

Board of Trustees

Finance, Audit, and Human Resources Committee Meeting

June 19, 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, June 19, 2018 @ 5:30 p.m.

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

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**Approval of May 8, 2018 Finance, Audit, and Human Resources
Committee Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of May 8, 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, May 8, 2018 @ 5:30 p.m.**

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, May 8, 2018 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Paul R. Rodriguez presiding.

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

Other Trustees Present: Mr. Gary Gurwitz

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Mr. Rick De La Garza, Mr. George McCaleb, Mrs. Becky Cavazos, Ms. Myriam Lopez, Mrs. Brenda Jo Balderaz, Dr. Ali Esmaeili, Mr. Khalil Abdullah, Dr. Jesus Campos, Mr. Lucio Gonzalez, Ms. Monica Perez, Mr. Jason Gutierrez, Dr. Rebecca De Leon, Mr. Ken Lyons, Mr. Raul Cabaza, III, Ms. Kelly Salazar, and Mr. Andrew Fish

**Approval of April 10, 2018 Finance, Audit, and Human Resources
Committee Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of April 10, 2018 were approved as written. The motion carried.

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

Approval of the Starr County Tax Resale Properties and the Resolution Authorizing the Tax Resale would be requested at the May 22, 2018, Board meeting.

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP requested

consideration and possible action on the tax resale of thirty-nine (39) properties and one (1) private bid in Starr County.

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

Background - On November 7, 2017 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Starr County Courthouse for forty (40) struck off properties located within Starr County. One (1) property was cancelled, so only thirty-nine (39) properties are presented for consideration. Also presented, was one (1) private bid that was submitted on September 8, 2017. The tax resale auction was published in the Starr County Town Crier newspaper in Rio Grande City.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Board of Trustees' consideration. The total amount the College would receive was \$6,880.11 for Starr County properties.

Enclosed Documents - The Resolutions Authorizing the Tax Resale, a listing of the bids, the legal description for each property, as well as the amount of the bid, the South Texas College amount, and the Analysis of Bids Received were provided in the packet for the Committee's information and review.

Mrs. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP attended the meeting to address any questions by the committee. Mrs. Salazar informed the Committee that approvals were pending from Roma ISD and the City of Roma, and action was expected at subsequent meetings.

The Committee also considered the proposed private bid, and proposed waiting for Board action on the private bid until action on that bid had been taken by the other taxing entities.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented and contingent upon approval by Roma ISD and the City of Roma. The motion carried.

Review and Recommend Action on Award of Student Insurance

Approval would be requested at the May 8, 2018 Special Board meeting to award the student insurance proposals for Voluntary Student Accident Insurance, Student / Faculty Medical Professional Liability Insurance, and Workforce Training Programs Student Accident Insurance as follows:

- **Voluntary Student Accident Insurance:**
Student Assurance Services, Inc. / Ameritas Life Insurance Corporation for the period beginning August 27, 2018 through August 27, 2019. The student accident insurance limit is \$25,000. The annual cost to students is \$75 per insured person for school coverage or \$160 on a 24-hour basis. The dental coverage is \$8 additional premium. **This is a voluntary product and is paid by students directly to the insurance company, so there is no cost to the College.**
- **Student / Faculty Medical Professional Liability Insurance:**
Affinity Insurance Services Inc. and C.N.A. American Casualty Company of Reading, PA for the period beginning August 27, 2018 through August 27, 2019. The premium is \$22,278, which is \$10 per student. The recommendation is based on 2,227 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Nursing Allied Health and Child Development programs. The College and Faculty are insured parties at no cost to the student or to the College.**
- **Workforce Training Programs Student Accident Insurance:**
Student Assurance Services / Ameritas Life Insurance Corporation for the period beginning August 27, 2018 through August 27, 2019. The student accident insurance limit is \$25,000. The annual premium is \$2,700 and includes all participants. The Workforce Training premium is based on 680 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, Certified Nurse Assistant, Medication Aide, Welding and Building Trades. **This cost is covered by Workforce Solutions Project Grow and Accelerate Texas grants as well as cash paying students.**

The request for proposals was advertised and issued to six (6) vendors. Two (2) responses were received and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, & Compliance, Ken Lyons, Risk Manager, and the Purchasing Department.

The recommendation and spreadsheets provided by Mr. Raul Cabaza, III, was provided in the packet for the Committee's information and review.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the proposal awards for Voluntary Student Accident Insurance, Student / Faculty Medical Professional Liability Insurance, and Workforce Training Programs Student Accident Insurance as presented. The motion carried.

Discussion and Action as Necessary on Amending Specifications for Solicitation of Property and Casualty Insurance

Approval on amending the specifications for solicitation of property and casualty insurance would be requested at the May 8, 2018 Board meeting.

Mr. Raul Cabaza, III, Risk Management Consultant, reviewed the Request for Proposals for Property, Boiler and Machinery, Crime, General Liability, Automobile, School Board, Cyber, and Foreign Liability in addition to Workers' Compensation Coverage for the policy year beginning September 1, 2018 with the Committee.

Purpose - South Texas College would solicit proposals in May for such insurance coverage and administration requested the Committee's direction as to the content and format of the solicitation document and the evaluation process. The Board's participation in the process would help make certain that the desired coverage will be reflected in the final document.

Justification – The goal was to provide a solicitation document that provides as much clarification as possible to potential respondents and for evaluation of proposals by the College and the College's consultant.

The following additional items were listed for discussion by the Finance Committee:

- Specific evaluation criteria would be included in the request for proposals document
- Establishment of a committee comprised of STC staff and the consultant to review responses
- Request proposals for term of policy for the following:
 - Option 1: Provide proposal for a 1-Year Policy for the period from September 1, 2018 to August 31, 2019
 - Option 2: Provide proposal for a 2-Year Policy for the period from September 1, 2018 to August 31, 2020
 - Option 3: Provide proposals for both a 1-Year and a 2-Year Policy for the periods stated in options 1 and 2.

Reviewers – This item was reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, & Compliance, Ken Lyons, Risk Manager, the Purchasing Department, and by South Texas College legal counsel.

Background - The College solicits proposals annually after completing updates to its property schedule and completing applications that update enrollment, employee counts, payroll, and human resource activities such as voluntary and involuntary departures.

Enclosed Documents – The Proposed Schedule and the Comparison Matrix were included in the packet for the Committee’s information and review. The draft Request for Proposals (RFP) to be used in FY 2018 -2019 was provided under separate cover for the Committee’s review and information.

Mr. Jesus Ramirez, Legal Counsel, opined that either Option 1 or Option 2 as presented was legally acceptable, but questioned the legality of Option 3 under procurement code. His concern with Option 3 centered around the argument that there was no clear way to compare the value to the College of a proposal for a 1-Year Policy against the coverage and premiums included in a 2-Year Policy proposal.

Mr. Ramirez asked Mr. Raul Cabaza what specific criteria would be used to gauge the comparative value of a 1-Year Policy against a 2-Year Policy, and Mr. Cabaza agreed that it would be difficult to define appropriate evaluation criteria.

The Committee discussed a preference for Option 2, to request two-year policies only, and Mr. Cabaza informed them that they were likely to receive few proposals, if any, strictly tailored to a two-year policy.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Finance, Audit, and Human Resources Committee recommended Board approval of amending the specifications for solicitation of property and casualty insurance as presented and specifically including Option 1 to solicit proposals for a 1 year term policy.

Legal Counsel then raised a question regarding the criteria proposed for evaluation of insurance proposals. He noted that the criteria included a category for evaluation of the “quality of the vendor’s goods and services,” and a separate category for the “extent to which the vendor’s goods and services meet the needs of the College.” He noted that these should be threshold criteria, meaning that a proposal that was insufficient in either criteria should simply not be considered.

Legal Counsel further proposed that with the removal of point-allocation from those criteria, additional weight could be given to the price of any submitted proposals, which should carry the most significant weight.

Mr. Paul R. Rodriguez, Committee Chair, called for a vote on the motion on the table, as presented by Mr. Gurwitz and seconded by Ms. Rose Benavidez. The motion carried.

The Committee then discussed the evaluation criteria issues as raised by Legal Counsel, and considered the need to make a further motion to adjust the criteria. The Committee Chair also

noted that Mr. Gurwitz did not serve on the Committee, and therefore the previous action would not stand as a Committee recommendation for Board action.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval to solicit proposals for a one-year term, and which motion would supersede the previous motion as made by Mr. Gurwitz. The motion carried.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval to re-balance the criteria to be used in evaluating proposals as follows:

- The purchase price (60 points)
- The reputation of the vendor and of the vendor's goods or services (8 points)
- The quality of the vendor's goods or services (14 points)
- The extent to which the goods or services meet the College's needs (14 points)
- The impact on the ability of the College to comply with laws and rules relating to historically underutilized businesses (0 points)
- The total long term cost to the College to acquire the vendor's goods or services (0 points)

The motion carried.

Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreement (Non-Bond Proceeds)

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, purchases, renewals, and interlocal agreement (Non-Bond Proceeds) as listed below:

A. Award

- 1) Pecan Campus Rainbow Room Audio Visual Upgrades (Award):** award the proposal for the Pecan Campus Rainbow Room audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$125,343.50;
- 2) Purchase of Projectors (Award):** award the proposal purchase of projectors to **SDF Professional Computers, Inc.** (Greenville, NC) (New), at a total amount of \$61,650.00;
- 3) Vehicle Maintenance and Repair Services (Award):** award the proposal for vehicle maintenance and repair services for the period beginning May 23, 2018 through May 22, 2019 with two one-year options to renew, at an estimated amount of \$60,000.00. The vendors are as follows:

- **Bernal's Auto Service** (McAllen, TX)
- **Charles Clark Chevrolet, Co.** (McAllen, TX)

- **Firestone Complete Auto, LLC.** (McAllen, TX)
- **Pan American Auto, LLC.** (McAllen, TX)
- **Stutz Auto Service, Inc.** (McAllen, TX)

B. Instructional Item

4) Books and Educational Materials (Renewal): renew the books and educational materials contracts for the period beginning August 27, 2018 through August 26, 2019, at an estimated amount of \$400,000.00, which is based on prior year expenditures. The vendors are as follows:

- a. **Barnes & Noble Booksellers, Inc.** (New York, NY)
- b. **Barnes & Noble College Booksellers, LLC.** (Basking Ridge, NJ)
- c. **Complete Book & Media Supply, LLC.** (Cedar Park, TX)
- d. **Kamico Instructional Media, Inc.** (Salado, TX)
- e. **Kaplan Early Learning Company** (Lewisville, NC)
- f. **Lakeshore Learning Materials** (Carson, CA)

C. Non – Instructional Items

- 5) **Chiller Solid Separator Systems (Purchase):** purchase chiller solid separator systems from **Johnson Controls, Inc.** (Milwaukee, WI), an approved vendor thru The Interlocal Purchasing System (TIPS) purchasing cooperative, at a total amount of \$71,755.76;
- 6) **District-Wide Classroom Door Locks Hardware Conversion (Purchase):** purchase the district-wide classroom door locks hardware conversion from **Fairway Supply, Inc.** (Austin, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$188,622.55;
- 7) **Furniture (Purchase):** purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), Texas Association of School Boards – Buyboard, and TIPS Purchasing Cooperative approved vendors, at a total amount of \$102,895.43.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$3,187.32
B	Computer Comforts, Inc. (Kemah, TX)	\$1,446.14
C	Cramer, LLC./Gateway Printing & Office Supply, Inc. (Kansas City, MO/Edinburg, TX)	\$578.00
D	Datum Filing Systems, Inc./Gateway Printing & Office Supply, Inc. (Emigsville, PA/Edinburg, TX)	\$1,843.35
E	Exemplis Corporation/Gateway Printing & Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$24,992.84
F	The Hon Company/Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$2,126.14

#	Vendor	Amount
G	Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$68,721.64
Furniture Total		\$102,895.43

- 8) **Library Serials (Renewal):** renew the library serials contract with **EBSCO Information Services** (Birmingham, AL) for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$85,850.00, which is based on prior year expenditures;
- 9) **Merchant Services (Renewal):** renew the merchant services (credit card processing) contract with **BBVA Compass** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2019, at an estimated annual amount of \$350,000.00, which is based on projected transactions;
- 10) **Online Real Estate Courses (Renewal):** renew the online real estate courses contract with **OnCourse Learning** (Atlanta, GA), for the period beginning September 1, 2018 through August 31, 2019, at an estimated cost of \$60.00 to \$130.00 per class. There are no start-up or implementation charges, no deposits are required, and no minimum order or any initial inventory to purchase or carry;
- 11) **Time Keeping System Maintenance (Renewal):** renew the timekeeping system maintenance contract with **TimeClock Plus by Data Management, Inc.** (San Angelo, TX), a National Intergovernmental Purchasing Alliance (NIPA) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at a total amount of \$41,223.33;

D. Technology

- 12) **Computers, Laptops, Scanners, and Printers (Purchase):** purchase of computers, laptops, scanners, and printers from the State of Texas Department of Information Resources (DIR) approved vendors, **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CRC Computer Repair Center** (McAllen, TX) and **CDW Government** (Vernon Hills, IL) a National Joint Powers Alliance (NJPA) approved vendor, at a total amount of \$115,518.44;

E. Interlocal Agreement

- 13) **Texas State Initiative Assessment (TSIA) Content Training (Interlocal Agreement):** enter into an interlocal agreement with **McAllen Independent School District** (McAllen, TX) for a Math Texas State Initiative (TSI) Bootcamp, for the period beginning June 4, 2018 and ending June 7, 2018. No expenditure is associated with this agreement.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreement (Non-Bond Proceeds) was \$1,628,113.46.

The motion carried.

The Finance, Audit, and Human Resources Committee recessed at 6:28 p.m. to accommodate a Special Board Meeting scheduled for 6:30 p.m.

The Finance, Audit, and Human Resources Committee resumed its meeting at 7:18 p.m.

Review and Action as Necessary on Award of Proposal and 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 Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposal and 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

- 1) Regional Center for Public Safety Excellence Audio Visual Installation (Award):** award the proposal for the Regional Center for Public Safety Excellence audio visual installation to **Audio Visual Aids** (San Antonio, TX), at an estimated cost of \$276,265.50;
- 2) Furniture (Purchase):** purchase furniture from the National Joint Power Alliance (NJPA) and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$139,898.31.

#	Vendor	Amount
A	ERG International/Gateway Printing & Office Supply, Inc. (Oxnard, CA/Edinburg, TX)	\$33,502.55
B	Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$106,395.76
	Furniture Total	\$139,898.31

B. Non-Bond Proceeds

--Maintenance and Operation Taxes (M&O)

- 3) Computers, Server, and Storage (Purchase):** purchase computers, server, and storage from **Dell Marketing, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$59,576.14;
- 4) Furniture (Purchase):** purchase furniture from the National Cooperative Purchasing Alliance (NCPA), National Intergovernmental Purchasing Alliance (NIPA/TCPN), National Joint Powers Alliance (NJPA), and Purchasing Cooperative of America (PCA) approved vendors, at a total amount of \$103,462.73.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$13,161.52
B	American Seating Company/Gateway Printing & Office Supply, Inc. (Grand Rapids, MI/Edinburg, TX)	\$7,008.00
C	Clarus Glassboards, LLC./Gateway Printing & Office Supply, Inc. (Fort Worth, TX/Edinburg, TX)	\$9,514.22
D	Exemplis Corporation/Gateway Printing & Office Supply, Inc. (Cypress, CA/Edinburg, TX)	\$2,774.76
E	The Hon Company/Gateway Printing & Office Supply, Inc. (Muscatine, IA/Edinburg, TX)	\$2,236.16
F	Krueger International, Inc./Gateway Printing & Office Supply, Inc. (Green Bay, WI/Edinburg, TX)	\$68,768.07
Furniture Total		\$103,462.73

- 5) **Network Equipment, Phones, and Licenses – Regional Center for Public Safety (Purchase):** purchase network equipment, phones, and licenses – Regional Center for Public Safety from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$47,343.00:
- 6) **Network Switches and Transceiver Modules – New Bond Buildings (Purchase):** purchase network switches and transceiver modules – new bond buildings from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$120,681.00;
- 7) **Network Switches, Transceiver Modules, and Cords – New Bond Buildings Surveillance Cameras (Purchase):** purchase network switches, transceiver modules, and cords – new bond buildings surveillance cameras from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$123,956.00.

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

Bond Proceeds:	\$416,163.81
Non-Bond M&O Taxes:	<u>\$455,018.87</u>
Total:	\$871,182.68

The motion carried.

Review and Recommend Action as Necessary to Renew the Bank Depository Services Agreement

Approval to renew the bank depository services agreement with BBVA Compass Bank (McAllen, TX) for the period beginning September 1, 2018 through August 31, 2020 would be requested at the May 22, 2018 Board meeting.

Mr. Roy de León abstained from deliberation and action on this item. Mr. Gurwitz was not a member of the Committee, and he also abstained from the deliberation.

Purpose – The Business Office requested renewal of the bank depository services agreement with BBVA Compass Bank.

Justification – BBVA Compass offered the College banking services which includes, but was not limited to, account maintenance, account reconciliation, stop payment, online banking, balance reporting, wire transfers, book transfers, ACH transactions, and positive pay.

Background – The agreement for bank depository services was awarded to BBVA Compass Bank at the July 29, 2014 Board meeting for a two-year period beginning September 1, 2014 through August 31, 2016, with the option to renew for two (2) additional two-year periods. This is the second renewal of the two (2) two-year renewal options. BBVA Compass has increased the interest rate on interest bearing accounts from 25 basis points per annum in the first renewal contract to 140 basis points per annum and reduced the required non-interest bearing balance from \$25 million to \$20 million in the second renewal contract. Below is a recap of the changes for contract period.

Award	Term	Interest Rate on Interest Bearing Accounts	Required Non-Interest Bearing Balance
Original	9/1/14 – 8/31/16	15 basis points per annum	\$25 million
1 st Renewal	9/1/16 – 8/31/18	25 basis points per annum	\$25 million
2 nd Renewal	9/1/18 – 8/31/20	140 basis points per annum	\$20 million

The second renewal period begins September 1, 2018 and ends August 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/29/14	9/1/14 – 8/31/16	2 – two year options
1 st Renewal	6/28/16		9/1/16 – 8/31/18
2 nd Renewal	5/22/18		9/1/18 – 8/31/20

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

Reviewers – The Depository Contract was previously reviewed by Valley View Consulting, LLC (Investment Advisor) and South Texas College’s legal counsel.

Enclosed Documents – The South Texas College Renewal of Contract letter, the letter from BBVA Compass Bank with revised terms, and the Depository Contract were provided in the packet for the Committee’s information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the May 8, 2018 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval of the renewal of the bank depository services agreement with BBVA Compass Bank for a period beginning September 1, 2018 through August 31, 2020, as presented. The motion carried.

Review and Recommend Action on the Agreement for the Hidalgo County Appraisal District Allocated Cost Quarterly Payments

Approval to re-verify the allocated cost quarterly payments agreement with the Hidalgo County Appraisal District, as described below, would be requested at the May 22, 2018 Board meeting.

Purpose – The Hidalgo County Appraisal District Chief Appraiser, Mr. Rolando Garza, requested re-verification of the agreement for the allocated cost quarterly payments due from South Texas College.

Justification – The agreement for the allocated cost quarterly payments requires approval from the governing body and the chief appraiser as stipulated in Texas Property Tax Code Section 6.06(e), which states in part that:

“Unless the governing body of a unit and the chief appraiser agree to a different method of payments, each taxing unit shall pay its allocation in four equal payments to be made at the end of each calendar quarter, and the first payment shall be made before January 1 of the year in which the budget takes effect....”

The Hidalgo County Appraisal District performs property valuation assessments for taxes imposed during the tax year. Hidalgo County Appraisal District is considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties. Each year the Chief Appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County’s Appraiser submits copies of the budget to each taxing unit participating in the district and an estimate of the amount of the budget that will be allocated to each taxing unit.

Background – In 1982, the taxing units and former chief appraiser agreed to modify the provisions of Texas Property Tax Code Section 6.06(e) and agreed to establish four equal payments as follows:

1 st Quarter – Invoices mailed January 2 nd	Due on February 2 nd
2 nd Quarter – Invoices mailed March 10 th	Due on April 10 th
3 rd Quarter – Invoices mailed June 10 th	Due on July 10 th
4 th Quarter – Invoices mailed September 10 th	Due on October 10 th

Due to the passage of time, the Hidalgo County Appraisal District Chief Appraiser requested the College’s agreement to continue with the modified schedule set forth and requested re-verification of the agreement for the allocated cost quarterly payments.

Enclosed Documents – The Agreement for the Allocation Quarterly Payments was provided in the packet for the Committee’s information and review.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of the re-verification of the agreement for the allocated cost quarterly payments as presented. The motion carried.

Discussion and Action as Necessary on Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2018 - 2019

Approval of Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2018 - 2019 would be requested at the May 22, 2018 Board meeting.

a. Faculty Salary Increases

The College maintained a Faculty Salary Schedule that includes Steps based on degree attainment and years of service with the College.

The approved Faculty Salary Plan for FY 2017 - 2018 was based on an average increase of 3%. The base for a master’s degree was increased from \$41,690 to \$42,166 or by an additional \$476.00. The average 3% increase and step adjustments were approved by the Board for FY 2017 - 2018 at a total cost of approximately \$883,118.

In keeping with the College’s commitment to retain and recruit qualified Faculty, the proposed preliminary faculty salary increase for FY 2018 - 2019 was approximately \$926,280, which was based on an average increase of 3%. The proposed faculty salary increases may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

Faculty Salary Increases			
Category	Average Increase Percentage	FY 2017 - 2018 Increase Amount	FY 2018 - 2019 Proposed Increase Amount
Faculty	3%	\$883,118*	\$926,280

**The increase amount for FY 2017 – 2018 has been restated to exclude temporary faculty from the calculation for comparison purposes to the FY 2018 – 2019 proposed increase amount.*

b. Non-Faculty Personnel Salary Increases

In Fiscal Year 2017 - 2018, salary increases in the amount of approximately \$947,637 were awarded for existing non-faculty positions which were based on a 3% increase.

In keeping with the College’s commitment to recruit and retain qualified non-faculty personnel, the following estimated salary increases for Fiscal Year 2018 - 2019 totaling \$1,088,895, based on 3% increase, are proposed. The proposed salary increases may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

Non-Faculty Personnel Salary Increases			
Category	Increase Percentage	FY 2017 - 2018 Increase Amount	FY 2018 - 2019 Proposed Increase Amount
Classified	3%	\$261,175	\$298,577
Professional/Technical	3%	537,322	635,797
Administrative	3%	127,934	132,429
Executive	3%	21,206	22,092
Total		\$947,637	\$1,088,895

The FY 2018 - 2019 proposed estimated Annual Salary Increases for Faculty are \$926,280 and for Non-Faculty Personnel were \$1,088,895, for a total of \$2,015,175.

Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2018 - 2019 were subject to the availability of funding and Board approval of the final budget.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 8, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of the Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2018 - 2019 as presented and to be conditioned upon a re-evaluation of the proposed Classified Staff rate as discussed.

Mr. Paul R. Rodriguez asked about the comparative impact of a flat percentage increase on the lower-paid staff, noting that the same 3% increase was a lesser total increase for staff at the lower compensation ranges than for staff at the higher compensation ranges. The Committee agreed with Mr. Rodriguez' concerns and asked administration about the option of providing a more substantial increase specifically to Classified Staff, the personnel category that included positions typically at the lower ranges of compensation.

Administration agreed, and noted that they discussed this issue with Evergreen Solutions, a consultant that the College had previously hired to undertake the non-faculty compensation study, and whose recommendations had been implemented to bring non-faculty compensation into parity with other area employers.

Evergreen Solutions opined that the College's previous practice of providing a higher percentage increase to classified staff as compared to other personnel categories had contributed to some of the challenges that led to the compensation study. Their recommendation was for a flat increase across the board.

Administration further noted that not all Classified Staff were at the lowest ends of the compensation ranges, and even some Professional/Technical Staff were at the lower ends, and asked for clarification about the Committee's wishes.

The Committee asked administration to review the impact of providing a flat 3% increase to all non-faculty staff, and separately the impact of providing a higher percentage increase to Classified staff.

The Committee Chair noted that there was a motion on the table, which called for a flat 3% increase for all faculty and non-faculty staff. The Chair called for a vote. The motion failed.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of the recommended Annual Salary Increases for Faculty and Administrative, Executive, and Professional / Technical staff for FY 2018 - 2019 as presented and ask administration to re-evaluate the proposed Classified Staff rate adjustment as discussed. The motion carried.

Discussion and Action as Necessary on New Staff Positions for FY 2018 - 2019

Approval of New Staff Positions for FY 2018 - 2019 would be requested at the May 22, 2018 Board meeting.

Administration has reviewed the need for additional new non-faculty staffing positions for FY 2018 – 2019 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget. The proposed new positions may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

A total of twenty (20) new staff positions are being requested for a total amount of \$822,831. Funding in the amount of \$293,750, for seven (7) of these new positions has been identified from salary pools, revenues from student fee increases, and vacant positions, resulting in a proposed net increase in salary budget of \$529,081, as follows:

Funding	Amount
Funding Requested for New Positions	\$822,831
Less -- Funding from Pool Positions	(293,750)
Net Salary Budget Increases for New Positions	\$529,081

A listing of the proposed new staff positions for FY 2018 - 2019 was provided in the packet for the Committee's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 8, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the New Staff Positions for FY 2018 -2019 as presented. The motion carried.

Discussion and Action as Necessary on Non-Faculty Salary Adjustments/Reclassifications for FY 2018 – 2019

Approval of Non-Faculty Salary Adjustments/Reclassifications for FY 2018 - 2019 would be requested at the May 22, 2018 Board meeting.

Administration has reviewed the need for non-faculty salary adjustments/reclassifications for FY 2018 - 2019 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget. The proposed non-faculty salary

adjustments/reclassifications may need to be adjusted prior to final approval of the Staffing Plan by the Board, based on final revenue projections.

Salary Adjustments/Reclassifications were recommended by the appropriate supervisor and reviewed with the Office of Human Resources.

Requested for FY 2018 - 2019 are salary adjustments totaling \$231,460 for twenty-six (26) positions, out of which eighteen (18) positions require changes in classification and/or grade. Funding in the amount of \$35,875, for five (5) of these salary adjustments, has been identified from salary pools, resulting in a proposed net increase in salary budget of \$195,585, as follows:

Funding	Amount
Funding Requested for Non-Faculty Salary Adjustments/Reclassifications	\$231,460
Less -- Funding from Staff and Pool Positions	(35,875)
Net Salary Budget Increases for Salary Adjustments/Reclassifications	\$195,585

A listing of the non-faculty salary adjustments/reclassifications for FY 2018 - 2019 was included in the packet for the Committee's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 8, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

The Committee asked administration about a number of specific positions, to determine the justification for the salary and title changes.

Administration clarified that each recommendation for a position with an incumbent employee was due to that employee having undertaken expanded scope of responsibilities meriting the increase salary and/or changed title. Because the College implements an annual staffing plan, the title changes and salary increases are only handled once per year, and the current proposal was to bring those staff members' compensation and titles in line with their assumed roles at the College.

Administration, including the Office of Human Resources, the Vice Presidents, and the College President, had carefully reviewed each recommendation and all adjustments to job descriptions, salaries, and titles and recommended approval.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance, Audit, and Human Resources Committee recommended Board approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2018 - 2019 as presented. The motion carried.

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

The Staffing Plan Position Vacancy Report for FY 2017 - 2018 was provided in the packet for the Committee’s information and review. Information is current as of May 3, 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 eighty-four (184) of the FY 2016 - 2017 positions have been filled and thirty-four (34) of the new FY 2017 - 2018 Full Time, Regular positions have been filled for a total of two-hundred and eight-teen (218) positions filled as of May 3, 2018.

	FY2016-2017	FY2017-2018	Total
Positions Carried over	232	-	232
New positions	-	73	73
Total Vacancies as of 9/1/2017	-	-	305
Filled	184	34	218
Total Vacancies as of 5/3/2018 excluding resignations	48	39	87
% of Vacancies Filled	-	-	71%

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 May 3, 2018.

	Academic Affairs	Finance & Admin. Services	Information Services, Planning, Perform. & Strategic Initiatives	President's Office	Student Affairs & Enrollment Management	Total
Continued	19	43	37	15	11	125
Cont-Bond	8	19	8	0	1	36
New	4	3	1	1	2	11
New- Bond	10	19	2	0	0	31
Total	41	84	48	16	14	203

3) Position Turnover during Fiscal Year 2017 - 2018

- Forty-seven (47) vacancies due to resignations, terminations, or retirements have been submitted for Full Time, Regular positions as of May 3, 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.

Adjournment

There being no further business to discuss, the Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:43 p.m.

I certify that the foregoing are the true and correct Minutes of the May 8, 2018 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez

Discussion and Action as Necessary on Property/Flood, Crime, General Liability and Law Enforcement, School Leaders E&O, Automobile, Workers Compensation, Foreign, and Cyber Insurance

Action will be requested at the June 20, 2018 Board meeting to award the proposal for Property/Flood, Crime, General Liability and Law Enforcement, School Leaders E&O, Automobile, Workers Compensation, Foreign, and Cyber Insurance for the period beginning September 1, 2018 through August 31, 2019.

Purpose - The basic purpose of insurance is to anticipate catastrophic losses that could financially impair South Texas College. Insurance allows the College to minimize risk of loss from circumstances beyond its control.

Justification - Every year, prior to fiscal year end, the College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accord with approved or acceptable insurance practice in the State of Texas.

Background - The request for proposals for these insurances was advertised on May 22, 2017 and May 29, 2017 and issued to six (6) vendors. Three (3) responses were received on May 31, 2018.

Funding Source - Funds for this expenditure are budgeted in the Insurance and Benefits budgets for FY 2018 - 2019, pending Board approval of the budget.

Reviewers – This item is still under review by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Frank Jason Gutierrez, Director of Accountability, Risk, & Compliance, Ken Lyons, Risk Manager, the Purchasing Department, and South Texas College legal counsel.

Because of the need for specific review of details included within the proposals, recommendations have not been prepared by the time of the publication of the June 19, 2018 Finance, Audit, and Human Resources Committee meeting packet.

The information will be distributed prior to the June 19, 2018 Finance, Audit, and Human Resources Committee.

Mr. Raul Cabaza, III will be present at the June 19, 2018 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 20, 2018 Board meeting, to award the proposal for Property/Flood, Crime, General Liability and Law Enforcement, School Leaders E&O, Automobile, Workers Compensation, Foreign, and Cyber Insurance for the period September 1, 2018 through August 31, 2019 as presented.

Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreements (Non-Bond Proceeds)

Approval of the following award of proposals, purchases, renewals, and interlocal agreements (Non-Bond Proceeds) will be requested at the June 20, 2018 Board meeting as follows:

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

A. Awards

1) Medical Office Skills Training (Award)

Award the proposal for medical office skills training to **Practice Management Institute** (San Antonio, TX) (New), for the period beginning July 1, 2018 through June 30, 2019 with two one-year options to renew, at no charge to the college. The student or employee participating in the training program will pay the training fee and South Texas College will receive a 23% commission.

Purpose – Continuing, Professional, and Workforce Education is requesting a contract for medical office skill training that will allow the College to expand training for medical office staff in areas such as managing front office staff, billing and coding, record retention, and anything else that will help make a medical office more efficient.

Justification and Benefit – Since Continuing Education does not have enough staff to provide this type of training, this contract will allow the department to meet this need and expand its customer base.

Background – Proposal documents were advertised on May 14, 2018 and May 21, 2018 and issued to one (1) vendor. One (1) response was received on May 29, 2018 and reviewed by Continuing, Professional, and Workforce Education and the Purchasing Department.

2) Small Business Skills Training (Award)

Award the small business skills training for the period beginning July 1, 2018 through June 30, 2019 with two one-year options to renew, at no charge to the college. The student or employee participating in the training program will pay the training fee and South Texas College will receive a commission ranging from 7% to 29%. The vendors are as follows:

- a. **Claudio A. Hinojosa, III** (Mercedes, TX)
- b. **World-Class Training** (Brownsville, TX)

Purpose - Continuing, Professional, and Workforce Education is requesting a contract for small business skills training that will allow the College to reach out to more small

businesses and provide them with training such as managing a business, communications skills, and handling difficult customers.

Justification and Benefit: Continuing Education does not have enough staff to outreach small businesses and provide them with training opportunities. This contract will benefit not only Continuing Education by helping the department expand its customer base, but also so many small businesses that are part of the community.

Background – Proposal documents were advertised on May 14, 2018 and May 21, 2018 and issued to four (4) vendors. Two (2) responses were received on May 29, 2018 and reviewed by Continuing, Professional, and Workforce Education and the Purchasing Department.

B. Non – Instructional Items

3) Air Conditioning Filters (Purchase)

Purchase and installation of air conditioning filters from **J. F. Filtration, Inc./dba Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$145,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting the purchase and installation of air conditioning filters. These air conditioning filters are replaced monthly for all buildings throughout the district.

Justification and Benefit – The air conditioning filters are needed to maintain air quality in the building and to keep the systems clean and running properly.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2018 - 2019 pending Board approval of the budget.

4) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)

Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$85,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting building automation control equipment maintenance, which will include replacement parts and services for all new and renovated buildings throughout the College.

Justification and Benefit – It will include ordering and replacing parts for the air conditioning building control systems as needed.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2018 - 2019 pending Board approval of the budget.

5) Chiller Chemicals and Maintenance (Purchase)

Purchase chiller chemicals and maintenance from **U. S. Water Services, Inc./dba ChemCal** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$85,000.00, which is based on prior year expenditures.

Purpose – Facilities Operations and Maintenance is requesting to purchase chiller chemicals and maintenance for all the chillers throughout the district.

Justification and Benefit – The chiller chemicals and maintenance are required for all the chillers to operate properly and efficiently.

Funds for this expenditure are budgeted in the Facilities Maintenance budget FY 2018 – 2019 pending Board approval of the budget.

6) 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 (1), Starr County (1), and Pecan (2) 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 Custodial budget for FY 2017 – 2018.

7) 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 \$43,096.60.

Purpose – Facilities Operations and Maintenance is requesting to purchase four (4) electric utility vehicles, which will be used at the Nursing and Allied Health (1), Technology (1), and Pecan (2) campuses.

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 vehicles will also assist in transporting maintenance supplies and equipment from building to building.

