Board of Trustees

Finance, Audit, and Human Resources Committee Meeting

March 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, March 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."

**Approval of February 6, 2018 Finance, Audit, and Human Resources
Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of February 6, 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, February 6, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:57 p.m. with Mr. Paul R. Rodriguez presiding.

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

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

Members absent: Dr. Alejo Salinas, Jr.

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Mr. Rick De La Garza, Mr. Paul Varville, Mrs. Becky Cavazos, Mr. Khalil Abdullah, Ms. Myriam Lopez, Mrs. Brenda Jo Balderaz, Dr. Jesus Campos, Mr. Gilbert Gallegos, Ms. Tammy Tijerina, Mr. Tim Wheldon, Mr. Jimmy Barraco, Ms. Susan Anderson, Mr. David Segovia, and Mr. Andrew Fish

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

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of January 16, 2018 were approved as written. The motion carried.

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

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the purchases and renewals (Non-Bond Proceeds) as listed below:

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) was $624,937.34.

The motion carried.

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

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

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	Agati Furniture/Gateway Printing and Office Supply, Inc. (Chicago, IL/Edinburg, TX)	$43,018.56
B	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	$4,147.84
C	American Seating Company/Gateway Printing and Office Supply, Inc. (Grand Rapids, MI/Edinburg, TX)	$56,214.06
D	Computer Comforts, Inc. (Kemah, TX)	$10,548.64
E	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Cypress, CA/Edinburg, TX)	$944.36
F	Herman Miller, Inc./Workplace Resources (Zeeland, MI/McAllen, TX)	$3,539.70
G	The Hon Company/Gateway Printing and Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	$1,710.00
H	JSJ Furniture Corporation/dba Izzy+/Gateway Printing and Office Supply, Inc. (Middlebury, IN/Edinburg, TX)	$6,774.88
I	Keilhauer/Gateway Printing and Office Supply, Inc. (Toronto, ON/Edinburg, TX)	$2,172.96
J	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	$13,427.44
K	National Office Furniture/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	$1,272.31
L	Versteel/Gateway Printing and Office Supply, Inc. (Jasper, IN/Edinburg, TX)	$1,940.20
M	Watson/Gateway Printing and Office Supply, Inc. (Poulsbo, WA/Edinburg, TX)	$7,687.43
	Furniture Total	$153,398.38

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)	39,614.74
Total	$153,398.38

The motion carried.

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 provided the 2017 Tax Roll Totals for approval by the College's governing body.

Justification - The 2017 Tax Roll/Tax Levy for Starr County required 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 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:

	Starr County
2016	$ 3,494,095.10
2017	3,933,751.72
Increase/(Decrease)	$ 439,656.62

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

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the 2017 Tax Roll/Tax Levy for Starr County as presented. The motion carried.

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 updated the current policy, which was last revised by the Board in 2016.

Justification – The College President requested the revision to the policy to authorize the president to engage professional services when there is an immediate need. In addition, the policy was 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 was reviewed by staff, and by South Texas College legal counsel.

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

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

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of the proposed revisions to Policy #5210: Purchasing as presented and which supersedes any previously adopted Board policy. The motion carried.

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

The packet included the following Summary of Preliminary Projected Revenues and Expenditures for FY 2018 and FY 2019 for the Committee's information and review.

Dr. Shirley A. Reed, President and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, discussed 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 was as follows.

Comparison of Revenue FY 2018 Budget to FY 2018 Preliminary Projected Actual			
Summary of Revenues	FY 2018 Budget (Original)	FY 2018 Actual (Projected)	FY 2018 Variance (Budget vs. Projected)
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
Total State Appropriations	48,450,491	48,623,234	172,743
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)
Total Tuition	33,653,172	33,532,823	(120,349)
Total Fees	27,669,015	28,070,248	401,233
Total Other Revenues	6,672,998	7,163,522	490,524
Total Taxes	48,691,317	49,758,192	1,066,875
Total Carryover Allocations	22,946,624	22,946,624	-
Total Revenues	$188,083,617	$190,094,643	$2,011,026

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

- Actual state appropriations revenue was projected to be higher than the budgeted amount by $172,743. State appropriations were 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 was projected to be less than the budgeted amount by $120,349. The shortage was 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 were projected to be higher than the budgeted amount by $401,233. Fees were projected to exceed the budget for the 3rd or More Attempts Fee, the Electronic Distance Learning Fee, and Information Technology Fee, and the Learning Support Fee.

- Actual other revenues were projected to be higher than the budgeted amount by $490,524. Other revenues were projected to exceed the budget for interest revenue and dual credit academy participation fees.

- Actual tax revenue for FY 2018 was expected to be higher than the budgeted amount by $1,066,875. Taxes were projected to exceed the budget for collections of the tax levy, penalties, and interest.

- Actual carryover allocations were projected to remain at the budgeted amount.

- Total revenues were 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 was as follows.

Comparison of Revenue FY 2018 Budget to FY 2019 Preliminary Projected Budget*			
Summary of Revenues	FY 2018 Budget (Original)	FY 2019 Budget (Projected)*	Difference FY 2018 Approved to FY 2019 Projected
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
Total State Appropriations	48,450,491	48,636,995	186,504
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	-
Total Tuition	33,653,172	33,588,178	(64,994)
Total Fees	27,669,015	27,690,561	21,546
Total Other Revenues	6,672,998	7,163,522	490,524
Total Taxes	48,691,317	50,516,741	1,825,424
Total Carryover Allocations	22,946,624	5,111,278	(17,835,346)
Total Revenues	$188,083,617	$172,707,275	$(15,376,342)

*Does not include recommended tuition and fee increases.

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

- Total revenues were projected to be $15,376,342 below the FY 2018 budget.

- The preliminary state appropriation revenue was projected to increase by $186,504 from FY 2017 - 2018. An increase was projected in other state revenues consisting of TRS and ORP.

- Tuition for FY 2018 – 2019 was 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 indicated a decrease in tuition of approximately $64,994 in FY 2018 - 2019 and were based on the Board approved rates for FY 2017 – 2018 without any recommended adjustments for FY 2018 – 2019.

- Fees for FY 2018 – 2019 were based on the same enrollment projections as tuition. The projections indicated an increase in fees of approximately $21,546 in FY 2018 – 2019 and were based on the Board approved rates for FY 2017 – 2018 without any recommended adjustments for FY 2018 – 2019.

- Other revenue was expected to increase $490,524 in FY 2018 - 2019. The projected increase was mainly due to the increases in interest revenue, concurrent enrollment cost reimbursement, and dual credit academy participation fees.

- Tax revenue for FY 2018 – 2019 was expected to increase $1,825,424, due to an increase in appraised values and delinquent tax collections.

- Carryover Allocations was 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 were 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 was as follows.

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

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 were 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 were projected to increase by approximately $900,000 from the budgeted amount in FY 2018.

- The Operating expenditures budget for FY 2018 – 2019 was projected to decrease by $9,788,466. The operating budget was 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 was projected to increase by $147,455.

- The Capital Outlay expenditures budget for FY 2018 – 2019 was 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 was projected to increase $400 from the FY 2017 – 2018 level due to the increase in expenditures for Debt Service.

- Total expenditures were projected to be $12,798,457 below the FY 2018 budget.

Projected FY 2018 – 2019 Revenue and Expenditures

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

- 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 was presented for information and review by the Committee. No action was 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 were 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 were 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:

Differential Tuition	Current Rate	Increase	Proposed Rate
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:

Differential Tuition	Proposed Rate
Physical Science	$15.00
Geology	$15.00
Engineering	$10.00
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:

Bachelor of Applied Science in Organizational Leadership Tuition	Current Rate	Increase/ (Decrease)	Proposed Rate
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:

Mandatory Fees	Current Rate	Increase/ (Decrease)	Proposed Rate
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:

Course Fees	Current Rate	Increase/ (Decrease)	Proposed Rate
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:

Testing Fee	Current Rate	Increase/ (Decrease)	Proposed Rate
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:

Incidental Fees	Proposed Rate
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 were approved by the Board, the result would be an increase in projected revenues as follows:

Comparison of Revenue FY 2018 Budget to FY 2019 Preliminary Proposed Budget				
Summary of Revenues	FY 2018 Budget (Original)	FY 2019 Budget (Proposed)	% of Total Revenues	Difference FY 2018 Approved to FY 2019 Proposed
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%	-
Total State Appropriations	48,450,491	48,450,491	25.39%	-
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%	-
Total Tuition	33,653,172	34,304,543	17.98%	651,371
Total Fees	27,669,015	27,941,644	14.64%	272,629
Total Other Revenues	6,672,998	6,672,998	3.50%	-
Total Taxes	48,691,317	50,516,741	26.47%	1,825,424
Total Carryover Allocations	22,946,624	5,111,278	12.02%	(17,835,346)
Total Revenues	$188,083,617	$172,997,695	100.00%	$(15,085,922)

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) were reviewed by staff, the President's Cabinet, and President's Administrative Staff.

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

The Committee expressed concern about the presentation of the proposed changes to the differential tuition, particularly noting that the provided information did not include the base tuition rates. The Committee noted that while only looking at the proposed changes to differential tuition, the impact of the changes appeared much more significant. They discussed the merits of including the base tuition in viewing the impact of the changes, as follows:

In-District Student taking a 3 hour course, impact of increasing differential tuition from $10 to $15:

	Base Tuition	Differential Tuition	Hourly Rate	3 Credit Hour
Current	$70	$10	$80	$240
Proposed	$70	$15	$85	$255

This shows that the actual impact of the proposed change in this case would be an increase from $240 to $255, or 6.25%, instead of a 50% tuition increase from $10 to $15.

The Finance, Audit, and Human Resources Committee refrained from taking action and for staff to add additional information and present to Board of Trustees for approval.

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 was 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 requested 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 would 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
1st 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, attended the Board meeting to address any questions by the Trustees.

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

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval to renew 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. The motion carried.

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 documented that the ethnicity was in line with the population of the college and the Rio Grande Valley and that there was 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 reviewed the information as presented.

Enclosed Documents – The South Texas College Department of Public Safety Racial Profiling Report for calendar year 2017 was provided 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, was present at the Committee Meeting to respond to questions.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval at the February 6, 2018 Board meeting to accept the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2017as presented. The motion carried.

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

The Staffing Plan Position Vacancy Report for FY 2017 - 2018 was provided in the packet for the Committee's information and review. Information was current as of February 1, 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.

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.

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

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.

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

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 in the packet.

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

Adjournment

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:46 p.m.

I certify that the foregoing are the true and correct Minutes of the February 6, 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 Award of Proposals, Purchases,
and Renewals (Non-Bond Proceeds)**

Approval of the following award of proposals, purchases, and renewals (Non-Bond Proceeds) will be requested at the March 27, 2018 Board meeting as follows:

A. Awards
B. Instructional Item
C. Non- Instructional Items
D. Technology Items

A. Awards
1) Maintenance Department Vehicles (Award)
Award the proposal for maintenance department vehicles to **Boggus Motor Sales II, LLC.** (McAllen, TX) in the amount of $119,163.75 and **Spikes Ford** (Mission, TX) in the amount of $24,394.00, for a total award amount of $143,557.75.

Purpose – Facilities Operations and Maintenance is requesting the purchase of five (5) cargo vans and one (1) crew cab pickup truck for the day to day operation throughout the College district.

Justification and Benefit – The cargo vans will be used on a daily basis for traveling to and from each campus to address work orders and required projects. The new vehicles will replace five (5) existing vehicles with over 120,000 miles each and that are no longer cost effective to repair and will be sent to auction. The other vehicle will be used by Facilities Operations and Maintenance who also travel district-wide to address work orders and on-going projects.

Background – Proposal documents were advertised on January 28, 2018 and February 5, 2018 and issued to six (6) vendors. Three (3) responses were received on February 13, 2018 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2017 – 2018.

2) Medium Duty Truck and Cargo Van (Award)
Award the proposal for a medium duty truck to **Bert Odgen Motors, Inc.** (Edinburg, TX) in the amount of $43,990.00 and a cargo van to **Fiesta Nissan, Inc.** (Edinburg, TX) in the amount of $19,500.00, for a total award amount of $63,490.00.

Purpose – Central Receiving and Mail Services are requesting the purchase of a medium duty truck and cargo van for the daily deliveries through the College district of mail, equipment, furniture, and supplies.

Justification and Benefit – The medium duty truck and cargo van will replace existing vehicles used daily with high mileage and reduced reliability. These vehicles will conduct daily deliveries to all campuses and are also available to various department as needed. The existing vehicles will be used as backups for Central Receiving and the Mailroom for local deliveries as needed.

