

# **Board of Trustees**

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

**February 6, 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, February 6, 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.”

I.	Approval of January 16, 2018 Finance, Audit, and Human Resources Committee Minutes.....	1-9
II.	Review and Action as Necessary on Purchases and Renewals (Non-Bond Proceeds) .....	10-24
III.	Review and Action as Necessary on Purchases for the 2013 Bond Construction Program Funded by Bond Proceeds and Related Projects Funded by Non-Bond Proceeds .....	25-33
IV.	Review and Recommend Action on 2017 Tax Roll/Tax Levy for Starr County .....	34-44
V.	Review and Recommend Action to Revise Policy #5210: Purchasing .....	45-48
VI.	Review and Discussion of Preliminary Projected Revenues and Expenditures for FY 2018 and FY 2019 .....	49-53
VII.	Review and Recommend Action on Tuition and Fees Schedules for FY 2018 - 2019:.....	54-67
	a. Student Tuition and Fees	
	b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts	
	c. Employee Fees	
	d. Other (Non-Student/Non-Employee) Fees	
VIII.	Discussion and Action as Necessary on External Auditor Services.....	68
IX.	Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2017 .....	69-72
X.	Review and Discussion of Position Vacancy Report for FY 2017 – 2018.....	73-85

**Approval of January 16, 2018 Finance, Audit, and Human Resources  
Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of January 16, 2018 are presented for Committee approval.

**South Texas College  
Board of Trustees  
Finance, Audit, and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, January 16, 2018 @ 5:30 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, January 16, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:58 p.m. with Mr. Paul R. Rodriguez presiding.

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

Other Trustees Present: Mr. Gary Gurwitz

Members absent: Ms. Rose Benavidez and Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Mr. Rick De La Garza, Mr. Paul Varville, Mrs. Becky Cavazos, Mr. Khalil Abdullah, Ms. Myriam Lopez, and Mr. Andrew Fish

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of December 5, 2017 were approved as written. The motion carried.

**The Finance, Audit, and Human Resources Committee took the following item out of the posted agenda order:**

**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 would expire on April 30, 2018. Approval to renew the contract for a one-year period was needed in order to provide collection services for delinquent property taxes that are owed to the College.

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

Background – The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the 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 was 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 was provided in the packet for the Committee's information and review.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval of 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. The motion carried.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the purchases and renewals (Non-Bond Proceeds) as listed below:

#### **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) was \$1,499,281.05.

The motion carried.

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

Approval of the Resolution imposing a 15 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 was 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 would 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 was provided in the packet for the Committee's review and information.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented. The motion carried.

### **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 was 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 would 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 proposed 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 would 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 was provided in the packet for the Committee's review and information.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board adoption of the methodology accounting reconciliation of the 2013 Bond Construction Program projected bond proceeds balance, for a total to be determined later, as presented. The motion carried.



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

Recruitment of key highly qualified administrative personnel had become increasingly difficult for South Texas College. Despite national strategically placed advertising, the College was 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 would stay on the cutting-edge as a national leader in serving Hispanic students, it was 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 requested authorization and approval to solicit proposals for recruitment services for professional positions. A review of respondents would help administration develop a better understanding of services that are available and insight into the expected costs for such services.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance, Audit, and Human Resources Committee recommended Board approval of the proposed solicitation of requests for proposals for recruitment services for professional positions as presented. The motion carried.

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

A report was presented to provide a brief review and update of the Parking Services provided by the College. The report also provided 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 was 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 was included in the packet for the Committee's review and information.

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

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

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

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

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 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.

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

### **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 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 7:43 p.m.

I certify that the foregoing are the true and correct Minutes of the January 16, 2018 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

---

Mr. Paul R. Rodriguez

## **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 February 6, 2018 Board meeting as follows:

### **A. Instructional Items**

### **C. Technology Items**

### **B. Non – Instructional Items**

### **A. Instructional Items**

#### **1) Network Switches (Purchase)**

Purchase network switches from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$62,680.80.

Purpose – The Information Technology Program is requesting the purchase of twenty-four (24) network switches for student instruction in the networking academy courses.

Justification and Benefit – The Information Technology Program is part of the Cisco Networking Academy, which requires instruction and training with the most up to date curriculum and equipment.

The network switches help our students get the hands-on experience they need to take the Cisco CCENT and the CCNA certifications that they need to obtain and to have a better opportunity in getting a job in the IT field upon graduation. Students will not only be able to successfully complete the certification exam, but will also obtain the technical skills they need to succeed once they get a job in the industry.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2017 – 2018.

### **B. Non – Instructional Items**

#### **2) Building Moving Services (Renewal)**

Renew the contract for building moving services with **Zuniga's House Movers, LLC**. (San Juan, TX), for the period beginning May 1, 2018 through April 30, 2019, at an estimated amount of \$50,000.00.

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

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

The cost to move one portable building from campus to campus is between \$10,000 to \$15,000. At this time, the following moves are being considered to be proposed:

- Move the Information Booth Portable located on the east entry drive at the Pecan Campus to the Mid Valley Campus at an estimated amount of less than \$10,000.
- Move portable buildings from one campuses to another, particularly for the Nursing and Allied Health Campus and possibly the Pecan Campus for additional office space, if needed.

Background – The Board awarded the contract for building moving services at the March 29, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on May 1, 2018 through April 30, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/29/16	5/1/16 – 4/30/17	2 – one year options
1 <sup>st</sup> Renewal	2/28/17		5/1/17 – 4/30/18
2 <sup>nd</sup> Renewal	2/06/18		5/1/18 – 4/30/19

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

Funds for this expenditure are budgeted in Construction – Portable Building Relocation budget for FY 2017-2018 and FY 2018-2019 pending board approval of the budget.

### **3) Food and Related Non-Food Products (Renewal)**

Renew the food and related non-food contracts for the period beginning April 27, 2018 through April 26, 2019, at an estimated amount of \$350,000.00 based on prior year expenditures. The vendors are as follows:

- a. **Devin Distributing & Packaging, Inc.** (Palmhurst, TX)
- b. **Labatt Food Service** (Harlingen, TX)
- c. **Sysco Central Texas, Inc.** (New Braunfels, TX)
- d. **Valley Grocers, LLC.** (Brownsville, TX)

Purpose – Food Services and Mid-Valley Childcare Center are requesting to renew the contracts for the purchase of food products and supplies for the operation of the Pecan Campus, Technology Campus, Mid-Valley Campus, and Nursing and Allied Health Campus cafeterias and the Mid-Valley Childcare Center.

Justification and Benefit – The food products are necessary for the operation of the South Texas College cafeterias. It is in the best interest of the College to have multiple vendors to be able to purchase at the lowest price to keep food costs down, to obtain the best quality products, and to ensure availability.

The Mid-Valley campus Childcare Center purchases food products/meals that are delivered to the center to serve the attending students.

Background – The Board awarded the contracts for food and related non-food products at the March 28, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins April 27, 2018 through April 26, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/28/17	4/27/17 – 4/26/18	2 – one year options
1 <sup>st</sup> Renewal	2/06/18		4/27/18 – 4/26/19

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

Funds for this expenditure are budgeted in the Food Services – Auxiliary and Mid-Valley Childcare Center – Auxiliary budgets for FY 2017 – 2018 and FY 2018 – 2019 pending Board approval of the budget.

#### 4) Investment Advisory Services (Renewal)

Renew the investment advisory services contract with **Valley View Consulting, LLC.** (Horseshoe Bay, TX), for the period beginning April 1, 2018 through March 31, 2019, at an estimated amount of \$90,000.00.

Purpose – The Business Office is requesting to renew the investment advisory services that provide the College with professional advice related to types of investments, yield rate, risks, accuracy and completeness of the College’s investment policy, and other important information on an as needed basis.

Justification and Benefit – In order to properly and safely expand into new types of investments and maximize the yield rate on the College’s investment, administration recommended that the services of an investment advisor would provide professional guidance regarding the College’s investment portfolio.

The investment advisor would augment the College’s effort to be fiscally responsible and minimize risk in its investment activities. The investment advisor would stay abreast of investment markets and would provide the investment options to the College for review by the Finance and Human Resource Committee and approval by the Board of Trustees, as applicable.

Background – The Board awarded the contract for investment advisory services at the March 31, 2015 Board of Trustees meeting for an initial period of two years with two one-year annual renewals. The last renewal period begins April 1, 2018 through March 31, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/31/15	4/1/15 – 3/31/17	2 – one year options
1 <sup>st</sup> Renewal	1/31/17		4/1/17 – 3/31/18
2 <sup>nd</sup> Renewal	2/06/18		4/1/18 – 3/31/19

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

Funds for this expenditure are budgeted in the Investment Advisor budget for FY 2017-2018 and FY 2018-2019 pending Board approval of the budget.

#### **5) Risk Management Consultant Services (Renewal)**

Renew the risk management consultant services contract with **Cameron Investment Company dba/Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2018 through April 30, 2019, at an estimated amount of \$18,500.00.

Purpose – The Office of Accountability and Risk Management is requesting to renew the contract for risk management consultant services for the annual review and recommendations concerning the College's insurances.

Justification and Benefit – The risk management services consultant will assist the College with identifying property and casualty risk, evaluating current insurance coverage, soliciting and evaluating proposals for insurance coverage, and providing safety training to staff as needed.

Background – The Board awarded the contract for risk management consultant services at the March 28, 2017 Board of Trustees meeting for a one-year period with four one-year annual renewals. The first renewal period begins May 1, 2018 through April 30, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/28/17	5/1/17 – 4/30/18	4 – one year options
1 <sup>st</sup> Renewal	2/06/18		5/1/18 – 4/30/19

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

Funds for this expenditure are budgeted in the Insurance budget for FY 2017 – 2018 and FY 2018 – 2019 pending Board approval of the budget.

### **C. Technology Items**

#### **6) Computers and Laptops (Purchase)**

Purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$53,756.54

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
  - ⇒ 1 Computer for Continuing, Professional, and Workforce Education Department
  - ⇒ 1 Computer for Custodial Department
  - ⇒ 1 Computer for Maintenance Department
- Grant Computers
  - ⇒ 22 Computers for Carl Perkins Grant (Students)
- Staff Laptop
  - ⇒ 1 Laptop Educational Technologies Department
- Student Laptops
  - ⇒ 10 Laptops for the Learning Commons & Open Labs Department
- Faculty Laptop
  - ⇒ 1 Laptop for the Radiology Technology Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2017 - 2018 as follows: Continuing, Professional, and Workforce Education Department, Custodial Department, Maintenance Department, Carl Perkins Grant (Students), Educational Technologies Department, Learning Commons & Open Labs Department, Radiology Technology Program.

### **Recommendation:**

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 6, 2018 Board meeting the purchases and renewals (Non-Bond Proceeds) as listed below:

#### **A. Instructional Items**

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

#### **B. Non – Instructional Items**

#### **A. Instructional Item**

- 1) **Network Equipment (Purchase):** purchase network equipment from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$62,680.80.



**B. Non – Instructional Items**

- 2) Building Moving Services (Renewal):** renew the contract for building moving services with **Zuniga's House Movers, LLC.** (San Juan, TX), for the period beginning May 1, 2018 through April 30, 2019, at an estimated amount of \$50,000.00;
- 3) Food and Related Non-Food Products (Renewal):** renew the food and related non-food contracts for the period beginning April 27, 2018 through April 26, 2019, at an estimated amount of \$350,000.00 based on prior year expenditures. The vendors are as follows:
  - a. **Devin Distributing & Packaging, Inc.** (Palmhurst, TX)
  - b. **Labatt Food Service** (Harlingen, TX)
  - c. **Sysco Central Texas, Inc.** (New Braunfels, TX)
  - d. **Valley Grocers, LLC.** (Brownsville, TX)
- 4) Investment Advisory Services (Renewal):** renew the contract for investment advisory services with **Valley View Consulting, LLC.** (Horseshoe Bay, TX), for the period beginning April 1, 2018 through March 31, 2019, at an estimated amount of \$90,000.00;
- 5) Risk Management Consultant Services (Renewal):** renew the risk management consultant services contract with **Cameron Investment Company dba/Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2018 through April 30, 2019, at an estimated amount of \$18,500.00;

**C. Technology**

- 6) Computers and Laptops (Purchase):** purchase of computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total amount of \$53,756.54.

Recommend Action - The total for all purchases and renewals (Non-Bond Proceeds) is \$624,937.34.

**SOUTH TEXAS COLLEGE**  
**1. NETWORK SWITCHES**

<b>NAME</b>			Insight Public Sector	
<b>ADDRESS</b>			6820 S Harl Ave	
<b>CITY/STATE/ZIP</b>			Tempe, AZ 85283	
<b>LOCAL ADDRESS</b>			2712 N McColl Rd McAllen, TX	
<b>PHONE</b>			956-465-8080	
<b>FAX</b>			630-295-7881	
<b>CONTACT</b>			Darak Weaver	
#	Qty	Description	Unit Price	Extension
1	24	Catalyst 2960-X 24 GigE PoE 370W, 4 x 1G SFP, LAN Base	\$ 1,661.40	\$ 39,873.60
2	24	SNTC-8x5xNBD Catalyst 2960-X 24 G Power Retainer Clip for 2960-C	\$ 140.70	\$ 3,376.80
3	24	Switches	\$ -	\$ -
4	24	AC Power Cord 16AWG	\$ -	\$ -
5	24	Catalyst 2960-X Flex Stack Plus Stacking Module	\$ 621.40	\$ 14,913.60
6	24	Cisco FlexStack 1m Stacking Cable	\$ 52.00	\$ 1,248.00
7	1	Prepaid Training Credits - Redeem w/Cisco Learning Partners	\$ -	\$ -
8	24	Tri-Centric 1000Base-SX Short Wave Length: w/DOM	\$ 75.00	\$ 1,800.00
9	24	Console Cable 6ft w/USB Type A and Mini-B	\$ 15.60	\$ 374.40
10	24	Console Cable 6ft w/RJ45 and DB9F	\$ 15.60	\$ 374.40
11	24	MM 2M Fiber Patch Cords LC-LC	\$ 30.00	\$ 720.00
<b>TOTAL AMOUNT</b>			\$ 62,680.80	

2



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

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

January 18, 2018

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

Dear Mr. Zuniga:

On March 29, 2016, South Texas College awarded a contract to Zuniga's House Movers, LLC. for Building Moving Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from May 1, 2018 through April 30, 2019 with a 10% escalation.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through April 30, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Hugo A. Zuniga

Name Printed: Hugo A. Zuniga

Date: Jan / 23 / 2018

3a



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

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

January 18, 2018

Devin Distributing Packaging, Inc.  
Attn: Mr. David Gutierrez  
4109 N Conway  
Palmhurst, TX 78573

Dear Mr. Gutierrez:

On March 28, 2017, South Texas College awarded a contract to Devin Distributing Packaging, Inc. for Food and Related Non-Food Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from April 27, 2018 through April 26, 2019 with a 10% price escalation.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through April 26, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

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

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



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

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

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

January 18, 2018

Labatt Food Service  
Attn: Mr. Jesse Camacho  
902 North Expressway 77  
Harlingen, TX 78550

Dear Mr. Camacho:

On March 28, 2017, South Texas College awarded a contract to Labatt Food Service for Food and Related Non-Food Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from April 27, 2018 through April 26, 2019.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through April 26, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Jesse Camacho

Date: 1-24-18



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

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

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

January 18, 2018

Sysco Central Texas, Inc.  
Attn: Mr. Neal Burney  
1260 Schwab Rd  
New Braunfels, TX 78132

Dear Mr. Burney:

On March 28, 2017, South Texas College awarded a contract to Sysco Central Texas, Inc. for Food and Related Non-Food Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from April 27, 2018 through April 26, 2019, with a 4% price escalation.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through April 26, 2019, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Rebecca Dresch

Date: 1/31/18

Please see attached spreadsheet with updated pricing -



Purchasing and Distribution Services  
3200 W. Pecos Blvd., McAllen TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

January 18, 2018

Valley Grocers, LLC  
Attn: Mr. David Cardona  
634 East Fronton Street  
Brownsville, TX 78520

Dear Mr. Cardona:

On March 28, 2017, South Texas College awarded a contract to Valley Grocers, LLC. for Food and Related Non-Food Products. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from April 27, 2018 through April 26, 2019, with a 4% price escalation.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through April 26, 2019, with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: David Cardona

Name Printed: David Cardona

Date: 1-23-2018



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

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
www.SouthTexasCollege.edu

January 18, 2018

Valley View Consulting, LLC  
Attn: Ms. Susan K. Anderson  
130 Pecan Creek Drive  
Horseshoe Bay, TX 78657

Dear Ms. Anderson:

On March 31, 2015, South Texas College awarded a contract to Valley View Consulting, LLC for investment advisory services. The award allowed for two additional one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second term of the contract and would like to renew for an additional one-year period. The last renewal period will be from April 1, 2018 through March 31, 2019.

