be free for students - parking situation causes students stress



SOUTH TEXAS
COLLEGE

Parking Services Report

FY 2017 (September 1, 2016 through August 31, 2017)



South Texas College
Parking Services Report
FY 2017 (September 1, 2016 through August 31, 2017)

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South Texas College Parking Services Report

FY 2017 (September 1, 2016 through August 31, 2017)

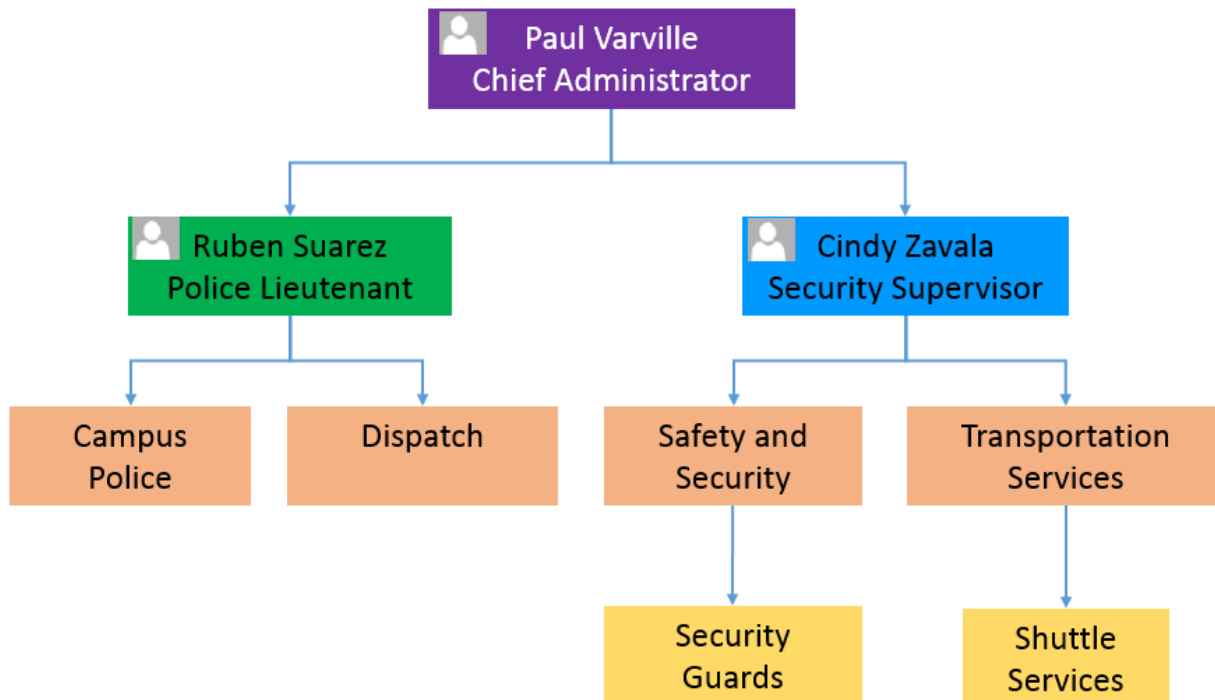
The South Texas College Department of Public Safety (DPS) includes Campus Police, Safety and Security, and Parking and Transportation Services. The DPS manages the parking and transportation services, which includes issuing and tracking of parking permits and violation citations and operations of shuttle buses. The purpose of this report is to provide a summary of current key information to the College community. The report also serves as a means to monitor significant changes and ongoing compliance.

I. Department of Public Safety Mission Statement

The South Texas College Department of Public Safety provides a safe and secure learning environment to enhance student and employee success through proactive policing and state of the art equipment.

II. Department of Public Safety Organizational Chart

Department of Public Safety Organizational Chart



III. Purpose for Parking Permits and Vehicle Identification

The issuance of parking permits provides an orderly control of the parking spaces at the college campuses. Students, faculty, and staff have designated parking areas near the buildings they occupy, providing a more efficient method of parking their vehicles.

Parking permits also allow the immediate identification of vehicles parked on campus, assisting in the notification process for those vehicles that are disabled, vandalized, struck by another vehicle, parked in a prohibited area, or needed to be relocated due to a fire or other emergency.

In addition, the issuance of permits help identify individuals who may not be students or employees.

IV. Systems for Purchasing and Tracking Parking Permits

Each July, the College begins the parking permit purchase process. Permits for the fiscal year (September 1st through August 31st) are sold through the Jag Parking program and purchases can be made via Market Place in which a credit card or electronic check can be submitted online. Students and employees who submit payments on Market Place can choose to have permits mailed to their residence or pick them up at a police/security office at each campus, or students may pick up permits at the cashiers office. Individuals may also pay cash for permits at the cashiers offices located at each campus.

The college is seeking a software program that will allow the electronic recording of permit and parking violation citations data for tracking purposes and eliminate the necessity of manually entering data for each parking permit and parking violation citation issued. The availability of data reports and the automation of data entry would save the college funds and provide accurate information to review the parking program.

V. Board Approved Policies for Parking Violation Citations and Parking Enforcement

The College's Board of Trustees approved policies related to parking are as follows:

Board Policy 6410, Campus Parking and Traffic Controls

Board Policy 6410, Campus Parking and Traffic Controls, provides that, "The College shall establish other rules and regulations deemed necessary to provide for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other institutional property under its control.

Board Policy 6311, Authority of Non-Commissioned Security Guards

Pursuant to Board Policy 6311, Authority of Non-Commissioned Security Guards, College security personnel are authorized to “issue administrative citations and warnings for parking violations on College leased or owed property”.

Violation Citation Fees Appeals

Purchasing a parking permit does not guarantee a parking place, nor does the absence of a convenient parking space constitute justification for violation of parking regulations.

Upon the inception of the college parking permit fee and subsequent violation citations being issued, the Department of Public Safety implemented an appeals process in which a violation citation fee could be appealed to an independent committee. To avoid the perception of bias, this Committee is not supervised by the Department of Public Safety. Department of Public Safety staff is available at the appeals meetings as a resource to provide information and answer any questions.

In addition, if the appeals committee does not dismiss the fee, the first fee can be waived upon the successful completion of a parking awareness test. Fifty percent of total accumulated fees can also be waived in this manner. This process is described in the College Parking Rules and Regulations shown on the reverse side of the Campus parking maps handed out at orientations and the Department of Public Safety website.

Appeals of administrative violation citations must be submitted electronically and no later than fifteen (15) working days from the date of the violation citation. Administrative citations are those issued by security guards. An Appeals Committee will review the appeal and forward the decision to the email address provided.

VI. Statutory Authority for Parking Controls

The State of Texas Education Code sections related to parking are as follows:

Sec. 51.202 RULES AND REGULATIONS. “(a) The governing board of each state institution of higher education, including public junior colleges, may promulgate rules and regulations for the safety and welfare of students, employees, and property, and other rules and regulations it may deem necessary to carry out the provisions of this subchapter and the governance of the institution, providing for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other institutional property under its control, including but not limited to the following:

- (1) limiting the rate of speed;
- (2) assigning parking spaces and designating parking areas and their use and assessing a charge for parking;
- (3) prohibiting parking as it deems necessary;

- (4) removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator; and
- (5) instituting a system of registration for vehicle identification, including a reasonable charge.

Sec. 54.505. VEHICLE REGISTRATION FEES AND THEIR FEES RELATED TO PARKING AND TRAFFIC. (a) The governing board of each institution of higher education may charge a reasonable fee to students, faculty, and staff for registration of a vehicle under Section 51.202 of this code.

(b) The governing board may fix and collect a reasonable fee or fees for the provision of facilities and the enforcement and administration of parking and traffic regulations approved by the board for an institution; provided, however, that no such fee may be charged to a student unless the student desires to use the facilities.

VII. Student Holds for Violation Citations

Parking Fee (PF) Student Holds are placed on individuals when they are issued parking citations. The hold is cleared when the individual pays for the parking citations. These holds do not block graduation; but do block online registration, transcripts and grades. Students must visit the campus to register.

VIII. Comparison of Fixed and Hanging Permit Issues

Several years ago, the college experimented with parking permit hangtags that were placed on the rear view mirror of the front windshield. From the inception of these hangtags, complaints abounded concerning the following issues:

- a. A number of employees and students, who had left their vehicle doors open when not occupied, returned to find that their parking hangtag had been stolen.
- b. Oftentimes, employees and students removed the hangtags from their vehicles and lost them.
- c. Occasionally, employees would give the hangtag to students, resulting in parking violations that the originally assigned employee declined to pay.
- d. Sporadically, hangtags were provided to persons who were not students or employees and parking fees for violations committed were not paid, leading to immobilization boots on these vehicles.
- e. Periodically, hangtags dropped from the rear view mirror, resulting in the issuance of parking violation citations, since the security guard could not see the permit.

IX. Additional Parking Permits

Per the College's traffic and parking rules and regulations (**Appendix J**), all students, faculty, and staff must purchase a parking permit for each vehicle or motorcycle that will be parked on South Texas College property.

Additional parking permits may be purchased when a new vehicle is purchased or a different vehicle will be utilized.

A parking permit may be purchased to replace a lost parking permit. If the lost permit is reported, it is tracked by the Department of Public Safety.

Students, faculty and staff are issued parking permit replacements at no cost when the parking permit is for the same vehicle. This will occur in situations such as when a vehicle's windshield is replaced, classification status change, or undeliverable mail.

South Texas College provides temporary permits to students and employees who bring an alternate vehicle to the college on a short term basis. These temporary permits are available upon request.

X. Parking Controls and Uses

To avoid motor vehicle gridlock, traffic and parking controls are implemented at the Pecan campus for the first two and a half weeks of a new semester. This action entails college police traffic control on city streets and security guard assistance with parking lot spaces. During this period, students become aware of parking availability and the timeline needed for arriving at classes. Shuttle buses to and from the park and ride facility and between college campuses assist students with transportation to their destination. Electronic plasma and digital signage notifications in college buildings, social media notifications, student orientations, and signage at shuttle bus locations inform students of the Park and Ride availability.

XI. Other Events on Campus

The College hosts many events on the campuses and requests are made by departments to reserve parking spaces. These events involve an approval process and consideration is given to the nature of the event and the number of students whose parking spaces will be displaced. The process includes submission of a form explaining the benefits to the college and a review by the Department of Public Safety on the justification of displacing student parking. Only those requests that have minimal effect on student parking or are on Fridays and weekends are approved.