Background – Proposal documents were advertised on January 22, 2018 and January 29, 2018 and issued to ten (10) vendors. Two (2) responses were received on February 6, 2018 and reviewed by Central Receiving and the Purchasing Department.

Funds for this expenditure are budgeted in the Central Receiving budget for FY 2017 – 2018.

3) Pecan Campus Building J First Floor Analog to Digital Audio Visual Upgrade
Award the proposal for the Pecan Campus Building J first floor analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of $316,813.00.

Purpose – Educational Technologies is requesting the purchase and installation of equipment and materials for the analog to digital audio visual upgrade at the Pecan Campus Building J 1st floor classrooms. This is part of a multi-year initiative to upgrade equipment district wide to support the quickly moving trend to digital signals.

Justification and Benefit – The audio visual equipment will be replacing existing outdated analog equipment with newer digital signal equipment in thirty (30) instructional classrooms to complete the transition in the Pecan Campus Building J 1st floor. This upgrade will support the newer digital technology used by faculty for student classroom instruction and/or student presentations while at the same time still supporting the existing analog technology.

Background – Proposal documents were advertised on February 6, 2018 and February 13, 2018 and issued to ten (10) vendors. Two (2) responses were received on February 21, 2018 and reviewed by Education Technologies and the Purchasing Department.

Funds for this expenditure are budgeted in the Educational Technologies budget for FY 2017 – 2018.

B. Instructional Item

4) Classroom Instructional Podiums (Purchase)
Purchase classroom instructional podiums from **Computer Comforts, Inc.** (Kemah, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a total amount of $69,418.20.

Purpose – Educational Technologies in requesting the purchase of thirty (30) classroom instructional podiums as part of the Pecan Campus Building J 1st floor classrooms audio visual upgrade.

Justification and Benefit – This will allow for all classrooms involved in the project to have an official instructor/student presentation podium (approximately half do not), the opportunity for an instructor/student to sit or stand while teaching or presenting as well as providing full ADA compliance. The purchase will also match the equipment standard utilized in the new bond construction buildings allowing classroom consistency for faculty.

Funds for this expenditure are budgeted in the Educational Technologies budget for FY 2017 – 2018.

C. Non – Instructional Items

5) Electric Utility Carts (Purchase)

Purchase electric utility carts from **RGV Carts** (Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of $46,698.52.

Purpose – Facilities Operations and Maintenance – Custodial Department is requesting to purchase four (4) electric utility carts, which will be used at the Mid-Valley, Nursing and Allied Health, Technology, and Starr County campuses for the day to day operation.

Justification and Benefit – The four (4) utility vehicles will be used on a daily basis by the Custodial Staff to go to and from buildings picking up trash and dispose of it at a centralized location that has been designated for each campus. The carts will also assist in transporting custodial supplies and equipment from building to building.

Funds for this expenditure are budgeted in the Facility Maintenance budget for FY 2017 – 2018.

6) Electric Utility Vehicles (Purchase)

Purchase electric utility vehicles from **Deere & Company/Ag-Pro** (Cary, NC/Mission, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of $54,399.70.

Purpose – Facilities Operations and Maintenance is requesting to purchase four (4) electric utility vehicles, which will be used at the Mid-Valley, Nursing and Allied Health, Technology, and Starr County campuses. Education Technologies is requesting to purchase one (1) electric utility vehicle for the Nursing and Allied Health campus.

Justification and Benefit – The four (4) utility vehicles will be used on a daily basis by the Operations and Maintenance staff to go to and from buildings to address work orders and required projects. The carts will also assist in transporting maintenance supplies and equipment from building to building.

Educational Technologies Department will be using the utility vehicle to transport audio visual equipment from building to building to support student instruction and special events.

Funds for this expenditure are budgeted in the Facility Maintenance and Education Technologies budgets for FY 2017 – 2018.

7) LED Lamps (Purchase)

Purchase LED lamps from **Bush Supply, Co.** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of $77,749.95.

Purpose – Facilities Operations and Maintenance is requesting the purchase of six hundred fifty-nine (659) led lamp retrofit kits, which will replace fluorescent lamps in hallways and open areas throughout the district.

Justification and Benefit – As part of one of the 2018 projects, Facilities Operations and Maintenance would like to continue replacing the fluorescent lamps with LED retrofit lamps in hallways and open areas throughout the College district. This will be the first phase of several, which will help reduce energy consumption, improve maintenance since LED lights are designed to have long lives, and improve safety since LED lamps don't contain any harmful chemicals, such as mercury, and are safer for the environment.

Funds for this expenditure are budgeted in the District-Wide Interior LED Lighting Upgrade Phase I budget for FY 2017 – 2018.

8) Travel Services (Renewal)

Renew the contract for travel services with **Shands Brooks Travel** (McAllen, TX), for the period beginning May 20, 2018 through May 19, 2019, at a service fee of $25.00 per airline ticket.

Purpose – The Purchasing Department is requesting renewal of the travel service contract, which provides airline tickets to all the faculty and staff that travel for professional development and students that travel for educational purposes.

Justification and Benefit – The travel services will include processing of airline reservations, automobile rental reservations, hotel reservations, charter services, delivery of ticket to South Texas College, emergency services, and group travel rates.

Background – The Board awarded the contract travel services at the March 28, 2017 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on May 20, 2018 through May 19, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/28/17	5/20/17 – 5/19/18	2 – one year options
1st Renewal	3/27/18		5/20/18 – 5/19/19

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.

D. Technology Items

9) Computers and Laptops (Purchase)

Purchase of computers and laptops from **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), State of Texas Department of Information Resources (DIR) approved vendors, at a total amount of $86,479.62.

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
  - ⇒ 7 Computers for Information Technology Program
  - ⇒ 1 Computer for Business Administration Program
  - ⇒ 3 Computers for Educational Technologies Department
  - ⇒ 4 Computers for Purchasing Department

- Faculty Laptops
  - ⇒ 6 Laptops for Information Technology Department
  - ⇒ 3 Laptops for Architecture Engineering Drafting Technology Program
  - ⇒ 1 Laptop for VP Academic Affairs

- Staff Laptops
  - ⇒ 5 Laptops for Facility Maintenance Department
  - ⇒ 4 Laptops for Educational Technologies

- Student Laptops
  - ⇒ 3 Laptops for Library Services
  - ⇒ 2 Laptops for Art Program
  - ⇒ 75 Laptops for Educational Technologies

Funds for these expenditures are budgeted in the requesting department budgets for FY 2017 - 2018 as follows: Information Technology Department, Business Administration

Department, Educational Technologies Department, Purchasing Department, AEDT Department, Academic Affairs VP Administration Department, Facility Maintenance Department, Library Services Department, Art Department.

10) Adobe License Subscription Agreement (Renewal/Purchase)

Renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government** (Austin, TX), a State of Texas Department of Information Resources (DIR) and/or Texas Association of School Boards – Buyboard approved vendor, for the period beginning April 7, 2018 through April 6, 2019, at an estimated amount of $60,000.00.

Purpose – Various South Texas College departments are requesting to renew existing licenses and purchase new licenses of a non-perpetual license with a one-year software assurance that includes upgrades for the currently used Adobe software that will be expiring soon. The software is used throughout the district by faculty, staff, and students therefore the renewal is required to remain in compliance.

Justification and Benefit – These licenses are used for student instruction by faculty in the Art Program, CADD Program, by the students in the CADD Program labs for assignments, the Center for Learning Excellence, student open labs, and staff in Public Relations and Marketing, Client Services, Vice President for Finance and Administrative Services, Nursing and Allied Health, Purchasing, Financial Aid Office, Institute for Advanced Manufacturing and various other programs and departments.

Funds for this expenditure are budgeted in the various requesting department's budgets for FY 2017 – 2018.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the March 27, 2018 Board meeting the award of proposals, purchases, and renewals (Non-Bond Proceeds) as listed below:

A. **Awards**
B. **Instructional Item**
C. **Non- Instructional Items**
D. **Technology Items**

A. **Awards**
   1) **Maintenance Department Vehicles (Award):** award the proposal for maintenance department vehicles to **Boggus Motor Sales II, LLC.** (McAllen, TX) in the amount of $119,163.75 and **Spikes Ford** (Mission, TX) in the amount of $24,394.00, for a total award amount of $143,557.75;
   2) **Medium Duty Truck and Cargo Van (Award):** award the proposal for a medium duty truck to **Bert Odgen Motors, Inc.** (Edinburg, TX) in the amount of $43,990.00 and a cargo van to **Fiesta Nissan, Inc.** (Edinburg, TX) in the amount of $19,500.00, for a total award amount of $63,490.00;

3) Pecan Campus Building J First Floor Analog to Digital Audio Visual Upgrade (Award): award the proposal for the Pecan Campus Building J first floor analog to digital audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of $316,813.00;

B. Instructional Item

4) Classroom Instructional Podiums (Purchase): purchase classroom instructional podiums from **Computer Comforts, Inc.** (Kemah, TX), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, at a total amount of $69,418.20;

C. Non – Instructional Items

5) Electric Utility Carts (Purchase): purchase electric utility carts from **RGV Carts** (Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of $46,698.52;

6) Electric Utility Vehicles (Purchase): purchase electric utility vehicles from **Deere & Company/Ag-Pro** (Cary, NC/Mission, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of $54,399.70;

7) LED Lamps (Purchase): purchase LED lamps from **Bush Supply, Co.** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of $77,749.95;

8) Travel Services (Renewal): renew the contract for travel services with **Shands Brooks Travel** (McAllen, TX), for the period beginning May 20, 2018 through May 19, 2019, at a service fee of $25.00 per airline ticket;

D. Technology Items

9) Computers and Laptops (Purchase): purchase computers and laptops from **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), State of Texas Department of Information Resources (DIR) approved vendors, at a total amount of $86,479.62;

10) Adobe License Subscription Agreement (Renewal/Purchase): renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government** (Austin, TX), a State of Texas Department of Information Resources (DIR) and/or Texas Association of School Boards – Buyboard approved vendor, for the period beginning April 7, 2018 through April 6, 2019, at an estimated amount of $60,000.00.

Recommend Action - The total for all award of proposals, purchases, and renewals (Non-Bond Proceeds) is $918,606.74.

SOUTH TEXAS COLLEGE
1. MAINTENANCE DEPARTMENT VEHICLES
PROJECT NO. 17-18-1023

VENDOR	Boggus Motor Sales II, LLC.		Fiesta Chevrolet, Inc.		Spikes Ford	
ADDRESS	1400 E Hwy 83		4002 S Expressway 281		805 E Expressway 83	
CITY/STATE/ZIP	McAllen, TX 78501		Edinburg, TX 78539		Mission, TX 78572	
PHONE	956-686-7411		956-252-1763		956-519-5521	
FAX			956-383-9223		956-519-5580	
CONTACT	Raul Gonzalez		Fernando De La Garza		Michael Ramirez	

#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	5	1/2 Ton Cargo Van	$ 23,832.75	$ 119,163.75	$ 26,968.00	$ 134,840.00	$ 24,423.00	$ 122,115.00
2	1	Shipping and Handling	$ -	$ -	$ -	$ -	$ -	$ -
3	1	1/2 Ton Crew Cab Pickup Truck	$ 25,749.75	$ 25,749.75	$ 28,997.00	$ 28,997.00	$ 24,394.00	$ 24,394.00
4	1	Shipping and Handling	$ -	$ -	$ -	$ -	$ -	$ -
ESTIMATED DELIVERY			120 Days Vans/ Truck In-Stock		120 Days		Approximately 135 Days or Less	
TOTAL PROPOSAL AMOUNT			$ 144,913.50		$ 163,837.00		$ 146,509.00	
TOTAL EVALUATION POINTS			94		87.75		92.5	
RANKING			1		3		2	

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SOUTH TEXAS COLLEGE
1. MAINTENANCE DEPARTMENT VEHICLES
PROJECT NO. 17-18-1023
EVALUATION SUMMARY