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

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through March 31, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Richard G Long Jr

Name Printed: RICHARD G LONG JR

Date: 1/22/2018



# **NO BACKUP FOR**

## **5. Risk Management Consultant Services (Renewal)**

SOUTH TEXAS COLLEGE  
6. DISTRICT WIDE TECHNOLOGY REQUEST  
FEBRUARY 27, 2018

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory	\$ 705.00	\$ 705.00	Continuing, Prof. & Workforce Ed - Juan Aguirre
		Intel Integrated Graphics, 20in Monitor, Warranty			New system for new staff
2	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory	\$ 705.00	\$ 705.00	Custodial Department - George McCaleb
		Intel Integrated Graphics, 20in Monitor, Warranty			New system for dept staff
3	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory	\$ 720.00	\$ 720.00	Maintenance Department - Luis de la Garza
		Intel Integrated Graphics, 22in Monitor, Warranty			New system for new staff
4	22	Computer 5810 Precision Tower, Intel Xeon Processor E5-1607, 500GB Hard Drive, 16GB Memory, 8GB Video Card, (2) Monitors, Warranty	\$ 1,539.00	\$ 33,858.00	Carl Perkins Grant - Samantha Uriegas
					New systems for student use
		<b>COMPUTER TOTAL</b>		<b>\$ 35,988.00</b>	
LAPTOPS					
5	10	Apple 21.5 inch iMac with Retina 4K Display, 3.0GHz quad-core Intel Core i5, 16GB 2400MHz DDR4, 2GB video memory, Mouse and Trackpad, Keyboard	\$ 1,498.00	\$ 14,980.00	Learning Commons & Open Labs - Lelia Salinas
					New systems for student use in labs
6	1	Laptop Latitude 7285, Intel Core i5-7Y57, 256GB Hard Drive, 2-Battery 8GB Memory, Intel Dual Band Wireless Driver, Pen, Keyboard, Warranty	\$ 1,718.54	\$ 1,718.54	Educational Technologies - Marie L. Evans
					New system for dept staff
7	1	Laptop Latitude 5480, Intel Core i5-6300HQ, 256GB Hard Drive Battery, 8GB Memory, Intel Dual Band Wireless Driver, Security Suite, Warranty	\$ 1,070.00	\$ 1,070.00	Radiology Technology Program - Crystal Bird
					New system for dept faculty
		<b>LAPTOP TOTAL</b>		<b>\$ 17,768.54</b>	
		<b>COMPUTER/LAPTOP TOTAL</b>		<b>\$ 53,756.54</b>	

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

Approval of the following purchases for the 2013 Bond Construction Program Funded by Bond Proceeds and Related Projects Funded by Non-Bond Proceeds (Transfer to Plant) will be requested at the February 6, 2018 Board meeting as follows:

<b>A. Bond Proceeds and Related Projects Funded by Non-Bond Proceeds (Transfer to Plant)</b>
--

**A. Bond Proceeds and Related Projects Funded by Non-Bond Proceeds (Transfer to Plant)**

- 1) Furniture (Purchase):** Purchase furniture from E & I Cooperative, National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPAT/TCPN), National Joint Powers Alliance (NJPA), Purchasing Cooperative of America (PCA) Texas Association of School Board-Buy Board, TIPS Purchasing Cooperative, the State of Texas Multiple Award Schedule (TXMAS), and U.S. Communities, a total amount of \$153,398.38.

#	Vendor	Amount
A	<b>Agati Furniture/Gateway Printing and Office Supply, Inc.</b> (Chicago, IL/Edinburg, TX)	\$43,018.56
B	<b>Allsteel, Inc./Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$4,147.84
C	<b>American Seating Company/Gateway Printing and Office Supply, Inc.</b> (Grand Rapids, MI/Edinburg, TX)	\$56,214.06
D	<b>Computer Comforts, Inc.</b> (Kemah, TX)	\$10,548.64
E	<b>Exemplis Corporation/Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$944.36
F	<b>Herman Miller, Inc./Workplace Resources</b> (Zeeland, MI/McAllen, TX)	\$3,539.70
G	<b>The Hon Company/Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$1,710.00
H	<b>JSJ Furniture Corporation/dba Izzy+/Gateway Printing and Office Supply, Inc.</b> (Middlebury, IN/Edinburg, TX)	\$6,774.88
I	<b>Keilhauer/Gateway Printing and Office Supply, Inc.</b> (Toronto, ON/Edinburg, TX)	\$2,172.96
J	<b>Krueger International, Inc./Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$13,427.44

K	<b>National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)</b>	\$1,272.31
L	<b>Versteel/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)</b>	\$1,940.20
M	<b>Watson/Gateway Printing and Office Supply, Inc. (Poulsbo, WA/Edinburg, TX)</b>	\$7,687.43
<b>Furniture Total</b>		<b>\$153,398.38</b>

The furniture requests are as follows:

Mid Valley Campus Library

12	Student Lounge seating	5	Student Collaboration Tables
140	Student Task Chairs	1	Student Table
6	Student Group Tables	4	Student Collaboration Tables
2	Student Café Tables	4	Student Group Tables
7	Student Study Tables		

Mid Valley Campus Student Services Building

1	Faculty/Staff Office Chair	1	Faculty/Staff Desk
1	Faculty/Staff Bookcase	1	Faculty/Staff Vertical File
1	Guest Chair		

Nursing and Allied Health Campus Library

4	Student Lounge Seating	4	Student Collaboration Tables
88	Student Task Chairs	1	Student Table
3	File Cabinets		

Pecan Campus Student Union

12	Conference Room Chairs	1	Faculty/Staff Office Chair
1	Faculty/Staff Bookcase	1	Faculty/Staff Vertical File
1	Faculty/Staff Desk	1	Guest Chair
2	Collaboration Tables		

Starr County Campus Library

61	Student Task Chairs	1	Student Table
2	Student Group Tables	4	Student Lounge Seating
60	Student Chairs		

Funds for these expenditures are budgeted in the 2013 Bond Construction Program-FFE Budget – Mid Valley Campus Library, Mid Valley Campus Library Re-Purpose, Mid Valley

Campus Student Services Building, Nursing and Allied Health Campus Library, Pecan Student Activities Building, and Starr County Campus Library.

**Recommendation:**

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 6, 2018 Board meeting the purchases for the 2013 Bond Construction Program Funded by Bond Proceeds and Related Projects Funded by Non-Bond Proceeds as listed below:

<b>A. Bond Proceeds and Related Projects Funded by Non-Bond Proceeds (Transfer to Plant)</b>
--

**A. Bond Proceeds and Related Projects Funded by Non-Bond Proceeds (Transfer to Plant)**

- 1) Furniture (Purchase):** Purchase furniture from E & I Cooperative, National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), Purchasing Cooperative of America (PCA) Texas Association of School Board-Buy Board, TIPS Purchasing Cooperative, the State of Texas Multiple Award Schedule (TXMAS), and U.S. Communities, a total amount of \$153,398.38.

#	Vendor	Amount
A	<b>Agati Furniture/Gateway Printing and Office Supply, Inc.</b> (Chicago, IL/Edinburg, TX)	\$43,018.56
B	<b>Allsteel, Inc./Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$4,147.84
C	<b>American Seating Company/Gateway Printing and Office Supply, Inc.</b> (Grand Rapids, MI/Edinburg, TX)	\$56,214.06
D	<b>Computer Comforts, Inc.</b> (Kemah, TX)	\$10,548.64
E	<b>Exemplis Corporation/Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$944.36
F	<b>Herman Miller, Inc./Workplace Resources</b> (Zeeland, MI/McAllen, TX)	\$3,539.70
G	<b>The Hon Company/Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$1,710.00
H	<b>JSJ Furniture Corporation/dba Izzy+/Gateway Printing and Office Supply, Inc.</b> (Middlebury, IN/Edinburg, TX)	\$6,774.88
I	<b>Keilhauer/Gateway Printing and Office Supply, Inc.</b> (Toronto, ON/Edinburg, TX)	\$2,172.96

J	<b>Krueger International, Inc./Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$13,427.44
K	<b>National Office Furniture/Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)	\$1,272.31
L	<b>Versteel/Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)	\$1,940.20
M	<b>Watson/Gateway Printing and Office Supply, Inc.</b> (Poulsbo, WA/Edinburg, TX)	\$7,687.43
<b>Furniture Total</b>		<b>\$153,398.38</b>

Recommend Action - The total for the purchases of the 2013 Bond Construction Program Funded by Bond Proceeds and Related Projects Funded by Non-Bond Proceeds (Transfer to Plant) is:

Bond Proceeds	\$113,783.64
Non-Bond (Transfer to Plant)	<u>39,614.74</u>
<b>Total</b>	<b>\$153,398.38</b>

**SOUTH TEXAS COLLEGE**  
**1. 2013 BOND CONSTRUCTION FURNITURE**  
**FEBRUARY 27, 2018**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>Agati Furniture/Gateway Printing and Office Supply, Inc. (E &amp; I)</b>					
1	8	GEE-STG-2001-UPS Gee Lounge Chair with Upholstered Arms, Cushioned	\$ 2,444.20	\$ 19,553.60	Bond Construction FFE (Mid Valley Library) - Dr. Shirley A. Reed Lounge Seating to be used by Students at the Mid Valley Library
2	4	GEE-STG-2001-UPS Gee Lounge Chair with Upholstered Arms, Cushioned	\$ 2,444.20	\$ 9,776.80	MV Library Repurpose-FFE - Dr. Shirley A. Reed Lounge Seating to be used by Students at Mid Valley Library
3	4	GEE-STG-2001-UPS Gee Lounge Chair with Upholstered Arms, Cushioned	\$ 2,444.20	\$ 9,776.80	Bond Construction FFE (Nursing Allied Health Library) - Dr. Shirley A. Reed Lounge Seating for Students to be used at the Nursing Allied Health Library
4	1	Labor to receive, inspect, deliver, install and remove debris	\$ 3,911.36	\$ 3,911.36	
		<b>Agati Furniture Total</b>		<b>\$ 43,018.56</b>	
<b>Allsteel Inc./Gateway Printing and Office Supply, Inc. (NIP/A/TCPN)</b>					
1	8	SCU-UWDF Scout Adjustable Chair with Arms	\$ 460.98	\$ 3,687.84	Bond Construction FFE (Pecan Student Activities) - Dr. Shirley A. Reed Chairs to be used in conference rooms at Pecan Student Activities Bldg.
2	1	Labor to receive, inspect, deliver, install and remove debris	\$ 460.00	\$ 460.00	
		<b>Allsteel, Inc. Total</b>		<b>\$ 4,147.84</b>	
<b>American Seating Company/Gateway Printing and Office Supply, Inc. (TXMAS)</b>					
1	32	FGE12 NIMA Swivel Armless Chair Upholstered Seat/Back	\$ 183.56	\$ 5,873.92	Bond Construction FFE (Mid Valley Library) - Dr. Shirley A. Reed Seating to be used by Students at the Mid Valley Library
2	16	FGB12 NIMA Counter Height Chair, Upholstered Seat	\$ 164.50	\$ 2,632.00	Bond Construction FFE (Mid Valley Library) - Dr. Shirley A. Reed Seating to be used by Students at the Mid Valley Library
3	84	FGE12 NIMA Swivel Armless Chair Upholstered Seat/Back	\$ 183.56	\$ 15,419.04	MV Library Repurpose-FFE - Dr. Shirley A. Reed Seating to be used by Students at the Mid Valley Library
4	8	FGE12 NIMA Swivel Armless Chair, Upholstered Seat, Plastic Back	\$ 183.56	\$ 1,468.48	MV Library Repurpose-FFE - Dr. Shirley A. Reed Seating to be used by Students at the Mid Valley Library

**SOUTH TEXAS COLLEGE**  
**1. 2013 BOND CONSTRUCTION FURNITURE**  
**FEBRUARY 27, 2018**

#	Qty	Description	Unit Price	Extension	Requesting Department
5	28	FGE12 NIMA Swivel Armless Chair, Upholstered Seat, Plastic Back	\$ 183.56	\$ 5,139.68	Bond Construction FFE (Nursing Allied Health Library) - Dr. Shirley A. Reed Seating to be used by Students at the Nursing Allied Health Library
6	30	FGE12 NIMA Swivel Armless Chair, Upholstered Seat, Plastic Back	\$ 183.56	\$ 5,506.80	Bond Construction FFE (Nursing Allied Health Library) - Dr. Shirley A. Reed Seating to be used by Students at the Nursing Allied Health Library
7	30	FGA12 NIMA Sled Desk Upholstered Seat Plastic Back	\$ 134.14	\$ 4,024.20	Bond Construction FFE (Nursing Allied Health Library) - Dr. Shirley A. Reed Seating to be used by Students at the Nursing Allied Health Library
8	6	FGA12 NIMA Sled Desk Upholstered Seat Plastic Back	\$ 134.14	\$ 804.84	Bond Construction FFE (Starr County Library) - Dr. Shirley A. Reed Seating to be used by Students at the Starr County Library
9	25	FGE12 NIMA Swivel Armless Chair, Upholstered Seat, Plastic Back	\$ 183.56	\$ 4,589.00	Bond Construction FFE (Starr County Library) - Dr. Shirley A. Reed Seating to be used by Students at the Starr County Library
10	30	FGE12 NIMA Swivel Armless Chair, Upholstered Seat, Plastic Back	\$ 183.56	\$ 5,506.80	Bond Construction FFE (Starr County Library) - Dr. Shirley A. Reed Seating to be used by Students at the Starr County Library
11	1	Labor to receive, inspect, deliver, install and remove debris	\$ 5,249.30	\$ 5,249.30	
		<b>American Seating Company Total</b>	<b>\$ 56,214.06</b>		
		<b>Computer Comforts, Inc. (TASB-Buyboard/TIPS)</b>			
1	5	T-30 Bullet-Shaped Team Table with Reverse Tapered Top Design	\$ 750.00	\$ 3,750.00	MV Library Repurpose-FFE - Dr. Shirley A. Reed Collaboration Tables to be used by students at the Mid Valley Library
	10	Cable cut-out in wood with grommet 2"	\$ 17.82	\$ 178.20	
	5	Custom cutout in table top	\$ 17.82	\$ 89.10	
	5	Solid Metal Plate Cover	\$ 7.50	\$ 37.50	
	1	Shipping and Installation	\$ 1,444.44	\$ 1,444.44	
2	4	T-30 Bullet-Shaped Team Table with Reverse Tapered Top Design	\$ 750.00	\$ 3,000.00	Bond Construction FFE (Nursing Allied Health Library) - Dr. Shirley A. Reed Collaboration Tables to be used by students at the Nursing Allied Health Library
	8	Cable cut-out in wood with grommet 2"	\$ 17.82	\$ 142.56	
	4	Custom cutout in table top	\$ 17.82	\$ 71.28	
	4	Solid Metal Plate Cover	\$ 7.50	\$ 30.00	
	1	Shipping and Installation	\$ 1,805.56	\$ 1,805.56	
		<b>Computer Comforts, Inc. Total</b>	<b>\$ 10,548.64</b>		



**SOUTH TEXAS COLLEGE**  
**1. 2013 BOND CONSTRUCTION FURNITURE**  
**FEBRUARY 27, 2018**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>Exemplis Corporation/Gateway Printing and Office Supply, Inc. (NIPA/TXMAS)</b>					
1	1	40Y.A17 TR2 Task Chair Enhanced Synchro Control	\$ 429.18	\$ 429.18	Bond Construction FFE (Mid Valley Student Services) - Dr. Shirley A. Reed
					Chairs for Faculty/Staff to be used at Mid Valley Student Services Bldg.
2	1	40Y.A17 TR2 Task Chair Enhanced Synchro Control	\$ 429.18	\$ 429.18	Bond Construction FFE (Pecan Student Activities) - Dr. Shirley A. Reed
					Chairs for Faculty/Staff to be used at Pecan Student Activities Bldg
3	1	Labor to receive, inspect, deliver, install and remove debris	\$ 86.00	\$ 86.00	
		<b>Exemplis Corporation Total</b>		<b>\$ 944.36</b>	
<b>Herman Miller, Inc./Workplace Resources (US Communities)</b>					
1	1	Renew Rectangular Table, C-Foot Laminate Top	\$ 1,024.65	\$ 1,024.65	Bond Construction FFE (Mid Valley Library) - Dr. Shirley A. Reed
					Tables for student use at the Mid Valley Library
2	1	Renew Rectangular Table, C-Foot Laminate Top	\$ 1,024.65	\$ 1,024.65	Bond Construction FFE (Nursing Allied Health Library) - Dr. Shirley A. Reed
					Tables for student use at the Nursing Allied Health Library
3	1	Renew Rectangular Table, C-Foot Laminate Top	\$ 1,024.65	\$ 1,024.65	Bond Construction FFE (Starr County Library) - Dr. Shirley A. Reed
					Tables for student use at the Starr County Library
4	1	Labor to receive, inspect, deliver, install and remove debris	\$ 465.75	\$ 465.75	
		<b>Herman Miller, Inc. Total</b>		<b>\$ 3,539.70</b>	
<b>The Hon Company/Gateway Printing and Office Supply, Inc. (TXMAS/NIPA)</b>					
1	1	HS72ABC Brigade Bookcase 5-Shelf, Black	\$ 184.80	\$ 184.80	Bond Construction FFE (Mid Valley Student Services) - Dr. Shirley A. Reed
	1	H314 Vertical File 4 Drawer Letter with Lock, Black	\$ 236.88	\$ 236.88	Bookcases and File Cabinets for Faculty/Staff
					to be used at the Mid Valley Student Services Bldg.
2	1	HS72ABC Brigade Bookcase 5-Shelf, Black	\$ 184.80	\$ 184.80	Bond Construction FFE (Pecan Student Activities) - Dr. Shirley A. Reed
	1	H314 Vertical File 4 Drawer Letter with Lock, Black	\$ 236.88	\$ 236.88	Bookcases and File Cabinets for Faculty/Staff
					to be used at the Pecan Student Services Bldg.
3	3	H314 Vertical File 4 Drawer Letter with Lock, Black	\$ 236.88	\$ 710.64	Bond Construction FFE (Nursing and Allied Health Library) - Dr. Shirley A. Reed
					File Cabinet to be used at the Nursing and Allied Health Library