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

8) Parts and Supplies (Purchase)

Purchase parts and supplies from **W.W. Grainger** (Lake Forest, IL/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$60,000.00, which is based on prior year expenditures.

Purpose - Facilities Operations and Maintenance is requesting parts and supplies, which will be purchased for the day-to-day operations of the College.

Justification and Benefits – The parts and supplies are needed for electrical, plumbing, and air conditioning repairs throughout the College district. It will include some of the following items: tools, safety wear, fittings, batteries, tape, saw blades, cable ties, screws, repair kits, sealant, steel elbows, and various other parts and supplies.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2018 - 2019 pending Board approval of the budget.

9) Vertical Lifts (Purchase)

Purchase vertical lifts from **United Rentals** (Temple Terrace, FL/Pharr, TX), a Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$64,862.25.

Purpose – Facilities Operations and Maintenance is requesting the purchase of five (5) vertical lifts to assist the staff in completing work orders throughout the district. A lift will be placed at each of the following campuses: Pecan, Nursing and Allied Health, Mid Valley, and Starr County.

Justification and Benefit - The electric self-propelled vertical lifts will assist the Maintenance Department staff in completing maintenance request or repair work that requires overhead reach; this will eliminate the need for scaffolding or ladders. These lifts offer ease of operation and greater maneuverability so that the Maintenance Department staff can complete their work safely and efficiently.

The Maintenance Department staff in the areas of carpentry, plumbing, HVAC, and energy will utilize the vertical lifts to complete work that is above 10' such as checking/replacing light bulbs, checking/replacing ceiling tiles, shutting valves off or on, and accessing air conditioning vents and variable air volume (VAV) boxes.

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

10) Collection Agency Services (Renewal)

Renew the collection agency services contracts for the period beginning September 1, 2018 through August 31, 2019, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:

- Primary: a. **S & S Recovery, Inc.** (Memphis, TN)
Secondary: b. **Continental Service Group, Inc./dba ConServe** (Fairport, NY) and
 c. **Immediate Credit Recovery, Inc.** (Poughkeepsie, NY)

Purpose – The Business Office and Cashiers Office are requesting to renew the collection agency services contracts, which are needed for the collection of delinquent accounts due to the College from students, faculty, and staff.

Justification and Benefit – The collection agency services provide collection for delinquent emergency student loans, tuition and fees, accounts receivable and other unpaid accounts. Students may have delinquent balances due to circumstances such as returned checks and/or financial aid award reversals. Employees may also have delinquent accounts due to failure to comply with tuition waiver reimbursement guidelines.

The collection agencies provide the College the best service for collection and reporting techniques.

Background – The Board awarded the contracts for collection agency services at the July 25, 2017 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins September 1, 2018 and ends August 31, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/17	9/1/17 – 8/31/18	2 – one year options
1 st Renewal	6/20/18		9/1/18 – 8/31/19

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

Funds for this expenditure are budgeted in the Business Office budget for FY 2018 - 2019 pending Board approval of the budget.

11) Elevator Maintenance Agreement (Renewal)

Renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$95,000.00.

Purpose – The Facilities Operations and Maintenance is requesting to renew the elevator maintenance agreement for all elevators district wide.

Justification and Benefit – The elevator maintenance contract includes the regular examinations and repairs of all thirty-one (31) elevators located at all campuses.

Funds for this expenditure are budgeted in the Mechanical Systems Maintenance budget for FY 2018 – 2019 pending Board approval of the budget.

12) Equipment Rental Services (Renewal)

Renew the equipment rental services contracts for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$65,000.00, which is based on prior year expenditures. The vendors are as follows:

- a. **JV Equipment, Inc.** (Edinburg, TX)
- b. **Rental World** (McAllen, TX)

- c. **Space Jump Rental** (Pharr, TX)
- d. **Tejas Equipment Rental** (McAllen, TX)

Purpose – Instructional Technologies, Facilities Operations and Maintenance, Student Activities, and Public Relations and Marketing are some of the renters of various types of equipment, tables, chairs, linens, audio visual equipment, and stages for various College events.

Justification and Benefit – The rental services are used for South Texas College sponsored events, graduation, and student events at all campuses.

Background – The Board awarded the contract for equipment rental services at the July 26, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins September 1, 2018 and ends August 31, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/26/16	9/1/16 – 8/31/17	2 – one year options
1 st Renewal	6/27/17		9/1/17 – 8/31/18
2 nd Renewal	6/20/18		9/1/18 – 8/31/19

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

Funds for this expenditure are budgeted in the Instructional Technologies, Student Activities, Graduation, Public Relations and Marketing, and Facilities Maintenance budgets for FY 2018 - 2019 pending Board approval of the budget.

13) Grounds Maintenance (Renewal)

Renew the grounds maintenance contract with **TLC Total Lawn Care, LLC.** (Weslaco, TX) for the period beginning July 26, 2018 through July 25, 2019 at an estimated amount of \$367,107.00 for mowing, tree trimming, and shredding services, an estimated amount of \$100,000.00 for various plants, replacement plants, and landscaping, at an estimated amount of \$30,000.00 for sprinkler system repair, at a total estimated annual amount of \$497,107.00.

Purpose – Facilities Operations and Maintenance is requesting to renew the contract for ground maintenance services for all South Texas College campuses.

Justification and Benefit – The grounds maintenance contract will include the following services; mowing shredding of grass, tree trimming, flower beds, plants & replacement of plants, landscaping areas with crushed granite for the Pecan, Nursing and Allied Health, Technology, Starr County, and Mid Valley campuses.

Background – The Board awarded the contract for grounds maintenance at the July 25, 2017 Board of Trustees meeting for one year with two one-year option annual renewals. The first renewal period begins July 26, 2018 and ends July 25, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/17	7/26/17 – 7/25/18	2 – one year options
1 st Renewal	6/20/18		7/26/18 – 7/25/19

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

Funds for this expenditure are budgeted Facilities Maintenance budget for FY 2017 - 2018 and FY 2018 - 2019 pending Board approval of the budget.

C. Technology Items

14)Computers, Monitors, and Laptops (Purchase)

Purchase of computers, monitors, 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 \$460,095.74.

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

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

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

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

The purchases can be summarized as follows:

- Staff Computers
 - ⇒ 1 Computer for Accountability, Risk, & Compliance Department
 - ⇒ 1 Computer for High School Programs & Services Department
 - ⇒ 1 Computer for Division of Technology
 - ⇒ 90 Computers for Information Technology Department
 - ⇒ 36 Computers for Technology Support Department
 - ⇒ 1 Computer for Research and Analytical Services Department
 - ⇒ 2 Computers for Public Relations & Marketing Department
 - ⇒ 3 Computers for Facility Maintenance Department
 - ⇒ 3 Computers for Custodial Department
 - ⇒ 1 Computer for Learning Commons and Open Labs
 - ⇒ 1 Computer for Library Services

- Faculty Computers
 - ⇒ 59 Computers for Information Technology Department
- Student Computers
 - ⇒ 253 Computers for Information Technology Department
 - ⇒ 6 Computers for Centers for Learning Excellence
- Staff Laptops
 - ⇒ 1 Laptop for Facility Planning and Construction
 - ⇒ 27 Laptops for Systems and Networking Department
 - ⇒ 2 Laptops for Facility Maintenance Department
 - ⇒ 1 Laptop for Information Technology Department
 - ⇒ 1 Laptop for Institutional Effectiveness Assessment & Accreditation
- Faculty Laptops
 - ⇒ 1 Laptop for Economics Program
 - ⇒ 5 Laptops for Developmental Mathematics Program
 - ⇒ 1 Laptop for Radiologic Technology Program
- Staff Monitors
 - ⇒ 24 Monitors for Information Technology Department

Funds for these expenditures are budgeted in the requesting department budgets for FY 2017 - 2018 as follows: Accountability, Risk, & Compliance, High School Programs & Services, Technology, Information Technology, Technology Support, Research and Analytical Services, Public Relations & Marketing, Facility Maintenance, Custodial, Learning Commons and Open Labs, Centers for Learning Excellence, Facility Planning & Construction, Systems and Networking, Economics Program, Developmental Mathematics, and Radiologic Technology Program, Library Services, and Institutional Effectiveness Assessment & Accreditation.

15) Network Cabling and Equipment Installation Services (Renewal)

Renew the network cabling and equipment installation services contracts for the period beginning July 26, 2018 through July 25, 2019 at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:

- a. **BridgeNet Communications, LLC.** (Donna, TX)
- b. **Telepro Communications, LLC.** (Mission, TX)

Purpose – Information Technology and the Office of Public Safety are requesting to renew the contracts for network cabling and equipment installation services for internet connections and for installation of surveillance cameras district wide.

Justification and Benefit – The network cabling and equipment installation services will be used across South Texas College’s various campuses on an as needed basis. These services are needed to install data cabling in new facilities and renovated areas or to install

additional lines in existing classrooms or offices. It will also include the installation and connection of new or replacement surveillance cameras throughout the College district.

Background – The Board awarded the contracts for network cabling and equipment services at the July 25, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins July 26, 2018 and ends July 25, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/17	7/26/17 – 7/25/18	2 – one year options
1 st Renewal	6/20/18		7/26/18 – 7/25/19

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

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

D. Interlocal Agreements

16) Facility Usage Interlocal Agreements (Lease/Rental)

Lease/Rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 21, 2018 through August 24, 2019, at an estimated amount of \$39,896.00.

Purpose – The Office of Professional Development is requesting lease/rental of the McAllen Convention Center for various faculty and staff professional development events.

Justification and Benefits – The four (4) facility usage interlocal agreements are for South Texas College’s Professional Development events held throughout the year for faculty and staff. The events are as follows:

Date	Events	Amount
September 21, 2018	College-Wide Professional Development for Faculty and Staff	\$15,000.00
February 15, 2019	College-Wide Professional Development for Faculty and Staff	\$15,000.00
August 19, 2019	Academic Affairs Professional Development Day	\$5,896.00
August 24, 2019	Adjunct/Dual Enrollment Faculty Professional Development Day	\$4,000.00

Funds for this expenditure are budgeted in the Professional and Organizational Development budget for FY 2018 - 2019 pending Board approval of the budget.

17) Project Management Training Services (Interlocal Agreement/Purchase)

Purchase project management training services between South Texas College and **The University of Texas – Rio Grande Valley (UTRGV)/Texas Manufacturing Assistance**

Center (TMAC) (Edinburg, TX), for the period beginning July 31, 2018 through August 2, 2018, at a total amount of \$3,780.00.

Purpose – The Project Management training services will help to provide key elements for successful project management. The training will provide instruction, which will assist employees in identifying, planning, organizing, and controlling the factors involved in the successful completion of a project.

Justification – The training is intended to assist Finance and Administrative Services staff in identifying and effectively managing key components, such as, project scope, schedule, and cost. The training will also assist in identifying constraints that may jeopardize the success of any given project.

Background – TMAC serves as the Technical Assistance (i.e. consulting) Department under the UTRGV College of Engineering. TMAC is an affiliate of the Manufacturing Extension Partnership (MEP) program of the National Institute of Standards and Technology (NIST). The program is hosted by six institutions such as, The University of Texas at El Paso, Southwest Research Institute at San Antonio, Texas Tech University at Lubbock, Texas Engineering Extension Service at College Station, The University of Texas at Arlington and The University of Texas Rio Grande Valley.

David Ortiz, TMAC Training and Development Specialist II, with UTRGV will serve as the primary consultant. The training will be provided to the Finance Administrative and Services Division. Twenty-five (25) employees will receive the training, which includes 16-hours of instruction, videos, exercises, and a simulation for better understanding of project management concepts.

Funds for this expenditure are budgeted in the Vice President of Finance and Administrative Services budget for the FY 2017 - 2018.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 20, 2018 Board meeting the award of proposals, purchases, renewals, and interlocal agreements (Non-Bond Proceeds) as listed below:

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

A. Awards

- 1) **Medical Office Skills Training (Award):** award the proposal for medical office skills training to **Practice Management Institute** (San Antonio, TX) (New), for the period beginning July 1, 2018 through June 30, 2019 with two one-year options to renew, at no charge to the college. The student or employee participating in the training

program will pay the training fee and South Texas College will receive a 23% commission;

- 2) **Small Business Skills Training (Award):** award the small business skills training for the period beginning July 1, 2018 through June 30, 2019 with two one-year options to renew, at no charge to the college. The student or employee participating in the training program will pay the training fee and South Texas College will receive a commission ranging from 7% to 29%. The vendors are as follows:
 - a. **Claudio A. Hinojosa, III** (Mercedes, TX)
 - b. **World Class Training** (Brownsville, TX)

B. Non – Instructional Items

- 3) **Air Conditioning Filters (Purchase):** purchase air conditioning filters from **J. F. Filtration, Inc./dba Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$145,000.00, which is based on prior year expenditures;
- 4) **Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$85,000.00, which is based on prior year expenditures;
- 5) **Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from **U. S. Water Services, Inc./dba ChemCal** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$85,000.00, which is based on prior year expenditures;
- 6) **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;
- 7) **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 \$43,096.60;
- 8) **Parts and Supplies (Purchase):** purchase parts and supplies from **W. W. Grainger** (Lake Forest, IL/McAllen, TX), a State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$60,000.00, which is based on prior year expenditures;
- 9) **Vertical Lifts (Purchase):** purchase vertical lifts from **United Rentals** (Temple Terrace, FL/Pharr, TX), a Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$64,862.25;
- 10) **Collection Agency Services (Renewal):** renew the collection agency services contacts for the period beginning September 1, 2018 through August 31, 2019 at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:

Primary: a. **S&S Recovery, Inc.** (Memphis, TN)

Secondary: b. **Continental Service Group, Inc./dba ConServe** (Fairport, NY) and
c. **Immediate Credit Recovery, Inc.** (Poughkeepsie, NY)

- 11) **Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$95,000.00;
- 12) **Equipment Rental Services (Renewal):** renew the equipment rental services contracts for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of \$65,000.00, which is based on prior year expenditures. The vendors are as follows:
 - a. **JV Equipment, Inc.** (Edinburg, TX)
 - b. **Rental World** (McAllen, TX)
 - c. **Space Jump Rental** (Pharr, TX)
 - d. **Tejas Equipment Rental** (McAllen, TX)
- 13) **Grounds Maintenance (Renewal):** renew the grounds maintenance contract with **TLC Total Lawn Care, LLC.** (Weslaco, TX), for the period beginning July 26, 2018 through July 25, 2019, at an estimated amount of \$367,107.00 for mowing, tree trimming, and shredding services, an estimated amount of \$100,00.00 for various plants, replacement plants, and landscaping, at an estimated amount of \$30,000.00 for sprinkler system repairs, at a total estimated amount of \$497,107.00;

C. Technology Items

- 14) **Computers, Monitors, and Laptops (Purchase):** purchase of computers, monitors, 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 \$460,095.74;
- 15) **Network Cabling and Equipment Installation Services (Renewal):** renew the network cabling and equipment installation services contracts for the period beginning July 26, 2018 through July 25, 2019, at an estimated amount of \$150,000.00, which is based on prior year expenditures. The vendors are as follows:
 - a. **BridgeNet Communications, LLC.** (Donna, TX)
 - b. **Telepro Communications, LLC.** (Mission, TX)

D. Interlocal Agreements

- 16) **Facility Usage Interlocal Agreements (Lease/Rental):** lease/rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 21, 2018 through August 24, 2019, at an estimated amount of \$39,896.00;
- 17) **Project Management Training Services (Interlocal Agreement/Purchase):** purchase project management training services between South Texas College and **The University of Texas – Rio Grande Valley (UTRGV)/Texas Manufacturing Assistance Center (TMAC)** (Edinburg, TX), for the period beginning July 31, 2018 through August 2, 2018, at a total amount of \$3,780.00.

Recommend Action - The total for all award of proposals, purchases, renewals, and interlocal agreements (Non-Bond Proceeds) is \$1,840,536.11.

SOUTH TEXAS COLLEGE
1. MEDICAL OFFICE SKILLS TRAINING
PROJECT NO. 17-18-1041

NAME		Practice Management Institute
ADDRESS		8242 Vicar
CITY/STATE/ZIP		San Antonio, TX 78248
PHONE		800-259-5562
FAX		210-691-8972
CONTACT		Michael Moore
#	Description	Proposed
1	Medical Office Skills Training Includes: Basic, Intermediate, and Advanced Trainings and Certification Programs	3 Hours \$199.00 per courses 6 Hour \$299.00 per courses 8 Nationally-recognized certificate and certification programs \$795.00 > \$2,095.00 per geared to key roles within the practice setting
Escalation		
2nd Year		N/A
3rd Year		N/A
TOTAL EVALUATION POINTS		94.66
RANKING		1

SOUTH TEXAS COLLEGE
1. MEDICAL OFFICE SKILLS TRAINING
PROJECT NO. 17-18-1041
EVALUATION SUMMARY

VENDOR		Practice Management Institute	
ADDRESS		8242 Vicar	
CITY/STATE/ZIP		San Antonio, TX 78248	
PHONE		800-259-5562	
FAX		210-691-8972	
CONTACT		Michael Moore	
1	The purchase price. (up to 40 points)	40	40
		40	
		40	
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	17	17.33
		18	
		17	
3	The quality of the vendor's goods or services. (up to 18 points)	17	16.33
		15	
		17	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	14	13
		12	
		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	3
		3	
		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0
		0	
		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5
		5	
		5	
TOTAL EVALUATION POINTS		94.66	
RANKING		1	

SOUTH TEXAS COLLEGE
2. SMALL BUSINESS SKILLS TRAINING
PROJECT NO. 17-18-1042

NAME	Claudio A. Hinojosa, III	World-Class Training	
ADDRESS	805 S Missouri	P O Box 4046	
CITY/STATE/ZIP	Mercedes, TX 78570	Brownsville, TX 78523	
PHONE	956-245-7408	956-504-9287	
FAX	956-565-2470		
CONTACT	Claudio A. Hinojosa, III	Martha A. Valdez	
#	Description	Proposed	Proposed
1	Small Business Skills Training	\$250.00 per student (Materials Included)	Hourly Rate Year 1: \$260.00 Year 2: \$280.00 Year 3: \$300.00 (Price includes all instructional materials)
2	Program Formats		1-4 hours (half-day) 5-8 hours (full day)
3	Maximum/Minimum Order		Maximum Order: None Minimum Order: \$1,040.00 (half-day)
4	No. of Participants		30-50 depending on program topic and format. Each additional participant, above 50, is subject to an additional charge not to exceed \$10.00
5	Geographic Coverage		Domestic Only (Texas)
6	Quantity Discounts		\$10,000 -3% Discount \$15,000 -7% Discount \$20,000 -9% Discount
7	Prompt Payment Terms Government Purchase Card		Net 30 days 3.5% Administrative Charge
8	Commission to STC		\$18.00 per instructional hour
TOTAL EVALUATION POINTS		87.65	81.31
RANKING		1	2

SOUTH TEXAS COLLEGE
2. SMALL BUSINESS SKILLS TRAINING
PROJECT NO. 17-18-1042
EVALUATION SUMMARY

VENDOR		Claudio A. Hinojosa, III		World-Class Training	
ADDRESS		805 S Missouri		P O Box 4046	
CITY/STATE/ZIP		Mercedes, TX 78570		Brownsville, TX 78523	
PHONE		956-245-7408		956-504-9287	
FAX		956-565-2470			
CONTACT		Claudio A. Hinojosa, III		Martha A. Valdez	
1	The purchase price. (up to 40 points)	36	35.66	30	30
		36		30	
		35		30	
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	15	16	17	16.66
		16		16	
		17		17	
3	The quality of the vendor's goods or services. (up to 18 points)	15	15.66	16	16.66
		16		17	
		16		17	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	12	12.33	13	12.33
		12		12	
		13		12	
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 and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5	3	2.66
		5		2	
		5		3	
TOTAL EVALUATION POINTS		87.65		81.31	
RANKING		1		2	

SOUTH TEXAS COLLEGE
3. AIR CONDITIONING FILTERS

NAME			J.F. Filtration, Inc./ dba Joe W. Fly Company, Inc.	
ADDRESS			4820 Memphis St	
CITY/STATE/ZIP			Dallas, TX 75207	
LOCAL ADDRESS			2801 N Expressway 77 Ste C Harlingen, TX 78552	
PHONE			956-412-3234	
FAX			956-412-7447	
CONTACT			Trey Fly	
#	Qty	Description	Unit Price	Extension
1	1	Purchase and Installation of Air Conditioning Filters Period: 9/1/18 - 8/31/19	\$ 145,000.00	\$ 145,000.00
TOTAL AMOUNT			\$	145,000.00

SOUTH TEXAS COLLEGE
4. BUILDING AUTOMATION CONTROL EQUIPMENT, PARTS, AND
EQUIPMENT MAINTENANCE

NAME		Siemens Industry, Inc.		
ADDRESS		1835 B Kramer Ln Ste 180		
CITY/STATE/ZIP		Austin, TX 78758		
LOCAL ADDRESS		2805 W Expwy 83 Ste A La Feria, TX 78559		
PHONE		956-797-5075		
CONTACT		David Sciarrino		
#	Qty	Description	Unit Price	Extension
1	1	Purchase of Building Automation Control Equipment, Parts, and Equipment Maintenance Period: 9/1/18 - 8/31/19	\$ 85,000.00	\$ 85,000.00
TOTAL AMOUNT			\$	85,000.00

SOUTH TEXAS COLLEGE
5. CHILLER CHEMICALS AND MAINTENANCE

NAME		U.S. Water Services, Inc./ dba ChemCal		
ADDRESS		12270 43rd St NE		
CITY/STATE/ZIP		St. Michael, MN 55376		
PHONE		956-797-5075		
CONTACT		David Sciarrino		
#	Qty	Description	Unit Price	Extension
1	1	Purchase of chiller chemicals and maintenance Period: 9/1/18 - 8/31/19	\$ 85,000.00	\$ 85,000.00
TOTAL AMOUNT			\$	85,000.00

SOUTH TEXAS COLLEGE
6. 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
7. 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	4	2018 John Deere TE 4x2 Electric Utility Vehicle w/Canopy	\$ 10,774.15	\$ 43,096.60
TOTAL AMOUNT			\$	43,096.60

**SOUTH TEXAS COLLEGE
8. PARTS AND SUPPLIES**

NAME		W. W. Grainger		
ADDRESS		100 Grainger Parkway		
CITY/STATE/ZIP		Lake Forest, IL 60045		
LOCAL ADDRESS		921 E Pecan Blvd McAllen, TX 78501		
PHONE		956-682-6321		
FAX		956-682-9122		
CONTACT		Malinda Tyson		
#	Qty	Description	Unit Price	Extension
1	1	Purchase of Parts and Supplies Period: 9/1/18 - 8/31/19	\$ 60,000.00	\$ 60,000.00
TOTAL AMOUNT			\$	60,000.00

SOUTH TEXAS COLLEGE
9. VERTICAL LIFTS

NAME			United Rentals	
ADDRESS			12802 Tampa Oaks Blvd Ste 350	
CITY/STATE/ZIP			Temple Terrace, FL 33637	
LOCAL ADDRESS			3925 N Cage Blvd Pharr, TX 78577	
PHONE			956-702-0621	
CONTACT			Raul Gonzalez Jr	
#	Qty	Description	Unit Price	Extension
1	5	Vertical Lift 20' Elec Self Propelled	\$ 12,472.45	\$ 62,362.25
2	1	Delivery Charge	\$ 2,500.00	\$ 2,500.00
TOTAL AMOUNT			\$ 64,862.25	



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

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

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

May 7, 2018

S & S Recovery, Inc.
Attn: Mr. Miles Harper
4210 Altruria Road, #131
Memphis, TN 38135

Dear Mr. Harper:

On July 25, 2017, South Texas College awarded a contract to S & S Recovery, Inc. for Collection Agency 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 September 1, 2018 through August 31, 2019.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be 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 August 31, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: John Welborn

Date: 5/8/18



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

t (956) 872-4681
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P.O. Box 9701, McAllen, TX 78502 9701
www.SouthTexasCollege.edu

May 7, 2018

Continental Service Group, Inc./dba ConServe
Attn: Mr. Mark Davitt
200 CrossKeys Office Park
Fairport, NY 14450

Dear Mr. Davitt:

On July 25, 2017, South Texas College awarded a contract Continental Service Group, Inc./dba ConServe for Collection Agency 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 September 1, 2018 through August 31, 2019.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be 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 August 31, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Pamela Baird, Secretary

Date: May 16, 2018



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

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f (956) 872-4688

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

May 7, 2018

Immediate Credit Recovery, Inc.
Attn: Mr. Frank Roa
6 Neptune Road Suite 110
Poughkeepsie, NY 12601

Dear Mr. Roa:

On July 25, 2017, South Texas College awarded a contract to Immediate Credit Recovery, Inc. for Collection Agency 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 September 1, 2018 through August 31, 2019.

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

Sincerely,

Becky Cavazos

Rebecca R. Cavazos
Director of Purchasing

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

Authorized Signature: *Frank Roa*

Name Printed: Frank Roa, CEO

Date: 5/8/18

SOUTH TEXAS COLLEGE
11. ELEVATOR MAINTENANCE AGREEMENT

NAME			Otis Elevator Company	
ADDRESS			1444 N Cockrell Hill Rd Ste 102	
CITY/STATE/ZIP			Dallas, TX 75211	
PHONE			713-524-8486	
FAX			713-524-0138	
CONTACT			Aaron Albano	
#	Qty	Description	Unit Price	Extension
1	1	Elevator Maintenance Renewal Period: 9/1/18 - 8/31/19	\$ 95,000.00	\$ 95,000.00
TOTAL AMOUNT			\$	95,000.00



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www.SouthTexasCollege.edu

April 16, 2018

JV Equipment, Inc.
Attn: Mr. Jim Mehis
2421 S. Expressway 83
Edinburg, TX 78542

Dear Mr. Mehis:

On July 26, 2016, South Texas College awarded a contract to JV Equipment, Inc. for Equipment Rental Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2018 through August 31, 2019.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be 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 August 31, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Jim Mehis

Name Printed: Jim Mehis

Date: 4/29/18



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

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

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

April 16, 2018

Rental World
Mr. Bryan Wolf
1020 E Business Hwy 83
McAllen, TX 78501

Dear Mr. Wolf:

On July 26, 2016, South Texas College awarded a contract to Rental World for Equipment Rental Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2018 through August 31, 2019 with a 5% escalation.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be 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 August 31, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Bryan Wolf

Name Printed: Bryan Wolf

Date: 5/3/18



12c

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

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

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

April 16, 2018

Space Jump Rental
Mr. Jose Carlos Rodriguez
813 W Ferguson Ave
Pharr, TX 78577

Dear Mr. Rodriguez:

On July 26, 2016, South Texas College awarded a contract to Space Jump Rental for Equipment Rental Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2018 through August 31, 2019.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be 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 August 31, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: _____

Date: _____

Jose C. Rodriguez Jose C. Rodriguez

4.27.18



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

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

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

April 16, 2018

Tejas Equipment Rental
Attn: Mr. Mark Musgrove
1212 N 23rd Street
McAllen, TX 78501

Dear Mr. Musgrove:

On July 26, 2016, South Texas College awarded a contract to Tejas Equipment Rental for Equipment Rental Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the second year of the contract and would like to renew for an additional one-year period. The last renewal period will be from September 1, 2018 through August 31, 2019.

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

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

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

Authorized Signature: _____

Name Printed: MARK ARCHER

Date: 4-19-2018



Purchasing and Distribution Services
3300 W. Pecan Blvd. McAllen TX 78501

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

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

May 11, 2018

TLC Total Lawn Care, LLC
Attn: Mr. Gerry Bower
4234 North FM 88
Weslaco, TX 78599

Dear Mr. Bower:

On July 25, 2017, South Texas College awarded a contract to TLC Total Lawn Care, LLC for Grounds Maintenance. 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 July 26, 2018 through July 25, 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 July 25, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:
Name Printed: GERRY BOWER
Date: MAY 18 2018

**SOUTH TEXAS COLLEGE
14. DISTRICT WIDE TECHNOLOGY REQUEST
JUNE 20, 2018**

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
1	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, (2) 22in Monitor, Warranty	\$ 894.79	\$ 894.79	Accountability, Risk, & Compliance Dept - Jason Gutierrez Replacement of non-working system for staff
2	1	Computer 3620 XCTO Base, 7th Gen Intel Core i7-7700K, 500GB Hard Drive, 16GB Memory, Video Card 1GB, Warranty	\$ 1,263.75	\$ 1,263.75	High School Programs & Services Dept - Rebecca De Leon Replacement of non-working system for staff
3	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 22in Monitor, Warranty	\$ 720.00	\$ 720.00	Division of Technology - Mario Reyna Replacement of out-of-warranty system for staff
4	253	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20in Monitor, Warranty	\$ 705.00	\$ 178,365.00	Information Technology Dept - Lucio Gonzalez Replacement of out-of-warranty systems for students
5	90	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20in Monitor, Warranty	\$ 705.00	\$ 63,450.00	Information Technology Dept - Lucio Gonzalez Replacement of out-of-warranty systems for staff
6	43	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20in Monitor, Warranty	\$ 705.00	\$ 30,315.00	Information Technology Dept - Lucio Gonzalez Replacement of out-of-warranty systems for faculty
7	36	Precision Tower 5810 XCTO Base, AMD FirePro W5100 4GB Video Card, 500GB Hard Drive, 16GB Memory EndPoint Security Suite, Warranty	\$ 1,378.47	\$ 49,624.92	Technology Support Dept - Lucio Gonzalez Replacement of obsolete systems for staff
8	13	Precision Tower 5810 XCTO Base, AMD FirePro W5100 4GB Video Card, 500GB Hard Drive, 16GB Memory EndPoint Security Suite, Warranty	\$ 1,583.48	\$ 20,585.24	Information Technology Dept - Lucio Gonzalez Replacement of obsolete systems for faculty
9	3	Precision Tower 5810 XCTO Base, Dual Nvidia NVS 310, 1GB, 2DP Video Card 500GB Hard Drive, 16GB Memory EndPoint Security Suite, Warranty	\$ 1,403.68	\$ 4,211.04	Information Technology Dept - Lucio Gonzalez Replacement of obsolete systems for faculty
10	1	Precision Tower 5810 XCTO Base, Intel Xeon Processor E5-1620 v4, 500GB Hard Drive, 16GB Memory, 24" Monitor, EndPoint Security Suite, Warranty	\$ 2,009.06	\$ 2,009.06	Research and Analytical Services Dept - Serkan Cetek New system for dept staff
11	6	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 22in Monitor, Warranty	\$ 720.00	\$ 4,320.00	Centers for Learning Excellence - Teresa Garcia New systems for students
12	1	Mac Pro 3.5GHz 6-Core Intel Xeon E5 with 12MB L3 Cache, Turbo Boost up to 3.9GHz 16GB Memory, 1TB Pele-based Flash Storage, Warranty	\$ 3,602.00	\$ 3,602.00	Public Relations & Marketing - Daniel Ramirez Replacement of out-of-warranty system for staff
14	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, (2) 24in Monitor, Warranty	\$ 1,010.58	\$ 1,010.58	Public Relations & Marketing - Daniel Ramirez New system for new dept staff
15	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20in Monitor, Warranty	\$ 705.00	\$ 705.00	Facility Maintenance Dept - Luis De La Garza New system for new dept staff

SOUTH TEXAS COLLEGE
14. DISTRICT WIDE TECHNOLOGY REQUEST
JUNE 20, 2018

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
16	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20in Monitor, Warranty	\$ 705.00	\$ 705.00	Facility Maintenance Dept - Luis De La Garza New system for new dept staff
17	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20in Monitor, Warranty	\$ 705.00	\$ 705.00	Facility Maintenance Dept - Luis De La Garza New system for new dept staff
18	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20in Monitor, Warranty	\$ 705.00	\$ 705.00	Custodial Dept - Luis De La Garza New system for new dept staff
19	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20in Monitor, Warranty	\$ 705.00	\$ 705.00	Custodial Dept - Luis De La Garza New system for new dept staff
20	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory Intel Integrated Graphics, 20in Monitor, Warranty	\$ 705.00	\$ 705.00	Custodial Dept - Luis De La Garza New system for new dept staff
21	1	27-inch iMac with Retina 5K Display, 3.8 GHz quad-core Intel Core i5, Turbo Boost, 16GB Hard Drive, 8GB Video Memory, Mouse and Keyboard, Warranty	\$ 2,418.00	\$ 2,418.00	Learning Commons and Open Labs Dept - Lelia Salinas Replacement of non-working system for staff
22	1	Computer 3620 XCTO Base, 7th Gen Intel Core i7-7700K, 500GB Hard Drive, 16GB Memory, (2) 24" Monitors, Video Card 1GB, Warranty	\$ 1,872.52	\$ 1,872.52	Library Services - Jesus Campos Replacement of non-working system for staff
		COMPUTER TOTAL		\$ 368,891.90	
MONITORS					
23	24	Dell Ultrasharp 24 Monitor	\$ 281.19	\$ 6,748.56	Information Technology Dept - Lucio Gonzalez Replacement of obsolete hardware for staff
		MONITOR TOTAL		\$ 6,748.56	
LAPTOPS					
24	1	Laptop Latitude 7285, Intel Core i5-7Y 57, 256GB Hard Drive, 8GB Memory Intel Dual Band Wireless Driver, Keyboard & Pen, Power Companion, Warranty	\$ 1,576.54	\$ 1,576.54	Economics Program - Eduardo Pastor New system for faculty
25	1	Mobile Precision 5520 XCTO, Intel Core i7-7700HQ, 500GB Hard Drive, 16GB Memory, Adapter, Endpoint Security Suite Software, Warranty	\$ 1,975.73	\$ 1,975.73	Facilities Planning & Construction - Rick De La Garza New system for staff
26	5	Laptop Latitude 7285, Intel Core i5-7Y 57, 256GB Hard Drive, 8GB Memory Intel Dual Band Wireless Driver, Keyboard & Pen, Power Companion, Warranty	\$ 1,576.54	\$ 7,882.70	Developmental Mathematics - Pablo Cortez New systems for faculty
27	27	Mobile Precision 5520 XCTO, Intel Core i7-7700HQ, 500GB Hard Drive, 32GB Memory, Thunderbolt dock, Adapter, Endpoint Security Suite Software, Warranty	\$ 2,404.58	\$ 64,923.66	Systems and Networking Dept - Jose Gonzalez Replacement of obsolete systems for staff
28	1	Laptop Latitude 7285, Intel Core i5-7Y 57, 256GB Hard Drive, 8GB Memory Power Companion, Keyboard and Pen, Warranty	\$ 1,576.54	\$ 1,576.54	Information Technology Dept - Lucio Gonzalez Replacement of obsolete hardware for staff