South Texas College
Parking Services Report
 FY 2017 (September 1, 2016 through August 31, 2017)

I. Key Statistics for Fiscal Year 2017

The College's Key Statistics regarding parking services are as follows:

District-Wide Key Statistics – FY 2017	
Populations	
Number of Students – Traditional (Fall 2016)	19,908
Number of Employees	2,424
Number of Parking Spaces	7,354
Issuances	
Parking Permits Issued – Student	13,671
Parking Permits Issued – Faculty/Staff	2,023
Parking Violation Citations Issued	5,041
Parking Warnings Issued	11,134
Appeals	210
Revenues	
Parking Permits Revenue	\$ 392,250
Parking Violation Citations Revenue	\$ 87,229
Expenditures	
Parking and Transportation Expenditures	\$ 2,745,327

The total number of parking spaces to total campus population ratio is as follows:

Total Number of Parking Spaces to Total Campus Population Ratio	
Number of Parking Spaces	7,354
Number of Students – Traditional (Fall 2016)	19,908
Number of Employees	2,424
Total Campus Population	22,332
Ratio (7,354 ÷ 22,332)	0.33

The College's total number of parking spaces to total campus population ratio, which is calculated by dividing the total number of parking spaces by the total campus population (students and faculty/staff) is .33; or approximately one parking space for every three students. According to a study conducted, the average ratio observed at other institutions is .30. The parking spaces to campus population ratio is well within higher education norms.

The traditional students parking permits issued to students ratio is as follows:

Traditional Students Parking Permits Issued to Students Ratio	
Total Parking Permits Issued – Students	13,671
Number of Students – Traditional (Fall 2016)	19,908
Ratio (13,671 ÷ 19,908)	0.67

The College’s total number of parking permits issued to total traditional students (Fall 2016) ratio, which is calculated by dividing the total number of parking permits issued to total traditional students by number of students is .67; or approximately one student out of every 1.5 students purchased a parking permit.

a) Inventory of Parking Spaces

The total number of parking spaces district-wide in fiscal year 2017 was 7,354 as follows:

Parking Spaces By Campus and Type – FY 17 Updated Table					
Campus	Faculty/ Staff	Student	Handicap	Visitor	Total
Pecan Campus	610	2,875	115	58	3,658
Pecan Plaza	119	222	16	4	361
Mid Valley Campus	140	1,159	54	24	1,377
Starr County Campus	17	612	30	30	689
Nursing Allied Health Campus	45	616	17	8	686
Technology Campus	91	454	30	8	583
Total	1,022	5,938	262	132	7,354

A total of 1,056 new parking spaces will be added district-wide in FY 2018 as a result of the 2013 Bond Construction Program. The parking spaces in FY 2018 will therefore, total 8,410.

Appendix A reflects the details including the new parking spaces for FY 2018.

The detail of parking spaces by campus for FY 2017 are presented in the following appendices:

Appendix B Pecan Campus for FY 2017

Appendix C Mid Valley Campus for FY 2017

Appendix D Starr County Campus for FY 2017

Appendix E Nursing Allied Health Campus for FY 2017

Appendix F Technology Campus for FY 2017

Appendix G Pecan Plaza for FY 2017

b) Student Attendance by Time – Pecan Campus

The peak period at the Pecan Campus is at 10:00 a.m., Mondays through Thursday. During this period, the total number of parking spaces to total Pecan Campus student population ratio, which is calculated by dividing the total number of student parking spaces by the total Pecan Campus student population, is 1.08; or approximately one parking space for every student.

Pecan Campus Peak Period Student Parking Space to Student Ratio	
Number of Student Parking Spaces	3,158
Number of Students at 10:00 a.m.	2,919
Ratio (3,158 ÷ 2,919)	1.08

(Based on the Spring 2018 enrollment).

The **Appendix H** reflects the detail of the student Monday attendance by Time and by Campus for Spring 2018.

II. Parking Permits and Violation Board Approved Fees

Parking permit fees were determined by a parking committee comprised of the Faculty Senate President, Faculty Members, and Campus Administrators. The committee voted unanimously to assess a parking permit fee of \$25.00 to assist in paying for expenses of maintaining parking lots, providing security, purchasing and operating security cameras, lighting, and other expenses. The \$25.00 fee per year is substantially lower than the fee at a nearby educational institution and many other Texas colleges.

When a parking permit is issued, the Department of Public Safety obtains information regarding the vehicle and the driver. This information is tracked on an administrative software. The issuance of parking permits provides an orderly control of the parking spaces at the College campuses.

The parking permits and violation fees are approved by the Board of Trustees on an annual basis. The fee was established to cover the security and maintenance of the College's parking lots. The fee was also expected to defray deferred maintenance costs for parking lots.

The FY 2017 Board approved parking permit fee and parking violation fees are as follows:

Board Approved Parking Permits Fee and Parking Violation Fees - FY 2017	
Fee Type	Amount
Parking Permits Fee	\$ 25.00
Parking Permit Replacement Fee	\$ 25.00
Parking Violations:	
First	\$ 30.00
Second	\$ 50.00
Third	\$ 80.00
Fourth	\$ 100.00
Fifth	\$ 120.00
Handicap Parking Violations	\$ 150.00
Vehicle Boot Removal Fee	\$ 100.00

III. Parking Permits and Parking Violation Citations Revenue

The total parking permits and violation citations issued and the associated revenue are as follows:

Parking Permits and Parking Violation Citations Revenue FY 2017		
Campus	Number Issued	Revenue Amount
Parking Permits		
Students	13,639	\$ 340,975
Student Motorcycle	32	800
Faculty/Staff	2,004	50,100
Faculty/Staff Motorcycle	19	475
Total Parking Permits	15,694	\$ 392,350
Parking Violation Citations		
	5,041	87,229
Total Parking Permits and Parking Violation Citations	20,735	\$ 479,579

IV. Parking and Transportation Expenditures – FY 2017

The total parking and transportation expenditures for FY 2017 are as follows:

Parking and Transportation Expenditures – FY 2017	
Deferred Maintenance – Parking Lots*	\$ 957,384
Surveillance Cameras	5,746
Maintenance of Parking Lots	82,340
Utilities (Electricity & Water)	107,169
Police Cost Allocation	715,000
Security Cost Allocation	826,000
Shuttle Services (Park & Ride Route)	51,688
Total	\$ 2,745,327

*Based on prior years average expenditures.

Shuttle Services Expenditures

Shuttle services expenditures for both the park and ride and yellow line routes are as follows:

Expenses	Amount
Gross Cost	\$ 531,057
LRGVDC Contributions	358,763
Net Cost	\$ 172,294

V. Comparison of South Texas College Parking Permit Fee with other Area Institutions

Campus	Parking Permit Fees
South Texas College	\$25.00 (Per Year)
University of Texas Rio Grande Valley	\$60.00 - \$80.00 Students \$80.00- \$495.00 Employees (Per Year)
Texas Southmost College	\$60.00 Faculty/Staff/Students (Per Year) \$20.00 per semester for adjunct faculty

VI. Shuttle Services and Ridership

Parking and Transportation Services provides the following campus shuttle services. All shuttle services are provided free of charge to faculty, staff, and students.

Shuttle buses are available to be used by the College’s students, faculty/staff, and the public.

The College operates two routes, the park and ride routes that runs between the Pecan Campus and the West parking lot and the Yellow Line, that runs a circular route between the three campuses, the Pecan Campus, Technology Campus, and Nursing Allied Health Campus.

Park and Ride

The route from the park and ride facility to the Cooper Center bus stop, takes approximately 7 minutes, depending on traffic and traffic light delays. Walking from the bus stop to building J, the furthest Pecan campus building, would take an additional 8 to 10 minutes. Effective September 1, 2017, the bus stop has changed to the City of McAllen bus stop, north of Building A.

Due to the availability of parking on campus, the park and ride doesn’t operate on Friday. The facility closes at 6:00p.m., since students who use the park and ride return to the lot before 6:00p.m. and parking on campus is more readily available in the evening.

Appendix I details the shuttle bus routes.

The ridership for the park and ride and yellow line routes for FY 2017 is as follows:

Park and Ride and Yellow Line Ridership Use – FY 2017				
Campus	Annual Total	Monthly Avg	Weekly Avg	Daily Avg
Park and Ride	23,671	2367	592	148
Yellow Line Pecan to Technology to NAH to Pecan	17,910	1493	373	75
Total	41,581	3,860	965	223

The peak period for the Pecan Campus Park and Ride Shuttle is from 9:00 a.m. to 9:50 a.m. for students attending 10:00 a.m. classes.

**South Texas College
Parking Services Report
FY 2017 (September 1, 2016 through August 31, 2017)**

Appendix A

A total of 1,056 new parking spaces will be added college-wide in FY 18 as a result of the 2013 Bond Construction Program. As a result, the parking spaces in FY 18 will total 8,410 as follows.

New Parking Spaces for FY 2018

Parking Spaces By Campus and Type – FY 18					
Campus	Faculty/ Staff	Student	Handicap	Visitor	Total
Pecan Campus	610	3,158	123	58	3,949
Pecan Plaza	119	222	16	4	361
Mid Valley Campus	144	1,317	61	24	1,546
Starr County Campus	24	822	47	30	923
Nursing Allied Health Campus	72	761	21	8	862
Technology Campus	91	632	38	8	769
Total	1,060	6,912	306	132	8,410

A total of 1,056 new parking spaces will be added college-wide in FY 18 as a result of the 2013 Bond Construction Program as follows:

New Parking Spaces By Campus and Type – FY 18					
Campus	Faculty/ Staff	Student	Handicap	Visitor	Total
Pecan Campus	0	283	8	0	291
Pecan Plaza	0	0	0	0	0
Mid Valley Campus	4	158	7	0	169
Starr County Campus	7	210	17	0	234
Nursing Allied Health Campus	27	145	4	0	176
Technology Campus	0	178	8	0	186
Total	38	974	44	0	1,056

Appendix B

Parking Spaces – Pecan Campus for FY 2017

Lot No.	Pecan Campus Parking Lot	Faculty/ Staff	Student	Handicap	Visitor	Total
1	East of Building F	0	224	0	0	224
2	East of Building K	1	142	0	5	148
3	South of Building J & K	84	270	26	0	380
3A	Southeast of Building K	0	75	0	0	75
4	South of Building U	68	0	0	0	68
6	North of Building X & D	14	0	2	0	16
7	North of Building F	0	4	2	34	40
8	South of Building F	1	0	19	16	36
9	West of Building M	52	74	7	0	133
10	North of Building P	0	382	14	0	396
11	North of Building N	86	0	2	3	91
12	South of Building N	22	612	4	0	638
13A	West of Building L	0	17	4	0	21
13B	South of Building M (Gravel)	0	102	0	0	102
14	Northeast Parking Lot	152	0	6	0	158
15	South of Building T	0	299	8	0	307
16	Park and Ride (Next to Sonic)	0	588	13	0	601
17	South of Building T	130	86	8	0	224
	Total	610	2,875	115	58	3,658

