Board of Trustees

Finance, Audit, and Human Resources Committee Meeting

July 10, 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, July 10, 2018 @ 5:30 p.m.

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

I. Approval of June 19, 2018 Finance, Audit, and Human Resources Committee Minutes 1-23

II. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals (Non-Bond Proceeds) 24-65

III. Review and Action as Necessary on Award of Proposal and Purchases for the 2013 Bond Construction Program Funded by Non-Bond Proceeds 66-72

IV. Review and Action as Necessary on Award for Creative Agency Services 73-93

V. Review and Recommend Action to Renew the Financial Advisor Services Agreement 94-108

VI. Review and Discussion of Proposed Budget for FY 2018 – 2019 109-130

VII. 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 131-165

VIII. Review and Discussion of Internal Auditor's Entity-Wide Risk Assessment 166-167

IX. Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2018 – 2019 168-170

X. Review and Recommend Action on Internal Audit Charter 171-175

XI. Review and Discussion of Position Vacancy Report for FY 2017 – 2018 176-193

Approval of June 19, 2018 Finance, Audit, and Human Resources Committee Minutes

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of June 19, 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, June 19, 2018 @ 5:30 p.m.

Minutes

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, June 19, 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., and Mr. Roy de León

Other Trustees Present: Mr. Gary Gurwitz, Mrs. Victoria Cantú, and Mr. Rene Guajardo

Members absent: Ms. Rose Benavidez

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, Mr. Paul Varville, Mrs. Brenda Jo Balderaz, Ms. Katarina Bugariu, Mr. Luis De La Garza, Mr. Khalil Abdullah, Mr. Jason Gutierrez, Mr. Nick Gonzalez, Mr. Ken Lyons, Mr. Raul Cabaza, III, Mr. Ramon Montalvo, and Mr. Andrew Fish

Approval of May 8, 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 May 8, 2018 were approved as written. The motion carried.

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 would 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 were budgeted in the Insurance and Benefits budgets for FY 2018 - 2019, pending Board approval of the budget.

Reviewers – This item was 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 at the time that the committee packet was published.

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

The information was distributed via email and added to the meeting packet posted online prior to the June 19, 2018 Finance, Audit, and Human Resources Committee meeting.

Mr. Raul Cabaza attended the June 19, 2018 Finance, Audit, and Human Resources Committee meeting to address questions from the Committee. Mr. Cabaza recommended the following awards:

- **Property/Inland Marine and Boiler & Machinery Insurance** coverage to **The Hartford Fire Insurance Co. (Montalvo)** at a total cost of $565,776 and **Inland Marine** coverage to **Markel Insurance Company (Montalvo)** at a total cost of $24,140;
- **Crime Insurance** coverage to **Markel Insurance Company (Montalvo)** at a cost of $2,852;
- **School Leaders E&O, General Liability and Law Enforcement, and Automobile Insurance** to **Markel Insurance Company (Montalvo)** at a cost of $148,213;
- **Workers Compensation Insurance** to **Texas Mutual Insurance (Carlisle)** at a total cost of $236,000;

- **Foreign Liability Insurance** to **Ace American Insurance Co. (Montalvo)** at a total cost of $8,201;
- **Cyber Liability Insurance to Illinois National Insurance Co. (Montalvo)** at a total cost of $18,513.

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 award the proposals:

- **Property/Inland Marine and Boiler & Machinery Insurance** coverage to **The Hartford Fire Insurance Co. (Montalvo)** at a total cost of $565,776;
- **Inland Marine** coverage to **Markel Insurance Company (Montalvo)** at a total cost of $24,140;
- **Crime Insurance** coverage to **Markel Insurance Company (Montalvo)** at a cost of $2,852;
- **School Leaders E&O, General Liability and Law Enforcement, and Automobile Insurance** to **Markel Insurance Company (Montalvo)** at a cost of $148,213;
- **Workers Compensation Insurance** to **Texas Mutual Insurance (Carlisle)** at a total cost of $236,000;
- **Foreign Liability Insurance** to **Ace American Insurance Co. (Montalvo)** at a total cost of $8,201; and
- **Cyber Liability Insurance to Illinois National Insurance Co. (Montalvo)** at a total cost of $18,513.

for the period September 1, 2018 through August 31, 2019 as presented. The motion carried.

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

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.

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

The motion carried.

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

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 award of proposals and purchase for the 2013 Bond Construction Program Funded by Non-Bond Proceeds as listed below:

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:	$171,505.75
Total:	$410,160.25

The motion carried.

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

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

Purpose – The proposed new policy was 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 reaffirmed and amplified the College's zero tolerance policy of discrimination based on sex and age. The proposed new policy reaffirmed and amplified 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 required 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 required 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 was necessary for the following reasons:

- The new policy reaffirmed and amplified the College's zero tolerance policy of discrimination based on sex and age. The proposed new policy reaffirmed and amplified 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 was 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 was provided in the packet for the Committee's review and information.

Dr. Alejo Salinas, Jr. noted the exclusive use of male gendered pronouns in several sections of the proposed policy, as well as other grammatical concerns. Administration concurred, but noted that the language was drawn directly from the EEOC and federal law, and recommended Board approval as presented.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of Policy #4206: Discrimination in Employment Prohibited as presented and which supersedes any previously adopted Board policy. The motion carried.

Review and Recommend Action to Auction Obsolete South Texas College Chillers

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

Purpose – Facilities, Maintenance, and Operations requested authorization to auction ten (10) obsolete South Texas College chillers located at various campuses, since they were no longer in operation and were out of their useful life.

Justification – The ten (10) obsolete chillers were not in use and needed 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 were no longer in use. The tenth chiller was located at the Technology Campus and was replaced because of continual maintenance service issues.

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

The obsolete chillers to be auctioned were 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

	Campus	Quantity	Justification/Status
●	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 were inspected by the Facilities Operations and Maintenance, Facilities Planning and Construction, and the Fixed Assets Department and it was 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, attended the June 19, 2018 Finance, Audit, 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. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval to auction ten (10) obsolete South Texas College chillers as presented. The motion carried.

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 would 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 was 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 appeared 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.

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 to revise the Student Tuition and Fees for FY 2018 – 2019 for the parking permit exception for the Pecan Campus Park and Ride during scheduled operating hours as presented. The motion carried.

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

Approval to submit the 2015 – 2018 Junior College Audit Report on Safety and Security would 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 consisted of a series of questions directed at the operational readiness and procedures by key departments in the college. Questions were distributed to the departments and responses to the answers were used in compiling the requested information. Each building on the campuses was examined for safety concerns and procedures were reviewed for compliance with state statues. The results were 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 was provided 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 attended the June 19, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the committee.

While the Committee took no action to make a Board recommendation, the Committee members recognized that the audit would be submitted to the state, and asked that it be presented to the Board on June 20, 2018.

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

The Preliminary Summary of Projected Revenues and Expenditures for FY 2018 - 2019 with comparison to the FY 2017 - 2018 approved budget were provided for the Board's information and review.

This was a preliminary plan for the next fiscal year that included the following assumptions:

Revenues:

- State appropriation revenue was projected to remain at the FY 2017 – 2018 level since FY 2018 – 2019 was the second year of the biennium. An increase was 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 was based on the state allocation schedules and other state revenues were based on projected funding for eligible employees.

- Tuition for FY 2019 was 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 indicated an increase in tuition of approximately $49,151 in FY 2019 and included 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 included 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 was also projected for Continuing Professional and Workforce Education tuition. In total, tuition was projected to increase approximately $102,547 in FY 2019.

- Fees for FY 2019 were 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 included 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 indicated an increase in fees of approximately $246,944 in FY 2019.

- Other revenue was expected to increase $1,075,683 in FY 2019. The projected increase was 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

Other Revenues	**FY 2018**	**FY 2019**	**Increase/ (Decrease)**
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 was expected to increase $1,825,424, due to an increase in tax appraised values and tax collections.

- Carryover Allocations was 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)**

<u>Expenditures:</u>

- The Salary expenditures budget was 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 was proposed to increase by $1,079,774.

- The Operating expenditures budget for FY 2019 was proposed to decrease by $4,358,266.

  ⇒ The operating budget was proposed to increase by $1,279,928 based on the needs of the College's departments.
  ⇒ In addition, the operating budget was 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 was proposed to increase by $157,948. Approximately 25 percent of the travel budget represented local mileage reimbursement for faculty.

- The Capital Outlay expenditures budget for FY 2019 was proposed to decrease by $7,235,541.

  ⇒ The capital budget was proposed to decrease by $242,342 based on the needs of the College's departments.
  ⇒ In addition, the capital budget was 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 was proposed to increase by $400. The increase was primarily due to the projected increase in the MTR Bond Series 2007 debt service of $400. This debt service was 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 was provided in the packet for the Committee's review and information.

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

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

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

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

The budget amendment was needed for the following reason:

1. Transfer of Unrestricted Fund Balance to Plant Funds

A budget amendment was 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 would be increased by $4,000,000 to fund transfers to the Plant Funds.
- Funds would 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 included $500,000 for Continuing Professional and Workforce Education.
- Funds would 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.

<u>Summary of Amended Budget Revenue and Expenditures/Transfers/Reserves</u>

As a result of the amendment, the total budgeted revenues and expenditures/reserves for fiscal year 2017 - 2018 would 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 were provided in the packet for the Committee's information and review.

Upon a motion by Mr. Roy de León and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval the proposed budget amendment for FY 2017 - 2018, as presented. The motion carried.

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 would be requested at the June 20, 2018 Board meeting.

Purpose - The Proposed Employee Salary Pay Plan for FY 2018 - 2019 for all employee groups was presented for the Committee's review and consideration. The Employee Salary Pay Plan included 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 was 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, attended the June 19, 2018 Finance, Audit, 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. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval the Proposed Employee Salary Pay Plan for FY 2018 - 2019, as presented. The motion carried.

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

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

Purpose - The Proposed Staffing Plan for FY 2018 – 2019 for all employee groups was presented for the Committee's review and consideration. The Staffing Plan included 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 were 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 was reflected in the appropriate department and listed on the Staffing Plan and was 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 was 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, attended the June 19, 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 the Proposed Staffing Plan for FY 2018 - 2019, as presented. The motion carried.

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 was effective for fiscal years beginning on or after June 15, 2017. For the College, this pronouncement was 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 indicated that the allocation cost methodology was still being reviewed with GASB and additional information would 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 would 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 attended the June 19, 2018 Finance and Human Resources Committee meeting to address any questions by the committee.

Mrs. Elizondo informed the Committee that ERS had indicated that the College's liability allocation might be below the estimated $95,621,499.13 as published in the packet, though formal confirmation was still pending.

Mrs. Elizondo acknowledged that many institutions had indicated that they might record the liability in their books, but would still use the funds as necessary, which could lead to a negative fund balance. She also stated that in the past, credit rating agencies have not considered the negative impact on net position for recording the GASB 68 Accounting and Financial Reporting for Pension liability. The credit reporting agencies may follow the same methodology for GASB 75.

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

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

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

The Committee Chair postponed this item, asking Mrs. Elizondo to deliver the review to the full Board at a later meeting.

No action was taken.

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

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

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

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

Discussion and Approval of Internal Audit Processes and Protocols

Approval of the internal audit processes and protocols would 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 would help establish a shared understanding of the overall Internal Audit process. The documentation detailed 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 would help management and the committee develop a better understand of the process.

Reviewers - The internal audit processes and protocols were reviewed 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 was provided 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, attended the June 19, 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 Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of the internal audit processes and protocols 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 June 14, 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) <u>Positions Filled during Fiscal Year 2017 - 2018</u>
(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**
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.

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 7:01 p.m.

I certify that the foregoing are the true and correct Minutes of the June 19, 2018 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

_____
Mr. Roy de León
Committee Chair

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

Approval of the following award of proposals, purchases, and renewals (Non-Bond Proceeds) will be requested at the July 24, 2018 Board meeting as follows:

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

A. Awards

1) **Childcare Services (Award)**
Award the proposal for childcare services for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of $105,000.00 to the following seventy-four (74) qualifying vendors:

Vendors (City, State)		
Blessings Learning Academy of Alamo (Alamo, TX)	**iKids Academy** (Alamo, TX)	**Little Explorers Dev. & Learning Center II** (Alamo, TX)
Super Kids Academy, LLC. (Alamo, TX)	**Alpha Learning Center** (Alton, TX)	**Kid'z First Child Care Center, Inc.** (Alton, TX)
Little Angel's Learning Center (Alton, TX)	**Garza's Childcare and Development Center** (Donna, TX)	**Little Braves Child Care** (Donna, TX)
Stepping Stones Day Care II (Donna, TX)	**Monte Cristo Learning Center** (Edcouch, TX)	**Al's Toy Barn Learning Center** (Edinburg, TX)
Alma's Daycare Center (Edinburg, TX)	**Amando, Inc. dba/Genesis Learning Center** (Edinburg, TX)	**Brighter Future Learning Center** (Edinburg, TX)
Kolor the World Daycare & Learning Center (Edinburg, TX)	**Little U Learning Center** (Edinburg, TX)	**LPA Investments, LLC. dba/Little Paradise Academy** (Edinburg, TX)
Learning Path Day School (Edinburg, TX)	**Small Wonders Daycare** (Edinburg, TX)	**The Children's College Learning Center** (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	**VIP Learning Center** (Edinburg, TX)	**Building My Future #2** (Hidalgo, TX)
Little Explorers Education Center (Hidalgo, TX)	**BMZ Child Care** (McAllen, TX)	**Brackenridge Children's Center, LLC.** (McAllen, TX)
Bright Beginnings (McAllen, TX)	**Easter Seals RGV** (McAllen, TX)	**Generations Academy, LLC.** (McAllen, TX)

Vendors (City, State)		
Kids Being Kids Academy (McAllen, TX)	**Kids Cloud Academy** (McAllen, TX)	**Little Loves Educare** (McAllen, TX)
Little Paradise Academy, LLC. (McAllen, TX)	**Little Shining Stars Daycare I** (McAllen, TX)	**Loving Angels Child Development Center, LLC.** (McAllen, TX)
Michelle's Playhouse (McAllen, TX)	**Mommyland Bilingual Academy** (McAllen, TX)	**Royal Education Center** (McAllen, TX)
Royal Piaget Academy (McAllen, TX)	**Star Kids Learning Center** (McAllen, TX)	**Tony's Playhouse** (McAllen, TX)
Valley Kidz Academy (McAllen, TX)	**Bright Beginnings Learning Center** (Mission, TX)	**Gingerbread House Learning Center Montessori** (Mission, TX)
Honey's Little Bee's Learning Center (Mission, TX)	**Las Palmas Montessori CCC #2** (Mission, TX)	**Little Crayons Institute, LLC.** (Mission, TX)
Little Einstein's Academy, LLC. (Mission, TX)	**Stepping Stones** (Mission, TX)	**Super Star Kids Learning Center, LLC.** (Mission, TX)
Fisher Kids Academy (Palmview, TX)	**Gingerbread House Learning Center** (Palmview, TX)	**Lily's Little Kids Daycare Center** (Palmview, TX)
Palmview Academy (Palmview, TX)	**Building My Future Learning Center** (Pharr, TX)	**Campanitas Day Care** (Pharr, TX)
Children's New Beginning Learning Academy, LLC. (Pharr, TX)	**Futuros Lideres Learning Center** (Pharr, TX)	**Kids Academy Daycare** (Pharr, TX)
Little Explorers Dev. & Learning Center (Pharr, TX)	**Little One's Discovery Center, Inc.** (Pharr, TX)	**Tweaty and Christy Day Care** (Pharr, TX)
Cutie Pies Children's Development Center (Rio Grande City, TX)	**Kami's Cuddling Center** (Rio Grande City, TX)	**Learning Zone** (Rio Grande City, TX)
Learning Zone II (Rio Grande City, TX)	**Miss Becky's School House** (Rio Grande City, TX)	**Childtime Academy** (San Juan, TX)
Immaculata Pre Primary (San Juan, TX)	**El Shaddai International Christian Day Care Ctr** (Weslaco, TX)	**Christian Day Care** (Weslaco, TX)
Stepping Stones Day Care (Weslaco, TX)	**Mid-Valley Early Childhood Education Center** (Weslaco, TX)	

Purpose – The Providing Academic Support to Students (PASS) Program is requesting a list of childcare centers for students participating in the PASS Program majoring in a career and technical education programs that qualify for assistance with their childcare expenses based on available funding through the Carl Perkins grant.

Background – Proposal documents were advertised on April 25, 2018 and May 2, 2018 and issued to four hundred eighty-six (486) vendors. Seventy-four (74) responses were received on June 7, 2018 and reviewed by the PASS Program and Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2018 - 2019 pending Board approval of the grant.

2) Library Materials (Award)
Award the proposal for library materials for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of $234,080.40 to the following vendors:

Vendors (City, State)		
ABDO Publishing Company (Edina, MN)	**Apple Books** (Mankato, MN)	**Bearport Publishing** (New York, NY)
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	**Capstone** (N Mankato, MN)	**Cavendish Square Publishing, LLC.** (New York, NY)
CBM,LLC./dba Cherry Lake Publishing/dba Sleeping Bear Press (N Mankato, MN)	**Central Programs, Inc./dba Gumdrop Books** (Bethany, MO)	**Complete Book and Media Supply, LLC.** (Cedar Park, TX)
EBSCO Industries, Inc. (Ipswich, MA)	**Enslow Publishing** (New York, NY)	**Gareth Stevens Publishing, LLLP.** (New York, NY)
GOBI Library Solutions from EBSCO (Contoocook, NH)	**Greenhaven Publishing, LLC.** (New York, NY)	**Infobase** (New York, NY)
Ingram Library Services, Inc. (La Vergne, TN)	**J. Appleseed** (Mankato, MN)	**KAMICO Instructional Media, Inc.** (Salado, TX)
Lektro, Inc./dba Escue & Associates (Robstown, TX)	**Midwest Library Service** (Bridgeton, MO)	**Perma-Bound Books** (Jacksonville, IL)
ProQuest, LLC. (Ann Arbor, MI)	**Rittenhouse Book Distributors, Inc.** (King of Prussia, PA)	**Scholastic Library Publishing, Inc**. (Danbury, CT)
The Rosen Publishing Group, Inc. (New York, NY)		

Purpose - Library Services is requesting proposals for the purchase of library materials to support instructional programs and other needs of South Texas College students, faculty, and patrons district wide.

Justification – The library materials will include books, reference materials, and other materials for all the College's academic programs. A list of vendors is needed to fulfill the large variety of requests needed district wide.

Background – Proposal documents were advertised on May 14, 2018, and May 21, 2018, and issued to sixty-four (64) vendors. Twenty-seven (27) responses were received on May

29, 2018 and reviewed by Library Services and the Purchasing Department. Two vendors did not provide the required documents and therefore are not included.

Funds for this expenditure are budgeted in the Library Acquisitions and BAT and Support Materials budgets for FY 2018 - 2019 pending board approval of the budget.

3) Mail Services (Award)
Award the proposal for mail services to **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of $73,000.00, which is based on prior year expenditures.