**SOUTH TEXAS COLLEGE**  
**1. 2013 BOND CONSTRUCTION FURNITURE**  
**FEBRUARY 27, 2018**

#	Qty	Description	Unit Price	Extension	Requesting Department
4	1	Labor to receive, inspect, deliver, install and remove debris	\$ 156.00	\$ 156.00	
		<b>The Hon Company Total</b>		<b>\$ 1,710.00</b>	
<b>JSJ Furniture Corporation dba Izzy+/Gateway Printing and Office Supply, Inc. (NIPA/TCPN)</b>					
1	6	RLNTR6070CB Dewey 6 Top Table, 29" Height	\$ 769.86	\$ 4,619.16	Bond Construction FFE (Mid Valley Library) - Dr. Shirley A. Reed
					Tables for student use at the Mid Valley Library
2	2	RLNTR6070CB Dewey 6 Top Table, 29" Height	\$ 769.86	\$ 1,539.72	Bond Construction FFE (Starr County Library) - Dr. Shirley A. Reed
					Tables for student use at the Starr County Library
3	1	Labor to receive, inspect, deliver, install and remove debris	\$ 616.00	\$ 616.00	
		<b>JSJ Furniture Corporation dba Izzy+ Total</b>		<b>\$ 6,774.88</b>	
<b>Keilhauer/Gateway Printing and Office Supply, Inc. (PCA)</b>					
1	4	6701 Keilhauer Celia Chair	\$ 493.74	\$ 1,974.96	Bond Construction FFE (Starr County Library) - Dr. Shirley A. Reed
					Student seating to be used at the Starr County Library
2	1	Labor to receive, inspect, deliver, install and remove debris	\$ 198.00	\$ 198.00	
		<b>Keilhauer Total</b>		<b>\$ 2,172.96</b>	
<b>Krueger International, Inc./Gateway Printing and Office Supply, Inc. (NJPA/TXMAS)</b>					
1	4	PINR3072C-74P Pirouette Nesting Collaborative Table, 30" x 72"	\$ 578.40	\$ 2,313.60	Mid Valley Library Re-Purpose-FFE - Dr. Shirley A. Reed
					Tables to be used by students at the Mid Valley Library
2	60	MSP Maestro Stack Chair, Polypropylene	\$ 74.88	\$ 4,492.80	Bond Construction FFE (Starr County Library) - Dr. Shirley A. Reed
	2	CSD.BL High Density Transport Dolly	\$ 199.68	\$ 399.36	Chairs and dollies to be used at the Starr County Library
3	1	RAPWAUS Rapture Armchair, Upholstered Seat/Poly Back	\$ 194.88	\$ 194.88	Bond Construction (Mid Valley Student Services) - Dr. Shirley A. Reed
	1	S7P/1530W/BBF File Supporting Ped-Box/Box/File 30" Nominal Depth	\$ 408.00	\$ 408.00	Desk and Guest Chair for Faculty/Staff
	1	S7P/1524W/FF Files Supporting Ped-File/File 24" Nominal Depth	\$ 353.76	\$ 353.76	to be used at the Mid Valley Student Services Bldg.
	1	7D/R2448-74P-F Desk Return, Full Modesty Panel	\$ 406.08	\$ 406.08	
	1	7D/D3066-74P-F Desk Full Modesty Panel, 74P	\$ 558.72	\$ 558.72	

**SOUTH TEXAS COLLEGE**  
**1. 2013 BOND CONSTRUCTION FURNITURE**  
**FEBRUARY 27, 2018**

#	Qty	Description	Unit Price	Extension	Requesting Department
4	1	7D/R2448-74P-F Desk Return Full Modesty Panel 74P Edge	\$ 406.08	\$ 406.08	Bond Construction FFE (Pecan Student Union) - Dr. Shirley A. Reed
	1	S7P/1530WBBF File Supporting Ped-Box/Box/File 30" Nominal Depth	\$ 408.00	\$ 408.00	Desk and Guest Chair for Faculty/Staff
	1	7D/D3066-74P-F Desk Full Modesty Panel, 74P	\$ 558.72	\$ 558.72	to be used at the Pecan Student Activities Bldg.
	1	S7P/1524WFF Files Supporting Ped-File/File 24" Nominal Depth	\$ 353.76	\$ 353.76	
	1	RAPWAUS Rapture Armchair, Upholstered Seat/Poly Back	\$ 194.88	\$ 194.88	
	2	PINR3072C-74P Prouette Nesting Collaborative Table, 30"x72"	\$ 578.40	\$ 1,156.80	
5	1	Labor to receive, inspect, deliver, install and remove debris	\$ 1,222.00	\$ 1,222.00	
		<b>Krueger International, Inc. Total</b>		<b>\$ 13,427.44</b>	
<b>National Office Furniture/Gateway Printing and Office Supply, Inc. (NIPA/TCPN)</b>					
1	2	WWN30RDL Waveworks Round Conference Top	\$ 305.80	\$ 611.60	Bond Construction FFE (Mid Valley Library) - Dr. Shirley A. Reed
	2	CBV2735XBS Conference Counter Height Base	\$ 271.48	\$ 542.96	Café Tables for Student Collaboration Spaces at the Mid Valley Library
2	1	Labor to receive, inspect, deliver, install and remove debris	\$ 117.75	\$ 117.75	
		<b>National Office Furniture Total</b>		<b>\$ 1,272.31</b>	
<b>Versteel/Gateway Printing and Office Supply, Inc. (NCPA)</b>					
1	4	WAW2 3060SUFJ WaveLink W2, 30x60 Surf Fixed, Laminated Surface Table Top	\$ 440.80	\$ 1,763.20	Bond Construction FFE (Mid Valley Library) - Dr. Shirley A. Reed
2	1	Labor to receive, inspect, deliver, install and remove debris	\$ 177.00	\$ 177.00	Group table to be used by Students at the Mid Valley Library
		<b>Versteel Total</b>		<b>\$ 1,940.20</b>	
<b>Watson/Gateway Printing and Office Supply, Inc. (NCPA)</b>					
1	10	MS552CPLTE Watson Connecting Plate, Recovered	\$ 44.59	\$ 445.90	Mid Valley Library Re-Purpose-FFE - Dr. Shirley A. Reed
	6	WPQB60 Interlink IQ, MHOB, 2 Power, 1 USB, Silver, 60" Adder	\$ 220.50	\$ 1,323.00	Study Tables to be used by students at the Mid Valley Library
	1	WPQS72 Interlink IQ, Starter Box 72	\$ 200.90	\$ 200.90	
	1	SVCCCH-7D Seven Vertical Cable Channel For Fixed Base	\$ 41.65	\$ 41.65	
	12	S16-1756-24-34 Modified M2SLEG * Tonic K-Leg 34"D	\$ 150.92	\$ 1,811.04	
	5	S16-1898-1322 Modified WTSDS-Watson Desktop *Acrylic* Screen	\$ 398.86	\$ 1,994.30	
	6	S17-0943-2448 Modified MSTXRE - M2 Rectangle Surface, 24"D x48"W	\$ 174.44	\$ 1,046.64	
2	1	Labor to receive, inspect, deliver, install and remove debris	\$ 824.00	\$ 824.00	
		<b>Watson Total</b>		<b>\$ 7,687.43</b>	
		<b>Furniture Total</b>		<b>\$ 153,398.38</b>	

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

Approval of the 2017 Tax Roll/Tax Levy for Starr County will be requested at the February 6, 2018 Board meeting.

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

Justification - The 2017 Tax Roll/Tax Levy for Starr 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 - Ms. Maria Amedia Salinas, TAC, Assessor-Collector of Starr County has entered the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and has submitted to South Texas College the tax roll/tax levy totaling \$3,933,751.72.

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

	<u><b>Starr County</b></u>
2016	\$ 3,494,095.10
2017	<u>3,933,751.72</u>
Increase/(Decrease)	<u>\$ 439,656.62</u>

Enclosed Documents - The 2017 Tax Roll Total documents from Starr County follow in the packet for the Committee’s information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 6, 2018 Board meeting, the 2017 Tax Roll/Tax Levy for Starr County as presented.

**South Texas College**  
**2017 Tax Roll/Tax Levy**  
**Fiscal Year 2017 - 2018**

	<b>Starr County</b>
Land	\$ 1,690,882,819.00
Improvements	821,677,920.00
Personal Property	91,700,933.00
Minerals & Utility Rolls	1,369,247,790.00
<b>Gross - Total Market Value</b>	<b>\$ 3,973,509,462.00</b>
 Total Homestead Cap Adjustment	 20,409,520.00
 AG Exclusion	 1,219,077,190.00
<b>Total Assessed</b>	<b>\$ 2,734,022,752.00</b>
 Less Exemptions:	
Abatement	630,444,975.00
Total Exempt Property	96,844,972.00
Vet Full Exemption	3,922,340.00
Disable Veteran (Part)	1,912,130.00
Total Partial Exemptions	750,290.00
<b>Total Exemptions</b>	<b>\$ 733,874,707.00</b>
 <b>2017 Taxable Value</b>	 <b>2,000,148,045.00</b>
<b>2017 Tax Levy</b>	<b>\$ 3,983,974.12</b>
 Taxable Value	 \$ 2,630,593,020.00
Taxable Value-Abatement (85%)	(630,444,975.00)
<b>2017 Taxable Value</b>	<b>\$ 2,000,148,045.00</b>
Frozen Taxable	(130,772,140.00)
<b>Net Taxable Value</b>	<b>\$ 1,869,375,905.00</b>
Tax Rate	0.1850
Tax Rate (Abatement)	0.1400
Levy (Before Frozen Levy Loss)	\$ 3,742,045.66
Unfrozen Levy Amount	241,928.46
Levy Loss due to Freeze	(47,683.53)
Frozen Levy Amount	192,620.00
Rounding	(913.94)
<b>Total Levy Amount</b>	<b>\$ 3,933,751.72</b>
 Percentages	
M&O 0.1400 / 0.1850 = 75.68%	\$ 2,976,893.37
I&S 0.0450 / 0.1850 = 24.32%	956,858.36
<b>Total</b>	<b>\$ 3,933,751.72</b>

COUNTY OF



STARR

MA. AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

January 12, 2018

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

Dear Dr. Reed:

Enclosed please find the 2017 Tax Roll totals for your district.

Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.



COUNTY OF STARR  
MA. AMEIDA SALINAS  
TAX ASSESSOR-COLLECTOR

Sincerely,

A handwritten signature in black ink, appearing to read "Maria Ameida Salinas".

Maria Ameida Salinas  
Starr County Tax Assessor/Collector

COUNTY OF



STARR

MA. AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

1/12/2018

## 2017 Starr County Tax Levy

Entity	Tax Levy
Starr Co. M&O	\$ 10,444,452.84
Starr Co. FM/FC	\$ 4,561,931.66
Starr Co. I&S	\$ 263,059.30
Starr Co. Drainage District	\$ 263,059.30
City of Escobares	\$ 130,820.60
Starr Co. Memorial Hospital	\$ 5,363,657.00
South Texas College	\$ 3,933,751.72



COUNTY OF STARR  
MA. AMEIDA SALINAS  
TAX ASSESSOR-COLLECTOR

  
Ameida Salinas, Starr County TAC



## 2017 Certified HISTORY VALUE RECAP

(62) - SO TEXAS COLLEGE

Land		Value	Items	Exempt			
Land - Homesite	(+)	120,786,257	15,825	376,160			
Land - Non Homesite	(+)	280,621,732	18,954	64,250,462			
Land - Productivity Market	(+)	1,289,083,220	12,770	0			
Land - Income	(+)	391,610	2	0			
Total Land Market Value	(=)	1,690,882,819	47,551		Total Land Value:	(+)	1,690,882,819
Improvements		Value	Items	Exempt			
Improvements - Homesite	(+)	601,288,800	17,580	2,931,830			
New Improvements - Homesite	(+)	24,299,600	1,102	583,780			
Improvements - Non Homesite	(+)	185,531,740	3,882	15,543,010			
New Improvements - Non Homesite	(+)	9,149,410	203	4,310,190			
Improvements - Income	(+)	1,408,370	2	0			
Total Improvement Value	(=)	821,677,920	22,769		Total Imp Value:	(+)	821,677,920
Personal		Value	Items	Exempt			
Personal - Homesite	(+)	2,620,690	397	0			
New Personal - Homesite	(+)	211,720	11	0			
Personal - Non Homesite	(+)	83,413,103	3,805	1,815,050			
New Personal - Non Homesite	(+)	5,455,420	194	0			
Total Personal Value	(=)	91,700,933	4,407		Total Personal Value:	(+)	91,700,933
Total Real Estate & Personal Mkt Value	(=)	2,604,261,672	74,727				
Minerals		Value	Items				
Mineral Value	(+)	0	0				
Mineral Value - Real	(+)	0	0				
Mineral Value - Personal	(+)	0	0				
Total Mineral Market Value	(=)	0	0		Total Min Mkt Value:	(+)	0
Total Market Value	(=)	2,604,261,672			Total Market Value:	(=/+)	2,604,261,672
Ag/Timber *does not include protested		Value	Items				
Land Timber Gain	(+)	0	0		Land Timber Gain:	(+)	0
Productivity Market	(+)	1,289,083,220	12,770				
Land Ag 1D	(-)	48,430	34				
Land Ag 1D1	(-)	69,957,600	12,735				
Land Ag Tim	(-)	0	0				
Productivity Loss:	(=)	1,219,077,190	12,769		Productivity Loss:	(-)	1,219,077,190
Losses		Value	Items				
Less Real Exempt Property (includes Prorated Exempt)	(-)	89,857,342	1,429		Total Market Taxable:	(=)	1,385,184,482
Less \$500 Inc. Real Personal	(-)	1,430	5				
Less Real/Personal Abatements	(-)	0	0				
Less Community Housing	(-)	0	0				
Less Freeport	(-)	0	0				
Less Allocation	(-)	0	0				
Less MultiUse	(-)	0	0				
Less Goods In Transit	(-)	0	0				
Less Historical	(-)	0	0				
Less Solar/Wind Power	(-)	0	0				
Less Real Protested Value	(-)	0	0		Total Protested Value:		0
Less 10% Cap Loss	(-)	20,409,520	2,328		Protested % of Total Market :		0.00 %
Less Disabled Veteran Charity Home Amount	(-)	0	0				
Less TCEQ/Pollution Control	(-)	0	0				
Less VLA Loss	(-)	0	0				
Less Mineral Exempt Property	(-)	0	0				
Less \$500 Inc. Mineral Owner	(-)	1,640	16				
Less Mineral Abatements	(-)	0	0				
Less Mineral Freeports/Interstate Commerce	(-)	0	0				
Less Mineral Unknown	(-)	0	0				
Less Mineral Protested Value	(-)	0	0				
Total Losses (includes Prod. Loss)	(=)	1,329,347,122			Total Losses:	(-)	110,269,932
Total Appraised Value	(=)	1,274,914,550			Total Appraised Value:	(=/+)	1,274,914,550
					Total Exemptions*:	(-)	5,834,470
* See breakdown on following page							
Net Taxable Value:							1,269,080,080



**\*\*\* Freeze Totals: (This is only for Effective Tax Rate Calculation)**

Total Ceiling Tax: 192,620.00  
 Total Freeze Taxable: 130,772,140  
 New Imp/Pers with Ceiling: + 878,340  
 \*\*Freeze Adjusted Taxable: = 1,139,186,280 \*\*This number DOES NOT represent any Jurisdiction's Certified Taxable Value\*\*

Estimated Total Levy: ((Net Taxable Value - Total Freeze Taxable + New Imp/Pers with Ceiling) \* Tax Rate / 100) + Total Ceiling Tax  
 or (Freeze Adjusted Taxable \* Tax Rate / 100) + Total Ceiling Tax

**Count of Homesteads**

H	S	F	B	D	W	O	DV	DV100
8,395	3,030	0	1,100	1	1	4	220	71

H - Homestead  
 S - Over 65  
 F - Disabled Widow  
 B - Disabled  
 DV100 - 100% Disabled Veteran  
 D - Disabled Only  
 W - Widow  
 O - Over 65 (No HS)  
 DV - Disabled Veteran

**Owner and Parcel Counts**

Total Parcels\*: 53,751 \* Parcel count is figured by parcel per ownership sequences.  
 Total Owners: 33,957

**Homestead Exemptions**

	Value	Items
Homestead H,S	(+)	0
Senior S	(+)	0
Disabled B	(+)	0
DV 100%	(+)	3,922,340
	Total Reimbursable (=)	3,922,340
Local Discount	(+)	0
Disabled Veteran	(+)	1,912,130
Optional 65	(+)	0
Local Disabled	(+)	0
State Homestead	(+)	0
Total Exemptions	(=)	5,834,470

**Special Certified Totals**

Exempt Value of First Time Absolute Exemption \$4,829,260  
 Exempt Value of First Time Partial Exemption \$885,820  
 New AG/Timber  
 Market \$16,000  
 Taxable \$220  
 Value Loss \$15,780  
 New Improvement/Personal  
 Market \$34,222,180  
 Taxable \$33,999,600

**Total and Average Values\* (Includes protested & exempt value)**

Total Homestead Value A*		Average Homestead Value A*		Parcels
Market	\$725,055,030	Market	\$40,931	17,714
Taxable	\$717,471,730	Taxable	\$40,931	
Total Homestead Value A* and E*		Average Homestead Value A* and E*		Parcels
Market	\$727,705,100	Market	\$40,710	17,875
Taxable	\$720,684,840	Taxable	\$40,710	
Total Homestead Value M1		Average Homestead Value M1		Parcels
Market	\$2,935,990	Market	\$7,178	409
Taxable	\$2,991,560	Taxable	\$7,178	