Appendix C

Parking Spaces – Mid Valley Campus for FY 2017

Lot No.	MV Campus Parking Lot	Faculty/ Staff	Student	Handicap	Visitor	Total
1	East of Building G	0	205	7	0	212
2	West of Building H	20	278	8	0	306
3	West of Building G	69	90	14	3	176
4	North of Building F	1	175	12	10	198
5	North of Building B	37	31	4	2	74
6	West of Building D	0	96	0	0	96
7	East of Building E	0	261	5	0	266
8	West of Building D	13	23	4	9	49
	Total	140	1,159	54	24	1,377

Appendix D

Parking Spaces – Starr County Campus for FY 2017

Lot No.	Starr County Campus Parking Lot	Faculty/ Staff	Student	Handicap	Visitor	Total
1	North of Building A & B	3	211	14	4	232
2	East of Building E	13	131	8	0	152
3	North of Building G	1	19	2	0	22
4	Northwest of Building F	0	22	1	22	45
5	East of Building J	0	229	5	4	238
	Total	17	612	30	30	689

Appendix E

Parking Spaces – Nursing Allied Health Campus for FY 2017

Lot No.	NAH Campus Parking Lot	Faculty/ Staff	Student	Handicap	Visitor	Total
1	South of Building A	0	119	9	2	130
2	East of Building A	0	126	0	6	132
3	Northeast of Building A	0	146	3	0	149
4	North of Building A	22	0	0	0	22
5	West of Building A	23	0	0	0	23
6	Southwest of Building A	0	34	0	0	34
7	West of Building A	0	62	0	0	62
8	East of Building B	0	129	5	0	134
	Total	45	616	17	8	686

Appendix F

Parking Spaces – Technology Campus

Lot No.	Technology Campus Parking Lot	Faculty/ Staff	Student	Handicap	Visitor	Total
1	East of Building C	4	117	11	2	134
2	South of Building B	57	74	6	6	143
3	West of Building B	0	68	1	0	69
4	East of Building D	8	0	2	0	10
5	North of Building B & C	0	195	10	0	205
6	North of Building B	22	0	0	0	22
	Total	91	454	30	8	583

Appendix G

Parking Spaces – Pecan Plaza for FY 2017

Pecan Plaza Parking Lot	Faculty/ Staff	Student	Handicap	Visitor	Total
North of Bldg. A	73	0	4	2	79
North of Bldg. B	40	62	4	0	106
South of Bldg. B	6	0	2	0	8
North of Bldg. C	0	160	6	2	168
Total	119	222	16	4	361

Appendix H

Student Attendance by Time – All Campuses

Time	Pecan	Mid Valley	Starr County	Nursing Allied Health	Technology
7:00 a.m.	412	108	11	0	29
8:00 a.m.	1,635	633	217	532	360
9:00 a.m.	119	49	32	133	169
10:00 a.m.	2,919	827	362	246	99
11:00 a.m.	1,065	419	141	24	61
12:00 p.m.	353	105	16	0	28
1:00 p.m.	2,017	770	175	450	365
2:00 p.m.	884	316	130	73	96
3:00 p.m.	38	33	3	131	72
4:00 p.m.	650	105	102	4	27
5:00 p.m.	355	114	98	57	76
6:00 p.m.	173	95	0	0	111
7:00 p.m.	302	66	0	0	20
8:00 p.m.	22	8	0	0	0
9:00 p.m.	14	0	0	0	0
10:00 p.m.	0	0	0	0	0

Appendix I

Shuttle Bus Routes

Park and Ride Route			
Route	Hours of Operations	Loading Zones	No. of Buses
Monday - Thursday	7:00 a.m. - 6:00 p.m.	<ul style="list-style-type: none"> • Lot 16 (4100 W. Pecan Blvd.) • Pecan Campus, Lot 13 A (West of Building L) 	4 - 5

Yellow Line Route				
Route	Days of Operations	Hours of Operations	Loading Zones	No. of Buses
1	Monday - Friday	7:00 a.m. - 8:00 p.m.	<ul style="list-style-type: none"> • Pecan Campus, Lot 13 A (West of Building L) • Technology Campus, Lot 1 (East of Building C) • Nursing Allied Health Campus, Lot 1 (South of Building A) 	1
2	Monday - Thursday	7:20 am – 6:20 pm	<ul style="list-style-type: none"> • Pecan Campus, Lot 13 A (West of Building L) • Technology Campus, Lot 1 (East of Building C) • Nursing Allied Health Campus, Lot 1 (South of Building A) 	1
3	Monday - Thursday	7:40 am – 6:40 pm	<ul style="list-style-type: none"> • Pecan Campus, Lot 13 A (West of Building L) • Technology Campus, Lot 1 (East of Building C) • Nursing Allied Health Campus, Lot 1 (South of Building A) 	1

*Route times between the three campuses (Pecan, Nursing and Allied Health and Technology) is at 20 minute intervals. Each trip is 20 minutes, dependent on traffic.



Traffic and Parking Rules and Regulations

Parking Permits Required

All students, faculty, and staff must purchase a parking permit for each vehicle or motorcycle that will be parked on South Texas College property. A parking permit does not guarantee a parking space, but does authorize parking in designated areas.

Purchasing a Parking Permit

Parking permits must be purchased online through STC JagNet, accessible on the STC main web page via any internet enabled computer or kiosk. To purchase a permit, all previous parking fines must be paid. JagNet provides an option to have parking permits mailed to a residence or be picked up. Pick up a parking permit at the following locations:

For students:

- ▶ Cashier's office located at each campus (956-872-8311).
- ▶ STC Department of Public Safety located at Pecan Plaza: 2509 W. Pecan Blvd., McAllen, Texas (956-872-2589).

For faculty and staff:

- ▶ Security office at each campus (956-872-2589).
- ▶ STC Department of Public Safety located at Pecan Plaza: 2509 W. Pecan Blvd., McAllen, Texas (956-872-2589).

Parking permit fees are as follows:

- Initial permit.....\$25.00
- Additional or Replacement permit.....\$25.00

Permits cannot be transferred between vehicles.

Permit Refunds:

Refunds can be issued for unused parking permits returned within 15 days of purchase. Subject to approval.

Temporary Parking Permits

Students and employees with permanent parking permits may obtain a temporary parking permit for short periods when a vehicle or motorcycle is not available, at the STC Department of Public Safety located at Pecan Plaza: 2509 W. Pecan Blvd., McAllen, Texas, or at the Security office at each campus. Temporary parking permits may also be obtained by visitors.

Displaying a parking permit

Permits for cars, trucks and SUVs shall be visible and permanently affixed to the inside lower right hand corner (passenger side) of the windshield with only the adhesive on the front face of the permit (do not use tape). Permits for motorcycles shall be permanently affixed in a clearly visible location with only the adhesive on the opposite side of the permit (do not use tape). Permits shall be displayed in an upright position and not altered in anyway.

Issuance of Citations

Texas Education Code Section 51.201 declares that laws of Texas are in effect for Institutions of Higher Education and violations of state traffic laws may result in the issuance of citations to be adjudicated through municipal courts. Administrative citations can also be issued for traffic and parking violations. Citations may be based upon video camera recordings. Individuals who own or operate a vehicle or motorcycle on South Texas College property will be held liable for any citations issued to that vehicle or motorcycle with or without a permit. STC students, faculty, or staff who park in a visitor space will be ticketed with or without a permit displayed.

Examples of citations that may be issued are as follows:

- ▶ No parking permit.
- ▶ Expired parking permit.
- ▶ Misuse of parking permit.
- ▶ Improper display of parking permit, including not permanently affixing the permit in the proper location and/or using glue or tape rather than the permit adhesive.
- ▶ Parking where prohibited by signs or markings (Fire Lane, Handicap, Faculty/Staff, Visitor, Reserved, Loading/Unloading).
- ▶ Parking in Visitor spaces, with or without a permit, while an employee or student at South Texas College.
- ▶ Parking in Visitor spaces for longer than the allotted time.
- ▶ Parking where there is no designated parking space.
- ▶ Parking alongside islands and curbs marked No Parking or painted red.
- ▶ Dropping off persons or items in a No Parking or No Dropping Off area.
- ▶ Double-parked (encroaching on another parking space).
- ▶ Parking in a fire lane (red zone) (subject to tow at owner's expense).
- ▶ Failure to come to a complete stop at a stop sign.
- ▶ Driving the wrong way.
- ▶ Failure to obey roadway signs
- ▶ Parking in a handicapped parking space without properly displaying a valid handicap placard/license plate or disabled veteran license plate issued by the State of Texas. Handicap spaces are not for use by individuals who do not have a handicap, even if the vehicle properly displays a handicap placard/license plate or disabled veteran plate.

Administrative Citation Fees

- ▶ 1st Citation.....\$30.00
- ▶ 2nd Citation.....\$50.00
- ▶ 3rd Citation.....\$80.00
- ▶ 4th Citation.....\$100.00
- ▶ 5th Citation.....\$220.00

5th Citation includes a \$100.00 wheel lock removal fee.

Moving Violation Fees

- ▶ 1st Citation.....\$30.00
- ▶ 2nd Citation.....\$50.00
- ▶ 3rd Citation.....\$90.00

***Fire lane and handicap violations are subject to the city municipal court fines (City Municipal fines may differ).**

Wheel Locks

Wheel locks shall be placed on vehicles that have 4 previous citations and are receiving a 5th citation or for other violations of STC regulations and shall not be removed until all pending citations have been paid and a receipt of payment is presented to the STC Department of Public Safety. Wheel locks may be placed on vehicles for outstanding parking fines and other parking, security, or police matters. The STC Department of Public Safety is not responsible for damage to vehicles.

Appeals of Citations

Appeals of municipal citations can be made through the city Municipal Court. The South Texas College Department of Public Safety provides an independent Traffic and Parking Fine Appeals Committee for administrative citations that is composed of staff and/or faculty who are not employees of the Department. Appeals of administrative citations must be submitted electronically and no later than fifteen (15) working days from the date of the citation. Appeals turned in after 15 working days will be denied.

Administrative citation appeals may be submitted as follows:

1. Access JAGNET via any internet enabled computer or kiosk. Select the Security tab and the Appeals tab to submit the appeal electronically.
2. Visit the STC Department of Public Safety located at Pecan Plaza 2509 W. Pecan Blvd., McAllen, Texas (956-872-2589).