Purpose – The Mail Services Department has requested proposals for the following services: barcoding all envelopes/packages, postage on all envelopes/packages, pre-sorting of mail, and pickup and delivery of outgoing mail to the McAllen post office.

Justification and Benefits – With these services, the College will receive lower postage rates for all outgoing mail. Since the service provider is able to group mail with the same zip code and bundle it with other entities, the College saves in postage.

Background – Proposal documents were advertised on May 29, 2018, and June 5, 2018, and issued to two (2) vendors. One (1) response was received on June 14, 2018 and reviewed by Mail Services and the Purchasing Department. The College first advertised for proposals for these services in 2006.

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

4) Maintenance and Repair Parts, Materials, and Supplies (Award)
Award the proposal for maintenance and repair parts, materials, and supplies for the period beginning August 30, 2018 through August 29, 2019 with two one-year options to renew, at an estimated amount of $160,000.00, which is based on prior year expenditures.

The vendors are as follows:

Vendors (City, State)	
Burton Companies (Weslaco, TX)	**Bush Supply Company** (Edinburg, TX)
C.E.D. – Valmac Electrical Supply (Pharr, TX)	**Central Plumbing & Electric Supply** (Weslaco, TX)
Diaz Floors & Interior's, Inc. (Pharr, TX)	**Facilities Solutions Group** (Harlingen, TX)
Fairway Supply, Inc. (Austin, TX)	**Industrial Supplier Larey, Inc./dba International Industrial Supply, Co.** (Brownsville, TX)
Interline Brand, Inc./dba SupplyWorks (Jacksonville, FL)	**Lewis Electric Motors, Inc.** (Harlingen, TX)
Luna Glass, LLC. (McAllen, TX)	**Morrison Supply Company** (McAllen, TX)

Vendors (City, State)	
R. E. Friedrichs Company/dba REFCO (McAllen, TX)	**Sherwin Williams, Co.** (McAllen, TX)
Steve Lewis, LLC./dba Lewis Mechanical Sales (Corpus Christi, TX)	

Purpose – The Facilities Maintenance and Operations department is requesting parts, materials, and supplies for district wide daily work order requests.

Justification and Benefit – The maintenance and repair parts, materials, and supplies are needed for the day to day repairs and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, and air conditioning.

Background – Proposal documents were advertised on May 29, 2018 and June 5, 2018 and issued to forty-two (42) vendors. Eighteen (18) responses were received on June 13, 2018 and reviewed by Facilities Operations and Maintenance and the Purchasing Department. Three (3) vendors did not provide the required documents and therefore are not included.

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

5) Nursing and Allied Health Equipment and Supplies (Award)
Award the proposal for nursing and allied health equipment and supplies for the period beginning August 1, 2018 through July 31, 2019 with two one-year options to renew, at an estimated amount of $165,000.00 to the following vendors:

- **Bound Tree Medical, LLC.** (Dublin, OH)
- **Cynmar, LLC.** (Yulee, FL)
- **Health Care Logistics, Inc.** (Circleville, OH)
- **Henry Schein, Inc.** (Irmo, SC)
- **Medline Industries** (Northfield, IL)
- **Pocket Nurse Enterprises, Inc./dba Pocket Nurse** (Monaca, PA)
- **QuadMed** (Jax, FL)

Purpose: The Nursing and Allied Health instructional programs are requesting the purchase of equipment and supplies for various courses and labs.

Justification and Benefit: The nursing and allied health equipment and supplies will be used for student instruction in the various nursing and allied health programs in the Division of Nursing and Allied Health. It will include some of the following items: gloves masks, needles, lancets, alcohol pads, sponges, tubes, lab coats, gauze, tape, infusion and syringe pumps, gowns, face masks, caps, IV start kits, catheters, blood pressure cuffs, bed pads, thermometers, bandage strips, medicine cups, etc.

Several vendors are needed due to the various needs by the programs and vendor availability of supplies, discount pricing, estimated delivery, and durability of the products.

Background – Proposal documents were advertised on June 4, 2018 and June 11, 2018 and issued to twenty (20) vendors. Eight (8) responses were received on June 19, 2018 and reviewed by the Purchasing Department. One vendor did not provide the required documents and therefore was not included.

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology Program and Emergency Medical Technician budgets for FY 2017 - 2018 and FY 2018 - 2019 pending Board approval of the budget.

6) Purchase of Audio Visual Equipment (Award)
Award the proposal for the purchase of audio visual equipment at a total amount of $69,825.00 to the following vendors:

- **Audio Visual Aids** (San Antonio, TX) $2,649.00
- **SDF Professional Computers, Inc.** (Greenville, NC) $67,176.00

Purpose – Educational Technologies is requesting the purchase of audio visual equipment for the following: upgrade of seven (7) science labs on the 3rd floor of Pecan Building J with large displays, install/upgrade seventeen (17) of the existing projectors on the 1st floor of Pecan Building J in conjunction with the recently Board approved Analog-to-Digital upgrade for those spaces, and one (1) interactive display for Educational Technologies request to assist in managing a sharp increase in special event requests and support district-wide.

Justification and Benefit – The Science Program is requesting an upgrade in seven (7) science labs to include large, high-resolution displays to show high detail images generated by microscopes. Students will benefit from the increased detail and brightness of the images to better see and identify the structures visible from the microscopes.

The projectors will replace existing equipment located in instructional classes that are end of life and out of warranty.

The interactive display is an Educational Technologies request to assist with the planning and coordination of a sharp increase in special event requests. The interactive nature of the display will allow for group collaboration and interaction when planning for the needs of an event based on requested items, site visits, and available support staff.

Background – Proposal documents were advertised on June 12, 2018 and June 19, 2018 and issued to eleven (11) vendors. Eight (8) responses were received on June 27, 2018 and reviewed by Educational Technologies and the Purchasing Department.

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

7) Rental of Storage Facilities (Award)
Award the proposal for the rental of storage facilities for the period beginning August 1, 2018 through July 31, 2019 with two one-year options to renew, at an estimated amount of $55,000.00 to the following vendors:

- **Affordable Attic III, LP.** (Harlingen, TX/McAllen, TX)
- **Affordable Attic V, LP.** (Harlingen, TX/Mission, TX)
- **Affordable Attic IX, LP.** (Harlingen, TX/McAllen, TX)
- **McAllen Foreign Trade Zone** (McAllen, TX)
- **Move It Management, LLC.** (Dallas, TX/Mission, TX) (New)

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

Justification and Benefit – The rental of storage facilities is used by various College departments with the following requirements: temperature control, storage size, and location. Due to the College's growth over the years, the need for storage facilities has increased. The College will need approximately eight (8) units and one (1) storage area for the first term of the awarded contract. College departments are currently using various locations based on availability, proximately, and climate control as follows:

Vendor	Department
Affordable Attic III, LP.	Graduation, College Connections, Center for Mexican American Studies, History Program, Music Program, and Child Development Center
Affordable Attic V, LP.	Business Office
Affordable Attic IX, LP.	Business Office
McAllen Foreign Trade Zone	Facilities Planning and Construction and the Office of Public Relations
Move It Management, LLC.	New vendor for additional storage needs

Background – Proposal documents were advertised on May 29, 2018 and June 5, 2018 and issued to eight (8) vendors. Six (6) responses were received on June 14, 2018 and reviewed by the Purchasing Department. One vendor did not provide the required documents and therefore is not included.

Funds for this expenditure are budgeted in the various department budgets for FY 2017 - 2018 and FY 2018 - 2019 pending Board approval of the Budget

8) Science Laboratory Supplies (Award)
Award the proposal for science laboratory supplies for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated cost of $200,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)	
Bio Corporation (Alexandria, MN)	**Carolina Biological Supply, Co.** (Burlington, NC)

Vendors (City, State)	
Chemglass Life Sciences (Vineland, NJ)	**Cynmar, LLC.** (Yulee, CO)
Flinn Scientific, Inc. (Batavia, IL)	**Jameco Electronics** (Belmont, CA)
Midsci (Valley Park, MO)	**Nebraska Scientific** (Omaha, NE)
PASCO Scientific (Roseville, CA)	**VWR International, LLC.** (Radnor, PA)

Purpose – The Science programs are requesting lab supplies for the instructional labs, which are required for science courses.
Justification and Benefit – The science laboratory supplies are used for student instruction in the Division of Math and Science by the following programs: Biology, Chemistry, Physics, Geology, and Geography. The programs require labs for students to conduct experiments and testing.

Background – Proposal documents were advertised on May 29, 2018 and June 5, 2018 and issued to twenty-seven (27) vendors. Ten (10) responses were received on June 13, 2018 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the Biology, Chemistry, Physics, Geology, and Geography budgets for FY 2018 - 2019 pending Board approval of the budget.

B. Instructional Item

9) Welding Supplies (Renewal)
Renew the welding supplies contracts for the period beginning October 1, 2018 through September 30, 2019, at an estimated amount of $110,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)			
a.	**Alamo Iron Works** (Brownsville, TX)	b.	**Matheson Trigas** (San Benito, TX)
c.	**Praxair Distribution Incorporated** (Pharr, TX)		

Purpose – The Welding Program in the Division of Technology and Continuing Professional and Workforce Education is requesting renewal of the contracts for welding supplies.

Justification and Benefit – The welding supplies will be used for student instruction by the Welding Program in the Division of Technology and Continuing Education. It will include gases and classroom/lab supplies used by students for hands on instruction in welding classes throughout the district.

Background – The Board awarded the contracts for welding supplies at the July 26, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins October 1, 2018 through September 30, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/26/16	10/1/16 – 9/30/17	2 – one year options
1st Renewal	7/25/17		10/1/17 – 9/30/18
2nd Renewal	7/24/18		10/1/18 – 9/30/19

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 Welding Program and Continuing Professional and Workforce Education budgets for FY 2018 - 2019 pending Board approval of the budget.

C. Non – Instructional Items

10)In-Store Purchases of Materials and Supplies (Renewal)

Renew the in-store purchases of materials and supplies contracts for the period beginning October 17, 2018 through October 16, 2019, at an estimated amount of $140,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)			
a.	**HEB Grocery, Co.** (McAllen, TX)	b.	**Hobby Lobby Store's, Inc.** (McAllen, TX)
c.	**Sam's Club** (McAllen, TX)	d.	**Wal-Mart** (Mission, TX)

Purpose – The in-store purchases of materials, supplies, and miscellaneous items are necessary throughout the district for Culinary Arts Programs, Food Services, Science Programs for instructional labs, student activities events, professional development, South Texas College sponsored events, and division meetings.

Justification and Benefit – These items are needed for hosted events and meetings held at all South Texas College's campuses for faculty, staff, students, and the community.

Background – The Board awarded the contracts for in-store purchases of materials and supplies at the July 26, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins October 17, 2018 and ends October 16, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	7/26/16	10/17/16 – 10/16/17	2 – one year options
1st Renewal	7/25/17		10/17/17 – 10/16/18
2nd Renewal	7/24/18		10/17/18 – 10/16/19

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 various requesting departments' budgets for FY 2018 - 2019 pending Board approval of the budget.

11)Truck Driver/Bus Driver Training (Renewal)
Renew the truck driver/bus driver training contract with **International Schools** (Dallas, TX), for the period beginning September 1, 2018 through August 31, 2019, at an 18% commission to the College retained from each student's tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver Combination.

Purpose – Continuing Professional and Workforce Education is requesting to renew the truck driver/bus driver training which provides hands-on skill development and instruction in preparation for the Commercial Driver's License (CDL) examination.

Justification and Benefit – The truck driver/bus driver training contractor will provide training instruction and preparation for the Commercial Driver's License Exam, which requires a minimum of 200 clock hours and related services in support of such training in McAllen, Weslaco, and Rio Grande City for students in Hidalgo and Starr counties.

Background – The Board awarded the contract for truck driver/bus driver training at the June 28, 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	6/28/16	9/1/16– 8/31/17	2 – one year options
1st Renewal	6/27/17		9/1/17 – 8/31/18
2nd Renewal	7/24/18		9/1/18 – 8/31/19

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

D. Technology Items

12)Computers, Laptops, and Printer (Purchase)
Purchase of computers, laptops, and printer from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP**. (Dallas, TX) and **Technical Laboratory Systems** (Houston, TX) a Choice Partners Purchasing Cooperative approved vendor, at a total amount of $55,419.02.

All purchase requests for computers, laptops, and printer 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
  - ⇒ 2 Computers for the Division of Nursing and Allied Health
  - ⇒ 2 Computers for Educational Technologies
  - ⇒ 1 Computer for Office of Early College High School

- Staff Laptops
  - ⇒ 5 Laptops for the Division of Nursing and Allied Health
  - ⇒ 1 Laptop for Medical Assistant Technology Program
  - ⇒ 1 Laptop for the Dual2Degree Department
  - ⇒ 1 Laptop for the Office of Public Relations and Marketing

- Student Laptops
  - ⇒ 7 Laptops for the Division of Nursing and Allied Health
  - ⇒ 1 Laptop for Library Services

- Student Printer
  - ⇒ 1 3-D Printer for Learning Commons & Open Labs

Funds for these expenditures are budgeted in the requesting department budgets for FY 2017 - 2018 as follows: Nursing and Allied Health Division, Educational Technologies, Medical Assistant Technology, Dual2Degree Department, Public Relations and Marketing, Library Services, Learning Commons & Open Labs, and Early College High School.

13)Information Technology Software and Services (Purchase)
Purchase information technology software and services from **Strata Information Group** (SIG) (San Diego, CA), a State of Texas Department of Information Services (DIR) approved vendor, at an estimated amount of $56,900.00.

Purpose – The Office of Human Resources is requesting the purchase of information technology software and services to implement an automated compensation set up for faculty within the College's existing BANNER enterprise system.

Justification – This will enhance support services for the features, functions, processing rules, operating cycles, and all compensation set-up requirements of the Faculty Load and Compensation Module (FLAC), comprised of training in both the fundamental and advanced capabilities and functions of the system.

The Strata Information Group (SIG) will assist with providing consultation for set up of the module for faculty load and compensation along with recommendations of forms set up and suggestions for ways to optimize functionality.

Funds for this expenditure are budgeted in the IT PM, Risk and Security budget for FY 2017 – 2018.

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the July 24, 2018 Board meeting the award of proposals, purchases, and renewals (Non-Bond Proceeds) as listed below:

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

A. Awards

1) **Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2018 through August 31, 2019, at an estimated amount of $105,000.00 to the following seventy-four (74) qualifying vendors:

Vendors (City, State)		
Blessings Learning Academy of Alamo (Alamo, TX)	**iKids Academy** (Alamo, TX)	**Little Explorers Dev. & Learning Center II** (Alamo, TX)
Super Kids Academy, LLC. (Alamo, TX)	**Alpha Learning Center** (Alton, TX)	**Kid'z First Child Care Center, Inc.** (Alton, TX)
Little Angel's Learning Center (Alton, TX)	**Garza's Childcare and Development Center** (Donna, TX)	**Little Braves Child Care** (Donna, TX)
Stepping Stones Day Care II (Donna, TX)	**Monte Cristo Learning Center** (Edcouch, TX)	**Al's Toy Barn Learning Center** (Edinburg, TX)
Alma's Daycare Center (Edinburg, TX)	**Amando, Inc. dba/Genesis Learning Center** (Edinburg, TX)	**Brighter Future Learning Center** (Edinburg, TX)
Kolor the World Daycare & Learning Center (Edinburg, TX)	**Little U Learning Center** (Edinburg, TX)	**LPA Investments, LLC. dba/Little Paradise Academy** (Edinburg, TX)
Learning Path Day School (Edinburg, TX)	**Small Wonders Daycare** (Edinburg, TX)	**The Children's College Learning Center** (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	**VIP Learning Center** (Edinburg, TX)	**Building My Future #2** (Hidalgo, TX)
Little Explorers Education Center (Hidalgo, TX)	**BMZ Child Care** (McAllen, TX)	**Brackenridge Children's Center, LLC.** (McAllen, TX)
Bright Beginnings (McAllen, TX)	**Easter Seals RGV** (McAllen, TX)	**Generations Academy, LLC.** (McAllen, TX)

Vendors (City, State)		
Kids Being Kids Academy (McAllen, TX)	**Kids Cloud Academy** (McAllen, TX)	**Little Loves Educare** (McAllen, TX)
Little Paradise Academy, LLC. (McAllen, TX)	**Little Shining Stars Daycare I** (McAllen, TX)	**Loving Angels Child Development Center, LLC.** (McAllen, TX)
Michelle's Playhouse (McAllen, TX)	**Mommyland Bilingual Academy** (McAllen, TX)	**Royal Education Center** (McAllen, TX)
Royal Piaget Academy (McAllen, TX)	**Star Kids Learning Center** (McAllen, TX)	**Tony's Playhouse** (McAllen, TX)
Valley Kidz Academy (McAllen, TX)	**Bright Beginnings Learning Center** (Mission, TX)	**Gingerbread House Learning Center Montessori** (Mission, TX)
Honey's Little Bee's Learning Center (Mission, TX)	**Las Palmas Montessori CCC #2** (Mission, TX)	**Little Crayons Institute, LLC.** (Mission, TX)
Little Einstein's Academy, LLC. (Mission, TX)	**Stepping Stones** (Mission, TX)	**Super Star Kids Learning Center, LLC.** (Mission, TX)
Fisher Kids Academy (Palmview, TX)	**Gingerbread House Learning Center** (Palmview, TX)	**Lily's Little Kids Daycare Center** (Palmview, TX)
Palmview Academy (Palmview, TX)	**Building My Future Learning Center** (Pharr, TX)	**Campanitas Day Care** (Pharr, TX)
Children's New Beginning Learning Academy, LLC. (Pharr, TX)	**Futuros Lideres Learning Center** (Pharr, TX)	**Kids Academy Daycare** (Pharr, TX)
Little Explorers Dev. & Learning Center (Pharr, TX)	**Little One's Discovery Center, Inc.** (Pharr, TX)	**Tweaty and Christy Day Care** (Pharr, TX)
Cutie Pies Children's Development Center (Rio Grande City, TX)	**Kami's Cuddling Center** (Rio Grande City, TX)	**Learning Zone** (Rio Grande City, TX)
Learning Zone II (Rio Grande City, TX)	**Miss Becky's School House** (Rio Grande City, TX)	**Childtime Academy** (San Juan, TX)
Immaculata Pre Primary (San Juan, TX)	**El Shaddai International Christian Day Care Ctr** (Weslaco, TX)	**Christian Day Care** (Weslaco, TX)
Stepping Stones Day Care (Weslaco, TX)	**Mid-Valley Early Childhood Education Center** (Weslaco, TX)	

2) **Library Materials (Award):** award the proposal for library materials for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of $234,080.40 to the following vendors:

Vendors (City, State)		
ABDO Publishing Company (Edina, MN)	**Apple Books** (Mankato, MN)	**Bearport Publishing** (New York, NY)
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	**Capstone** (N Mankato, MN)	**Cavendish Square Publishing, LLC.** (New York, NY)
CBM,LLC./dba Cherry Lake Publishing/dba Sleeping Bear Press (N Mankato, MN)	**Central Programs, Inc./dba Gumdrop Books** (Bethany, MO)	**Complete Book and Media Supply, LLC.** (Cedar Park, TX)
EBSCO Industries, Inc. (Ipswich, MA)	**Enslow Publishing** (New York, NY)	**Gareth Stevens Publishing, LLLP.** (New York, NY)
GOBI Library Solutions from EBSCO (Contoocook, NH)	**Greenhaven Publishing, LLC.** (New York, NY)	**Infobase** (New York, NY)
Ingram Library Services, Inc. (La Vergne, TN)	**J. Appleseed** (Mankato, MN)	**KAMICO Instructional Media, Inc.** (Salado, TX)
Lektro, Inc./dba Escue & Associates (Robstown, TX)	**Midwest Library Service** (Bridgeton, MO)	**Perma-Bound Books** (Jacksonville, IL)
ProQuest, LLC. (Ann Arbor, MI)	**Rittenhouse Book Distributors, Inc.** (King of Prussia, PA)	**Scholastic Library Publishing, Inc**. (Danbury, CT)
The Rosen Publishing Group, Inc. (New York, NY)		

3) **Mail Services (Award):** award the proposal for mail services to **Upper Valley Mail Services, LLC.** (McAllen, TX), for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of $73,000.00, which is based on prior year expenditures;
4) **Maintenance and Repair Parts, Materials, and Supplies (Award):** award the proposal for maintenance and repair parts, materials, and supplies for the period beginning August 30, 2018 through August 29, 2019 with two one-year options to renew, at an estimated amount of $160,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)	
Burton Companies (Weslaco, TX)	**Bush Supply Company** (Edinburg, TX)
C.E.D. – Valmac Electrical Supply (Pharr, TX)	**Central Plumbing & Electric Supply** (Weslaco, TX)
Diaz Floors & Interior's, Inc. (Pharr, TX)	**Facilities Solutions Group** (Harlingen, TX)
Fairway Supply, Inc. (Austin, TX)	**Industrial Supplier Larey, Inc./dba International Industrial Supply, Co.** (Brownsville, TX)

Vendors (City, State)	
Interline Brand, Inc./dba SupplyWorks (Jacksonville, FL)	**Lewis Electric Motors, Inc.** (Harlingen, TX)
Luna Glass, LLC. (McAllen, TX)	**Morrison Supply Company** (McAllen, TX)
R. E. Friedrichs Company/dba REFCO (McAllen, TX)	**Sherwin Williams, Co.** (McAllen, TX)
Steve Lewis, LLC./dba Lewis Mechanical Sales (Corpus Christi, TX)	

5) **Nursing and Allied Health Equipment and Supplies (Award):** award the proposal for nursing and allied health equipment and supplies for the period beginning August 1, 2018 through July 31, 2019 with two one-year options to renew, at an estimated amount of $165,000.00 to the following vendors:
   - **Bound Tree Medical, LLC.** (Dublin, OH)
   - **Cynmar, LLC.** (Yulee, FL)
   - **Health Care Logistics, Inc.** (Circleville, OH)
   - **Henry Schein, Inc.** (Irmo, SC)
   - **Medline Industries** (Northfield, IL)
   - **Pocket Nurse Enterprises, Inc./dba Pocket Nurse** (Monaca, PA)
   - **QuadMed** (Jax, FL)

6) **Purchase of Audio Visual Equipment (Award):** award the proposal for the purchase of audio visual equipment at a total amount of $69,825.00 to the following vendors:
   - **Audio Visual Aids** (San Antonio, TX) $2,649.00
   - **SDF Professional Computers, Inc.** (Greenville, NC) $67,176.00

7) **Rental of Storage Facilities (Award):** award the proposal for the rental of storage facilities for the period beginning August 1, 2018 through July 31, 2019 with two one-year options to renew, at an estimated amount of $55,000.00, to the following vendors:
   - **Affordable Attic III, LP.** (Harlingen, TX/McAllen, TX)
   - **Affordable Attic V, LP.** (Harlingen, TX/Mission, TX)
   - **Affordable Attic IX, LP.** (Harlingen, TX/McAllen, TX)
   - **McAllen Foreign Trade Zone** (McAllen, TX)
   - **Move It Management, LLC.** (Dallas, TX/Mission, TX) (New)

8) **Science Laboratory Supplies (Award):** award the proposal for science laboratory supplies for the period beginning September 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated amount of $200,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)	
Bio Corporation (Alexandria, MN)	**Carolina Biological Supply, Co.** (Burlington, NC)
Chemglass Life Sciences (Vineland, NJ)	**Cynmar, LLC.** (Yulee, CO)

Vendors (City, State)	
Flinn Scientific, Inc. (Batavia, IL)	**Jameco Electronics** (Belmont, CA)
Midsci (Valley Park, MO)	**Nebraska Scientific** (Omaha, NE)
PASCO Scientific (Roseville, CA)	**VWR International, LLC.** (Radnor, PA)

B. Instructional Item

9) **Welding Supplies (Renewal):** renew the welding supplies contracts for the period beginning October 1, 2018 through September 30, 2019, at an estimated amount of $110,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)			
a.	**Alamo Iron Works** (Brownsville, TX)	b.	**Matheson Trigas** (San Benito, TX)
c.	**Praxair Distribution Incorporated** (Pharr, TX)		

C. Non – Instructional Items

10) **In-Store Purchases of Materials and Supplies (Renewal):** renew the in-store purchases of materials and supplies contracts for the period beginning October 17, 2018 through October 16, 2019, at an estimated amount of $140,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors (City, State)			
a.	**HEB Grocery, Co.** (McAllen, TX)	b.	**Hobby Lobby Store's, Inc.** (McAllen, TX)
c.	**Sam's Club** (McAllen, TX)	d.	**Wal-Mart** (Mission, TX)

11) **Truck Driver/Bus Driver Training (Renewal):** renew the truck driver/bus driver training contract with **International Schools** (Dallas, TX), for the period beginning September 1, 2018 through August 31, 2019, at an 18% commission to the College retained from each student's tuition. This amount is the same for all the following trainings: Truck Driver, Bus Driver, and Truck Driver/Bus Driver Combination;

D. Technology

12) **Computers, Laptops, and Printer (Purchase):** purchase of computers, laptops, and printer from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP**. (Dallas, TX) and **Technical Laboratory Systems** (Houston, TX) a Choice Partners Purchasing Cooperative approved vendor, at a total amount of $55,419.02;

13) **Information Technology Software and Services (Purchase):** purchase information technology software and services from **Strata Information Group** (SIG) (San Diego, CA), a State of Texas Department of Information Services (DIR) approved vendor, at an estimated amount of $56,900.00.

Recommend Action - The total for all award of proposals, purchases, and renewals (Non-Bond Proceeds) is $1,424,224.42.

SOUTH TEXAS COLLEGE
1. CHILDCARE SERVICES
PROJECT NO. 18-19-1002

#	CONTACT	BUSINESS NAME	MAILING ADDRESS	PHYSICAL ADDRESS	CITY/STATE	ZIP	PHONE
1	Felis O. Arrambide	Blessings Learning Academy of Alamo		401 E Business 83	Alamo, TX	78516	781-2325
2	Kimberly Hess	iKids Academy	P O Box 1711 Pharr, TX 78577	823 S Alamo Rd	Alamo, TX	78516	781-5683
3	Silvia Flores	Little Explorers Dev. & Learning Center II		935 S Alamo Rd	Alamo, TX	78516	961-4917
4	Coral Garza	Super Kids Academy LLC		715 N Tower Rd	Alamo, TX	78516	783-1600
5	Lorena Garcia	Alpha Learning Center	608 Boardwalk Ave Edinburg, TX 78539	1315 W Main Ave	Alton, TX	78573	393-8231
6	Sylvia Salamanca	Kid'z First Child Care Center, Inc.		122 S Alton Blvd	Alton, TX	78573	581-7030
7	Dora Estrada	Little Angel's Learning Center		212 N Glasscock Blvd	Alton, TX	78573	519-1727
8	Diana T. Garza	Garza's Childcare and Development Center		104 E Roberts Ave	Donna, TX	78537	464-4025
9	Corina Lavin	Little Braves Child Care		2010 Redskin Ave Ste B	Donna, TX	78537	377-5123
10	Estela Ochoa	Stepping Stones Day Care II		5753 N FM 493	Donna, TX	78537	464-4786
11	Raul Venegas	Monte Cristo Learning Center		8236 Monte Cristo Rd	Edcouch, TX	78538	262-5240
12	Gloria Leal	Al's Toy Barn Learning Center		1216 W Montecristo St	Edinburg, TX	78541	720-4153
13	Alma Sonia Salazar	Alma's Daycare Center		4511 S Veterans Blvd	Edinburg, TX	78542	380-4079
14	Maria Oralia Rodriguez	Amando Inc. DBA Genesis Learning Center		4106 S Raul Longoria	Edinburg, TX	78539	787-9611
15	Maria L. Pecina	Brighter Future Learning Center		223 Conquest Blvd	Edinburg, TX	78539	383-4221
16	Nancy M. Rodriguez	Kolor the World Daycare & Learning Center		2203 E University Dr	Edinburg, TX	78542	380-1095
17	Marcos Lopez	Little U Learning Center		603 N Jackson Rd	Edinburg, TX	78541	292-0131
18	Erica Lopez	LPA Investments, LLC./dba Little Paradise Academy	5516 N McColl Rd McAllen, TX 78504	1702 N 10th St	Edinburg, TX	78539	720-4340
19	Benjamin Perez	Learning Path Day School		3103 W Alberta Rd	Edinburg, TX	78539	631-2508
20	Dora Moran	Small Wonders Daycare		116 S Raul Longoria Rd	Edinburg, TX	78542	318-1031
21	Yvonne Garza	The Children's College Learning Center		5117 S Jackson Rd	Edinburg, TX	78539	664-1503
22	Jennifer Perez	The Learning Journey Day School		2602 Cornerstone Blvd	Edinburg, TX	78539	664-2107
23	Marisela Cavazos	VIP Learning Center		2021 E University Dr	Edinburg, TX	78542	316-1155
24	Patricia Martinez	Building My Future #2		2500 E Dicker Rd	Hidalgo, TX	78557	540-7411
25	Miriam Marentes	Little Explorers Education Center	PO Box 8703	124 N 1st St	Hidalgo, TX	78557	800-5404
26	Zuri Hernandez	BMZ Child Care		2000 S McColl Rd. Ste Q	McAllen, TX	78503	204-2984
27	Jackeline Guillou	Brackenridge Children's Center, LLC.		10 S 27th St	McAllen, TX	78501	630-3647
28	Lorena Canales	Bright Beginnings		3800 N 23rd St	McAllen, TX	78501	618-2355
29	Roschel Servantes	Easter Seals RGV	PO Box 489 McAllen, TX 78501	1217 Houston Ave	McAllen, TX	78501	631-9171
30	Raquel Martinez	Generations Academy, LLC.	7620 N 22nd St McAllen, TX 78504	508 Harvey Dr	McAllen, TX	78501	682-4824
31	Patricia M. Guajardo	Kids Being Kids Academy		1521 Trenton Rd	McAllen, TX	78504	495-6114
32	Maria I. Valle	Kids Cloud Academy		2711 S 23rd #10	McAllen, TX	78503	627-0977
33	Yvette Martinez	Little Loves Educare		3400 N McColl Rd Ste G	McAllen, TX	78501	627-6035
34	Erica Lopez	Little Paradise Academy, LLC.		5516 N McColl Rd	McAllen, TX	78504	627-1450
35	Martha O. Guillon	Little Shining Stars Daycare I		6620 N 23rd	McAllen, TX	78504	668-7008
36	Maria C. Humphrey	Loving Angels Child Development Center, LLC.		3615 N Ware Rd	McAllen, TX	78501	618-1090
37	Claudia Reyna	Michelle's Playhouse		3909 Xanthisma Ave	McAllen, TX	78504	739-8095
38	Itzel Hernandez	Mommyland Bilingual Academy	2202 Cedro St San Juan, TX 78589	4200 Pecan Blvd	McAllen, TX	78501	800-4226
39	Reyna Leal	Royal Education Center		1402 S Jackson Ste 2	McAllen, TX	78503	630-0340
40	Jeannie Perez	Royal Piaget Academy	3700 Martz Ln McAllen, TX 78504	3425 W Highway 107	McAllen, TX	78504	380-1012

SOUTH TEXAS COLLEGE
1. CHILDCARE SERVICES
PROJECT NO. 18-19-1002

#	CONTACT	BUSINESS NAME	MAILING ADDRESS	PHYSICAL ADDRESS	CITY/STATE	ZIP	PHONE
41	Edith Bocanegra	Star Kids Learning Center		2400 W Maple Ave	McAllen, TX	78501	803-0553
42	Evon Ibarra	Tony's Playhouse		1929 W Pecan	McAllen, TX	78501	971-8669
43	Veronica Garza	Valley Kidz Academy		2400 Quince Ave	McAllen, TX	78501	686-7930
44	Sylvia Caratachea	Bright Beginnings Learning Center		1721 E Griffin Parkway	Mission, TX	78572	271-4497
45	Cynthia Y. Sanchez	Gingerbread House Learning Center Montessori		1723 W Griffin Pkwy	Mission, TX	78572	202-0428
46	Maria Gomez	Honey's Little Bee's Learning Center		2900 W 45th St Ste D	Mission, TX	78574	424-0889
47	Dora Guevara	Las Palmas Montessori CCC #2		714 E Griffin Pkwy	Mission, TX	78572	581-9395
48	Elvia Isabel Lopez	Little Crayons Institute, LLC.		1640 E Griffin Pkwy	Mission, TX	78572	424-1299
49	Belinda Flores	Little Einstein's Academy LLC.		2116 Oleander Dr	Mission, TX	78573	519-1003
50	Maria A. Gonzalez	Stepping Stones		1607 E Griffin Pkwy Ste A	Mission, TX	78572	424-9700
51	Ada M Guerra	Super Star Kids Learning Center, LLC.		7329 N Doffing Rd	Mission, TX	78572	424-7692
52	Maria Silvia Perez	Fisher Kids Academy		724 S Bentsen Palm Dr	Palmview, TX	78572	581-0043
53	Elsa N. Garcia	Gingerbread House Learning Center		1001 E Veterans Blvd	Palmview, TX	78572	205-0335
54	Lydia Zuniga	Lily's Little Kids Daycare Center		953 W Palm Vista Dr	Palmview, TX	78572	379-2659
55	Elysa Roel	Palmview Academy		1953 E Goodwin Rd	Palmview, TX	78574	581-6362
56	Patricia Martinez	Building My Future Learning Center		6807 S Jackson Rd	Pharr, TX	78577	502-5360
57	Felicitas Bazan	Campanitas Day Care		8011 A Cisne	Pharr, TX	78577	782-5221
58	Chriselda Lozano	Children's New Beginnings Learning Academy, LLC.		1000 E Business 83 Ste I	Pharr, TX	78577	702-7413
59	Maria Hernandez	Futuros Lideres Learning Center		1800 W Hall Acres A-2 C-3 D-4	Pharr, TX	78577	961-4568
60	San Juanita Gonzalez	Kids Academy Daycare		5510 N Cage Ste I	Pharr, TX	78577	223-2543
61	Deyanira I. Guerrero	Little Explorers Dev. & Learning Center		2807 S Jackson Rd	Pharr, TX	78577	992-9530
62	Ana E. Villarreal	Little One's Discovery Center, Inc.		909 S Jackson Rd	Pharr, TX	78577	686-9040
63	Bertha De La Garza	Tweaty and Christy Day Care		210 E Sam Houston	Pharr, TX	78577	283-9102
64	Leticia Kleypas	Cutie Pies Children's Development Center	PO Box 667 Rio Hondo, TX 78583	30 Reynaldo Gomez Dr	Rio Grande City, TX	78582	487-8311
65	Roxana Mascorro	Kami's Cuddling Center		4206 E Juarez St	Rio Grande City, TX	78582	487-4859
66	Isabel Garza	Learning Zone	4201 E Juarez St Rio Grande City, TX	3561 W Hwy 83	Rio Grande City, TX	78582	488-1260
67	Isabel Garza	Learning Zone II	4201 E Juarez St Rio Grande City, TX	307 N FM 3167 Ste A	Rio Grande City, TX	78582	488-9194
68	Rebecca Jo Falcon	Miss Becky's School House		2778 N FM 755	Rio Grande City, TX	78582	487-0122
69	Alicia Salinas	Childtime Academy		909 W FM 495 Ste 8	San Juan, TX	78589	702-8733
70	Maria Flores	Immaculata Pre Primary	212 N Sugar Road Pharr, TX 78577	1619 Scotty St	San Juan, TX	78589	787-6404
71	Alma D. Vega	El Shaddai International Christian Day Care Ctr		723 S Airport Dr	Weslaco, TX	78596	968-8814
72	Dr. Richard L Hill, EdD	Christian Day Care	1208 S Westgate Dr	2200 W Sixth Street	Weslaco, TX	78596	375-4900
73	Marty Ochoa	Stepping Stones Day Care		915 E Sugar Cane Dr	Weslaco, TX	78599	854-4436
74	Mariano Gutierrez	Mid-Valley Early Childhood Education Center		405 S Nebraska	Weslaco, TX	78596	968-3844