VENDOR	Boggus Motor Sales II, LLC.		Fiesta Chevrolet, Inc.		Spikes Ford	
ADDRESS	1400 E Hwy 83		4002 S Expressway 281		805 E Expressway 83	
CITY/STATE/ZIP	McAllen, TX 78501		Edinburg, TX 78539		Mission, TX 78572	
PHONE	956-686-7411		956-252-1763		956-519-5521	
FAX			956-383-9223		956-519-5580	
CONTACT	Raul Gonzalez		Fernando De La Garza		Michael Ramirez	
1 The purchase price. (up to 50 points)	50	50	44	44	49	49
	50		44		49	
	50		44		49	
	50		44		49	
2 The reputation of the vendor's goods or services. (up to 10 points)	9	8.5	9	8.5	9	8.5
	9		9		9	
	8		8		8	
	8		8		8	
3 The quality of the goods or services. (up to 18 points)	17	16.5	17	16.5	17	16.5
	17		17		17	
	16		16		16	
	16		16		16	
4 The extent to which the vendor's goods or services meet the College's needs. (up to 18 points)	17	16.25	17	16.25	17	16
	17		17		17	
	15		15		15	
	16		16		15	
5 The vendor's past relationship with the College. (up to 3 points)	3	2.75	3	2.5	3	2.5
	3		3		3	
	3		2		2	
	2		2		2	
6 The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	0
	0		0		0	
	0		0		0	
	0		0		0	
TOTAL EVALUATION POINTS	94		87.75		92.5	
RANKING	1		3		2	

SOUTH TEXAS COLLEGE
2. MEDIUM DUTY TRUCK AND CARGO VAN
PROJECT NO. 17-18-1022

	VENDOR	Bert Ogden Motors, Inc.	Fiesta Nissan, Inc.
	ADDRESS	4221 S Business Hwy 281	5001 S I-69C
	CITY/STATE/ZIP	Edinburg, TX 78539	Edinburg, TX 78539
	PHONE	956-252-1763	956-252-1763
	FAX	956-383-9223	956-383-9223
	CONTACT	Fernando De La Garza	Fernando De La Garza
#	**Description**	**Proposed**	**Proposed**
1	Medium Duty Truck	$ 43,990.00	No Bid
2	Compact Cargo Van	No Bid	$ 19,500.00
3	Shipping and Handling	$ -	$ -
4	Estimated Delivery	90 Days	1-2 Days Van Only 4-6 Weeks to install bulkhead partition and shelf
	TOTAL PROPOSAL AMOUNT	$ 43,990.00	$ 19,500.00
	TOTAL EVALUATION POINTS	95.65	95.99
	RANKING	2	1

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SOUTH TEXAS COLLEGE
2. MEDIUM DUTY TRUCK AND CARGO VAN
PROJECT NO. 17-18-1022
EVALUATION SUMMARY

	VENDOR	Bert Ogden Motors, Inc.		Fiesta Nissan, Inc.	
	ADDRESS	4221 S Business Hwy 281		5001 S I-69C	
	CITY/STATE/ZIP	Edinburg, TX 78539		Edinburg, TX 78539	
	PHONE	956-252-1763		956-252-1763	
	FAX	956-383-9223		956-383-9223	
	CONTACT	Fernando De La Garza		Fernando De La Garza	
1	The Respondent's price proposal. (up to 50 points)	50	50	50	50
		50		50	
		50		50	
2	The reputation of the vendor's goods or services. (up to 10 points)	9	9.33	9	9.33
		9		9	
		10		10	
3	The quality of the goods or services. (up to 18 points)	17	16.66	17	16.66
		17		17	
		16		16	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 18 points)	16	16.66	17	17
		17		17	
		17		17	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	3	3
		3		3	
		3		3	
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
TOTAL EVALUATION POINTS		95.65		95.99	
RANKING		2		1	

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SOUTH TEXAS COLLEGE
3. PECAN CAMPUS BUILDING J FIRST FLOOR ANALOG TO
DIGITAL AUDIO VISUAL UPGRADE
PROJECT NO. 17-18-1024

#	Qty	Description	VENDOR	
			Audio Visual Aids	Digital Display Solutions, Inc.
		ADDRESS	2903 N Flores St	12223 San Pedro Ave
		CITY/STATE/ZIP	San Antonio, TX 78212	San Antonio, TX 78216
		PHONE	800-422-1282	210-404-1233
		FAX	800-854-8140	210-979-6585
		CONTACT	Ernest Mendez	Lisa Harbert
#	Qty	**Description**	**Proposed**	**Proposed**
1	1	Pecan Campus Building J First Floor Analog to Digital Audio Visual Upgrade	$ 316,813.00	$ 361,006.00
		TOTAL PROPOSAL AMOUNT	$ 316,813.00	$ 361,006.00
		TOTAL EVALUATION POINTS	97.66	89.59
		RANKING	1	2

SOUTH TEXAS COLLEGE
3. PECAN CAMPUS BUILDING J FIRST FLOOR ANALOG TO
DIGITAL AUDIO VISUAL UPGRADE
PROJECT NO. 17-18-1024
EVALUATION SUMMARY

		Audio Visual Aids		Digital Display Solutions, Inc.	
VENDOR		Audio Visual Aids		Digital Display Solutions, Inc.	
ADDRESS		2903 N Flores St		12223 San Pedro Ave	
CITY/STATE		San Antonio, TX 78212		San Antonio, TX 78216	
PHONE/FAX/ZIP		800-422-1282		210-404-1233	
FAX		800-854-8140		210-979-6585	
CONTACT		Ernest Mendez		Lisa Harbert	
1	The purchase price. (up to 45 points)	45	45	39.6	39.6
		45		39.6	
		45		39.6	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	15	14.33	13	13
		14		13	
		14		13	
3	The quality of the vendor's goods or services. (up to 16 points)	15	15	15	14.66
		15		14	
		15		15	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 20 points)	19	19.33	19	19.33
		19		19	
		20		20	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2	2
		3		2	
		3		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	1	1	1	1
		1		1	
		1		1	
TOTAL EVALUATION POINTS		97.66		89.59	
RANKING		1		2	

SOUTH TEXAS COLLEGE
4. CLASSROOM INSTRUCTIONAL PODIUMS
PROJECT NO. R0090597

NAME	Computer Comforts, Inc.	
ADDRESS	367 Columbia Memorial Pkwy	
CITY/STATE/ZIP	Kemah, TX 77565	
PHONE	281-535-2288	
FAX	581-535-7083	
CONTACT	Vince Barletta	

#	Qty	Description	Unit Price	Extension
1	30	Power Lift Electric Table w/3-Stage Leg 60W x 30D Table Top w/Full Modesty Panel	$ 1,690.74	$ 50,722.20
2	30	Cable Cut-Out in wood with grommet (2") Left corner location	$ 18.41	$ 552.30
3	30	Cable Cut-Out in wood with grommet (2") Rear corner location	$ 18.41	$ 552.30
4	30	Cable Cut-Out in wood with grommet (2") Right corner location	$ 18.41	$ 552.30
5	60	Cable Cut-Out in wood with grommet (2") Located half of half (centered on each half)	$ 18.41	$ 1,104.60
6	30	Factory Assembly	$ 25.00	$ 750.00
7	30	Rack Box (freestanding) with 24W x 30D laminated top and rear access door	$ 361.15	$ 10,834.50
8	30	Factory Assembly	$ 10.00	$ 300.00
9	1	Installation and Shipping	$ 4,050.00	$ 4,050.00
TOTAL AMOUNT			$	69,418.20

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SOUTH TEXAS COLLEGE
5. ELECTRIC UTILITY CARTS

NAME	RGV Carts
ADDRESS	1119 W Harrison Ave
CITY/STATE/ZIP	Harlingen, TX 78550
PHONE	956-365-4122
FAX	956-365-4120
CONTACT	John Bradley

#	Qty	Description	Unit Price	Extension
1	4	2018 Carryall 700 Electric Club Cart with Canopy and Hinged Windshield	$ 11,674.63	$ 46,698.52
TOTAL AMOUNT			$	46,698.52

SOUTH TEXAS COLLEGE
6. ELECTRIC UTILITY VEHICLES

NAME	Deere & Company/Ag-Pro
ADDRESS	2000 John Deere Run
CITY/STATE/ZIP	Cary, NC 27513
LOCAL ADDRESS	809 N Shary RD Mission, TX 78572
PHONE	956-585-1618
CONTACT	Francisco Leyta

#	Qty	Description	Unit Price	Extension
1	5	2018 John Deere TE 4x2 Electric Utility Vehicle w/Canopy	$ 10,879.94	$ 54,399.70
TOTAL AMOUNT			$	54,399.70

SOUTH TEXAS COLLEGE
7. LED LAMPS

NAME	Bush Supply, Co.
ADDRESS	2308 W Trenton Rd
CITY/STATE/ZIP	Edinburg, TX 78539
PHONE	Jerry Ollervidez
FAX	956-618-2874
CONTACT	956-618-3208

#	Qty	Description	Unit Price	Extension
1	550	ILP Lance24-30WLED-UNIV 35-BRTR1 2ft x 4ft LED Retrofit Kit, 30 watts, 3500 Kelvin Color 120-277 Volts	$ 90.13	$ 49,571.50
2	109	ILP Lance24-30WLED-UNIV 35-BRTR1-FI/LBCP05 2ft x 4ft LED Retrofit Kit, 30 watts, 3500 Kelvin Color 120-277 Volts	$ 233.27	$ 25,426.43
3	23	ILP VOL22-30WLED-UNIV-35 2ft x 4ft LED Recessed Troffer 30 Watts 3500 Kelvin Color 120-277- Volts	$ 58.33	$ 1,341.59
4	7	ILP VOL22-30WLED-UNIV-35 FI/ILBCP05 2ft x 4ft LED Recessed Troffer 30 Watts 3500 Kelvin Color 120-277- Volts with Battery Backup	$ 201.49	$ 1,410.43
TOTAL AMOUNT			$	77,749.95

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

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

SOUTH TEXAS COLLEGE

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

February 5, 2018

Shands-Brooks Travel
Attn: Ms. Debra Brooks
730 West Nolana, Suite 100
McAllen, TX 78501

Dear Ms. Brooks:

On March 28, 2017, South Texas College awarded a contract to Shands-Brooks Travel for Travel Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from May 20, 2018 through May 19, 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 returned via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through May 19, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____DEBRA BROOK_____

Date: _____Feb 2, 2018_____

SOUTH TEXAS COLLEGE
9. DISTRICT WIDE TECHNOLOGY REQUEST
MARCH 23, 2018

COMPUTERS

#	Qty	Description	Unit Price	Extension	Requesting Department
1	7	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 22in Monitor, Warranty	$ 720.00	$ 5,040.00	Information Technology Program - Adolfo Lozano Replacement of systems out of warranty/upgrades for dept staff
2	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 22in Monitor, Warranty	$ 720.00	$ 720.00	Business Administration Program - Ricardo Olivares Replacement of 4yr old system for dept staff
3	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20in Monitor, Warranty	$ 720.00	$ 720.00	Educational Technologies - Marie L. Evans Replacement of system for dept staff
4	2	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, Without Monitor, Warranty	$ 585.00	$ 1,170.00	Educational Technologies - Marie L. Evans Replacement of systems for dept staff
5	4	Computer 5810 Precision Tower, Intel Xeon Processor E-51650, 256GB Hard Drive, 16GB Memory, 8GB Video Card, Monitor, Warranty	$1,069.99	$ 4,279.96	Purchasing Department - Becky Cavazos Replacement of systems out of warranty for dept staff
		COMPUTER TOTAL		$ 11,929.96	

LAPTOPS

#	Qty	Description	Unit Price	Extension	Requesting Department
6	6	Laptop Latitude 5480, Intel Core i5-6300HQ, 256GB Hard Drive Battery, 8GB Memory, Intel Dual Band Wireless Driver, Security Suite, Warranty	$1,070.00	$ 6,420.00	Information Technology Program - Adolfo Lozano Replacement of systems out of warranty/upgrades for faculty
7	3	Laptop Latitude 5480, Intel Core i5-6300HQ, 256GB Hard Drive Battery, 8GB Memory, Intel Dual Band Wireless Driver, Security Suite, Warranty	$1,532.05	$ 4,596.15	Educational Technologies - Marie L. Evans New systems for students
8	1	Laptop Latitude 7285, Intel Core i5-7Y57, 256GB Hard Drive, 2-Battery 8GB Memory, Intel Dual Band Wireless Driver, Warranty	$1,295.00	$ 1,295.00	Facility Operations and Maintenance - Luis De La Garza New system for dept staff
9	1	Laptop Latitude 7285, Intel Core i5-7Y57, 256GB Hard Drive, 2-Battery 8GB Memory, Intel Dual Band Wireless Driver, Warranty	$1,295.00	$ 1,295.00	Facility Operations and Maintenance - Luis De La Garza New system for dept staff
10	1	Laptop Latitude 7285, Intel Core i5-7Y57, 256GB Hard Drive, 2-Battery 8GB Memory, Intel Dual Band Wireless Driver, Warranty	$1,295.00	$ 1,295.00	Facility Operations and Maintenance - Luis De La Garza New system for dept staff
11	1	Laptop Latitude 7285, Intel Core i5-7Y57, 256GB Hard Drive, 2-Battery 8GB Memory, Intel Dual Band Wireless Driver, Warranty	$1,295.00	$ 1,295.00	Facility Operations and Maintenance - Luis De La Garza New system for dept staff
12	1	Laptop Latitude 7285, Intel Core i5-7Y57, 256GB Hard Drive, 2-Battery 8GB Memory, Intel Dual Band Wireless Driver, Warranty	$1,295.00	$ 1,295.00	Facility Operations and Maintenance - Luis De La Garza New system for dept staff