Individuals receiving their first citation, with the exception of Handicap and Fire lane violations, may take an awareness examination and if successful, the fine will be waived. Individuals with multiple citations may have the total of their fines reduced by 50% upon successful completion of the examination. The examination is conducted at the STC Department of Public Safety located at Pecan Plaza 2509 W. Pecan Blvd., McAllen, Texas (956-872-2589).

Incident or Accident

If you are involved in an incident or accident on South Texas College property that requires emergency assistance, **call 911 immediately.** For other assistance, contact the STC Department of Public Safety at (956) 872-2589.

Review and Discussion of Position Vacancy Report for FY 2017 – 2018

The Staffing Plan Position Vacancy Report for FY 2017 - 2018 follows in the packet for the Committee’s information and review. Information is current as of January 11, 2018.

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 position information listed below includes the Unrestricted Fund only and does not include positions for Auxiliary and Restricted Funds.

Two-hundred and thirty-two (232) vacant positions were carried over from FY 2016 – 2017; Seventy-three (73) new positions were Board approved for FY2017-2018 and three-hundred and five (305) Full Time Regular positions were vacant as of September 1, 2017.

1) Positions Filled during Fiscal Year 2017 - 2018

(EXHIBIT A – HIRED)

- One-hundred and twenty-four (124) of the FY 2016 - 2017 positions have been filled and nineteen (19) of the new FY 2017 - 2018 Full Time, Regular positions have been filled for a total of one-hundred and forty-three (143) positions filled as of January 11, 2018.

2) Vacancies at Beginning of Fiscal Year 2017 - 2018

(EXHIBIT B - VACANT POSITIONS - NEW)

(EXHIBIT C - VACANT POSITIONS - CONTINUING)

Below is a detail of the Fiscal Year 2017 – 2018 Non-Faculty Vacancies by Division as of January 11, 2018.

	Academic Affairs	Finance & Admin. Services	Information Services, Planning, Perform. & Strategic Initiatives	President’s Office	Student Affairs & Enrollment Management	Total
Continued	22	42	38	16	14	132
Cont-Bond	12	32	8	0	2	54
New	8	5	1	2	4	20
New- Bond	13	20	2	0	0	35
Total	55	99	49	18	20	241

3) Position Turnover during Fiscal Year 2017 - 2018

- Twenty-seven (27) vacancies due to resignations, terminations, or retirements have been submitted for Full Time, Regular positions as of January 11, 2018.

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

The Position Vacancy Report for Fiscal Year 2017 - 2018 and Positions Filled and Vacated Report are presented for information and review by the Committee. No action is required from the Committee.

Positions Filled - EXHIBIT A

Hired

South Texas College
Positions Filled in FY 2017 - 2018
As of January 11, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Academic Advancement							
Professional & Organizational Dev	705352	CONT	Prof/Tech Support Exempt	Instructional Coach - Prof & Org Dev	FY18 Position Chng	Filled	10-02-17
Academic Affairs							
Academic Affairs	700362	CONT	Prof/Tech Support Non-Exempt	Executive Administrative Assistant	05-01-17	Filled	10-02-17
Academic Affairs	700176	CONT	Classified	Secretary	04-03-17	Filled	01-22-18
Starr County Campus	704267	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Success Specialist	New for FY16	Filled	09-01-17
Division of Business, Public Safety and Technology							
Architectural and Engineering Design Technology	700303	CONT	Classified	Lab Assistant - Architectural and Engineering Design Technology	06-09-17	Filled	12-04-17
Welding	701308	CONT	Classified	Faculty Secretary	04-01-17	Filled	09-18-17
Division of Liberal Arts and Social Sciences							
Developmental Math	701426	CONT	Classified	Developmental Lab Technician	06-08-17	Filled	12-04-17
Division of Math, Science and Bachelor Programs							
Biology	701203	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	07-14-17	Filled	11-01-17
Chemistry	701200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	09-27-17	Filled	01-08-18
Division of Math, Science and Bachelor Programs	706203	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	10-02-17	Filled	01-16-18
Mathematics	702415	CONT	Classified	Faculty Secretary	09-22-17	Filled	01-03-18
Finance and Administrative Services							
Business Office	738184	CONT	Classified	Accounting Assistant	02-13-17	Filled	09-05-17
Business Office	700077	CONT	Classified	Accounting Assistant	06-09-17	Filled	09-05-17
Business Office	792184	CONT	Classified	Accounting Assistant	07-07-17	Filled	10-02-17
Business Office	795184	CONT	Classified	Accounting Assistant	07-07-17	Filled	11-01-17
Campus Police	775514	CONT BOND FY17	Prof/Tech Support Non-Exempt	Coord Emer Preparedness & Trng	New for FY17	Filled	10-02-17
Campus Police	762514	CONT BOND FY17	Prof/Tech Support Non-Exempt	Police Compliance Coordinator	New for FY17	Filled	09-11-17
Campus Police	721514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	01-04-17	Filled	10-02-17
Cashiers Office	700050	CONT	Classified	Cashier	01-04-17	Filled	09-05-17
Cashiers Office	732184	CONT	Classified	Cashier	01-31-17	Filled	10-02-17
Cashiers Office	727184	CONT	Classified	Cashier	06-05-17	Filled	12-04-17
Cashiers Office	712184	CONT	Classified	Cashier II	09-01-14	Filled	09-18-17
Cashiers Office	794184	CONT	Classified	Cashier	07-03-17	Filled	12-04-17
Central Receiving	701581	CONT	Classified	Fixed Assets and Receiving Technician	07-10-17	Filled	11-13-17
Custodial	720503	NEW-BOND FY18	Prof/Tech Support Exempt	Custodial Manager	NEW FY18	Filled	11-15-17
Custodial	707503	NEW-BOND FY18	Prof/Tech Support Exempt	Custodial Manager	NEW FY18	Filled	11-15-17
Custodial	793502	CONT BOND FY17	Prof/Tech Support Non-Exempt	Custodial Supervisor	New for FY17	Filled	10-16-17
Custodial	706503	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Custodial Supervisor	NEW FY18	Filled	12-04-17
Custodial	773502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	768502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	776502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	09-01-17
Custodial	774502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	09-11-17
Custodial	766502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	754502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	756502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	763502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	760502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-09-17
Custodial	767502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-09-17
Custodial	759502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-16-17
Custodial	709502	CONT	Classified	Custodian	07-18-17	Filled	01-08-18

Positions Filled - EXHIBIT A

South Texas College Positions Filled in FY 2017 - 2018 As of January 11, 2018		Hired				Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Custodial	705502	Classified	CONT	Custodian	07-18-17	Filled	11-01-17					
Custodial	770502	Classified	CONT BOND FY17	Custodian	New for FY17	Filled	11-06-17					
Custodial	700503	Classified	NEW-BOND FY18	Custodian	NEW FY18	Filled	11-06-17					
Custodial	761502	Classified	CONT BOND FY17	Custodian	New for FY17	Filled	12-04-17					
Custodial	786502	Classified	CONT BOND FY17	Custodian	New for FY17	Filled	12-04-17					
Custodial	782502	Classified	CONT BOND FY17	Custodian	New for FY17	Filled	12-04-17					
Custodial	781502	Classified	CONT BOND FY17	Custodian	New for FY17	Filled	12-04-17					
Custodial	787502	Classified	CONT BOND FY17	Custodian	New for FY17	Filled	12-04-17					
Custodial	783502	Classified	CONT BOND FY17	Custodian	New for FY17	Filled	12-04-17					
Custodial	701503	Classified	NEW-BOND FY18	Custodian	NEW FY18	Filled	11-06-17					
Custodial	785502	Classified	CONT BOND FY17	Custodian	New for FY17	Filled	12-04-17					
Custodial	764502	Classified	CONT BOND FY17	Custodian	New for FY17	Filled	12-04-17					
Custodial	703503	Classified	NEW-BOND FY18	Custodian	NEW FY18	Filled	01-08-18					
Custodial	772502	Classified	CONT BOND FY17	Custodian	New for FY17	Filled	01-03-18					
Custodial	706502	Classified	CONT	Custodian	10-02-17	Filled	01-16-18					
Custodial	758502	Classified	CONT BOND FY17	Lead Custodian	New for FY17	Filled	11-01-17					
Custodial	765502	Classified	CONT BOND FY17	Lead Custodian	New for FY17	Filled	11-01-17					
Custodial	779502	Classified	CONT BOND FY17	Lead Custodian	New for FY17	Filled	11-06-17					
Custodial	753502	Classified	CONT	Lead Custodian	06-30-17	Filled	12-05-17					
Custodial	701502	Classified	CONT	Lead Custodian	07-18-17	Filled	01-03-18					
Custodial	780502	Classified	CONT BOND FY17	Floor Technician	New for FY17	Filled	09-05-17					
Dir Fac Planning and Construction	730501	Classified	NEW-BOND FY18	Facilities, Planning and Const Accounts Assistant	NEW FY18	Filled	01-16-18					
Facilities Operations and Maintenance	709501	Classified	CONT	Administrative Assistant	08-22-17	Filled	12-04-17					
Facilities Operations and Maintenance	700037	Classified	CONT	Secretary	08-22-17	Filled	12-04-17					
Facility Maintenance	716499	Classified	CONT BOND FY17	Campus Facility Manager	New for FY17	Filled	09-05-17					
Facility Maintenance	717499	Prof/Tech Support Exempt	CONT BOND FY17	Campus Facility Manager	New for FY17	Filled	01-03-18					
Facility Maintenance	739499	Prof/Tech Support Non-Exempt	CONT BOND FY17	Construction Supervisor	New for FY17	Filled	11-13-17					
Facility Maintenance	724499	Classified	CONT BOND FY17	Electrician	New for FY17	Filled	11-01-17					
Facility Maintenance	723499	Classified	CONT BOND FY17	Electrician	New for FY17	Filled	12-04-17					
Facility Maintenance	737499	Classified	CONT BOND FY17	Energy Technician	New for FY17	Filled	11-06-17					
Facility Maintenance	738499	Classified	CONT BOND FY17	Energy Technician	New for FY17	Filled	11-01-17					
Facility Maintenance	734499	Classified	CONT BOND FY17	Maintenance Assistant	New for FY17	Filled	10-02-17					
Facility Maintenance	735499	Classified	CONT BOND FY17	Maintenance Assistant	New for FY17	Filled	10-16-17					
Facility Maintenance	736499	Classified	CONT BOND FY17	Maintenance Assistant	New for FY17	Filled	10-16-17					
Facility Maintenance	719499	Classified	CONT BOND FY17	Maintenance Technician	New for FY17	Filled	12-04-17					
Facility Maintenance	720499	Classified	CONT BOND FY17	Maintenance Technician	New for FY17	Filled	01-03-18					
Facility Maintenance	718499	Classified	CONT BOND FY17	Warehouse Technician	New for FY17	Filled	10-09-17					
Finance and Administrative Services	702360	Classified	CONT	Executive Administrative Assistant	01-31-17	Filled	12-01-17					
Human Resources	704240	Administrative Exempt	CONT	Assistant Director of Human Resources	09-01-14	Filled	09-10-17					
Human Resources	715240	Prof/Tech Support Non-Exempt	CONT	Benefits Specialist	08-04-17	Filled	09-11-17					
Human Resources	716240	Prof/Tech Support Non-Exempt	CONT	Human Resources Staffing Specialist/Evaluator	07-03-17	Filled	10-02-17					
Purchasing	726580	Prof/Tech Support Non-Exempt	CONT	Purchasing Specialist	09-01-16	Filled	09-18-17					
Purchasing	707580	Prof/Tech Support Exempt	CONT	Buyer	01-24-17	Filled	09-18-17					
Safety and Security	773514	Classified	CONT BOND FY17	Security Guard	New for FY17	Filled	09-11-17					
Safety and Security	743514	Classified	CONT BOND FY17	Security Guard	New for FY17	Filled	09-11-17					
Safety and Security	738514	Prof/Tech Support Non-Exempt	CONT	Security Guard Specialist	09-01-15	Filled	01-11-18					
Safety and Security	735514	Classified	CONT	Security Guard Specialist	08-17-17	Filled	02-05-18					