2. SOUTH TEXAS COLLEGE
LIBRARY MATERIALS
PROJECT NO. 18-19-1003

	VENDOR	ABDO Publishing Company	Apple Books	Bearport Publishing	Bound to Stay Bound Books, Inc.	Capstone	Cavendish Square Publishing, LLC.	CBM, LLC./dba Cherry Lake Publishing/dba Sleeping Bear Press	Central Programs, Inc./ dba Gumdrop Books	Complete Book and Media Supply, LLC.
	ADDRESS	8000 W 78th St Ste 310	P O Box 3005	45 W 21st St 3B	1880 W Morton	1710 Roe Crest Dr	243 5th Ave Ste 136	1750 Northway Dr Ste 101	802 N 41st St	1200 Toro Grande Dr Ste 200
	CITY/STATE/ZIP	Edina, MN 55439	Mankato, MN 56002	New York, NY 10010	Jacksonville, IL 62650	N Mankato, MN 56003	New York, NY 10016	N Mankato, MN 56003	Bethany, MO 64424	Cedar Park, TX 78613
	PHONE	800-800-1312	800-783-6767	877-337-8577	800-637-6586	800-747-4992	877-980-4460	866-918-3956	800-821-7199	800-986-1775
	FAX	800-862-3480	412-688-8545	866-337-8557	800-747-2872	888-262-0705	877-828-8522	866-489-6490	866-321-7199	512-616-0410
	CONTACT	Joslyn Lillion	Dave Schlichtt	Rebekah Elliott	Lori Smith	Doug Smith	Jenny Speed	Heather Hughes	Nancy Crovetti	Kendall Montiegel
#	DESCRIPTION	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED
OPTION 1: DISCOUNTS FROM CATALOG/PRICE LISTING										
1	Trade Editions		0%					30%	0-70% List Price	10-50%
2	Text and Technical		N/A							5-50%
3	Publisher's Library Binding	0% Catalog 30% off List	30%	30%		25%	30%	30%	0-70% List Price Average 32%	10-50%
4	School and Library Binding		30%	30%		25%	30%	30%	0-70% List Price Average 32%	10-50%
5	Pre-Bounds		N/A		30% Discount from Publisher list price in effect at time of shipment plus prebinding charge of $8.52 per book firm through August 31, 2012. Short discount titles are reduced by 10%. When using our online catalog, your actual discount will be shown.					10-50%
6	Pre-Bounds Paperback		N/A							10-50%
7	Paperback Books		N/A			0% Various programs are discounted 5-10%	30%	30%	0-40%	10-50%
8	Audiovisual-DVD		N/A							0-40%
9	Electronic Books	0% Catalog 30% off List	N/A	30%		25%	30%	30%	0-70%	0-30%
10	Streaming Audio		N/A							0-30%
11	Streaming Video		N/A							0-30%
OPTION 2: SINGLE DISCOUNT FROM ALL CATEGORIES										
12	Discount Percentage									
PROCESSING COST OPTION 1:										
13	Processing-Ready for shelf		$0.00	$0.00	$1.65		$0.00	Free for orders over $350.00	$0.53	$7.25
14	Barcode with protector attached		Included in Shelf Ready		No Charge		$0.00		$0.14	$0.75
15	Spine Label with cover attached		Included in Shelf Ready	$0.00	No Charge		$0.00		$0.12	$0.75
16	Campus location label per specifications		$0.25/Book	$0.00	$0.20 ea		$0.00		$0.07	$0.75
17	Fully catalogued/processed with Mylar jacket (unfastened)		Included in Shelf Ready	$0.00	$1.55		$0.00		Mylar jackets free with shelf ready processing	$7.25
18	Laminate for Paperback (CoverUps ® or equivalent book protection)		N/A	$0.00			$0.00			$2.50
19	Micro-LIF data on CD-ROM or electronic file		Included in Shelf Ready	$0.00	No Charge for downloading MACR Records from our website. $20.00 Charge for CD per shipment		$0.00		$0.00	$1.00
20	Attached Tattle Tape (Theft Detection Device -3M)		$0.50/Book	$0.00	$0.50		$0.00		$0.91	$0.50
21	Add "Date Due" slips (Attached)		$0.20/Book	$0.00	$0.20 ea		$0.00		$0.05	$0.75
22	Property stamped per specifications		$0.25/Book	$0.00	$0.10 ea		$0.00		Free	$0.75
23	Use Library of Congress classification		Included in Shelf Ready	$0.00	No Charge		$0.00		Yes	$1.00
PROCESSING COST OPTION 2:										
24	Provide bundle cost of all items listed above	Processing is Free with every order of $350.00 or more	$1.20/Book	Free Processing		Attached or unattached library processing is Free on orders of 25 books or more. On orders of 24 books or less, MARC records are $20.00 per order; attached labels are $0.99 per book or unattached labels are $0.39 per book. Capstone Rewards members receive free library processing on all orders; enrollment is free. This included either Automation Kit (all labels, including barcode, spine label, and MARC record) or Catalog Card Kits (shelf list, main entry, author, title, subject, borrower cards, spine label, pocket).			Items plus SR processing: $1.29	

2. SOUTH TEXAS COLLEGE
LIBRARY MATERIALS
PROJECT NO. 18-19-1003

	VENDOR	EBSCO Industries, Inc.	Enslow Publishing	Gareth Stevens Publishing, LLLP,	GOBI Library Solutions from EBSCO	Greenhaven Publishing, LLC.	Infobase	Ingram Library Services, Inc.	J. Appleseed
	ADDRESS	10 Estes St	101 W 23rd St Ste 240	111 E 14th St Ste 349	999 Maple St	353 3rd Ave Ste 255	132 W 31st St 16th FL	One Ingram Blvd	P O Box 3006
	CITY/STATE/ZIP	Ipswich, MA 01938	New York, NY 10011	New York, NY 10003	Contoocook, NH 03229	New York, NY 10010	New York, NY 10001	La Vergne, TN 37086	Mankato, MN 56002
	PHONE	800-653-2726	800-398-2504	800-542-2595	603-746-3102	844-317-7404	800-322-8755	800-937-5300	507-388-7323
	FAX	978-356-6565	877-980-4454	877-542-2596	800-343-7413	844-317-7405	212-313-9443	615-231-5196	507-388-7330
	CONTACT	Clint Rumble	Jenny Speed	Jenny Speed	Mark F. Kendall	Jenny Speed	Doug Mingle	Pamela R. Smith	Jason Johnson
#	DESCRIPTION	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED
OPTION 1: DISCOUNTS FROM CATALOG/PRICE LISTING									
1	Trade Editions				20%			47.0%	
2	Text and Technical				20%			10.0%	
3	Publisher's Library Binding			25%	20%			15.5%	30%
4	School and Library Binding		25%			20%		15.5%	30%
5	Pre-Bounds							30.0%	
6	Pre-Bounds Paperback							41% + $5.45 Prebinding Charge	
7	Paperback Books		15%	15%	20%	20%		41.0%	
8	Audiovisual-DVD							31.5%	
9	Electronic Books	0-50%	25%	25%	0%	20%	20% -eBook Collections 20%- Database Collections	0.0%	Special pricing on website
10	Streaming Audio							0.0%	
11	Streaming Video						10% - Feature Films Collection 20%- any other Collections	0.0%	
OPTION 2: SINGLE DISCOUNT FROM ALL CATEGORIES									
12	Discount Percentage						Basic Discount apply to single product sales. We offer larger discounts for multi-product sales.	20.0%	
PROCESSING COST OPTION 1:									
13	Processing-Ready for shelf		$0.00	$0.00	$1.52 A minimum physical processing charge is assessed for every volume shipped on sub-accounts receiving technical services and covers four of the following book processing actions that are priced at $0.38 ea.	$0.00		$1.19	$0.00
14	Barcode with protector attached			$0.00	$0.38 +$0.16	$0.00		$0.43 per unit Barcode -$0.18 Protector- $0.25	$0.00
15	Spine Label with cover attached		$0.00	$0.00	$0.91 + $0.16	$0.00		$0.43 per unit Spine -$0.18 Protector -$0.25	$0.00
16	Campus location label per specifications		$0.00	$0.00	$0.43	$0.00		$0.20	$0.00
17	Fully catalogued/processed with Mylar jacket (unfastened)		$0.00	$0.00	Pricing will depend on the level of cataloging service.	$0.00		$1.19 per book Automated package to include or up to 2 label protectors, barcode, spine label, and BookMARC Record.	$0.00
18	Laminate for Paperback (CoverUps ® or equivalent book protection)		$0.00	$0.00	$8.60	$0.00		$1.79 (15mil)	
19	Micro-LIF data on CD-ROM or electronic file		$0.00	$0.00	No charge for making records available. GOBI does not offer this option, but we provide catalog records which are fully compliant with current MARC21 standards. Record files are posted to a dedicated customer account on the GOBI site for retrieval via FTP for loading into the ILS SirsiDynix Symphony.	$0.00		$0.25 per record via electronic delivery	$0.00
20	Attached Tattle Tape (Theft Detection Device -3M)		$0.00	$0.00	$0.38	$0.00		$0.40	$0.00
21	Add "Date Due" slips (Attached)		$0.00	$0.00	$0.38	$0.00		$0.15	$0.00
22	Property stamped per specifications		$0.00	$0.00	$0.38	$0.00		$0.20 per impression	$0.00
23	Use Library of Congress classification		$0.00	$0.00	No Charge	$0.00			$0.00
PROCESSING COST OPTION 2:									
24	Provide bundle cost of all items listed above				Exceptions for Discounts offered above: 1. When GOBI Library Solutions receives a short discount from any publisher, we add a 15% service fee to the publisher's list price. 2. Associations Pricing List (service fee)			$3.19 per book Includes: Mylar Jacket-Taped; Spine Label; Spine Protector; Barcodes (2); Barcode Protector; Date Due Slip; Property Stamps (5); Label ("Request software at front desk"); theft-Inside Book (3M); 15 mil Laminated Paperback Covers; and BookMARC Record via electronic delivery.	

2. SOUTH TEXAS COLLEGE
LIBRARY MATERIALS
PROJECT NO. 18-19-1003

	VENDOR	KAMICO Instructional Media, Inc.	Lektro, Inc./ dba Escue & Associates	Midwest Library Service	Perma-Bound Books	ProQuest, LLC.	Rittenhouse Book Distributors, Inc.	Scholastic Library Publishing, Inc.	The Rosen Publishing Group, Inc.
	ADDRESS	PO Box 1143	4309 River Ranch Circle	11443 St Charles Rock Rd	617 E Vandalia Rd	789 E Eisenhower Parkway	511 Feheley Dr	90 Old Sherman Turnpike	29 E 21st St
	CITY/STATE/ZIP	Salado, TX 76571	Robstown, TX 78380	Bridgeton, MO 63044	Jacksonville, IL 62650	Ann Arbor, MI 48108	King of Prussia, PA 19406	Danbury, CT 06810	New York, NY 10010
	PHONE	254-947-7283	800-676-2093	800-325-8833	800-637-6581	800-521-0600	800-345-6425	800-621-1115	800-237-9932
	FAX	254-947-7284	800-301-4040	800-962-1009	800-551-1169		800-223-7488	866-783-4361	888-436-4643
	CONTACT	Kathy Michael	Greg Escue	Herbert M. Lesser	Heather Cook	Christopher Kaul	Nicole Gallo	Allison Henderson	Jerry Speed
#	DESCRIPTION	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED
OPTION 1: DISCOUNTS FROM CATALOG/PRICE LISTING									
1	Trade Editions		10-30%	30%	15%	20% Firm/Approvals 10% Standing Orders		40% Off List Price	
2	Text and Technical		10-30%	5-15%	Prices reflected in website prices	20% Firm/Approvals 10% Standing Orders			
3	Publisher's Library Binding		10-30%	5-15%	15%	20% Firm/Approvals 10% Standing Orders		30% Off List Price (reinforced library binding)	
4	School and Library Binding		10-30%	5-15%	15%	20% Firm/Approvals 10% Standing Orders			25%
5	Pre-Bounds			0-15%	*Additional 3%	20% Firm/Approvals 10% Standing Orders			
6	Pre-Bounds Paperback		10-30%	0-10%	*Additional 3%	20% Firm/Approvals 10% Standing Orders			
7	Paperback Books		10-30%	10%	Prices reflected in website prices	20% Firm/Approvals 10% Standing Orders			15%
8	Audiovisual-DVD			0%	0%	20% Firm/Approvals 10% Standing Orders			
9	Electronic Books		10-30%		0%	Direct purchases up to $25,000 -1% Direct purchases above $25,000 -3%		0% Scholastic GO, TrueFlix, FreedomFlix, Science Flix	25%
10	Streaming Audio				0%	Subscription to Music Online: Listening -$3,599.00			
11	Streaming Video				0%	Subscription to Academic Video Online -$8,629.00 Subscription to Nursing Education in Video: 2nd Edition - $5,279.00 Subscription to Nursing and Mental Health in Video - $1,819.00			
OPTION 2: SINGLE DISCOUNT FROM ALL CATEGORIES									
12	Discount Percentage	0-15% depending on item and quantity	10-30%				Print 15% R2 Digital Library 10%		
PROCESSING COST OPTION 1:									
13	Processing-Ready for shelf		$0.59	$2.45 (barcode, spine label, location label, MARC record, Tattle Tape, date due slip, property stamp)	$1.08 Catalog Card Kit $0.44 Bar Code/Spine Label	$3.75 per record	Rittenhouse does not provide processing	$0.00 Requires no data manipulation	$0.00
14	Barcode with protector attached		$0.00	$0.50 Library Supplied barcode	$0.37	$0.43 per record		$0.00 Requires no data manipulation	$0.00
15	Spine Label with cover attached		$0.00	$1.50	$0.37	$0.43 per record		$0.00 Requires no data manipulation	$0.00
16	Campus location label per specifications		$0.00	$0.25	$0.37	$0.25 per record		$0.00 Requires no data manipulation	$0.00
17	Fully catalogued/processed with Mylar jacket (unfastened)		$0.00	$3.35	$0.71 Catalog Card Kit	Generic per record -$6.70 Minimal per record -$9.06 Custom per record -$15.79		$0.00 Requires no data manipulation	$0.00
18	Laminate for Paperback (CoverUps ® or equivalent book protection)		$2.50	$2.00 - $3.15 Dependent on size of book	$2.45 Kapco Cover $1.25 CoLibri Cover	$1.79 per record		$0.00 Requires no data manipulation	$0.00
19	Micro-LIF data on CD-ROM or electronic file		$0.00	$0.75	$0.00	$0.00		$0.00 Requires no data manipulation	$0.00
20	Attached Tattle Tape (Theft Detection Device -3M)		$0.44	$0.45	$0.50	$0.40 per record		$0.00 Requires no data manipulation	$0.00
21	Add "Date Due" slips (Attached)		$0.00	$0.25	$0.37	$0.25 per record		$0.00 Requires no data manipulation	$0.00
22	Property stamped per specifications		$0.00	$0.25/stamp	$0.18 per location $25.00 for stamp (one time fee)	$0.20 per stamp		$0.00 Requires no data manipulation	$0.00
23	Use Library of Congress classification		$0.00	Yes	Yes	Cost included within Cataloging		$0.00 Requires no data manipulation	$0.00
PROCESSING COST OPTION 2:									
24	Provide bundle cost of all items listed above	Prices vary; see STAAR Connection catalog or visit www.kamico.com	$0.59 per Book-Labels Only $1.03 Label & Theft Detection $3.53 all Above plus covers for paperbacks						$0.00

SOUTH TEXAS COLLEGE
3. MAIL SERVICES
PROJECT NO. 18-19-1007

VENDOR		Upper Valley Mail Services, LLC.
ADDRESS		1418 Beech St Ste 109
CITY/STATE/ZIP		McAllen, TX 78501
PHONE		956-668-7678
FAX		956-630-0825
CONTACT		Patrick Hettler
#	**Description**	**Processing Price Per Piece**
1	Price per piece-pick-up of First Class Mail, Bar Coding & Sorting U. S. Postmaster Rate: $0.49 UVMS Postage Rate: $0.378	$0.066
2	Per piece price of First Class Mail for Pick-up, Metering, Barcoding, Sorting	$0.076
3	Non-Profit Standard Mail: Pick-Up, Barcoding, & Sorting U. S. Postmaster Rate: $0.16 UVMS Postage Rate: $0.12	$0.039
4	2nd Year Escalation	0%
5	3rd Year Escalation	0%
TOTAL EVALUATION POINTS		96.33
RANKING		1

SOUTH TEXAS COLLEGE
3. MAIL SERVICES
PROJECT NO. 18-19-1007
EVALUATION SUMMARY

VENDOR		Upper Valley Mail Services, LLC.	
STREET		1418 Beech St Ste 109	
CITY/STATE/ZIP		McAllen, TX 78501	
PHONE		956-668-7678	
FAX		956-631-0825	
CONTACT		Patrick Hettler	
1	The purchase price. (up to 40 points)	40	40
		40	
		40	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	18	17.33
		17	
		17	
3	The quality of the vendor's goods and/or services. (up to 18 points)	17	17
		17	
		17	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 15 points)	14	14
		14	
		14	
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 Business. (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		96.33	
RANKING		1	

SOUTH TEXAS COLLEGE
4. MAINTENANCE AND REPAIR PARTS, MATERIALS, AND SUPPLIES
PROJECT NO. 18-19-1004

		Burton Companies	Bush Supply Company	C.E.D. - Valmac Electrical Supply	Central Plumbing & Electric Supply	Diaz Floors & Interior's, Inc.
	ADDRESS	529 E Business 83	2308 W Trenton Rd	2904 N Hibiscus	625 S Airport Dr	1205 W Polk
	CITY/STATE/ZIP	Weslaco, TX 78596	Edinburg, TX 78539	Pharr, TX 78577	Weslaco, TX 78596	Pharr, TX 78577
	PHONE	956-968-3121	956-618-2874	956-702-3530	956-968-8525	956-787-0056
	FAX	956-973-3228	956-618-3208	956-702-3989	956-968-7903	956-781-7917
	CONTACT	C. Scott Vaughan	Juan Erana	Ricardo Casarez	Gene Paul Pena	Andres Diaz, Sr.
#	**Description**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**
1	Electrical Parts, Materials and Supplies					
	Discount		40-90%	Already Discounted	20%	
	Benchmark		List Price	Customer Pricing	In House Catalog	
2	Plumbing Parts, Materials and Supplies					
	Discount				20%	
	Benchmark				In House Catalog	
3	Paint and Supplies					
	Discount	50%				
	Benchmark	Burton List Price				
4	Lawn and Garden Parts, Materials and Supplies					
	Discount	50%				
	Benchmark	Burton List Price				
5	Locksmith Parts, Supplies and Door Hardware					
	Discount					
	Benchmark					
6	Lumber and Building Materials and Supplies					
	Discount					20%
	Benchmark					Retail Pricing
7	Sprinkler Systems Parts and Supplies					
	Discount					
	Benchmark					
8	Welding Materials and Supplies					
	Discount	50%				
	Benchmark	Burton List Price				
9	HVAC Parts and Supplies					
	Discount	50%				
	Benchmark	Burton List Price				
10	Glass, Aluminum, and Store Front Materials					
	Discount					
	Benchmark					

SOUTH TEXAS COLLEGE
4. MAINTENANCE AND REPAIR PARTS, MATERIALS, AND SUPPLIES
PROJECT NO. 18-19-1004

		Facility Solutions Group	Fairway Supply, Inc.	Industrial Supplier Larey, Inc./dba International Industrial Supply, Co.	Interline Brands, Inc./ dba SupplyWorks	Lewis Electric Motors, Inc.
ADDRESS		8018 W Expway 83	8814 Shoal Creek	3620 E 14th St	701 San Marco Blvd	3300 Spur 54
CITY/STATE/ZIP		Harlingen, TX 78552	Austin, TX 78757	Brownsville, TX 78521	Jacksonville, FL 32207	Harlingen, TX 78551
PHONE		956-230-2505	512-452-6300	956-982-1350	800-476-5830	956-423-4273
FAX		956-230-2506	512-452-8014	956-982-1397		956-425-3625
CONTACT		Doug Brown	Juan Perez	Moises Lara	Ran Garver	Steven Thomas
#	**Description**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**
1	Electrical Parts, Materials and Supplies					
	Discount	25%		0%	15%	50%
	Benchmark	Note: Lighting distributor and electrical contractor and a Buyboard vendor			List price at usc.supplyworks.com	All Electric Motors list price
2	Plumbing Parts, Materials and Supplies					
	Discount			0%	15%	
	Benchmark				List price at usc.supplyworks.com	
3	Paint and Supplies					
	Discount			0%	15%	
	Benchmark				List price at usc.supplyworks.com	
4	Lawn and Garden Parts, Materials and Supplies					
	Discount			0%	15%	
	Benchmark				List price at usc.supplyworks.com	
5	Locksmith Parts, Supplies and Door Hardware					
	Discount		15-65%	0%	15%	
	Benchmark				List price at usc.supplyworks.com	
6	Lumber and Building Materials and Supplies					
	Discount			0%		
	Benchmark					
7	Sprinkler Systems Parts and Supplies					
	Discount			0%	15%	50%
	Benchmark				List price at usc.supplyworks.com	Pumps & Parts
8	Welding Materials and Supplies					
	Discount			0%		
	Benchmark					
9	HVAC Parts and Supplies					
	Discount			0%	15%	50%
	Benchmark				List price at usc.supplyworks.com	HVAC Electric Motors & Controls (VFDi & Soft Starts)
10	Glass, Aluminum, and Store Front Materials					
	Discount					
	Benchmark					