LAPTOPS

#	Qty	Description	Unit Price	Extension	Requesting Department
13	3	Laptop Mobile Precision Workstations 3510 XCTO, Intel Core i7-6820HQ, 500GB Hard Drive, 16GB Memory,	$ 903.65	$ 2,710.95	Arch & Eng Design Technology Program - Sara Lozano New systems for dept faculty
14	3	Laptop Latitude 7285, Intel Core i5-7Y57, 256GB Hard Drive, 2-Battery 8GB Memory, Intel Dual Band Wireless Driver, Warranty	$1,295.00	$ 3,885.00	Library Services - Jesus H. Campos New systems for students
15	1	Laptop Latitude 7285, Intel Core i5-7Y57, 256GB Hard Drive, 2-Battery 8GB Memory, Intel Dual Band Wireless Driver, Warranty	$1,295.00	$ 1,295.00	Academic Affairs VP Admin - Dr. Anahid Petrosian New system for dept faculty
16	2	21.5 in iMac computer, 2.3GHz dual-core, 1TB Hard Drive, 16GB Memory, Intel Iris Plus Graphics 640, Magic Keyboard and Mouse, Warranty	$1,314.00	$ 2,628.00	Art Program - Charles Neumann Replacement of 5yr old computers for students
17	36	Laptop Latitude 3180, Intel Pentium Processor N4200, 128GB Hard Drive, 4GB Memory, Intel Dual Band Wireless Driver, Data & Device Security, Warranty	$ 552.64	$ 19,895.04	Educational Technologies - Marie L. Evans Replacement of systems out of warranty for students at Starr Campus
18	36	Laptop Latitude 3180, Intel Pentium Processor N4200, 128GB Hard Drive, 4GB Memory, Intel Dual Band Wireless Driver, Data & Device Security, Warranty	$ 552.64	$ 19,895.04	Educational Technologies - Marie L. Evans Replacement of systems out of warranty for students at Pecan Campus
19	1	Laptop XPS 13 2-in-1 7th Gen Intel Core i7-7Y75 Processor, 256GB Hard Drive, 8GB Memory, Intel 8265 Wi-Fi and Bluetooth, Adapter, Warranty	$1,966.87	$ 1,966.87	Educational Technologies - Marie L. Evans Replacement of system for dept staff
20	3	Laptop XPS 13 2-in-1 7th Gen Intel Core i7-7Y75 Processor, 256GB Hard Drive, 8GB Memory, Intel 8265 Wi-Fi and Bluetooth, Adapter, Warranty	$1,594.20	$ 4,782.61	Educational Technologies - Marie L. Evans New systems for dept staff
		LAPTOP TOTAL		**$ 74,549.66**	
		COMPUTER/LAPTOP TOTAL		**$ 86,479.62**	

SOUTH TEXAS COLLEGE
10. ADOBE LICENSE SUBSCRIPTION AGREEMENT

NAME				Software House International (SHI) Government	
ADDRESS				1250 Capital of TX Hwy South B	
CITY/STATE/ZIP				Austin, TX 78746	
PHONE				800-845-6801	
FAX				512-732-0232	
CONTACT				Adrienne Pubylski	
#	**Qty**	**Description**		**Unit Price**	**Extension**
1	1	Adobe License Subscription Agreement Period: 4/7/18 4/6/19		$ 60,000.00	$ 60,000.00
TOTAL AMOUNT				$ 60,000.00	

Review and Recommend Action on Proposed New Policy #4714: Acceptable Use of Information Resources

Approval of proposed new Policy #4714: Acceptable Use of Information Resources, will be requested at the March 27, 2018 Board meeting.

Purpose – The proposed new policy is requested to align with industry best practices to have an acceptable use policy; this new policy will clearly define the expectations from users of information resources and the consequences associated with abuse of these privileges.

Justification – The request for the new policy is necessary for the following reasons:

- To clarify and define the responsibilities of users of information resources
- To include and define the activities that may cause a disruption of information technology services or potentially produce liability to South Texas College

Background – The College currently provides Guidelines for Acceptable Use of Information Resources. The proposed new policy will supersede the currently published guidelines to clearly define the expectations from users of information resources at South Texas College.

Reviewers – The proposed new policy has been reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and by South Texas College's Legal Counsel.

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

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the March 27, 2018 Board meeting, Policy #4714: Acceptable Use of Information Resources as presented and which supersedes any previously adopted Board policy.

MANUAL OF POLICY

Title	**Acceptable Use of Information Resources**	**4714**
Legal Authority	**Approval of the Board of Trustees**	Page **1** of **3**
Date Approved by Board	*Board Minute Order dated March 27, 2018*	

PURPOSE

The purpose of this policy is to protect the College network and information resources. Inappropriate use exposes South Texas College to risks including virus attacks, compromise of network systems and services, and legal issues. The intent of this policy is not to impose restrictions that are contrary to the institutions established culture of openness, trust and integrity. South Texas College endeavors to protect employees, students and the institution from illegal or damaging actions by individuals, either knowingly or unknowingly. Effective security is a team effort involving the participation and support of everyone at the college who deals with information resources.

SCOPE

This policy applies to all users of information resources, including but not limited to: students, employees, contractors, consultants, temporaries and guests, including all personnel affiliated with third parties, whether on campus or from remote locations.

Passwords for college information resources are considered as a type of key to access an information resource. For this reason, passwords are considered as an extension of an information resource that are a direct responsibility of the assigned individual.

DEFINITIONS

Information Resources
Any and all computer printouts, online display devices, mass storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting data including, but not limited to, mainframes, servers, Network Infrastructure, personal computers, notebook computers, hand-held computers, pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines, and printers. Additionally, it is the procedures, equipment, facilities, software, and Data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

User
A person or entity which has been given the privilege to access the College's Information Resources.

Title   **Acceptable Use of Information Resources**   **4714**

Legal Authority   **Approval of the Board of Trustees**   Page **2** of **3**

Date Approved by Board   *Board Minute Order dated March 27, 2018*

ACCEPTABLE USE

State law provides protection against abuse of information resources or against unauthorized use. In the same manner, the College shall define activities that are not acceptable and that might break the law, impact operations or create a negative environment.

1. **Responsibilities of User of College Information Resources**

   a) Protect information that is classified as confidential or protected by law.
   b) Protect the user identification and password that is assigned.
   c) Adhere to the Information Security Mobile Device Security Standard when connecting personal devices to college information resources.
   d) Immediately report lost or stolen devices that are owned by the College or personal devices that contain College data.
   e) Respect intellectual property rights.
   f) Adhere to the terms of software licensed by the College or installed on College information resources.
   g) Use information resources in a manner that complies with State and Federal law.

2. **Prohibited Uses of College Information Resources**

   a) Sharing the password for your College user accounts.
   b) Attempting to gain or gaining unauthorized access to information resources.
   c) Sending unsolicited email messages unrelated to College functions.
   d) Intercepting electronic communications.
   e) Disabling or tampering with the security controls applied to information resources.
   f) Performing actions on information resources that result in disruption or performance degradation.
   g) Transmitting or displaying media content in a manner that violates the College's policy, including, but not limited to, Policy 4216 Discrimination, Harassment, Retaliation, and Sexual Misconduct.
   h) Copyright infringement by illegally downloading, streaming, or sharing protected material.
   i) Use of information resources for personal profit, commercial reasons, non-College fundraising, political campaigning or any illegal activity, with the exception of activities sponsored by the College.
   j) Intentionally or knowingly installing, executing, or providing to another user, a program or file that could result in the damage or unauthorized modification of an information resource.
   k) Personally owned devices can only connect via our wireless network.

Title	**Acceptable Use of Information Resources**	**4714**
Legal Authority	**Approval of the Board of Trustees**	Page **3** of **3**
Date Approved by Board	<mark>*Board Minute Order dated March 27, 2018*</mark>	

ADMINISTRATIVE DISCRETION

The Board of Trustees grants the President and the Administration of the College the authority to develop and adopt guidelines implementing this policy and assuring that Users are advised of the guidelines and the penalties for their violation.

ENFORCEMENT

Any User violating this policy or related guidelines is subject to immediate disciplinary action, which may include loss of privileges, termination of employment, student expulsion or termination of a contract. Notwithstanding the foregoing, a User violating this policy may be subject to civil damages and criminal liability.

To ensure compliance with College policies and laws related to the use and security of information resources, information security personnel have the authority and responsibility to monitor network traffic and use of information resources.

Review and Discussion of Internal Audit Report in the Area of Student Activities and Wellness

Mr. Khalil Abdullah, Internal Auditor, will be attending the Committee meeting to discuss the procedures, findings, and recommendations of the internal audit report in the area of Student Activities and Wellness.

The Internal Audit Report follows in the packet for the Committee's review.

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

December 1, 2017

Dr. Shirley Reed, President
South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501

Dear Dr. Reed,

As part of our fiscal year 2017 Audit Plan, the Office of Internal Audits completed the Student Activities & Wellness audit. The results of the audit, along with recommendations for corrective action and management's responses, are contained in this report.

The objective of the audit was to evaluate the adequacy and effectiveness of the department's system of internal controls with an emphasis on financial and administrative controls. The scope for the audit included activity from September 1, 2015 through December 16, 2016.

Internal Audits would like to thank the departments' staff for their cooperation and assistance.

Respectfully submitted,

Khalil M. Abdullah MAcc, CIA, CPA, CGAP
Internal Auditor

Cc: Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management
        Audit Committee, South Texas College Board of Trustees

Table of Contents

EXECUTIVE SUMMARY

The Student Activities & Wellness Audit was included on the Finance, Audit, and Human Resources Committee's approved FY 2017 Audit Plan. The audit included a review of the department's establishment of a control conscience environment, approval and authorization, monitoring, safeguarding of assets, and student travel procedures to assess compliance with South Texas College's Policy 3620 *College Sanctioned Travel for Students,* the Student Organization Handbook, and best practices.

The objective of the audit was to evaluate the adequacy and effectiveness of the department's system of internal controls with an emphasis on financial and administrative controls.

The scope of the audit included activity from FY 2016 through December 16, 2016. The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Policy 5460 *Internal Audit Function*.

Overall, the department established an adequate system of internal controls. The audit identified the following areas where improvement could be made:

- A written procedures manual for the department was not developed;

- A departmental risk assessment was not completed;

- A formal process for documenting monthly account reconciliations was not established;

- The department's '*Student Code of Conduct*' form incorrectly referred to itself as "policy;"

- Internal controls related to student travel were not applied consistently;

- Student travel support documentation was incomplete or missing;

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BACKGROUND

The Student Activities & Wellness department provides programs and opportunities for students that enhance the collegiate experience and promote a sense of community. Through active participation students experience success, acquire social skills and develop a personal standard of values through leadership, educational, cultural, recreational and civic programs and activities designed to support and augment their classroom education. The department seeks to enhance the student experience through the development and evaluation of policies, programs, services and facilities that complement the academic mission of the College and address issues of access, retention and graduation through ongoing assessment, interpretation, and response to changing student needs.

The Student Activities & Wellness department has 13 employees including the Director. The Director of Student Activities & Wellness is responsible for managing the financial activity of one account.

AUDIT OBJECTIVE

The objective of the audit was to evaluate the adequacy and effectiveness of the department's system of internal controls with an emphasis on financial and administrative controls.

AUDIT SCOPE & METHODOLOGY

The audit scope included activity from September 1, 2015 through December 16, 2016. To accomplish the audit objective, the Internal Auditor performed the following:

- Requested and reviewed the Director's responses to an internal control questionnaire;
- Reviewed the department's student activity waivers and compared to other organization's activity waivers;
- Interviewed management and employees on the department's procedures and existing internal controls;
- Obtained and reviewed the Student Organization Handbook;
- Reviewed the Financial Manager's Handbook;
- Reviewed Policy 3620 *College Sanctioned Travel for Students*;
- Reviewed Texas Education Code Section 51.950 *Policy Regulating Student Travel*;
- Determined whether account reconciliations were performed;
- Reviewed the department's current Institutional Effectiveness plan;
- Reviewed the department's account activity using data analytic software;

The audit generally conformed to guidelines set forth by the Institute of Internal Auditor's *Standards* and South Texas College's Policy 5460 *Internal Audit Function*.