Positions Filled - EXHIBIT A

Hired

**South Texas College
Positions Filled in FY 2017 - 2018
As of January 11, 2018**

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Safety and Security	763514	CONT BOND FY17	Prof/Tech Support Non-Exempt	Security Support Specialist	New for FY17	Filled	10-02-17
Student Transportation Services	705359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	01-08-18
Student Transportation Services	704359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	01-16-18
Student Transportation Services	707359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	01-16-18
Student Transportation Services	701359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	01-08-18
Information Services, Planning and Strategic Initiatives							
Centers for Learning Excellence	704423	CONT	Prof/Tech Support Exempt	Learning Support Manager	07-31-17	Filled	12-01-17
Centers for Learning Excellence	721423	CONT	Prof/Tech Support Exempt	Coordinator of Campus Center for Learning Excellence	07-03-17	Filled	11-13-17
Client Services	710391	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	08-01-17	Filled	10-05-17
Educational Technologies	700186	CONT	Classified	Educational Technologies Assistant I	04-28-17	Filled	10-16-17
Educational Technologies	712271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New for FY17	Filled	11-01-17
Educational Technologies	700085	CONT	Classified	Educational Technologies Assistant I	08-22-17	Filled	10-16-17
Educational Technologies	715271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New for FY17	Filled	01-16-18
Educational Technologies	713271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New for FY17	Filled	01-03-18
Educational Technologies	718271	CONT BOND FY17	Classified	Educational Technologies Assistant II	New for FY17	Filled	11-01-17
Educational Technologies	717271	CONT BOND FY17	Classified	Educational Technologies Assistant II	New for FY17	Filled	11-06-17
Educational Technologies	720271	CONT BOND FY17	Prof/Tech Support Exempt	Project Manager - Educational Technologies	New for FY17	Filled	10-16-17
Information Services and Planning	729101	CONT	Prof/Tech Support Exempt	Project Manager - Inst. Res. Effe. & Stra. & Pl.	01-01-16	Filled	01-22-18
Infrastructure	704393	CONT	Prof/Tech Support Exempt	Applications Analyst II	10-31-14	Filled	11-01-17
Instruction	700194	CONT	Prof/Tech Support Exempt	Service Delivery Manager	FY17 Position Chng	Filled	11-01-17
Learning Commons and Open Labs	715102	CONT	Classified	Open Lab Technician	08-21-17	Filled	12-04-17
Learning Commons and Open Labs	723397	CONT BOND FY17	Classified	Open Lab Technician	FY17 Position Chng	Filled	09-04-17
Learning Commons and Open Labs	719397	CONT BOND FY17	Classified	Open Lab Technician	FY17 Position Chng	Filled	09-05-17
Learning Commons and Open Labs	721397	CONT BOND FY17	Classified	Open Lab Technician	FY17 Position Chng	Filled	09-05-17
Learning Commons and Open Labs	701271	CONT	Classified	Open Lab Technician	08-21-17	Filled	12-04-17
Learning Commons and Open Labs	716397	CONT BOND FY17	Prof/Tech Support Non-Exempt	Technology Specialist	FY17 Position Chng	Filled	09-11-17
Learning Commons and Open Labs	726397	NEW FY18	Prof/Tech Support Non-Exempt	Technology Specialist	NEW FY18	Filled	12-01-17
Learning Commons and Open Labs	717397	CONT BOND FY17	Prof/Tech Support Non-Exempt	Open Labs Analyst	New for FY17	Filled	10-16-17
Library Acquisitions	701104	NEW FY18	Prof/Tech Support Exempt	Learning Support Systems and Applications Analyst	NEW FY18	Filled	02-05-18
Library Acquisitions	722101	CONT	Administrative	Librarian III - Collection Management and Acquisitions	01-17-17	Filled	12-11-17
Library Acquisitions	700009	CONT	Classified	Library Technical Services Technician	07-06-17	Filled	10-09-17
Library Public Services	744101	NEW FY18	Prof/Tech Support Exempt	Librarian I - Public Services	NEW FY18	Filled	02-05-18
Library Public Services	731101	CONT	Prof/Tech Support Exempt	Librarian III	07-31-14	Filled	10-04-17
Research and Analytical Services	705170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	06-05-17	Filled	10-02-17
Systems and Networking	700263	CONT	Classified	Systems Specialist	06-15-17	Filled	12-01-17
Technology Support	718392	CONT BOND FY17	Prof/Tech Support Non-Exempt	Computer Services Specialist	New for FY17	Filled	11-01-17
Technology Support	717392	CONT BOND FY17	Prof/Tech Support Non-Exempt	Computer Services Specialist	New for FY17	Filled	11-06-17
Technology Support	715392	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	07-14-17	Filled	11-15-17
Technology Support	716392	CONT BOND FY17	Prof/Tech Support Non-Exempt	Computer Services Specialist	New for FY17	Filled	11-13-17
Division of Nursing and Allied Health							
Radiologic Technology	703557	CONT	Classified	Faculty Secretary	05-31-17	Filled	10-02-17
Office of the President							
CPWE - State	704587	CONT	Classified	Customer Service Technician	06-30-17	Filled	12-04-17
CPWE - State	716590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	11-30-10	Filled	09-05-17
Grant Dev. Management, and Compliance	700316	CONT	Prof/Tech Support Exempt	Grant Development Officer	06-22-15	Filled	09-05-17
Public Relations/Marketing	707462	CONT	Prof/Tech Support Non-Exempt	Coordinator of Public Relations	07-10-16	Filled	11-13-17

Positions Filled - EXHIBIT A

South Texas College Positions Filled in FY 2017 - 2018 As of January 11, 2018						
Hired						
Division	Position	Type	Category	Title	Date Position Vacated	Position Status Hire Date
Student Affairs and Enrollment Management						
Admissions & Records	700020	CONT	Classified	Admissions Technician	11-14-17	Filled 10-09-17
Advising	708332	CONT	Prof/Tech Support Non-Exempt	Advisor	09-01-17	Filled 10-02-17
College Connections	702461	NEW FY18	Prof/Tech Support Non-Exempt	Admissions Specialist	NEW FY18	Filled 12-01-17
College Connections	709190	CONT	Prof/Tech Support Non-Exempt	College Connection Specialist/Recruiter	04-03-17	Filled 12-04-17
College Connections	709461	NEW FY18	Prof/Tech Support Non-Exempt	Student Services Specialist I	NEW FY18	Filled 01-03-18
Counseling and Disability Services	700336	CONT BOND FY17	Prof/Tech Support Exempt	Counselor	New for FY17	Filled 10-16-17
Dual2Degree	724610	NEW FY18	Classified	Administrative Assistant	NEW FY18	Filled 11-17-17
Dual2Degree	711610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	02-03-17	Filled 10-16-17
Dual2Degree	703610	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	08-04-17	Filled 10-02-17
External Affairs	702144	NEW FY18	Classified	Administrative Assistant	NEW FY18	Filled 12-04-17
Student Financial Services	730440	NEW FY18	Prof/Tech Support Non-Exempt	Financial Aid Specialist	NEW FY18	Filled 11-01-17
Student Financial Services	728440	CONT BOND FY17	Prof/Tech Support Non-Exempt	Veterans Affairs Certifying Official	New for FY17	Filled 01-03-18
Student Financial Services	727440	CONT BOND FY17	Prof/Tech Support Non-Exempt	Veterans Affairs Certifying Official	New for FY17	Filled 01-08-18

Vacant Positions - New - Exhibit B

South Texas College
NEW Vacant Full-Time Regular Positions Approved for FY 2017 - 2018
New Positions
 As of January 11, 2018