SOUTH TEXAS COLLEGE
4. MAINTENANCE AND REPAIR PARTS, MATERIALS, AND SUPPLIES
PROJECT NO. 18-19-1004

		Luna Glass, LLC.	Morrison Supply Company	R. E. Friedrichs Company/dba REFCO	Sherwin Williams, Co.	Steve Lewis, LLC./dba Lewis Mechanical Sales
ADDRESS		224 N McColl Ste E	1101 N 23rd St	PO Box 4079	3500 N 10th	PO Box 331353
CITY/STATE/ZIP		McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78502	McAllen, TX 78501	Corpus Christi, TX 78463
PHONE		956-686-4301	956-994-9131	956-687-8261	956-686-4131	361-882-2233
FAX			956-994-9704	956-687-6164	956-686-8140	361-880-7199
CONTACT		Jose Luna	Joel Leal	Austin C. Friedrichs	Ben Garza	Stephen C. Lewis
#	**Description**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**
1	Electrical Parts, Materials and Supplies					
	Discount					
	Benchmark					
2	Plumbing Parts, Materials and Supplies					
	Discount		0%			
	Benchmark		Shelve Pricing			
3	Paint and Supplies					
	Discount				Paint: 50% Paint Supplies: 25%	
	Benchmark				List price recommended mfg. pricing	
4	Lawn and Garden Parts, Materials and Supplies					
	Discount					
	Benchmark					
5	Locksmith Parts, Supplies and Door Hardware					
	Discount			10-20%		
	Benchmark			REFCO price list		
6	Lumber and Building Materials and Supplies					
	Discount					
	Benchmark					
7	Sprinkler Systems Parts and Supplies					
	Discount					
	Benchmark					
8	Welding Materials and Supplies					
	Discount					
	Benchmark					
9	HVAC Parts and Supplies					
	Discount					15%
	Benchmark					List Price
10	Glass, Aluminum, and Store Front Materials					
	Discount	5%				
	Benchmark	Retail Pricing				

SOUTH TEXAS COLLEGE
5. NURSING AND ALLIED HEALTH EQUIPMENT AND SUPPLIES
PROJECT NO. 17-18-1047

	VENDOR	Bound Tree Medical, LLC.	Cynmar, LLC.	Health Care Logistics, Inc.	Henry Schein, Inc.	Medline Industries	Pocket Nurse Enterprises, Inc./dba Pocket Nurse	QuadMed
	ADDRESS	5000 Tuttle Crossing Blvd	86475 Gene Lasserre Blvd	P O Box 25	P O Box 3227	3 Lakes Dr	610 Frankfort Rd	11210-1 Phillips Industrial Blvd
	CITY/STATE/ZIP	Dublin, Ohio 43016	Yulee, FL 32097	Circleville, OH 43113	Irmo, SC 29063	Northfield, IL 60093	Monaca, PA 15061	Jax, FL 32256
	PHONE	800-533-0523	800-223-3517	800-848-1633	800-845-3550	866-430-1714	800-225-1600	904-880-2323
	FAX	877-311-2437	800-754-5154	800-447-2923	800-533-4793	866-223-7525	800-763-0237	904-880-2303
	CONTACT	Tim Jamison	Duane Cagle	Marilee Birchfield	Andy Goldy	Karen Burks	Terry Kitchen	Jackie Gieger
#	**Description**	**Discount**	**Discount**	**Discount**	**Discount**	**Discount**	**Discount**	**Discount**
1	Discount from Catalog Prices	28%	4%	0%	18%	25%	National IPA pricing reflects 20% discount from the price seen at www.pocketnurse.com and an average of 15% discount off our most recent version of the published catalog. There are roughly 500 exception items	19%
2	Additional Discounts	10% AEDS				Discounted pricing has been updated on Medline.com	The discount pricing offer applies to all applicable Pocket Nurse product offering excluding the exception items, volume purchases which qualify for volume discounts and special order items which require specific pricing to be determined at time of order.	
3	Shipping Cost	No Charge for Orders over $150.00		Shipping rate vary; freight charges are prepaid and added to your invoices	Delivered prices - standard shipping - ground - UPS; Terms Net 30	Orders greater than $150, containing Medline stocked items, qualify for free freight. Unstocked items are subject to freight charges	NIPA contract #R140102 provides free fright on all parcel-type, first floor deliveries via standard FedEx ground shipping. Third party freight (LTL) deliveries will be calculated at time of order based upon quantity, weight and distance. Third-party freight (LTL) shipping is determined by the manufacturer and beyond Pocket Nurse control.	

SOUTH TEXAS COLLEGE
6. PURCHASE OF AUDIO VISUAL EQUIPMENT
PROJECT NO. 17-18-1048

		NAME	Adorama, Inc.		Audio Visual Aids		Aves Audio Visual Systems, Inc.		Howard Technology Solutions, a Division of Howard Industries, Inc.		Netsync Network Solutions		SDF Professional Computers, Inc.		S-I-T, LLC.		VSA, Inc.	
		ADDRESS	42 W 18th St		2903 N Flores St		12502 Exchange Dr S.400		36 Howard Dr		1224 E Jasmine Ave Ste B		813 S Evans St		5125 S McColl Rd Ste A		6929 Seward Ave	
		CITY/STATE/ZIP	New York, NY 10011		San Antonio, TX 78212		Stafford, TX 77477		Ellisville, MS 39437		McAllen ,TX 78501		Greenville, NC 27834		Edinburg, TX 78539		Lincoln, NE 68507	
		PHONE	212-741-0401		800-422-1282		281-295-1300		888-912-3151		866-974-5959		800-756-4727		888-748-0956		402-467-3668	
		FAX	646-758-8558		800-854-8140		281-295-1310		601-399-5077		713-664-9964		252-752-8109		888-748-0956		402-325-8033	
		CONTACT	Caroline Brzuszek		Ernest Mendez		Russell Robbins		Darlene Parker		Hien Nguyen		Shiu Ajmera		Adriana Garza		Marilyn Chapman Nguyen	
#	**Qty**	**Description**	**Unit Price**	**Extension**	**Unit Price**	**Extension**	**Unit Price**	**Extension**	**Unit Price**	**Extension**	**Unit Price**	**Extension**	**Unit Price**	**Extension**	**Unit Price**	**Extension**	**Unit Price**	**Extension**
1	17	NEC NP-P502HL-2 Projector	$ 2,289.60	$ 38,923.20	$ 2,299.00	$ 39,083.00	$ 2,224.00	$ 37,808.00	$ 2,260.00	$ 38,420.00	$ 2,357.46	$ 40,076.82	$ 2,120.00	$ 36,040.00	$ 2,450.98	$ 41,666.66	$ 2,335.00	$ 39,695.00
2	14	SAM-DC55E 55" Full-HD Display (Screen)			$ 1,092.00	$ 15,288.00	$ 1,081.00	$ 15,134.00	$ 1,064.00	$ 14,896.00	$ 1,141.24	$ 15,977.36	$ 999.00	$ 13,986.00	$ 1,380.34	$ 19,324.76	$ 1,202.00	$ 16,828.00
3	14	SAM-QB65H 65" Full HD Display (Screen)			$ 1,311.00	$ 18,354.00	$ 1,333.00	$ 18,662.00	$ 1,286.00	$ 18,004.00	$ 1,309.49	$ 18,332.86	$ 1,225.00	$ 17,150.00	$ 1,555.87	$ 21,782.18	$ 1,325.00	$ 18,550.00
4	1	CLT-6055U+UH20 55" Interactive Display (Screen)			$ 2,349.00	$ 2,349.00		$ -	$ 5,619.00	$ 5,619.00	$ 2,376.00	$ 2,376.00		$ -	$ 3,300.00	$ 3,300.00	$ 4,398.00	$ 4,398.00
5	1	Shipping and Handling	$ -	$ -	$ 300.00	$ 300.00	$ -	$ -	$ -	$ -	$ 462.74	$ 462.74	$ -	$ -	$ -	$ -	$ 125.00	$ 125.00
TOTAL AMOUNT PROPOSED			$ 38,923.20		$ 75,374.00		$ 71,604.00		$ 76,939.00		$ 77,225.78		$ 67,176.00		$ 86,073.60		$ 79,596.00	
RECOMMENDED AWARD AMOUNT					$ 2,649.00								$ 67,176.00					
TOTAL EVALUATION POINTS			83.99		95.66		92.33		93.32		90.32		96.99		87		76.66	
RANKING			7		2		4		3		5		1		6		8	

SOUTH TEXAS COLLEGE
6. PURCHASE OF AUDIO VISUAL EQUIPMENT
PROJECT NO. 17-18-1048
EVALUATION SUMMARY

	VENDOR	Adorama, Inc.		Audio Visual Aids		Aves Audio Visual Systems, Inc.		Howard Technology Solutions, a Division of Howard Industries, Inc.		Netsync Network Solutions		SDF Professional Computers, Inc.		S-I-T, LLC.		VSA, Inc.	
	ADDRESS	42 W 18th St		2903 N Flores St		12502 Exchange Dr S.400		36 Howard Dr		1224 E Jasmine Ave Ste B		813 S Evans St		5125 S McColl Rd Ste A		6929 Seward Ave	
	CITY/STATE/ZIP	New York, NY 10011		San Antonio, TX 78212		Stafford, TX 77477		Ellisville, MS 39437		McAllen ,TX 78501		Greenville, NC 27834		Edinburg, TX 78539		Lincoln, NE 68507	
	PHONE	212-741-0401		800-422-1282		281-295-1300		888-912-3151		866-974-5959		800-756-4727		888-748-0956		402-467-3668	
	FAX	646-758-8558		800-854-8140		281-295-1310		601-39-2173		713-664-9964		252-752-8109		888-748-0956		402-325-8033	
	CONTACT	Caroline Brzuszek		Ernest Mendez		Russell Robbins		Darlene Parker		Hien Nguyen		Shiu Ajmera		Adriana Garza		Marilyn Chapman Nguyen	
1	The purchase price. (up to 50 points)	42	42	48	48	48	48	48	48	46	46	50	50	42	42	44	44
		42		48		48		48		46		50		42		44	
		42		48		48		48		46		50		42		44	
2	The reputation of the vendor and the vendor's goods or services. (up to 10 points)	8	8	8	9	8	8	8	9	8	8	8	8.66	7	8	8	8
		7		9		9		9		8		8		8		8	
		9		10		7		10		8		10		9		8	
3	The quality of the vendor's goods or services. (up to 18 points)	14	15.66	17	17.33	17	17	17	16.66	17	16.33	17	17.33	17	17	17	14
		16		17		17		16		16		17		17		16	
		17		18		17		17		16		18		17		9	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 18 points)	13	15.33	17	17.33	16	16.33	17	16.66	17	16.33	16	17	17	17	8	8.66
		15		17		17		16		16		17		17		9	
		18		18		16		17		16		18		17		9	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	3	3	3	3	3	3	3	2.66	3	3	2	2	2	2
		3		3		3		3		3		3		2		2	
		3		3		3		3		2		3		2		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	1	1	0	0	0	0	1	1	1	1	1	1	0	0
		0		1		0		0		1		1		1		0	
		0		1		0		0		1		1		1		0	
	TOTAL EVALUATION POINTS	83.99		95.66		92.33		93.32		90.32		96.99		87		76.66	
	RANKING	7		2		4		3		5		1		6		8	

SOUTH TEXAS COLLEGE
7. RENTAL OF STORAGE FACILITIES
PROJECT NO. 18-19-1006

	VENDOR	Affordable Attic III, LP.	Affordable Attic V, LP.	Affordable Attic IX, LP.	McAllen Foreign Trade Zone	Move It Management, LLC.
	ADDRESS	2805 S 77 Sunshine Strip	2805 S 77 Sunshine Strip	2805 S 77 Sunshine Strip	6401 S 33rd St	12655 N Central Expy Ste 925
	CITY/STATE/ZIP	Harlingen, TX 78550	Harlingen, TX 78550	Harlingen, TX 78550	McAllen, TX 78503	Dallas, TX 75243
	LOCAL ADDRESS	101 N Ware Rd McAllen, TX 78501	2201 E Griffin Pkwy Mission, TX 78572	7100 N 23rd St McAllen, TX 78504		317 N Shary Rd Mission, TX 78572
	PHONE	956-994-8866	956-580-6868	956-928-1172	956-682-4306	214-389-3918
	FAX	956-467-0085	956-467-0002	956-513-0637	956-682-9111	
	CONTACT	Alicia Almazan	Ana Martinez	Nataly Muniz	Mark E. Garcia	Timothy S. Springer
#	**Description**	**Proposed Monthly Rate**	**Proposed Monthly Rate**	**Proposed Monthly Rate**	**Proposed Monthly Rate**	**Proposed Monthly Rate**
Non-Climate Controlled						
1	Size: 1000 Sq. Ft.				$450.00	
2	Unit Size: 5' x 5'	$40.00	$40.00			$35.00 - $53.00
3	Unit Size: 5' x 10'	$50.00	$50.00	$60.00		$45.00 - $69.00
5	Unit Size: 5' x 15'	$78.00	$60.00			
4	Unit Size: 7.5' x 10'			$90.00		
5	Unit Size: 8' x 10'					$59.00
6	Unit Size: 10' x 10'	$100.00	$67.00	$95.00		$69.00 - $83.00
7	Unit Size: 10' x 15'	$115.00	$90.00	$125.00		$85.00 - $115.00
8	Unit Size: 10' x 20'	$150.00	$140.00	$135.00		$99.00 - $141.00
9	Unit Size: 10' x 25'	$160.00	$150.00			$115.00 - $155.00
10	Unit Size:10' x 30'	$200.00	$180.00	$200.00		$141.00 - $199.00
11	Unit Size:10' x 40'					$209.00
12	Unit Size:12' x 30'			$225.00		$169.00 - $209.00
13	Unit Size:14' x 30'					$229.00 - $235.00
14	Unit Size:14' x 40'					$289.00 - $309.00
15	Unit Size:14' x 45'					$299.00
16	Unit Size:15' x 40'					$299.00
Climate Controlled						
17	Unit Size: 5' x 5'	$60.00	$60.00	$60.00		$55.00 - $59.00
18	Unit Size: 5' x 10'	$90.00	$90.00	$86.00		$71.00 - $99.00
19	Unit Size: 5' x 15'	$121.00				
20	Unit Size: 7.5' x 5'			$65.00		
21	Unit Size: 7.5' x 10'			$98.00		
22	Unit Size: 8' x 10'					$85.00
23	Unit Size: 10' x 10'	$150.00	$150.00	$121.00		$95.00 - $155.00
24	Unit Size: 10' x 15'	$180.00	$160.00	$160.00		$125.00 - $199.00
25	Unit Size: 10' x 16'					$205.00
26	Unit Size: 10' x 20'	$250.00	$240.00			$175.00 - $245.00
27	Unit Size: 10' x 25'		$250.00			$245.00 - $295.00
28	Unit Size: 10' x 30'			$260.00		$275.00 - $319.00
29	Unit Size: 20' x 30'	$300.00				
Escalation						
Escalation 2nd Year		4-5%	4-5%	4-5%	2.5%	8%
Escalation 3rd Year		4-5%	4-5%	4-5%	2.5%	8%

* Additional Locations for Move It Self Storage: 2545 E Griffin Pkwy Mission, TX , 2101 Industrial Dr McAllen, TX , 5901 N 10th St McAllen, TX, 714 E Ferguson Ave Pharr, TX, 2400 S 281 Edinburg, TX, 2101 W Griffin Pkwy Mission, TX, and 1091 W Expway 83 Donna, TX.