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AUDIT RESULTS

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Control Conscience Environment

A control conscious environment encompasses technical competence and ethical commitment, and is necessary for the establishment of effective internal controls. To establish an adequate control conscious environment, a department should have goals and objectives, a mission statement, a risk assessment and implementation plan, and a procedures manual. These items should be reviewed regularly and updated as needed. Additionally, adequate training should be provided, employee performance evaluations should be conducted regularly, and any conflicts of interest should be identified and addressed.

We selected a sample of 6 employees and requested to review the most current performance evaluations from the Office of Human Resources (HR). We received 5 out of 6 (83%) employee performance evaluations. We noted that the most current evaluations were not completed during the audit scope and were informed by HR that they are in the process of transitioning away from paper based performance evaluations to an electronic performance management system through PeopleAdmin.

Additionally, we tested all 13 employees working in the department for completion of the required compliance trainings. The results of the compliance training test are as follows:

100% of the employees completed the *Code of Conduct for Higher Education*, *Preventing Discrimination and Sexual Violence: Title IX VAWA and Clery Act*, and the *Unlawful Harassment Prevention for Higher Education Staff* trainings.

- 1 out of 13 (8%) employees did not complete the *Child Abuse and Molestation Awareness and Prevention in Texas* training;
- 1 out of 13 (8%) employees did not complete the *EEO Laws and Discrimination Prevention for Higher Education* training;
- 1 out of 13 (8%) employees did not complete the *Security Basics/Information Security* training;
- 3 out of 13 (23%) employees did not complete the *Clery Act Campus Security Authorities* training.

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We found that the department established a mission statement, goals and objectives. However, a written procedures manual was never developed. A procedures manual is an essential part of establishing a control conscience environment. It documents processes, procedures, and helps guide employees in their daily operations. Formally documented procedures also reduce the learning curve (e.g. training time) for new hires and helps to improve business continuity when key staff take leave or are otherwise required to be replaced.

Recommendation:
1. The Director of Student Activities & Wellness should develop a departmental procedures manual to help guide employees in their day-to-day operations. The procedures manual should include information such as employee training requirements, account reconciliation procedures, document retention requirements, student travel documentation, procedures for working hours, lunch hours, overtime hours, etc., and other relevant information.

Management Response:
1. Currently the department relies on STC manual of Policy and STC HR trainings to guide staff's daily duties. Any other procedures are covered during staff meetings and during orientation of new staff. For liability reasons, the department is hesitant to implement procedures that are beyond what the College, as a whole requires. All staff are made aware of the few procedures that might not be covered by policy such as the dress code. The department plans to create a document to remind/inform the staff of any additional procedures that we have that are not covered in the Policy manual.

Implementation Date:
May 1, 2018

Additionally, we found that the department did not complete a risk assessment. A risk assessment of current conditions related to the department's on-going activities is another critical element of establishing a control conscience environment. Completing a risk assessment allows the department to proactively identify and develop appropriate responses (e.g. internal controls) to uncertain events that could impact their ability to meet established goals and objectives.

Recommendation:
2. As part of the audit procedures, we identified areas of risk and assessed their impact and probability of occurrence and produced a risk assessment. The department should utilize this document as a starting point towards developing a departmental risk assessment. This

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risk assessment should be evaluated annually and an action plan should be developed to mitigate any identified high risks areas.

Management Response:

2. The department is fully aware of certain activities that involve risk and those areas have been identified to staff, student organizations, etc. and adequate measures are in place. However, it is time to reevaluate and come up with a more concrete process and procedures to ensure that all staff are aware. The Director and Coordinators will meet annually to review/discuss.

Implementation Date:

   May 1, 2018

Approval & Authorization

Adequately established approval and authorization controls help to ensure that expenditures are allowable and appropriate. During the audit period, the Director of Student Activities & Wellness was the Financial Manager for one account. The Internal Auditor reviewed operating, travel, and payroll expenditures to test for compliance with South Texas College's policy and procedures. We tested a sample of expenditures in each category and examined support documentation for proper approval, accuracy, and whether the expenditures were reasonable.

We judgmentally selected a sample of 20 operating and 10 travel transactions representing 39.20% and 49.65% of the total dollar value of the population, respectively. We found that expenditures were properly approved, appropriate, and supported with adequate documentation. No exceptions were noted.

Additionally, we judgmentally selected a sample of 6 employees to test for payroll accuracy and verify that employees' compensation agreed to their Notice of Employment (NOE). We also obtained and reviewed support documentation to determine whether overtime hours were appropriately approved in accordance with existing business office procedures. We determined that the payroll for the sample of employees tested was accurate and that prior written approval was obtained for employees that worked overtime hours. No exceptions were noted.

Safeguarding of Assets

Tangible assets, vital documents, critical systems, and confidential information must be safeguarded against unauthorized acquisition, use, or disposal. We performed property inventory

testing to determine the existence of assets and whether assets observed in use within the department were properly recorded in the inventory system.

We selected a sample of 15 assets with a historical cost greater than $1,000 to test for existence. We were able to locate 15 out of 15 (100%) of the assets selected for testing. Additionally, we selected 5 assets observed within the department to verify inclusion of the assets in the asset management system. We were able to trace all 5 assets back to the inventory records. No exceptions were noted.

Monitoring

Financial Managers are responsible for the accuracy of their accounts. Account activity should be periodically reconciled and all reconciling items should be satisfactorily resolved in a timely manner. Without adequate monitoring of account activity, items that require immediate attention may go unnoticed. South Texas College's Financial Manager's Handbook states that Financial Managers are responsible for monitoring and reconciling account balances. We inquired as to whether the department would be able to provide documentation (e.g. completed account reconciliations) to support that the account's financial activity was reconciled. We were informed that a formal process for preparing account reconciliations has not been established. The Director of Student Activities and Wellness stated that he typically reviews the account activity frequently or as needed to verify the account balance.

Recommendation:

3. The Director of Student Activities and Wellness or a designee should complete monthly account reconciliations. Completed account reconciliations should be signed by both the person preparing the reconciliation and the supervisor who reviews the reconciliation. All account reconciliation support documentation should be maintained within the department.

Management Response:

3. The Financial Manager periodically reviews the financial status of the account and follows up with any pending issues including doing budget transfers when needed. The Secretary is aware that we need to reconcile and follow up on any pending issues such as invoices, etc. However, it is agreed that a more detailed reconciliation process is needed. The reconciliation process will be on going and can be done online or in some instances manually printed or saved in excel.

Implementation Date:
November 1, 2017

Student Travel Procedures

Texas Education Code 51.950 *Policy Regulating Student Travel* requires South Texas College to adopt a student travel policy applicable to student travel to certain College organized or sponsored events. In response, the College established Policy 3620 *College Sanctioned Travel for Students*.

We obtained a list of all student organizations that traveled between the dates of 9/1/2015 and 12/16/2016. From the list of student organizations that traveled within the audit scope time period, we judgmentally selected a sample of 5 Student Organizations to test compliance with Policy 3620 *College Sanctioned Travel for Students* as well as compliance with the Student Organization Handbook. The Student Organization Handbook contains procedures established by the department related to student organizations and includes specific requirements and internal controls related to student organization travel. Based on testing we determined that the department established moderate controls over student travel. We identified the following issues:

- 1 out of 5 (20%) of the 'Student Travel Authorization' forms was not signed off by the Vice President as is required for out-of-state travel.
- 1 out of 5 (20%) of the tested sample did not complete the 'Travel Voucher for Student Organization' form;
- 'Trip Itinerary' forms were not included in any of the provided support documentation;
- 'Travel Authorization' forms were incomplete or were missing or never turned in;
- 4 out of 8 (50%) of the students from the Student Government Association did not complete the 'Student Travel Code of Conduct' forms.

Recommendation:

4. The Director should ensure that all authorization signatures are obtained and that all support documentation has been completed and is on file prior to any student organization travel.

Management Response:

4.
- The club is responsible for obtaining appropriate signatures and if not, the Travel Office should flag the paperwork. In this instance, most likely they picked up the form from

our office and were instructed to forward to the VP for signature and then submit to Travel. We can't confirm at this time, if this was the final copy or not (final copy could be at the Travel Office).

- At this time, we did not require the Travel Vouchers, and some clubs did not do the form or submitted them directly to the Travel Office. However now we do require all Student Organizations submit a travel voucher to our office.
- The 'Trip Itinerary' form is not required.
- There was an oversight for a one day local travel whereby Travel Authorization forms were not completed. Staff assumed that forms were not required since there was no per diem. Staff are now aware that the forms have to be completed for all travel including local.
- This form is not required, however is useful. On this particular travel, we are assuming that the copies were misplaced since all students had to do the waiver plus the code of conduct forms.

All issues addressed above will be considered/revised/implemented during our review of the department's as well as the student organization travel process.

Implementation Date:
May 1, 2018

Additionally, student travel procedures were not consistently applied. Students were only sometimes required to sign documentation to acknowledge receipt of travel per diems, while in other instances they were not asked to sign such documentation. No formal student travel procedure exists to indicate when the students would be required to complete the per diem acknowledgement forms.

Recommendation:

5. The Director should ensure that procedures are consistently applied to all student organizations and intramural sports student travel. Formal procedures should be developed to indicate when students are going to be required to complete the per diem attestation form, and when students are going to be required to complete the 'Student Travel Code of Conduct' form.

Management Response:

5. The department is in the process of reviewing and revising the travel procedures to ensure consistency and awareness by the department as well as the Student Organizations. However, while some forms may be required for student travel originating from our department (Student Government, Sports teams), the same forms might be recommended for use by Student Organizations (not required).

All issues addressed above will be considered/revised/implemented during our review of the department's as well as the student organization travel process.

Implementation Date:

May 1, 2018

Lastly, we reviewed the language within the 'Student Travel Code of Conduct' form and noticed that the form refers to itself as a "policy." South Texas College Policy 1001 *Authority & Functions of the Board, Committees and Individual Trustees* states the following:

"The Board, within the limits imposed by law, has complete and full control of the College. The Board has final authority to formulate and interpret the policies that govern the College. The written policies adopted by the Board shall serve as authority for implementation of Board decisions and actions by the College administration."

By the department creating forms that contain the word "policy," they are inappropriately assuming responsibilities that rightfully belong to the Board of Trustees. Moreover, anyone reading the form may misinterpret the form as approved by the Board of Trustees as establish College policy.

Recommendation:

6. The Director should review all internal department forms and make appropriate revisions to remove the term "policy" from all documents that are not Board approved policy.

Management Response:

6. This form is under review and the word "Policy" will be removed.

Implementation Date:

May 1, 2018

CONCLUSION

Overall it was determined that the Student Activities & Wellness Department established an adequate system of internal controls. Opportunities exist to strengthen internal controls by ensuring the development of a written departmental procedures manual, annually evaluating the department's risks and developing strategies for responding to high risk areas, ensuring that controls over student travel are consistently applied, and that support documentation related to student travel is complete and maintained on file.

_____   __12/1/2017_____
Khalil M. Abdullah CPA, CIA, CGAP, MAcc   Date
Internal Auditor

_____   _12/1/2017_____
Jose Luis Silva CIA, CFE, CGAP   Date
Staff Audit Specialist

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 March 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 fifty-six (156) of the FY 2016 - 2017 positions have been filled and twenty-six (26) of the new FY 2017 - 2018 Full Time, Regular positions have been filled for a **total of one-hundred and eighty-two (182) positions filled** as of March 1, 2018.

	FY2016-2017	FY2017-2018	Total
Positions Carried over	232	-	232
New positions	-	73	73
Total Vacancies as of 9/1/2017	-	-	*305*
Filled	156	26	182
Total Vacancies as of 3/1/2018 excluding resignations	**76**	**47**	**123**
% of Vacancies Filled	**-**	**-**	**60%**

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 March 1, 2018.