SOUTH TEXAS COLLEGE
14. DISTRICT WIDE TECHNOLOGY REQUEST
JUNE 20, 2018

LAPTOPS						
#	Qty	Description	Unit Price	Extension	Requesting Department	
29	1	Laptop Latitude 5480 XCTO, 6th Gen Intel Core i5-6300U, 256 Hard Drive, 8GB Memory, Intel Dual-Band Wireless-AC, Warranty	\$ 1,070.00	\$ 1,070.00	Radiologic Technology Dept - Crystal Bird	New system for faculty
30	1	Laptop Latitude 7285, Intel Core i5-7Y57, 256GB Hard Drive, 8GB Memory, Intel Dual Band Wireless Driver, Warranty	\$ 1,295.00	\$ 1,295.00	Facility Maintenance - Luis De La Garza	New system for staff
31	1	Laptop Latitude 7285, Intel Core i5-7Y57, 256GB Hard Drive, 8GB Memory, Intel Dual Band Wireless Driver, Warranty	\$ 1,295.00	\$ 1,295.00	Facility Maintenance - Luis De La Garza	New system for staff area
32	1	12.9inch iPad Pro Wi-Fi+Cellular 64GB-Space Gray 3 Year Apple Care+ for iPad Pro	\$ 1,008.00	\$ 1,008.00	Library Services - Jesus Campos	New system for students
33	1	Mobile Precision 5520 XCTO, Intel Core i7-7700HQ, 500GB Hard Drive, 32GB Memory, Thunderbolt dock, Adapter, Endpoint Security Suite Software, Warranty	\$ 1,852.11	\$ 1,852.11	Inst'l Effectiveness Assessment & Accreditation - Fernando Chapa	New system for staff
		LAPTOP TOTAL		\$ 84,455.28		
		COMPUTER/MONITOR/LAPTOP TOTAL		\$ 460,095.74		



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

t (956) 872-4681
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P.O. Box 9701, McAllen, TX 78502 9701
www.SouthTexasCollege.edu

May 16, 2018

BridgeNet Communications, LLC.
Attn: Mr. Marco Ramirez
1314 Stites Road
Donna, TX 78537

Dear Mr. Ramirez:

On July 25, 2017, South Texas College awarded a contract to BridgeNet Communications, LLC. for Network Cabling and Equipment Installation 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 July 26, 2018 through July 25, 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 July 25, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Marco Ramirez

Date: 16 May 18



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

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

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

May 16, 2018

Telepro Communications, LLC.
Attn: Mr. Jesse Rodriguez
12005 North Bryan Road
Mission, TX 78573

Dear Mr. Rodriguez:

On July 25, 2017, South Texas College awarded a contract to Telepro Communications, LLC. for Network Cabling and Equipment Installation 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 July 26, 2018 through July 25, 2019 with a 10% escalation.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be 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 July 25, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Daniel Backhaus

Date: 5/16/18

SOUTH TEXAS COLLEGE
16. FACILITY USAGE INTERLOCAL AGREEMENTS

NAME		City of McAllen - McAllen Convention Center		
ADDRESS		700 Convention Center Blvd		
CITY/STATE/ZIP		McAllen, TX 78501		
PHONE		956-681-3800		
FAX		956-681-3840		
CONTACT		Yajaira J. Flores		
#	Qty	Description	Unit Price	Extension
1	1	College Wide Professional Development Day for Faculty and Staff - September 21, 2018	\$ 15,000.00	\$ 15,000.00
2	1	College Wide Professional Development Day for Faculty and Staff - February 15, 2019	\$ 15,000.00	\$ 15,000.00
3	1	Academic Affairs Professional Development Day for Faculty - August 19, 2019	\$ 5,896.00	\$ 5,896.00
4	1	Adjunct/Dual Enrollment Faculty Professional Development Day - August 24, 2019	\$ 4,000.00	\$ 4,000.00
TOTAL AMOUNT			\$	39,896.00

SOUTH TEXAS COLLEGE
17. PROJECT MANAGEMENT TRAINING SERVICES

		The University of Texas - Rio Grande Valley/Texas Manufacturing Assistance Center (TMAC)		
NAME				
ADDRESS		1201 W University Dr ASF 1.301		
CITY/STATE/ZIP		Edinburg, TX 78539		
PHONE		956-665-7011		
FAX		956-665-7079		
CONTACT		David Ortiz		
#	Qty	Description	Unit Price	Extension
1	1	Project Management Training (2 days) Period: 7/31/18 - 8/2/18	\$ 3,780.00	\$ 3,780.00
TOTAL AMOUNT			\$	3,780.00

Review and Action as Necessary on Award of Proposals and Purchase for the 2013 Bond Construction Program Funded by Non-Bond Proceeds

Approval of the following award of proposals and purchase for the 2013 Bond Construction Program Funded by Non-Bond Proceeds will be requested at the June 20, 2018 Board meeting as follows:

A. Non-Bond Proceeds

- **Maintenance and Operation Property Taxes (M&O)**
- **Hispanic Serving Institutions (HSI) Grant**
- **Facilities Maintenance**

A. Non-Bond Proceeds

1) Audio Visual Rack Credenzas (Award)

Award the proposal for audio visual rack credenzas to **Howard Technology Solutions/a Division of Howard Industries, Inc.** (Ellisville, MS), at a total amount of \$60,228.00.

Purpose – The Title V HSI Grant and Education Technologies are requesting to purchase thirty-six (36) credenzas for the active learning classrooms at the Pecan (24), Starr County (6), and Mid Valley (6) campuses.

Justification and Benefit – The requested audio visual credenzas safely store computer towers and cables used in the Active Learning Classrooms (ALCs), allowing a centralized location for audio visual equipment without impeding the mobility and flexibility of the classroom furnishings. The addition of this element in the ALCs has improved the functionality of the rooms and ensured ADA compliance.

Background – Proposal documents were advertised on April 23, 2018 and April 30, 2018 and issued to nine (9) vendors. Two (2) responses were received on May 8, 2018 and reviewed by Education Technologies, HSI Grant, and the Purchasing Department.

Funds for this expenditure are budgeted in the Maintenance & Operation Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) and Department of Education – HSI Grant and budget in the FY 2017 – 2018.

2) Audio Visual Equipment – Pecan Campus Student Union (Purchase)

Purchase audio visual equipment – Pecan Campus Student Union from **Audio Visual Aids** (San Antonio, TX), a Texas of Association of School Boards – Buyboard approved vendor, at a total amount of \$137,215.50.

Purpose – Educational Technologies is requesting the purchase of additional audio visual equipment to upgrade the Pecan Campus Student Union 2nd Floor. It will include four (4) projector screens and four (4) projectors as well as including small equipment, accessories, parts, and supplies.

Justification and Benefit – With this equipment, the south side of the ballroom will be upgraded with four (4) projector screens and four (4) projectors. This upgrade would allow for greatly improved sight lines for the audience in both separate and combined room configurations. The audience would have a closer and clearer view of presentation content as well as a better view of the presenter.

The current equipment installed only allows for an east facing orientation. With this upgrade, east and south facing orientations will become available to allow for flexibility.

Original audio visual installation was part of the 2013 Bond Construction Program, the existing equipment was installed and is warranted by this vendor for a one-year period.

Funds for this expenditure are budgeted in the Maintenance & Operation Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2017 – 2018.

3) Purchase of Vehicles (Award)

Award the proposal for the purchase of vehicles to **Boggus Motor Sales II, LLC.** (McAllen, TX), at a total amount of \$212,716.75.

Purpose – Facilities Operations and Maintenance and Food Services have requested the purchase of five (5) half-ton trucks, two (2) half-ton cargo vans and a one (1) ton cargo van for the day to day operation throughout the district.

Justification and Benefit – The five half-ton trucks will be used by the Facilities Operations and Maintenance department directors, managers, and supervisors on a daily basis for traveling to and from each campus to address work orders and required projects. The two half-ton cargo vans will be used by Maintenance Department technicians, who also travel district-wide on a daily basis to address work orders and ongoing projects.

The Food Services staff will use the one-ton cargo van to deliver food and supplies to various cafeterias and to fulfill catering request throughout the College district.

Background – Proposal documents were advertised on May 7, 2018 and May 14, 2018 and issued to six (6) vendors. Two (2) responses were received on May 22, 2018 and reviewed by Facilities Operations and Maintenance, Food Services, and the Purchasing Department.

Funds for this expenditure are budgeted in the Maintenance & Operation Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) and Facilities Maintenance budgets for FY 2017 – 2018.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 20, 2018 Board meeting the award of proposals and purchase for the 2013 Bond Construction Program Funded by Non-Bond Proceeds as listed below:

A. Non-Bond Proceeds

- **Maintenance and Operation Property Taxes (M&O)**
- **Hispanic Serving Institutions (HSI) Grant**
- **Facilities Maintenance**

A. Non-Bond Proceeds

- 1) Audio Visual Rack Credenzas (Award):** award the proposal for audio visual rack credenzas to **Howard Technology Solutions/a Division of Howard Industries, Inc.** (Ellisville, MS), at a total amount of \$60,228.00;
- 2) Audio Visual Equipment – Pecan Campus Student Union (Purchase):** purchase audio visual equipment – Pecan Campus Student Union from **Audio Visual Aids** (San Antonio, TX), a Texas of Association of School Boards – Buyboard approved vendor, at a total amount of \$137,215.50;
- 3) Purchase of Vehicles (Award):** award the proposal for the purchase of vehicles to **Boggus Motor Sales II, LLC.** (McAllen, TX), at a total amount of \$212,716.75;

Recommend Action - The total for the award of proposals and purchase for the 2013 Bond Construction Program Funded by Non-Bond Proceeds is:

Non-Bond M&O Taxes:	\$208,540.50
Hispanic Serving Institutions (HSI) Grant:	\$ 30,114.00
Facilities Maintenance:	<u>\$171,505.75</u>
Total:	<u>\$410,160.25</u>

SOUTH TEXAS COLLEGE
1. AUDIO VISUAL RACK CREDENZAS
PROJECT NO. 17-18-1039

		NAME	Audio Visual Aids		Howard Technology Solutions/a Division of Howard Industries, Inc.	
		ADDRESS	2903 N Flores St		36 Howard Dr	
		CITY/STATE/ZIP	San Antonio, TX 78212		Ellisville, MS 39437	
		PHONE	800-422-1282		888-912-3151	
		FAX	800-854-8140		601-319-2173	
		CONTACT	Ernest Mendez		Darlene Parker	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
1	36	DWI CRU-16 Rack Credenzas	\$ 1,549.00	\$ 55,764.00	\$ 1,673.00	\$ 60,228.00
2	1	Shipping/Handling	\$ 5,400.00	\$ 5,400.00	\$ -	\$ -
TOTAL AMOUNT PROPOSED			\$ 61,164.00		\$ 60,228.00	
TOTAL EVALUATION POINTS			96.5		97.5	
RANKING			2		1	

SOUTH TEXAS COLLEGE
1. AUDIO VISUAL RACK CREDENZAS
PROJECT NO. 17-18-1039
EVALUATION SUMMARY

VENDOR		Audio Visual Aids		Howard Technology Solutions/a Division of Howard Industries, Inc.	
ADDRESS		2903 N Flores St		36 Howard Dr	
CITY/STATE/ZIP		San Antonio, TX 78212		Ellisville, MS 39437	
PHONE		800-422-1282		888-912-3151	
FAX		800-854-8140		601-39-2173	
CONTACT		Ernest Mendez		Darlene Parker	
1	The purchase price. (up to 50 points)	49	49	50	50
		49		50	
		49		50	
		49		50	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 10 points)	9	9.75	9	9.5
		10		10	
		10		9	
		10		10	
3	The quality of the vendor's goods and/or services. (up to 18 points)	18	17.25	18	17.25
		18		18	
		15		15	
		18		18	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 18 points)	17	16.5	18	17.75
		17		18	
		15		17	
		17		18	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	3	3
		3		3	
		3		3	
		3		3	
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	0	0
		1		0	
		1		0	
		1		0	
TOTAL EVALUATION POINTS		96.5		97.5	
RANKING		2		1	

SOUTH TEXAS COLLEGE

2. AUDIO VISUAL EQUIPMENT - PECAN CAMPUS STUDENT UNION

		NAME	Audio Visual Aids	
		ADDRESS	2903 North Flores St	
		CITY/STATE/ZIP	San Antonio, TX 78212	
		PHONE	210-732-1234	
		FAX	800-854-8140	
		CONTACT	Ernest Mendez	
#	Qty	Description	Unit Price	Extension
1	4	Epson Pro L1500U, Laser Projector WUXGA/4KE 15K Lumens w/o Lens	\$ 18,795.00	\$ 75,180.00
2	4	Epson Wide Throw Lens #2 for Pro G7000 and Pro L1000 Series	\$ 1,819.00	\$ 7,276.00
3	4	Da-Lite Advantage Electrol Screen 16:9 HDTV 184" Diag 90" X 160" W/LV	\$ 1,979.00	\$ 7,916.00
4	4	Chief Suspended Ceiling Plate	\$ 124.00	\$ 496.00
5	4	Fixed Pipe 36"	\$ 38.00	\$ 152.00
6	4	Chief Adj. Pipe 24" to 36"	\$ 100.00	\$ 400.00
7	4	Chief Projector Mount Universal F/Large Proj Wht	\$ 304.00	\$ 1,216.00
8	2	Extron DTP HD DA8 4K 330 HDMI to Eight Output DTP DA	\$ 2,217.00	\$ 4,434.00
9	1	Extron IPL Pro CR88 IP Link Pro Control Processor	\$ 604.00	\$ 604.00
10	10	Extron AAP One 3.5 MM Stereo Mini Jack to Solder Tabs	\$ 28.00	\$ 280.00
11	2	Extron AAP 104 Mounting Frame 4G Blk	\$ 93.00	\$ 186.00
12	2	Extron Two Gang AAP Mounting Frame Black	\$ 73.00	\$ 146.00
13	5	Extron ASA141 Passive Audio Summing Adapter with RCA Inputs and Balance/Unbalanced Output	\$ 49.00	\$ 245.00
14	7	Extron Two XLR One M on AAP Plate Blk	\$ 49.00	\$ 343.00
15	10	AAP Single Blank Plate	\$ 14.00	\$ 140.00
16	2	Extron Mediaport 200 HDMI and Audio to USB Scaling Bridge	\$ 1,884.00	\$ 3,768.00
17	3	Extron XTP DTP24 Plug 10-PK	\$ 35.00	\$ 105.00
18	12	Extron DTP HDMI330RX HDMI Recvr 330'	\$ 336.00	\$ 4,032.00

SOUTH TEXAS COLLEGE

2. AUDIO VISUAL EQUIPMENT - PECAN CAMPUS STUDENT UNION

NAME			Audio Visual Aids	
#	Qty	Description	Unit Price	Extension
19	3	Extron DTP HDMI330TX HDMI Transmitter 330'	\$ 336.00	\$ 1,008.00
20	1	Extron SW8 HD 4K Eight Input HDMI Switcher	\$ 1,144.00	\$ 1,144.00
21	3000	Extron Shielded Twisted Pair Cable for XTP Systems, Plenum Rated	\$ 1.34	\$ 4,020.00
22	3	Extron RSB129 Rack Shelf	\$ 42.00	\$ 126.00
23	1	Extron DA 6A Six Output Stereo Audio Distribution Amplifier	\$ 257.00	\$ 257.00
24	1	Atomos 7.1 " Shogun Studio 4K HDMI/12G-SDI HD Monitor/Recorder 1920x1200	\$ 2,695.00	\$ 2,695.00
25	4	Neutrik Ethercon Shielded Connector Blk	\$ 38.00	\$ 152.00
26	1	Neutrik XLR 6Pin CableMT (M) Blk/Gldncnr	\$ 10.00	\$ 10.00
27	1	Neutrik XLR 6 Pin Panel MT. (F) Blk/Slv	\$ 17.00	\$ 17.00
28	4	Neutrik XLR 3Pin Cable MT (F), Blk/Gld Contacts	\$ 5.50	\$ 22.00
29	10	Neutrik XLR 3Pin Cable MT (F), Blk/Gld Contacts	\$ 6.00	\$ 60.00
30	5	Neutrik Sealing Gasket for "D" Size Conn. Red	\$ 3.50	\$ 17.50
31	5	Neutrik Sealing Gasket for "D" Size Conn. Yellow	\$ 3.50	\$ 17.50
32	5	Neutrik Sealing Gasket for "D" Size Conn. Green	\$ 3.50	\$ 17.50
33	5	Neutrik Sealing Gasket for "D" Size Conn. Blue	\$ 3.50	\$ 17.50
34	5	Neutrik Sealing Gasket for "D" Size Conn. Wht	\$ 3.50	\$ 17.50
35	3	Panasonic PTZ Camera 30X Optical Zoom Lens and Support for POE+ HDMI out - Blk	\$ 2,649.00	\$ 7,947.00
36	1500	Plenum Cable 3-Cond 22AWG Shld	\$ 0.22	\$ 330.00
37	1	Labor to install products quoted w/hardware needed & outbound freight & Admin Fees	\$ 12,421.00	\$ 12,421.00
TOTAL AMOUNT			\$	137,215.50

**SOUTH TEXAS COLLEGE
3. PURCHASE OF VEHICLES
PROJECT NO. 17-18-1040**

VENDOR			Boggus Motor Sales II, LLC.		Spikes Ford****	
ADDRESS			1400 E Hwy 83		805 E Expressway 83	
CITY/STATE/ZIP			McAllen, TX 78501		Mission, TX 78572	
PHONE			956-686-7411		956-585-1601	
FAX					956-519-5580	
CONTACT			Raul Gonzalez		Michael Ramirez	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
1	2	1/2 Ton Cargo Van	\$ 25,466.00	\$ 50,932.00	\$ 28,735.00	\$ 57,470.00
2	2	Delivery Charges for Vans, if any:	\$ -	\$ -	\$ -	\$ -
3	1	One Ton Cargo Van	\$ 41,211.00	\$ 41,211.00	\$ 29,835.00	\$ 29,835.00
4	1	Delivery Charges for Van, if any:	\$ -	\$ -	\$ -	\$ -
5	5	1/2 Ton Crew Cab Pickup Truck	\$ 24,114.75	\$120,573.75	\$ 26,187.00	\$130,935.00
6	5	Delivery Charges for Trucks, if any:	\$ -	\$ -	\$ -	\$ -
ESTIMATED DELIVERY			120 Days Trucks 180 Days Vans		145 Days Trucks Cargo Van In Stock Upon Presale	
TOTAL PROPOSAL AMOUNT			\$ 212,716.75		\$ 218,240.00	
TOTAL EVALUATION POINTS			95		83.5	
RANKING			1		2	

****Vendor did not meet the required RFP specifications on items 1 and 3.

**SOUTH TEXAS COLLEGE
3. PURCHASE OF VEHICLES
PROJECT NO. 17-18-1040
EVALUATION SUMMARY**

VENDOR		Boggus Motor Sales II, LLC.		Spikes Ford	
ADDRESS		1400 E Hwy 83		805 E Expressway 83	
CITY/STATE/ZIP		McAllen, TX 78501		Mission, TX 78572	
PHONE		956-686-7411		956-585-1601	
FAX				956-519-5580	
CONTACT		Raul Gonzalez		Michael Ramirez	
1	The purchase price. (up to 50 points)	50	50	46	46
		50		46	
		50		46	
		50		46	
2	The reputation of the vendor and the vendor's goods or services . (up to 10 points)	10	9.25	9	9
		9		9	
		9		9	
		9		9	
3	The quality of the vendor's goods and/or services. (up to 18 points)	18	16.75	11	11
		16		10	
		15		13	
		18		10	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 18 points)	18	16	14	13.5
		16		14	
		14		12	
		16		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	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	1	1
		0		1	
		0		1	
		0		1	
TOTAL EVALUATION POINTS		95		83.5	
RANKING		1		2	

**Review and Recommend Action on Proposed New Policy #4206:
Discrimination in Employment Prohibited**

Approval of proposed new Policy #4206: Discrimination in Employment Prohibited will be requested at the June 20, 2018 Board meeting.

Purpose – The proposed new policy is necessary to comply with the Equal Employment Opportunity Commission (EEOC) Conciliation Agreement to adopt and implement a policy that prohibits discrimination on the basis of sex and age.

Justification – The proposed new policy reaffirms and amplifies the College's zero tolerance policy of discrimination based on sex and age. The proposed new policy reaffirms and amplifies the position of the Title VII of the Civil Rights Act of 1964, as amended (Title VII), the Age Discrimination in Employment Act of 1967, as amended (ADEA) and the Equal Opportunity Commission's guidelines on discrimination based on sex and age.

Background – The Conciliation Agreement from the Equal Employment Opportunity Commission requires South Texas College to adopt a policy that prohibits discrimination on the basis of sex and age within 45 days of the effective date of the Conciliation Agreement (*by not later than July 5, 2018*). The Conciliation Agreement also requires that the College submit the policy to EEOC for approval. The proposed policy was submitted to EEOC on February 28, 2018, and, subsequently, legal counsel followed up on the submittal. An acknowledgment that EEOC had received the proposed draft was received.

The new policy is necessary for the following reasons:

- The new policy reaffirms and amplifies the College's zero tolerance policy of discrimination based on sex and age. The proposed new policy reaffirms and amplifies the position of the Title VII of the Civil Rights Act of 1964, as amended (Title VII), the Age Discrimination in Employment Act of 1967, as amended (ADEA) and the Equal Opportunity Commission's guidelines on discrimination based on sex and age.
- To comply with a Conciliation Agreement administered by the Equal Opportunity Commission.

Reviewers - The proposed new policy has been reviewed by staff, the President's Cabinet, Coordinated Operations Council (COC) staff, Planning and Development Council (PDC) staff, and by South Texas College legal counsel for Human Resources, Mr. Jose Guerrero

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

It is requested that the Finance and Human Resources Committee recommend for Board approval, at the June 20, 2018 Board meeting, Policy #4206: Discrimination in Employment Prohibited as presented and which supersedes any previously adopted Board policy.

MANUAL OF POLICY

Title	Discrimination in Employment Prohibited	4206
Legal Authority	Approval of Board of Trustees	Page 1 of 3
Date Approved	Board Minute Order dated June 20, 2018	

A. Title VII of the Civil Rights Act of 1964 (Title VII).

Title VII is a federal law that prohibits employers from discriminating against employees on the basis of sex (including gender identity and sexual orientation), race, color, national origin, and religion. Title VII provides, in pertinent part, that it is an unlawful employment practice for an employer:

(1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin; or

(2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex, or national origin

B. Age Discrimination in Employment Act of 1967, as amended (ADEA).

The ADEA protects individuals who are 40 years of age and older from discrimination in employment that is based on the individual's age. Under this Act, it is unlawful for an employer to discriminate against an employee or applicant for employment who is 40 years of age or older because of the person's age with respect to any term, condition, or privilege of employment, such as hiring, promotion, demotion, firing, pay, or fringe benefits. The ADEA provides, in pertinent part, that it is unlawful for an employer:

(1) to fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's age;

(2) to limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's age; or

(3) to reduce the wage rate of any employee in order to comply with the ADEA.

MANUAL OF POLICY

Title	Discrimination in Employment Prohibited	4206
Legal Authority	Approval of Board of Trustees	Page 2 of 3
Date Approved	Board Minute Order dated June 20, 2018	

C. Harassment

Harassment is discriminatory conduct which includes verbal, physical and visual conduct that is severe or pervasive enough to create a work environment for an employee that a reasonable person would consider intimidating, hostile, offensive or abusive. Harassment is a form of discrimination made unlawful by Title VII when 1) the offensive conduct is directed against an employee based on the employee's sex (including gender identity and sexual orientation), race, color, national origin, and religion; and 2) enduring the offensive conduct becomes a condition of continued employment for the employee. This offensive conduct is also a form of discrimination made unlawful by the ADEA when 1) the offensive conduct is directed against an employee who is 40 years of age or older based on the employee's age; and 2) enduring the offensive conduct becomes a condition of continued employment for the employee.

D. Retaliation

Title VII contains anti-retaliation provisions which provide that it is unlawful for an employer to discriminate against any employee or applicant for employment because such individual has opposed any practice made unlawful by Title VII, or because such individual, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, hearing or litigation under Title VII.

The ADEA contains anti-retaliation provisions which provide that it is unlawful for an employer to discriminate against any employee or applicant for employment because such individual has opposed any practice made unlawful by the ADEA, or because such individual, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, hearing or litigation under the ADEA.

E. Discrimination in Employment Prohibited

The South Texas College is committed to complying with Title VII and the ADEA, and prohibits its employees from engaging in any discriminatory conduct made unlawful by Title VII or by the ADEA.

The College disapproves of and will not tolerate discrimination against any employee or applicant for employment. It is the policy of the College that any practice or behavior that constitutes discrimination in violation of Title VII or of the ADEA will be subject to disciplinary action, including dismissal from employment.

MANUAL OF POLICY

Title	Discrimination in Employment Prohibited	4206
Legal Authority	Approval of Board of Trustees	Page 3 of 3
Date Approved	Board Minute Order dated June 20, 2018	

F. Discrimination Complaint Procedure.

Any employee who believes that she or he has been discriminated against with respect to any term, condition, or privilege of employment in violation of this policy, Title VII, and/or the ADEA should promptly report the matter, in writing, to the attention of the Director of Human Resources for South Texas College.

Each complaint filed shall be taken seriously and promptly investigated. The investigation shall be conducted by the Director of Human Resources or her/his designee. Employees are expected to fully cooperate with any internal investigation of complaints filed under this policy. Written findings of the results of any investigation of a discrimination complaint and of the remedial actions proposed and/or taken, if any, shall be provided to the complainant and the respondent, and shall be placed in their respective personnel files.

Regardless of the outcome of the investigation, no employee who participated or assisted in any manner in the investigation of a complaint under this policy shall be subject to harassment or retaliation from the College for participating or assisting in the investigation.

G. Remedies Cumulative.

An employee shall not be required to file a complaint under this policy or to exhaust the complaint procedure under this policy prior to filing a complaint with the U.S. Equal Employment Commission. An employee who files a complaint under this policy and obtains the desired relief shall not be precluded from filing a timely complaint regarding the same or other matter with the U.S. Equal Employment Commission.

Nothing in this policy shall be construed as extending the time period provided by law for an employee to file any charge or complaint of discrimination with the U.S. Equal Employment Commission.

Review and Recommend Action to Auction Obsolete South Texas College Chillers

Approval to auction obsolete South Texas College chillers will be requested at the June 20, 2018 Board meeting.

Purpose – Facilities, Maintenance, and Operations is requesting the auction of ten (10) obsolete South Texas College chillers located at various campuses, since they are no longer in operation or out of life.

Justification – The ten (10) obsolete chillers are not in use and need to be removed from various campuses.

Background – As items become obsolete, out of warranty or non-functioning, and they are disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property.

Nine (9) of these chillers were replaced by the new physical plants constructed under the 2013 Bond Construction and are no longer in use. The tenth chiller is located at the Technology Campus and was replaced because of continual maintenance service issues.

The obsolete chillers will be disposed of by live auction in the months of July or August. The items valued over \$5,000 are included in the College’s capital inventory through the Banner system.

The obsolete chillers to be auctioned are as follows:

	Campus	Quantity	Justification/Status
•	Mid Valley Campus	3 chillers	These air cooled chillers were replaced by the water cooled chillers in the new physical plant at the Mid Valley Campus
•	Nursing and Allied Health Campus	4 chillers	These air cooled chillers were replaced by the water cooled chillers in the new physical plant at the Nursing and Allied Health Campus
•	Technology Campus	1 chiller	This existing water cooled chiller was replaced by a new high efficient chiller at the Technology Campus. It has been in operation for over 22 years and was at the end of life.
•	Starr County Campus	2 chillers	These air cooled chillers were replaced by the water cooled chillers in the new physical plant at the Starr County Campus

Reviewers – These items have been inspected by the Facilities Operations and Maintenance, Facilities Planning and Construction, and the Fixed Assets Department and it is recommended that they be auctioned after Board approval.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Becky Cavazos, Director of Purchasing, will be present at the June 19, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 20, 2018 Board meeting, to auction ten (10) obsolete South Texas College chillers as presented.

Discussion and Action as Necessary on Parking Permit Exception for the Pecan Campus Park and Ride

Approval on parking permit exception for the Pecan Campus Park and Ride will be requested at the June 20, 2018 Board meeting.

The South Texas College Department of Public Safety is committed to enhancing each student's educational experience and providing a safe and secure educational environment. In a 2017 analysis of parking spaces located at South Texas College campuses, it was determined that the Pecan campus parking areas were at near capacity during peak periods, however a significant number of the 600 spaces at the Park and Ride facility were unused.

Purpose – To provide parking at the Pecan Campus Park and Ride Facility during scheduled operating hours, without requiring the purchase of a parking permit.

Justification – Providing free parking at the Pecan Campus Park and Ride facility during scheduled operating hours is expected to reduce traffic and parking congestion on the main campus during peak periods and allow students who have limited funds to park in a safe and secure location, without payment of the parking permit fee. The students may use the College shuttle bus service available from the Park and Ride Facility to the Pecan Campus and the Pecan Plaza.

Background – In 2017, the Office of the Vice President for Finance and Administrative Services and the Department of Public Safety prepared a report identifying parking accommodations and services at the College campuses. The analysis of parking spaces determined that the Pecan campus parking areas were at near capacity during peak periods, with the exception of the Park and Ride facility. It appears that students attempt to find parking closer to classroom buildings and during peak periods, the search for parking spaces causes traffic and parking congestion. It was also revealed that some students park at off-campus locations to avoid the \$25.00 annual parking permit fee.

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

Enclosed Documents – The Board Policy 6410, Campus Parking and Traffic Controls and the Parking Permits and Parking Violations Board Approved Fees follow in the packet for the Committee's review and discussion.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 20, 2018 Board meeting, the Student Tuition and Fees for FY 2018 – 2019 revision for the parking permit exception for the Pecan Campus Park and Ride during scheduled operating hours as presented.

MANUAL OF POLICY

Title	Campus Parking and Traffic Controls	6410
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved By Board	Board Minute Order Dated November 9, 1995 Amended by Board Minute Order Dated June 19, 2003	

The College shall establish rules and regulations for the safety and welfare of students, employees, and property. The College shall establish other rules and regulations deemed necessary to provide for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other institutional property under its control, including but not limited to the following:

1. Limiting the rate of speed.
2. Assigning parking spaces and designating parking areas and their use.
3. Prohibiting parking as it deems necessary.
4. Removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator.
5. Instituting a system of registration for vehicle identification. *Texas Education Code 51.202(a)*

It shall be unlawful for any person to park a vehicle on any property under the control and jurisdiction of the College except in the manner designated by the College and in the spaces marked and designated by the College. It shall also be unlawful to block or impede traffic through any driveway of College property. All laws regulating traffic apply to the operation of vehicles within the property of the College. Texas Education Code 51.205

The College may provide for the issuance and use of suitable vehicle identification insignia. The College may bar or suspend the permit of any vehicle from driving or parking on any College property for the violation of any rule or regulation. Reinstatement of the privileges may be permitted. Texas Education Code 51.207

Enforcement of all College traffic and parking matters shall be the responsibility of campus security. The same procedures shall be followed as prevail in connection with the use of parking and traffic violation tickets by the cities of this state and the Texas Highway Patrol. In addition, it will be the duty of each security personnel to issue citations for any violations under the College's parking rules and regulations. Texas Education Code 51.206.

Individuals are responsible for the payment of each citation issued to them. The payment may be made at the Cashiers Department or mailed to the Cashiers Department using the citation envelope. If a student fails to pay for a citation, a hold will be placed on their record. If an employee fails to adhere to the rules and regulations the employee is subject to adverse personnel actions as referenced in Policy No. 4920.

Individuals are permitted to submit a written appeal for a citation. A committee will review the appeal and respond in writing. The decision of the Committee will be final and the individual shall abide by the Committee's decision.

	Board Approved FY 2016-2017	Board Approved FY 2017-2018	Board Approved FY 2018-2019
Electronic Distance Learning/VCT Course Fee per credit hour	15.00	15.00	10.00
Hybrid Course Fee per credit hour	5.00	10.00	0.00
Fire Academy Fees: <ul style="list-style-type: none"> • Gear Rental • Self-Contained Breathing Apparatus • Testing 	\$280/4 weeks \$360/Semester 85.00	\$280/4 weeks \$360/Semester 85.00	\$280/4 weeks \$360/Semester 85.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/ Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Physical Education Special Activity Fee per course	55.00	55.00	55.00
LIBRARY FEES:			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee per item	30.00	30.00	30.00
Overdue Library Book/Media Fee per day	0.25	0.00	0.00
Overdue Library Reserve Item per hour	1.00	0.00	0.00
Overdue Library Equipment per day	1.00	0.00	0.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
INSTALLMENT PLAN/EMERGENCY LOAN FEES:			
Installment Plan Fee	35.00	35.00	35.00
Installment Plan Late Payment Fee	35.00	35.00	35.00
Emergency Loan Late Payment Fee	35.00	35.00	35.00
PARKING/MOVING TRAFFIC VIOLATIONS FEES:			
Parking Permit Fee (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Permit Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	80.00	80.00	80.00
<i>Fourth</i>	100.00	100.00	100.00
<i>Fifth</i>	120.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00

Review and Recommend Action on 2015 – 2018 Junior College Audit Report on Safety and Security

Approval of the 2015 – 2018 Junior College Audit Report on Safety and Security will be requested at the June 20, 2018 Board Meeting.

Purpose – Following the Texas School District safety and security procedures, an audit was conducted for the College’s five campuses to determine compliance with state statutes and safety protocols.

Justification – To comply with the Texas Education Code, a safety and security audit was conducted for the years 2015 – 2018. The code requires that the results of the audit be presented to the College Board of Trustees and the Texas School Safety Center.

Background – The Texas Education Code requires public junior college districts to report the results of security audits to the Texas School Safety Center. Section 37.108 of the Code states,

“At least once every three years, each public junior college district shall conduct a safety and security audit of the district's facilities. To the extent possible, a district shall follow safety and security audit procedures developed by the Texas School Safety Center or a comparable public or private entity”.