SOUTH TEXAS COLLEGE
8. SCIENCE LABORATORY SUPPLIES
PROJECT NO. 18-19-1005

	VENDOR	Bio Corporation	Carolina Biological Supply, Co.	Chemglass Life Sciences	Cynmar, LLC.	Flinn Scientific, Inc.	Jameco Electronics	Midsci	Nebraska Scientific	PASCO Scientific	VWR International, LLC.
	ADDRESS	3910 Minnesota St	2700 York Rd	3800 N Mill Rd	86475 Gene Lasserre Blvd	770 N Raddast Rd	1355 Shoreway Rd	280 Vance Rd	3823 Leavenworth St	10101 Foothills Blvd	100 Mastonford Rd
	CITY/STATE/ZIP	Alexandria, MN 56308	Burlington, NC 27215	Vineland, NJ 08360	Yulee, CO 32097	Batavia, IL 60510	Belmont, CA 94002	Valley Park, MO 63088	Omaha, NE 68105	Roseville, CA 95747	Radnor, PA 19087
	PHONE	320-763-9094	336-538-6294	800-843-1794	800-223-3517	800-452-1261	650-802-1529	636-923-8664	800-228-7117	916-786-3800	716-515-6014
	FAX	320-763-3858	336-538-6330	800-923-4361	800-754-5154	866-452-1436	800-592-8350	636-225-9998	402-346-2216	916-786-7565	800-635-8439
	CONTACT	Kristy Arneson	Elizabeth J. Stanfield	David W. Surdam	Duane Cagle	Jim Nesbit	Randy Hujar	Charlene Laughlin	Neal Brenner	Greg Montgomery	Mark Tringali
#	Description	Discount	Discount	Discount	Discount	Discount	Discount	Discount	Discount	Discount	Discount
Biology											
1	Microbiology		5%		4%	10%	2%	30%	5%		
2	Living Specimens		5%			0%	2%		0%		20%
3	Preserved Specimens	5%	5%		4%	10%	2%		10%		20%
4	Dissection Alternatives		5%		4%	10%	2%		5%		
5	Dissection Instruments	5%	5%		4%	10%	2%		5%		
6	Reference Materials		5%		4%	10%	2%		5%		
7	Zoology	5%	5%		4%	10%	2%		0%		
8	Botany		5%		4%	10%	2%	20%	0%		
9	Physiology/Health		5%		4%	10%	2%		5%		
10	Biotechnology		5%		4%	10%	2%	30%	0%		35%
11	Study Kits		5%		4%	10%	2%		5%		
12	Prepared Microscope Slides	5%	5%		4%	10%	2%		5%		20%
13	Models	5%	5%		4%	10%	2%		5%		
14	Microscope	5%	5%		4%	10%	2%	30%	5%		20%
15	Labware and Supplies		5%		4%	10%	2%	30%	5%	3%	35%
16	Biology Equipment		5%		4%	10%	2%	30%	5%	3%	
17	Other Biology Supplies			Life Sceinces Equipment: 10% Life Sciences Consumables: 10%		10%	2%				20%
Chemistry											
18	Reference Materials		5%			10%	2%				
19	Demonstration Material		5%			10%	2%				
20	Chemical Kits		5%			10%	2%				
21	Molecular Model		5%			10%	2%				
22	Electrochemistry		5%			10%	2%				
23	Colorimeters		5%			10%	2%				
24	Microscale Chemistry		5%	35%		10%	2%				
25	Glassware		5%	35%		10%	2%	30%			

SOUTH TEXAS COLLEGE
8. SCIENCE LABORATORY SUPPLIES
PROJECT NO. 18-19-1005

	VENDOR	Bio Corporation	Carolina Biological Supply, Co.	Chemglass Life Sciences	Cynmar, LLC.	Flinn Scientific, Inc.	Jameco Electronics	Midsci	Nebraska Scientific	PASCO Scientific	VWR International, LLC.
#	Description	Discount	Discount	Discount	Discount	Discount	Discount	Discount	Discount	Discount	Discount
26	Experiments		5%			10%	2%				
27	Chemical		5%			10%	2%	5%			35%
28	Labware and Supplies		5%			10%	2%	30%		3%	35%
29	Chemistry Equipment		5%			10%	2%			3%	
30	Other Chemistry Supplies			Distributor Items: 10%, Vials and Container: 15%		10%	2%				35%
Physics and Geology											
31	Reference Materials		5%		4%	10%	2%				
32	Properties of Matter		5%		4%	10%	2%				
33	Wave Motion & Sound		5%		4%	10%	2%			3%	
34	Light/Optics		5%		4%	10%	2%			3%	
35	Heat		5%		4%	10%	2%			3%	
36	Electronic Test Instruments		5%		4%	10%	2%			3%	
37	Electricity		5%		4%	10%	2%			3%	
38	Atomic and Nuclear Physics		5%		4%	10%	2%			3%	
39	Meteorology		5%		4%	10%	2%				
40	Rock, Mineral & Fossil Collection		5%		4%	10%	2%				
41	Field		5%		4%	10%	2%				
42	Stream Tables		5%		4%	10%	2%				
43	Environmental Test Kits		5%		4%	10%	2%				
44	Soil, Water, Air & PH		5%		4%	10%	2%	20%		3%	
45	Other Geology Supplies		5%			10%	2%				20%
Geography											
46	Reference Materials		5%		4%	10%					
47	Soil, Water, Air & PH		5%		4%	10%				3%	
48	Dinosaurs		5%		4%	10%					
49	Physics and/or Geology Equipment		5%		4%	10%	2%				
50	Other Geography Supplies			Heating Mantles: 10% Hot Plate Stirrer: 10%		10%					

SOUTH TEXAS COLLEGE

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

June 12, 2018

Alamo Iron Works
Attn: Robert N. Garcia
2771 Robindale Road
Brownsville, TX 78526

Dear Mr. Garcia:

On July 26, 2016, South Texas College awarded a contract to Alamo Iron Works for Welding Supplies. 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 October 1, 2018 through September 30, 2019 with a 10% price escalation.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be 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 September 30, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Robert N. Garcia

Date: 06-27-18

SOUTH TEXAS COLLEGE

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

June 12, 2018

Matheson Trigas
Attn: Reynaldo Rivera
1801 W Hwy 77
San Benito, TX 78586

Dear Mr. Rivera:

On July 26, 2016, South Texas College awarded a contract to Matheson Trigas for Welding Supplies. 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 October 1, 2018 through September 30, 2019 with a 10% price escalation.

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

Sincerely,

Becky Cavazos

Rebecca R. Cavazos
Director of Purchasing

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

Authorized Signature: _____

Name Printed: Reynaldo Rivera

Date: 6-15-18

SOUTH TEXAS COLLEGE

Purchasing and Distribution Services
3200 W. Pecan Blvd. McA 'en TX 78501

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

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

June 12, 2018

Praxair Distribution Incorporated
Attn: Marco A. Alvarez
1021 West Ferguson
Pharr, TX 78577

Dear Mr. Alvarez:

On July 26, 2016, South Texas College awarded a contract to Praxair Distribution Incorporated for Welding Supplies. 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 October 1, 2018 through September 30, 2019 with a 7% price escalation.

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

Sincerely,

Becky Cavazos

Rebecca R. Cavazos
Director of Purchasing

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

Authorized Signature: Marco Alvarez

Name Printed: MARCO ALVAREZ

Date: 6-21-2018

SOUTH TEXAS COLLEGE

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

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

10a

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

June 12, 2018

HEB Grocery, Co.
Attn: Mr. Adam Young
3601 W. Pecan Blvd.
McAllen, TX 78501

Dear Mr. Young:

On July 26, 2016, South Texas College awarded a contract to HEB Grocery, Co. for In-Store Purchase of Materials, Supplies and Miscellaneous Items. 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 October 17, 2018 through October 16, 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 October 16, 2019 with no change in terms and conditions as per the South Texas College ~~bid previously submitted~~.

Authorized Signature: _____

Name Printed: Jorge I. Ramirez ASD

Date: 6/25/2018

SOUTH TEXAS COLLEGE

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10b

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

June 12, 2018

Hobby Lobby Store's, Inc.
Attn: Jessica Torres
3300 North Expressway 83
McAllen, TX 78501

Dear Ms. Torres:

On July 26, 2016, South Texas College awarded a contract to Hobby Lobby Store's, Inc. for In-Store Purchase of Materials, Supplies and Miscellaneous Items. 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 October 17, 2018 through October 16, 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 October 16, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: David Sobecky

Name Printed: DAVID SOBECKY

Date: JUNE 27- 2018

SOUTH TEXAS COLLEGE

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

June 12, 2018

Sam's Club
Attn: Mr. Carlos Garcia
1400 E Jackson
McAllen, TX 78503

Dear Mr. Garcia:

On July 26, 2016, South Texas College awarded a contract to Sam's Club for In-Store Purchase of Materials, Supplies and Miscellaneous Items. 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 October 17, 2018 through October 16, 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 October 16, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Carlos Garcia

Date: 6/19/18

SOUTH TEXAS COLLEGE

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

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

10d

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

June 12, 2018

Wal-Mart
Attn: Juan Zuniga, Jr.
2410 East Expressway 83
Mission, TX 78572

Dear Mr. Zuniga:

On July 26, 2016, South Texas College awarded a contract to Wal-Mart for In-Store Purchase of Materials, Supplies and Miscellaneous Items. 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 October 17, 2018 through October 16, 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 October 16, 2019 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: _____

Name Printed: Diana Tonner

Date: 6-25-18

SOUTH TEXAS COLLEGE

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 27, 2018

International Schools
Attn: Mr. Chad Predix
8290 South Central Expressway
Dallas, TX 75241

Dear Mr. Predix:

On June 28, 2016, South Texas College awarded a contract to International Schools for Truck Driver/Bus Driver Training. 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,

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: _____

Name Printed: Chad Predix

Date: 6/27/18

SOUTH TEXAS COLLEGE
12. DISTRICT WIDE TECHNOLOGY REQUEST
JULY 24, 2018

#	Qty	Description	Unit Price	Extension	Requesting Department
COMPUTERS					
1	2	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory	$ 720.00	$ 1,440.00	Division of Nursing and Allied Health - Jayson Valerio
		Intel Integrated Graphics, (2) 22in Monitor, Warranty			New systems for new department staff
2	2	Computer 3620 XCTO Base, 7th Gen Intel Core i7-7700K, 500GB Hard Drive,	$ 1,611.43	$ 3,222.86	Educational Technologies - Dr. Marie Evans
		16GB Memory, (2) 24" Monitors, Video Card 1GB, Stereo Speakers (2), Warranty			New system for department staff
3	1	Computer 3050 MT, i5-7500 Processor, 500GB Hard Drive, 8GB Memory	$ 825.00	$ 825.00	Early College High School - Rebecca De Leon
		Intel Integrated Graphics, (2) 20in Monitor, Warranty			Replacement of non-working system for staff
		COMPUTER TOTAL		**$ 5,487.86**	
LAPTOPS					
4	2	Laptop Latitude 7285, Intel Core i5-7Y57, 256GB Hard Drive, 8GB Memory	$ 1,576.54	$ 3,153.08	Division of Nursing and Allied Health - Jayson Valerio
		Intel Dual Band Wireless Driver, Keyboard & Pen, Power Companion, Warranty			Replacement of non-working systems for staff
5	3	Laptop Latitude 5480 XCTO, 6th Gen Intel Core i5-6300U, 256 Hard Drive,	$ 1,070.00	$ 3,210.00	Division of Nursing and Allied Health - Jayson Valerio
		8GB Memory, Intel Dual-Band Wireless-AC, Warranty			New system for department staff
6	1	Laptop Latitude 5480 XCTO, 6th Gen Intel Core i5-6300U, 256 Hard Drive,	$ 1,070.00	$ 1,070.00	Medical Assistant Technology Program - Abigail Rodriguez
		8GB Memory, Intel Dual-Band Wireless-AC, Warranty			New system for department staff
7	7	Laptop Latitude 5480 XCTO, 6th Gen Intel Core i5-6300U, 256 Hard Drive,	$ 1,070.00	$ 7,490.00	Division of Nursing and Allied Health - Jayson Valerio
		8GB Memory, Intel Dual-Band Wireless-AC, Warranty			New systems for students
8	1	Laptop Latitude 5480 XCTO, 6th Gen Intel Core i5-6300U, 256 Hard Drive,	$ 1,070.00	$ 1,070.00	Dual2Degree - Otoniel Matamoros
		8GB Memory, Intel Dual-Band Wireless-AC, Warranty			New system for department staff
9	1	Laptop Latitude 7285, Intel Core i5-7Y57, 256GB Hard Drive, 8GB Memory	$ 1,576.54	$ 1,576.54	Library Services - Jesus Campos
		Intel Dual Band Wireless Driver, Keyboard & Pen, Power Companion, Warranty			New system for students
10	1	Laptop Latitude 7285, Intel Core i5-7Y57, 256GB Hard Drive, 8GB Memory	$ 1,576.54	$ 1,576.54	Public Relations/Marketing - Daniel Ramirez
		Intel Dual Band Wireless Driver, Warranty			New system for department staff
		LAPTOP TOTAL		**$ 19,146.16**	
PRINTER					
11	1	3D Printer Bundle, Stratasys F170 Printer System, Warranty, Support Removal	$ 30,785.00	$ 30,785.00	Learning Commons & Open Labs - Lelia Salinas
		Equipment and Supplies, Installation and Training, Freight			New system for students at the Mid Valley Technology Campus
		PRINTER TOTAL		**$ 30,785.00**	
		COMPUTER/LAPTOP TOTAL		**$ 55,419.02**	

SOUTH TEXAS COLLEGE
13. INFORMATION TECHNOLOGY SOFTWARE AND SERVICES

NAME			Strata Information Group (SIG)	
ADDRESS			3935 Harney St Ste 203	
CITY/STATE/ZIP			San Diego, CA 92110	
PHONE			619-296-0170	
FAX			619-296-0171	
CONTACT			Henry A. Eimstad	
#	**Qty**	**Description**	**Unit Price**	**Extension**
1	1	Banner FLAC Implementation, Consulting, and Expenditures (Includes: 220 Hours and 5 On-Site Visits)	$ 56,900.00	$ 56,900.00
TOTAL AMOUNT			$ 56,900.00	

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

Approval of the following award of proposal and purchases for the 2013 Bond Construction Program Funded by Non-Bond Proceeds will be requested at the July 24, 2018 Board meeting as follows:

A. ***Non-Bond Proceeds***
-- Maintenance and Operation Property Taxes (M&O)
--Title V Grant, STC in FOCUS

A. Non-Bond Proceeds

1) Active Learning Classrooms Audio Visual Upgrade (Award)
Award the proposal for the active learning classrooms audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of $80,261.00.

Purpose – The Title V Hispanic Serving Institute (HSI) Grant and Education Technologies are requesting to purchase of audio visual equipment to upgrade six (6) active learning classrooms located at the Pecan (4), Mid Valley (1), and Starr County (1) campuses.

Justification and Benefit – Based on collected qualitative data from faculty and students, the new direction of the grant is to provide the highest level of active learning in each classroom. All existing Tier 1 Active Learning Classrooms will be upgraded to a Tier 2 design that can also be utilized as a training room allowing for better facility, flexibility, and efficiency of use.

The equipment that will be installed includes wireless sharing devices and accessories for the six (6) classrooms at the various campuses. It will allow individual group work and group collaboration to present to the entire classroom.

Background – Proposal documents were advertised on May 29, 2018 and June 5, 2018 and issued to ten (10) vendors. Two (2) responses were received on June 13, 2018 and reviewed by Academic Affairs, Educational Technologies, and the Purchasing Department.

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

2) Instructional Manikins (Purchase)
Purchase instructional manikins from **Laerdal Medical Corporation** (Wappingers Falls, NY), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of $315,371.61.

Purpose – The Division of Nursing and Allied Health is requesting to purchase three (3) adult manikins and one (1) youth manikin and equipment for student instruction in various nursing and allied health programs.

Justification and Benefit- Nursing and Allied Health (NAH) Division currently offers twelve programs in the field of nursing and allied health professions. South Texas College's NAH Division continues to be responsive to the demands of the health care delivery systems especially in the shortage supply of healthcare professionals to meet the needs of our growing diverse community. By having additional simulation equipment, South Texas College can admit more students thus produce more safe, competent, caring, and culturally-sensitive health care practitioners which is the main mission of the NAH Division.

Safety is a paramount consideration in utilizing simulation in healthcare education. Because of safety issues, a majority of students' clinical experiences, particularly in critical care areas and other specialty areas are limited to observations rather than actual hands-on clinical experience. Through simulations, students can practice almost all of the nursing skills repeatedly with human patient simulator (HPS) without hurting a real patient.

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

3) Outdoor Furniture (Purchase)
Purchase outdoor furniture from **Landscape Forms** (Klamazoo, MI), a National Joint Power Alliance (NJPA) approved vendor, at a total amount of $310,518.25.

Purpose – Facilities Planning and Construction is requesting the purchase of outdoor furniture for all the new bond construction program buildings.

Justification and Benefit – The various types of furniture will be placed outside the buildings for students, faculty, staff, and visitors to use.

The outdoor furniture purchases can be summarized as follows:

Mid Valley Campus

11 – Trash Cans	15 – 3 Seat Benches
8 – Tables with 4 Seats	

Nursing and Allied Health Campus

11 – Trash Cans	15 – 3 Seat Benches
8 – Tables with 4 Seats	

Pecan Campus

5 – Trash Cans	11 – 3 Seat Benches
6 – Tables with 4 Seats	

Starr County Campus

12 – Trash Cans	14 – 3 Seat Benches
7 – Tables with 4 Seats	

Technology Campus

5 – Trash Cans	10 – 3 Seat Benches
4 – Tables with 4 Seats	

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

Recommendation:

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the July 24, 2018 Board meeting the award of proposal and purchases 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)
--Title V Grant, STC in FOCUS

A. Non-Bond Proceeds

1) **Active Learning Classrooms Audio Visual Upgrade (Award):** award the proposal for the active learning classrooms audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at an estimated cost of $80,261.00;
2) **Instructional Manikins (Purchase):** purchase instructional manikins from **Laerdal Medical Corporation** (Wappingers Falls, NY), a Texas Association of School Boards (TASB) – Buyboard approved vendor, at a total amount of $315,371.61;
3) **Outdoor Furniture (Purchase):** purchase outdoor furniture from **Landscape Forms** (Klamazoo, MI), a National Joint Power Alliance (NJPA) approved vendor, at a total amount of $310,518.25.