	Academic Affairs	Finance & Admin. Services	Information Services, Planning, Perform. & Strategic Initiatives	President's Office	Student Affairs & Enrollment Management	Total
Continued	23	41	40	16	11	**131**
Cont-Bond	9	23	8	0	1	**41**

	Academic Affairs	Finance & Admin. Services	Information Services, Planning, Perform. & Strategic Initiatives	President's Office	Student Affairs & Enrollment Management	Total
New	6	3	1	2	4	**16**
New- Bond	12	19	2	0	0	**33**
Total	**50**	**86**	**51**	**18**	**16**	**221**

3) <u>Position Turnover during Fiscal Year 2017 - 2018</u>

- Thirty-nine (39) vacancies due to resignations, terminations, or retirements have been submitted for Full Time, Regular positions as of March 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

Hired

South Texas College
Positions Filled in FY 2017 - 2018
As of March 1, 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
Division of Liberal Arts and Social Sciences	711150	CONT BOND FY17	Classified	Faculty Secretary	New FY17	Filled	02-12-18
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
BAT/BAS	702293	NEW FY18	Prof/Tech Support Exempt	Academic Coach	02-12-18	Filled	02-12-18
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
Division of Math, Science and Bachelor Programs	725332	CONT	Prof/Tech Support Non-Exempt	Student Success Specialist	06-28-17	Filled	02-12-18
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
Business Office	753184	CONT BOND FY17	Prof/Tech Support Non-Exempt	Payroll Specialist	New for FY17	Filled	Pending
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	759184	NEW-BOND FY18	Classified	Cashier	NEW FY18	Filled	Pending
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	721580	CONT	Classified	Fixed Assets Assistant	10-16-17	Filled	03-01-18
Central Receiving	701581	CONT	Classified	Fixed Assets and Receiving Technician	07-10-17	Filled	11-13-17
Central Receiving	703584	CONT	Classified Non-Exempt	Fixed Assets and Receiving Technician	01-15-18	Filled	03-05-18

South Texas College
Positions Filled in FY 2017 - 2018
As of March 1, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Custodial	720503	NEW-BOND FY18	Prof/Tech Support Exempt	Custodial Manager	NEW FY18	Filled	11-15-17
Custodial	707503	NEW-BOND FY18	Prof/Tech Support Exempt	Custodial Manager	NEW FY18	Filled	11-15-17
Custodial	793502	CONT BOND FY17	Prof/Tech Support Non-Exempt	Custodial Supervisor	New for FY17	Filled	10-16-17
Custodial	706503	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Custodial Supervisor	NEW FY18	Filled	12-04-17
Custodial	773502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	768502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	776502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	09-01-17
Custodial	774502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	09-11-17
Custodial	766502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	754502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	756502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	763502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	760502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-09-17
Custodial	767502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-09-17
Custodial	759502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-16-17
Custodial	709502	CONT	Classified	Custodian	07-18-17	Filled	01-08-18
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	769502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	03-05-18
Custodial	727502	CONT	Classified	Custodian	06-05-17	Filled	03-05-18
Custodial	705503	NEW-BOND FY18	Classified	Floor Technician	NEW FY18	Filled	03-19-18
Custodial	788502	CONT BOND FY17	Classified	Floor Technician	NEW FY18	Filled	03-05-18
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

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South Texas College
Positions Filled in FY 2017 - 2018
As of March 1, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Distribution Center	702583	CONT	Classified	General Services Technician	10-31-17	Filled	03-05-18
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	717499	CONT	Prof/Tech Support Exempt	Campus Facility Manager	01-03-18	Filled	03-19-18
Facility Maintenance	733499	CONT BOND FY17	Classified	Carpenter	New for FY17	Filled	03-05-18
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	702515	CONT	Classified	Electrician	11-01-17	Filled	03-19-18
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	729499	CONT BOND FY17	Classified	Locksmith	New for FY17	Filled	03-05-18
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
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	721499	CONT BOND FY17	Classified	Maintenance Technician	New for FY17	Filled	Pending
Facility Maintenance	726499	CONT BOND FY17	Classified	Plumber	New for FY17	Filled	02-12-18
Facility Maintenance	727499	CONT BOND FY17	Classified	Plumber	New for FY17	Filled	03-05-18
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

Positions Filled - EXHIBIT A

South Texas College
Positions Filled in FY 2017 - 2018
As of March 1, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Information Services, Planning and Strategic Initiatives							
Applications Development-Instruction	703395	CONT	Prof/Tech Support Exempt	Applications Analyst I	12-01-17	Filled	02-20-18
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	700073	CONT	Classified	Open Lab Technician	11-01-17	Filled	02-12-18
Learning Commons and Open Labs	716397	CONT BOND FY17	Prof/Tech Support Non-Exempt	Technology Specialist	FY17 Position Chng	Filled	09-11-17
Learning Commons and Open Labs	726397	NEW FY18	Prof/Tech Support Non-Exempt	Technology Specialist	NEW FY18	Filled	12-01-17
Learning Commons and Open Labs	717397	CONT BOND FY17	Prof/Tech Support Non-Exempt	Open Labs Analyst	New for FY17	Filled	10-16-17
Library Acquisitions	701104	NEW FY18	Prof/Tech Support Exempt	Learning Support Systems and Applications Analyst	NEW FY18	Filled	02-05-18
Library Acquisition	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 Non-Exempt	Librarian III	07-31-14	Filled	10-04-17
Office of Strategic Initiatives	704170	CONT	Prof/Tech Support Non-Exempt	Project Management Analyst I	11-28-16	Filled	03-05-18
Research and Analytical Services	705170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	06-05-17	Filled	10-02-17
Research and Analytical Services	700271	CONT	Prof/Tech Support Exempt	Qualitative Researcher	09-29-17	Filled	03-01-18
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
Division of Nursing and Allied Health							
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

South Texas College
Positions Filled in FY 2017 - 2018
As of March 1, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Office of the President							
CPWE - State	704587	CONT	Classified	Customer Service Technician	06-30-17	Filled	12-04-17
CPWE - State	716590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	11-30-10	Filled	09-05-17
Grant 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
Student Affairs and Enrollment Management							
Admissions & Records	700020	CONT	Classified	Admissions Technician	11-14-17	Filled	10-09-17
Admissions and Records	723612	CONT BOND FY17	Prof/Tech Support Non-Exempt	Admissions Specialist	New for FY17	Filled	01-16-18
Advising	708332	CONT	Prof/Tech Support Non-Exempt	Advisor	09-01-17	Filled	10-02-17
Advising	700081	CONT	Prof/Tech Support Non-Exempt	Advisor	11-03-17	Filled	03-01-18
Advising	717332	CONT	Prof/Tech Support Non-Exempt	Advisor	09-01-17	Filled	03-05-18
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
Dua2Degree	700134	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	11-30-17	Filled	03-19-18
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	02-06-18
Student Financial Services	728440	CONT BOND FY17	Prof/Tech Support Non-Exempt	Veterans Affairs Certifying Official	New for FY17	Filled	01-03-18
Student Financial Services	727440	CONT BOND FY17	Prof/Tech Support Non-Exempt	Veterans Affairs Certifying Official	New for FY17	Filled	01-08-18

Vacant Positions - New - Exhibit B

South Texas College
NEW Vacant Full-Time Regular Positions Approved for FY 2017 - 2018 **New Positions**
As of March 1, 2018

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Academic Advancement							
High School Programs & Services	706285	NEW FY18	Classified	Administrative Assistant	5	Recommendation in Progress	03-12-18
Division of Math, Science and Bachelor Programs							
BAT/BAS	701293	NEW FY18	Prof/Tech Support Exempt	Academic Coach	3a	Re-advertised	05-07-18
Biology	706204	NEW-BOND FY18	Classified	Faculty Secretary	3	Advertised	05-07-18
Biology	707204	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	4	Screening in Progress	04-02-18
Chemistry	703200	NEW-BOND FY18	Classified	Faculty Secretary	4	Screening in Progress	04-02-18
Chemistry	704200	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lab Specialist II – Chemistry	4	Screening in Progress	04-02-18
Div. of Math, Science & BA Programs	705281	NEW FY18	Classified	Administrative Assistant	4	Screening in Progress	04-02-18
Division of Business, Public Safety and Technology							
Fire Science	701312	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition	06-04-18
Fire Science	702312	NEW-BOND FY18	Classified	Lab Assistant – Fire Science	1	Pending Requisition	06-04-18
Law Enforcement							
Law Enforcement	701593	NEW FY18	Classified	Secretary	5	Recommendation in Progress	03-12-18
Division of Nursing and Allied Health							
Nursing & Allied Health	713557	NEW FY18	Prof/Tech Support Non-Exempt	Advisor	2	Requisition in Progress	06-04-18
Nursing & Allied Health	714557	NEW FY18	Prof/Tech Support Non-Exempt	Student Success Specialist	4	Screening in Progress	04-02-18
Nursing & Allied Health	715557	NEW-BOND FY18	Classified	Faculty Secretary	4	Screening in Progress	04-02-18
Nursing & Allied Health	716557	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition	06-04-18
Nursing & Allied Health	717557	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition	06-04-18
Nursing & Allied Health	720557	NEW-BOND FY18	Classified	Lab Assistant - NAH	1	Pending Requisition	06-04-18
Nursing & Allied Health	718557	NEW-BOND FY18	Classified	Secretary	1	Pending Requisition	06-04-18
Nursing & Allied Health	719557	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Simulation Network Specialist	1	Pending Requisition	06-04-18
Finance and Administrative Services							
Business Office	760184	NEW FY18	Prof/Tech Support Exempt	Budget Manager	4	Screening in Progress	04-02-18
Campus Police	700516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Dispatch Supervisor	3	Advertised	05-07-18
Campus Police	701516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Police Officer	3a	Re-advertised	05-07-18
Campus Police	702516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Police Officer	3a	Re-advertised	05-07-18
Cashiers Office	757184	NEW-BOND FY18	Classified	Accounting Assistant	3a	Re-advertised	05-07-18
Cashiers Office	758184	NEW-BOND FY18	Classified	Administrative Assistant	4	Screening in Progress	04-02-18
Cashiers Office	756184	NEW-BOND FY18	Classified	Cashier	5	Recommendation in Progress	03-12-18
Cashiers Office	755184	NEW-BOND FY18	Classified	Cashier	3a	Re-advertised	05-07-18
Custodial	702503	NEW-BOND FY18	Classified	Custodian	5	Recommendation in Progress	03-12-18
Custodial	700503	NEW-BOND FY18	Classified	Custodian	3	Advertised	05-07-18
Custodial	701503	NEW-BOND FY18	Classified	Custodian	3	Advertised	05-07-18
Custodial	704503	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lead Custodian	5	Recommendation in Progress	03-12-18

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

Vacant Positions - New - Exhibit B

South Texas College
NEW Vacant Full-Time Regular Positions Approved for FY 2017 - 2018   **New Positions**
As of March 1, 2018

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Position Status	Proposed Hire Date
Facility Operations and Maintenance	729501	NEW-BOND FY18	Prof/Tech Support Exempt	Environmental Health and Safety Manager	4	Screening in Progress	04-02-18
Facility Operations and Maintenance	728501	NEW-BOND FY18	Prof/Tech Support Exempt	Events Manager	5	Recommendation in Progress	03-18-18
Office of Human Resources	727240	NEW-BOND FY18	Prof/Tech Support Exempt	Coordinator of Staffing & Recruiting	2	Requisition in Progress	06-04-18
Office of Human Resources	731240	NEW-BOND FY18	Classified	HR Secretary	4	Screening in Progress	04-02-18
Office of Human Resources	732240	NEW-BOND FY18	Prof/Tech Support Non-Exempt	HR Systems Specialist	4	Screening in Progress	04-02-18
Office of Human Resources	730240	NEW-BOND FY18	Classified	HR Technician	4	Screening in Progress	04-02-18
Office of Human Resources	733240	NEW-BOND FY18	Prof/Tech Support Exempt	Training and Development Manager	1	Pending Requisition	06-04-18
Safety and Security	786514	NEW-BOND FY18	Prof/Tech Support Exempt	Safety and Security Manager	4	Screening in Progress	04-02-18
Student Transportation Services	708359	NEW FY18	Classified	Bus Driver	2	Requisition in Progress	06-04-18
Student Transportation Services	709359	NEW FY18	Classified	Bus Driver	5	Recommendation in Progress	03-12-18
Information Services, Planning and Strategic Initiatives							
Educational Technologies	721271	NEW-BOND FY18	Prof/Tech Support Exempt	Audio Visual Systems Designer	4	Screening in Progress	04-02-18
Educational Technologies	723271	NEW-BOND FY18	Prof/Tech Support Exempt	Coordinator of Special Events	4	Screening in Progress	04-02-18
Learning Commons and Open Labs	725397	NEW FY18	Prof/Tech Support Exempt	Coordinator of Open Labs Logistics	2	Requisition in Progress	06-04-18
Office of the President							
Grant Development, Management and Compliance	702420	NEW FY18	Prof/Tech Support Exempt	Development Officer - Foundation/Corporate Outreach	1	Pending Requisition	06-04-18
Public Relations/Marketing	726462	NEW FY18	Prof/Tech Support Exempt	Marketing Manager	4	Screening in Progress	04-02-18
Student Affairs and Enrollment Management							
Admissions and Records	724612	NEW FY18	Prof/Tech Support Non-Exempt	Admissions Specialist	5	Recommendation in Progress	03-12-18
Special Programs	708192	NEW FY18	Classified	Administrative Assistant	5	Recommendation in Progress	03-12-18
Student Affairs & Enrollment Management	725612	NEW FY18	Prof/Tech Support Exempt	Project Manager - SAEM	2	Requisition in Progress	06-04-18
Student Rights and Responsibilities	708191	NEW FY18	Classified	Administrative Assistant	1	Pending Requisition	06-04-18