The audit consists of a series of questions directed at the operational readiness and procedures by key departments in the college. Questions are distributed to the departments and responses to the answers are used in compiling the requested information. Each building on the campuses is examined for safety concerns and procedures are reviewed for compliance with state statutes. The results are required to be posted on the School Safety Center website prior to August 31, 2018.

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

Enclosed Documents – The 2015 – 2018 Junior College Audit Report on Safety and Security follows in the packet for the Committee’s review and discussion.

Paul Varville, Chief Administrator for Department of Public Safety & Regional Center for Public Safety Excellence will be present at the June 19, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the June 20, 2018 Board meeting, that the results of the safety and security audit be approved for submission to the Texas School Safety Center, as required by state law and as presented.

Welcome to the Texas School Safety Center's JCARTool

The Texas Education Code (TEC) requires public junior college districts to report the results of their security audits under TEC §37.108 to the Texas School Safety Center (TxSSC) as follows:

At least once every three years, each public junior college district shall conduct a safety and security audit of the district's facilities. To the extent possible, a district shall follow safety and security audit procedures developed by the Texas School Safety Center or a comparable public or private entity. (TEC §37.108)

The Junior College Audit Report (JCAR) tool is comprised of a series of questions pertaining to the college district's safety and security audit results. Submission is contingent upon full completion of the JCARTool survey.

Certain information submitted to the TxSSC relates to legislative requirements pertaining to safety and security in the Texas Education Code including:

1. Your district must submit audit results to the district's board of trustees and the Texas School Safety Center in accordance with TEC §37.108(c).
2. Your district must conduct safety and security audits for *all* facilities in accordance with TEC §37.108 (b).
3. Your district must adopt a multi-hazard emergency operations plan in accordance with TEC §37.108 (a).
4. Your district's multi-hazard emergency operations plan must address all four phases of emergency management in accordance with TEC §37.108 (a).
5. Your district must involve specific entities in accordance with TEC §37.108 (a) (3) in the development and/or coordination of the district's multi-hazard emergency operations plan.

If you leave the JCARTool **prior to submission** of your information, your information will be automatically saved. You may re-enter the system using the login information provided and complete the information at any time prior to **September 15, 2018**. The survey will be considered submitted once you have reviewed and submitted your answers. Once you have submitted your information, you will not be able to make any changes. If an error was made in the submitted report, you should contact the TxSSC using the contact information below.

Certain items are defined throughout the JCARTool for your convenience. Selecting the "***show glossary terms***" button for a specific question will bring up a box that contains a definition for all underlined terms in that question. Certain legal

references are also included and can be viewed by selecting the "**references**" button for a given question.

Again, the deadline for reporting your audit information to the TxSSC is **September 15, 2018**. Only submitted information will be used in the final report (Junior College Audit Report) to the Texas legislature. If you have any questions during this reporting process, please contact our office at 512.245.6282 or by email at txssc-research@txstate.edu.

If you would like to download a PDF copy of the 2015-2018 JCAR questions, [please click here](#).

To begin reporting your college district's audit results, click the '**Begin JCAR**' button below.

Thank you.

-Texas School Safety Center

Instructions: Using information collected during your district facility safety and security audits, please answer the following questions as they pertain to the current audit cycle.

Section 1

Contact Information and District Demographics

1a. First name of person reporting

1b. Last name of person reporting

2. Title of person reporting

3. Contact email for person reporting

4. Contact phone for person reporting (xxx-xxx-xxxx)

5. College District Cumulative Enrollment (*Enter as whole number, no commas*)

Section 2

Safety and Security Audit Information

6. How many campuses are present in your college district? (*Numbers only please*)

7a. Has a safety and security audit been completed for all campuses in your district?

Reference: TEC §37.108(b)

- Yes
- No

8. Have the audit results of your district's campuses been reported or scheduled to be reported to the district's Board of Trustees?

Reference: TEC §37.108(c)

- Yes, they have been reported
- They are scheduled for an upcoming board meeting
(Please enter date. Date format: **mm/dd/yyyy**)
- No, they have not been reported and they have not been scheduled to be reported

9. Who conducted your district's safety and security audits? (Check all that apply)

- District/campus employees/audit team
- Insurance provider or Risk Pool
- First Responders
- Other (please specify)

10. Your district's safety and security audits were conducted using audit procedures developed by which of the following? (Check all that apply)

Reference: TEC §37.108(b)

- Texas School Safety Center
- Locally developed with input from the district, first responders, and/or emergency management personnel
- Insurance provider or Risk Pool
- Other (please specify)

11. Which of the following elements were reviewed during your district's safety and security audits? (Check all that apply)

- Interior of facilities
- Exterior of facilities
- Surrounding environment
- Campus climate
- Data
- Emergency management plans and Programs
- Other (please specify)
- None of these elements

Section 3

Emergency Management

12. Has the district established a committee or working group to consider safety and security related issues and recommended improvements for the college district?

- Yes
- No



13a. Has your college district adopted a Multi-Hazard Emergency Operations Plan?

Reference: TEC §37.108 (a)

- Yes
- No

13b. Which of the following were involved in the development and coordination of the Multi-Hazard Emergency Operations Plan for your college district? (Check all that apply)

Reference: TEC §37.108 (a)(3)

- Department of State Health Services
- Local Emergency Management Agencies
- Regional Emergency Management Agencies
- State Emergency Management Agencies
- College district police department
- Local Law Enforcement Agencies
- Regional Law Enforcement Agencies
- Local Health Departments
- Regional Health Department
- Fire Departments
- Emergency Medical Services (EMS)
- Other university or college
- Volunteer Organizations
- Other (please specify)
- None of these entities were involved

13c. Is your college district's Multi-Hazard Emergency Operations Plan reviewed at least annually and updated as needed?

- Yes
- No

13d. Does your college district’s Multi-Hazard Emergency Operations Plan address the following four phases of emergency management?

Reference: TEC §37.108 (a)

	Yes	No
<u>Mitigation / Prevention</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Preparedness</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Response</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Recovery</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No

13e. Which of the following drills does your college district’s Multi-Hazard Emergency Operations Plan require to be conducted at least annually? (Check all that apply)

- Evacuation Drills
- Lockdown Drills
- Weather Drills
- Shelter-in-Place Drills
- Reverse Evacuation Drills
- Other (please specify)
- No drills are required by the Multi-Hazard Emergency Operations Plan

13f. Does your college district’s Multi-Hazard Emergency Operations Plan include provisions for those with access/functional needs?

- Yes
- No

14. Has your junior college district conducted the following drills at least once each year?

	Yes	No
<u>Evacuation Drills</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Lockdown Drills</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Weather Drills</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No

14. Has your junior college district conducted the following drills at least once each year?

	Yes	No
<u>Shelter-in-Place Drills</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Reverse Evacuation Drills</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Other (please specify)</u>	<input type="radio"/> Yes	<input checked="" type="radio"/> No

15. Does your college district provide/include emergency response training at least annually to the following groups?

	Yes	No
Administrators	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Faculty	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Staff	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Students	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Volunteers	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Emergency responders	<input checked="" type="radio"/> Yes	<input type="radio"/> No

16. Does your college district conduct after-action reviews following each:

	Yes	No
<u>Drills</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<u>Exercise</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Actual emergency	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Special event	<input checked="" type="radio"/> Yes	<input type="radio"/> No

17a. Which of the following agreements does your junior college district have in place pertaining to safety and security? (Check all that apply)

- Memoranda of understanding
- Mutual aid agreements
- Other (please specify)
- No agreements are in place

17b. With whom has your junior college district entered into memoranda of understanding, mutual aid agreements, and/or similar agreements? (Check all that apply)

- Department of State Health Services
- Local and/or Regional Public Health Department
- Local Emergency Management
- Law Enforcement
- Fire Department/EMS
- Off-Campus Evacuation Sites/Reunification Sites
- Volunteer Organizations
- Private businesses
- Other (please specify)

18a. Has your college district identified key personnel responsible for emergency management?

- Yes
- No

18b. Have key personnel responsible for specific emergency functions been trained in the National Incident Management System (NIMS)?

- Yes
- No

18c. Have key personnel responsible for specific emergency functions been trained in the Incident Command System (ICS)?

- Yes
- No

19a. Has your college district conducted a Threat and Hazard Identification and Risk Assessment (THIRA) or similar assessment?

- Yes
- No

19b. Who did your college district collaborate with in conducting your Threat and Hazard Identification and Risk Assessment (THIRA) or similar assessment? (Check all that apply)

- Local/county emergency department
- State agency
- Consultant
- First Responders
- Other (please specify)

20. Does your district have the following plans/provisions in place?

	Yes	No
<u>Continuity of Operations (COOP)</u>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Cybersecurity	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Infectious Disease/Pandemic Preparedness	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Reunification/Accountability	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Special events (e.g. events, graduation)	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Active shooter/ bomb threats	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Section 4
Additional Safety and Security Information

21. Does your college district provide residential facilities?

- Yes
- No

22a. Which of the following source(s) of security personnel does your college district utilize? (Check all that apply)

- College district police department
- Local or county peace officers
- District security personnel
- Private security personnel
- Other (*please specify*)
- None

22b. How many peace officers are employed by the college district police department? (*Numbers only please*)

23a. Has your college district designated an individual in an Emergency Management Coordinator Role?

- Yes
- No

23b. Is this individual primarily dedicated to the Emergency Management role? (more than 50 percent of time)

- Yes
- No

24. Does your college district have a designated individual who is responsible for monitoring Clery Act compliance?

- Yes
- No

25. Has the college district provided updated Clery Act training in the last 3 years?

- Yes
- No

26. Has your district completed the Annual Security Report as required by the Clery Act for each year in this audit cycle?

- Yes
- No

27a. Does your college district have safety and security procedures in place for minors on campus (e.g. early college programs)?

- Yes
- No

27b. Do these procedures address the following:

	Yes	No
Fire Drills for classrooms with minors in attendance	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Parent-student reunification for minors in the event of an emergency	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Registered sex offenders in proximity to classes attended by minors	<input checked="" type="radio"/> Yes	<input type="radio"/> No

28. Does your junior college district have a behavioral threat assessment process to identify and work with students exhibiting threatening behaviors?

- Yes
- No

29. Does your junior college district have a suicide prevention plan?

- Yes
- No

30a. Which of the following modes of mass notification does your junior college district use to communicate information to students, staff, and faculty? (Check all that apply)

- Text message
- Email
- Reverse 911 calling
- Classroom notification boards
- Social media
- Signage boards around campus (outside of classrooms)
- Junior college website
- Other (please specify)
- The junior college does not have a mass communication system

30b. Are all mass communication systems tested regularly?

- Yes
- No

31. In your opinion, to what extent has safety and security improved in your college district since the last cycle (2012-2015)?

- To a great extent
- Somewhat
- Very little
- Not at all

32a. During the past three-year audit cycle, has your college district used any resources (e.g., in-person training, conferences, online tools, video, and/or publications) developed by the Texas School Safety Center to support safety and security programs, plans, or practices?

- Yes
- No

32b. How useful have these resources been to your district in improving or supporting safety and security efforts?

Not at all											Extremely
useful	2	3	4	5	6	7	8	9			useful
1	<input type="radio"/>	10									
	<input type="radio"/>										<input checked="" type="radio"/>

End of JCAR Questions

Review and Discussion of Preliminary Summary of Projected Revenues and Expenditures for FY 2018 - 2019 with Comparison to FY 2017 - 2018 Approved Budget

Enclosed is the Preliminary Summary of Projected Revenues and Expenditures for FY 2018 - 2019 with comparison to the FY 2017 - 2018 approved budget for your information and review.

This is a preliminary plan for the next fiscal year that includes the following assumptions:

Revenues:

- State appropriation revenue is projected to remain at the FY 2017 – 2018 level since FY 2018 – 2019 is the second year of the biennium. An increase is projected in other state revenues consisting of Teacher Retirement System (TRS) and Optional Retirement Plan (ORP) for FY 2019, in the amount of \$100,595. The state appropriation amount is based on the state allocation schedules and other state revenues are based on projected funding for eligible employees.
- Tuition for FY 2019 is based on projected enrollment of 20,085 traditional students, a 0% increase from Fall 2017, and 11,884 dual enrollment tuition free students for Fall 2018. The projections indicate an increase in tuition of approximately \$49,151 in FY 2019 and includes the Board approved increases of \$5 per semester credit hour to the Associate Degree Nursing, Emergency Medical Technology, Occupational Therapy Assistant, Patient Care Assistant, Pharmacy Technology, Physical Therapist Assistant, Radiologic Technology/Sonography, Respiratory Therapy, and Vocation Nursing differential tuition rates. The FY 2019 tuition increase also includes the addition of differential tuitions for the following programs: Architectural and Engineering Design Technology; Automotive and Diesel Technology; Culinary Arts; Electronic Equipment and Computer; Electrician Assistant; Fire Science; Heating, Ventilation and Air Conditioning; Geology; Physical Science; and Engineering. An increase of \$53,396 is also projected for Continuing Professional and Workforce Education tuition. In total, tuition is projected to increase approximately \$102,547 in FY 2019.
- Fees for FY 2019 are based on projected enrollment of 20,085 traditional students, a 0% increase from Fall 2017, and 11,884 dual enrollment tuition free students for Fall 2018. The projections include the Board approved increase of \$6 per credit hour for the Information Technology Fee, the decrease of \$4 for the Learning Support Fee, the decrease of \$5 per credit hour for the Electronic Distance Learning/VCT Course Fee, and the elimination of the Hybrid Course Fee. The projections indicate an increase in fees of approximately \$246,944 in FY 2019.
- Other revenue is expected to increase \$1,075,683 in FY 2019. The projected increase is mainly due to the increased interest revenue and additional revenues from Dual Enrollment Cost Reimbursements.

Other Revenues	FY 2018	FY 2019	Increase/ (Decrease)
Dual Credit Cost Reimbursement	\$4,183,366	\$4,498,863	\$315,497
Dual Credit Academy Participation Fee	363,785	425,000	61,215
Interest	1,413,962	2,225,000	811,038
Leases	25,000	-	(25,000)
Book Royalties	2,000	200	(1,800)
Administrative Costs and Shuttle System Contribution	614,443	524,576	(89,867)
Testing Commissions	5,700	10,300	4,600
Conferences-Continuing Education	64,742	64,742	-
Total Other Revenues	\$6,672,998	\$7,748,681	\$1,075,683

- Tax revenue for FY 2019 is expected to increase \$1,825,424, due to an increase in tax appraised values and tax collections.
- Carryover Allocations is projected to decrease \$10,117,056 in FY 2019. The decrease resulted from the decrease of \$12,398,288 in the Prior Year M&O Tax Bond Program carryover funded from FY 2015, FY 2016, and FY 2017 M&O tax revenue, the increase of \$1,781,628 in the Capital Purchases carryover, the increase of \$500,000 in the Contingency Fund carryover, and the decrease of \$396 in Instructional Book Royalties.

Carryover Allocations	FY 2018	FY 2019	Increase/ (Decrease)
Unexpended Construction Plant Transfer	\$3,000,000	\$3,000,000	\$-
Continuing Education	600,000	600,000	-
Capital Purchases	-	1,781,628	1,781,628
Contingency Fund	1,500,000	2,000,000	500,000
Instructional Book Royalties	11,278	10,882	(396)
M&O Tax Bond Program 2013 - FFE	17,835,346	5,437,058	(12,398,288)
Total Carryover Allocations	\$22,946,624	\$12,829,568	\$(10,117,056)

Expenditures:

- The Salary expenditures budget is proposed to increase by \$3,589,822 in FY 2019 as follows:

	Changes to FY 2019 Salary Budget	Amount
1.	Approved Salary Percent Increases	
	a. Faculty	\$926,280
	b. Non-Faculty Personnel	1,088,895
2.	Approved New Non-Faculty Staff Positions	666,831
3.	Approved Non-Faculty Salary Adjustments/Reclassifications	191,585

	Changes to FY 2019 Salary Budget	Amount
4.	Proposed Restoration of Positions Partially Funded	211,623
5.	Proposed Salary Pool Adjustments	50,000
6.	Adjustments for Changes in Position Occupancy and Educational Supplements	454,608
	Total	\$3,589,822

Additional modifications to salary expenditures including reductions may be necessary prior to final approval of the Staffing Plan by the Board and based on revised revenue projections and subject to the availability of funding and Board approval of the final budget.

- The Benefits expenditures budget for FY 2019 is proposed to increase by \$1,079,774.
- The Operating expenditures budget for FY 2019 is proposed to decrease by \$4,358,266.
 - ⇒ The operating budget is proposed to increase by \$1,279,928 based on the needs of the College’s departments.
 - ⇒ In addition, the operating budget is proposed to decrease by \$5,638,194 for furniture and equipment for the new bond buildings funded from bond M&O tax revenue.
- The Travel expenditures budget for FY 2019 is proposed to increase by \$157,948. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2019 is proposed to decrease by \$7,235,541.
 - ⇒ The capital budget is proposed to decrease by \$242,342 based on the needs of the College’s departments.
 - ⇒ In addition, the capital budget is proposed to decrease by \$6,993,199 for equipment for the new bond buildings funded from bond M&O tax revenue.
- The Transfers and Contingencies budget for FY 2019 is proposed to increase by \$400. The increase is primarily due to the projected increase in the MTR Bond Series 2007 debt service of \$400. This debt service is paid from maintenance and operations taxes.

The Preliminary Summary of Projected Revenues and Expenditures for FY 2018 - 2019 with Comparison to the FY 2017 - 2018 approved budget and the Proposed Budget PowerPoint presentation follows in the packet for the Committee’s review and information.

Additional changes may be required to the budget revenue and expenditure projections, prior to final presentation to the Board based on revised revenue projections.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Preliminary Summary of Proposed Budget for FY 2018 – 2019 at the June 19, 2018 Finance, Audit, and Human Resources Committee meeting and will address any questions by the committee.

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

**South Texas College
Unrestricted Fund
Summary of Projected Revenues and Expenditures
Fiscal Years 2018-2019**

Summary of Revenues	FY 2018 Budget (Approved)	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	22.19%	\$ -
<i>Other State Appropriation-ORP</i>	536,458	556,134	0.31%	19,676
<i>Other State Appropriation-TRS</i>	2,206,242	2,287,161	1.26%	80,919
<i>Other State Appropriation-HEGI</i>	5,481,778	5,481,778	3.02%	-
Other State Appropriations Subtotal	8,224,478	8,325,073	4.59%	100,595
Total State Appropriations	48,450,491	48,551,086	26.78%	100,595
<i>Academic & Differential Tuition-Net TPEG</i>	30,960,624	31,009,775	17.10%	49,151
<i>Continuing Ed/ATCP/ITED-Net TPEG</i>	2,692,548	2,745,944	1.51%	53,396
Total Tuition	33,653,172	33,755,719	18.61%	102,547
Total Fees	27,669,015	27,915,959	15.40%	246,944
Total Other Revenues	6,672,998	7,748,681	4.27%	1,075,683
Total M&O Property Taxes	48,691,317	50,516,741	27.86%	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	7.08%	(10,117,056)
Total Revenues	\$ 188,083,617	\$ 181,317,754	100.00%	\$ (6,765,863)

Summary of Expenditures	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	% of Total Expenditures	Difference FY 2018 Approved to FY 2019 Proposed
Total Salaries	\$ 97,875,958	\$ 101,465,780	55.96%	\$ 3,589,822
Total Benefits	27,994,526	29,074,300	16.02%	1,079,774
<i>Retirement-ORP (Eligible)</i>	1,072,916	1,112,268	0.61%	39,352
<i>Retirement-ORP (Non Eligible)</i>	62,445	64,735	0.04%	2,290
<i>Retirement-TRS (Eligible)</i>	4,412,483	4,574,321	2.52%	161,838
<i>Retirement-TRS (Non Eligible)</i>	647,704	671,460	0.37%	23,756
<i>Insurance-HEGI (Eligible)</i>	10,813,571	11,210,183	6.18%	396,612
<i>Insurance-HEGI (Non Eligible)</i>	1,587,313	1,645,531	0.91%	58,218
<i>Insurance-Unemployment</i>	223,163	223,163	0.12%	-
<i>FICA</i>	7,281,971	7,549,054	4.16%	267,083
<i>Workmen's Compensation</i>	176,177	182,638	0.10%	6,461
<i>Car Allowance</i>	19,575	20,293	0.01%	718
<i>Cushion</i>	1,697,208	1,820,654	1.00%	123,446
Total Operating	45,016,274	40,658,008	22.42%	(4,358,266)
Total Travel	2,220,890	2,378,838	1.31%	157,948
Total Capital Outlay	9,017,169	1,781,628	1.00%	(7,235,541)
Total Expenditures	\$ 182,124,817	175,358,554	96.71%	\$ (6,766,263)
Transfers & Reserves				
Debt Service	394,800	395,200	0.22%	400
Transfer to Unexpended Plant Fund	3,000,000	3,000,000	1.65%	-
Transfer to Office of ITED	564,000	564,000	0.31%	-
Contingency Fund	2,000,000	2,000,000	1.11%	-
Total Transfers & Reserves	5,958,800	5,959,200	3.29%	400
Total Expenditures, Transfers and Reserves	\$ 188,083,617	\$ 181,317,754	100.00%	\$ (6,765,863)

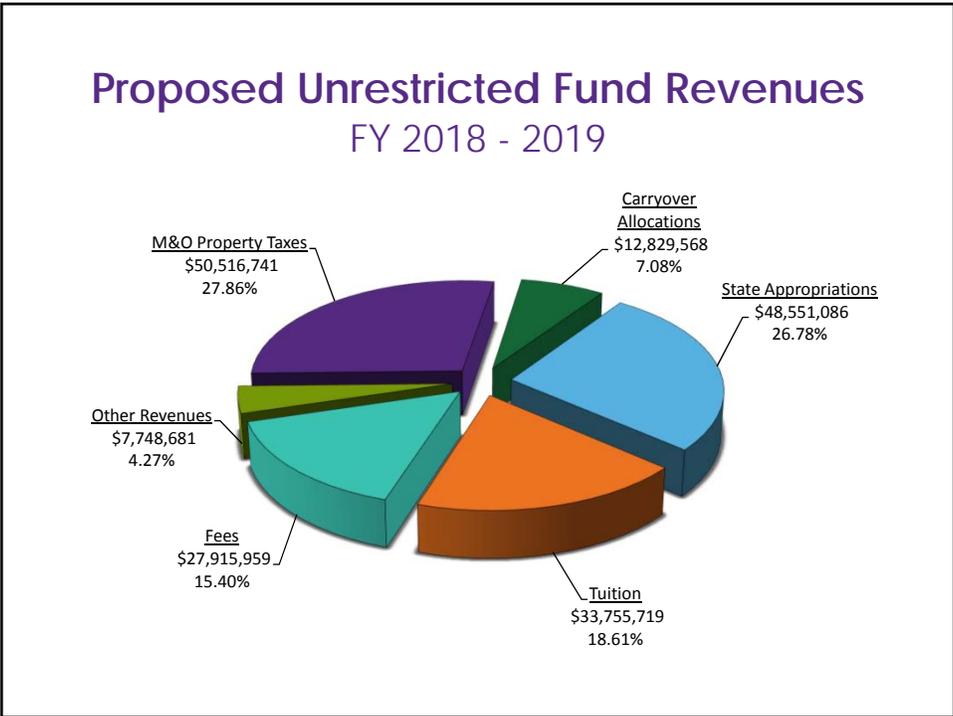
Revenues over Expenditures	-	-		\$ -
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Proposed Budget FY 2018 - 2019



SOUTH TEXAS
COLLEGE



Proposed Unrestricted Fund Revenues FY 2018 - 2019

Summary of Revenues	FY 2017 - 2018 Budget (Approved)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$40,226,013	\$ -
<i>Other State Appropriations:</i>			
Optional Retirement Plan	536,458	556,134	19,676
Teacher Retirement System	2,206,242	2,287,161	80,919
Higher Education Group Insurance	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,224,478	8,325,073	100,595
Total State Appropriations	48,450,491	48,551,086	100,595
Total Tuition	33,653,172	33,755,719	102,547
Total Fees	27,669,015	27,915,959	246,944
Total Other Revenues	6,672,998	7,748,681	1,075,683
Total M&O Property Taxes	48,691,317	50,516,741	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	(10,117,056)
Total Revenues	\$188,083,617	\$181,317,754	\$(6,765,863)

Proposed State Appropriation Revenue FY 2018 - 2019

Appropriation Category	FY 2017 – 2018 Budget (Approved)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
Core Operations	\$680,406	\$680,406	\$ -
Contact Hour Funding	34,383,650	34,383,650	-
Student Success	4,089,967	4,089,967	-
BAT	1,071,990	1,071,990	-
Total	\$40,226,013	\$40,226,013	\$ -

Proposed Unrestricted Fund Revenues FY 2018 - 2019

Summary of Revenues	FY 2017 - 2018 Budget (Approved)	FY 2018 - 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$40,226,013	\$ -
<i>Other State Appropriations:</i>			
Optional Retirement Plan	536,458	556,134	19,676
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Higher Education Group Insurance	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,224,478	8,325,073	100,595
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Total M&O Property Taxes	48,691,317	50,516,741	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	(10,117,056)
Total Revenues	\$188,083,617	\$181,317,754	\$(6,765,863)

Proposed State Insurance Contribution FY 2018 - 2019

SB 1812, Eighty-third Legislature, set the payroll state contribution rate for Higher Education Group Insurance (HEGI) contributions for community colleges at 50% of the cost associated with eligible employees. Total projected State Insurance Contribution is **\$5,481,778**.

Plan Name	FY 2017 - 2018			FY 2018 - 2019		
	Premium	Contribution (State Pays 50%)	Employee Pays	Premium	Contribution (State Pays 50%)	Employee Pays
Member Only	\$621.90	\$621.90	\$0	\$624.82	\$624.82	\$0
Member & Spouse	\$1,334.54	\$978.22	\$356.32	\$1,340.82	\$982.82	\$358.00
Member & Children	\$1,099.06	\$860.48	\$238.58	\$1,104.22	\$864.52	\$239.70
Member & Family	\$1,811.70	\$1,216.80	\$594.90	\$1,820.22	\$1,222.52	\$597.70

Proposed Unrestricted Fund Revenues FY 2018 - 2019

Summary of Revenues	FY 2017 - 2018 Budget (Approved)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$40,226,013	\$ -
<i>Other State Appropriations:</i>			
<i>Optional Retirement Plan</i>	536,458	556,134	19,676
<i>Teacher Retirement System</i>	2,206,242	2,287,161	80,919
<i>Higher Education Group Insurance</i>	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,224,478	8,325,073	100,595
Total State Appropriations	48,450,491	48,551,086	100,595
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Total Fees	27,669,015	27,915,959	246,944
Total Other Revenues	6,672,998	7,748,681	1,075,683
Total M&O Property Taxes	48,691,317	50,516,741	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	(10,117,056)
Total Revenues	\$188,083,617	\$181,317,754	\$(6,765,863)

* Projections for summer terms are based on 0% enrollment growth from FY 2017

Proposed Unrestricted Fund Revenues FY 2018 - 2019

Summary of Revenues	FY 2017 - 2018 Budget (Approved)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$40,226,013	\$ -
<i>Other State Appropriations:</i>			
<i>Optional Retirement Plan</i>	536,458	556,134	19,676
<i>Teacher Retirement System</i>	2,206,242	2,287,161	80,919
<i>Higher Education Group Insurance</i>	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,224,478	8,325,073	100,595
Total State Appropriations	48,450,491	48,551,086	100,595
Total Tuition	33,653,172	33,755,719	102,547
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Total M&O Property Taxes	48,691,317	50,516,741	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	(10,117,056)
Total Revenues	\$188,083,617	\$181,317,754	\$(6,765,863)

Proposed Other Revenues FY 2018 - 2019

Other Revenues	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	Increase/ (Decrease)
Dual Credit Cost Reimbursement	\$4,183,366	\$4,498,863	\$315,497
Dual Credit Academy Participation Fee	363,785	425,000	61,215
Interest	1,413,962	2,225,000	811,038
Leases	25,000	-	(25,000)
Book Royalties	2,000	200	(1,800)
Administrative Costs and Shuttle System Contribution	614,443	524,576	(89,867)
Testing Commissions	5,700	10,300	4,600
Conferences – Continuing Education	64,742	64,742	-
Total Other Revenues	\$6,672,998	\$7,748,681	\$1,075,683

Proposed Unrestricted Fund Revenues FY 2018 - 2019

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State Contact Hour Appropriation	\$40,226,013	\$40,226,013	\$ -
<i>Other State Appropriations:</i>			
<i>Optional Retirement Plan</i>	536,458	556,134	19,676
<i>Teacher Retirement System</i>	2,206,242	2,287,161	80,919
<i>Higher Education Group Insurance</i>	5,481,778	5,481,778	-
Other State Appropriations Subtotal	8,224,478	8,325,073	100,595
Total State Appropriations	48,450,491	48,551,086	100,595
Total Tuition	33,653,172	33,755,719	102,547
Total Fees	27,669,015	27,915,959	246,944
Total Other Revenues	6,672,998	7,748,681	1,075,683
Total M&O Property Taxes	48,691,317	50,516,741	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	(10,117,056)
Total Revenues	\$188,083,617	\$181,317,754	\$(6,765,863)

Proposed M&O Property Taxes Revenue FY 2018 – 2019

**Total Estimated M&O Property Taxes Revenue is
\$50,516,741**

	FY 2017 – 2018	FY 2018 – 2019	Increase/ (Decrease)	% Increase
M&O Tax Rate	\$0.14	\$0.14	\$ -	
M&O Taxable Assessed Value	32,733,000,818	33,387,660,835	654,660,017	2.00%
<i>Hidalgo County</i>	<i>30,883,372,180</i>	<i>31,501,039,624</i>	<i>617,667,444</i>	<i>2.00%</i>
<i>Starr County</i>	<i>1,849,628,638</i>	<i>1,886,621,211</i>	<i>36,992,573</i>	<i>2.00%</i>
M&O Tax Collections – Current Levy	45,344,041	46,933,806	1,589,765	3.51%
M&O Delinquent Tax	1,993,348	2,169,142	175,794	8.82%
M&O Penalties and Interest	1,353,928	1,413,793	59,865	4.42%
Total M&O Property Taxes	\$48,691,317	\$50,516,741	\$1,825,424	3.75%

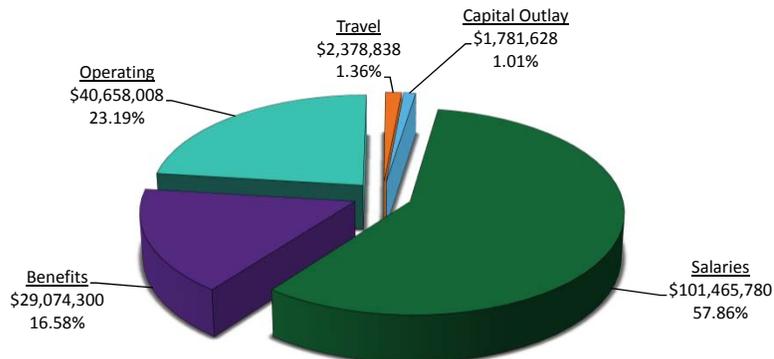
Proposed Unrestricted Fund Revenues FY 2018 - 2019

Summary of Revenues	FY 2017 - 2018 Budget (Approved)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	\$40,226,013	\$40,226,013	\$ -
<i>Other State Appropriations:</i>			
<i>Optional Retirement Plan</i>	<i>536,458</i>	<i>556,134</i>	<i>19,676</i>
<i>Teacher Retirement System</i>	<i>2,206,242</i>	<i>2,287,161</i>	<i>80,919</i>
<i>Higher Education Group Insurance</i>	<i>5,481,778</i>	<i>5,481,778</i>	<i>-</i>
Other State Appropriations Subtotal	8,224,478	8,325,073	100,595
Total State Appropriations	48,450,491	48,551,086	100,595
Total Tuition	33,653,172	33,755,719	102,547
Total Fees	27,669,015	27,915,959	246,944
Total Other Revenues	6,672,998	7,748,681	1,075,683
Total M&O Property Taxes	48,691,317	50,516,741	1,825,424
Total Carryover Allocations	22,946,624	12,829,568	(10,117,056)
Total Revenues	\$188,083,617	\$181,317,754	\$(6,765,863)

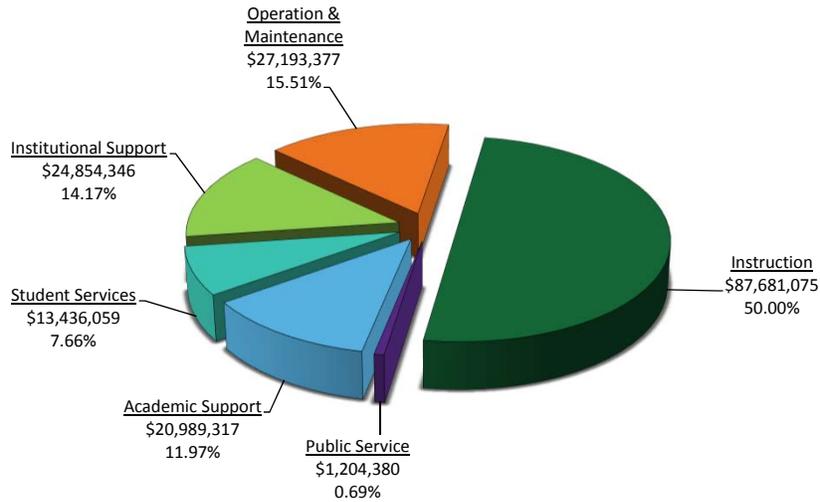
Proposed Carryover Allocations FY 2018 - 2019

Carryover Allocations- From Fund Balance	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	Increase/ (Decrease)
Unexpended Construction Plant Transfer	\$3,000,000	\$3,000,000	\$ -
Continuing Education	600,000	600,000	-
Capital Purchases	-	1,781,628	1,781,628
Contingency Fund	1,500,000	2,000,000	500,000
Instructional Book Royalties	11,278	10,882	(396)
M&O Tax Bond Program 2013-FFE	17,835,346	5,437,058	(12,398,288)
Total Carryover Allocations	\$22,946,624	\$12,829,568	\$(10,117,056)

Proposed Unrestricted Fund Expenditures by Classification Without Transfers and Reserves FY 2018 - 2019



Proposed Unrestricted Fund Expenditures by Function FY 2018 - 2019



Proposed Unrestricted Fund Expenditures FY 2018 - 2019

Summary of Expenditures	FY 2017 - 2018 Budget (Approved)	FY 2018 - 2019 Budget (Proposed)	Increase/ (Decrease)
Total Salaries	\$97,875,958	\$101,465,780	\$3,589,822
Total Benefits	27,994,526	29,074,300	1,079,774
Total Operating	45,016,274	40,658,008	(4,358,266)
Total Travel	2,220,890	2,378,838	157,948
Total Capital Outlay	9,017,169	1,781,628	(7,235,541)
Total Expenditures	\$182,124,817	\$175,358,554	\$(6,766,263)
Transfers and Reserves			
Debt Service (MTR Bond Series 2007)	394,800	395,200	400
Transfer to Plant Funds	3,000,000	3,000,000	-
Transfer to Office of ITED	564,000	564,000	-
Contingency Fund	2,000,000	2,000,000	-
Total Transfers and Reserves	5,958,800	5,959,200	400
Total Expenditures, Transfers & Reserves	\$188,083,617	\$181,317,754	\$(6,765,863)

Proposed Salary Expenditures By Function FY 2018 - 2019

Function	Amount	Percentage
Instruction	\$56,699,605	55.88%
Public Service	496,413	0.49%
Academic Support	12,632,134	12.45%
Student Services	8,654,546	8.53%
Institutional Support	12,062,372	11.89%
Operation & Maintenance	10,920,710	10.76%
Total Proposed Salaries Expenditures	\$101,465,780	100.00%

Proposed Salary Expenditures FY 2018 - 2019

Changes to FY 2019 Salary Budget	Amount
Approved Salary Percent Increases	
a. Faculty	\$926,280
b. Non-Faculty Personnel	1,088,895
Approved New Non-Faculty Staff Positions	666,831
Approved Non-Faculty Salary Adjustments/Reclassifications	191,585
Proposed Restoration of Positions Partially Funded	211,623
Proposed Salary Pool Adjustments	50,000
Adjustments for Changes in Position Occupancy and Educational Supplements	454,608
Total Salary Budget Changes	\$3,589,822

Proposed Unrestricted Fund Expenditures FY 2018 - 2019

Summary of Expenditures	FY 2017 - 2018 Budget (Approved)	FY 2018 - 2019 Budget (Proposed)	Increase/ (Decrease)
Total Salaries	\$97,875,958	\$101,465,780	\$3,589,822
Total Benefits	27,994,526	29,074,300	1,079,774
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Total Travel	2,220,890	2,378,838	157,948
Total Capital Outlay	9,017,169	1,781,628	(7,235,541)
Total Expenditures	\$182,124,817	\$175,358,554	\$(6,766,263)
Transfers and Reserves			
Debt Service (MTR Bond Series 2007)	394,800	395,200	400
Transfer to Plant Funds	3,000,000	3,000,000	-
Transfer to Office of ITED	564,000	564,000	-
Contingency Fund	2,000,000	2,000,000	-
Total Transfers and Reserves	5,958,800	5,959,200	400
Total Expenditures, Transfers & Reserves	\$188,083,617	\$181,317,754	\$(6,765,863)

Proposed Operating Expenditures FY 2018 - 2019

Operating Budget	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	Increase/ (Decrease)
College Departments Requests	\$34,518,930	\$35,798,858	\$1,279,928
M&O 2013 Tax Bond Program - FFE	9,138,194	4,652,602	(4,485,592)
M&O 2013 Tax Bond Program O&M Expenses	1,359,150	206,548	(1,152,602)
Total Operating	\$45,016,274	\$40,658,008	\$(4,358,266)

Proposed Travel Expenditures FY 2018 - 2019

Travel Budget	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	Increase/ (Decrease)
College Departments Requests	\$2,165,890	\$2,378,838	\$212,948
M&O 2013 Tax Bond Program - FFE	55,000	-	(55,000)
Total Travel	\$2,220,890	\$2,378,838	\$157,948

Proposed Capital Expenditures FY 2018 - 2019

Capital Budget	FY 2018 Budget (Approved)	FY 2019 Budget (Proposed)	Increase/ (Decrease)
College Departments Requests	\$2,023,970	\$1,781,628	\$(242,342)
M&O 2013 Tax Bond Program - FFE	6,993,199	-	(6,993,199)
Total Capital	\$9,017,169	\$1,781,628	\$(7,235,541)

Proposed Capital Expenditures FY 2018 - 2019

Capital Expenditures Budget Proposals	Amount
Instruction Blackboard services, water distillers, flake ice machines, autoclave machine, radiographic phantoms, ventilator, ultrasound unit	\$345,054
Public Service Computer mobile lab, welding mobile lab	150,000
Academic Support Library books and videos, simulation hospital software, clear touch displays, library art collection	393,081
Institutional Support Travel and expense system, replacement bus, salary planner software, datacenter enterprise switches, software licenses	406,640
Operations and Maintenance Cargo and delivery truck, package tracking software, vehicle, ATV, parking and permit software, fleet safety emergency equipment	486,853
Total Proposed Capital Expenditures	\$1,781,628



Questions?