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

Non-Bond M&O Taxes:		**$679,321.86**
Title V Grant, STC in FOCUS		**26,829.00**
	Total:	**$706,150.86**

SOUTH TEXAS COLLEGE
1. ACTIVE LEARNING CLASSROOMS AUDIO VISUAL UPGRADE
PROJECT NO. 17-18-1045

VENDOR			Audio Visual Aids	Smart Industry Technologies (SIT), LLC.
ADDRESS			2903 N Flores St	5125 S McColl Rd Ste A
CITY/STATE/ZIP			San Antonio, TX 78212	Edinburg, TX 78501
PHONE			800-422-1282	888-748-0956
FAX			800-854-8140	888-748-0956
CONTACT			Ernest Mendez	Adriana Garza
#	**Qty**	**Description**	**Proposed**	**Proposed**
1	1	Active Learning Classrooms Audio Visual Upgrade	$ 80,261.00	$ 85,022.50
TOTAL PROPOSAL AMOUNT			$ 80,261.00	$ 85,022.50
TOTAL EVALUATION POINTS			97.66	87.63
RANKING			1	2

SOUTH TEXAS COLLEGE
1. ACTIVE LEARNING CLASSROOMS AUDIO VISUAL UPGRADE
PROJECT NO. 17-18-1045

VENDOR		Audio Visual Aids		Smart Industry Technologies (SIT), LLC.	
ADDRESS		2903 N Flores St		5125 S McColl Rd Ste A	
CITY/STATE/ZIP		San Antonio, TX 78212		Edinburg, TX 78539	
PHONE		800-422-1282		888-748-0956	
FAX		800-854-8140		888-748-0956	
CONTACT		Ernest Mendez		Adriana Garza	
1	The purchase price. (up to 45 points)	45	45	42.3	42.3
		45		42.3	
		45		42.3	
2	The reputation of the vendor and the vendor's goods or services. (up to 15 points)	14	14.33	12	12
		14		12	
		15		12	
3	The quality of the vendor's goods or services. (up to 16 points)	15	15.33	12	13.33
		16		16	
		15		12	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 20 points)	19	19	16	17
		20		20	
		18		15	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2	2
		3		2	
		3		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	1	1	1	1
		1		1	
		1		1	
TOTAL EVALUATION POINTS		97.66		87.63	
RANKING		1		2	

SOUTH TEXAS COLLEGE
2. INSTRUCTIONAL MANIKINS

NAME	Laerdal Medical Corporation
ADDRESS	167 Myers Corners Rd
CITY/STATE/ZIP	Wappingers Falls, NY 12590
PHONE	888-297-7772
FAX	800-227-1143
CONTACT	Sherri Brister

#	Qty	Description	Unit Price	Extension
1	3	SimMan 3G Medium Manikin and Accessories	$ 67,849.22	$ 203,547.66
2	3	Laptop LLEAP Instructor - Patient Monitor	$ 1,632.00	$ 4,896.00
3	5	SimView Server PC - Digital Only	$ 15,577.50	$ 77,887.50
4	1	SimJunior Simulator Manikin and Accessories	$ 14,140.75	$ 14,140.75
5	4	SimPad Plus System w/proof of VitalSim Software	$ 2,600.00	$ 10,400.00
6	4	SimPad Plus Protection Plan	$ 950.00	$ 3,800.00
7	1	Shipping and Handling	$ 699.70	$ 699.70
TOTAL AMOUNT			$	315,371.61

SOUTH TEXAS COLLEGE
3. DISTRICT WIDE OUTDOOR FURNITURE REQUEST
JULY 24, 2018

#	Qty	Description	Unit Price	Extension	Requesting Department
Landscape Forms (NCPA)					
1	11	Presidio Litter, 30 Gallon Capacity, Ivy	$1,648.13	$18,129.43	Maintenance and Operations Taxes FFE - Ricardo De La Garza
	15	Presidio Bench, Backed Seats, 3 Seat Unit, Ivy	$2,215.08	$33,226.20	Outside Furniture Benches, Tables and Trash Cans to be
	8	Carousel Table, 4 Seat, Backed Grid, 48", Ivy	$1,797.56	$14,380.48	used in the Mid Valley Campus
	1	Shipping and Handling	$3,950.00	$3,950.00	
2	5	Presidio Litter, 30 Gallon Capacity, Ivy	$1,648.13	$8,240.65	Maintenance and Operations Taxes FFE - Ricardo De La Garza
	11	Presidio Bench, Backed Seats, 3 Seat Unit, Ivy	$2,215.08	$24,365.88	Outside Furniture Benches, Tables and Trash Cans to be
	6	Carousel Table, 4 Seat, Backed Grid, 48", Ivy	$1,797.56	$10,785.36	used in the Nursing Allied Health Campus
	1	Shipping and Handling	$4,340.00	$4,340.00	
3	16	Presidio Litter, 30 Gallon Capacity, Ivy	$1,648.13	$26,370.08	Maintenance and Operations Taxes FFE - Ricardo De La Garza
	16	Presidio Bench, Backed Seats, 3 Seat Unit, Ivy	$2,215.08	$35,441.28	Outside Furniture Benches, Tables and Trash Cans to be
	10	Carousel Table, 4 Seat, Backed Grid, 48", Ivy	$1,797.56	$17,975.60	used in the Pecan Campus
	1	Shipping and Handling	$4,790.00	$4,790.00	
4	12	Presidio Litter, 30 Gallon Capacity, Ivy	$1,648.13	$19,777.56	Maintenance and Operations Taxes FFE - Ricardo De La Garza
	14	Presidio Bench, Backed Seats, 3 Seat Unit, Ivy	$2,215.08	$31,011.12	Outside Furniture Benches, Tables and Trash Cans to be
	7	Carousel Table, 4 Seat, Backed Grid, 48", Ivy	$1,797.56	$12,582.92	used in the Starr County Campus
	1	Shipping and Handling	$3,810.00	$3,810.00	
5	5	Presidio Litter, 30 Gallon Capacity, Ivy	$1,648.13	$8,240.65	Maintenance and Operations Taxes FFE - Ricardo De La Garza
	10	Presidio Bench, Backed Seats, 3 Seat Unit, Ivy	$2,215.08	$22,150.80	Outside Furniture Benches, Tables and Trash Cans to be
	4	Carousel Table, 4 Seat, Backed Grid, 48", Ivy	$1,797.56	$7,190.24	used in the Technology Campus
	1	Shipping and Handling	$3,760.00	$3,760.00	
		Landscape Forms Total		**$310,518.25**	

Review and Action as Necessary on Award for Creative Agency Services

Action will be requested at the July 24, 2018 Board meeting to award the proposal for creative agency services to **Interact Communications** (La Crosse, WI) (New), for the period beginning August 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated annual amount of $1,010,000.00. This will include approximately $190,000 in brand campaign development and research, $165,000 in production and creative services, $105,000 in administrative fees and commission, and $550,000 in media buys.

Purpose – The Office of Public Relations and Marketing requested the purchase of creative agency services to seek a creative partner to provide professional services for the enhancement and expansion of the South Texas College brand. This partner must be able to scan the marketplace, identify the competitive advantages, and then articulate and execute marketing strategies to launch and sustain initiatives to achieve institutional goals.

The breakdown of the associated costs include the following:

A. Brand Development & Research
This is the discovery phase for the brand and subsequent campaigns, including quantitative and qualitative research involving the South Texas community, faculty, staff and students. Following brand approval, Interact will generate a comprehensive brand style guide and sample creative treatments for a comprehensive campaign.

During this phase, Interact Communications also will perform an audit of South Texas' marketing materials, a student survey, a one-year marketing and media buying plan, and develop an editorial calendar to guide public relations activities for the year.

B. Production & Creative Services
In the production and creative services phase Interact Communications will work in consultation with South Texas College to create a variety of marketing and communications materials.

C. Planned Implementation of Media Buying
This section is the hard cost only of the media (advertising) spend allocated by the college for advertising. Centralizing the marketing through one agency of record is beneficial because it helps to streamline communication, brand image, products/services and the marketing of the College. Obtaining an agency of record also allows the College to:

- obtain better advertising rates with existing and new vendors;
- leverage advertising partnership/opportunities not currently available to the College;
- adjust advertising spending based on performance more easily;
- evaluate and utilize emerging advertising technologies; and
- leverage Interact Communications' in-house staff's expertise and experience from working with other higher educational institutions.

Obtaining an agency of record from outside of the region does not change the College's commitment to continue to work local. Existing local TV, radio, print, and out-of-home vendors will still be utilized. These costs reflect budget already allocated for annual advertising by the college. This phase will occur following the development of your one-year marketing and media relations plan and will include both digital and traditional marketing.

D. Administrative Fees & Media Buying
The final section is the administration of the project including project management, reporting and tracking of all campaigns, ROI analysis, the development of an online dashboard and client site, administrative costs, travel expenses, and media buying commission (10% -five percent less than industry standard).

Interact Communications and South Texas College may agree to reallocate dollars among Production and Media budgets without affecting the commissions due to agency as long as the total budget is not exceeded.

Justification and Benefit – South Texas College is seeing an ever-increasing competitive environment at a time of increasingly stretched resources. National demographic changes, unique regional population shifts, resulting in increasing competition for shrinking numbers of traditional age college students, requires very purposeful strategic positioning of the College, and highly targeted advertising tactics to deliver that messaging. South Texas College seeks a partner to do just that.

Interact Communications brings 22 years of experience working solely with two year colleges. They specialize in research that uncovers and informs community colleges' unique brands/campaigns and have substantial experience working with Hispanic Serving Institutions. Interact Communications immediately brings a deep understanding of community college processes, original research on community college marketing efficacy, thorough plans, processes, efficacy and support, and academic quality research.

Background – Prior to this year, Richards/Carlberg had provided creative agency services and served as the College's agency of record. This contract was originally awarded in March 2013 and renewed in FY 2014, FY 2015, FY 2016, and FY 2017. An updated RFP was developed in early 2018 and proposal documents were advertised on March 8, 2018 and March 15, 2018 and issued to twenty (20) agencies (8 local and 12 out-of-area). Six (6) proposals (3 local and 3 out-of-area) were received on April 6, 2018 and reviewed by the Office of Public Relations and Marketing, Student Services, and Purchasing Department. This review included both a review of the proposal and an oral presentation by all submitting agencies. Agencies were scored and ranked after both rounds of review.

Funding Source - Expenditures are budgeted in the Public Relations and Marketing – Advertising budget for FY 2017 – 2018 and FY 2018 – 2019, pending Board approval of the budget.

Reviewers – The information was reviewed by the Office of Public Relations and Marketing staff, Student Services staff, and the Purchasing Department.

Enclosed Documents – A Summary of the Proposals, the Evaluation Summary, and the Scope of Work follow in the packet for the Committee's information and review.

Mr. Daniel Ramirez, Director of Public Relations and Marketing, and Mrs. Cheryl Broom, President of Interact Communications, will be present at the July 10, 2018 Finance, Audit, and Human Resources Committee Meeting to address any questions by the Trustees.

It is requested that the Finance, Audit, and Human Resources committee recommend for Board approval at the July 24, 2018 Board meeting, to award the proposal for creative agency services to **Interact Communications** (La Crosse, WI) (New), for the period beginning August 1, 2018 through August 31, 2019 with two one-year options to renew, at an estimated annual amount of $1,010,000.00 as presented. This will include approximately $190,000 in brand campaign development and research, $165,000 in production and creative services, $105,000 in administrative fees and commission, and $550,000 in media buys.

SOUTH TEXAS COLLEGE
CREATIVE AGENCY SERVICES
PROJECT NO. 17-18-1032

	VENDOR	Carnegie Dartlet	Interact Communications	Pollux-Castor, Inc.	RGVision	Richards Carlberg	Tequila Group Integrated Marketing Communications
	ADDRESS	2 Lan Dr Ste 100	502 Main St 3rd Fl	7017 N 10th St Ste 203	801 N Bryan Rd	1900 W Loop South Ste 1100	1 S Main St Ste C-107
	CITY/STATE/ZIP	Westford, MA 01886	La Crosse, WI 54602	McAllen, TX 78504	Mission, TX 78572	Houston, TX 77027	McAllen, TX 78501
	PHONE	978-692-5092	760-698-3194	956-212-9103	210-618-8930	713-965-0764	956-686-2530
	FAX	978-692-4174	608-781-8495			713-965-0135	
	CONTACT	Meghan Dalesandro	Cheryl Bloom	Adan Garcia	Gabriel Puente	Chuck Carlberg	Jeffrey Miller
#	**Description**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**
1	Creative Agency Services Fees	Tiered Engagement Option; Tier I Comprehensive; Tier 1 Comprehensive; and Tier 3 Comprehensive -- Discovery Interviews, Live Workshops, Online Workshop, Reputation Strategy & Training, Demographic Data Clustering, Student Psychographics, Market Perception Research, Geospatial Analysis, Competitive Audit, Comm-Flow & Collateral Audit, Persona-Specific Creative, and Marketing Execution. Tier 1 - $225,000 - $275,000 Tier 2 - $175,000 - $205,000 Tier 3 - $125,000 - $155,000 Tier 2 Consolidated --Discovery Interviews, Live Workshops, Demographic Data Clustering, Student Psychographics, Comm-Flow & Collateral Audit, and Marketing Execution Tier 2 Consolidated - $120,000 Tier 2 Starter --Market Perception Research, Geospatial Analysis, Competitive Audit, and Comm-Flow & Collateral Audit Tier 2 Starter - $75,000	Brand Development & Research $103,500.00 Communications Audit $8,500.00 Media Preferences Research with Custom Questions $3,500.00 Advertising Campaign & Collateral Materials $100,500.00 Planning and Execution $15,000.00 Administrative: Project Management & Support Costs, Media Buying Fees and Travel Expenses $85,000.00 Plan Implementation and Media Buying $650,000.00 Total $966,000.00	Brand Management Est. Total $17,880.00 Brand Planning Est. Total $5,000.00 Creative Est. Total $21,940.00 Media Planning Est. Total $15,320.00 Design Est. Total $32,040.00 Digital Development Est Total $11,760.00 Finance Est. Total $7,320.00 Total 12 Month Marketing fee $111,260.00	Media Buying 15% Commission Agency Monthly Retainer $18,000/month Includes the following: -80 Hrs website support monthly - Add'l Hrs billed at $200.00/Hr -10 Hrs of photo production- Add'l Hrs billed at $100.00/Hr -20 Hrs of Video Production- Add'l Hrs billed at $600.00/Hr -30 Hrs of Graphic Design- Add'l Hrs billed at $150/Hr -50 Hrs of Digital Media- Add'l Hrs billed at $200.00/Hr -50 hrs of Administrative- Add'l Hrs billed at $200.00/Hr	Agency Fees $189,620 ($15,801.66/month) Gross Media-$821,542 Gross Production-$50,000 Out-of-pocket Expenses- $10,000	Marketing/Administration $140.00/Hr Creative $200.00/Hr Graphic Design $140.00/Hr Research $200.00/Hr Logo Design (8 Studies) $5,000.00 Slogans (Studies) $3,000.00 Facilitate Focus Group $2,000.00
Company Profile							
2	Number of Years in Business	33 years	21 years	9 years	9 years	46 years	28+ years
3	Type of Operation	Partnership	S-Corporation	Limited Liability Company	Limited Liability Company	S Corporation	Corporation
4	Number of Employees	89 Full Time 2 Part Time	21 Full Time 2 Part Time	10 Full Time 2 Part Time	6 Full Time 3 Part Time 7 Free Lance	23 Full Time in Houston 750+ in Dallas	4 Full Time 3 Part Time (one on maternity leave)
5	Brief History of Organization	Did not directly address item, but company was shown as founded in 1983. Has been in the education industry for 30+ years.	Founded in 1996 with Offices in California and Wisconsin. State they are the only full-service marketing agency that works solely with 2-year colleges.	Founded in 2008 in McAllen, Texas. Expanded to Dallas-Fort Worth in 2017. Indicated that they were awarded "best of show all around for integrated marketing campaigns by the American Advertising Federation in the Rio Grand Valley."	Founded in 2009 in Harlingen, Texas, but now located in Mission, Texas. Company has focused on small business, non-profits and educational organizations.	Texas-based corporation, founded in 1971. Affiliated with The Richards Group, America's largest independent branding agency. Indicated experience in higher education for over a decade.	Did not provide a direct response to this item.

SOUTH TEXAS COLLEGE
CREATIVE AGENCY SERVICES
PROJECT NO. 17-18-1032

	VENDOR	Carnegie Dartlet	Interact Communications	Pollux-Castor, Inc.	RGVision	Richards Carlberg	Tequila Group Integrated Marketing Communications
#	**Description**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**
6	Evidence of Financial Status	Company did not address this item.	Included Financial Profit and Loss Statement and Balance Sheet	Indicated that they do not possess a Dun and Bradstreet report at this time. It is company policy to not disclose company financial statements for RFPs.	Provided Profit & Loss statement for 2016.	Included a letter indicating that they do not release their financial statements, but pointed out in the letter that they have been in business for 42 years, have been profitable in each of those years, and not had any debt during that time other the normal trade payables and operating accruals.	It is our policy to provide financials if selected as a finalist.
7	Membership in Professional Associations	Company did not address this item.	-National Council for Marketing and Public Relations -Texas Association for Community College Marketers -California Community College Public Relations Organization -State University of New York Council for University Advancement	-American Advertising Federation	N/A	-American Advertising Federation Houston -American Association of Advertising Agencies -Better Business Bureau -Greater Houston Partnership -American Marketing Association -Media Alliance of Houston	-AAF-RGV
8	Customer Reference List	-Oakland University -Calvin College -The University of Alabama -Samford University -Saginaw Valley State University	-Los Angles Community College District -Inland Empire/Desert Regional Consortium Oakland Community College District	-McAllen Chamber of Commerce -Law Firm of Garcia & Ochoa -El Globo & Foys Supermarket -Valley Grande Institute -Mission Chamber of Commerce -Weslaco Chamber of Commerce	-Slim Chickens -Valley Land Fund -Las Islas Ranch -Pace Academy -Valdez y Monarrez	-Lone Star College System -Stephen F. Austin State University -The Children's Learning Institute of McGovern Medical School at the University of Texas Health Science Center at Houston -Mahindra USA, Inc.	-Brownsville South Padre Island International Airport -Saint Joseph Academy -Shah Eye Center -Council for South Texas Progress, Inc.
9	List of Projects	Listed Case Studies for the following: - University of Alabama -DePauw University -Salve Regina University -Samford University -Oakland University -University of Georgia -Saginaw Valley State University -Lehigh University -St. Thomas Aquinas College	-Orange County Community College Consortium -North Orange County Community College District -Los Angeles Community College District -Inland Empire/Desert Regional Consortium -Oakland Community College -Bay de Noc Community College -California Community Colleges Chancellor's Office -Long Beach Community College District -Shasta-Tehama-Trinity Joint Community College District -Peralta Community College District -Minnesota State College Southeast -Seattle Central College -Henry Ford College -City College of San Francisco -Yosemite Community College District -Santa Clarita Community College District -College of the Redwoods -Truckee Meadows Community College -Gogebic Community College -Northeast Texas Community College -Odessa College -Yavapai College -Saddleback College -Texas Career and Technical Education -Linn-Benton Community College	-McAllen Chamber of Commerce Campaigns: In process -Law Firm of Garcia & Ochoa Campaigns: Turning Stories Around Tell Us Your Story- RGV Market -El Globo & Foys Supermarket Campaigns: Ka-Buy-O, Mas Pollo, Mas Fajitas, All that Value!-RGV Market -Valley Grande Institute Campaigns: Success if Freedom, Keep Your Promise- RGV Market -Mission Chamber of Commerce Campaigns: Always Paly-Always Win- RGV Market Trade Shows -Weslaco Chamber of Commerce Campaigns: think Weslaco- RGV Market Trade Shows	-Charlie Clark Nissan: Media Management for Traditional Advertising, Media Management for Digital Placement, and Data Analysis and Strategic Direction -Law Office of Ezequiel Reyna Jr.: Creative Design and Execution, Film and Photography, Media Management for Traditional Advertising, Media Management for Digital Placement, Data Analysis and Strategic Direction -Magic Valley Electric Cooperative: Creative Design and Execution, Film and Photography, Media Management for Traditional Advertising, Media Management for Digital Placement, Data Analysis and Strategic Direction -The Valley Land Fund: Website Management and Redesign, Creative Design and Execution, Film and Photography -Valdez y Monarrez Law Firm: Creative Design and Execution, Film and Photography, Social and Digital Media Management	-Lone Star College: Community College Branding; Driving Enrollment Growth; Bond Referendum Marketing; Hispanic Serving Institution -The Children's Learning Institute at The University of Texas Health Science Center at Houston: Marketing Research in English/Spanish; Reaching an Underserved Population; Focus on Rio Grande Valley -Schlotzsky's: Media Buying Localized for multiple states across the U.S.; Ongoing Return on Investment; Nationally Recognized - South Texas College: Marketing Evolution; Nimble and Responsive; Collaborative Approach	-Council of South Texas Economic Progress Campaign: College. Just a COSTEP Away -Workforce Solutions Television and Radio Campaign -St. Joseph Academy Rebranded the School -Shah Eye Center Media Production Media Strategy Placement -Junior Resaca Explorers Education Program