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

Vacant Positions - Continuing EXHIBIT C

Vacant Positions - Continuing

South Texas College
Vacant - Continuing Full-Time Regular Positions
As of March 1, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Academic Advancement								
Curriculum and Student Learning	701283	CONT	Administrative	Assoc Dean of Curriculum and Student Learning	FY18 Position Chng	1	Pending Requisition	06-04-18
Curriculum and Student Learning	704335	CONT	Administrative	Director of Academic Assessment	FY18 Position Chng	4	Screening in Progress	04-02-18
High School Programs and Services	702203	CONT	Classified	Secretary	01-04-18	4	Screening in Progress	04-02-18
Professional & Organizational Dev	702352	CONT	Administrative	Assoc Dean Professional & Organizational Dev	01-06-17	1	Pending Requisition	06-04-18
Professional & Organizational Dev	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Manager	FY18 Position Chng	4	Screening in Progress	04-02-18
Professional & Organizational Dev	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	07-22-16	1	Pending Requisition	06-04-18
Academic Affairs								
Academic Affairs	703279	CONT	Executive	Vice President for Academic Affairs	08-31-13	1	Pending Requisition	06-04-18
Distance Learning	702279	CONT	Administrative	Dean of Distance Learning	02-02-17	3a	Re-Advertised	05-07-18
Distance Learning	701276	CONT	Prof/Tech Support Exempt	Distance Learning Media Manager	02-01-18	1	Pending Requisition	06-04-18
Mid Valley Campus	702269	CONT	Classified	Faculty Secretary	02-08-18	2	Requisition in Progress	06-04-18
Mid Valley Campus	701269	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Services Specialist II	New BOND FY17	1	Pending Requisition	06-04-18
Division of Business, Public Safety and Technology								
Electrician Assistant	701310	CONT	Classified	Lab Assistant - ELTR	10-01-17	4	Screening in Progress	04-02-18
Health Information	700555	CONT	Classified	Faculty Secretary	11-17-17	1	Pending Requisition	06-04-18
HVACR	701300	CONT	Classified	Lab Assistant - HVACR	10-01-17	4	Screening in Progress	04-02-18
Welding	707415	CONT	Classified	Lab Assistant - Welding	New for FY16	4	Screening in Progress	04-02-18
Division of Liberal Arts and Social Sciences								
Division of Liberal Arts and Social Sciences	702426	CONT	Classified	Developmental Lab Technician	07-13-12	1	Pending Requisition	06-04-18
Division of Liberal Arts and Social Sciences	710150	CONT BOND FY17	Classified	Faculty Secretary	New BOND FY17	5	Recommendation in Progress	03-18-18
Division of Liberal Arts and Social Sciences	712150	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Success Specialist	New BOND FY17	4	Screening in Progress	04-02-18
Division of Liberal Arts and Social Sciences	713150	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Success Specialist	New BOND FY17	4	Screening in Progress	04-02-18
MV-Child Care and Development	708137	CONT	Prof/Tech Support Non-Exempt	Assistant Childcare Center Manager	08-08-17	3a	Re-Advertised	05-07-18
Speech	701228	CONT BOND FY17	Classified	Speech Lab Technician	New BOND FY17	1	Pending Requisition	06-04-18
Division of Math, Science and Bachelor Programs								
Division of Math, Science and Bachelor Programs	707416	CONT	Prof/Tech Support Exempt	Academic Coach	01-22-18	4	Screening in Progress	04-02-18
Division of Math, Science and Bachelor Programs	701416	CONT	Classified	Administrative Assistant	11-30-15	4	Screening in Progress	04-02-18
Division of Math, Science and Bachelor Programs	701298	CONT	Prof/Tech Support Exempt	Project Manager- MSB	FY18 Position Chng	4	Screening in Progress	04-02-18
Division of Nursing and Allied Health								
Division of Nursing and Allied Health	708557	CONT BOND FY17	Classified	Faculty Secretary	New BOND FY17	4	Screening in Progress	04-02-18
Division of Nursing and Allied Health	710557	CONT BOND FY17	Classified	Faculty Secretary	New BOND FY17	4	Screening in Progress	04-02-18
Division of Nursing and Allied Health	707557	CONT BOND FY17	Classified	Lab Asst - NAH	New BOND FY17	2	Requisition in Progress	06-04-18
Division of Nursing and Allied Health	709557	CONT BOND FY17	Classified	Lab Asst - NAH	New BOND FY17	1	Pending Requisition	06-04-18
Division of Nursing and Allied Health	700164	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	01-31-16	4	Screening in Progress	04-02-18
Division of Nursing and Allied Health	700012	CONT	Classified	Faculty Secretary	02-01-18	3	Advertised	05-07-18
Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	4	Screening in Progress	04-02-18
Pharmacy Technology	715272	CONT	Classified	Faculty Secretary	10-02-17	1	Pending Requisition	06-04-18
Finance and Administrative Services								
Accountability, Risk, and Compliance	706160	CONT	Prof/Tech Support Exempt	Compliance Coordinator	New FY17	1	Pending Requisition	06-04-18
Business Office	792184	CONT	Classified	Accounting Assistant	11-01-17	1	Pending Requisition	06-04-18
Business Office	798184	CONT	Classified	Accounting Assistant	03-01-18	3	Advertised	05-07-18
Business Office	751184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	01-23-18	3a	Re-Advertised	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

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Vacant Positions - Continuing EXHIBIT C

South Texas College
Vacant - Continuing Full-Time Regular Positions
As of March 1, 2018

Vacant Positions - Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Business Office	734184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	02-16-18	3	Advertised	05-07-18
Business Office	733184	CONT	Prof/Tech Support Exempt	Accounting Group Manager	10-27-17	3	Advertised	05-07-18
Business Office	705184	CONT	Classified	Payroll Assistant	03-01-18	1	Pending Requisition	06-04-18
Campus Police	721514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	11-08-17	5	Recommendation in Progress	03-12-18
Cashiers Office	739184	CONT	Prof/Tech Support Exempt	Business System Analyst	Frozen in FY14 & FY15	4	Screening in Progress	04-02-18
Cashiers Office	715184	CONT	Classified	Cashier	10-02-17	4	Screening in Progress	04-02-18
Cashiers Office	700050	CONT	Classified	Cashier	01-08-18	4	Screening in Progress	04-02-18
Central Receiving	707584	CONT	Classified	Fixed Assets and Receiving Technician	12-04-17	4	Screening in Progress	04-02-18
Central Receiving	712584	CONT	Classified	Fixed Assets and Receiving Technician	03-01-18	2	Requisition in Progress	06-04-18
Custodial	703502	CONT	Classified	Custodian	05-31-17	4	Screening in Progress	04-02-18
Custodial	775502	CONT BOND FY17	Classified	Custodian	New BOND FY17	5	Recommendation in Progress	03-12-18
Custodial	784502	CONT BOND FY17	Classified	Custodian	New BOND FY17	4	Screening in Progress	04-02-18
Custodial	762502	CONT BOND FY17	Classified	Custodian	New BOND FY17	5	Recommendation in Progress	03-12-18
Custodial	755502	CONT BOND FY17	Classified	Custodian	New BOND FY17	5	Recommendation in Progress	03-12-18
Custodial	757502	CONT BOND FY17	Classified	Custodian	New BOND FY17	4	Screening in Progress	04-02-18
Custodial	700502	CONT	Classified	Custodian	11-06-17	5	Recommendation in Progress	03-12-18
Custodial	743502	CONT	Classified	Custodian	01-03-18	5	Recommendation in Progress	03-12-18
Custodial	791502	CONT BOND FY17	Classified	Floor Technician	New BOND FY17	4	Screening in Progress	04-02-18
Custodial	792502	CONT BOND FY17	Classified	Floor Technician	New BOND FY17	3a	Re-Advertised	05-07-18
Custodial	789502	CONT BOND FY17	Classified	Floor Technician	New BOND FY17	3a	Re-Advertised	05-07-18
Custodial	778502	CONT BOND FY17	Classified	Lead Custodian	New BOND FY17	3a	Re-Advertised	05-07-18
Fac Planning & Construction	700501	CONT	Prof/Tech Support Non-Exempt	Coordinator of Facilities, Plan, and Const Accounts	01-08-18	3	Advertised	05-07-18
Fac Planning & Construction	707501	CONT	Prof/Tech Support Exempt	Senior Facilities Plan & Const Project Manager	05-31-16	3a	Re-Advertised	05-07-18
Facilities Planning and Construction	721501	CONT BOND FY17	Administrative	Assistant Director Facilities Planning & Cons	New BOND FY17	2	Requisition in Progress	06-04-18
Dir Fac Planning and Construction	708501	CONT	Prof/Tech Support Non-Exempt	Fac Plng and Cons Sp Mngmnt Spec	10-09-17	5	Recommendation in Progress	03-12-18
Facilities Planning and Construction	722501	CONT BOND FY17	Prof/Tech Support Exempt	Facil Plng and Constr Project Manager	New BOND FY17	5	Recommendation in Progress	03-12-18
Facilities Planning and Construction	723501	CONT BOND FY17	Classified	Facil Plng and Constr Project Technician	New BOND FY17	4	Screening in Progress	04-02-18
Facilities Planning and Construction	725501	CONT BOND FY17	Prof/Tech Support Non-Exempt	Technical Facilities Specialist	New BOND FY17	1	Pending Requisition	06-04-18
Facility Maintenance	740499	CONT BOND FY17	Administrative	Assistant Director of Custodial Support Svs	New BOND FY17	2	Requisition in Progress	06-04-18
Facility Maintenance	732499	CONT BOND FY17	Classified	Carpenter	New BOND FY17	3a	Re-Advertised	05-07-18
Facility Maintenance	739499	CONT BOND FY17	Prof/Tech Support Non-Exempt	Construction Supervisor	New BOND FY17	5	Recommendation in Progress	03-12-18
Facility Maintenance	725499	CONT BOND FY17	Classified	Electrician	New BOND FY17	5	Recommendation in Progress	03-12-18
Facility Maintenance	704499	CONT	Classified	Maintenance Assistant	11-01-17	4	Screening in Progress	04-02-18
Facility Maintenance	734499	CONT	Classified	Maintenance Assistant	01-03-18	4	Screening in Progress	04-02-18
Facility Maintenance	722499	CONT BOND FY17	Classified	Maintenance Technician	New BOND FY17	4	Screening in Progress	04-02-18
Facility Maintenance	714499	CONT	Classified	Maintenance Technician	02-24-17	4	Screening in Progress	04-02-18
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16	4	Screening in Progress	04-02-18
Facility Maintenance	731499	CONT BOND FY17	Classified	Painter	New BOND FY17	4	Screening in Progress	04-02-18
Facility Maintenance	730499	CONT BOND FY17	Classified	Painter	New BOND FY17	4	Screening in Progress	04-02-18
Facility Maintenance	728499	CONT BOND FY17	Classified	Plumber	New BOND FY17	3a	Re-Advertised	05-07-18
Facility Maintenance	711499	CONT	Classified	Staff Secretary	12-04-17	5	Recommendation in Progress	03-12-18
Finance and Administrative Services	703360	CONT	Prof/Tech Support Non-Exempt	FAS Support Specialist	05-18-17	3a	Re-Advertised	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 March 1, 2018