**Discussion and Action as Necessary on Proposed Budget Amendment for
 FY 2017 – 2018**

Approval of a proposed budget amendment for FY 2017 – 2018 will be requested at the June 20, 2018 Board Meeting.

The budget amendment is needed for the following reason:

1. Transfer of Unrestricted Fund Balance to Plant Funds

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

- The Unrestricted Fund Balance Allocations will be increased by \$4,000,000 to fund transfers to the Plant Funds.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$3,000,000 to the Unexpended Plant Fund - Construction for future construction and renovation projects. The \$3,000,000 transfer includes \$500,000 for Continuing Professional and Workforce Education.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$1,000,000 to the Renewals and Replacements Plant Fund for future deferred maintenance projects.

Summary of Amended Budget Revenue and Expenditures/Transfers/Reserves

As a result of the amendment, the total budgeted revenues and expenditures/reserves for fiscal year 2017 - 2018 will increase as follows:

Fiscal Year 2017 - 2018 Budgeted Revenues and Expenditures/Transfers/Reserves

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$188,083,617	\$4,000,000	\$192,083,617
Unexpended Plant Fund - Construction	B	\$98,839,301	\$3,000,000	\$101,839,301
Renewals and Replacements Plant Fund	C	\$5,332,500	\$1,000,000	\$6,332,500

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

It is requested that the Finance and Human Resources Committee recommend for Board approval at the June 20, 2018 Board meeting, the proposed budget amendment for FY 2017 - 2018, as presented.

South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2018
AMENDED

Revenue Summary

Revenue Source	Original Budget	Transfer to Plant Fund Amendment	Amended Budget
State Revenue	\$ 48,450,491	\$ -	\$ 48,450,491
Tuition	33,653,172	-	33,653,172
Fees	27,669,015	-	27,669,015
Other Revenues	6,672,998	-	6,672,998
Local Taxes	48,691,317	-	48,691,317
Special and Fund Balance Allocations (Carryover)	22,946,624	4,000,000	26,946,624
Total Revenues	\$ 188,083,617	\$ 4,000,000	\$ 192,083,617

Expenditures Summary

Expenditures/Transfers/Reserves	Original Budget	Transfer to Plant Fund Amendment	Amended Budget
Salaries	\$ 97,875,958	\$ -	\$ 97,875,958
Benefits	27,994,526	-	27,994,526
Operating	45,016,274	-	45,016,274
Travel	2,220,890	-	2,220,890
Capital	9,017,169	-	9,017,169
Transfers and Reserves	5,958,800	4,000,000	9,958,800
Total Expenditures/Transfers/Reserves	\$ 188,083,617	\$ 4,000,000	\$ 192,083,617

South Texas College
Unexpended Plant Fund - Construction

Fiscal Year Ending August 31, 2018
 AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Interest	\$ 247,686	\$ -	\$ 247,686
Interest Limited Tax Bonds, Series 2014	-	-	-
Interest Limited Tax Bonds, Series 2015	143,789	-	143,789
Transfer In - Unrestricted Fund	3,000,000	3,000,000	6,000,000
Regional Ctr for Public Safety Excellence Pharr ISD	1,000,000	-	1,000,000
La Joya ISD	352,500	-	352,500
Fund Balance Deduction	18,664,050	-	18,664,050
Fund Balance Deduction Bond Series 2014 and 2015	75,431,276	-	75,431,276
Total Revenues	\$ 98,839,301	\$ 3,000,000	\$ 101,839,301

Expenditure Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Projected Draws for Approved Projects	\$ 23,264,236	\$ -	\$ 23,264,236
Projected Draws for Approved Projects Bond Series 2014 and 2015	75,575,065	-	75,575,065
Fund Balance Addition	-	3,000,000	3,000,000
Total Expenditures/Reserve	\$ 98,839,301	\$ 3,000,000	\$ 101,839,301

South Texas College
Renewals and Replacements Plant Fund

Fiscal Year Ending August 31, 2018
 AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Fund Balance Deduction	\$ 5,332,500	\$ -	\$ 5,332,500
Transfers In - Unrestricted Fund Balance Designation	-	1,000,000	1,000,000
Total Revenues	\$ 5,332,500	\$ 1,000,000	\$ 6,332,500

Expenditures Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Renewals and Replacements Expenditures	\$ 5,332,500	\$ -	\$ 5,332,500
Fund Balance Addition	-	1,000,000	1,000,000
Total Expenditures/Reserve	\$ 5,332,500	\$ 1,000,000	\$ 6,332,500

Review and Recommend Action on Proposed Employee Salary Pay Plan for FY 2018 – 2019

Approval of the Proposed Employee Salary Pay Plan for FY 2018 - 2019 will be requested at the June 20, 2018 Board meeting.

Purpose - The Proposed Employee Salary Pay Plan for FY 2018 - 2019 for all employee groups is presented for the Committee's review and consideration. The Employee Salary Pay Plan include the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty and other compensation information.

Justification - The Employee Salary Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY 2018 - 2019.

Background – The Proposed Employee Salary Pay Plan for FY 2018 – 2019 is approved on an annual basis and includes information to comply with State and Federal compensation regulations, ensure compensation consistency, enhance the ability to attract and retain qualified faculty and staff and to provide a clear and concise reference for compensation decisions as follows:

- Guidelines for Recruiting, Screening, and Hiring Support Staff
- Educational Supplements
- Pay Grades for Classified, Professional/Technical, Administrative, Executive, and Grant Funded employees
- Direct Wage Salary Plan
- Centers for Learning Excellence (CLE) Salary Plan
- Faculty Roles, Rates, and Salary Plan

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in May 2018.

Enclosed Documents - A copy of the Proposed Employee Salary Pay Plan is included under separate cover for the Committee's review and information.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the June 19, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 20, 2018 Board meeting, the Proposed Employee Salary Pay Plan for FY 2018 - 2019, as presented.

Review and Recommend Action on Proposed Staffing Plan for FY 2018 – 2019

Approval of the Proposed Staffing Plan for FY 2018 - 2019 will be requested at the June 20, 2018 Board meeting.

Purpose - The Proposed Staffing Plan for FY 2018 – 2019 for all employee groups is presented for the Committee's review and consideration. The Staffing Plan includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office, to reflect the College's proposed staffing and salary structure for FY 2018 - 2019.

Background – As indicated in Policy 4100, College Staffing Plan, the Staffing Plan is the official document listing position titles, employees, and salaries for each fiscal year. The Staffing Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Staffing Plan.

New positions, Faculty Salary Adjustments, and Non-Faculty Salary Adjustments and Reclassifications are included within the Plan and were reviewed and approved by the Board of Trustees in May 2018.

Funding Source – The budget to fund each position is reflected in the appropriate department and listed on the Staffing Plan and is subject to Board approval of the FY 2018 - 2019 Budget.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions.

Enclosed Documents - A copy of the FY 2018 - 2019 Staffing Plan is included under separate cover for the Committee's review and information.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the June 19, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 20, 2018 Board meeting, the Proposed Staffing Plan for FY 2018 - 2019, as presented.

Review and Discussion on Governmental Accounting Standards Board (GASB) 75 Pronouncement

Review of implementation of new Governmental Accounting Standards Board (GASB) 75 pronouncement in financial statements for fiscal year ending August 31, 2018.

Purpose – To comply with the new financial statement pronouncement requiring reporting of postemployment benefits other than pensions (other postemployment benefits or OPEB) at the employer level.

Justification – South Texas College must comply with GASB 75 as an employer offering other postemployment benefits (OPEB) through Employees Retirement Services of Texas (ERS).

Background – In June 2015, in an effort to increase transparency and accountability, GASB approved Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. It is effective for fiscal years beginning on or after June 15, 2017. For the College, this pronouncement is effective in fiscal year 2017-2018.

GASB is the authoritative, standard setting body that establishes governmental Generally Accepted Accounting Principles (GAAP) for state and local governments.

GASB Statement 75 requires reporting entities to recognize their proportionate share of the net OPEB collective liability and operating statement activity related to the changes in the collective OPEB liability.

Although ERS has indicated that the allocation cost methodology is still being reviewed with GASB and additional information will be issued in the upcoming months, a preliminary estimate of the College's proportionate share of the OPEB liability has been provided as follows:

Preliminary Estimates of OPEB Liability	
ERS's OPEB Collective Liability 08/31/17	\$34,073,012,000.00
The College's Allocation Percentage	0.28063706 %
The College's Estimated OPEB Liability	\$95,621,499.13

The unrestricted fund balance will be negatively impacted in an amount approximately equal to the OPEB liability. In order to prevent a negative fund balance, assets must be maintained at the same level of the liability amounts.

Reviewers – Requirements were reviewed by the Vice President for Finance and Administrative Services, and Comptroller.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services will be present at the June 19, 2018 Finance and Human Resources Committee meeting to address any questions by the committee.

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

Review and Discussion of the Texas Higher Education Coordinating Board Report on the Fiscal Year 2017 Financial Condition Analysis of Texas Public Community College Districts

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will review with the Committee the Texas Higher Education Coordinating Board Report on the Fiscal Year 2017 Financial Condition Analysis of Texas Public Community College Districts.

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

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

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

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

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

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

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

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

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

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

Texas Higher Education Coordinating Board

Financial Condition Analysis of Texas Public Community College Districts

FY 2017

Presented by: Mary Elizondo
Vice President for Finance & Administrative Services
June 2018

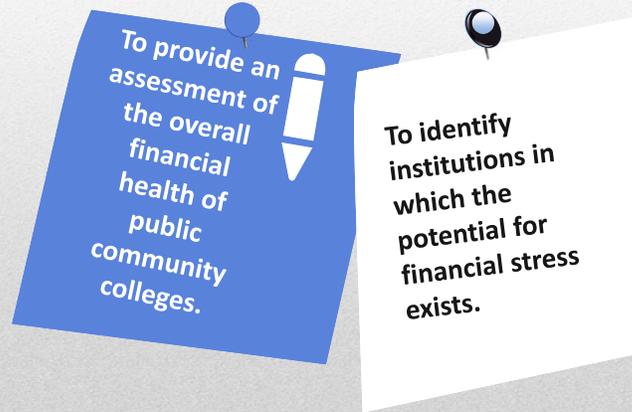
Executive Summary

General Appropriation Act For The 2016-17 Biennium,
House Bill 1 (HB 1) 84th Texas Legislature, Section 13



Community colleges shall provide a financial report to the Texas Higher Education Coordinating Board (THECB) by January 1st of each year. THECB shall provide an annual report to the Legislative Budget Board and Governor's Office by May 1st about the financial condition of the State's Community College Districts.

Objective of Report



Ratios Calculated

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

Composite Financial Index (CFI)

CFI blends four core financial ratios into one metric:

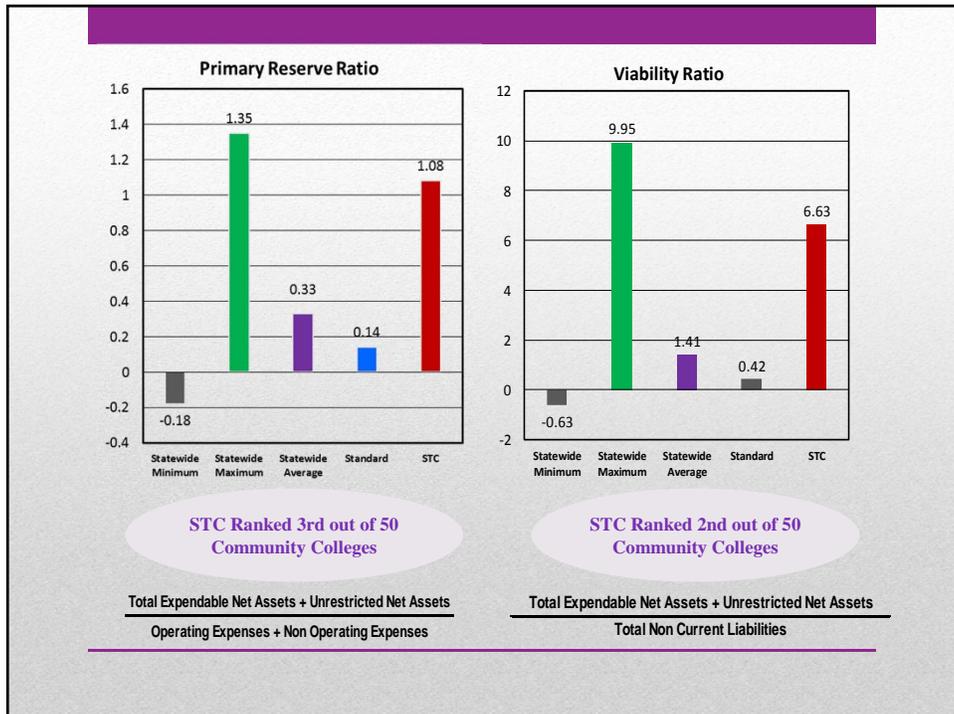
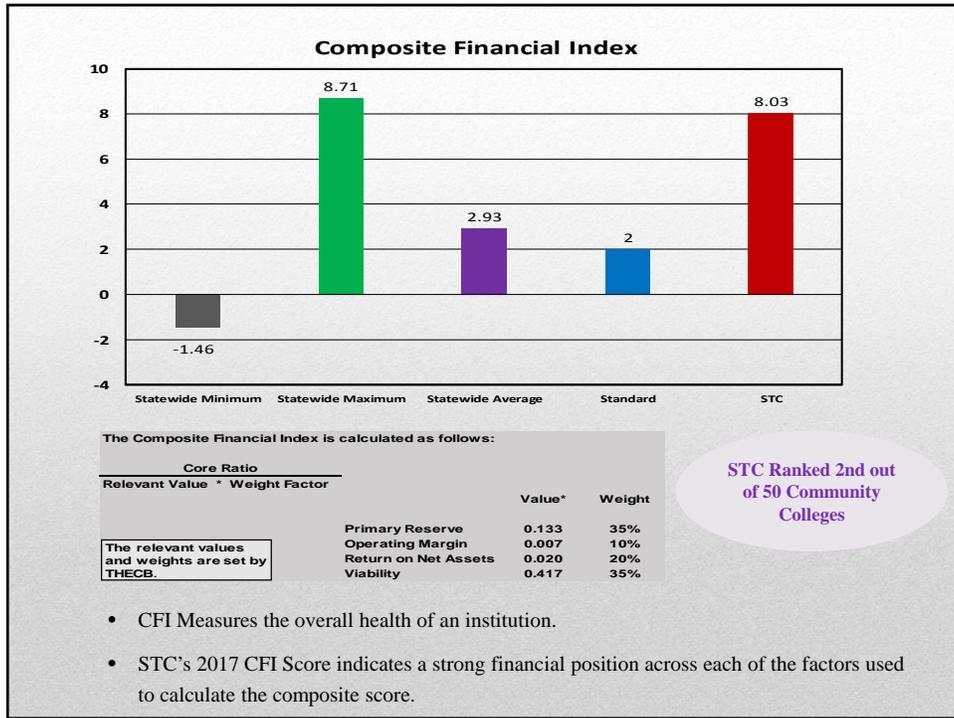
The diagram consists of four rows, each with a numbered ratio on the left and a definition in a rounded box on the right, connected by an arrow. Row 1: '1 Primary Reserve Ratio' with a blue arrow pointing to 'How long can the institution survive without additional net position generated by operating revenue?'. Row 2: '2 Viability Ratio' with a black arrow pointing to 'How much of their debt can the institution pay off with existing resources?'. Row 3: '3 Return on Net Position' with a blue arrow pointing to 'Are they better off financially than they were a year ago?'. Row 4: '4 Operating Margin' with a black arrow pointing to 'Did they balance operating expenses with available revenue?'. A purple horizontal line is at the bottom.

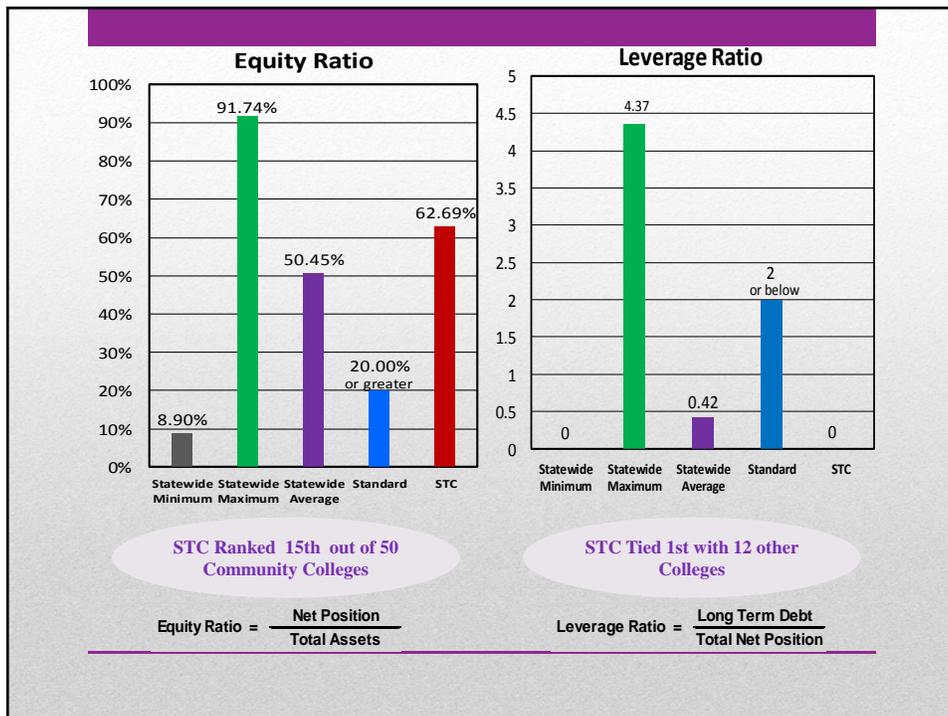
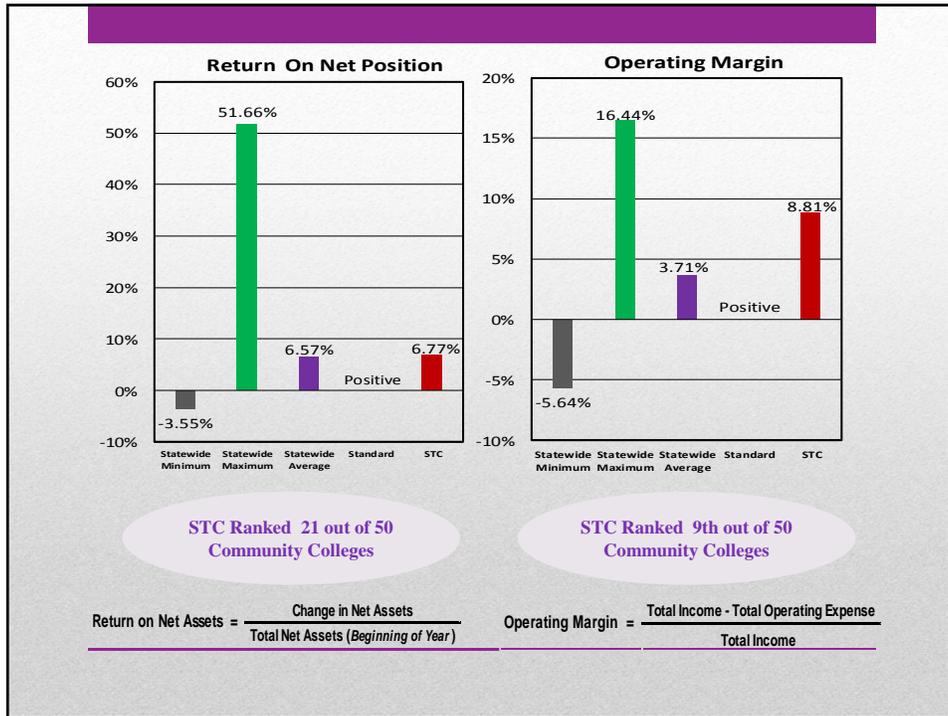
- 1 **Primary Reserve Ratio** → How long can the institution survive without additional net position generated by operating revenue?
- 2 **Viability Ratio** → How much of their debt can the institution pay off with existing resources?
- 3 **Return on Net Position** → Are they better off financially than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

Additional Indicators

The diagram consists of two rows, each with a numbered ratio on the left and a definition in a rounded box on the right, connected by an arrow. Row 1: '1 Equity Ratio' with a blue arrow pointing to 'Measures capital resources available and the college's ability to borrow'. Row 2: '2 Leverage Ratio' with a black arrow pointing to 'Provides an indication of the amount of debt interest and principal the institution must absorb into the future relative to existing resources'. A purple horizontal line is at the bottom.

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





**Financial Condition Analysis
of
Texas Public Community College Districts
FY 2017**

Questions ?

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

Fiscal Year 2017 General Obligation Bond Debt Excluded

Financial Stress Indicators	District	Composite Financial Index	Return on Net Position	Operating Margin	Primary Reserve	Viability Ratio	Equity Ratio	Leverage Ratio
▲ 3	Alamo	1.99	11.32%	3.36%	0.09	0.15	30.99%	0.45
● 1	Alvin	2.13	12.52%	2.10%	0.07	0.46	42.72%	-
▲ 2	Amarillo	1.19	0.93%	-1.91%	0.22	0.94	47.73%	0.04
● 0	Angelina	4.16	4.42%	0.24%	0.37	3.22	60.07%	-
◆ 4	Austin	3.16	51.66%	9.43%	0.05	0.04	8.90%	4.37
● 1	Blinn	3.68	15.32%	15.96%	0.32	0.38	47.13%	0.62
▲ 3	Brazosport	0.95	3.56%	1.04%	0.10	0.23	33.35%	0.11
● 0	Central Texas	5.49	0.85%	1.46%	0.75	3.82	78.03%	-
▲ 3	Cisco	1.23	5.92%	3.88%	0.02	0.04	40.24%	0.63
◆ 4	Clarendon	0.63	-0.02%	2.00%	0.09	0.14	61.60%	0.04
▲ 2	Coastal Bend	2.26	14.49%	4.76%	0.03	0.07	39.19%	0.50
▲ 3	College Of The Mainland	0.73	-2.39%	-1.19%	0.17	0.84	56.93%	-
● 0	Collin	8.71	7.13%	16.44%	1.35	9.95	88.37%	-
● 0	Dallas	6.52	9.35%	5.35%	0.50	4.30	58.14%	-
▲ 2	Del Mar	1.84	4.01%	-1.60%	0.31	1.02	39.57%	-
● 1	El Paso	3.57	12.12%	10.12%	0.39	0.39	40.27%	0.90
◆ 5	Frank Phillips	(1.46)	-2.40%	-1.58%	-0.18	(0.63)	61.62%	0.10
● 0	Galveston	6.10	8.78%	10.95%	0.59	3.20	82.55%	-
● 0	Grayson	5.63	7.95%	5.18%	0.89	2.08	55.86%	0.11
● 0	Hill	3.27	1.61%	2.01%	0.30	2.43	75.90%	0.01
● 1	Houston	3.01	12.55%	7.41%	0.22	0.21	30.52%	0.77
● 0	Howard	2.16	3.80%	1.91%	0.36	0.68	56.18%	0.29
● 0	Kilgore	3.49	3.47%	2.12%	0.32	2.38	85.05%	0.01
▲ 2	Laredo	4.34	21.09%	10.33%	0.40	0.34	18.14%	1.57
◆ 4	Lee	1.19	13.18%	-5.64%	0.05	0.15	34.79%	0.17
◆ 5	Lone Star	0.53	4.25%	-1.89%	0.09	0.15	19.13%	0.44
◆ 4	McLennan	0.41	2.78%	-1.87%	0.08	0.24	33.68%	0.25
● 0	Midland	3.09	3.77%	3.36%	0.42	1.34	66.79%	0.10
▲ 3	Navarro	1.97	6.07%	5.71%	0.13	0.24	47.35%	0.39
▲ 3	North Central Texas	1.40	-1.33%	-0.81%	0.25	1.19	58.52%	0.08
◆ 6	Northeast Texas	(0.78)	-3.55%	-3.46%	0.00	(0.01)	19.97%	0.64
● 0	Odessa	3.88	10.54%	7.59%	0.36	1.05	36.77%	0.18
● 0	Panola	6.99	8.51%	7.66%	0.62	4.55	50.51%	0.01
● 0	Paris	4.11	6.88%	11.05%	0.59	1.04	67.58%	0.27
▲ 3	Ranger	1.88	4.27%	5.05%	0.22	0.18	24.98%	2.08
▲ 3	San Jacinto	0.29	-1.51%	-4.19%	0.17	0.47	23.28%	0.31
◆ 4	South Plains	0.22	-2.58%	-1.35%	0.15	0.33	58.70%	0.39
● 0	South Texas	8.03	6.77%	8.81%	1.08	6.63	62.69%	-
◆ 4	Southwest Texas	1.96	12.05%	5.92%	-0.02	(0.03)	21.96%	2.18
● 0	Tarrant	6.02	3.35%	8.34%	0.54	3.89	91.74%	-
● 1	Temple	2.25	3.01%	-0.27%	0.44	0.99	42.84%	0.29
● 0	Texarkana	2.25	1.75%	3.34%	0.24	1.14	68.08%	-
● 1	Texas Southmost	5.80	0.17%	-0.78%	1.25	3.12	64.56%	0.09
● 0	Trinity Valley	4.37	18.59%	5.69%	0.22	1.32	82.06%	-
◆ 4	Tyler	0.68	-0.17%	3.67%	0.05	0.05	35.67%	1.05
▲ 3	Vernon	1.13	4.80%	4.19%	0.01	0.02	39.22%	0.63
▲ 3	Victoria	1.17	6.79%	-3.61%	0.10	0.74	47.32%	0.01
● 0	Weatherford	3.83	2.32%	2.33%	0.70	1.69	63.46%	0.20
● 0	Western Texas	3.99	7.85%	12.92%	0.65	0.58	52.32%	0.63
● 0	Wharton	4.95	2.01%	3.10%	0.56	3.37	74.30%	0.03
● 0	Statewide	2.81	6.53%	4.80%	0.34	0.68	45.65%	0.27

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

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



Texas Higher Education
COORDINATING BOARD
Strategic Planning and Funding

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MEMORANDUM

February 23, 2018

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

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

This report will be included on the agenda of the March 21, 2018, Coordinating Board Committee on Accountability, Affordability and Planning (CAAP) meeting for consideration. If you wish to submit comments or an explanation to be included in the report, please send them by **March 2, 2018**.

Please email comments to roland.gilmore@the cb.state.tx.us or call (512) 427-6243 for any questions.

Attachments

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

SPF/rg/bb

Financial Condition Analysis of Texas Public Community College Districts

March 2018

Texas Higher Education Coordinating Board

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Raymund A. Paredes, COMMISSIONER OF HIGHER EDUCATION

Agency Mission

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

Agency Vision

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

Agency Philosophy

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

The Coordinating Board's core values are:

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

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

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

Excellence: We strive for excellence in all our endeavors.

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

Please cite this report as follows: Texas Higher Education Coordinating Board. (2017). Financial Condition Analysis of Texas Public Community College Districts. Austin, TX.

Executive Summary

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

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

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

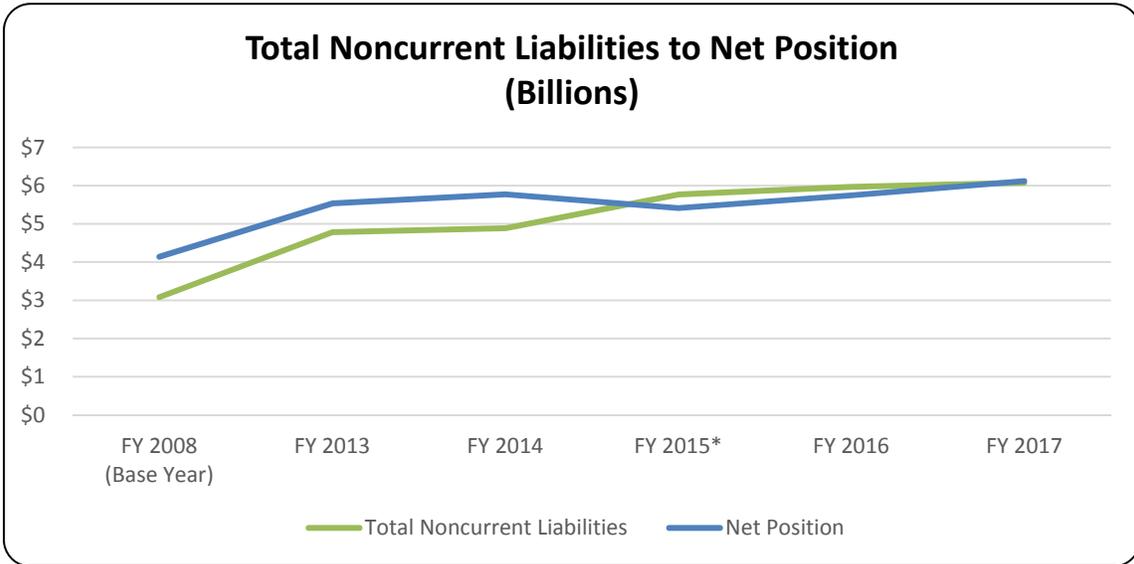
The Coordinating Board shall provide an annual report due on May 1 to the Legislative Budget Board and Governor's Office about the financial condition of the state's community college districts."