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Academic Advancement							
High School Programs & Services	708286	NEW FY18	Administrative	Interim Dean for Dual Credit Programs and School District Partnerships	4	Screening in Progress	03-05-18
High School Programs & Services	706285	NEW FY18	Classified	Administrative Assistant	4	Screening in Progress	03-05-18
Division of Math, Science and Bachelor Programs							
BAT/BAS	701293	NEW FY18	Prof/Tech Support Exempt	Academic Coach	3	Advertised	04-02-18
BAT/BAS	702293	NEW FY18	Prof/Tech Support Exempt	Academic Coach	4	Screening in Progress	03-05-18
Biology	706204	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition	05-07-18
Biology	707204	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	1	Pending Requisition	05-07-18
Chemistry	703200	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition	05-07-18
Chemistry	704200	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	3a	Re-advertised	04-02-18
Div. of Math, Science & BA Programs	705281	NEW FY18	Classified	Administrative Assistant	4	Screening in Progress	03-05-18
Division of Business, Public Safety and Technology							
Fire Science	701312	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition	05-07-18
Fire Science	702312	NEW-BOND FY18	Classified	Lab Assistant – Fire Science	1	Pending Requisition	05-07-18
Law Enforcement							
Law Enforcement	701593	NEW FY18	Classified	Secretary	4	Screening in Progress	03-05-18
Division of Nursing and Allied Health							
Nursing & Allied Health	713557	NEW FY18	Prof/Tech Support Non-Exempt	Advisor	2	Requisition in Progress	05-07-18
Nursing & Allied Health	714557	NEW FY18	Prof/Tech Support Non-Exempt	Student Success Specialist	4	Screening in Progress	03-05-18
Nursing & Allied Health	715557	NEW-BOND FY18	Classified	Faculty Secretary	4	Screening in Progress	03-05-18
Nursing & Allied Health	716557	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition	05-07-18
Nursing & Allied Health	717557	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition	05-07-18
Nursing & Allied Health	720557	NEW-BOND FY18	Classified	Lab Assistant - NAH	1	Pending Requisition	05-07-18
Nursing & Allied Health	718557	NEW-BOND FY18	Classified	Secretary	1	Pending Requisition	05-07-18
Nursing & Allied Health	719557	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Simulation Network Specialist	1	Pending Requisition	05-07-18
Pharmacy Technology	701562	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Registered Lab Assistant - Pharmacy	5	Recommendation in Progress	01-22-18
Finance and Administrative Services							
Business Office	760184	NEW FY18	Prof/Tech Support Exempt	Budget Manager	4	Screening in Progress	03-05-18
Campus Police	700516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Dispatch Supervisor	1	Pending Requisition	05-07-18
Campus Police	701516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Police Officer	3	Advertised	04-02-18
Campus Police	702516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Police Officer	3	Advertised	04-02-18

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

Vacant Positions - New - Exhibit B

South Texas College
NEW Vacant Full-Time Regular Positions Approved for FY 2017 - 2018
As of January 11, 2018

New Positions

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Cashiers Office	757184	NEW-BOND FY18	Classified	Accounting Assistant	3a	Re-advertised	04-02-18
Cashiers Office	758184	NEW-BOND FY18	Classified	Administrative Assistant	4	Screening in Progress	03-05-18
Cashiers Office	755184	NEW-BOND FY18	Classified	Cashier	4	Screening in Progress	03-05-18
Cashiers Office	756184	NEW-BOND FY18	Classified	Cashier	4	Screening in Progress	03-05-18
Cashiers Office	759184	NEW-BOND FY18	Classified	Cashier	4	Screening in Progress	03-05-18
Custodial	702503	NEW-BOND FY18	Classified	Custodian	5	Recommendation in Progress	01-22-18
Custodial	700503	NEW-BOND FY18	Classified	Custodian	1	Pending Requisition	05-07-18
Custodial	705503	NEW-BOND FY18	Classified	Floor Technician	5	Recommendation in Progress	01-22-18
Custodial	704503	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lead Custodian	4	Screening in Progress	03-05-18
Facility Operations and Maintenance	729501	NEW-BOND FY18	Prof/Tech Support Exempt	Environmental Health and Safety Manager	1	Pending Requisition	05-07-18
Facility Operations and Maintenance	728501	NEW-BOND FY18	Prof/Tech Support Exempt	Events Manager	1	Pending Requisition	05-07-18
Office of Human Resources	727240	NEW-BOND FY18	Prof/Tech Support Exempt	Coordinator of Staffing & Recruiting	2	Requisition in Progress	05-07-18
Office of Human Resources	731240	NEW-BOND FY18	Classified	HR Secretary	4	Screening in Progress	03-05-18
Office of Human Resources	732240	NEW-BOND FY18	Prof/Tech Support Non-Exempt	HR Systems Specialist	3a	Re-advertised	04-02-18
Office of Human Resources	730240	NEW-BOND FY18	Classified	HR Technician	4	Screening in Progress	03-05-18
Office of Human Resources	733240	NEW-BOND FY18	Prof/Tech Support Exempt	Training and Development Manager	1	Pending Requisition	05-07-18
Safety and Security	786514	NEW-BOND FY18	Prof/Tech Support Exempt	Safety and Security Manager	1	Pending Requisition	05-07-18
Student Transportation Services	702359	NEW FY18	Classified	Bus Driver	5	Recommendation in Progress	01-22-18
Student Transportation Services	703359	NEW FY18	Classified	Bus Driver	5	Recommendation in Progress	01-22-18
Student Transportation Services	708359	NEW FY18	Classified	Bus Driver	4	Screening in Progress	03-05-18
Student Transportation Services	709359	NEW FY18	Classified	Bus Driver	4	Screening in Progress	03-05-18
Information Services, Planning and Strategic Initiatives							
Educational Technologies	721271	NEW-BOND FY18	Prof/Tech Support Exempt	Audio Visual Systems Designer	2	Pending Requisition	05-07-18
Educational Technologies	723271	NEW-BOND FY18	Prof/Tech Support Exempt	Coordinator of Special Events	1	Pending Requisition	05-07-18
Learning Commons and Open Labs	725397	NEW FY18	Prof/Tech Support Exempt	Coordinator of Open Labs Logistics	1	Pending Requisition	05-07-18
Office of the President							
Grant Development, Management and Compliance	702420	NEW FY18	Prof/Tech Support Exempt	Development Officer - Foundation/Corporate Outreach	1	Pending Requisition	05-07-18

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

Vacant Positions - New - Exhibit B

South Texas College NEW Vacant Full-Time Regular Positions Approved for FY 2017 - 2018 As of January 11, 2018						
New Positions						
Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Proposed Hire Date
Public Relations/Marketing	726462	NEW FY18	Prof/Tech Support Exempt	Marketing Manager	4	03-05-18
Student Affairs and Enrollment Management						
Admissions and Records	724612	NEW FY18	Prof/Tech Support Non-Exempt	Admissions Specialist	4	03-05-18
Special Programs	708192	NEW FY18	Classified	Administrative Assistant	4	03-05-18
Student Affairs & Enrollment Management	725612	NEW FY18	Prof/Tech Support Exempt	Project Manager - SAEM	1	05-07-18
Student Rights and Responsibilities	708191	NEW FY18	Classified	Administrative Assistant	1	05-07-18

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

Vacant Positions - Continuing EXHIBIT C

Vacant Positions - Continuing

South Texas College
Vacant - Continuing Full-Time Regular Positions
As of January 11, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Academic Advancement								
Curriculum and Student Learning	701283	CONT	Administrative	Associate Dean of Curriculum and Student Learning	FY18 Position Chng	1	Pending Requisition	05-07-18
Curriculum and Student Learning	704335	CONT	Administrative	Director of Academic Assessment	FY18 Position Chng	3a	Re-Advertised	04-02-18
Distance Learning	710276	CONT BOND FY17	Prof/Tech Support Exempt	Director of Distance Learning	New BOND FY17	5	Recommendation in Progress	01-22-18
High School Programs and Services	702203	CONT	Classified	Secretary	1/4/2018	1	Pending Requisition	05-07-18
Professional & Organizational Dev	702352	CONT	Administrative	Associate Dean Professional & Organizational Dev	01-06-17	1	Pending Requisition	05-07-18
Professional & Organizational Dev	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Manager	FY18 Position Chng	4	Screening in Progress	03-05-18
Professional & Organizational Dev	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	07-22-16	1	Pending Requisition	05-07-18
Academic Affairs								
Academic Affairs	703279	CONT	Executive	Vice President for Academic Affairs	08-31-13	1	Pending Requisition	05-07-18
Distance Learning	702279	CONT	Administrative	Dean of Distance Learning	02-02-17	3a	Re-Advertised	04-02-18
Mid Valley Campus	701269	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Services Specialist II	New BOND FY17	1	Pending Requisition	05-07-18
Division of Business, Public Safety and Technology								
Electrician Assistant	701310	CONT	Classified	Lab Assistant - ELTR	10-01-17	3	Advertised	04-02-18
Health Information	700555	CONT	Classified	Faculty Secretary	11-17-17	1	Pending Requisition	05-07-18
HVACR	701300	CONT	Classified	Lab Assistant - HVACR	10-01-17	3	Advertised	04-02-18
Welding	707415	CONT	Classified	Lab Assistant - Welding	New for FY16	4	Screening in Progress	03-05-18
Division of Liberal Arts and Social Sciences								
Division of Liberal Arts and Social Sciences	702426	CONT	Classified	Developmental Lab Technician	07-13-12	1	Pending Requisition	05-07-18
Division of Liberal Arts and Social Sciences	711150	CONT BOND FY17	Classified	Faculty Secretary	New BOND FY17	4	Screening in Progress	03-05-18
Division of Liberal Arts and Social Sciences	710150	CONT BOND FY17	Classified	Faculty Secretary	New BOND FY17	4	Screening in Progress	03-05-18
Division of Liberal Arts and Social Sciences	712150	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Success Specialist	New BOND FY17	2	Requisition in Progress	05-07-18
Division of Liberal Arts and Social Sciences	713150	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Success Specialist	New BOND FY17	2	Requisition in Progress	05-07-18
History	701225	CONT	Classified	Faculty Secretary	New FY17	5	Recommendation in Progress	01-22-18
MV-Child Care and Development	708137	CONT	Prof/Tech Support Non-Exempt	Assistant Childcare Center Manager	08-08-17	3a	Re-Advertised	04-02-18
Speech	701228	CONT BOND FY17	Classified	Speech Lab Technician	New BOND FY17	1	Pending Requisition	05-07-18
Division of Math, Science and Bachelor Programs								
Division of Math, Science and Bachelor Programs	707416	CONT	Prof/Tech Support Exempt	Academic Coach	01-22-18	1	Pending Requisition	05-07-18
Division of Math, Science and Bachelor Programs	701416	CONT	Classified	Administrative Assistant	11-30-15	4	Screening in Progress	03-05-18
Division of Math, Science and Bachelor Programs	701298	CONT	Prof/Tech Support Exempt	Project Manager- MSB	FY18 Position Chng	3	Advertised	04-02-18
Division of Math, Science and Bachelor Programs	725332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-28-17	5	Recommendation in Progress	01-22-18
Engineering	701412	CONT BOND FY17	Prof/Tech Support Non-Exempt	Lab Specialist II - Engineering	New BOND FY17	5	Recommendation in Progress	01-22-18
Division of Nursing and Allied Health								
Division of Nursing and Allied Health	708557	CONT BOND FY17	Classified	Faculty Secretary	New BOND FY17	4	Screening in Progress	03-05-18
Division of Nursing and Allied Health	710557	CONT BOND FY17	Classified	Faculty Secretary	New BOND FY17	4	Screening in Progress	03-05-18
Division of Nursing and Allied Health	707557	CONT BOND FY17	Classified	Lab Asst - NAH	New BOND FY17	1	Pending Requisition	05-07-18
Division of Nursing and Allied Health	709557	CONT BOND FY17	Classified	Lab Asst - NAH	New BOND FY17	1	Pending Requisition	05-07-18
Division of Nursing and Allied Health	700164	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	01-31-16	4	Screening in Progress	03-05-18
Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	4	Screening in Progress	03-05-18
Pharmacy Technology	715272	CONT	Classified	Faculty Secretary	10-02-17	1	Pending Requisition	05-07-18