## Category Code Breakdown

Cat Code	Items	Acres	Land	Ag/Timber	Productivity Market	Taxable Land	Improvements	Personal	Mineral	Total Mkt Taxable	Total Net Taxable
A1	1	5.163	35,060	0	0	35,060	39,410	0	0	74,470	74,470
*	1	5.163	35,060	0	0	35,060	39,410	0	0	74,470	74,470
A1	16,197	4,891.950	124,682,340	0	0	124,682,340	587,616,050	23,840	0	712,322,230	688,378,150
A2	1,110	322.721	7,805,970	0	0	7,805,970	9,282,750	8,660	0	17,097,380	16,640,310
A3	1,344	3.414	61,840	0	0	61,840	30,892,100	18,480	0	30,972,420	29,591,420
A*	18,651	5,218.085	132,550,150	0	0	132,550,150	627,790,900	50,980	0	760,392,030	734,609,880
B1	335	106.678	3,754,700	0	0	3,754,700	28,429,550	0	0	32,184,250	32,144,940
B*	335	106.678	3,754,700	0	0	3,754,700	28,429,550	0	0	32,184,250	32,144,940
C1	10,135	4,383.397	92,795,067	0	0	92,795,067	4,164,720	0	0	96,959,787	96,843,157
C1	1	0.188	6,000	0	0	6,000	0	0	0	6,000	6,000
C2	1	0.974	76,390	0	0	76,390	0	0	0	76,390	76,390
C*	10,137	4,384.559	92,877,457	0	0	92,877,457	4,164,720	0	0	97,042,177	96,925,547
D1	12,388	709,034.793	0	67,301,620	1,239,963,730	67,301,620	0	0	0	67,301,620	67,228,100
D10	192	26,333.007	0	2,538,690	45,632,890	2,538,690	0	0	0	2,538,690	2,538,690
D1U	190	1,755.458	0	165,720	3,486,600	165,720	0	0	0	165,720	165,720
D2	74	0.000	0	0	0	0	1,421,330	0	0	1,421,330	1,421,330
D*	12,844	737,123.258	0	70,006,030	1,289,083,220	70,006,030	1,421,330	0	0	71,427,360	71,353,840
E	4,513	24,654.844	54,346,490	0	0	54,346,490	5,319,340	31,160	0	59,696,990	59,569,000
E1	380	197.581	484,990	0	0	484,990	5,591,960	0	0	6,076,950	6,076,950
E*	4,893	24,852.426	54,831,480	0	0	54,831,480	10,911,300	31,160	0	65,773,940	65,645,950
F1	1,333	806.645	53,046,870	0	0	53,046,870	124,950,690	0	0	177,997,560	177,954,230
F1	1,333	806.645	53,046,870	0	0	53,046,870	124,950,690	0	0	177,997,560	177,954,230
F2	10	0.000	0	0	0	0	308,130	0	0	308,130	308,130
F2	10	0.000	0	0	0	0	308,130	0	0	308,130	308,130
F*	1,343	806.645	53,046,870	0	0	53,046,870	125,258,820	0	0	178,305,690	178,262,360
J5	5	14.381	28,760	0	0	28,760	0	175,780	0	204,540	204,540
J*	5	14.381	28,760	0	0	28,760	0	175,780	0	204,540	204,540
L1	3,798	0.000	0	0	0	0	0	79,655,663	0	79,655,663	79,655,663
L1	3,798	0.000	0	0	0	0	0	79,655,663	0	79,655,663	79,655,663
L*	3,798	0.000	0	0	0	0	0	79,655,663	0	79,655,663	79,655,663
M1	448	0.000	0	0	0	0	293,080	3,085,220	0	3,378,300	3,317,240
M*	448	0.000	0	0	0	0	293,080	3,085,220	0	3,378,300	3,317,240
S	40	0.000	0	0	0	0	0	6,885,650	0	6,885,650	6,885,650
S*	40	0.000	0	0	0	0	0	6,885,650	0	6,885,650	6,885,650
XA1	3	0.686	36,560	0	0	36,560	100,090	0	0	136,650	0
XA2	1	1.000	5,800	0	0	5,800	12,660	0	0	18,460	0
XA3	1	0.000	0	0	0	0	51,720	0	0	51,720	0
XB	5	0.000	0	0	0	0	0	1,430	0	1,430	0
XC	16	0.000	1,640	0	0	1,640	0	0	0	1,640	0
XC1	6	0.679	51,630	0	0	51,630	0	0	0	51,630	0
XC2	5	0.943	25,010	0	0	25,010	0	0	0	25,010	0
XD1	1	200.000	420,210	0	0	420,210	0	0	0	420,210	0
XD2	2	19.650	39,450	0	0	39,450	0	0	0	39,450	0
XE	3	121.040	503,290	0	0	503,290	0	0	0	503,290	0
XE1	2	6.114	17,490	0	0	17,490	0	0	0	17,490	0
XF	1	20.000	1,742,400	0	0	1,742,400	0	0	0	1,742,400	0
XF1	4	3.401	378,960	0	0	378,960	1,075,240	0	0	1,454,200	0
XL	1	0.165	12,670	0	0	12,670	33,150	0	0	45,820	0
XL1	3	0.000	0	0	0	0	0	12,420	0	12,420	0
XV	1,396	22,598.462	61,440,012	0	0	61,440,012	22,095,950	1,802,630	0	85,338,592	0

## 2017 Certified HISTORY VALUE RECAP

(62) - SO TEXAS COLLEGE

## Category Code Breakdown

Cat Code	Items	Acres	Land	Ag/Timber	Productivity Market	Taxable Land	Improvements	Personal	Mineral	Total Mkt Taxable	Total Net Taxable
X*	1,450	22,972.141	64,675,122	0	0	64,675,122	23,368,810	1,816,480	0	89,860,412	0
	53,945	795,483.336	401,799,599	70,006,030	1,289,083,220	471,805,629	821,677,920	91,700,933	0	1,385,184,482	1,269,080,080

## 2017 Certified HISTORY VALUE RECAP

(62) - SO TEXAS COLLEGE

Land		Value	Items	Exempt			
Land - Homesite	(+)	0	0	0			
Land - Non Homesite	(+)	0	0	0			
Land - Productivity Market	(+)	0	0	0			
Land - Income	(+)	0	0	0			
Total Land Market Value	(=)	0	0		Total Land Value:	(+)	0
Improvements		Value	Items	Exempt			
Improvements - Homesite	(+)	0	0	0			
New Improvements - Homesite	(+)	0	0	0			
Improvements - Non Homesite	(+)	0	0	0			
New Improvements - Non Homesite	(+)	0	0	0			
Improvements - Income	(+)	0	0	0			
Total Improvement Value	(=)	0	0		Total Imp Value:	(+)	0
Personal		Value	Items	Exempt			
Personal - Homesite	(+)	0	0	0			
New Personal - Homesite	(+)	0	0	0			
Personal - Non Homesite	(+)	0	0	0			
New Personal - Non Homesite	(+)	0	0	0			
Total Personal Value	(=)	0	0		Total Personal Value:	(+)	0
Total Real Estate & Personal Mkt Value	(=)	0	0				
Minerals		Value	Items				
Mineral Value	(+)	278,264,440	21,101				
Mineral Value - Real	(+)	1,090,983,350	591				
Mineral Value - Personal	(+)	0	0				
Total Mineral Market Value	(=)	1,369,247,790	21,692		Total Min Mkt Value:	(+)	1,369,247,790
Total Market Value	(=)	1,369,247,790			Total Market Value:	(=/+)	1,369,247,790
Ag/Timber *does not include protested		Value	Items				
Land Timber Gain	(+)	0	0		Land Timber Gain:	(+)	0
Productivity Market	(+)	0	0				
Land Ag 1D	(-)	0	0				
Land Ag 1D1	(-)	0	0				
Land Ag Tim	(-)	0	0				
Productivity Loss:	(=)	0	0		Productivity Loss:	(-)	0
Losses		Value	Items				
Less Real Exempt Property (Includes Prorated Exempt)	(-)	0	0		Total Market Taxable:	(=)	1,369,247,790
Less \$500 Inc. Real Personal	(-)	540	3				
Less Real/Personal Abatements	(-)	0	0				
Less Community Housing	(-)	0	0				
Less Freeport	(-)	0	0				
Less Allocation	(-)	0	0				
Less MultiUse	(-)	0	0				
Less Goods In Transit	(-)	0	0				
Less Historical	(-)	0	0				
Less Solar/Wind Power	(-)	0	0				
Less Real Protested Value	(-)	0	0		Total Protested Value:		750,290
Less 10% Cap Loss	(-)	0	0		Protested % of Total Market :		0.05 %
Less Disabled Veteran Charity Home Amount	(-)	0	0				
Less TCEQ/Pollution Control	(-)	67,670	1				
Less VLA Loss	(-)	0	0				
Less Mineral Exempt Property	(-)	6,540,780	318				
Less \$500 Inc. Mineral Owner	(-)	375,570	4,269				
Less Mineral Abatements	(-)	0	0				
Less Mineral Freeports/Interstate Commerce	(-)	0	0				
Less Mineral Unknown	(-)	0	0				
Less Mineral Protested Value	(-)	750,290	7				
Total Losses (includes Prod. Loss)	(=)	7,734,850			Total Losses:	(-)	7,734,850
Total Appraised Value	(=)	1,361,512,940			Total Appraised Value:	(=/+)	1,361,512,940
					Total Exemptions*:	(-)	0
					* See breakdown on following page		
					Net Taxable Value:		1,361,512,940

**\*\*\* Freeze Totals: (This is only for Effective Tax Rate Calculation)**

Total Ceiling Tax: 0.00  
 Total Freeze Taxable: 0  
 New Imp/Pers with Ceiling: + 0  
 \*\*Freeze Adjusted Taxable: = 1,361,512,940 \*\*This number DOES NOT represent any Jurisdiction's Certified Taxable Value\*\*

Estimated Total Levy: ((Net Taxable Value - Total Freeze Taxable + New Imp/Pers with Ceiling) \* Tax Rate / 100) + Total Ceiling Tax  
 or (Freeze Adjusted Taxable \* Tax Rate / 100) + Total Ceiling Tax

**Count of Homesteads**

H	S	F	B	D	W	O	DV	DV100
0	0	0	0	0	0	0	0	0

H - Homestead  
 S - Over 65  
 F - Disabled Widow  
 B - Disabled  
 DV - Disabled Veteran  
 DV100 - 100% Disabled Veteran

**Owner and Parcel Counts**

Total Parcels\*: 21,692 \* Parcel count is figured by parcel per ownership sequences.  
 Total Owners: 5,527

**Homestead Exemptions**

	Value	Items
Homestead H,S	(+)	0
Senior S	(+)	0
Disabled B	(+)	0
DV 100%	(+)	0
Total Reimbursable (=)		0
Local Discount	(+)	0
Disabled Veteran	(+)	0
Optional 65	(+)	0
Local Disabled	(+)	0
State Homestead	(+)	0
Total Exemptions (=)		0

**Special Certified Totals**

Exempt Value of First Time Absolute Exemption

Exempt Value of First Time Partial Exemption

**New AG/Timber**

Market  
 Taxable  
 Value Loss

**New Improvement/Personal**

Market  
 Taxable

**Total and Average Values\* (includes protested & exempt value)**

Parcels

Market	Market
Taxable	Taxable

## Category Code Breakdown

Cat Code	Items	Acres	Land	Ag/Timber	Productivity Market	Taxable Land	Improvements	Personal	Mineral	Total Mkt Taxable	Total Net Taxable
F2	11	0.000	0	0	0	0	0	0	772,455,210	772,455,210	772,387,540
F2	11	0.000	0	0	0	0	0	0	772,455,210	772,455,210	772,387,540
F*	11	0.000	0	0	0	0	0	0	772,455,210	772,455,210	772,387,540
G1	16,832	0.000	0	0	0	0	0	0	277,888,870	277,888,870	271,415,590
G*	16,832	0.000	0	0	0	0	0	0	277,888,870	277,888,870	271,415,590
J2	3	0.000	0	0	0	0	0	0	71,160	71,160	71,160
J3	37	0.000	0	0	0	0	0	0	136,785,000	136,785,000	136,785,000
J4	68	0.000	0	0	0	0	0	0	12,681,260	12,681,260	12,681,260
J6	205	0.000	0	0	0	0	0	0	115,297,240	115,297,240	115,297,240
J7	4	0.000	0	0	0	0	0	0	5,120,890	5,120,890	5,120,890
J8	63	0.000	0	0	0	0	0	0	17,655,370	17,655,370	17,655,370
J*	380	0.000	0	0	0	0	0	0	287,610,920	287,610,920	287,610,920
L1	4	0.000	0	0	0	0	0	0	253,430	253,430	253,430
L1	4	0.000	0	0	0	0	0	0	253,430	253,430	253,430
L2	193	0.000	0	0	0	0	0	0	30,663,250	30,663,250	30,595,750
L2	193	0.000	0	0	0	0	0	0	30,663,250	30,663,250	30,595,750
L*	197	0.000	0	0	0	0	0	0	30,916,680	30,916,680	30,849,180
XB	3	0.000	0	0	0	0	0	0	540	540	0
XC	4,269	0.000	0	0	0	0	0	0	375,570	375,570	0
X*	4,272	0.000	0	0	0	0	0	0	376,110	376,110	0
	21,692	.000	0	0	0	0	0	0	1,369,247,790	1,369,247,790	1,362,263,230

### **Review and Recommend Action to Revise Policy #5210: Purchasing**

Approval to revise Policy #5210: Purchasing, will be requested at the February 6, 2018 Board meeting.

Purpose – The proposed policy revisions update the current policy, which was last revised by the Board in 2016.

Justification – The College President request for the revision to the policy is necessary to authorize the president to engage professional services when there is an immediate need. In addition, the policy is updated to include the Texas Government Code related to professional services.

Background – Policy #5210: Purchasing, was approved by the Board of Trustees on November 9, 1995, and was amended in 1998, 1999, and 2016.

Reviewers – The revised policy has been reviewed by staff, and by South Texas College legal counsel.

Enclosed Documents - The revised policy follows in the packet for the Committee's review and information.

The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the February 6, 2018 Board meeting, Policy #5210: Purchasing as presented and which supersedes any previously adopted Board policy.

## MANUAL OF POLICY

<b>Title</b>	<b>Purchasing</b>	<b>5210</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 3</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated August 27, 1998 As Amended by Board Minute Order dated July 29, 1999 As Amended by Board Minute Order dated June 28, 2016 <i>As Amended by Board Minute Order dated February 6, 2018</i></b>	

The general objectives of the Purchasing Policy are:

1. To afford the most competitive opportunity for individual vendors to provide items to the College;
2. To minimize the administrative costs of manpower, storage, and freight costs associated with accomplishing the purchasing function.
3. The Director of Purchasing is delegated the authority to act as agent for the College in carrying out the purchasing activities of the College.
- 4. To identify and describe exceptions to competitive procurement of certain professional services.*

The College President, as chief executive for the College, shall cause to be developed, published and kept current, such policies and regulations, governing the purchase of supplies, equipment, materials, and services necessary for the efficient operation and maintenance of the College, and shall institute such procedures, forms, documents, and records as may be necessary for the proper operation of those policies.

Any employee who individually obligates the credit of the College without adhering to the procedures outlined in the purchasing policies of the College, shall be individually responsible for payment to the vendor or return of the item.

Purchases should be divided into levels based upon dollar value and method of procurement; the levels are:

**Level I (Purchases Valued Less than \$10,000)** - When the College seeks to purchase personal property or services of a value less than \$1,000, quotations may be verbally accepted. Purchases of \$1,000 to less than \$10,000 will require at least one written quote. The purchasing decision will be based upon past experience with the vendor, considering price, quality and delivery date.

**Level II (Purchases Valued at \$10,000 to less than \$50,000)** - When the College seeks to purchase personal property or services of a value of \$10,000 to less than \$50,000, the College shall require at least three written quotations which may include a quote or quotes from a catalog issued under an approved government purchasing program. Quotations will be recorded and kept with the purchasing file.

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



## MANUAL OF POLICY

Title

Purchasing

5210

Legal Authority

Approval of the Board of Trustees

Page 2 of 3

**Level III (Purchases Valued at or Above \$50,000)** – All College purchases and contracts valued at or above \$50,000 shall be made by one of the methods authorized by Section 44.031 Texas Education Code, Local Gov't Code 271.082 or 271.083 and/or 271.102 or 271.103 and in accordance with the procedures required.

### Notice of Publication:

All notices of bid solicitations shall be advertised in both Hidalgo and Starr Counties.

### Authorization to Solicit and Award Bids:

Board of Trustees authorization is not required for solicitation of bids for Levels II and III, except for renovation or construction projects in excess of \$50,000. The Board will be informed of all solicitations for bids (except for those capital items and services specifically approved in the annual budget) in a timely manner at the next Board meeting. Level III requires Board of Trustees authorization to award the bid.

### Special Provisions

#### *Professional Services*

- (a) *“Professional services” are defined in Chapter 2254 of the Texas Local Government Code. The College must select and engage the “most qualified” professional. Competitive bidding is not required in the procurement of professional services, as defined in Chapter 2254 of the Texas Government Code. Professional services include, ~~ing~~ but is not limited to, ~~fees~~ services provided by ~~for consultants~~, architects, ~~engineers~~, attorneys, and fiscal agents. Request for qualifications and Board of Trustees approval is required for professional service contracts at or above \$50,000.*
- (b) *Exempt Personal/Professional Services.*  
*The Chapter 2254 of Texas Local Government Code definition of “professionals” is finite and does not apply to the procurement and engagement of an engineer/professional selected solely as a forensic consultant, expert witness or in some other advisory or consultative capacity.*
- (c) *The procurement of an engineer/professional to be selected to perform services for the College solely as a forensic consultant, expert witness or in some other advisory or consultative role shall not be required to conform to the provisions of Chapter 2254 of the Local Government Code.*
- (d) *In circumstances in which the College shall have an emergency or immediate need for the engagement of a professional, including an architect or engineer, as a forensic consultant, expert witness or in some other advisory or consultative capacity and not in a design capacity for the purpose of construction of building or structure or its repair, the President is granted the reasonable discretion to engage the professional.*
- (e) *The determination that there exists an “emergency or immediate need for a professional service” shall be made by the President.*

~~Strikethrough denotes deletion~~

*Italics denotes addition*

## MANUAL OF POLICY

Title

Purchasing

5210

Legal Authority

Approval of the Board of Trustees

Page 3 of 3

- (f) The engagement of the professional is to be made at the President's sole, reasonable discretion, but with the advice of staff and legal counsel. Depending on the existing circumstances, a minimum of two, but preferably three, firms shall be evaluated and a firm recommended to the President for final approval.*
- (g) The engagement of the professional shall be presented to the Board of Trustees for ratification as soon as reasonably practicable after the engagement.*
- (h) The President is granted contracting authority not to exceed \$100,000 in connection with the matter giving rise to the emergency or the immediate need.*

### Insurance

A contract for the purchase of insurance is a contract for the purchase of personal property and shall be made in accordance with Education Code requirements.

### Emergency ~~Damage or Destruction~~ *and Immediate Need* Procedure

The President may authorize purchase of items in an emergency and subsequently report the action to the Board of Trustees.

If a College building or College equipment is destroyed or severely damaged, and the Board of Trustees determines that the time delay posed by the competitive bidding process would prevent or substantially impair the conduct of classes or other essential College activities, then contracts for the replacement or repair of such building or equipment may be made without resort to competitive bidding.

~~Strikethrough denotes deletion~~

*Italics denotes addition*

## **Review and Discussion of Preliminary Projected Revenues and Expenditures for FY 2018 and FY 2019**

Below are the Summary of Preliminary Projected Revenues and Expenditures for FY 2018 and FY 2019 for your information and review.