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

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

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

For a year-to-year comparison of total noncurrent liabilities and net position, impacted amounts for GASB 68 implementation are reflected. Total noncurrent liabilities have increased \$2.99 billion since Fiscal Year (FY) 2008. Most of the increase is due to the general obligation (GO) bonds issued by districts and the addition of the Net Pension Liability in FY 2015. For FY 2017, the total noncurrent liabilities for Texas public community colleges was \$6.08 billion. Overall, Texas public community colleges are managing the growth they have experienced. Net position has increased \$1.98 billion since FY 2008 to \$6.12 billion in FY 2017.



*Year of GASB 68 implementation.

Financial Ratio	FY 2008 (Base Year)	FY 2013	FY 2014	FY 2015*	FY 2016	FY 2017
Total Noncurrent Liabilities	\$3.08	\$4.78	\$4.88	\$5.77	\$5.97	\$6.08
Net Position	\$4.14	\$5.53	\$5.77	\$5.41	\$5.75	\$6.12

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

Institutions were given an opportunity to provide feedback on the report no later than February 26, 2018.

Overview

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

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

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

Financial Analysis in Higher Education²

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

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

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

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

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

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

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

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

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

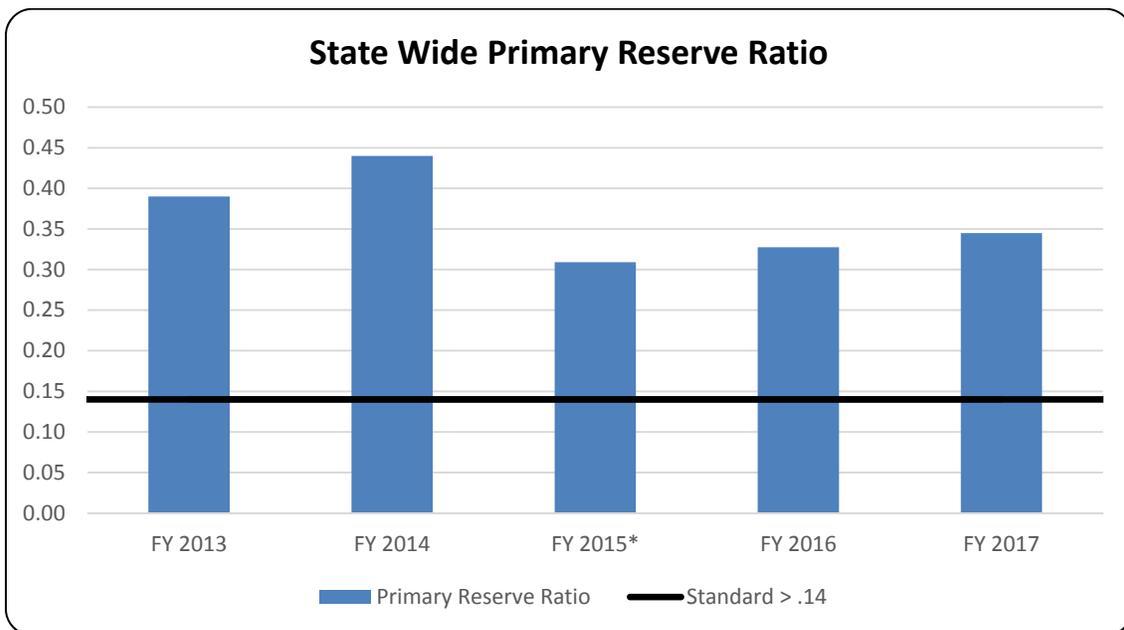
The CFI includes the following four core ratios: Primary Reserve, Viability, Return on Net Position, and Operating Margin.

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

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

Results – The 2017 statewide ratio for public community colleges is .34, which is an increase from .33 in 2016. A ratio of 0.14 or greater is the standard used in this report. The standard was met by 33 of the 50 districts.

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



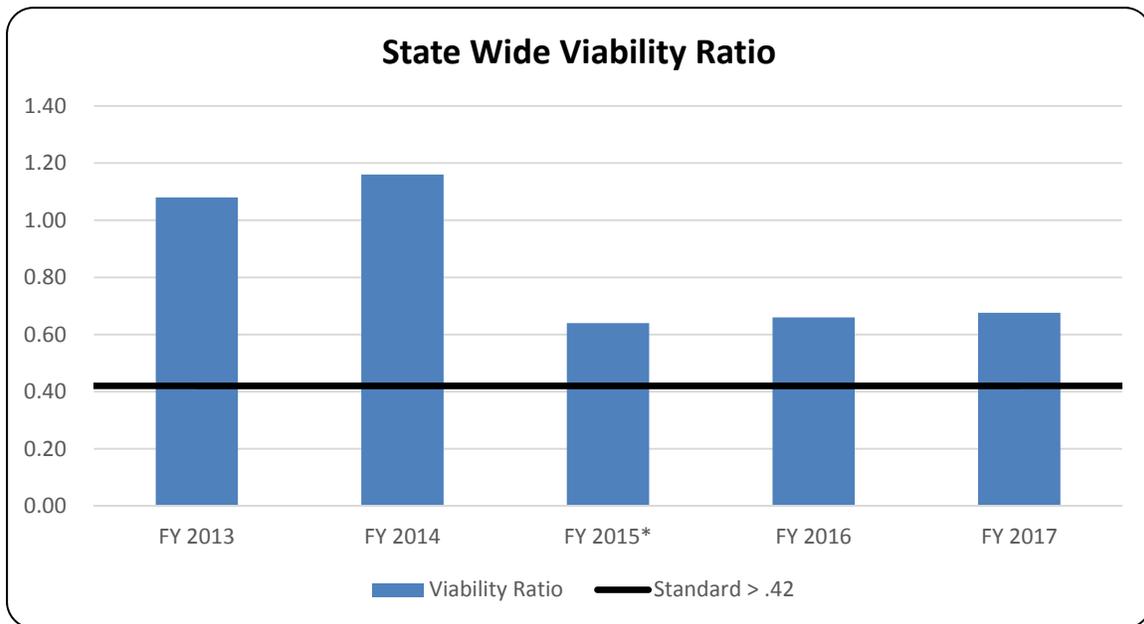
*Year of GASB 68 implementation.

Financial Ratio	FY 2013	FY 2014	FY 2015*	FY 2016	FY 2017
Primary Reserve Ratio	0.39	0.44	0.31	0.33	0.34
Standard > .14	0.14	0.14	0.14	0.14	0.14

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

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

Results – The 2017 statewide ratio for public community colleges is .68, which is an increase from .66 in 2016. A ratio of 0.42 or greater is the state standard, which was met by 29 of the 50 districts.



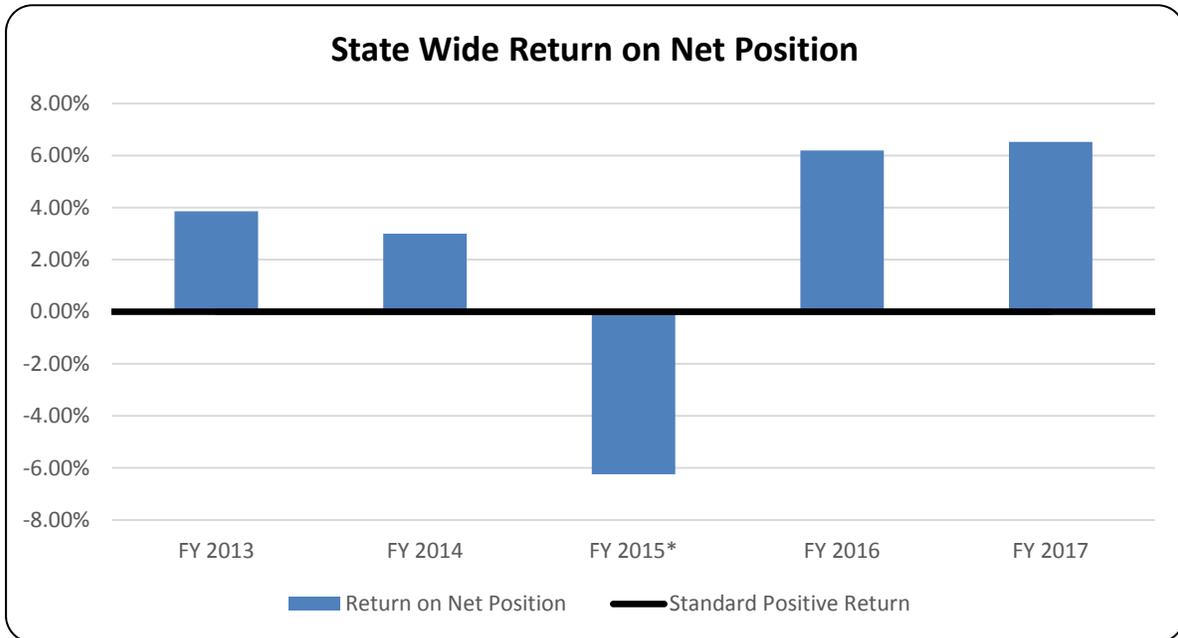
*Year of GASB 68 implementation.

Financial Ratio	FY 2013	FY 2014	FY 2015*	FY 2016	FY 2017
Viability Ratio	1.08	1.16	0.64	0.66	0.68
Standard > .42	0.42	0.42	0.42	0.42	0.42

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

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

Results – The 2017 statewide ratio for public community colleges is 6.53 percent, which is an increase from 6.19 percent in 2016. A positive return is the standard used in this report and this standard was met by 42 of the 50 districts.



*Year of GASB 68 implementation.

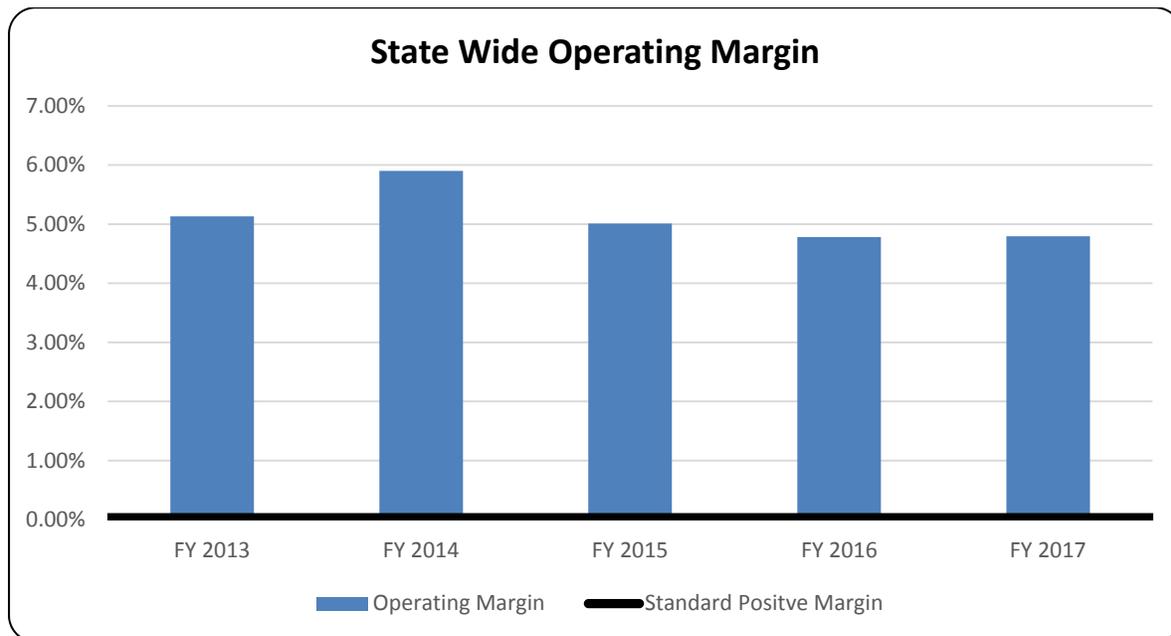
Financial Ratio	FY 2013	FY 2014	FY 2015*	FY 2016	FY 2017
Return on Net Position	3.86%	3.00%	-6.24%	6.19%	6.53%
Standard Positive Return	0.00%	0.00%	0.00%	0.00%	0.00%

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

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

Results – The 2017 statewide margin for public community colleges is 4.80 percent, which is an increase from 4.78 percent in 2016. A positive margin is the standard used in this report. The standard was met by 36 of the 50 districts.

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



Operating Margin was not affected by GASB 68 implementation.

Financial Ratio	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
Operating Margin	5.13%	5.90%	5.01%	4.78%	4.80%
Standard Positive Margin	0.00%	0.00%	0.00%	0.00%	0.00%

Metrics Used in This Report

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

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

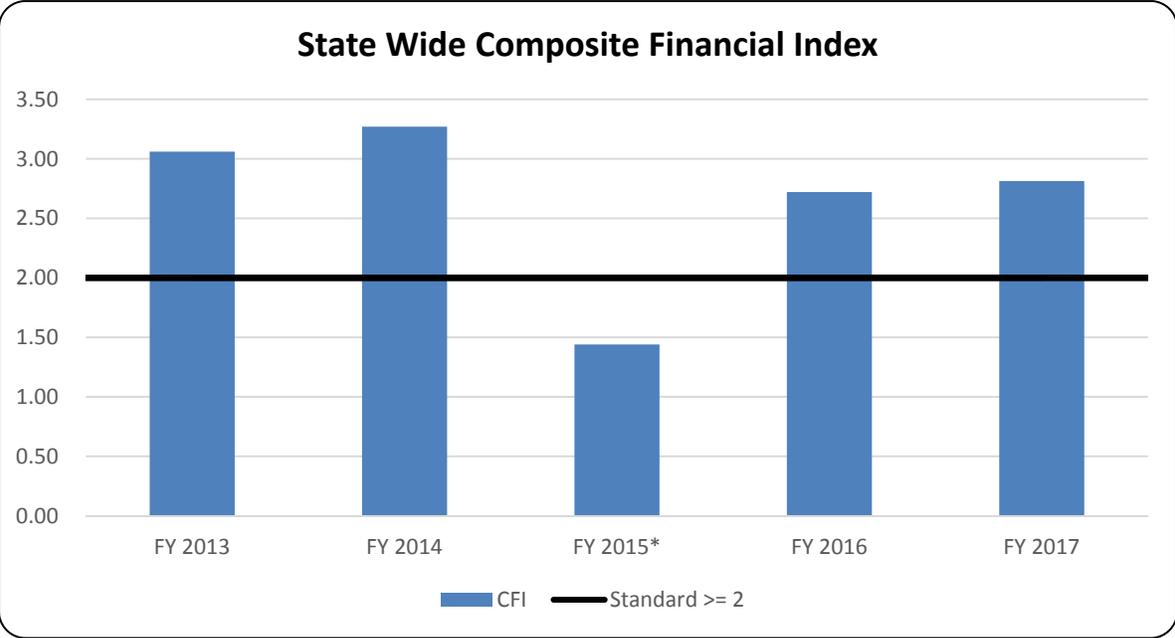
Calculation – The CFI is computed using a four-step methodology:

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

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

Results – The 2017 combined CFI for public community colleges is 2.81, which is an increase from 2.72 in 2016 and exceeds the statewide standard of 2.0 or greater. The standard was met by 29 of the 50 districts. CFI numbers generally range from 0.00 to 10.00, although it is possible to have a CFI higher than 10.0 or below zero.

The threshold for the CFI was established by considering the original work conducted by KPMG in creating the index and industry practice. Using the CFI is the single best method to assess overall financial condition. While variability exists in the statewide CFI when looking at a year-to-year comparison, the overall financial condition of public community colleges improved in the four years prior to 2015, with the statewide CFI increasing from 2.96 in FY 2011 to 3.27 in FY 2014. FY 2017 has shown improvement from the FY 2015 GASB 68 implementation, moving back above the state standard with a statewide CFI index of 2.81.



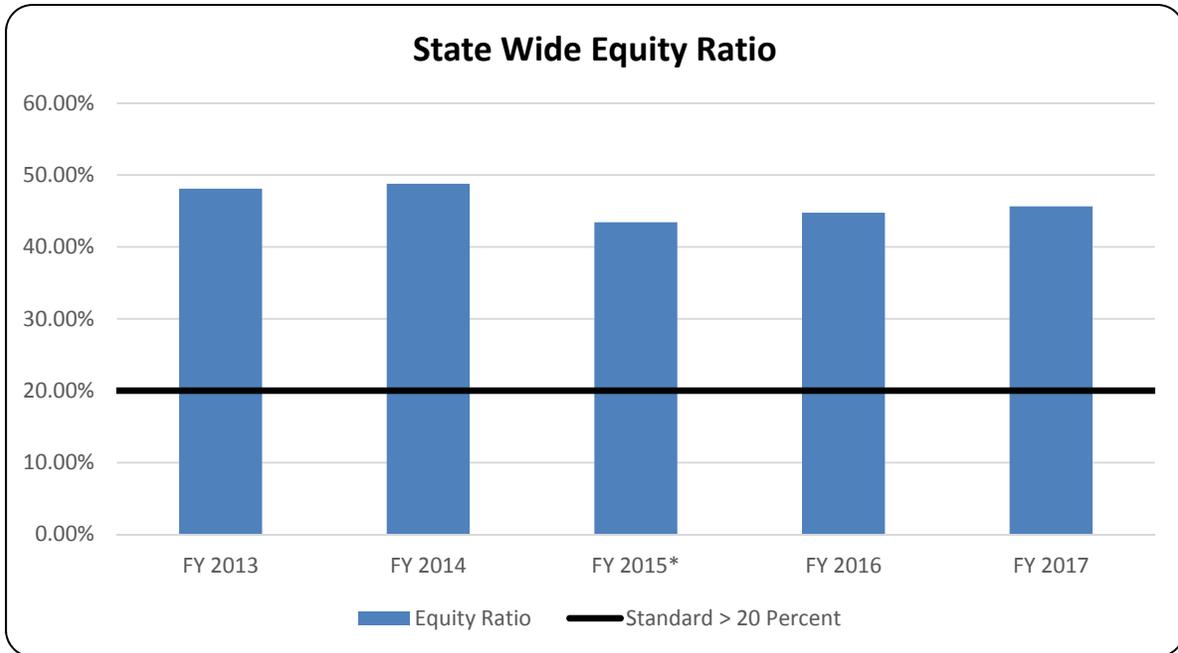
*Year of GASB 68 implementation.

Financial Ratio	FY 2013	FY 2014	FY 2015*	FY 2016	FY 2017
CFI	3.06	3.27	1.44	2.72	2.81
Standard >= 2	2.00	2.00	2.00	2.00	2.00

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

Calculation – Net position / Total assets

Results – The 2017 statewide ratio for public community colleges is 45.65 percent, which is an increase from 44.76 percent in 2016. A ratio of 20 percent or greater is the standard used in this report. The standard was met by 46 of the 50 districts.



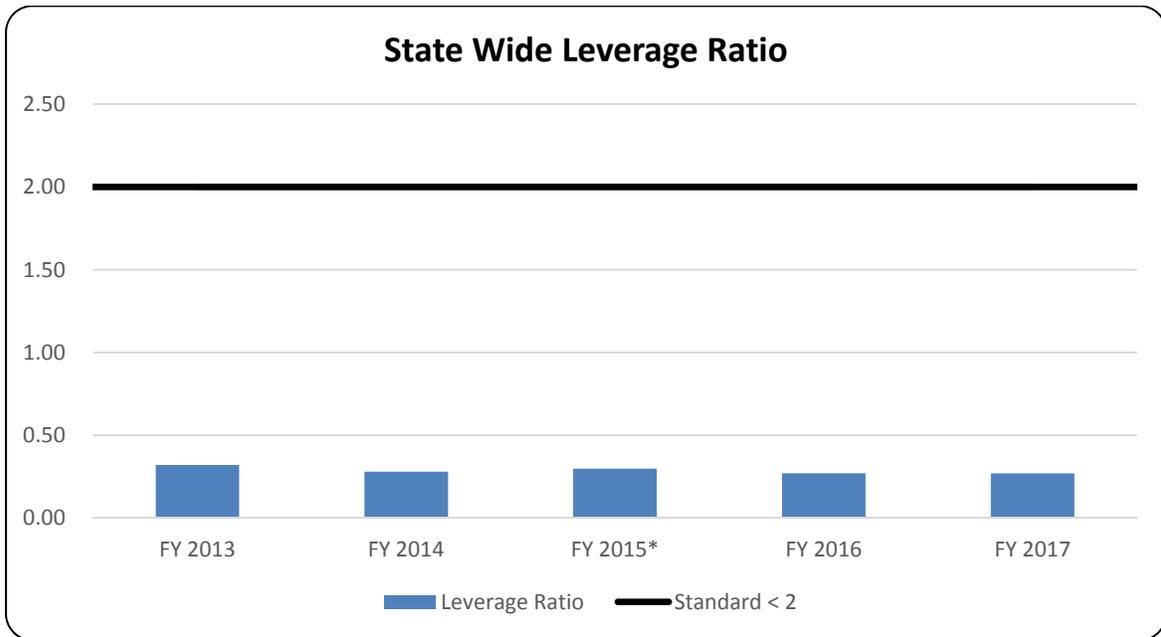
*Year of GASB 68 implementation.

Financial Ratio	FY 2013	FY 2014	FY 2015*	FY 2016	FY 2017
Equity Ratio	48.10%	48.80%	43.44%	44.76%	45.65%
Standard > 20 Percent	20.00%	20.00%	20.00%	20.00%	20.00%

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

Calculation – Long term debt / Total net position

Results – The 2017 statewide ratio for the public community colleges is .27, which remains the same as 2016. A ratio of less than 2.0 is the standard used in this report. The standard was met by 47 of the 50 districts.



*Year of GASB 68 implementation.

Financial Ratio	FY 2013	FY 2014	FY 2015*	FY 2016	FY 2017
Leverage Ratio	0.32	0.28	0.30	0.27	0.27
Standard < 2	2.00	2.00	2.00	2.00	2.00

Appendix A contains the indicators for the 50 districts for FY 2017. An Excel workbook is available that contains all the financial data used for the indicators and includes data for Fiscal Years 2003 to 2017.

The financial data used in this analysis came from the Community College Annual Reporting and Analysis Tool (CARAT) and is available online at:

<http://www.thecb.state.tx.us/index.cfm?objectid=148BEF9C-EC8D-06F7-A85154FCA9C2D191>.

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

Financial Condition

Forty of the 50 Texas public community college districts have moderate or no indication of financial stress, which means they met four or more of the seven indicators. Twenty of these meet the threshold for all indicators. In FY 2016, 40 community college districts had moderate or no indication of financial stress. Currently, 10 community college districts do not meet four or more indicators, which means they could be experiencing some financial stress.

The 10 institutions below were requested to provide a brief detail explanation as to the cause of their not meeting four or more indicators. The remaining ten are worthy of additional discussion:

Austin Community College

- Austin Community College (ACC) did not meet four of the indicator thresholds. The ratios that include total assets and noncurrent debt — the equity and leverage ratios have improved over FY 2016 — but remain below the standard used for this report. The college's ratio of high noncurrent liabilities and low expendable net position kept the institution's viability ratio below the state standard. The college met the threshold for operating margin, return on net position, and CFI. Operating and nonoperating expenses grew by \$15 million, causing the primary reserve ratio to remain below standard.

Institutional Comments – Neil Vickers, Executive Vice President, Finance & Administration

"Primary Reserve Ratio

The primary reason ACC is under the THECB standard is the impact of GASB 68. This is the relatively new GASB standard that requires us to record a liability for our proportionate share of the State's TRS liability. ACC's net TRS liability is \$47 million for 2017. This liability is a reduction to unrestricted net assets which is part of the numerator in this ratio. If that liability was excluded, then ACC's Primary Ratio would be just over 0.18 which would be above the 0.14 standard. ACC has no intention of building a reserve fund in order to support this liability.

Consideration: ACC would like the THECB to consider a different definition of "reserve". Due to these reasons, internally ACC has chosen to stop using "unrestricted net position" as the basis for reserves and instead has defined reserves on unrestricted cash and investment balances. After all, if the desire is to measure how long the institution can continue to pay the bills in the case of an emergency, then ready access to cash is the real question.

Viability Ratio

The reason ACC is below the standard is simply due to the significant number of facilities projects we have underway. ACC is in a building phase in order to be prepared for future enrollment growth. While ACC does have some GO Bond debt (which is excluded from this ratio), ACC has also had to rely on other debt structures to fund its buildings. Our low ratio is also impacted by the impact of GASB 68 as noted above.

Additionally, I don't think this ratio has a lot of value for governmental entities. I understand why it exists and how it is used for the private sector, but why would a governmental entity need to pay off a significant portion of its debt immediately and with existing resources? This implies a "going concern" situation which is an incredibly rare event for a government entity.

Equity Ratio

My response to ACC being below the 20% standard is a combination of the two responses below. Liabilities like the GASB 68 liability above artificially reduce our net position. At the same time if you are in a building phase, as we are, then your total assets are at an all-time high. To help make my point, ACC could do nothing for the next 10 years to increase our Net Position, however our capital assets will decrease in book value due to depreciation. In this scenario our Equity Ratio will improve over those 10 years even though the college has not done anything to improve the financial standing of the institution. In other words, a strong Equity Ratio could just as much be a reflection of old and fully depreciated capital assets as it is a reflection of strong net position. As such, it is unclear to me as to the true value of this ratio. If the State is interested in our "ability to borrow", then I would focus on our Bond Ratings. Those will be the best indicators of our ability to borrow. ACC's current S&P bond rating is AA+ (the same as the US Federal Government).

Leverage Ratio

This ratio is very similar to the Equity Ratio above. As such, my explanation for this ratio is the same as the Equity Ratio. ACC is in a building phase and therefore our Long-term Debt is at an all-time high. At the same time our Net position is skewed lower due to accounting standard changes like GASB 68."

Clarendon College

- Clarendon did not meet four of the indicator thresholds. The return on net position improved but remained negative. Expendable and unrestricted net position fell \$0.4 million which, coupled with increased noncurrent liabilities, kept the primary reserve and viability ratios below the state standard.

Institutional Comments – Rit Christian, VP of Administrative Services

"GASB Statement No. 68, Accounting and Financial Reporting for Pensions, requires liabilities for future pension benefits. During FY17 this liability increased by 75,097 to a total of 1,891,594. The College's Primary Reserve Ratio without this requirement would be .2733.

The Viability Ratio calculated without Net Pension Liability and disregarding GASB 68 impact on the institution's Unrestricted Net Position is .6379 which meets the state standards.

The Return on Net Position fell short during the current year with a ratio of (.0002)

almost meeting the standard of being positive.

The Composite Financial Index is composed of the preceding ratios and is not met but is improving from .01 to .6358 in the current year.”

Frank Phillips College

- Frank Phillips College did not meet five of the indicator thresholds. The return on net position, operating margin, and CFI were negative. Expendable and unrestricted net position was negative, which lowered the primary reserve and viability ratios below the state standard. In the previous seven years, the college has had a negative operating margin and has not met the 2.0 threshold on the CFI.

Institutional Comments – Dr. Jud Hicks, President

“On behalf of Frank Phillips College, we would like to provide an explanation regarding the College’s financial ratios for the year ending 2017. We understand that these ratios do show financial stress but we would like to acknowledge that we have had some improvement in the last year.

From a financial perspective we as a college operate on a balanced budget excluding depreciation expense. Every year we book depreciation expense of about \$350,000 which directly relates to our decrease in net position. Our Net position improved this year from \$-368,414 to \$-244,618, this is directly related to an increase in Federal, State and Local grants received. We believe our small community college is headed in the right direction and will continue in this direction in the future.

Last year we discussed growing new programs and increasing our contact hours, we are working hard to accomplish this goal. Our overall contact hours were flat this year with a slight increase on the academic side and a slight decrease on the career and technical side. In our Career and Technical Education we have employed a new Dean with a new drive and focus on expanding our CTE programs. We have also employed a liaison to work directly with industry in our service area to offer enhanced programs for their specific needs while improving the robust relationship related to the two entities. We are starting a new CTE program at both our branch campuses that should bring additional revenue with little related expense. We have updated our Distance Learning Classrooms on all of our campuses so that we can teach from any of these campuses, which will lead to a direct decrease in instructional salaries while increasing tuition revenue. Another positive about the updates to these classrooms is that we can tap into the expertise of the citizens in our rural communities and broadcast it anywhere in our service area.

In September of 2017 we started receiving revenues from our new taxing district in Dalhart Texas. To date we have received a little more than \$500,000 in additional tax revenue from Dallam and Hartley counties. Also, the \$4 million building in Dalhart is nearing completion and construction has started on a second building that will house our Career and Technical education classrooms and labs. A local business has completed their \$72 Million expansion, with that and the increased tax values in the area we have seen additional tax revenue of around \$500,000.

We believe that the things above and additional strategies not listed, along with the support of our local communities and employers we are headed in a positive direction and am confident that with a little more time this will relieve our financial stress.”

Lee College

- Lee College did not meet four of the indicator thresholds. The institution's operating margin was negative, and the CFI is below the standard of 2.0. Even though the college improved its expendable and unrestricted net position and noncurrent liabilities, the increase in operating and nonoperating expenses, resulted in the primary reserve and viability ratios to remain below the state standard.

Institutional Comments – Dr. Dennis Brown, President

"The Lee College administration and Board of Regents are aware of the college's financial ratios, and stress indicators. The college is in the process of determining the appropriate steps necessary to address the stress indicators, and meet the standard ratios to the extent possible."

Lone Star College

- Lone Star College did not meet five of the indicator thresholds. The institution's operating margin was negative, and the CFI is below the standard of 2.0. Even though the institution's net position increased the equity ratio fell below the state standard. Expendable and unrestricted net position fell \$35.9 million which, coupled with increased operating and nonoperating expenses and noncurrent liabilities, lowered the primary reserve and viability ratios below the state standard. The institution's equity ratio fell slightly below the state standard of 20 percent.

Institutional Comments – Jennifer Olenick, Vice Chancellor of Business Affairs and Chief Financial Officer

"Operating Margin -1.89 Standard Positive

The operating margin has been negative since 2015, but steadily improving from -6.05% to -4.63%, and in 2017 to -1.89%. In both fiscal years 2016 and 2017, operating expenses have been reduced, even as total income increased from year to year. I expect this trend to continue.

Primary Reserve .09 Standard .14

While below the standard, the primary reserve ratio improved significantly in 2017, increasing from .02 to .09. Operating and non-operating expenses did increase by \$7 million, but this was more than offset by an increase in the expendable and unrestricted net position of \$36 million.

Viability Ratio .15 Standard .42

While below the standard, the viability ratio improved significantly in 2017, increasing from .03 to .15. Just as the primary reserve ratio was positively impacted, here to, a positive impact is seen from the significant increase in the expendable and unrestricted net position of \$36 million. This ratio would have increased more except for a \$45 million increase the non-current liability. This increase was due to (1) \$16 million received from Aldine ISD for the construction of an early college high school, this is booked as a local government liability, and (2) an \$18 million increase in the unamortized bond premium, which is due the 2017 issuance of general obligation bonds.

Equity Ratio 19.13% Standard 20%

The equity ratio last year was above the standard, but this year has dropped just below the standard primarily due to the issuance of 2017 general obligation bonds that resulted in a significant increase in cash and cash equivalents. Net Position and Total Assets both increased, but Total Assets increased by a relatively larger amount causing the ratio to decrease.”

McLennan College

- McLennan did not meet four of the indicator thresholds. The institution's operating margin was negative, and the CFI is below the standard of 2.0. The institution's decline in expendable and unrestricted net position, and the increase in noncurrent liabilities and operating and nonoperating expenses, caused the primary reserve and viability ratios to fall below the state standard.

Institutional Comments – Stephen Benson, Vice President of Finance and Administration and CFO

“Operating Margin: -1.87
Standard: Positive Margin

McLennan Community College's operating revenues have declined based on a strategic decision to provide a discounted dual credit tuition rate and increases we have seen in other tuition exemptions (required and optional). Additionally, declines in the amount of state grants and contracts for workforce training are contributing to a negative operating margin. The College is evaluating the financial impacts and continues to be conservative with expenditures to offset the revenue decreases.

Primary Reserve: .08
Standard: .14

Viability Ratio: .24
Standard: .42

McLennan Community College's Primary Reserve Ratio and Viability Ratio dropped between 2014 and 2015 from .20 to .07 and .95 to .23 respectively. This was the result of the implementation of GASB 68 and the requirement to reflect pension liability. Since 2015, these ratios have improved slightly and we continue to monitor and work on strategies to continue that trend. The operating expenses of the College decreased in each of the three years since implementing GASB 68, which has helped to improve these ratios.”

Northeast Texas College

- Northeast Texas College did not meet six of the indicator thresholds. The return on net position, operating margin, and CFI were negative. The college's expendable and unrestricted net position was negative, which dropped the institution's viability and primary reserve ratios below the state standard. The institution's net position and total assets were lower resulting in the equity ratio falling below the state standard.

Institutional Comments – Jeffrey W Chambers, Vice President of Administrative Services

"Return on Net Position and Equity Ratio

We did not meet this indicator mainly due to expenditures of fund balance for capital improvements and advanced debt refunding.

Operating Margin

We missed this indicator due to significant higher debt requirements for restricted sources of Ad-valorem taxes revenues. While overall Ad-valorem taxes fell 3.16%, the amount allocated to unrestricted use fell 19.12% from prior year.

Primary Reserve and Viability Ratio

Although expendable net position and unrestricted net position improved in FY 16-17 by \$82,869, the implementation of GASB 68 in FY 14-15 has resulted in Northeast Texas Community College missing these indicators. GASB 68 cost the college \$3.58 million in net position in FY 14-15."

South Plains College

- South Plains College did not meet four of the indicator thresholds. The return on net position, and operating margin were negative, and CFI is below the standard of 2.0. The college's noncurrent liability increased \$7 million, which dropped the institution's viability ratio below the state standard.

Institutional Comments – Teresa Green, Vice President for Business Affairs

"South Plains College increased bond liability by \$6.5 million during FY17. The debt was incurred to complete the renovation for building a new technical center in Lubbock. SPC began renovation in FY16 and completed construction in FY17. The total amount funded by bonds was \$8,850,000. SPC received \$8.9 million in grant funds to help fund the building and equipment. South Plains College has paid \$4 million towards the debt (from grant funds) since September. South Plains College will receive \$1 million for each of the next three fiscal years (from grant funds) to help fund the debt service. The additional \$1.9 million received from grant funds were used to fund the equipment and furniture for the building. The additional bond liability negatively impacted the return on net position ratio as well as the viability ratio.