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

Vacant Positions - Continuing EXHIBIT C

South Texas College		Vacant Positions - Continuing							Proposed Hire Date	
Vacant - Continuing Full-Time Regular Positions		Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date	
Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date		
Facility Maintenance	717499	CONT	Prof/Tech Support Exempt	Campus Facility Manager	01-03-18	1	Pending Requisition	05-07-18		
Facility Maintenance	733499	CONT BOND FY17	Classified	Carpenter	New BOND FY17	5	Recommendation in Progress	01-22-18		
Facility Maintenance	732499	CONT BOND FY17	Classified	Carpenter	New BOND FY17	5	Recommendation in Progress	01-22-18		
Facility Maintenance	739499	CONT BOND FY17	Prof/Tech Support Non-Exempt	Construction Supervisor	New BOND FY17	2	Requisition in Progress	05-07-18		
Facility Maintenance	725499	CONT BOND FY17	Classified	Electrician	New BOND FY17	4	Screening in Progress	03-05-18		
Facility Maintenance	702515	CONT	Classified	Electrician	11-01-17	4	Screening in Progress	03-05-18		
Facility Maintenance	729499	CONT BOND FY17	Classified	Locksmith	New BOND FY17	3a	Re-Advertised	04-02-18		
Facility Maintenance	704499	CONT	Classified	Maintenance Assistant	11-01-17	4	Screening in Progress	03-05-18		
Facility Maintenance	734499	CONT	Classified	Maintenance Assistant	01-03-18	2	Requisition in Progress	05-07-18		
Facility Maintenance	721499	CONT BOND FY17	Classified	Maintenance Technician	New BOND FY17	4	Screening in Progress	03-05-18		
Facility Maintenance	722499	CONT BOND FY17	Classified	Maintenance Technician	New BOND FY17	4	Screening in Progress	03-05-18		
Facility Maintenance	714499	CONT	Classified	Maintenance Technician	02-24-17	4	Screening in Progress	03-05-18		
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16	4	Screening in Progress	03-05-18		
Facility Maintenance	731499	CONT BOND FY17	Classified	Painter	New BOND FY17	3a	Re-Advertised	04-02-18		
Facility Maintenance	730499	CONT BOND FY17	Classified	Painter	New BOND FY17	3a	Re-Advertised	04-02-18		
Facility Maintenance	726499	CONT BOND FY17	Classified	Plumber	New BOND FY17	5	Recommendation in Progress	01-22-18		
Facility Maintenance	727499	CONT BOND FY17	Classified	Plumber	New BOND FY17	5	Recommendation in Progress	01-22-18		
Facility Maintenance	728499	CONT BOND FY17	Classified	Plumber	New BOND FY17	5	Recommendation in Progress	01-22-18		
Facility Maintenance	711499	CONT	Classified	Staff Secretary	12-04-17	2	Requisition in Progress	05-07-18		
Finance and Administrative Services	703360	CONT	Prof/Tech Support Non-Exempt	FAS Support Specialist	05-18-17	4	Screening in Progress	03-05-18		
Human Resources	703240	CONT	Administrative	Employee Relations Officer	09-11-17	4	Screening in Progress	03-05-18		
Human Resources	726240	CONT BOND FY17	Classified	Human Resources Assistant	New BOND FY17	4	Screening in Progress	03-05-18		
Human Resources	724240	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist - Employee Relations	New for FY16	4	Screening in Progress	03-05-18		
Human Resources	719240	CONT BOND FY17	Prof/Tech Support Non-Exempt	Human Resources Specialist - Employee Relations	New BOND FY17	3a	Re-Advertised	04-02-18		
Human Resources	702240	CONT	Classified	Human Resources Staffing Specialist	10-16-17	4	Screening in Progress	03-05-18		
Purchasing	725580	CONT	Prof/Tech Support Exempt	Payroll Assistant - Human Resources	09-01-15	4	Screening in Progress	03-05-18		
Purchasing	728580	CONT	Prof/Tech Support Exempt	Contracts Manager	New for FY16	4	Screening in Progress	03-05-18		
Safety and Security	708514	CONT	Prof/Tech Support Non-Exempt	Specifications Writer	11-01-17	4	Screening in Progress	03-05-18		
Safety and Security	755514	CONT	Classified	Safety Support Specialist	08-31-16	1	Pending Requisition	05-07-18		
Safety and Security	744514	CONT	Classified Non-Exempt	Security Guard	09-29-17	1	Pending Requisition	05-07-18		
Safety and Security	772514	CONT	Classified Non-Exempt	Security Guard	11-22-17	4	Screening in Progress	03-05-18		
Safety and Security	770514	CONT	Classified Non-Exempt	Security Guard	12-13-17	1	Pending Requisition	05-07-18		
Safety and Security	754514	CONT	Classified Non-Exempt	Security Guard	01-11-18	1	Pending Requisition	05-07-18		
Safety and Security	760514	CONT	Classified Non-Exempt	Security Guard	01-24-18	1	Pending Requisition	05-07-18		
Safety and Security	718514	CONT	Classified Non-Exempt	Security Guard	01-03-18	3	Advertised	04-02-18		
Information Services, Planning and Strategic Initiatives										
Applications Development-Instruction	703595	CONT	Prof/Tech Support Exempt	Applications Analyst I	12-01-17	3	Advertised	04-02-18		
Applications Development-Instruction	702393	CONT	Prof/Tech Support Exempt	Applications Analyst II	12-01-17	3	Advertised	04-02-18		
Applications Development-Instruction	709393	CONT	Prof/Tech Support Exempt	Applications Analyst III	11-09-17	2	Requisition in Progress	05-07-18		
Applications Development-Instruction	700062	CONT	Prof/Tech Support Exempt	Business Analyst	11-01-17	1	Pending Requisition	05-07-18		
Applications Development-Instruction	705393	CONT	Prof/Tech Support Non-Exempt	Reporting Analyst I	FY18 Position Chng	1	Pending Requisition	05-07-18		

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

Vacant Positions - Continuing EXHIBIT C

Vacant Positions - Continuing

South Texas College
 Vacant - Continuing Full-Time Regular Positions
 As of January 11, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Applications Development-Instruction	712393	CONT	Prof/Tech Support Exempt	Systems and Networking Manager	FY18 Position Chng	2	Requisition in Progress	05-07-18
Centers for Learning Excellence	705423	CONT	Classified	Student Learning Assistant	FY18 Position Chng	4	Screening in Progress	03-05-18
Centers for Learning Excellence	720426	CONT	Classified	Student Learning Assistant	FY18 Position Chng	4	Screening in Progress	03-05-18
Client Services	703394	CONT BOND FY17	Prof/Tech Support Exempt	Client Services Analyst I	New BOND FY17	1	Pending Requisition	05-07-18
Client Services	715393	CONT	Prof/Tech Support Exempt	Client Services Analyst I	FY18 Position Chng	1	Pending Requisition	05-07-18
Client Services	798391	CONT	Prof/Tech Support Non-Exempt	Client Services Analyst II	FY18 Position Chng	1	Pending Requisition	05-07-18
Educational Technologies	719271	CONT BOND FY17	Prof/Tech Support Non-Exempt	Digital Signage/Classroom Tech Trng Spec	New BOND FY17	2	Requisition in Progress	05-07-18
Educational Technologies	706102	CONT	Classified	Educational Technologies Assistant I	08-24-17	4	Screening in Progress	03-05-18
Educational Technologies	709102	CONT	Classified	Educational Technologies Assistant I	08-22-17	5	Recommendation in Progress	01-22-18
Educational Technologies	711271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	03-05-18
Educational Technologies	714271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	03-05-18
Educational Technologies	716271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	5	Recommendation in Progress	01-22-18
Educational Technologies	703100	CONT	Classified	Educational Technologies Assistant I	11-01-17	1	Pending Requisition	05-07-18
Educational Technologies	710102	CONT	Classified	Educational Technologies Assistant I	11-06-17	2	Requisition in Progress	05-07-18
Educational Technologies	704271	CONT	Prof/Tech Support Non-Exempt	Educational Technologies Specialist	09-01-17	2	Requisition in Progress	05-07-18
Information Technology	700242	CONT	Classified	Administrative Assistant	02-13-15	4	Screening in Progress	03-05-18
Information Technology	700396	CONT	Administrative	Asst Chief Information Officer for Software Dev	07-21-16	x	On Hold	10-02-17
Infrastructure	711393	CONT	Prof/Tech Support Exempt	Applications Analyst III	10-31-14	2	Requisition in Progress	05-07-18
Infrastructure	701393	CONT	Prof/Tech Support Exempt	Applications Specialist	06-14-17	2	Requisition in Progress	05-07-18
Infrastructure	713393	CONT	Prof/Tech Support Non-Exempt	Systems Analyst I	07-14-17	4	Screening in Progress	03-05-18
Infrastructure	701375	CONT	Prof/Tech Support Non-Exempt	Systems Analyst I	07-14-17	4	Screening in Progress	03-05-18
Learning Commons and Open Labs	700073	CONT	Classified	Open Lab Technician	11-01-17	5	Recommendation in Progress	01-22-18
Learning Commons and Open Labs	714102	CONT	Classified	Open Lab Technician	09-01-17	4	Screening in Progress	03-05-18
Learning Commons and Open Labs	724397	CONT	Classified	Open Lab Technician	12-01-17	4	Screening in Progress	03-05-18
Learning Commons and Open Labs	703397	CONT	Classified	Open Lab Technician	09-01-17	3	Advertised	04-02-18
Library Acquisition	734101	CONT	Classified	Library Technician	09-15-17	1	Pending Requisition	05-07-18
Library Public Services	742101	CONT	Prof/Tech Support Non-Exempt	Library Specialist	06-02-17	2	Requisition in Progress	05-07-18
Library Public Services	743101	CONT BOND FY17	Prof/Tech Support Exempt	Librarian I - Public Services	New BOND FY17	4	Screening in Progress	03-05-18
Library Public Services	741101	CONT	Prof/Tech Support Exempt	Librarian I - Public Services	10-01-17	1	Pending Requisition	05-07-18
Library Services	702101	CONT	Administrative	Dean of Library and Learning Support Services	09-21-17	4	Screening in Progress	03-05-18
Office of Strategic Initiatives	704170	CONT	Prof/Tech Support Non-Exempt	Project Management Analyst I	11-28-16	4	Screening in Progress	03-05-18
Research and Analytical Services	700271	CONT	Prof/Tech Support Exempt	Qualitative Researcher	09-29-17	4	Screening in Progress	03-05-18
Systems and Networking	708391	CONT	Prof/Tech Support Exempt	Network Services Analyst III	FY18 Position Chng	1	Pending Requisition	05-07-18
Technology Support	710262	CONT	Prof/Tech Support Exempt	Computer Inventory Specialist	FY18 Position Chng	2	Requisition in Progress	05-07-18
Technology Support	713392	CONT	Prof/Tech Support Non-Exempt	Computer Services Analyst I	06-06-16	4	Screening in Progress	03-05-18
Technology Support	719392	CONT BOND FY17	Prof/Tech Support Exempt	Computer Services Analyst III	New BOND FY17	1	Pending Requisition	05-07-18
Technology Support	712392	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	12-01-18	1	Pending Requisition	05-07-18
Technology Support	710392	CONT	Prof/Tech Support Exempt	Service Transition Manager	12-11-17	1	Pending Requisition	05-07-18
Telecom	702390	CONT BOND FY17	Prof/Tech Support Exempt	Systems Analyst III	New BOND FY17	1	Pending Requisition	05-07-18
TR FM Risk and Security	719395	CONT	Prof/Tech Support Exempt	Information Security Analyst	09-01-15	5	Recommendation in Progress	01-22-18
TR FM Risk and Security	701171	CONT	Prof/Tech Support Exempt	Project Manager - Information Technology	09-01-15	4	Screening in Progress	03-05-18