Dr. Shirley A. Reed, President and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will discuss the projected revenues and expenditures for FY 2018 and FY 2019 with the Committee.

### **Comparison of Revenue FY 2018 Budget to FY 2018 Preliminary Projected Actual**

The comparison of the FY 2018 Revenue Budget to FY 2018 Projected Actual Revenue is as follows.

<b>Comparison of Revenue FY 2018 Budget to FY 2018 Preliminary Projected Actual</b>			
<b>Summary of Revenues</b>	<b>FY 2018 Budget (Original)</b>	<b>FY 2018 Actual (Projected)</b>	<b>FY 2018 Variance (Budget vs. Projected)</b>
State Contact Hour Appropriation	\$40,226,013	\$40,239,679	\$13,666
Other State Appropriation-ORP	536,458	567,573	31,115
Other State Appropriation-TRS	2,206,242	2,334,204	127,962
Other State Appropriation-HEGI	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,224,478	8,383,555	159,077
<b>Total State Appropriations</b>	<b>48,450,491</b>	<b>48,623,234</b>	<b>172,743</b>
Academic & Differential Tuition-Net TPEG	30,960,624	30,852,826	(107,798)
Continuing Ed/ATCP/NAAMREI/IAM-Net TPEG	2,692,548	2,679,997	(12,551)
<b>Total Tuition</b>	<b>33,653,172</b>	<b>33,532,823</b>	<b>(120,349)</b>
<b>Total Fees</b>	<b>27,669,015</b>	<b>28,070,248</b>	<b>401,233</b>
<b>Total Other Revenues</b>	<b>6,672,998</b>	<b>7,163,522</b>	<b>490,524</b>
<b>Total Taxes</b>	<b>48,691,317</b>	<b>49,758,192</b>	<b>1,066,875</b>
<b>Total Carryover Allocations</b>	<b>22,946,624</b>	<b>22,946,624</b>	<b>-</b>
<b>Total Revenues</b>	<b>\$188,083,617</b>	<b>\$ 190,094,643</b>	<b>\$2,011,026</b>

### **Detail of Revenues-FY 2018 Budget and FY 2018 Actual:**

- Actual state appropriations revenue is projected to be higher than the budgeted amount by \$172,743. State appropriations are projected to exceed the budget by \$13,666 in State Contact Hour Appropriations and \$159,077 in other state revenues consisting of TRS and ORP.
- Actual tuition revenue for FY 2018 is projected to be less than the budgeted amount by \$120,349. The shortage is mainly due to a reduction in Out of State tuition collections for the Fall 2017 semester and a reduction in projected enrollment growth.

- Actual fee revenues are projected to be higher than the budgeted amount by \$401,233. Fees are projected to exceed the budget for the 3<sup>rd</sup> or More Attempts Fee, the Electronic Distance Learning Fee, and Information Technology Fee, and the Learning Support Fee.
- Actual other revenues are projected to be higher than the budgeted amount by \$490,524. Other revenues are projected to exceed the budget for interest revenue and dual credit academy participation fees.
- Actual tax revenue for FY 2018 is expected to be higher than the budgeted amount by \$1,066,875. Taxes are projected to exceed the budget for collections of the tax levy, penalties, and interest.
- Actual carryover allocations are projected to remain at the budgeted amount.
- Total revenues are projected to be \$2,011,026 above the FY 2018 budget.

#### **Comparison of Revenue FY 2018 Budget to FY 2019 Preliminary Projected Budget**

The comparison of the FY 2018 Revenue Budget to FY 2019 Preliminary Projected Revenue Budget is as follows.

<b>Comparison of Revenue FY 2018 Budget to FY 2019 Preliminary Projected Budget*</b>			
<b>Summary of Revenues</b>	<b>FY 2018 Budget (Original)</b>	<b>FY 2019 Budget (Projected)*</b>	<b>Difference FY 2018 Approved to FY 2019 Projected</b>
State Contact Hour Appropriation	\$40,226,013	\$40,226,013	\$-
Other State Appropriation-ORP	536,458	572,937	36,479
Other State Appropriation-TRS	2,206,242	2,356,266	150,024
Other State Appropriation-HEGI	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,224,478	8,410,982	186,504
<b>Total State Appropriations</b>	<b>48,450,491</b>	<b>48,636,995</b>	<b>186,504</b>
Academic & Differential Tuition-Net TPEG	30,960,624	30,895,630	(64,994)
Continuing Ed/ATCP/NAAMREI/IAM-Net TPEG	2,692,548	2,692,548	-
<b>Total Tuition</b>	<b>33,653,172</b>	<b>33,588,178</b>	<b>(64,994)</b>
<b>Total Fees</b>	<b>27,669,015</b>	<b>27,690,561</b>	<b>21,546</b>
<b>Total Other Revenues</b>	<b>6,672,998</b>	<b>7,163,522</b>	<b>490,524</b>
<b>Total Taxes</b>	<b>48,691,317</b>	<b>50,516,741</b>	<b>1,825,424</b>
<b>Total Carryover Allocations</b>	<b>22,946,624</b>	<b>5,111,278</b>	<b>(17,835,346)</b>
<b>Total Revenues</b>	<b>\$188,083,617</b>	<b>\$172,707,275</b>	<b>\$(15,376,342)</b>

\*Does not include recommended tuition and fee increases.

**Detail of Revenues-FY 2018 Budget and FY 2019 Budget:**

- Total revenues are projected to be \$15,376,342 below the FY 2018 budget.
- The preliminary state appropriation revenue is projected to increase by \$186,504 from FY 2017 - 2018. An increase is projected in other state revenues consisting of TRS and ORP.
- Tuition for FY 2018 – 2019 is based on projected enrollment of 20,286 traditional students, a 1% increase from Fall 2017, and 12,122 dual enrollment tuition free students for Fall 2018. The projections indicate a decrease in tuition of approximately \$64,994 in FY 2018 - 2019 and are based on the Board approved rates for FY 2017 – 2018 without any recommended adjustments for FY 2018 – 2019.
- Fees for FY 2018 – 2019 are based on the same enrollment projections as tuition. The projections indicate an increase in fees of approximately \$21,546 in FY 2018 – 2019 and are based on the Board approved rates for FY 2017 – 2018 without any recommended adjustments for FY 2018 – 2019.
- Other revenue is expected to increase \$490,524 in FY 2018 - 2019. The projected increase is mainly due to the increases in interest revenue, concurrent enrollment cost reimbursement, and dual credit academy participation fees.
- Tax revenue for FY 2018 – 2019 is expected to increase \$1,825,424, due to an increase in appraised values and delinquent tax collections.
- Carryover Allocations is projected to decrease \$17,835,346 from the FY 2017 – 2018 level due to the reduction of the Prior Year M&O Tax Program Carryover funded from FY 2015, FY 2016, and FY 2017 M&O tax revenue.
- Total revenues are projected to be \$15,376,342 below the FY 2018 budget.

**Comparison of Expenditures FY 2018 Budget to FY 2019 Preliminary Projected Budget**

The comparison of the FY 2018 Expenditures Budget to FY 2019 Preliminary Projected Expenditures Budget is as follows.

<b>Comparison of Expenditures FY 2018 Budget to FY 2019 Preliminary Projected Budget</b>			
<b>Summary of Expenditures</b>	<b>FY 2018 Budget (Original)</b>	<b>FY 2019 Budget (Projected)</b>	<b>Difference FY 2018 Approved to FY 2019 Projected</b>
<b>Total Salaries</b>	<b>\$97,875,958</b>	<b>\$100,875,958</b>	<b>\$3,000,000</b>
<b>Total Benefits</b>	<b>27,994,526</b>	<b>28,894,526</b>	<b>900,000</b>
<b>Total Operating</b>	<b>45,016,274</b>	<b>35,227,808</b>	<b>(9,788,466)</b>
<b>Total Travel</b>	<b>2,220,890</b>	<b>2,368,345</b>	<b>147,455</b>
<b>Total Capital Outlay</b>	<b>9,017,169</b>	<b>1,959,323</b>	<b>(7,057,846)</b>
<b>Total Expenditures</b>	<b>\$182,124,817</b>	<b>\$186,024,817</b>	<b>\$(12,798,857)</b>
<b>Transfers &amp; Reserves</b>			
Debt Service	394,800	395,200	400
Transfer to Unexpended Plant Fund	3,000,000	3,000,000	-
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to Office of ITED	564,000	564,000	-
Contingency Fund	2,000,000	2,000,000	-
<b>Total Transfers &amp; Reserves</b>	<b>5,958,800</b>	<b>5,959,200</b>	<b>400</b>
<b>Total Expenditures, Transfers, and Reserves</b>	<b>\$188,083,617</b>	<b>\$175,285,160</b>	<b>\$(12,798,457)</b>

**Detail of Expenditures-FY 2018 Budget and FY 2019 Budget:**

- Net decrease in projected expenditures for FY 2019 total \$12,798,457, consisting of a \$16,131,393 reduction in M&O tax expenditures and an increase of \$3,332,936 in projected expenditures.
- Salary expenditures are projected to increase by approximately \$3,000,000 from the budgeted amount in FY 2018 due to proposed annual salary increases for faculty and staff, and new proposed positions.
- Benefits expenditures are projected to increase by approximately \$900,000 from the budgeted amount in FY 2018.
- The Operating expenditures budget for FY 2018 – 2019 is projected to decrease by \$9,788,466. The operating budget is projected to decrease due to the reduction in purchases of furniture and equipment for the new bond buildings.

- The Travel expenditures budget for FY 2018 – 2019 is projected to increase by \$147,455.
- The Capital Outlay expenditures budget for FY 2018 – 2019 is projected to decrease \$7,057,846 due to the reduction in purchases of equipment for the new bond buildings.
- The Transfers and Reserves budget for FY 2019 is projected to increase \$400 from the FY 2017 – 2018 level due to the increase in expenditures for Debt Service.
- Total expenditures are projected to be \$12,798,457 below the FY 2018 budget.

**Projected FY 2018 – 2019 Revenue and Expenditures**

<b>Comparison of Revenues and Expenditures FY 2018 Budget to FY 2019 Preliminary Projected Budget</b>			
<b>Summary of Revenues and Expenditures</b>	<b>FY 2018 Budget (Original)</b>	<b>FY 2019 Budget (Projected)</b>	<b>Difference FY 2018 Approved to FY 2019 Projected</b>
<b>Total Revenues</b>	<b>\$188,083,617</b>	<b>\$172,707,275</b>	<b>\$(15,376,342)</b>
<b>Total Expenditures, Transfers, and Reserves</b>	<b>\$188,083,617</b>	<b>\$175,285,160</b>	<b>\$(12,798,457)</b>
<b>Revenues Less Expenditures</b>	<b>\$-</b>	<b>\$(2,577,885)</b>	<b>\$(2,577,885)</b>

- Projected revenues for FY 2019 total to \$172,707,275 and projected expenditures total to \$175,285,160, resulting in a deficit of approximately \$2,577,885.
- Net decrease in projected revenue for FY 2019 total to \$15,376,342, consisting of a \$17,835,346 reduction in M&O taxes carryover and an increase of \$2,459,004 in projected revenue.
- Net decrease in projected expenditures for FY 2019 total to \$12,798,457, consisting of a \$16,131,393 reduction in M&O tax expenditures and an increase of \$3,332,936 in projected expenditures.

Additional changes may be required to the revenue and expenditure projections based on the Spring 2018 census data and requests made by the College's departments.

The Preliminary Projected Revenues and Expenditures FY 2018 and FY 2019 is presented for information and review by the Committee. No action is required from the Committee.

**Review and Recommend Action on Tuition and Fees Schedules for FY 2018 - 2019:**

- a. Student Tuition and Fees**
- b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts**
- c. Employee Fees**
- d. Other (Non-Student/Non-Employee) Fees**

Approval of revised Tuition and Fees Schedules for FY 2018 - 2019 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) will be requested at the February 27, 2018 Board meeting.

The College's student Tuition and Fees rates are undergoing a review in order to increase transparency to students, streamline the rates structure, and better align revenues to cost. As part of this initiative, the College implemented flat tuition rates for Fiscal Year 2017-2018.

For Fiscal Year 2018-2019, differential tuition and fee revenues were analyzed. Differential tuition revenues were evaluated against program expenditures to reduce sustainability gaps. Fees revenues were reviewed and compared to applicable department expenditures in order to properly align revenues to costs.

The recommended changes for FY 2018 - 2019 are as follows:

**a. Student Tuition and Fees**

- Maintain the FY 2017 – FY 2018 tuition rates for In-District, Out-of-District, and Out-of-State tuition
- Increase differential tuition per credit hour as follows:

<b>Differential Tuition</b>	<b>Current Rate</b>	<b>Increase</b>	<b>Proposed Rate</b>
Associate Degree Nursing	\$50.00	\$5.00	\$55.00
Emergency Medical Technology	\$40.00	\$5.00	\$45.00
Occupational Therapy Assistant	\$40.00	\$5.00	\$45.00
Patient Care Assistant	\$20.00	\$5.00	\$25.00
Pharmacy Tech	\$40.00	\$5.00	\$45.00
Physical Therapist Assistant	\$40.00	\$5.00	\$45.00
Radiologic Technology/Sonography	\$40.00	\$5.00	\$45.00
Respiratory Therapy	\$40.00	\$5.00	\$45.00
Vocational Nursing	\$50.00	\$5.00	\$55.00

- Add differential tuition per credit hour as follows:

<b>Differential Tuition</b>	<b>Proposed Rate</b>
Physical Science	\$15.00
Geology	\$15.00
Engineering	\$10.00



<b>Differential Tuition - Continued</b>	<b>Proposed Rate</b>
Architectural and Engineering Design Technology	\$20.00
Automotive and Diesel Technology	\$10.00
Culinary Arts	\$15.00
Electronic Equipment and Computer	\$15.00
Electrician Assistant	\$10.00
Fire Science	\$ 5.00
Heating, Ventilation and Air Conditioning	\$10.00

- Increase Bachelor of Applied Science in Organizational Leadership Tuition as follows:

<b>Bachelor of Applied Science in Organizational Leadership Tuition</b>	<b>Current Rate</b>	<b>Increase/ (Decrease)</b>	<b>Proposed Rate</b>
Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term	\$750.00	\$50.00	\$800.00

- Revise Mandatory Fees as follows:

<b>Mandatory Fees</b>	<b>Current Rate</b>	<b>Increase/ (Decrease)</b>	<b>Proposed Rate</b>
Information Technology Fee per credit hour	\$24.00	\$6.00	\$30.00
Learning Support Fee per credit hour	\$16.00	\$(4.00)	\$12.00

- Decrease Course Fees as follows:

<b>Course Fees</b>	<b>Current Rate</b>	<b>Increase/ (Decrease)</b>	<b>Proposed Rate</b>
Electronic Distance Learning/VCT Course fee per credit hour	\$15.00	\$(5.00)	\$10.00
Hybrid Course Fee per credit hour	\$10.00	\$(10.00)	\$0.00

- Decrease Testing Fee as follows:

<b>Testing Fee</b>	<b>Current Rate</b>	<b>Increase/ (Decrease)</b>	<b>Proposed Rate</b>
Sign Language Certification Exam Fee	\$95.00	\$(95.00)	\$0.00

**b. Dual Credit Tuition and Fees for Students Sponsored by Partnering School Districts:**

- Add Incidental Fees as follows:

<b>Incidental Fees</b>	<b>Proposed Rate</b>
Withdrawal Fee (from all courses - one-time fee) - after Census date	\$50.00
Student I.D. Replacement Fee	\$15.00

**c. Employee Fees**

- No changes recommended to current schedule

**d. Other (Non-Student/Non-Employee) Fees**

- No changes recommended to current schedule

**Comparison of Revenue FY 2018 Budget to FY 2019 Preliminary Proposed Budget**

If the proposed differential tuition and fees approved by the Board, the result would be an increase in projected revenues as follows:

<b>Comparison of Revenue FY 2018 Budget to FY 2019 Preliminary Proposed Budget</b>				
<b>Summary of Revenues</b>	<b>FY 2018 Budget (Original)</b>	<b>FY 2019 Budget (Proposed)</b>	<b>% of Total Revenues</b>	<b>Difference FY 2018 Approved to FY 2019 Proposed</b>
State Contact Hour Appropriation	\$40,226,013	\$40,226,013	21.08%	\$-
Other State Appropriation-ORP	536,458	536,458	0.28%	-
Other State Appropriation-TRS	2,206,242	2,206,242	1.16%	-
Other State Appropriation-HEGI	5,481,778	5,481,778	2.87%	-
Other State Appropriations Subtotal	8,224,478	8,224,478	4.31%	-
<b>Total State Appropriations</b>	<b>48,450,491</b>	<b>48,450,491</b>	<b>25.39%</b>	<b>-</b>
Academic & Differential Tuition-Net TPEG	30,960,624	31,611,995	16.57%	651,371
Continuing Ed/ATCP/NAAMREI/IAM-Net TPEG	2,692,548	2,692,548	1.41%	-
<b>Total Tuition</b>	<b>33,653,172</b>	<b>34,304,543</b>	<b>17.98%</b>	<b>651,371</b>
<b>Total Fees</b>	<b>27,669,015</b>	<b>27,941,644</b>	<b>14.64%</b>	<b>272,629</b>
<b>Total Other Revenues</b>	<b>6,672,998</b>	<b>6,672,998</b>	<b>3.50%</b>	<b>-</b>
<b>Total Taxes</b>	<b>48,691,317</b>	<b>50,516,741</b>	<b>26.47%</b>	<b>1,825,424</b>
<b>Total Carryover Allocations</b>	<b>22,946,624</b>	<b>5,111,278</b>	<b>12.02%</b>	<b>(17,835,346)</b>
<b>Total Revenues</b>	<b>\$188,083,617</b>	<b>\$172,997,695</b>	<b>100.00%</b>	<b>\$(15,085,922)</b>

**Projected FY 2018 – 2019 Revenues**

- Projected revenues for FY 2019 total \$172,997,695, resulting in a reduction of approximately \$15,085,922 from the FY 2018 budget.
- Net decrease in projected revenue for FY 2019 total \$15,085,922, consisting of a \$17,835,346 reduction in M&O taxes carryover and an increase of \$2,749,424 in projected revenue.