Additionally, South Plains College lost \$3 million in property taxes because we reached our cap of .40 per \$100 valuation after the valuation decreased by \$2.4 billion over a two year period. We did recover approximately \$750,000 in

property taxes in the current year. South Plains College had two large items approved by the board that were not budgeted. We entered into a contract for a new ERP (computer system) and the board approved for us to begin implementation so we would not have to wait until September to get started with the transition to the new system. We spent \$1.1 million on this purchase in FY17. We also got an emergency approval from the board to purchase dorm furniture for \$531,000 that was not budgeted. The loss of property taxes and the unbudgeted expenditures negatively impacted the operating margin."

Southwest Texas College

- Southwest Texas College did not meet four of the indicator thresholds. The institution's improved CFI went from being negative to just below the state standard of 2.0. Expendable and unrestricted net position was negative which, coupled with increased operating and nonoperating expenses, lowered the primary reserve and viability ratios below the state standard. The leverage ratio improved over the previous year, but remained below the state standard.

Institutional Comments – Anne H Tarski, Vice President - Finance

"Southwest Texas Junior College issued \$20,500,000 in bond obligations in order to build facilities for several campuses from 2012-2016. This, along with the required posting of pension liabilities, caused our ratios to tumble in 2016. In response, the Board of Trustees and administration prepared a rigid budget that planned for an increase in net assets. The actual increase in net assets for 2017 was \$1,279,612. The College is committed to maintaining this type of austere budgeting in order to improve our financial condition. We have already moved from six financial stress indicators in 2016 to four in 2017."

Tyler Junior College

- Tyler Junior College did not meet four of the indicator thresholds. The return on net position was negative and CFI is below the state standard of 2.0. The increase in noncurrent liabilities and operating and nonoperating expenses, caused the primary reserve and viability ratios to fall below the state standard.

Institutional Comments – Sarah E. Van Cleef, CPA, Vice President for Financial and Administrative Affairs, Chief Financial Officer

"On August 16, 2016, Standard and Poor's assigned a AA+ rating to Tyler Junior College's series 2016 maintenance tax notes and affirmed its AA+ rating on the district's outstanding general obligation (GO) bonds with a stable outlook.

The ratios used for the Financial Condition Analysis are inclusive of the impacts of GASB 68. The Standards that are expected to be met were established prior to the implementation of GASB 68. The net impact of GASB 68 on Tyler Junior College has been a decrease in Net Position of over \$10 million. Additionally, TJC recognized \$579,540 additional pension expense as a direct result of GASB 68.

The calculations for the ratios in the Financial Condition Analysis allow institutions to exclude the debt generated by the issuance of General Obligation Bonds; however, the treatment of the debt generated by the issuance of Maintenance Tax Notes is treated like Combined Fee Revenue Bonds - which they are not. Maintenance Tax Notes have the same dedicated debt service as General Obligation Bonds, property taxes. Therefore, the Maintenance Tax Note debt should be excluded as well. The exclusion of Maintenance Tax Note debt decreases TJC's

Noncurrent Liabilities by over \$20 million.

Lastly, TJC recognized over \$500,000 in expenses for WiFi infrastructure for the campus community that are considered non-routine in nature.

Taking into consideration the impacts of GASB 68, the treatment of Maintenance Tax Notes, as well as the non-routine expenditures, the adjustments to the ratio calculations are significant and would drastically improve the ratio analysis for FY2017."

Summary

Evaluating the overall state financial health of community colleges regarding individual indicators is more turbulent, and the individual indicators are better used to assess an individual institution, either for a given year or on a longitudinal assessment. However, looking at the individual indicators on an aggregate basis is not without value, despite the year-to-year variability. As seen in the table below, FY 2017 saw 40 of 50 districts meeting four or more individual indicators of financial health. The other 10 districts did not meet four or more indicators.

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015*	FY 2016	FY 2017
Met all 7 indicators	33	39	31	29	6	24	20
Met 6 indicators	8	6	5	5	12	4	6
Met 5 indicators	4	1	7	10	7	4	4
Met 4 indicators	2	2	3	4	8	8	10
Met 3 indicators	1	1	2	0	9	4	7
Met 2 or fewer indicators	2	1	2	2	8	6	3

*Year of GASB 68 implementation.

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

Fiscal Year 2017 General Obligation Bond Debt Excluded

Financial Stress Indicators	District	Composite Financial Index	Return on Net Position	Operating Margin	Primary Reserve	Viability Ratio	Equity Ratio	Leverage Ratio
▲ 3	Alamo	1.99	11.32%	3.36%	0.09	0.15	30.99%	0.45
● 1	Alvin	2.13	12.52%	2.10%	0.07	0.46	42.72%	-
▲ 2	Amarillo	1.19	0.93%	-1.91%	0.22	0.94	47.73%	0.04
● 0	Angelina	4.16	4.42%	0.24%	0.37	3.22	60.07%	-
◆ 4	Austin	3.16	51.66%	9.43%	0.05	0.04	8.90%	4.37
● 1	Blinn	3.68	15.32%	15.96%	0.32	0.38	47.13%	0.62
▲ 3	Brazosport	0.95	3.56%	1.04%	0.10	0.23	33.35%	0.11
● 0	Central Texas	5.49	0.85%	1.46%	0.75	3.82	78.03%	-
▲ 3	Cisco	1.23	5.92%	3.88%	0.02	0.04	40.24%	0.63
◆ 4	Clarendon	0.63	-0.02%	2.00%	0.09	0.14	61.60%	0.04
▲ 2	Coastal Bend	2.26	14.49%	4.76%	0.03	0.07	39.19%	0.50
▲ 3	College Of The Mainland	0.73	-2.39%	-1.19%	0.17	0.84	56.93%	-
● 0	Collin	8.71	7.13%	16.44%	1.35	9.95	88.37%	-
● 0	Dallas	6.52	9.35%	5.35%	0.50	4.30	58.14%	-
▲ 2	Del Mar	1.84	4.01%	-1.60%	0.31	1.02	39.57%	-
● 1	El Paso	3.57	12.12%	10.12%	0.39	0.39	40.27%	0.90
◆ 5	Frank Phillips	(1.46)	-2.40%	-1.58%	-0.18	(0.63)	61.62%	0.10
● 0	Galveston	6.10	8.78%	10.95%	0.59	3.20	82.55%	-
● 0	Grayson	5.63	7.95%	5.18%	0.89	2.08	55.86%	0.11
● 0	Hill	3.27	1.61%	2.01%	0.30	2.43	75.90%	0.01
● 1	Houston	3.01	12.55%	7.41%	0.22	0.21	30.52%	0.77
● 0	Howard	2.16	3.80%	1.91%	0.36	0.68	56.18%	0.29
● 0	Kilgore	3.49	3.47%	2.12%	0.32	2.38	85.05%	0.01
▲ 2	Laredo	4.34	21.09%	10.33%	0.40	0.34	18.14%	1.57
◆ 4	Lee	1.19	13.18%	-5.64%	0.05	0.15	34.79%	0.17
◆ 5	Lone Star	0.53	4.25%	-1.89%	0.09	0.15	19.13%	0.44
◆ 4	McLennan	0.41	2.78%	-1.87%	0.08	0.24	33.68%	0.25
● 0	Midland	3.09	3.77%	3.36%	0.42	1.34	66.79%	0.10
▲ 3	Navarro	1.97	6.07%	5.71%	0.13	0.24	47.35%	0.39
▲ 3	North Central Texas	1.40	-1.33%	-0.81%	0.25	1.19	58.52%	0.08
◆ 6	Northeast Texas	(0.78)	-3.55%	-3.46%	0.00	(0.01)	19.97%	0.64
● 0	Odessa	3.88	10.54%	7.59%	0.36	1.05	36.77%	0.18
● 0	Panola	6.99	8.51%	7.66%	0.62	4.55	50.51%	0.01
● 0	Paris	4.11	6.88%	11.05%	0.59	1.04	67.58%	0.27
▲ 3	Ranger	1.88	4.27%	5.05%	0.22	0.18	24.98%	2.08
▲ 3	San Jacinto	0.29	-1.51%	-4.19%	0.17	0.47	23.28%	0.31
◆ 4	South Plains	0.22	-2.58%	-1.35%	0.15	0.33	58.70%	0.39
● 0	South Texas	8.03	6.77%	8.81%	1.08	6.63	62.69%	-
◆ 4	Southwest Texas	1.96	12.05%	5.92%	-0.02	(0.03)	21.96%	2.18
● 0	Tarrant	6.02	3.35%	8.34%	0.54	3.89	91.74%	-
● 1	Temple	2.25	3.01%	-0.27%	0.44	0.99	42.84%	0.29
● 0	Texarkana	2.25	1.75%	3.34%	0.24	1.14	68.08%	-
● 1	Texas Southmost	5.80	0.17%	-0.78%	1.25	3.12	64.56%	0.09
● 0	Trinity Valley	4.37	18.59%	5.69%	0.22	1.32	82.06%	-
◆ 4	Tyler	0.68	-0.17%	3.67%	0.05	0.05	35.67%	1.05
▲ 3	Vernon	1.13	4.80%	4.19%	0.01	0.02	39.22%	0.63
▲ 3	Victoria	1.17	6.79%	-3.61%	0.10	0.74	47.32%	0.01
● 0	Weatherford	3.83	2.32%	2.33%	0.70	1.69	63.46%	0.20
● 0	Western Texas	3.99	7.85%	12.92%	0.65	0.58	52.32%	0.63
● 0	Wharton	4.95	2.01%	3.10%	0.56	3.37	74.30%	0.03
● 0	Statewide	2.81	6.53%	4.80%	0.34	0.68	45.65%	0.27

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

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



Texas Higher Education
Coordinating Board

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

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Review and Discussion on Internal Auditor's Follow-up Procedures

Mr. Khalil Abdullah, Internal Auditor, has completed follow-up procedures for the Departmental Fixed Assets and the Student Activities and Wellness audits and will provide an update on the current status of management's corrective actions.

The Implementation Status of Management's Corrective Action(s) follows in the packet for the Committee's review and discussion.

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

South Texas College
Office of Internal Audits
Implementation Status of Management's Corrective Action(s)

Audit Report Number	Report Date	Report Title	Responsible Party Title	Summary of Finding	Summary of Corrective Action	Original Implementation Date	Revised Implementation Date	Implementation Status
18-01	11/8/2017	Departmental Fixed Assets Audit	Director of Purchasing	Unique asset tag numbers assigned to fixed assets were replaced with a different tag rather than the original unique asset identification tag number.	No plans for corrective action - current practices will remain unchanged.	N/A	N/A	N/A
18-02	12/1/2017	Student Activities & Wellness Audit	Director of Student Activities & Wellness	The department has not established a formal procedure for completing monthly account reconciliations.	The department will establish a more detailed account reconciliation process.	11/1/2017	5/1/2018	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Director of Student Activities & Wellness	The department has not developed an internal procedures manual.	The department plans to create a document to remind/inform the staff of any additional procedures that we have that are not covered in Policy	5/1/2018	N/A	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Director of Student Activities & Wellness	The department has not completed an assessment of risks	The department will come up with a more concrete process and procedures to ensure that all staff are aware of risks and meet to discuss risks annually.	5/1/2018	N/A	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Director of Student Activities & Wellness	Student organization travel documentation was incomplete and missing authorizing signatures.	All issues related to incomplete travel forms will be considered/revised/implemented during our review of the student travel process.	5/1/2018	N/A	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Director of Student Activities & Wellness	Procedures were not consistently applied to all student organization and intramural sports student travel.	The department is in the process of reviewing and revising the travel procedures to ensure consistency.	5/1/2018	N/A	Fully Implemented
18-02	12/1/2017	Student Activities & Wellness Audit	Director of Student Activities & Wellness	Departmental forms referred to themselves as "policy." The forms were internal documents and were not Board approved policies.	The department's forms are under review and the word "policy" will be removed.	5/1/2018	N/A	Fully Implemented

Discussion and Approval of Internal Audit Processes and Protocols

Approval of the internal audit processes and protocols will be requested at the June 20, 2018 Board meeting.

Purpose – To document the Internal Audit engagement process and add some additional steps to the audit process to improve communication between the Internal Auditor and Management.

Justification - The Internal Audit Process Map Swim Lane, Entrance Conference Outline/Agenda, and Internal Audit Protocols will help establish a shared understanding of the overall Internal Audit process. The documentation details the audit steps from planning through the performance of follow-up procedures.

Background – The audit process was not formally documented and presented to management. The information will help management and the committee develop a better understand of the process.

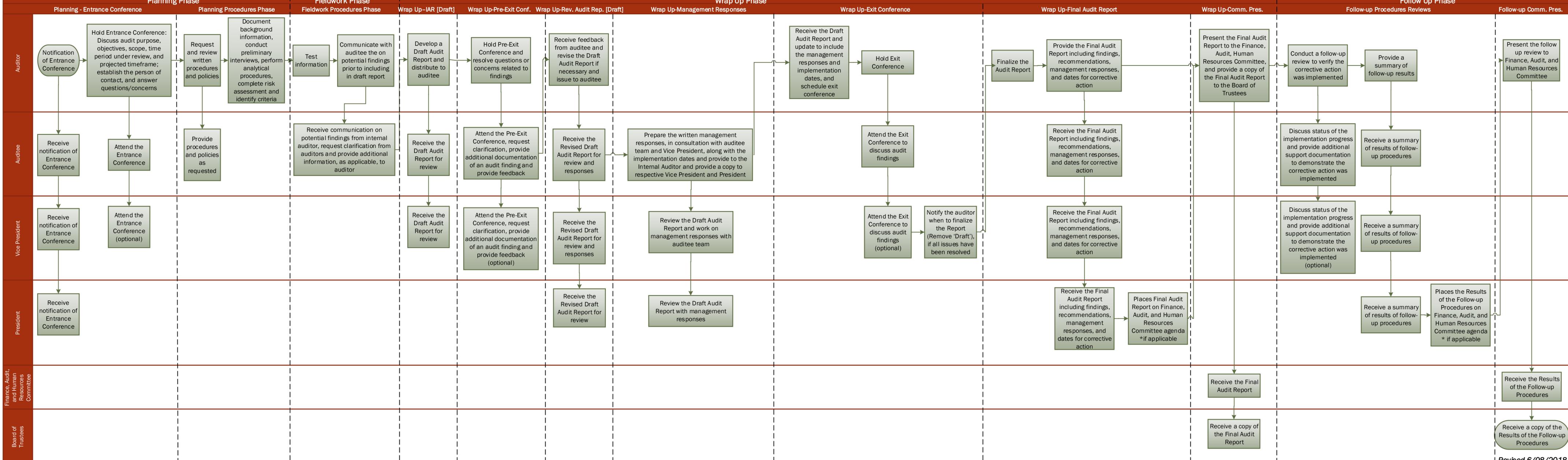
Reviewers - The internal audit processes and protocols have been by Mary Elizondo, Vice President for Finance Administrative Services and Mr. Khalil Abdullah, Internal Auditor.

Enclosed Documents - A copy of the Process Map Swim Lane and the Internal Audit Protocols follow in the packet for the Committee's review and discussion.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance Administrative Services, and Mr. Khalil Abdullah, Internal Auditor, will be present at the June 19, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the June 20, 2018 Board meeting, the internal audit processes and protocols as presented.

Internal Audit Process



Internal Audit Protocols



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PURPOSE

The purpose of this document is to serve as an information resource to be used by management and the Office of Internal Auditors. It sets out to establish a shared understanding of the overall audit process that will be utilized to conduct internal audit engagements at South Texas College and is intended to serve as a general reference for management and auditors alike to improve communication and enhance the efficiency and effectiveness of the Internal Audit process.

This protocol will be reviewed annually by the Office of Internal Audits and management to ensure that it continues to meet the requirements of the College.

DEFINITIONS

Internal Audit – is an independent, objective, assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

Auditee – department, program, or process under audit.

Internal Auditor – personnel comprised from the Internal Audit department who conducts the audit.

Management – the operational and senior management of a department, program, or process under audit.

INTERNAL AUDIT & MANAGEMENT

Internal audits will be conducted in a constructive manner. As needed, the assistance of management will be solicited in the planning and performance of the audit. A spirit of collaborative teamwork between the internal auditor, auditee, and personnel under audit will be followed. This rapport shall not alter the fact that the internal auditor has full, free, and unrestricted access to all records, personnel, properties, and any other sources of information needed in the performance of an audit. When necessary, special arrangements will be made for the examination of confidential or classified information.

INTERNAL AUDIT PROCESS – PLANNING PHASE

PLANNING - AUDIT NOTIFICATION

With few exceptions, the auditee, area supervisor, vice president, and president will be notified when an area has been selected for audit. Notification e-mails typically include an attached *Entrance Conference Memo* which is a document that represents the official start of the audit engagement and invites management to attend the entrance conference to discuss the audit's timing, scope, and objective(s). In some instances (e.g. fraud investigations, or surprise cash counts, etc.) no advance notification will be given. Additionally, designed fieldwork procedures may also require the auditors to conduct unannounced inspections of documentation. In the event that the internal auditors are required to conduct an unannounced inspection of records, they will request that the area's supervisor be notified so as to ensure that management is aware of the audit activities taking place in their department.

PLANNING - ENTRANCE CONFERENCE

At the entrance conference the internal auditors will go over the following:

- The audit process map (e.g. planning phase, fieldwork phase, audit reporting, and follow-up procedures);
- Address management's questions/concerns related to the audit;
- The anticipated timeframe for completing each audit milestone;

At the entrance conference the auditors will discuss the anticipated (e.g. estimate) timeframe for completing the engagement as well as the anticipated timeframe for completing the different phases of the audit. The exact time period that an audit engagement requires will vary depending on a myriad of factors, such as:

- The complexity of the process under review;
- The size of the data sets under examination;
- The expertise of the staff and their availability (e.g. summer/winter break, vacation, FMLA);
- Time taken to satisfy auditor's requests for information (unnecessary delays);
- Time taken by management to provide their responses to reported findings;
- Other conflicting work priorities of the Office of Internal Audits and the business area

The entrance conference will include the auditee and key staff, area supervisor, internal auditor(s), and vice president. The purpose of the entrance conference is to accomplish the following:

- Establish a point-of-contact – The role of the point-of-contact will be to provide documentation, records, and other resources requested by the internal auditors
- Enable the internal auditors to meet the department’s staff;
- Objective – Discuss the purpose of the audit or what the audit is trying to accomplish (e.g. ensure that the area’s internal controls are working effectively);
- Discuss scope of the audit – Includes both the time period under review as well as various segments that will be included in the audit (e.g. safeguarding of assets, separation of duties, monitoring, control conscience environment, etc.);
- Go over the estimate timeframe to complete the engagement (e.g. start date, planning phase, fieldwork, initial audit report draft, end date, etc.);
- Arrange access to buildings, systems and data, personnel files, etc.
- Discuss factors that may impact the audit (e.g. scheduling conflicts, etc.)

Note: In the event that the point-of-contact is unable to provide the auditor with the requested information, the auditors will make every attempt to locate the information through other means. In addition, management can request to be carbon copied on all information requests made to the established point-of-contact.

PLANNING - BACKGROUND INFORMATION

During the planning phase, internal auditors are required to become familiar with the area under review. A request for background information will be sent to the point-of-contact seeking the following information:

- Organizational structure (i.e. organizational chart);
- Applicable laws, regulations, or special compliance issues that should be taken into account;
- Area’s mission statement, purpose/goals, etc. – the auditors may be able to obtain this information by accessing the department’s institutional effectiveness plan;
- List of full-time employees (FTE) and part-time employees;
- Budget data;
- Significant achievements;
- Other background information

PLANNING – PRELIMINARY INTERVIEWS

During the planning phase, internal auditors are required to become familiar with the area under review. The internal auditors may request to conduct preliminary interviews with staff in order to become more familiar with the area's system of internal controls. In some instances staff may be asked to complete an internal control questionnaire (ICQ). The ICQ is comprised of 'yes' or 'no' questions. A typical ICQ question would include, for instance, the following:

- Has your department established formal written procedures?
- Does your department handle cash?
- Have appropriate separation of duties been established?
- Have you completed an annual verification of your silver tagged assets?
- Etc.

PLANNING - ANALYTICAL PROCEDURES

During the planning phase auditors will perform analytical procedures, if applicable. The auditors may request information related to the following:

- Transaction activity from the prior fiscal years;
- Budget information;
- Actual transaction data;
- Other relevant information

PLANNING - RISK ASSESSMENT

During the planning phase the auditors are required to complete a risk assessment. Auditors must consider the area's risks significant to the activity, its objectives, resources, and operations, and the means by which the potential impact of those risks are kept to an acceptable level. The department can expect the following from the internal auditors:

- Questions related to whether the department has completed a formal risk assessment;
- Questions related to whether the department has completed some other form of assessment similar to a risk assessment (e.g. SWOT analysis);
- Questions related to what area management's main operational concerns are in achieving their objectives;
- Other questions necessary to completing a risk assessment

PLANNING – IDENTIFY CRITERIA

The internal auditors are required to obtain and review relevant criteria. Therefore, the auditors may request the following:

- Department policies and procedures;
- Process narratives;
- Information on applicable laws and regulations;
- Special compliance considerations (if applicable)

In the event that no formal criteria exists (e.g. lack of documented policy/procedures), the auditors will research industry best practices and may use this information in measuring against the current status of the College's internal controls.

INTERNAL AUDIT PROCESS – FIELDWORK PHASE

FIELDWORK PROCEDURES

The fieldwork phase of the audit concentrates on performing test work and informal communications between the internal auditors, the auditee, and key personnel. Fieldwork procedures are designed by the internal auditors based on an examination of criteria obtained and reviewed during the planning phase as well as the area's assessed risks. During this phase of the audit, the auditors will:

- Interview employees to develop a more detailed understanding of existing controls and processes;
- Request data from the point-of-contact for examination (e.g. data file, list of transactions, other support documentation);
- Conduct testing to verify the efficiency and effectiveness of internal controls ;
- Review support documentation to verify the effectiveness of an internal controls (e.g. verify that all approval signatures have been obtained, etc.);

Fieldwork procedures are unique to each audit depending on the department or process being reviewed. Each audit is meant to be risked-based, therefore, the results of the risk assessment will impact the design of the fieldwork procedures. Additionally, the type of audit will also impact the fieldwork procedures steps, for instance the fieldwork procedure steps applied to verify

compliance with a specific regulation will differ from fieldwork procedures steps used to verify the effectiveness of controls related to financial transactions.

Requests for information will be made to the point-of-contact. In the event that the point-of-contact is unable to provide the information, the internal auditors will make every effort to locate the support documentation (e.g. requesting the information from a separate department, traveling to a different location, etc.).

The internal auditor will update the auditee on the status of the audit on a regular basis, and will communicate potential audit findings as they are identified. Management is encourage to take steps to address these issues immediately (e.g. provide additional supporting documentation, explain special circumstances that should be taken into consideration).

The internal auditor conducting the fieldwork is responsible for clarifying and confirming the preliminary audit findings with the auditee and supervisor to ensure that these are factually correct and the auditee and supervisor have an opportunity to provide input. If necessary, the internal audit will communicate significant matters of concerns with high risk rating to the auditee, supervisor, and vice president.

Note: Describing a process or asserting that a procedure or internal control is in place is not enough to satisfy auditing Standards. Internal audits are required to obtain sufficient and adequate audit evidence in order to state that confirm that a control is in place.

INTERNAL AUDIT PROCESS – WRAP UP PHASE

WRAP UP - INITIAL AUDIT REPORT [DRAFT]

Following the completion of the fieldwork, the internal auditor will develop and issue the initial audit report [draft] which will include the audit's objective, scope, reported findings, etc. The initial audit report [draft] will be issued to the auditee, area supervisor, and vice president for their review. The initial audit report [draft] should be reviewed by each of the recipients to ensure that the report does not contain any inaccuracies. The auditee, area supervisor, and vice president will have an opportunity to discuss the content of the initial audit report [draft] with the internal auditor at the pre-exit conference.

WRAP UP - PRE-EXIT CONFERENCE

During the pre-exit conference, the internal auditors, auditee, area supervisor, and vice president, will cover the following:

- Address management's questions/concerns related to the initial audit report [draft] findings;
- Go over each of the reported findings and verbal audit recommendations;
- Discuss management's suggested revisions to the wording of reported finding(s) or other language contained in the report;
- Propose the removal of a reported finding (if applicable and pending a review of additional support documentation);
- Provide feedback to the internal auditor regarding the draft report and overall audit process;
- Discuss anticipated management responses;

If determined by the internal auditor that changes are necessary to the initial audit report [draft], the auditors will make revisions and will request the assistance of the auditee if necessary to provide additional support documentation.

Note: Verbal recommendations are provided to management at the auditor's discretion. They typically involve an audit finding that doesn't raise to the level of being reportable. For example, if a tested control was 98% effective the internal auditors would disclose the 2% error to the auditee through a verbal recommendation.

WRAP UP - REVISED AUDIT REPORT [DRAFT]

If determined by the internal auditor that revisions should be made to the initial audit report [draft], the auditors will make appropriate revisions and issue a revised audit report [draft] to the auditee, area supervisor, vice president, and president. The revised audit report [draft] will be issued within ten (10) working days after the pre-exit conference.

Once management receives the revised audit report [draft], they will have approximately fifteen (15) working days to review and include their management responses into the report. Along with the management responses, management will also be required to indicate an implementation date, and indicate who will be primarily responsible for implementing management's corrective

action plan. The implementation date is the anticipated target date to as to when corrective action will be completed.

WRAP UP - MANAGEMENT RESPONSES

The auditee will prepare management responses in consultation with staff and the area's vice president within three (3) weeks and also include anticipated implementation dates. It is the internal auditor's prerogative to provide audit recommendations, regardless if the auditee or management agree. Similarly, it is management's prerogative to select one of the following in response to each reported exception:

- Accept the audit recommendation, as presented
 - Provide an estimate time for implementation (e.g. implementation date);
 - Provide a detailed response for implementing correcting action(s)
- Accept the audit recommendation, detailing alternative corrective action
 - Provide an estimate time for implementation (e.g. implementation date);
 - Provide details on the planned alternative corrective action(s)
- Reject the audit recommendation
 - Provide reason(s) for rejecting the audit recommendation;
 - State that management accepts the risk for rejecting the audit recommendation;
 - Ignore the implementation date, it is not required for rejected audit recommendations

WRAP UP - EXIT CONFERENCE

Subsequent to receiving management's feedback, the internal auditor will update the revised audit report [draft] to include all of the management responses and implementation dates. A final exit conference will be schedule. At the exit conference the following will be discussed:

- Final review of the report while still in draft form;
- Address any management's questions/concerns;
- Final opportunity to submit documentation for review or request revisions prior to finalizing the report;
- Request authorization from the vice president to authorize the finalization of the audit report

After the exit conference is held, the vice president will be asked to provide the auditor with written authorization to finalize the audit report. The authorization may be sent via e-mail notification.

Note: The internal auditors will accept documentation anytime during the audit process (e.g. planning phase – exit conference). However, once the auditors receive formal notification from the vice president to finalize the report, subsequent support documentation will NOT be taken into consideration. Any documentation identified after the audit report is finalized will be examined during follow-up procedures.

WRAP UP - FINAL AUDIT REPORT

Once authorization is received from the vice president, the internal auditor will finalize the audit report. This process includes the following:

- Removing the 'DRAFT' watermark;
- Adding a table of contents;
- Signing and dating the report;
- Adding a memo to the president;

The final audit report including all reported findings, management responses, and implementation dates will be issued to the auditee, area supervisor, vice president, and president.

The president will then make the final decision to include the final audit report on the next Finance, Audit, and Human Resources Committee agenda.

WRAP UP - PRESENTATION TO FINANCE, AUDIT, AND HUMAN RESOURCES COMMITTEE

A copy of the final audit report is submitted and presented by the Internal Auditor to the Finance, Audit, and Human Resources Committee at the upcoming meeting for consideration. The Finance, Audit, and Human Resources Committee may comment on a particular audit finding and recommendation, which will be addressed by the internal auditor and through the audit follow-up process.

INTERNAL AUDIT PROCESS – FOLLOW UP

FOLLOW UP - PROCEDURES

Once management's selected implementation date for corrective action is expired, the internal auditors shall complete follow up procedures. The objective of follow up procedures is to verify that management has taken the necessary corrective action to address each of the audit findings. Follow up procedures include the following:

- Request to review any documentation to support that corrective action has been implemented;
- Observe that a new process has been implemented;
- The internal auditor will communicate with management the final results of the follow up procedures and indicate whether management's corrective action has been fully implemented, partially implemented, or not implemented;
- Provide the auditee, area supervisor, and vice president with a status update of the result of the follow up procedures;
- Provide the president with a status update of the results of the follow up procedures (e.g. spreadsheet indicated the status of management's corrective actions);

Note: Once the President receives the results of the follow up procedures, a decision will be made on whether to include the results on the next Finance, Audit, and Human Resources Committee agenda.

FOLLOW UP - PRESENTATION TO FINANCE, AUDIT, AND HUMAN RESOURCES COMMITTEE

A copy of the results of the follow up procedures is submitted and presented by the Internal Auditor to the Finance, Audit, and Human Resources Committee at the upcoming meeting for consideration. The Finance, Audit, and Human Resources Committee may comment on the status of implementation for a particular audit finding, which will be addressed by the internal auditor.

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 June 14, 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.
- Two-hundred and twelve (212) of the FY 2016 - 2017 positions have been filled and forty-seven (47) of the new FY 2017 - 2018 Full Time, Regular positions have been filled for a total of two-hundred and fifty-six (256) positions filled as of June 14, 2018.

	FY2016-2017	FY2017-2018	Total
Positions Carried over	232	-	232
New positions	-	73	73
Total Vacancies as of 9/1/2017	-	-	305
Filled	212	47	258
Total Vacancies as of 6/14/2018 excluding resignations	20	26	47
% of Vacancies Filled	-	-	86%

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 June 14, 2018.