Vacant Positions - Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Human Resources	703240	CONT	Administrative	Employee Relations Officer	09-11-17	4	Screening in Progress	04-02-18
Human Resources	726240	CONT BOND FY17	Classified	Human Resources Assistant	New BOND FY17	4	Screening in Progress	04-02-18
Human Resources	724240	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist - Employee Relations	New for FY16	4	Screening in Progress	04-02-18
Human Resources	719240	CONT BOND FY17	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	New BOND FY17	4	Screening in Progress	04-02-18
Human Resources	702240	CONT	Classified	Payroll Assistant - Human Resources	10-16-17	4	Screening in Progress	04-02-18
Purchasing	725580	CONT	Prof/Tech Support Exempt	Contracts Manager	09-01-15	4	Screening in Progress	04-02-18
Purchasing	728580	CONT	Prof/Tech Support Exempt	Specifications Writer	New for FY16	4	Screening in Progress	04-02-18
Safety and Security	708514	CONT	Prof/Tech Support Non-Exempt	Safety Support Specialist	11-01-17	3a	Re-Advertised	05-07-18
Safety and Security	755514	CONT	Classified	Security Guard	08-31-16	1	Pending Requisition	06-04-18
Safety and Security	744514	CONT	Classified Non-Exempt	Security Guard	09-29-17	1	Pending Requisition	06-04-18
Safety and Security	772514	CONT	Classified Non-Exempt	Security Guard	11-22-17	4	Screening in Progress	04-02-18
Safety and Security	770514	CONT	Classified Non-Exempt	Security Guard	12-13-17	4	Screening in Progress	04-02-18
Safety and Security	754514	CONT	Classified Non-Exempt	Security Guard	01-11-18	4	Screening in Progress	04-02-18
Safety and Security	760514	CONT	Classified Non-Exempt	Security Guard	01-24-18	3	Advertised	05-07-18
Safety and Security	718514	CONT	Classified Non-Exempt	Security Guard	01-03-18	4	Screening in Progress	04-02-18
Safety and Security	779514	CONT	Classified Non-Exempt	Security Guard	01-31-18	3	Advertised	05-07-18
Safety and Security	780514	CONT	Classified Non-Exempt	Security Guard	03-18-18	1	Pending Requisition	06-04-18
Safety and Security	709514	CONT	Prof/Tech Support Non-Exempt	Security Support Specialist	02-04-18	2	Requisition in Progress	06-04-18
Information Services, Planning and Strategic Initiatives								
Applications Development-Instruction	702393	CONT	Prof/Tech Support Exempt	Applications Analyst II	12-01-17	4	Screening in Progress	04-02-18
Applications Development-Instruction	709393	CONT	Prof/Tech Support Exempt	Applications Analyst III	11-09-17	4	Screening in Progress	04-02-18
Applications Development-Instruction	700062	CONT	Prof/Tech Support Exempt	Business Analyst	11-01-17	2	Requisition in Progress	06-04-18
Applications Development-Instruction	705393	CONT	Prof/Tech Support Non-Exempt	Reporting Analyst I	FY18 Position Chng	2	Requisition in Progress	06-04-18
Applications Development-Instruction	712393	CONT	Prof/Tech Support Exempt	Systems and Networking Manager	FY18 Position Chng	4	Screening in Progress	04-02-18
Centers for Learning Excellence	705423	CONT	Classified	Student Learning Assistant	FY18 Position Chng	5	Recommendation in Progress	03-12-18
Centers for Learning Excellence	720426	CONT	Classified	Student Learning Assistant	FY18 Position Chng	5	Recommendation in Progress	03-12-18
Client Services	703394	CONT BOND FY17	Prof/Tech Support Exempt	Client Services Analyst I	New BOND FY17	1	Pending Requisition	06-04-18
Client Services	715393	CONT	Prof/Tech Support Exempt	Client Services Analyst I	FY18 Position Chng	1	Pending Requisition	06-04-18
Client Services	798391	CONT	Prof/Tech Support Non-Exempt	Client Services Analyst II	FY18 Position Chng	1	Pending Requisition	06-04-18
Client Services	710391	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	01-09-18	2	Requisition in Progress	06-04-18
Educational Technologies	719271	CONT BOND FY17	Prof/Tech Support Non-Exempt	Digital Signage/Classroom Tech Trng Spec	New BOND FY17	3a	Re-Advertised	05-07-18
Educational Technologies	706102	CONT	Classified	Educational Technologies Assistant I	08-24-17	5	Recommendation in Progress	03-12-18
Educational Technologies	709102	CONT	Classified	Educational Technologies Assistant I	08-22-17	4	Screening in Progress	04-02-18
Educational Technologies	711271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	04-02-18
Educational Technologies	714271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	04-02-18
Educational Technologies	716271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	04-02-18
Educational Technologies	703100	CONT	Classified	Educational Technologies Assistant I	11-01-17	4	Screening in Progress	04-02-18
Educational Technologies	710102	CONT	Classified	Educational Technologies Assistant I	11-06-17	4	Screening in Progress	04-02-18
Educational Technologies	704271	CONT	Prof/Tech Support Non-Exempt	Educational Technologies Specialist	09-01-17	3	Advertised	05-07-18
Information Technology	700242	CONT	Classified	Administrative Assistant	02-13-15	4	Screening in Progress	04-02-18
Information Technology	700396	CONT	Administrative	Asst Chief Information Officer for Software Dev	07-21-16	x	On Hold	10-02-17
Infrastructure	711393	CONT	Prof/Tech Support Exempt	Applications Analyst III	10-31-14	4	Screening in Progress	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

Vacant Positions - Continuing

As of March 1, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Infrastructure	701393	CONT	Prof/Tech Support Exempt	Applications Specialist	06-14-17	2	Requisition in Progress	06-04-18
Infrastructure	713393	CONT	Prof/Tech Support Non-Exempt	Systems Analyst I	07-14-17	4	Screening in Progress	04-02-18
Infrastructure	701375	CONT	Prof/Tech Support Non-Exempt	Systems Analyst I	07-14-17	4	Screening in Progress	04-02-18
Institutional Effectiveness and Assessment	702171	CONT	Classified	Administrative Assistant	03-05-18	2	Requisition in Progress	06-04-18
Learning Commons and Open Labs	714102	CONT	Classified	Open Lab Technician	09-01-17	5	Recommendation in Progress	03-12-18
Learning Commons and Open Labs	724397	CONT	Classified	Open Lab Technician	12-01-17	4	Screening in Progress	04-02-18
Learning Commons and Open Labs	703397	CONT	Classified	Open Lab Technician	09-01-17	5	Recommendation in Progress	03-05-18
Library Acquisition	734101	CONT	Classified	Library Technician	09-15-17	2	Requisition in Progress	06-04-18
Library Public Services	742101	CONT	Prof/Tech Support Non-Exempt	Library Specialist	06-02-17	2	Requisition in Progress	06-04-18
Library Public Services	743101	CONT BOND FY17	Prof/Tech Support Exempt	Librarian I - Public Services	New BOND FY17	5	Recommendation in Progress	03-12-18
Library Public Services	741101	CONT	Prof/Tech Support Exempt	Librarian I - Public Services	10-01-17	2	Requisition in Progress	06-04-18
Library Public Services	736101	CONT	Prof/Tech Support Exempt	Librarian III-Outreach and Instruction	03-02-18	2	Requisition in Progress	06-04-18
Library Services	702101	CONT	Administrative	Dean of Library and Learning Support Services	09-21-17	5	Recommendation in Progress	03-12-18
Library Services	719101	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	07-06-17	2	Requisition in Progress	06-04-18
Research and Analytical Services	702170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	03-01-18	3	Advertised	05-07-18
Systems and Networking	700201	CONT	Prof/Tech Support Non-Exempt	Network Services Analyst I	09-01-17	2	Requisition in Progress	06-04-18
Systems and Networking	708391	CONT	Prof/Tech Support Exempt	Network Services Analyst III	FY18 Position Chng	1	Pending Requisition	06-04-18
Systems and Networking	700263	CONT	Prof/Tech Support Non-Exempt	Systems Specialist	02-16-18	4	Screening in Progress	04-02-18
Technology Support	710262	CONT	Prof/Tech Support Exempt	Computer Inventory Specialist	FY18 Position Chng	4	Screening in Progress	04-02-18
Technology Support	713392	CONT	Prof/Tech Support Non-Exempt	Computer Services Analyst I	06-06-16	4	Screening in Progress	04-02-18
Technology Support	719392	CONT BOND FY17	Prof/Tech Support Exempt	Computer Services Analyst III	New BOND FY17	1	Pending Requisition	06-04-18
Technology Support	712392	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	12-01-18	4	Screening in Progress	04-02-18
Technology Support	710392	CONT	Prof/Tech Support Exempt	Service Transition Manager	12-11-17	2	Requisition in Progress	06-04-18
Telecom	702390	CONT BOND FY17	Prof/Tech Support Exempt	Systems Analyst III	New BOND FY17	1	Pending Requisition	06-04-18
TR PM Risk and Security	701171	CONT	Prof/Tech Support Exempt	Project Manager - Information Technology	09-01-15	4	Screening in Progress	04-02-18
Office of the President								
CPWE - State	705587	CONT	Classified	Compliance Assistant	01-12-18	1	Pending Requisition	06-04-18
CPWE - State	714590	CONT	Classified	Customer Service Technician	06-30-12	4	Screening in Progress	04-02-18
CPWE - State	707587	CONT	Classified	Customer Service Technician	09-01-09	3	Advertised	05-07-18
CPWE - State	708587	CONT	Classified	Customer Service Technician	11-09-12	4	Screening in Progress	04-02-18
CPWE - State	701880	CONT	Administrative	Director of College and Career Preparation	09-01-15	1	Pending Requisition	06-04-18
CPWE - State	718590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	09-01-00	3	Advertised	05-07-18
CPWE - State	703587	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	11-01-10	1	Pending Requisition	06-04-18
Grant Development, Management, & Compliance	703420	CONT	Prof/Tech Support Non-Exempt	Grants and Contracts Compliance Specialist	09-05-17	1	Pending Requisition	06-04-18
Office of President	704362	CONT	Classified	Administrative Assistant	09-01-05	1	Pending Requisition	06-04-18
Office of President	700202	CONT	Classified	Administrative Assistant	09-09-08	4	Screening in Progress	04-02-18
Office of President	701369	CONT	Executive	Exec Officer for External Relations	FY18 Position Chng	1	Pending Requisition	06-04-18
Office of President	701340	CONT	Executive	Executive Vice President for Student Success	09-01-14	1	Pending Requisition	06-04-18
Public Relations/Marketing	701462	CONT	Classified	Administrative Assistant	05-04-16	1	Pending Requisition	06-04-18
Public Relations/Marketing	724462	CONT	Prof/Tech Support Non-Exempt	Chief Photographer	New FY17	4	Screening in Progress	04-02-18
Public Relations/Marketing	725462	CONT	Classified	Community Relations Asst	New FY17	2	Requisition in Progress	06-04-18
Public Relations/Marketing	723462	CONT	Prof/Tech Support Non-Exempt	Copy Writer	05-14-17	1	Pending Requisition	06-04-18

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South Texas College

Vacant - Continuing Full-Time Regular Positions

Vacant Positions - Continuing EXHIBIT C

Vacant Positions - Continuing

As of March 1, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Student Affairs and Enrollment Management								
Admissions and Records	700165	CONT	Classified	Admissions Technician	02-28-18	1	Pending Requisition	06-04-18
Admissions and Records	708612	CONT	Prof/Tech Support Non-Exempt	Records and Registration Specialist	10-09-17	4	Screening in Progress	04-02-18
Admissions and Records	700167	CONT	Classified	Records Technician	01-03-18	1	Pending Requisition	06-04-18
Admissions and Records	715612	CONT	Prof/Tech Support Non-Exempt	Transcript/Graduation Analyst	12-15-17	4	Screening in Progress	04-02-18
Career and Employer Services	711332	CONT	Prof/Tech Support Exempt	Coordinator of Employer Services	02-23-18	1	Pending Requisition	06-04-18
College Connections	706610	CONT	Classified	Administrative Assistant	12-01-17	5	Recommendation in Progress	03-12-18
College Connections	700072	CONT	Classified	Admissions Technician	01-22-18	3	Pending Requisition	06-04-18
College Connections	700042	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	08-03-17	4	Screening in Progress	04-02-18
Counseling and Disability Services	704336	CONT BOND FY17	Prof/Tech Support Exempt	Counselor	New BOND FY17	2	Requisition in Progress	06-04-18
Office of Enrollment Services	704612	CONT	Administrative	Dean of Enrollment Services	08-31-16	1	Pending Requisition	06-04-18
Student Affairs	703191	CONT	Administrative	Associate Dean of Student Rights and Responsibilities and Title IX Student Support Services	FY18 Position Change	4	Screening in Progress	04-02-18
Student Financial Services	726440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	01-03-18	5	Recommendation in Progress	03-12-18

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

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