Reviewers - The revised Tuition and Fees Schedules for FY 2018 – 2019 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) have been reviewed by staff, the President's Cabinet, and President's Administrative Staff.

The four (4) proposed Tuition and Fees Schedules for FY 2018 - 2019 follow in the packet for the Committee's information and review. The proposed revisions for FY 2018 – 2019 are highlighted in yellow.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the February 27, 2018 Board meeting, the revised Tuition and Fees Schedules for FY 2018 - 2019 for students, dual credit students sponsored by partnering school districts, employees, and other (non-student/non-employee) as presented.

# PROPOSED

## STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	PROPOSED FEES FY 2018-2019
• In-District 1 credit hour	100.00	\$70.00	\$70.00
• In-District 2 credit hours	100.00		
• In-District 3 credit hours	88.00		
• In-District 4-5 credit hours	78.00		
• In-District 6-8 credit hours	73.00		
• In-District 9-11 credit hours	68.00		
• In-District 12-21 credit hours	67.00		
• Out-of-District 1 credit hour	125.00	\$80.00	\$80.00
• Out-of-District 2 credit hours	125.00		
• Out-of-District 3 credit hours	103.40		
• Out-of-District 4-5 credit hours	90.40		
• Out-of-District 6-8 credit hours	83.90		
• Out-of-District 9-11 credit hours	77.40		
• Out-of-District 12-21 credit hours	76.10		
• Out-of-State/International 1 credit hour	225.00	\$200.00	\$200.00
• Out-of-State /International 2 credit hours	225.00		
• Out-of-State /International 3 credit hours	213.00		
• Out-of-State /International 4-5 credit hours	203.00		
• Out-of-State /International 6-8 credit hours	198.00		
• Out-of-State /International 9-11 credit hours	193.00		
• Out-of-State /International 12-21 credit hours	192.00		
DIFFERENTIAL TUITION PER CREDIT HOUR:			
Biology	15.00	15.00	15.00
Chemistry	15.00	15.00	15.00
Physics	10.00	10.00	10.00
Astronomy	10.00	10.00	10.00
3000/4000 level courses	30.00	30.00	30.00
Associate Degree Nursing	50.00	50.00	55.00
Emergency Medical Technology	35.00	40.00	45.00
Occupational Therapy Assistant	40.00	40.00	45.00
Patient Care Assistant	20.00	20.00	25.00
Pharmacy Tech	40.00	40.00	45.00
Physical Therapist Assistant	40.00	40.00	45.00
Radiologic Technology/Sonography	40.00	40.00	45.00
Respiratory Therapy	40.00	40.00	45.00
Vocational Nursing	50.00	50.00	55.00
Physical Science			15.00
Geology			15.00
Engineering			10.00
Architectural & Engineering Design Technology			20.00
Automotive & Diesel Technology			10.00
Culinary Arts			15.00
Electronic Equipment & Computer			15.00
Electrician Assistant			10.00
Fire Science			5.00
Heating, Ventilation & Air Conditioning			10.00

# PROPOSED

## STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	<b>PROPOSED FEES FY 2018-2019</b>
<b>BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP TUITION:</b>			
Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term	750.00	750.00	<b>800.00</b>
<b>WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:</b>			
Workforce/Continuing Education Non-Credit Tuition per contact hour or variable tuition including zero tuition	6.00 or variable tuition including zero tuition	6.00 or variable tuition including zero tuition	6.00 or variable tuition including zero tuition
Workforce/Continuing Education Non-Credit Late Registration Fee	10.00	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00	5.00
Continuing Education Non-Credit Installment Plan Late Payment Fee	10.00	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/ Summer Camps /Workshops/Customized Training/ Other Training Activities and Events	Negotiated recovery of costs and processing fees including exemption of both.	Negotiated recovery of costs and processing fees including exemption of both.	Negotiated recovery of costs and processing fees including exemption of both.
<b>INDEPENDENT DUAL CREDIT TUITION PER CREDIT HOUR:</b>			
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College		50.00 Plus applicable differential tuition	50.00 Plus applicable differential tuition
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College		80.00 Plus applicable differential tuition	80.00 Plus applicable differential tuition
<b>INDEPENDENT DUAL CREDIT FEES:</b>			
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College		All fees are applicable and will not be waived.	All fees, <b>including incidental fees</b> , are applicable and will not be waived.
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College		All fees are applicable and will not be waived.	All fees, <b>including incidental fees</b> , are applicable and will not be waived.
<b>DUAL CREDIT ACADEMIES PARTICIPATION FEES:</b>			
Dual Credit Academies Participation Fee – Fall and Spring, per student per semester (charged to School District)		\$600 for recovery of costs and processing fees	\$600 for recovery of costs and processing fees

# PROPOSED

## STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	PROPOSED FEES FY 2018-2019
Dual Credit Academies Participation Fee – Summer, per student per credit hour (charged to School District)		\$600 for recovery of costs and processing fees	\$50 for recovery of costs and processing fees
<b>DUAL CREDIT REIMBURSEMENT OF COSTS:</b>			
School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per course per semester		Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees	Recovery of faculty salaries, fringe benefits, mileage, and other associated costs and processing fees
<b>MANDATORY FEES:</b>			
Registration Fee: • If registered and paid or registered and financial aid processed <u>BEFORE</u> August 1 <sup>st</sup> , January 1 <sup>st</sup> , May 15 <sup>th</sup> and June 15 <sup>th</sup>	100.00	100.00	0.00
Registration Fee: • If registered and paid or registered and financial aid processed <u>BEFORE</u> July 1 <sup>st</sup> , December 1 <sup>st</sup> , May 15 <sup>th</sup> and June 15 <sup>th</sup>	0.00	0.00	100.00
Registration Fee: <u>After Deadline</u> ▪ If registered and paid or financial aid processed <u>ON</u> or <u>AFTER</u> August 1 <sup>st</sup> , January 1 <sup>st</sup> , May 15 <sup>th</sup> and June 15 <sup>th</sup>	160.00	160.00	0.00
Registration Fee: ▪ If registered and paid or financial aid processed <u>ON</u> or <u>AFTER</u> July 1 <sup>st</sup> , December 1 <sup>st</sup> , May 15 <sup>th</sup> and June 15 <sup>th</sup>	0.00	0.00	160.00
Information Technology Fee per credit hour	24.00	24.00	30.00
Learning Support Fee per credit hour	16.00	16.00	12.00
Student Activity Fee per credit hour	2.00	4.00	4.00
<b>COURSE FEES:</b>			
Lab Fee per lab credit hour for applicable courses with labs	24.00	24.00	24.00
Course Repeat Fee per credit hour • Third or more repeats (Includes Developmental) Fall 2016	125.00	0.00	0.00
• Third or more attempts (Excludes Developmental) Effective Spring 2017	125.00	125.00	125.00
• Enrollment in Developmental Studies Courses (>27 credit hours) Effective Spring 2017	125.00	125.00	0.00
• Enrollment in Developmental Studies Courses (>18 credit hours) Effective Spring 2018	0.00	125.00	125.00
Developmental Studies Fee: One-time fee per semester	50.00	29.00	29.00
Electronic Distance Learning/VCT Course Fee per credit hour	15.00	15.00	10.00
Hybrid Course Fee per credit hour	5.00	10.00	0.00

# PROPOSED

## STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	PROPOSED FEES FY 2018-2019
Fire Academy Fees:			
• Gear Rental	\$280/4 weeks	\$280/4 weeks	\$280/4 weeks
• Self-Contained Breathing Apparatus	\$360/Semester	\$360/Semester	\$360/Semester
• Testing	85.00	85.00	85.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Physical Education Special Activity Fee per course	55.00	55.00	55.00
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Overdue Library Book/Media Fee per day	0.25	0.00	0.00
Overdue Library Reserve Item per hour	1.00	0.00	0.00
Overdue Library Equipment per day	1.00	0.00	0.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
<b>INSTALLMENT PLAN/EMERGENCY LOAN FEES:</b>			
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee	35.00	35.00	35.00
Emergency Loan Late Payment Fee	35.00	35.00	35.00
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Permit Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00

# PROPOSED

## STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	<b>PROPOSED FEES FY 2018-2019</b>
Proposed Skateboard and Other Appliance Violation:			
<i>First</i>	Warning	Warning	Warning
<i>Second</i>	30.00	30.00	30.00
<i>Third</i>	50.00	50.00	50.00
<i>Fourth</i>	70.00	70.00	70.00
<i>Fifth</i>	90.00	90.00	90.00
<b>TESTING FEES:</b>			
<b>Health Education Services Inc. (HESI) Exam Fee</b>		45.00	45.00
		Students will register and pay fees to Elsevier Inc. for each attempt when signing up for the exam through the Market Place website. Fees will be subject to change.	Students will register and pay fees to Elsevier Inc. for each attempt when signing up for the exam through the Market Place website. Fees will be subject to change.
Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee	50.00	0.00	0.00
Sign Language Certification Exam Fee	95.00	95.00	0.00
Proctoring/Professional Testing Services Fee	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
Credit By Examination	Tuition	Tuition	Tuition
<b>GED Exam Fee – 1<sup>st</sup> and 4<sup>th</sup> Attempts</b> <ul style="list-style-type: none"> <li>GED Retest Exam Fee – <b>\$36.25</b> Writing only</li> <li>GED Retest Exam Fee – <b>\$36.25</b> Reading only</li> <li>GED Retest Exam Fee – <b>\$36.25</b> Mathematics only</li> <li>GED Retest Exam Fee – <b>\$36.25</b> Science only</li> <li>GED Retest Exam Fee – <b>\$36.25</b> Social Studies only</li> </ul> <b>GED Retest Exam Fee – 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Attempts</b> <ul style="list-style-type: none"> <li>GED Retest Exam Fee – <b>\$16.25</b> Writing only</li> <li>GED Retest Exam Fee – <b>\$16.25</b> Reading only</li> <li>GED Retest Exam Fee – <b>\$16.25</b> Mathematics only</li> <li>GED Retest Exam Fee – <b>\$16.25</b> Science only</li> <li>GED Retest Exam Fee – <b>\$16.25</b> Social Studies only</li> </ul>	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.



# PROPOSED

## STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	<b>PROPOSED FEES FY 2018-2019</b>
<b>HiSET Exam Fee (All Five Exams – 1<sup>st</sup> and 4<sup>th</sup> Attempts)</b> <ul style="list-style-type: none"> <li>HiSET Exam Fee – Reading only \$25.00</li> <li>HiSET Exam Fee – Writing only \$25.00</li> <li>HiSET Exam Fee – Math only \$25.00</li> <li>HiSET Exam Fee – Science only \$25.00</li> <li>HiSET Exam Fee – Social Studies only \$25.00</li> </ul>		<b>125.00</b> Students will register through the ETC website and pay all applicable fees online, including Test Center Fees. Fees subject to change.	<b>125.00</b> Students will register through the ETC website and pay all applicable fees online, including Test Center Fees. Fees subject to change.
<b>HiSET Exam Fee (All Five Exams – 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> Attempts)</b> <ul style="list-style-type: none"> <li>HiSET Exam Fee – Reading only \$15.00</li> <li>HiSET Exam Fee – Writing only \$15.00</li> <li>HiSET Exam Fee – Math only \$15.00</li> <li>HiSET Exam Fee – Science only \$15.00</li> <li>HiSET Exam Fee – Social Studies only \$15.00</li> </ul>		Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.
TSI Assessment Reservation Fee	25.00	25.00	25.00
TSI Assessment Exam – All Three Exams	29.00	29.00	29.00
<ul style="list-style-type: none"> <li>TSI Assessment Exam Fee – Reading only</li> </ul>	10.00	10.00	10.00
<ul style="list-style-type: none"> <li>TSI Assessment Exam Fee – Writing only</li> </ul>	10.00	10.00	10.00
<ul style="list-style-type: none"> <li>TSI Assessment Exam Fee – Math only</li> </ul>	10.00	10.00	10.00
TSI Assessment Exam Retesting Fee – All Three Exams	29.00	29.00	29.00
<ul style="list-style-type: none"> <li>TSI Assessment Exam Fee – Retesting Reading only</li> </ul>	10.00	10.00	10.00
<ul style="list-style-type: none"> <li>TSI Assessment Exam Fee – Retesting Writing only</li> </ul>	10.00	10.00	10.00
<ul style="list-style-type: none"> <li>TSI Assessment Exam Fee – Retesting Math only</li> </ul>	10.00	10.00	10.00
<b>CHILD DEVELOPMENT CENTER FEES:</b>			
Tuition fee per week	120.00	120.00	120.00
Registration Fee:			
<ul style="list-style-type: none"> <li>Fall and Spring Semesters</li> </ul>	40.00	40.00	40.00
<ul style="list-style-type: none"> <li>Summer Session</li> </ul>	20.00	20.00	20.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. Add'l. minute	\$5/first 5 minutes and \$1/ea. Add'l. minute	\$5/first 5 minutes and \$1/ea. Add'l. minute
Supply Fee:			
<ul style="list-style-type: none"> <li>Fall and Spring Semesters</li> </ul>	30.00	30.00	30.00
<ul style="list-style-type: none"> <li>Summer Session</li> </ul>	10.00	10.00	10.00
Reservation Fee for Fall/Spring semester Breaks	65.00	65.00	65.00
<ul style="list-style-type: none"> <li>Summer</li> </ul>	20.00	20.00	20.00
<b>INCIDENTAL FEES:</b>			
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Drop Fee (one-time fee) – 1 <sup>st</sup> class day through Census date	25.00	25.00	25.00

# PROPOSED

## STUDENT TUITION AND FEES FOR FY 2018-2019

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	<b>PROPOSED FEES FY 2018-2019</b>
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Withdrawal Fee ( <b>from all courses</b> - one-time fee) – after Census date	50.00	50.00	50.00
Student Insurance Fee (voluntary)	Fee is paid to approved insurance carrier. Subject to change.	Fee is paid to approved insurance carrier. Subject to change.	Fee is paid to approved insurance carrier. Subject to change.

**PROPOSED TUITION AND FEES FOR DUAL CREDIT STUDENTS  
SPONSORED BY PARTNERING SCHOOL DISTRICTS  
FOR FY 2018-2019**

	<b>Board Approved FY 2016-2017</b>	<b>Board Approved FY 2017-2018</b>	<b>PROPOSED FY 2018-2019</b>
<b>DUAL CREDIT TUITION:</b>			
Per credit hour tuition for in-district dual credit students sponsored by partnering school districts	0.00	0.00	0.00
<b>DIFFERENTIAL TUITION PER CREDIT HOUR FOR COURSES OFFERED ON A SOUTH TEXAS COLLEGE CAMPUS OR FACILITY:</b>			
Associate Degree Nursing	50.00	50.00	55.00
Emergency Medical Technology	35.00	40.00	45.00
Occupational Therapy Assistant	40.00	40.00	45.00
Patient Care Assistant	20.00	20.00	25.00
Pharmacy Tech	40.00	40.00	45.00
Physical Therapist Assistant	40.00	40.00	45.00
Radiologic Technology/Sonography	40.00	40.00	45.00
Respiratory Therapy	40.00	40.00	45.00
Vocational Nursing	50.00	50.00	55.00
<b>COURSE FEES:</b>			
Electronic Distance Learning/VCT Course Fee per credit hour	15.00	15.00	10.00
Hybrid Course Fee per credit hour	5.00	10.00	0.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
<b>INCIDENTAL FEES:</b>			
Fee per credit hour for dual credit students attempting a course three or more times	125.00	125.00	125.00
Dual Credit Late Processing Fee per course per student after Census Day	200.00	200.00	200.00
<b>Withdrawal Fee (from all courses – one-time fee) – after Census date</b>			50.00
<b>Student ID Replacement Fee</b>			15.00

## PROPOSED EMPLOYEE FEES FOR FY 2018-2019

### NO PROPOSED CHANGES

	Board Approved for FY 2016-2017	Board Approved for FY 2017-2018	PROPOSED for FY 2018-2019
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100	100	100
<i>Fifth</i>	120	120	120
Handicap Parking Violations	150	150	150
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
Vehicle Boot Removal Fee	100	100	100
Keyless Access Card Replacement Fee	10.00	10.00	10.00
Returned Check	30.00	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Overdue Inter-Library Loan or TexShare Item	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library



**NO PROPOSED CHANGES**

	<b>Board Approved for FY 2016-2017</b>	<b>Board Approved for FY 2017-2018</b>	<b>PROPOSED for FY 2018-2019</b>
Returned Check	30.00	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Overdue Library Book/Media Fee per day	0.25	0.00	0.00
Parking violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	90.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
Child Development Center:			
Tuition fee per week	120.00	120.00	120.00
Registration Fee:			
• Fall and Spring Semesters	40.00	40.00	40.00
• Summer Session	20.00	20.00	20.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee:			
• Fall and Spring Semesters	30.00	30.00	30.00
• Summer Session	10.00	10.00	10.00
Reservation Fee for Fall/Spring semester Breaks	65.00	65.00	65.00
• Summer	20.00	20.00	20.00

### **Discussion and Action as Necessary on External Auditor Services**

Approval to renew the contract with Carr, Riggs & Ingram, LLC. (McAllen, TX) for the external auditor services for the fiscal year ending August 31, 2018 will be requested at the February 27, 2018 Board meeting.

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

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

Background - The Board awarded the contract for the external auditor services at the April 24, 2017 Board of Trustees meeting for one year with four one-year annual renewals. The first renewal period will be for the fiscal year ending August 31, 2018 for the audit of Fiscal Year 2017 - 2018.

Award	Board Meeting Date	Original Term	Renewal Term	Audit Period
Original	4/24/17	4/25/17- 12/31/17	4 – one year options	9/01/16 – 8/31/17
1 <sup>st</sup> Renewal	2/27/18		1/1/18 – 12/31/18	9/01/17 – 8/31/18

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

Funding Source - Expenditures are budgeted in the Audit Services budget for FY 2017 - 2018 budget and FY 2018 - 2019 pending Board approval of the budget.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 27, 2018 Board meeting to take action as necessary regarding the contract with Carr, Riggs, & Ingram, LLC.. for the external auditor services at a cost of approximately \$120,000.00 for the fiscal year ending August 31, 2018 as presented.