	Academic Affairs	Finance & Admin. Services	Information Services, Planning, Perform. & Strategic Initiatives	President’s Office	Student Affairs & Enrollment Management	Total
Continued	24	39	39	15	13	130
Cont-Bond	6	16	7	0	1	30

	Academic Affairs	Finance & Admin. Services	Information Services, Planning, Perform. & Strategic Initiatives	President's Office	Student Affairs & Enrollment Management	Total
New	4	1	1	1	2	9
New- Bond	8	11	0	0	0	19
Total	42	67	47	16	16	188

3) Position Turnover during Fiscal Year 2017 - 2018

- Sixty-two (62) vacancies due to resignations, terminations, or retirements have been submitted for Full Time, Regular positions as of June 12, 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 June 14, 2018	Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Academic Advancement								
Curriculum and Student Learning	704335	CONT	Administrative	Director of Academic Assessment	FY18 Position Chng	Filled	04-12-18	
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	
High School Programs and Services	702203	CONT	Classified	Secretary	01-04-18	Filled	06-04-18	
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	
Electrician Assistant	701310	CONT	Classified	Lab Assistant - ELTR	10-01-17	Filled	04-16-18	
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 for FY17	Filled	02-12-18	
Division of Liberal Arts and Social Sciences	710150	CONT BOND FY17	Classified	Faculty Secretary	New for FY17	Filled	04-02-18	
Division of Liberal Arts and Social Sciences	713150	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Success Specialist	New for FY17	Filled	06-11-18	
History	701225	CONT	Classified	Faculty Secretary	New for 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	
Biology	707204	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	NEW FY18	Filled	04-02-18	
BAT/BAS	702293	NEW FY18	Prof/Tech Support Exempt	Academic Coach	02-12-18	Filled	02-12-18	
BAT/BAS	701293	NEW FY18	Prof/Tech Support Exempt	Academic Coach	NEW FY18	Filled	05-01-18	
Chemistry	703200	NEW-BOND FY18	Classified	Faculty Secretary	NEW FY18	Filled	05-21-18	
Chemistry	701200	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	09-27-17	Filled	01-08-18	
Chemistry	704200	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lab Specialist II - Chemistry	NEW FY18	Filled	05-01-18	
Div. of Math, Science & BA Programs	705281	NEW FY18	Classified	Administrative Assistant	NEW FY18	Filled	05-30-18	
Division of Math, Science and Bachelor Programs	707416	CONT	Prof/Tech Support Exempt	Academic Coach	01-22-18	Filled	04-23-18	
Division of Math, Science and Bachelor Programs	701416	CONT	Classified	Administrative Assistant	11-30-15	Filled	05-14-18	
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	
Division of Nursing and Allied Health								
Division of Nursing and Allied Health	710557	CONT BOND FY17	Classified	Faculty Secretary	New for FY17	Filled	06-04-18	

Positions Filled - EXHIBIT A

Hired

South Texas College
Positions Filled in FY 2017 - 2018
As of June 14, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Division of Nursing and Allied Health	715557	NEW-BOND FY18	Classified	Faculty Secretary	NEW FY18	Filled	05-14-18
Emergency Medical Technology	701555	CONT	Prof/Tech Support Non-Exempt	Licensed Lab Assistant - EMT	05-15-14	Filled	05-01-18
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
TR PM Risk and Security	701171	CONT	Prof/Tech Support Exempt	Project Manager - Information Technology	09-01-15	Filled	04-02-18
Law Enforcement							
Law Enforcement	701593	NEW FY18	Classified	Secretary	NEW FY18	Filled	03-19-18
Finance and Administrative Services							
Business Office	791184	CONT	Prof/Tech Support Non-Exempt	Accountant	04-10-18	Filled	06-11-18
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
Cashiers Office	757184	NEW-BOND FY18	Classified	Accounting Assistant	NEW FY18	Filled	06-11-18
Business Office	798184	CONT	Classified	Accounting Assistant	03-01-18	Filled	06-11-18
Business Office	734184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	02-16-18	Filled	06-11-18
Business Office	705184	CONT	Classified	Payroll Assistant	03-01-18	Filled	Pending
Business Office	753184	CONT BOND FY17	Prof/Tech Support Non-Exempt	Payroll Specialist	New for FY17	Filled	03-21-18
Campus Police	775514	CONT BOND FY17	Prof/Tech Support Non-Exempt	Coord Emer Preparedness & Trng	New for FY17	Filled	10-02-17
Campus Police	700516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Dispatch Supervisor	NEW FY18	Filled	06-18-18
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
Campus Police	721514	CONT	Prof/Tech Support Non-Exempt	Police Dispatcher	11-08-17	Filled	04-16-18
Campus Police	701516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Police Officer	NEW FY18	Filled	06-18-18
Cashiers Office	758184	NEW-BOND FY18	Classified	Administrative Assistant	NEW FY18	Filled	06-18-18
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	03-05-18
Cashiers Office	756184	NEW-BOND FY18	Classified	Cashier	NEW FY18	Filled	03-19-18
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	Fixed Assets and Receiving Technician	01-15-18	Filled	03-05-18
Custodial	720503	NEW-BOND FY18	Classified Non-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

Positions Filled - EXHIBIT A

Hired

South Texas College
 Positions Filled in FY 2017 - 2018
 As of June 14, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
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	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	762502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	04-02-18
Custodial	743502	CONT	Classified	Custodian	01-03-18	Filled	04-02-18
Custodial	757502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	05-14-18
Custodial	703502	CONT	Classified	Custodian	05-31-17	Filled	Pending
Custodial	701503	NEW-BOND FY18	Classified	Custodian	NEW FY18	Filled	06-11-18
Custodial	788502	CONT BOND FY17	Classified	Floor Technician	NEW FY18	Filled	03-05-18
Custodial	791502	CONT BOND FY17	Classified	Floor Technician	New for FY17	Filled	06-11-18
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

Positions Filled - EXHIBIT A

Hired

South Texas College
Positions Filled in FY 2017 - 2018
As of June 14, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
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	778502	CONT BOND FY17	Classified	Lead Custodian	New for FY17	Filled	07-02-18
Custodial	780502	CONT BOND FY17	Classified	Floor Technician	New for FY17	Filled	09-05-17
Distribution Center	702583	CONT	Classified	General Services Technician	10-31-17	Filled	03-05-18
Fac Planning and Construction	730501	NEW-BOND FY18	Classified	Facilities, Planning and Construction Accounts Assistant	NEW FY18	Filled	01-16-18
Fac Planning and Construction	708501	CONT	Prof/Tech Support Non-Exempt	Fac Plng and Cons Sp Mngmnt Spec	10-09-17	Filled	04-02-18
Facilities Planning and Construction	723501	CONT BOND FY17	Classified	Facil Plng and Constr Project Technician	New for FY17	Filled	05-10-18
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	739499	CONT BOND FY17	Prof/Tech Support Non-Exempt	Construction Supervisor	New for FY17	Filled	03-19-18
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	725499	CONT BOND FY17	Classified	Electrician	New for FY17	Filled	04-09-18
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	734499	CONT BOND FY17	Classified	Maintenance Assistant	01-03-18	Filled	06-01-18
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	722499	CONT BOND FY17	Classified	Maintenance Technician	New for FY17	Filled	04-02-18
Facility Maintenance	714499	CONT	Classified	Maintenance Technician	02-24-17	Filled	04-02-18
Facility Maintenance	721499	CONT BOND FY17	Classified	Maintenance Technician	New for FY17	Filled	06-04-18
Facility Maintenance	704499	CONT	Classified	Maintenance Assistant	11-01-17	Filled	06-01-18
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	711499	CONT	Classified	Staff Secretary	12-04-17	Filled	04-02-18
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

Positions Filled - EXHIBIT A

Hired

South Texas College
 Positions Filled in FY 2017 - 2018
 As of June 14, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Human Resources	715240	CONT	Prof/Tech Support Non-Exempt	Benefits Specialist	08-04-17	Filled	09-11-17
Human Resources	702240	CONT	Classified	Payroll Assistant - Human Resources	10-16-17	Filled	04-03-18
Human Resources	726240	CONT BOND FY17	Classified	Human Resources Assistant	New for FY17	Filled	04-09-18
Office of Human Resources	731240	NEW-BOND FY18	Classified	HR Secretary	NEW FY18	Filled	07-02-18
Human Resources	716240	CONT	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist/Evaluator	07-03-17	Filled	10-02-17
Office of Human Resources	732240	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Human Resources Systems Specialist	NEW FY18	Filled	06-11-18
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	718514	CONT	Classified Non-Exempt	Security Guard	01-03-18	Filled	04-02-18
Safety and Security	772514	CONT	Classified Non-Exempt	Security Guard	11-22-17	Filled	06-04-18
Safety and Security	760514	CONT	Classified Non-Exempt	Security Guard	01-24-18	Filled	06-04-18
Safety and Security	770514	CONT	Classified Non-Exempt	Security Guard	12-13-17	Filled	05-16-18
Safety and Security	779514	CONT	Classified Non-Exempt	Security Guard	01-31-18	Filled	05-17-18
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	786514	NEW-BOND FY18	Prof/Tech Support Exempt	Safety and Security Manager	NEW FY18	Filled	05-11-18
Safety and Security	763514	CONT BOND FY17	Prof/Tech Support Non-Exempt	Security Support Specialist	New for FY17	Filled	10-02-17
Safety and Security	709514	CONT	Prof/Tech Support Non-Exempt	Security Support Specialist	02-04-18	Filled	06-11-18
Safety and Security	708514	CONT	Prof/Tech Support Non-Exempt	Safety Support Specialist	11-01-17	Filled	Pending
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	709359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	05-10-18
Student Transportation Services	708359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	05-18-18
Student Transportation Services	701359	NEW FY18	Classified	Bus Driver	NEW FY18	Filled	01-08-18
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
Applications Development-Instruction	702393	CONT	Prof/Tech Support Exempt	Applications Analyst II	12-01-17	Filled	02-20-18
Applications Development-Instruction	712393	CONT	Prof/Tech Support Exempt	Systems and Networking Manager	FY18 Position Chng	Filled	04-02-18
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
Centers for Learning Excellence	705423	CONT	Classified	Student Learning Assistant	FY18 Position Chng	Filled	03-19-18
Centers for Learning Excellence	720426	CONT	Classified	Student Learning Assistant	FY18 Position Chng	Filled	05-01-18
Client Services	710391	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	08-01-17	Filled	10-05-17
Educational Technologies	721271	NEW-BOND FY18	Prof/Tech Support Exempt	Audio Visual Systems Designer	NEW FY18	Filled	06-01-18

Positions Filled - EXHIBIT A

Hired

South Texas College
 Positions Filled in FY 2017 - 2018
 As of June 14, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Educational Technologies	723271	NEW-BOND FY18	Prof/Tech Support Exempt	Coordinator of Special Events	NEW FY18	Filled	05-15-18
Educational Technologies	719271	CONT BOND FY17	Prof/Tech Support Non-Exempt	Digital Signage/Classroom Tech Trng Spec	New for FY17	Filled	06-01-18
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	706102	CONT	Classified	Educational Technologies Assistant I	08-24-17	Filled	04-02-18
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	704271	CONT	Prof/Tech Support Non-Exempt	Educational Technologies Specialist	09-01-17	Filled	06-01-18
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. & PI.	01-01-16	Filled	01-22-18
Client Services	710391	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	01-09-18	Filled	06-18-18
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	703397	CONT	Classified	Open Lab Technician	09-01-17	Filled	04-09-18
Learning Commons and Open Labs	714102	CONT	Classified	Open Lab Technician	09-01-17	Filled	04-02-18
Learning Commons and Open Labs	724397	CONT BOND FY17	Classified	Open Lab Technician	12-01-17	Filled	06-18-18
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 Acquisitions	722101	CONT	Administrative	Librarian III - Collection Management and Acquisitions	01-17-17	Filled	12-11-17
Library Acquisitions	700009	CONT	Classified	Library Technical Services Technician	07-06-17	Filled	10-09-17
Library Acquisitions	734101	CONT	Classified	Library Technician	09-15-17	Filled	06-04-18
Library Public Services	744101	NEW FY18	Prof/Tech Support Exempt	Librarian I - Public Services	NEW FY18	Filled	02-05-18
Library Public Services	731101	CONT	Prof/Tech Support Exempt	Librarian III	07-31-14	Filled	10-04-17
Library Services	702101	CONT	Administrative	Dean of Library and Learning Support Services	09-21-17	Filled	04-01-18
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	702170	CONT	Prof/Tech Support Exempt	Institutional Research Analyst	03-01-18	Filled	06-04-18
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

Positions Filled - EXHIBIT A

Hired

South Texas College
 Positions Filled in FY 2017 - 2018
 As of June 14, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Technology Support	710262	CONT	Prof/Tech Support Exempt	Computer Inventory Specialist	FY18 Position Chng	Filled	06-01-18
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
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
CPWE - State	718590	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	09-01-00	Filled	05-01-18
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
Public Relations/Marketing	726462	NEW FY18	Prof/Tech Support Exempt	Marketing Manager	NEW FY18	Filled	06-04-18
Student Affairs and Enrollment Management							
Admissions and Records	724612	NEW FY18	Prof/Tech Support Non-Exempt	Admissions Specialist	NEW FY18	Filled	04-02-18
Admissions & Records	700020	CONT	Classified	Coordinator of Enrollment Services	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	706610	CONT	Classified	Administrative Assistant	12-01-17	Filled	04-09-18
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
Dual2Degree	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
Special Programs	708192	NEW FY18	Classified	Administrative Assistant	NEW FY18	Filled	04-02-18
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	726440	CONT	Prof/Tech Support Non-Exempt	Financial Aid Specialist	01-03-18	Filled	04-02-18
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

New Positions

**South Texas College
NEW Vacant Full-Time Regular Positions Approved for FY 2017 - 2018
As of June 14, 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	4	Screening in Progress	07-01-18
Division of Math, Science and Bachelor Programs							
BAT/BAS	702293	NEW FY18	Prof/Tech Support Exempt	Academic Coach	4	Screening in Progress	07-01-18
Biology	706204	NEW-BOND FY18	Classified	Faculty Secretary	5	Recommendation in Progress	06-15-18
Division of Business, Public Safety and Technology							
Fire Science	701312	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition	08-15-18
Fire Science	702312	NEW-BOND FY18	Classified	Lab Assistant – Fire Science	1	Pending Requisition	08-15-18
Division of Nursing and Allied Health							
Nursing & Allied Health	713557	NEW FY18	Prof/Tech Support Non-Exempt	Advisor	2	Requisition in Progress	08-15-18
Nursing & Allied Health	714557	NEW FY18	Prof/Tech Support Non-Exempt	Student Success Specialist	4	Screening in Progress	07-01-18
Nursing & Allied Health	716557	NEW-BOND FY18	Classified	Faculty Secretary	4	Screening in Progress	07-01-18
Nursing & Allied Health	717557	NEW-BOND FY18	Classified	Faculty Secretary	1	Pending Requisition	08-15-18
Nursing & Allied Health	720557	NEW-BOND FY18	Classified	Lab Assistant - NAH	1	Pending Requisition	08-15-18
Nursing & Allied Health	718557	NEW-BOND FY18	Classified	Secretary	1	Pending Requisition	08-15-18
Nursing & Allied Health	719557	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Simulation Network Specialist	4	Screening in Progress	07-01-18
Finance and Administrative Services							
Business Office	760184	NEW FY18	Prof/Tech Support Exempt	Budget Manager	4	Screening in Progress	07-01-18
Campus Police	702516	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Police Officer	3a	Re-advertised	08-01-18
Cashiers Office	755184	NEW-BOND FY18	Classified	Cashier	3a	Re-advertised	08-01-18
Custodial	702503	NEW-BOND FY18	Classified	Custodian	4	Screening in Progress	07-01-18
Custodial	700503	NEW-BOND FY18	Classified	Custodian	5	Recommendation in Progress	06-15-18
Custodial	705503	NEW-BOND FY18	Classified	Floor Technician	3a	Re-advertised	08-01-18
Custodial	704503	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Lead Custodian	3a	Re-advertised	08-01-18
Facility Operations and Maintenance	729501	NEW-BOND FY18	Prof/Tech Support Exempt	Environmental Health and Safety Manager	3a	Re-advertised	08-01-18
Facility Operations and Maintenance	728501	NEW-BOND FY18	Prof/Tech Support Exempt	Events Manager	5	Recommendation in Progress	06-15-18
Office of Human Resources	727240	NEW-BOND FY18	Prof/Tech Support Exempt	Coordinator of Staffing & Recruiting	2	Requisition in Progress	08-15-18
Office of Human Resources	730240	NEW-BOND FY18	Classified	Human Resources Technician	2	Requisition in Progress	08-15-18
Office of Human Resources	733240	NEW-BOND FY18	Prof/Tech Support Exempt	Training and Development Manager	1	Pending Requisition	08-15-18
Information Services, Planning and Strategic Initiatives							
Learning Commons and Open Labs	725397	NEW FY18	Prof/Tech Support Exempt	Coordinator of Open Labs Logistics	3	Requisition in Progress	08-15-18

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

Vacant Positions - New - Exhibit B

South Texas College						
NEW Vacant Full-Time Regular Positions Approved for FY 2017 - 2018						
As of June 14, 2018						
Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 7)	Proposed Hire Date
Office of the President						
Grant Development, Management and Compliance	702420	NEW FY18	Prof/Tech Support Exempt	Development Officer - Foundation/Corporate Outreach	1	08-15-18
Student Affairs and Enrollment Management						
Student Affairs & Enrollment Management	725612	NEW FY18	Prof/Tech Support Exempt	Project Manager - SAEM	4	07-01-18
Student Rights and Responsibilities	708191	NEW FY18	Classified	Administrative Assistant	1	08-15-18

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 June 14, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Academic Advancement								
Curriculum and Student Learning	701283	CONT	Administrative	Associate Dean of Curriculum and Student Learning	FY18 Position Chng	1	Pending Requisition	08-15-18
High School Programs and Services	703286	CONT	Administrative	Director of Academies and High School Projects	06-04-18	1	Pending Requisition	08-15-18
Professional & Organizational Dev	702352	CONT	Administrative	Associate Dean Professional & Organizational Dev	01-06-17	1	Pending Requisition	08-15-18
Professional & Organizational Dev	701352	CONT	Prof/Tech Support Non-Exempt	Professional Development Manager	FY18 Position Chng	4	Screening in Progress	07-01-18
Professional & Organizational Dev	703352	CONT	Prof/Tech Support Non-Exempt	Professional Development Trainer	07-22-16	1	Pending Requisition	08-15-18
Academic Affairs								
Academic Affairs	703279	CONT	Executive	Vice President for Academic Affairs	08-31-13	1	Pending Requisition	08-15-18
Distance Learning	702279	CONT	Administrative	Dean of Distance Learning	02-02-17	3a	Re-Advertised	08-01-18
Distance Learning	701276	CONT	Prof/Tech Support Exempt	Distance Learning Media Manager	02-01-18	1	Pending Requisition	08-15-18
Mid Valley Campus	702269	CONT	Classified	Faculty Secretary	02-08-18	4	Screening in Progress	07-01-18
Mid Valley Campus	701269	CONT BOND FY17	Prof/Tech Support Non-Exempt	Student Services Specialist II	New BOND FY17	1	Pending Requisition	08-15-18
Starr County Campus	702267	CONT	Classified	Faculty Secretary	06-15-18	1	Pending Requisition	08-15-18
Division of Business, Public Safety and Technology								
Health Information	700555	CONT	Classified	Faculty Secretary	11-17-17	1	Pending Requisition	08-15-18
HVACR	701300	CONT	Classified	Lab Assistant - HVACR	10-01-17	5	Recommendation in Progress	06-15-18
Welding	707415	CONT	Classified	Lab Assistant - Welding	New for FY16	4	Screening in Progress	07-01-18
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	08-15-18
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	07-01-18
MV-Child Care and Development	708137	CONT	Prof/Tech Support Non-Exempt	Assistant Childcare Center Manager	08-08-17	3a	Re-Advertised	08-01-18
MV-Child Care and Development	703137	CONT	Prof/Tech Support Non-Exempt	Early Childhood Educator II	07-09-18	3	Advertised	08-01-18
Speech	701228	CONT BOND FY17	Classified	Speech Lab Technician	New BOND FY17	2	Requisition in Progress	08-15-18
Division of Math, Science and Bachelor Programs								
Division of Math, Science and Bachelor Programs	701298	CONT	Prof/Tech Support Exempt	Project Manager- MSB	FY18 Position Chng	4	Screening in Progress	07-01-18
Biology	705204	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	05-15-18	1	Pending Requisition	08-15-18
Biology	701406	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	05-15-18	1	Pending Requisition	08-15-18
Physics	701202	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Physics	04-12-18	3	Advertised	08-01-18
Division of Nursing and Allied Health								
Division of Nursing and Allied Health	708557	CONT BOND FY17	Classified	Faculty Secretary	New BOND FY17	5	Recommendation in Progress	06-15-18
Division of Nursing and Allied Health	707557	CONT BOND FY17	Classified	Lab Asst - NAH	New BOND FY17	4	Screening in Progress	07-01-18
Division of Nursing and Allied Health	709557	CONT BOND FY17	Classified	Lab Asst - NAH	New BOND FY17	4	Screening in Progress	07-01-18
Division of Nursing and Allied Health	700164	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	01-31-16	4	Screening in Progress	07-01-18
Division of Nursing and Allied Health	700012	CONT	Classified	Faculty Secretary	02-01-18	4	Screening in Progress	07-01-18
Pharmacy Technology	715272	CONT	Classified	Faculty Secretary	10-02-17	1	Pending Requisition	08-15-18

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 June 14, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Radiologic Technology	703557	CONT	Classified	Faculty Secretary	05-14-18	1	Pending Requisition	08-15-18
Finance and Administrative Services								
Accountability, Risk, and Compliance	706160	CONT	Prof/Tech Support Exempt	Compliance Coordinator	New FY17	1	Pending Requisition	08-15-18
Business Office	792184	CONT	Classified	Accounting Assistant	11-01-17	4	Screening in Progress	07-01-18
Business Office	751184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	01-23-18	4	Screening in Progress	07-01-18
Business Office	702184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	06-11-18	1	Pending Requisition	08-15-18
Business Office	733184	CONT	Prof/Tech Support Exempt	Accounting Group Manager	10-27-17	4	Screening in Progress	07-01-18
Campus Police	714514	CONT	Prof/Tech Support Non-Exempt	Police Officer	04-06-18	3a	Re-Advertised	08-01-18
Cashiers Office	739184	CONT	Prof/Tech Support Exempt	Business System Analyst	Frozen in FY14 & FY15	4	Screening in Progress	07-01-18
Cashiers Office	715184	CONT	Classified	Cashier	10-02-17	5	Recommendation in Progress	06-15-18
Cashiers Office	700050	CONT	Classified	Cashier	01-08-18	4	Screening in Progress	07-01-18
Cashiers Office	711184	CONT	Classified	Cashier	04-02-18	4	Screening in Progress	07-01-18
Central Receiving	707584	CONT	Classified	Fixed Assets and Receiving Technician	12-04-17	4	Screening in Progress	07-01-18
Central Receiving	712584	CONT BOND FY17	Classified	Fixed Assets and Receiving Technician	03-01-18	4	Screening in Progress	07-01-18
Custodial	775502	CONT BOND FY17	Classified	Custodian	New BOND FY17	4	Screening in Progress	07-01-18
Custodial	784502	CONT BOND FY17	Classified	Custodian	New BOND FY17	5	Recommendation in Progress	06-15-18
Custodial	755502	CONT BOND FY17	Classified	Custodian	New BOND FY17	4	Screening in Progress	07-01-18
Custodial	727502	CONT	Classified	Custodian	06-04-17	3a	Re-Advertised	08-01-18
Custodial	700502	CONT	Classified	Custodian	11-06-17	5	Recommendation in Progress	06-15-18
Custodial	707502	CONT	Classified	Custodian	04-16-18	3a	Re-Advertised	08-01-18
Custodial	708502	CONT	Classified	Custodian	04-27-18	3a	Re-Advertised	08-01-18
Custodial	704502	CONT	Classified	Custodian	06-01-18	3	Advertised	08-01-18
Custodial	732502	CONT	Classified	Custodian	06-01-18	3	Advertised	08-01-18
Custodial	792502	CONT BOND FY17	Classified	Floor Technician	New BOND FY17	5	Recommendation in Progress	06-15-18
Custodial	789502	CONT BOND FY17	Classified	Floor Technician	New BOND FY17	4	Screening in Progress	07-01-18
Custodial	788502	CONT	Classified	Floor Technician	05-15-18	3	Advertised	08-01-18
Custodial	779502	CONT	Classified	Lead Custodian	06-15-18	2	Requisition in Progress	08-15-18
Department of Public Safety	708499	CONT	Classified	Administrative Assistant	06-11-18	2	Requisition in Progress	08-15-18
Fac Planning & Construction	700501	CONT	Prof/Tech Support Non-Exempt	Coordinator of Facilities, Planning, and Construction Accounts	01-08-18	5	Recommendation in Progress	06-15-18
Fac Planning & Construction	707501	CONT	Prof/Tech Support Exempt	Senior Facilities Plan & Const Project Manager	05-31-16	4	Screening in Progress	07-01-18
Fac Planning & Construction	719501	CONT	Classified	Space Management Technician	05-08-18	4	Screening in Progress	07-01-18
Facilities Planning and Construction	721501	CONT BOND FY17	Administrative	Assistant Director Facilities Planning & Cons	New BOND FY17	2	Requisition in Progress	08-15-18
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	06-15-18
Facilities Planning and Construction	725501	CONT BOND FY17	Prof/Tech Support Non-Exempt	Technical Facilities Specialist	New BOND FY17	1	Pending Requisition	08-15-18
Facility Maintenance	740499	CONT BOND FY17	Administrative	Assistant Director of Custodial Support Svcs	New BOND FY17	2	Requisition in Progress	08-15-18

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 June 14, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Facility Maintenance	732499	CONT BOND FY17	Classified	Carpenter	New BOND FY17	4	Screening in Progress	07-01-18
Facility Maintenance	700515	CONT	Classified	Maintenance Technician	3/8/2018	4	Screening in Progress	07-01-18
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16	4	Screening in Progress	07-01-18
Facility Maintenance	731499	CONT BOND FY17	Classified	Painter	New BOND FY17	4	Screening in Progress	07-01-18
Facility Maintenance	730499	CONT BOND FY17	Classified	Painter	New BOND FY17	5	Recommendation in Progress	06-15-18
Facility Maintenance	728499	CONT BOND FY17	Classified	Plumber	New BOND FY17	3a	Re-Advertised	08-01-18
Finance and Administrative Services	703360	CONT	Prof/Tech Support Non-Exempt	FAS Support Specialist	05-18-17	4	Screening in Progress	07-01-18
Human Resources	706240	CONT	Classified	Administrative Assistant	05-01-18	4	Screening in Progress	07-01-18
Human Resources	703240	CONT	Administrative	Employee Relations Officer	09-11-17	4	Screening in Progress	07-01-18
Human Resources	701240	CONT	Classified	Human Resources Assistant	06-22-18	2	Requisition in Progress	08-15-18
Human Resources	724240	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist - Employee Relations	New for FY16	4	Screening in Progress	07-01-18
Human Resources	719240	CONT BOND FY17	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	New BOND FY17	5	Recommendation in Progress	06-15-18
Human Resources	705240	CONT	Classified	Records Technician	CONT	2	Requisition in Progress	08-15-18
Purchasing	725580	CONT	Prof/Tech Support Exempt	Contracts Manager	09-01-15	4	Screening in Progress	07-01-18
Purchasing	728580	CONT	Prof/Tech Support Exempt	Specifications Writer	New for FY16	4	Screening in Progress	07-01-18
Safety and Security	755514	CONT	Classified	Security Guard	08-31-16	1	Pending Requisition	08-15-18
Safety and Security	744514	CONT	Classified Non-Exempt	Security Guard	09-29-17	1	Pending Requisition	08-15-18
Safety and Security	754514	CONT	Classified Non-Exempt	Security Guard	01-11-18	4	Screening in Progress	07-01-18
Safety and Security	780514	CONT BOND FY17	Classified Non-Exempt	Security Guard	03-18-18	1	Pending Requisition	08-15-18
Safety and Security	748514	CONT	Classified Non-Exempt	Security Guard	03-24-18	4	Screening in Progress	07-01-18
Safety and Security	742514	CONT	Classified Non-Exempt	Security Guard	05-11-18	3	Advertised	08-01-18
Safety and Security	706514	CONT	Prof/Tech Support Non-Exempt	Security Supervisor	05-09-18	1	Pending Requisition	08-15-18
Information Services, Planning and Strategic Initiatives								
Applications Development-Instruction	703395	CONT	Prof/Tech Support Exempt	Applications Analyst I	05-01-18	4	Screening in Progress	07-01-18
Applications Development-Instruction	709393	CONT	Prof/Tech Support Exempt	Applications Analyst III	11-09-17	5	Recommendation in Progress	06-15-18
Applications Development-Instruction	710395	CONT	Prof/Tech Support Non-Exempt	Applications Specialist	03-09-18	4	Screening in Progress	07-01-18
Applications Development-Instruction	700062	CONT	Prof/Tech Support Exempt	Business Analyst	11-01-17	5	Recommendation in Progress	06-15-18
Applications Development-Instruction	705393	CONT	Prof/Tech Support Non-Exempt	Reporting Analyst I	FY18 Position Chng	4	Screening in Progress	07-01-18
Applications Development-Instruction	701392	CONT	Prof/Tech Support Exempt	Project Management Analyst	04-02-18	4	Screening in Progress	07-01-18
Centers for Learning Excellence	705423	CONT	Classified	Student Learning Assistant	FY18 Position Chng	2	Requisition in Progress	08-15-18
Client Services	703394	CONT BOND FY17	Prof/Tech Support Exempt	Client Services Analyst I	New BOND FY17	1	Pending Requisition	08-15-18
Client Services	715393	CONT	Prof/Tech Support Exempt	Client Services Analyst I	FY18 Position Chng	1	Pending Requisition	08-15-18
Client Services	798391	CONT	Prof/Tech Support Non-Exempt	Client Services Analyst II	FY18 Position Chng	1	Pending Requisition	08-15-18
Client Services	701394	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	06-01-18	3	Advertised	08-01-18
Educational Technologies	709102	CONT	Classified	Educational Technologies Assistant I	08-22-17	4	Screening in Progress	07-01-18
Educational Technologies	711271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	07-01-18
Educational Technologies	714271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	07-01-18

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 June 14, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Educational Technologies	716271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	07-01-18
Educational Technologies	703100	CONT	Classified	Educational Technologies Assistant I	11-01-17	4	Screening in Progress	07-01-18
Educational Technologies	710102	CONT	Classified	Educational Technologies Assistant I	11-06-17	4	Screening in Progress	07-01-18
Educational Technologies	703271	CONT	Classified	Educational Technologies Assistant II	06-01-18	1	Pending Requisition	08-15-18
Educational Technologies	705271	CONT	Classified	Educational Technologies Assistant II	06-01-18	1	Pending Requisition	08-15-18
Educational Technologies	710271	CONT	Classified	Educational Technologies Assistant II	06-01-18	1	Pending Requisition	08-15-18
Information Technology	700242	CONT	Classified	Administrative Assistant	02-13-15	3a	Re-Advertised	08-01-18
Information Technology	700396	CONT	Administrative	Asst Chief Information Officer for Software Dev	07-21-16	x	On Hold	On hold
Infrastructure	711393	CONT	Prof/Tech Support Exempt	Applications Analyst III	10-31-14	3a	Re-Advertised	08-01-18
Infrastructure	701393	CONT	Prof/Tech Support Exempt	Applications Specialist	06-14-17	4	Screening in Progress	07-01-18
Infrastructure	713393	CONT	Prof/Tech Support Non-Exempt	Systems Analyst I	07-14-17	4	Screening in Progress	07-01-18
Infrastructure	701375	CONT	Prof/Tech Support Non-Exempt	Systems Analyst I	07-14-17	4	Screening in Progress	07-01-18
Institutional Effectiveness and Assessment	702171	CONT	Classified	Administrative Assistant	03-05-18	4	Screening in Progress	07-01-18
Institutional Research and Effectiveness	703320	CONT	Administrative	Dean of Institutional Research, Effectiveness and Strategic Planning	06-01-18	3	Advertised	08-01-18
IT PM, Risk & Security	719395	CONT	Prof/Tech Support Exempt	Information Security Analyst	06-29-18	1	Pending Requisition	08-15-18
Library Public Services	700060	CONT	Administrative	Associate Dean of Library Services	05-01-18	4	Screening in Progress	07-01-18
Library Public Services	742101	CONT	Prof/Tech Support Non-Exempt	Library Specialist	06-02-17	2	Requisition in Progress	08-15-18
Library Public Services	743101	CONT BOND FY17	Prof/Tech Support Exempt	Librarian I - Public Services	New BOND FY17	4	Screening in Progress	07-01-18
Library Public Services	741101	CONT	Prof/Tech Support Exempt	Librarian I - Public Services	10-01-17	4	Screening in Progress	07-01-18
Library Public Services	728101	CONT	Prof/Tech Support Exempt	Librarian II - Campus Librarian	07-06-18	1	Pending Requisition	08-15-18
Library Public Services	736101	CONT	Prof/Tech Support Exempt	Librarian III-Outreach and Instruction	03-02-18	4	Screening in Progress	07-01-18
Library Services	719101	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	07-06-17	5	Recommendation in Progress	06-15-18
Systems and Networking	709395	CONT	Prof/Tech Support Exempt	Database Analyst III	04-01-18	3	Requisition in Progress	08-15-18
Systems and Networking	700201	CONT	Prof/Tech Support Non-Exempt	Network Services Analyst I	09-01-17	2	Requisition in Progress	08-15-18
Systems and Networking	708391	CONT	Prof/Tech Support Exempt	Network Services Analyst III	FY18 Position Chng	1	Pending Requisition	08-15-18
Systems and Networking	700263	CONT	Prof/Tech Support Non-Exempt	Systems Specialist	02-16-18	4	Screening in Progress	07-01-18
Technology Support	713392	CONT	Prof/Tech Support Non-Exempt	Computer Services Analyst I	06-06-16	4	Screening in Progress	07-01-18
Technology Support	719392	CONT BOND FY17	Prof/Tech Support Non-Exempt	Computer Services Analyst III	New BOND FY17	1	Pending Requisition	08-15-18
Technology Support	712392	CONT	Prof/Tech Support Non-Exempt	Computer Services Specialist	12-01-18	4	Screening in Progress	07-01-18
Technology Support	710392	CONT	Prof/Tech Support Exempt	Service Transition Manager	12-11-17	4	Screening in Progress	07-01-18
Telecom	702390	CONT BOND FY17	Prof/Tech Support Exempt	Systems Analyst III	New BOND FY17	1	Pending Requisition	08-15-18
Office of the President								
CPWE - State	705587	CONT	Classified	Compliance Assistant	01-12-18	1	Pending Requisition	08-15-18
CPWE - State	714590	CONT	Classified	Customer Service Technician	06-30-12	4	Screening in Progress	07-01-18
CPWE - State	707587	CONT	Classified	Customer Service Technician	09-01-09	3	Advertised	08-01-18

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 June 14, 2018

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
CPWE - State	708587	CONT	Classified	Customer Service Technician	11-09-12	4	Screening in Progress	07-01-18
CPWE - State	701880	CONT	Administrative	Director of College and Career Preparation	09-01-15	1	Pending Requisition	08-15-18
CPWE - State	703587	CONT	Prof/Tech Support Exempt	Program Developer and Coordinator	11-01-10	1	Pending Requisition	08-15-18
Grant Development, Management, and Compliance	703420	CONT	Prof/Tech Support Non-Exempt	Grants and Contracts Compliance Specialist	09-05-17	1	Pending Requisition	08-15-18
Office of President	704362	CONT	Classified	Administrative Assistant	09-01-05	1	Pending Requisition	08-15-18
Office of President	700202	CONT	Classified	Administrative Assistant	09-09-08	4	Screening in Progress	07-01-18
Office of President	701369	CONT	Executive	Exec Officer for External Relations	FY18 Position Chng	1	Pending Requisition	08-15-18
Office of President	701340	CONT	Executive	Executive Vice President for Student Success	09-01-14	1	Pending Requisition	08-15-18
Public Relations/Marketing	701462	CONT	Classified	Administrative Assistant	05-04-16	1	Pending Requisition	08-15-18
Public Relations/Marketing	724462	CONT	Prof/Tech Support Non-Exempt	Chief Photographer	New FY17	4	Screening in Progress	07-01-18
Public Relations/Marketing	725462	CONT	Classified	Community Relations Asst	New FY17	2	Requisition in Progress	08-15-18
Public Relations/Marketing	723462	CONT	Prof/Tech Support Non-Exempt	Copy Writer	05-14-17	1	Pending Requisition	08-15-18
Student Affairs and Enrollment Management								
Admissions and Records	722612	CONT	Prof/Tech Support Non-Exempt	Admissions Specialist	06-11-18	1	Pending Requisition	08-15-18
Admissions and Records	700165	CONT	Classified	Records Technician	02-28-18	4	Screening in Progress	07-01-18
Admissions and Records	708612	CONT	Prof/Tech Support Non-Exempt	Records and Registration Specialist	10-09-17	5	Recommendation in Progress	06-15-18
Admissions and Records	700167	CONT	Classified	Records Technician	01-03-18	4	Screening in Progress	07-01-18
Admissions and Records	715612	CONT	Prof/Tech Support Non-Exempt	Transcript/Graduation Analyst	12-15-17	5	Recommendation in Progress	06-15-18
Advising	706332	CONT	Prof/Tech Support Non-Exempt	Advisor	04-23-18	4	Screening in Progress	07-01-18
Advising	700136	CONT	Prof/Tech Support Non-Exempt	Advisor	05-31-18	4	Screening in Progress	07-01-18
Career and Employer Services	711332	CONT	Prof/Tech Support Exempt	Coordinator of Employer Services	02-23-18	4	Screening in Progress	07-01-18
College Connections	700072	CONT	Classified	Records Technician	01-22-18	3	Advertised	08-01-18
College Connections	700042	CONT	Prof/Tech Support Non-Exempt	Student Services Specialist I	08-03-17	4	Screening in Progress	07-01-18
Counseling and Disability Services	704336	CONT BOND FY17	Prof/Tech Support Exempt	Counselor	FY19 Position Chng	5	Recommendation in Progress	06-15-18
Dua2Degree	723610	CONT	Prof/Tech Support Exempt	Coordinator of Dual2Degree High Schools	05-31-18	3	Advertised	08-01-18
Office of Enrollment Services	704612	CONT	Administrative	Dean of Enrollment Services	08-31-16	1	Pending Requisition	08-15-18
Student Affairs	703191	CONT	Administrative	Associate Dean of Student Rights and Responsibilities and Title IX Student Support Services	FY18 Position Change	5	Recommendation in Progress	06-15-18
Student Financial Services	700068	CONT	Prof/Tech Support Non-Exempt	Financial Specialist	03-31-18	4	Screening in Progress	07-01-18

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