Legend - Tiered steps in Hiring Process

- 1 - Pending Requisition
- 2 - Requisition in Progress
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- 3a - Re-Advertised
- 4 - Screening in Progress
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Vacant Positions - Continuing EXHIBIT C

Vacant Positions - Continuing

South Texas College
 Vacant - Continuing Full-Time Regular Positions
 As of January 11, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Office of the President								
CPWE - State	705587	CONT	Classified	Compliance Assistant	01-12-18	1	Pending Requisition	05-07-18
CPWE - State	714590	CONT	Classified	Customer Service Technician	06-30-12	1	Pending Requisition	05-07-18
CPWE - State	707587	CONT	Classified	Customer Service Technician	09-01-09	3	Advertised	04-02-18
CPWE - State	708587	CONT	Classified	Customer Service Technician	11-09-12	1	Pending Requisition	05-07-18
CPWE - State	701880	CONT	Administrative	Director of College and Career Preparation	09-01-15	1	Pending Requisition	05-07-18
CPWE - State	718590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	09-01-00	3	Advertised	04-02-18
CPWE - State	703587	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	11-01-10	1	Pending Requisition	05-07-18
Grant Development, Management, and Compliance	703420	CONT	Prof/Tech Support Non-Exempt	Grants and Contracts Compliance Specialist	09-05-17	1	Pending Requisition	05-07-18
Office of President	704362	CONT	Classified	Administrative Assistant	09-01-05	1	Pending Requisition	05-07-18
Office of President	700202	CONT	Classified	Administrative Assistant	09-09-08	4	Screening in Progress	03-05-18
Office of President	701369	CONT	Executive	Exec Officer for External Relations	FY18 Position Chng	1	Pending Requisition	05-07-18
Office of President	701340	CONT	Executive	Executive Vice President for Student Success	09-01-14	1	Pending Requisition	05-07-18
Public Relations/Marketing	701462	CONT	Classified	Administrative Assistant	05-04-16	1	Pending Requisition	05-07-18
Public Relations/Marketing	724462	CONT	Prof/Tech Support Non-Exempt	Chief Photographer	New FY17	4	Screening in Progress	03-05-18
Public Relations/Marketing	725462	CONT	Classified	Community Relations Asst	New FY17	2	Requisition in Progress	05-07-18
Public Relations/Marketing	723462	CONT	Prof/Tech Support Non-Exempt	Copy Writer	05-14-17	1	Pending Requisition	05-07-18
Student Affairs and Enrollment Management								
Admissions and Records	723612	CONT BOND FY17	Prof/Tech Support Non-Exempt	Admissions Specialist	New BOND FY17	5	Recommendation in Progress	01-22-18
Admissions and Records	708612	CONT	Prof/Tech Support Non-Exempt	Records and Registration Specialist	10-09-17	2	Requisition in Progress	05-07-18
Admissions and Records	700167	CONT	Classified	Records Technician	01-03-18	1	Pending Requisition	05-07-18
Admissions and Records	715612	CONT	Prof/Tech Support Non-Exempt	Transcript/Graduation Analyst	12-15-17	1	Pending Requisition	05-07-18
Advising	717332	CONT	Prof/Tech Support Non-Exempt	Advisor	09-01-17	4	Screening in Progress	03-05-18
Advising	700081	CONT	Prof/Tech Support Non-Exempt	Advisor	11-03-17	4	Screening in Progress	03-05-18
College Connections	706610	CONT	Classified	Administrative Assistant	12-01-17	3	Advertised	04-02-18
College Connections	700072	CONT	Classified	Admissions Technician	01-22-18	1	Pending Requisition	05-07-18
College Connections	700042	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	08-03-17	4	Screening in Progress	03-05-18
Counseling and Disability Services	704336	CONT BOND FY17	Prof/Tech Support Exempt	Counselor	New BOND FY17	1	Pending Requisition	05-07-18
Dual2Degree	700134	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	11-30-17	4	Screening in Progress	03-05-18
Office of Enrollment Services	704612	CONT	Administrative	Dean of Enrollment Services	08-31-16	1	Pending Requisition	05-07-18
Student Affairs	703191	CONT	Administrative	Associate Dean of Student Rights and Responsibilities and Title IX Student Support Services	FY18 Position Change	4	Screening in Progress	03-05-18
Student Financial Services	714440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	03-01-17	4	Screening in Progress	03-05-18
Student Financial Services	726440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	01-03-18	2	Requisition in Progress	05-07-18
Student Financial Services	708440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	03-01-17	5	Recommendation in Progress	01-22-18

Legend - Tiered steps in Hiring Process
 1 - Pending Requisition
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 3a - Re-Advertised
 4 - Screening in Progress
 5 - Recommendation in Progress

*The following documents
were provided as
handouts at the meeting.*

Status of Vacant Administrative Positions

Date of Vacancy	Title	Status
9/1/2017	Associate Dean of Curriculum and Student Learning	Interim
2/2/2017	Dean of Distance Learning	Vacant
1/6/2017	Associate Dean of Professional and Organizaional Development	Interim
8/31/2013	Vice President for Academic Affairs	Interim
1/1/2017	Assistant Director for Facilities Planning and Construction	Interim
7/21/2016	Assistant Chief Information Officer for Software Development	Vacant
9/1/2015	Director of College and Career Preparation	Vacant
9/1/2017	Director of Academic Assessment	Vacant
9/1/2017	Executive Officer for External Relations	Interim
9/1/2014	Executive Vice President for Student Success	Vacant
8/31/2016	Dean of Enrollment Services	Interim
9/1/2017	Dean for Dual Credit Programs and School District Partnerships	Interim
9/1/2017	Employee Relations Officer	Vacant
9/21/2017	Dean of Library and Learning Support Services	Vacant
9/1/2005	Director of Fundraising and Legislative Affairs	Vacant
9/1/2005	Vice President for Institutional Advancement	Vacant

List of Possible Recruitment Consulting Firms

Search Firm	Address	City	State	Zip
Academic Keys, L.L.C.	P.O. Box 162	Storrs	CT	6268
Academic Search	1825 K Street, NW, Suite 705	Washington	D.C.	20006
ACCT Executive Searches	1233 20th Street, NW, Suite 301	Washington	D.C.	20036
AGB Search	1133 20th Street NW, Suite 300	Washington	D.C.	20036
Baker and Associates, LLC	119 Anderson Hall	Manhattan	KS	66506
Bill Newmann Associates	424 Beacon St.	Boston	MA	02116
Cizek Associates, Inc.	2415 East Camelback Rd Suite 700	Pheonix	AZ	85016
Diversified Search, L.L.C.	2005 Market Street, 33rd Floor	Philadelphia	PA	19103
Donald Averill	5752 E. Deborah Street	Long Beach	CA	90815
Gold Hill Associates	11750 SW Willet Terrace	Beaverton	OR	97007
Greenwood/Asher & Associates	42 Business Center Drive, Suite 206	Miramar Beach	FL	32550
Heidrick & Struggles, Inc.	303 Peachtree St., NE, Suite 4300	Atlanta	GA	30308
Higher Plain Search	1122 Wall St.	Jacksonville	IL	62650
Hyatt Fennerll Executive Search	Box 214	Conway	PA	15027
Isaacson, Miller	263 Summer Street, 7th Fl.	Boston	MA	02210
Korn/Ferry International	1900 Ave. of the Stars, Suite 2600	Los Angeles	CA	90067
Landsing & Whittfield	360 Huntington Ave.	Boston	MA	02115
Latavco Consulting Group	1120 NASA Parkway Suite 220D	Houston	TX	77058
Myers McRae	515 Mulberry Street, Suite 200	Macon	GA	31201
Online Diversity Job Fair	485 Devon Park Drive, Suite 116	Wayne	PA	19087
Parker Executive Search	Five Concourse Parkway, Suite 2900	Atlanta	GA	30328
Professional Personnel Leasing Inc.	5752 E Deborah St,	Long Beach,	CA	90815
R. William Funk & Associates	100 Highland Park Village, Suite 200	Dallas	TX	75205
R.H. Perry & Associates	2607 31st street NW	Washington	D.C.	20008
Registry for College and University Presidents	3 Centennial Dr	Peabody	MA	1960
RPA Inc.	2895 South Reach Road	Williamsport	PA	17701
Russell Reynolds Associates	1701 Pennsylvania Ave., NW, Suite 400	Washington	D.C.	20006-5810
SearchSocial	83 South Street	Morristown	NJ	7960
Selge Holdings & Ventures, d/b/a Wheless Partners	1740 Oxmoor Road Suite 100	Birmingham	AL	32509
Storbeck/Pimental & Associates, LP	1400 North Providence Rd., Suite 6000	Media	PA	19063
UGA Search Group	215 S. Jackson Street	Athens	GA	30602
Wheless Partners	1740 Oxmoor Rd #100,	Atlanta	GA	
Witt/Kieffer	2015 Spring Rd., Suite 510	Oak Brook	IL	60523