## **Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2017**

Acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2017 will be requested at the February 6, 2018 Board meeting.

Purpose – The [Code of Criminal Procedure Article 2.131–2.138](#) requires Chief administrators of law enforcement agencies to submit the racial profiling reports to their governing body, in addition to TCOLE.

Justification – During calendar year 2017, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

Background – Pursuant to Texas Occupations Code 1701.164, the Texas Commission on Law Enforcement (TCOLE) is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the [Code of Criminal Procedure Article 2.131–2.138](#).

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132.  
Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
- (A) The Texas Commission on Law Enforcement; and
  - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Explanation of Specific Report Statistics – Additional information on the Racial Profiling Report is as follows:

- Race or Ethnicity known prior to stop

Traffic stops are conducted when a police officer observes an infraction and pulls over the vehicle to speak with the driver. Since infractions are normally observed when the police officer is behind the vehicle committing the infraction, the police officer is unaware of the ethnicity of the driver until the driver is approached.

The example of how to file a Racial Profiling Report on the Texas Commission on Law Enforcement (TCOLE) website shows a zero in the section to identify traffic stops in which the officer was aware of the ethnicity of the driver before the traffic stop was made. South Texas College police officers receive training in traffic stops and the racial profiling prohibition. The statistics of those who are stopped by South

Texas College police documents that the ethnicity is in line with the population of the college and the Rio Grande Valley and that there is no racial profiling being conducted.

- Search Conducted

One of the traffic stops resulted in a search when the driver stated that there was a handgun in the glove box of the vehicle. The driver gave the police officer consent to search the glove box and examine the handgun. A weapon record check disclosed that the handgun was stolen and it was confiscated by the police officer. The driver was not arrested because he showed valid documentation of ownership. Subsequent to investigation, it was determined that the law enforcement agency recording the serial number of the stolen weapon had entered an incorrect digit and the handgun was not the firearm that was stolen. The handgun was returned to the owner who showed the documentation of ownership.

- Street address or approximate location of the stop

Texas state law requires police officers to take action when they observe a danger to the public. The 24 traffic stops on city streets were conducted when the officers observed violations that were a threat to the safety of the public, including driving to endanger and running red lights. The location of traffic stops are as follows:

- ⇒ 131 stops were adjacent to campuses – On streets paralleling campus to address safety threats to students.
- ⇒ 41 stops were on entering/leaving campuses - Driving infractions on college property.
- ⇒ 24 stops were on city streets not adjacent to campus – Threats to the safety of the public, including driving to endanger and driving through red lights.

Reviewers – The Vice President for Finance and Administrative Services and the Chief Administrator of the Department of Public Safety have reviewed the information being presented.

Enclosed Documents – The South Texas College Department of Public Safety Racial Profiling Report for calendar year 2017 follows in the packet for the Committee's information and review.

The state would utilize this report in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no such complaints.

South Texas Chief Administrator for Department of Public Safety, Paul Varville, will be present at the Committee Meeting to respond to questions.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the February 6, 2018 Board meeting to accept the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2017 as presented.





## Department of Public Safety

### Racial Profiling Report

As of January 3, 2018 - Report Ended on 12/31/2017

#### Gender:

1. Female-94
2. Male -102
3. 196 Total (3, 10, 13, 18, 21, 40 and 51 must be equal)

#### Race or Ethnicity:

4. 1 African
5. 2 Asian
6. 24 Caucasian
7. 167 Hispanic
8. 2 Middle Eastern
9. 0 Native American
10. 196 Total ( 3, 10, 13, 18, 21, 40 and 51 must be equal)

#### Race or Ethnicity known prior to stop?

11. 0 Yes
12. 196 No
13. 196 Total (3, 10, 13, 18, 21, 40 and 51 must be equal)

#### Reason for stop?

14. 1 Violation of law other than traffic
15. 0 Pre Existing Knowledge
16. 159 Moving Traffic Violations
17. 36 Vehicle Traffic Violations
18. 196 Total (3, 10, 13, 18, 21, 40 and 51 must be equal)

#### Search Conducted?

19. 1 Yes
20. 195 No
21. 196 Total

#### Reason for search?

22. 1 Consent
23. 0 Contraband/evidence in plain sight
24. 0 Probable cause or reasonable suspicion
25. 0 Inventory search preformed as a result of towing
26. 0 Incident to arrest/warrant
27. 1 Total ( must equal line 19)

**Contraband discovered?**

**28.1 Yes**

**29.0 No**

**30.1 Total ( must equal line 19)**

**Description of contraband**

**31.0 Illegal drugs/ drug paraphernalia**

**32.0 currency**

**33.1 Weapons**

**34.0 Alcohol**

**35.0 Stolen Property**

**36.0 Other**

**37.1 Total ( Must equal line 28)**

**Arrest result of stop or search:**

**38.0 Yes**

**39.196 No**

**40.196 Total (3, 10, 13, 18, 21, 40 and 51 must be equal)**

**Arrest based on:**

**41.0 Violation of the Penal Code**

**42.0 Violation of Traffic Law**

**43.0 Violation of City Ordinance**

**44.0 Outstanding Warrant**

**Street address or approximate location of the stop:**

**45.156 City Street**

**46.0 US Highway**

**47.0 County Road**

**48.40 Private Property or other**

**Written warning or a citation as a result of the stop:**

**49.186 Yes**

**50.10 No**

**51.196 Total**

## 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 February 1, 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.

### 1) Positions Filled during Fiscal Year 2017 - 2018

#### **(EXHIBIT A – HIRED)**

- 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. Three-hundred and five (305) Full Time Regular positions were vacant as of September 1, 2017.
- One-hundred and thirty-four (134) of the FY 2016 - 2017 positions have been filled and twenty-three (23) of the new FY 2017 - 2018 Full Time, Regular positions have been filled for a total of one-hundred and fifty-seven (157) positions filled as of February 1, 2018.

	<b>FY2016-2017</b>	<b>FY2017-2018</b>	<b>Total</b>
Positions Carried over	232		232
New positions		73	73
<i>Total Vacancies as of 9/1/2017</i>			305
Filled	134	23	157
<b>Total Vacancies as of 2/1/2018 excluding resignations</b>	<b>98</b>	<b>50</b>	<b>148</b>
<b>% of Vacancies Filled</b>			<b>49%</b>

### 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 February 1, 2018.

	<b>Academic Affairs</b>	<b>Finance &amp; Admin. Services</b>	<b>Information Services, Planning, Perform. &amp; Strategic Initiatives</b>	<b>President's Office</b>	<b>Student Affairs &amp; Enrollment Management</b>	<b>Total</b>
Continued	23	41	40	16	12	<b>132</b>
Cont-Bond	10	30	8	0	1	<b>49</b>
New	7	3	1	2	4	<b>17</b>
New- Bond	12	20	2	0	0	<b>34</b>
<b>Total</b>	<b>52</b>	<b>94</b>	<b>51</b>	<b>18</b>	<b>17</b>	<b>232</b>

**3) Position Turnover during Fiscal Year 2017 - 2018**

- Thirty-two (32) vacancies due to resignations, terminations, or retirements have been submitted for Full Time, Regular positions as of February 1, 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

South Texas College							
Positions Filled in FY 2017 - 2018							
As of February 01, 2018							
Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Academic Advancement							
Distance Learning	710276	CONT BOND FY17	Prof/Tech Support Exempt	Director of Distance Learning	New for FY17	Filled	02-01-18
High School Programs & Services	708286	NEW FY18	Administrative	Interim Dean for Dual Credit Programs and School District Partnerships	NEW FY18	Filled	02-01-18
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
History	701225	CONT	Classified	Faculty Secretary	New FY17	Filled	02-12-18
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
Engineering	701412	CONT BOND FY17	Prof/Tech Support Non-Exempt	Lab Specialist II - Engineering	New for FY17	Filled	02-05-18
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

Positions Filled - EXHIBIT A

South Texas College Positions Filled in FY 2017 - 2018 As of February 01, 2018							Hired		
Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date		
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		
Custodial	705502	CONT	Classified	Custodian	07-18-17	Filled	11-01-17		
Custodial	770502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	11-06-17		
Custodial	700503	NEW-BOND FY18	Classified	Custodian	NEW FY18	Filled	11-06-17		
Custodial	761502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17		
Custodial	786502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17		
Custodial	782502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17		
Custodial	781502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17		
Custodial	787502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17		
Custodial	783502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17		
Custodial	701503	NEW-BOND FY18	Classified	Custodian	NEW FY18	Filled	11-06-17		
Custodial	785502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17		
Custodial	764502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17		
Custodial	703503	NEW-BOND FY18	Classified	Custodian	NEW FY18	Filled	01-08-18		
Custodial	772502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	01-03-18		
Custodial	706502	CONT	Classified	Custodian	10-02-17	Filled	01-16-18		
Custodial	744502	CONT	Classified	Custodian	07-18-17	Filled	02-05-18		
Custodial	771502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	02-05-18		
Custodial	758502	CONT BOND FY17	Classified	Lead Custodian	New for FY17	Filled	11-01-17		
Custodial	765502	CONT BOND FY17	Classified	Lead Custodian	New for FY17	Filled	11-01-17		
Custodial	779502	CONT BOND FY17	Classified	Lead Custodian	New for FY17	Filled	11-06-17		
Custodial	753502	CONT	Classified	Lead Custodian	06-30-17	Filled	12-05-17		
Custodial	701502	CONT	Classified	Lead Custodian	07-18-17	Filled	01-03-18		
Custodial	780502	CONT BOND FY17	Classified	Floor Technician	New for FY17	Filled	09-05-17		
Dir Fac Planning and Construction	730501	NEW-BOND FY18	Classified	Facilities, Planning and Construction Accounts Assistant	NEW FY18	Filled	01-16-18		
Facilities Operations and Maintenance	709501	CONT	Classified	Administrative Assistant	08-22-17	Filled	12-04-17		
Facilities Operations and Maintenance	700037	CONT	Classified	Secretary	08-22-17	Filled	12-04-17		
Facility Maintenance	716499	CONT BOND FY17	Classified	Campus Facility Manager	New for FY17	Filled	09-05-17		
Facility Maintenance	717499	CONT BOND FY17	Prof/Tech Support Exempt	Campus Facility Manager	New for FY17	Filled	01-03-18		
Facility Maintenance	739499	CONT BOND FY17	Prof/Tech Support Non-Exempt	Construction Supervisor	New for FY17	Filled	11-13-17		
Facility Maintenance	724499	CONT BOND FY17	Classified	Electrician	New for FY17	Filled	11-01-17		
Facility Maintenance	723499	CONT BOND FY17	Classified	Electrician	New for FY17	Filled	12-04-17		
Facility Maintenance	737499	CONT BOND FY17	Classified	Energy Technician	New for FY17	Filled	11-06-17		
Facility Maintenance	738499	CONT BOND FY17	Classified	Energy Technician	New for FY17	Filled	11-01-17		
Facility Maintenance	734499	CONT BOND FY17	Classified	Maintenance Assistant	New for FY17	Filled	10-02-17		
Facility Maintenance	735499	CONT BOND FY17	Classified	Maintenance Assistant	New for FY17	Filled	10-16-17		

# Positions Filled - EXHIBIT A

<div> <div>South Texas College</div> <div>Positions Filled in FY 2017 - 2018</div> <div>As of February 01, 2018</div> </div> <div>Hired</div>						
Division	Position	Type	Category	Title	Date Position Vacated	Position Status Hire Date
Facility Maintenance	736499	CONT BOND FY17	Classified	Maintenance Assistant	New for FY17	Filled 10-16-17
Facility Maintenance	719499	CONT BOND FY17	Classified	Maintenance Technician	New for FY17	Filled 12-04-17
Facility Maintenance	720499	CONT BOND FY17	Classified	Maintenance Technician	New for FY17	Filled 01-03-18
Facility Maintenance	726499	CONT BOND FY17	Classified	Plumber	New for FY17	Filled 02-12-18
Facility Maintenance	718499	CONT BOND FY17	Classified	Warehouse Technician	New for FY17	Filled 10-09-17
Finance and Administrative Services	702360	CONT	Classified	Executive Administrative Assistant	01-31-17	Filled 12-01-17
Human Resources	704240	CONT	Administrative Exempt	Assistant Director of Human Resources	09-01-14	Filled 09-10-17
Human Resources	715240	CONT	Prof/Tech Support Non-Exempt	Benefits Specialist	08-04-17	Filled 09-11-17
Human Resources	716240	CONT	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist/Evaluator	07-03-17	Filled 10-02-17
Purchasing	726580	CONT	Prof/Tech Support Non-Exempt	Purchasing Specialist	09-01-16	Filled 09-18-17
Purchasing	707580	CONT	Prof/Tech Support Exempt	Buyer	01-24-17	Filled 09-18-17
Safety and Security	773514	CONT BOND FY17	Classified	Security Guard	New for FY17	Filled 09-11-17
Safety and Security	743514	CONT BOND FY17	Classified	Security Guard	New for FY17	Filled 09-11-17
Safety and Security	738514	CONT	Prof/Tech Support Non-Exempt	Security Guard Specialist	09-01-15	Filled 01-11-18
Safety and Security	735514	CONT	Classified	Security Guard Specialist	08-17-17	Filled 02-05-18
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	703359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled 02-01-18
Student Transportation Services	702359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled 02-01-18
Student Transportation Services	701359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled 01-08-18
<b>Information Services, Planning and Strategic Initiatives</b>						
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

# Positions Filled - EXHIBIT A

<div> <div>South Texas College</div> <div>Positions Filled in FY 2017 - 2018</div> <div>As of February 01, 2018</div> </div> <div>Hired</div>						
Division	Position	Type	Category	Title	Date Position Vacated	Position Status Hire Date
Learning Commons and Open Labs	717397	CONT BOND FY17	Prof/Tech Support Non-Exempt	Open Labs Analyst	New for FY17	Filled 10-16-17
	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 Acquisition	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
TR PM Risk and Security	719395	CONT	Prof/Tech Support Exempt	Information Security Analyst	09-01-15	Filled 09-01-17
<b>Division of Nursing and Allied Health</b>						
Pharmacy Technology	701562	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Registered Lab Assistant - Pharmacy	NEW FY18	Filled 02-05-18
Radiologic Technology	703557	CONT	Classified	Faculty Secretary	05-31-17	Filled 10-02-17
<b>Office of the President</b>						
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 Development, 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
<b>Student Affairs and Enrollment Management</b>						
Admissions & Records	700020	CONT	Classified	Admissions Technician	11-14-17	Filled 10-09-17
Admissions and Records Advising	723612	CONT BOND FY17	Prof/Tech Support Non-Exempt	Admissions Specialist	New for FY17	Filled 01-16-18
College Connections	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	708440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	03-01-17	Filled 03-05-18
Student Financial Services	714440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	03-01-17	Filled Pending
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

<div> <div>South Texas College</div> <div>NEW Vacant Full-Time Regular Positions Approved for FY 2017 - 2018</div> <div>As of February 01, 2018</div> </div> <div>New Positions</div>						
Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status
Academic Advancement						
High School Programs & Services	706285	NEW FY18	Classified	Administrative Assistant	4	Screening in Progress
Division of Math, Science and Bachelor Programs						
BAT/BAS	701293	NEW FY18	Prof/Tech Support Exempt	Academic Coach	4	Screening in Progress
BAT/BAS	702293	NEW FY18	Prof/Tech Support Exempt	Academic Coach	5	Recommendation in Progress
Biology	706204	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition
Biology	707204	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	2	Requisition in Progress
Chemistry	703200	NEW-BOND FY18	Classified	Faculty Secretary	3	Advertised
Chemistry	704200	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	4	Screening in Progress
Div. of Math, Science & BA Programs	705281	NEW FY18	Classified	Administrative Assistant	4	Screening in Progress
Division of Business, Public Safety and Technology						
Fire Science	701312	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition
Fire Science	702312	NEW-BOND FY18	Classified	Lab Assistant – Fire Science	1	Pending Requisition
Law Enforcement						
Law Enforcement	701593	NEW FY18	Classified	Secretary	3	Advertised
Division of Nursing and Allied Health						
Nursing & Allied Health	713557	NEW FY18	Prof/Tech Support Non-Exempt	Advisor	2	Requisition in Progress
Nursing & Allied Health	714557	NEW FY18	Prof/Tech Support Non-Exempt	Student Success Specialist	4	Screening in Progress
Nursing & Allied Health	715557	NEW-BOND FY18	Classified	Faculty Secretary	4	Screening in Progress
Nursing & Allied Health	716557	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition
Nursing & Allied Health	717557	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition
Nursing & Allied Health	720557	NEW-BOND FY18	Classified	Lab Assistant - NAH	1	Pending Requisition
Nursing & Allied Health	718557	NEW-BOND FY18	Classified	Secretary	1	Pending Requisition
Nursing & Allied Health	719557	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Simulation Network Specialist	1	Pending Requisition
Finance and Administrative Services						
Business Office	760184	NEW FY18	Prof/Tech Support Exempt	Budget Manager	4	Screening in Progress
Campus Police	700516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Dispatch Supervisor	1	Pending Requisition
Campus Police	701516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Police Officer	4	Screening in Progress
Campus Police	702516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Police Officer	4	Screening in Progress
Cashiers Office	757184	NEW-BOND FY18	Classified	Accounting Assistant	4	Screening in Progress
Cashiers Office	758184	NEW-BOND FY18	Classified	Administrative Assistant	4	Screening in Progress
Cashiers Office	755184	NEW-BOND FY18	Classified	Cashier	5	Recommendation in Progress
Cashiers Office	756184	NEW-BOND FY18	Classified	Cashier	5	Recommendation in Progress
Cashiers Office	759184	NEW-BOND FY18	Classified	Cashier	5	Recommendation in Progress
Custodial	702503	NEW-BOND FY18	Classified	Custodian	5	Recommendation in Progress
Custodial	700503	NEW-BOND FY18	Classified	Custodian	1	Pending Requisition
Custodial	705503	NEW-BOND FY18	Classified	Floor Technician	5	Recommendation in Progress

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 February 01, 2018				New Positions			
Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Custodial	704503	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lead Custodian	5	Recommendation in Progress	02-12-18
Facility Operations and Maintenance	729501	NEW-BOND FY18	Prof/Tech Support Exempt	Environmental Health and Safety Manager	3	Advertised	04-02-18
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	4	Screening in Progress	03-05-18
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	708359	NEW FY18	Classified	Bus Driver	4	Screening in Progress	03-05-18
Student Transportation Services	709359	NEW FY18	Classified	Bus Driver	5	Recommendation in Progress	02-12-18
Information Services, Planning and Strategic Initiatives							
Educational Technologies	721271	NEW-BOND FY18	Prof/Tech Support Exempt	Audio Visual Systems Designer	2	Requisition in Progress	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	2	Requisition in Progress	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
Public Relations/Marketing	726462	NEW FY18	Prof/Tech Support Exempt	Marketing Manager	4	Screening in Progress	03-05-18
Student Affairs and Enrollment Management							
Admissions and Records	724612	NEW FY18	Prof/Tech Support Non-Exempt	Admissions Specialist	5	Recommendation in Progress	02-12-18
Special Programs	708192	NEW FY18	Classified	Administrative Assistant	4	Screening in Progress	03-05-18
Student Affairs & Enrollment Management	725612	NEW FY18	Prof/Tech Support Exempt	Project Manager - SAEM	1	Pending Requisition	05-07-18
Student Rights and Responsibilities	708191	NEW FY18	Classified	Administrative Assistant	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 - Continuing Full-Time Regular Positions As of February 01, 2018									Vacant Positions - Continuing			
Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date				
Academic Advancement				Associate Dean of Curriculum and Student Learning								
	Curriculum and Student Learning	701283	CONT	Administrative								
	Curriculum and Student Learning	704335	CONT	Administrative	Director of Academic Assessment	FY18 Position Chng	1	Pending Requisition				
	High School Programs and Services	701286	CONT	Administrative	Director of Academies and High School Projects	FY18 Position Chng	4	Screening in Progress				
	High School Programs and Services	702203	CONT	Classified	Secretary	02-01-18	1	Pending Requisition				
	Professional & Organizational Dev	702352	CONT	Administrative	Associate Dean Professional & Organizational Dev	01-04-18	4	Screening in Progress				
	Professional & Organizational Dev	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Manager	01-06-17	1	Pending Requisition				
	Professional & Organizational Dev	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Manager	FY18 Position Chng	4	Screening in Progress				
	Professional & Organizational Dev	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	07-22-16	1	Pending Requisition				
	Professional & Organizational Dev	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	07-22-16	1	Pending Requisition				
Academic Affairs												
	Academic Affairs	703279	CONT	Executive	Vice President for Academic Affairs	08-31-13	1	Pending Requisition				
	Distance Learning	702279	CONT	Administrative	Dean of Distance Learning	02-02-17	3a	Re-Advertised				
	Distance Learning	701276	CONT	Prof/Tech Support Exempt	Distance Learning Media Manager	02-01-18	1	Pending Requisition				
	Distance Learning	701269	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Services Specialist II	New BOND FY17	1	Pending Requisition				
	Distance Learning	701269	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Services Specialist II	New BOND FY17	1	Pending Requisition				
	Mid Valley Campus	701269	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Services Specialist II	New BOND FY17	1	Pending Requisition				
	Division of Business, Public Safety and Technology											
	Electrician Assistant	701310	CONT	Classified	Lab Assistant - ELTR	10-01-17	4	Screening in Progress				
	Health Information	700555	CONT	Classified	Faculty Secretary	11-17-17	1	Pending Requisition				
Health Information												
	Health Information	701300	CONT	Classified	Lab Assistant - HVACR	10-01-17	4	Screening in Progress				
	HVACR	701300	CONT	Classified	Lab Assistant - HVACR	10-01-17	4	Screening in Progress				
	Welding	707415	CONT	Classified	Lab Assistant - Welding	New for FY16	4	Screening in Progress				
	Welding	707415	CONT	Classified	Lab Assistant - Welding	New for FY16	4	Screening in Progress				
	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				
	Division of Liberal Arts and Social Sciences	711150	CONT BOND FY17	Classified	Faculty Secretary	New BOND FY17	5	Recommendation in Progress				
	Division of Liberal Arts and Social Sciences	710150	CONT BOND FY17	Classified	Faculty Secretary	New BOND FY17	4	Screening in Progress				
	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				
Division of Liberal Arts and Social Sciences												
	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				
	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				
	MV-Child Care and Development	708137	CONT	Prof/Tech Support Non-Exempt	Assistant Childcare Center Manager	08-08-17	4	Screening in Progress				
	MV-Child Care and Development	708137	CONT	Prof/Tech Support Non-Exempt	Assistant Childcare Center Manager	08-08-17	4	Screening in Progress				
	Speech	701228	CONT BOND FY17	Classified	Speech Lab Technician	New BOND FY17	1	Pending Requisition				
	Speech	701228	CONT BOND FY17	Classified	Speech Lab Technician	New BOND FY17	1	Pending Requisition				
	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	3	Advertised				
	Division of Math, Science and Bachelor Programs	701416	CONT	Classified	Administrative Assistant	11-30-15	4	Screening in Progress				
Division of Math, Science and Bachelor Programs												
	Division of Math, Science and Bachelor Programs	701298	CONT	Prof/Tech Support Exempt	Project Manager- MSB	FY18 Position Chng	3a	Re-Advertised				
	Division of Math, Science and Bachelor Programs	725332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-28-17	5	Recommendation in Progress				
	Division of Math, Science and Bachelor Programs	725332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-28-17	5	Recommendation in Progress				
	Division of Math, Science and Bachelor Programs	725332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-28-17	5	Recommendation in Progress				
	Division of Math, Science and Bachelor Programs	725332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-28-17	5	Recommendation in Progress				
	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				
	Division of Nursing and Allied Health	710557	CONT BOND FY17	Classified	Faculty Secretary	New BOND FY17	4	Screening in Progress				
	Division of Nursing and Allied Health	707557	CONT BOND FY17	Classified	Lab Asst - NAH	New BOND FY17	2	Requisition in Progress				
Division of Nursing and Allied Health												
	Division of Nursing and Allied Health	709557	CONT BOND FY17	Classified	Lab Asst - NAH	New BOND FY17	1	Pending Requisition				
	Division of Nursing and Allied Health	709557	CONT BOND FY17	Classified	Lab Asst - NAH	New BOND FY17	1	Pending Requisition				
	Division of Nursing and Allied Health	700164	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	01-31-16	4	Screening in Progress				
	Division of Nursing and Allied Health	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	4	Screening in Progress				
	Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	4	Screening in Progress				
	Pharmacy Technology	715272	CONT	Classified	Faculty Secretary	10-02-17	1	Pending Requisition				
	Pharmacy Technology	715272	CONT	Classified	Faculty Secretary	10-02-17	1	Pending Requisition				
	Finance and Administrative Services											
	Accountability, Risk, and Compliance	706160	CONT	Prof/Tech Support Exempt	Compliance Coordinator	New FY17	4	Screening in Progress				
Business Office												
	Business Office	792184	CONT	Classified	Accounting Assistant	11-01-17	4	Screening in Progress				
Business Office	751184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	01-23-18	3	Advertised					

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

# Vacant Positions - Continuing EXHIBIT C

South Texas College Vacant - Continuing Full-Time Regular Positions As of February 01, 2018									Vacant Positions - Continuing			
Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date				
Business Office	733184	CONT	Prof/Tech Support Exempt	Accounting Group Manager	10-27-17	2	Requisition in Progress	05-07-18				
	753184	CONT BOND FY17	Prof/Tech Support Non-Exempt	Payroll Specialist	New BOND FY17	4	Screening in Progress	03-05-18				
	721514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	11-08-17	4	Screening in Progress	03-05-18				
	739184	CONT	Prof/Tech Support Exempt	Business System Analyst	Frozen in FY14 & FY15	4	Screening in Progress	03-05-18				
	715184	CONT	Classified	Cashier	10-02-17	4	Screening in Progress	03-05-18				
	700050	CONT	Classified	Cashier	01-08-18	3	Advertised	04-02-18				
	721580	CONT	Classified	Fixed Assets Assistant	10-16-17	4	Screening in Progress	03-05-18				
	707584	CONT	Classified	Fixed Assets and Receiving Technician	12-04-17	4	Screening in Progress	03-05-18				
	703584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	01-15-18	5	Recommendation in Progress	02-12-18				
	727502	CONT	Classified	Custodian	06-05-17	5	Recommendation in Progress	02-12-18				
Central Receiving	703502	CONT	Classified	Custodian	05-31-17	5	Recommendation in Progress	02-12-18				
	769502	CONT BOND FY17	Classified	Custodian	New BOND FY17	5	Recommendation in Progress	02-12-18				
	775502	CONT BOND FY17	Classified	Custodian	New BOND FY17	5	Recommendation in Progress	02-12-18				
	784502	CONT BOND FY17	Classified	Custodian	New BOND FY17	3	Advertised	04-02-18				
	762502	CONT BOND FY17	Classified	Custodian	New BOND FY17	5	Recommendation in Progress	02-12-18				
	755502	CONT BOND FY17	Classified	Custodian	New BOND FY17	5	Recommendation in Progress	02-12-18				
	757502	CONT BOND FY17	Classified	Custodian	New BOND FY17	3	Advertised	04-02-18				
	700502	CONT	Classified	Custodian	11-06-17	4	Screening in Progress	03-05-18				
	743502	CONT	Classified	Custodian	01-03-18	4	Screening in Progress	03-05-18				
	791502	CONT BOND FY17	Classified	Floor Technician	New BOND FY17	4	Screening in Progress	03-05-18				
Custodial	792502	CONT BOND FY17	Classified	Floor Technician	New BOND FY17	4	Screening in Progress	03-05-18				
	788502	CONT BOND FY17	Classified	Floor Technician	New BOND FY17	4	Screening in Progress	03-05-18				
	789502	CONT BOND FY17	Classified	Floor Technician	New BOND FY17	4	Screening in Progress	03-05-18				
	778502	CONT BOND FY17	Classified	Lead Custodian	New BOND FY17	4	Screening in Progress	03-05-18				
	702583	CONT	Classified	General Services Technician	10-31-17	4	Screening in Progress	03-05-18				
	700501	CONT	Prof/Tech Support Non-Exempt	Coordinator of Facilities, Planning, and Construction Accounts	01-08-18	2	Requisition in Progress	05-07-18				
	Fac Planning & Construction	707501	CONT	Prof/Tech Support Exempt	Senior Facilities Plan & Const Project Manager	05-31-16	3a	Re-Advertised	04-02-18			
		721501	CONT BOND FY17	Administrative	Assistant Director Facilities Planning & Cons	New BOND FY17	1	Pending Requisition	05-07-18			
		708501	CONT	Prof/Tech Support Non-Exempt	Fac Ping and Cons Sp Mngmnt Spec	10-09-17	4	Screening in Progress	03-05-18			
		722501	CONT BOND FY17	Prof/Tech Support Exempt	Facil Ping and Constr Project Manager	New BOND FY17	4	Screening in Progress	03-05-18			
723501		CONT BOND FY17	Classified	Facil Ping and Constr Project Technician	New BOND FY17	4	Screening in Progress	03-05-18				
725501		CONT BOND FY17	Prof/Tech Support Non-Exempt	Technical Facilities Specialist	New BOND FY17	1	Pending Requisition	05-07-18				
740499		CONT BOND FY17	Administrative	Assistant Director of Custodial Support Sys	New BOND FY17	2	Requisition in Progress	05-07-18				
717499		CONT	Prof/Tech Support Exempt	Campus Facility Manager	01-03-18	5	Recommendation in Progress	02-12-18				
733499		CONT BOND FY17	Classified	Carpenter	New BOND FY17	5	Recommendation in Progress	02-12-18				
732499		CONT BOND FY17	Classified	Carpenter	New BOND FY17	3	Advertised	04-02-18				
Facility Maintenance	739499	CONT BOND FY17	Prof/Tech Support Non-Exempt	Construction Supervisor	New BOND FY17	4	Screening in Progress	03-05-18				
	725499	CONT BOND FY17	Classified	Electrician	New BOND FY17	4	Screening in Progress	03-05-18				
	702515	CONT	Classified	Electrician	11-01-17	4	Screening in Progress	03-05-18				
	729499	CONT BOND FY17	Classified	Locksmith	New BOND FY17	4	Screening in Progress	03-05-18				
	704499	CONT	Classified	Maintenance Assistant	11-01-17	3a	Re-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 - Continuing EXHIBIT C

South Texas College Vacant - Continuing Full-Time Regular Positions As of February 01, 2018									Vacant Positions - Continuing			
Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date				
Facility Maintenance	734499	CONT	Classified	Maintenance Assistant	01-03-18	4	Screening in Progress	03-05-18				
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	3a	Re-Advised	04-02-18				
Facility Maintenance	731499	CONT BOND FY17	Classified	Painter	New BOND FY17	4	Screening in Progress	03-05-18				
Facility Maintenance	730499	CONT BOND FY17	Classified	Painter	New BOND FY17	4	Screening in Progress	03-05-18				
Facility Maintenance	727499	CONT BOND FY17	Classified	Plumber	New BOND FY17	5	Recommendation in Progress	02-12-18				
Facility Maintenance	728499	CONT BOND FY17	Classified	Plumber	New BOND FY17	3	Advised	04-02-18				
Facility Maintenance	711499	CONT	Classified	Staff Secretary	12-04-17	4	Screening in Progress	03-05-18				
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 Staffing Specialist	New BOND FY17	3a	Re-Advised	04-02-18				
Human Resources	702240	CONT	Classified	Payroll Assistant - Human Resources	10-16-17	4	Screening in Progress	03-05-18				
Purchasing	725580	CONT	Prof/Tech Support Exempt	Contracts Manager	09-01-15	4	Screening in Progress	03-05-18				
Purchasing	728580	CONT	Prof/Tech Support Exempt	Specifications Writer	New for FY16	4	Screening in Progress	03-05-18				
Safety and Security	708514	CONT	Prof/Tech Support Non-Exempt	Safety Support Specialist	11-01-17	4	Screening in Progress	03-05-18				
Safety and Security	755514	CONT	Classified	Security Guard	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	3	Advised	04-02-18				
Safety and Security	754514	CONT	Classified Non-Exempt	Security Guard	01-11-18	3	Advised	04-02-18				
Safety and Security	760514	CONT	Classified Non-Exempt	Security Guard	01-24-18	2	Requisition in Progress	05-07-18				
Safety and Security	718514	CONT	Classified Non-Exempt	Security Guard	01-03-18	4	Screening in Progress	03-05-18				
Safety and Security	709514	CONT	Prof/Tech Support Non-Exempt	Security Support Specialist	02-04-18	2	Requisition in Progress	05-07-18				
Information Services, Planning and Strategic Initiatives												
Applications Development-Instruction	703395	CONT	Prof/Tech Support Exempt	Applications Analyst I	12-01-17	5	Recommendation in Progress	02-12-18				
Applications Development-Instruction	702393	CONT	Prof/Tech Support Exempt	Applications Analyst II	12-01-17	4	Screening in Progress	03-05-18				
Applications Development-Instruction	709393	CONT	Prof/Tech Support Exempt	Applications Analyst III	11-09-17	3	Advised	04-02-18				
Applications Development-Instruction	700062	CONT	Prof/Tech Support Exempt	Business Analyst	11-01-17	2	Requisition in Progress	05-07-18				
Applications Development-Instruction	705393	CONT	Prof/Tech Support Non-Exempt	Reporting Analyst I	FY18 Position Chng	2	Requisition in Progress	05-07-18				
Applications Development-Instruction	712393	CONT	Prof/Tech Support Exempt	Systems and Networking Manager	FY18 Position Chng	3	Advised	04-02-18				
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				
Client Services	710391	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	01-09-18	2	Requisition in Progress	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	02-12-18				

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

## Vacant Positions - Continuing

**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

<div> <div> <div>South Texas College</div> <div>Vacant - Continuing Full-Time Regular Positions</div> <div>As of February 01, 2018</div> </div> <div>Vacant Positions - Continuing</div> </div>						
Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status
Office of President	704362	CONT	Classified	Administrative Assistant	09-01-05	1
Office of President	700202	CONT	Classified	Administrative Assistant	09-09-08	4
Office of President	701369	CONT	Executive	Exec Officer for External Relations	FY18 Position Chng	1
Office of President	701340	CONT	Executive	Executive Vice President for Student Success	09-01-14	1
Public Relations/Marketing	701462	CONT	Classified	Administrative Assistant	05-04-16	1
Public Relations/Marketing	724462	CONT	Prof/Tech Support Non-Exempt	Chief Photographer	New FY17	4
Public Relations/Marketing	725462	CONT	Classified	Community Relations Asst	New FY17	2
Public Relations/Marketing	723462	CONT	Prof/Tech Support Non-Exempt	Copy Writer	05-14-17	1
<b>Student Affairs and Enrollment Management</b>						
Admissions and Records	708612	CONT	Prof/Tech Support Non-Exempt	Records and Registration Specialist	10-09-17	2
Admissions and Records	700167	CONT	Classified	Records Technician	01-03-18	1
Admissions and Records	715612	CONT	Prof/Tech Support Non-Exempt	Transcript/Graduation Analyst	12-15-17	2
Advising	717332	CONT	Prof/Tech Support Non-Exempt	Advisor	09-01-17	5
Advising	700081	CONT	Prof/Tech Support Non-Exempt	Advisor	11-03-17	5
College Connections	706610	CONT	Classified	Administrative Assistant	12-01-17	4
College Connections	700072	CONT	Classified	Admissions Technician	01-22-18	3
College Connections	700042	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	08-03-17	4
Counseling and Disability Services	704336	CONT BOND FY17	Prof/Tech Support Exempt	Counselor	New BOND FY17	1
Dual2Degree	700134	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	11-30-17	5
Office of Enrollment Services	704612	CONT	Administrative	Dean of Enrollment Services	08-31-16	1
Student Affairs	703191	CONT	Administrative	Associate Dean of Student Rights and Responsibilities and Title IX Student Support Services	FY18 Position Change	4
Student Financial Services	726440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	01-03-18	4

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