SOUTH TEXAS COLLEGE
CREATIVE AGENCY SERVICES
PROJECT NO. 17-18-1032

	VENDOR	Carnegie Dartlet	Interact Communications	Pollux-Castor, Inc.	RGVision	Richards Carlberg	Tequila Group Integrated Marketing Communications
#	**Description**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**
10	HUB Status	Not Certified	Not Certified	Not Certified		Not Certified	Not Certified
Service Questionnaire							
11	Staff assigned to project	-Scott Ochander- Chief Marketing Officer, Partner -Tyler Borders-Chief Innovation Officer, Partner -Alexa Poulin-EVP, Marketing and Digital Operations -Marie Toohey- Assistant Manager, Sales and Marketing -David Viggiano-VP Strategy -Angie Ward-AVP, Digital Client Solutions -Ian Strawn-VP Creative -Jorie Antuma- VP, Account Management -Danielle Rose- Senior Director, Digital Strategy -Grant Geske- Director, Marketing Technology -Bethany Talbert- Director of Content -Jared Brickman- Director of Research -Erin Kondvar- Senior Digital Advertising Specialist -Laura Ganci- Account Manager, Digital Services -Katie Bisson- Account Manager, Digital Services -Stephanie Yuen- Senior Digital Advertising Specialist	-Cheryl Broom- President, Project Lead -Pam Cox Otto-CEO-Project Co-Lead -Andrew Hughes-Senior Project Manager -Carrie Smith & Angela Carollo- Director of Communications, Project Co-Manager -James Wiseman- Strategic Director, Strategy and Copywriting -Mark Mastej-Senior Research Analyst, Focus Group Research -Paula Di Dio- Researcher & Writer, Quantitative Research -Michael Mahin- Copywriter -Mai Yingneuk- Creative Director, Creative Lead -Will Adamany- Graphic Designer, Creative Services -Meg LaPointe- Graphic Designer & Production Assistant -Sara Sampey- Videographer -Alana Villemez- Account Coordinator, Administrative Support	-Lynda Louise Laurin- Director of Research & Media -Adan Gabriel Garcia - Director of Brand Strategy -AV Garcia- Creative Director -Andy Pena- Lead Designer -Alfredo Garcia- CFO	-Gabriel Puente- CEO - Jerry Sanchez- Executive Media Buyer - Gwyn Zubia- Account Executive -Dante Tuexi- Digital Website Master -Omar Diaz- Video Production Manager -Sofia Aleman- Account Executive Assistant -Jason Garza- Video and Photography Production Lead -Mark Peterson- RGVision Advisory Board P&G Alumni and Entrepreneur	-Chuck Carlberg - Principal/Brand Creative -Gayl Carlberg- Principal/Brand Creative -Kevin Eisenbaum- Brand Creative/Copywriter -Brittany Guerra - Brand Management -Meaghan Hightower - Brand Creative/Art Director -Michelle McLeod- Brand Management -Nick Munoz - Brand Creative/Art Director -Stephanie Weaver- Brand Media -Edward "Lalo" Wakefield - Hispanic Brand Creative	-Jeffrey B. Millar- CEO, Partner, Director of Strategy -Blanca Reyes- Secretary/Treasurer. Director of Digital, Social Media and Media Strategy, Partner -Gabriela Gonzalez- Senior Graphic Artist
12	Similar Projects for Hispanic Serving Institutions	Yes	-Odessa College -Northeast Texas Community College -Los Angeles Community College District -San Francisco Community College -Long Beach Community College District -Riverside Community College District -Mt. San Antonio College -MiraCosta College	-Circo Hermanos Vazquez -El Globo & Foys Supermarket -Martinez Furniture -Valley Grande Institute -Law Firm of Garcia & Ochoa -Junior's Supermarket -Dona Tota USA	Although RGVision does not have any ongoing educational institutions as clients, 95% of our client base is in the Rio Grande Valley serving the unique Hispanic community here.	-Lone Star College Systems -San Jacinto College	COSTEP: Campaign - College. Just a COSTEP away UT-Health Science Center: Campaign: Get Water, Nature's Original Diet Drink COSTEP: Financial Literacy Center
13	Approach to Project	Detailed approach that includes the following Items: -Discovery Interviews -Live Workshops -Online Workshop -Reputation Strategy & Training -Demographic Data Clustering -Student Psychographics -Market Perception Research -Geospatial Analysis -Competitive Audit -Com-Flow & Collateral Audit -Persona-Specific Creative -Marketing Execution	Presented details on approach that include the following Items: -Research (qualitative and quantitative surveys) -Communications Audit (assessment of college intake communications marketing materials) -Brand/Campaign, Advertising & Collateral Materials -Media Preferences Survey Marketing Plan Development -Media Buying & Tracking	Will work with STC to develop overarching strategy. This will be informed by research from data sources such as surveys, geospatial mapping, Nielson research, US Census, YouGov and client database. Will conduct audience interviews, focus groups, and full-immersion embedding with target audiences. Will create media plan and place media according to strategic planning.	Presented a 3 year plan that has the following elements: - Year one: Focus on benefits - Increase enrollment by 4% - Year two: Focus on real stories from successful graduates. Increase enrollment by 6% - Year three: Focus on benefits of new programs that are tied to high demand jobs. Increase enrollment by 10%	Presented the following items in their approach: - We Like to Listen: consultation with various STC staff - Creative Collaboration: collaboration with STC staff in development of marketing materials - Making Every Dollar Count: Leverage company's media relationship for competitive rates on media buys - Measuring Our Success: Stay in tune with enrollment updates; provide measures on digital campaigns. -Manage the Day-to-Day: Manage regular status meetings to review open meetings, timelines, next steps, and upcoming initiatives	Presented the following aspects to work: -Marketing plan development and implementation -Formulation of key target market profiles -Development of messaging strategy -Creative development

SOUTH TEXAS COLLEGE
CREATIVE AGENCY SERVICES
PROJECT NO. 17-18-1032

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#	**Description**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**	**Proposed**
14	Subcontracting of Work	No	ReachLocall will serve as media partner for placement of paid search, social media, digital display, Youtube and geo-fencing advertisements.	No Subcontractors will be used at this time.	Will partner with "valleys top media buyer Jerry Sanchez . ."	Have ability to execute college's marketing assets without additional vendors, but have outside resources if necessary.	Web Coding and hires production companies for television shoots as needed: Web Coding- Kango Media - Freddy Rodriguez Production Company- Rio Film- Rodrigo Rodriguez Printers-Various printers used
15	Quality Assurance Program	Did not directly address item, but state that they provide ongoing evaluation and monitoring through data driven approach to services.	Stated that company maintains a rigid quality assurance checklist for major deliverables which includes review and sign-off by multiple department experts.	Company will use Microsoft OneNote document to monitor and track the entire marketing campaign workflow, which will be accessible to STC.	Company will have quarterly meetings to ensure quality of service is being provided and will adjust efforts accordingly after each meeting.	Indicated that they have a "horizontal structure" that allows for senior staff to participate in the work. Have weekly status meetings to review client projects and regular client status meetings.	"Quality assurance begins with best practices, not skipping crucial steps, and working with a team of experts in their fields. This includes ongoing collaboration with the client.
16	Success Factors and Risks for Project	Did not directly address this item, but is addressed in their methodology in conducting services.	The successful execution of research, planning and creative development necessary for a successful campaign is dependent upon strong organization, a dedicated team and experience working within the complex community college environment.	Primary points of interest include increased competition in RGV education sector and decrease in foreign nationals migrating to RGV area. Will focus on creating a unique and honest brand story that connects with new audiences. STC should be considered the primary choice of value when it pertains to education in the RGV.	Pointed out two risk factors: -company's lack of track record with higher education institutions - "convergent rate and the connection between the leads and administration to being sure the process to enroll is not so cumbersome."	Clear direction from client about goals; overall budget; and primary target audiences.	They indicate that they will endeavor to help correct or provide solutions to areas of brand degradation exposure. They see work for STC as substantial and, if awarded, will add one senior marketing and one internal position.
17	Anticipated difficulties in Serving South Texas College	Did not directly address this item.	The difficulties we often encounter with bran/campaign projects revolve around scheduling focus groups and recruiting participants. In order to overcome these difficulties, our project managers will work directly with your college's assigned project point-of-contract to assist him/her on how to set up focus groups.	Stated that there are no major difficulties anticipated based on RFP scope of work.	None	No difficulties. Working with various department and constituents and helping to build consensus among all parties has been integral to our work for all of our higher education clients.	Research will uncover opportunities, low hanging fruit, and barriers. When a Report of finding is written, we do not 'sugarcoat' the results. One of our strengths is to turn a negative into a positive.
18	Assistance Required from South Texas College	Did not directly address this item, but is implied in the discovery interviews and workshops to be conducted as part of work.	For a successful project, will require a consistent partnership, which means we will want to establish a single point-of contact for weekly calls and check ins.	STC will provide the following: -Set PR goals for each marketing project -Review and approve research questions - Review and approve brief to approve creative direction or new campaign - Provide data on product offerings -Review and approve design and production drafts -Share outcomes related to each objective to refine strategy	Will work along side with the STC marketing and assist in the communication with the administration department to ensure the marketing efforts we have in place will result in an increase conversion rates going from leads to actual applicant enrollments and attendance.	Only assistance required is open communication and timely responses.	The greatest assistance that STC can provide is collaboration, timely approvals, and working with Tequila Group to set and meet timelines.

SOUTH TEXAS COLLEGE
CREATIVE AGENCY SERVICES
PROJECT NO. 17-18-1032

	VENDOR	Carnegie Dartlet	Interact Communications	Pollux-Castor, Inc.	RGVision	Richards Carlberg	Tequila Group Integrated Marketing Communications
19	Portfolio of Work from Similar Projects	Listed Case Studies for the following: - University of Alabama -DePauw University -Salve Regina University -Samford University -Oakland University -University of Georgia -Saginaw Valley State University -Lehigh University -St. Thomas Aquinas College	Listed details of work for the following clients: -Long Beach City College -Odessa College -Los Angeles Community College District -Saddleback College -Michigan Community College Association -Texas Higher Education Board	-Valley Grande Institute: Campaign - Keep your promise -Garcia & Ochoa Law Firm: Campaign - Turning stories around -Circo Hermanos Vazquez: Campaign - Closer -Dona Tota USA: Campaign - Mexico's Mexican Food -El Globo & Foys: Campaign - Ka-Buy-O -Dallas Morning News: Campaign - no name given -Weslaco Chamber of Commerce - Think Weslaco	Provided graphics created for clients they have worked for.	Provided portfolio of work for different clients.	Provided portfolio of work for other clients.
TOTAL EVALUATION POINTS		76.3	88.9	74.7	73.2	80.9	72
RANKING		3	1	4	5	2	6

SOUTH TEXAS COLLEGE
CREATIVE AGENCY SERVICES
PROJECT NO. 17-18-1032 -- EVALUATION SUMMARY

	VENDOR	Carnegie Dartlet		Interact Communications		Pollux-Castor, Inc.		RGVision		Richards Carlberg, Inc.		Tequila Group Integrated Marketing Communications	
	ADDRESS	2 Lan Dr Ste 100		502 Main St 3rd Fl		7017 N 10th St Ste 203		801 N Bryan Rd		1900 W Loop South Ste 1100		1 S Main St Ste C-107	
	CITY/STATE/ZIP	Westford, MA 01886		La Crosse, WI 54602		McAllen, TX 78504		Mission, TX 78572		Houston, TX 77027		McAllen, TX 78501	
	PHONE	978-692-5092		760-698-3194		956-212-9103		210-618-8930		713-965-0764		956-686-2530	
	FAX	978-692-4174		608-781-8495						713-965-0135			
	CONTACT	Meghan Dalesandro		Cheryl Broom		Adan Garcia		Gabriel Puente		Chuck Carlberg		Jeffrey Millar	
1	The purchase price (up to 35 points)	25	25	29	29	31	31	33	33	27	27	35	35
		25		29		31		33		27		35	
		25		29		31		33		27		35	
		25		29		31		33		27		35	
		25		29		31		33		27		35	
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	17	15	18	17.8	11	11.4	12	10.8	18	16.2	12	10.8
		15		18		10		10		15		10	
		16		17		16		14		17		14	
		12		18		10		12		16		10	
		15		18		10		6		15		8	
3	The quality of the vendor's goods or services. (up to 18 points)	14	14.4	18	16.8	16	13.8	13	12	15	15	10	10.6
		13		15		15		10		15		10	
		17		17		16		16		16		15	
		14		17		10		14		15		10	
		14		17		12		7		14		8	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	12	11.6	13	13.6	8	9	6	8.8	12	12	6	6.8
		11		12		8		10		12		7	
		14		14		12		11		12		9	
		11		15		11		11		12		6	
		10		14		6		6		12		6	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	3	2.8	2	2	2	2	2	2.2	2	2
		2		2		2		2		2		2	
		2		3		2		2		2		2	
		2		3		2		2		3		2	
		2		3		2		2		2		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0	0	0	0	0	0	0	0	0
		0		0		0		0		0		0	
		0		0		0		0		0		0	
		0		0		0		0		0		0	
		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)	4	4	4	4	4	4	4	4	4	4	4	4
		4		4		4		4		4		4	
		4		4		4		4		4		4	
		4		4		4		4		4		4	
		4		4		4		4		4		4	
8	Capability and Experience (up to 5 points)	5	4.5	5	4.9	3	3.5	2	2.6	5	4.5	2	2.8
		5		5		4		3		4		4	
		4.5		4.5		3.5		3		4.5		3	
		4		5		4		4		5		3	
		4		5		3		1		4		2	
	TOTAL EVALUATION POINTS	76.5		88.9		74.7		73.2		80.9		72	
	RANKING	3		1		4		5		2		6	

i.nteract

2-Year College Experts

South Texas College

Creative Agency Services
RFP 17-18-1032
Scope of Work

Prepared by
Cheryl Broom, President

June 25, 2018

550 Seagaze Dr. #L105, Oceanside, CA 92056 • 608.781.8495 • fax 608.781.8496 **2yearexperts.com**

COVER LETTER

Interact Communications
550 Seagaze Dr. #L105
Oceanside, CA 92054

Interact Communications, Inc., a full-service marketing and communications company, is pleased to submit this Scope of Work to the South Texas College in response to the RFP for Creative Agency Services. We believe we can meet and exceed your performance specifications, as **we bring an unmatched breadth of experience with two-year college marketing and branding**.

Interact Communications' offices in Oceanside, CA, and La Crosse, WI, have the availability of staff and resources to perform all services described in the RFP. Founded in 1996, Interact is celebrating its 21st year as the only full-service marketing agency in the country that works *solely* with two-year colleges. As a communications company, we bring a single-minded focus on the marketing and enrollment needs of colleges, as well as complete, in-house research, marketing, strategic and creative services.

We have performed extensive work with community colleges throughout the country, including directly with **South Texas College**. For the past four years, we have executed our exclusive Media Preferences survey with South Texas College students, which gives us a unique look into your local media market and student media and communications preferences. We previously assisted the college with the creation of a cohesive communications narrative across the student experience. We are currently under contract to perform intake spoofing to evaluate the college's admissions and enrollment process and communications. Other work with Texas community colleges includes:

- **Texas Career and Technical Education:** Statewide focus groups and survey (the results of which led to the brand "***Texas Genuine***"), as well as campaign concepts, collateral, design, messaging and website.
- **Odessa College:** Research including communication audit, competitor review, and communication and strategic plan. As the marketing Agency of Record for the college, we developed the college brand.
- **Northeast Texas Community College:** Created, managed and tracked a marketing and community awareness plan for recruitment, retention and community image.

Outside of Texas, our clients include the California Community Colleges Chancellor's Office, College of Western Idaho, Long Beach City College, Los Angeles Community College District, Inland Empire-Desert Regional Consortium, Orange County Community Colleges Consortium, and Oakland Community College District. In 2015-2016, we developed a campaign to help City College of San Francisco recover 23 percent of its lost enrollment, amid accreditation issues and a public relations crisis. In 2014, we helped Saddleback College decrease stop-out rates, resulting in a 22 percent improvement (nearly 7,000 students) in efficacy.

Interact is an S Corporation, wholly owned by Interact CEO Pamela Cox-Otto, Ph.D. [PJA] Certification as Woman-Owned Small Business under 13 CFR 127.300 has been submitted at the Federal level, and state-by-state certification is in progress. As Interact Communications' President, I declare and certify our willingness to comply with the procedures identified in this RFQ&P. We appreciate your consideration of this proposal, and look forward to the opportunity to serve South Texas College.

Regards,

Cheryl Broom

Cheryl Broom, M.A.
President, Interact Communications
M: (760) 698-3194
F: 608.781.8496
Cheryl.broom@interactcom.com

TABLE OF CONTENTS

COVER LETTER **2**

SCOPE OF WORK: OVERVIEW **4**

BACKGROUND MATERIAL **6**

1. BRAND DEVELOPMENT AND RESEARCH 6
2. PRODUCTION AND CREATIVE SERVICES 8
3. PLANNED IMPLEMENTATION OF MEDIA BUY 10
4. ADMINISTRATIVE FEES & MEDIA BUYING 12

SCOPE OF WORK: OVERVIEW

ELEMENTS FOR YEAR 1 BRAND, CREATIVE, PLANNING AND MEDIA BUYING		FLAT FEE SERVICE	TOTAL COSTS	TIMELINE
1. BRAND DEVELOPMENT & RESEARCH			**$190,000**	
Step 1	Internal Brand Research (Online & Onsite) 10 Focus Groups + Online Survey. At least one focus group will be held on each campus.	$50,000		September 2018
Step 2	Community Attitudes Research (Qualitative & Quantitative)	$30,500		September/ October 2018
Step 3	Emotional Resonance, Test Brand & Message Statements (5 Focus Groups)	$22,500		October/ November 2018
Step 4	Finalize Brand Messaging & Strategy, Creation of Brand Treatments and Comprehensive Style Guide	$25,000		November/ December 2018
Step 5	Two (2) In-Person Brand Rollouts (one to select audience, one to campus audience)	$10,000		January 2019 & February 15, 2019
Communications Audit (40-60 pieces reviewed for final report)		$8,500		Sept-Oct 2018
Media Preferences Research with 5 Custom Questions		$3,500		September 2018
Additional Research: Student Satisfaction Survey		$10,000		Fall Semester 2018
Marketing retreat and creation of one (1) year Media Buying Plan One-day, in-person marketing retreat followed by the development of a comprehensive one-year marketing and media buying plan that contains all key deliverables.		$15,000		July/August 2018 meeting & development
Editorial Calendar One-day, in-person public relations meeting to cover items of importance that will be included in a one-year editorial calendar, which identifies one weekly press release and/or feature piece that is tied to marketing efforts, local and national news, dates of interest, etc.		$15,000		August/September 2018 meeting & development
2. PRODUCTION AND CREATIVE SERVICES			**$165,000**	
Creative Consultation Interact Communications will provide consultative production and creative services, including design and writing support for the components necessary to create and maintain a new brand and advertising campaign for up to 100 pieces of collateral. In addition, Interact will create 98 collateral items to assist South Texas College with collateral development during key recruitment period, including all script writing, voice-over talent, music acquisition, post-production and editing for South Texas Colleges' radio advertising. Members of Interact Communications' award-winning design team will also make three, two-day trips for collaboration with South Texas College Creative Services on collateral creation.		$110,000		Ongoing; September 1-August 31
Program Videos 10 videos total at $3,500 each. Each video highlights each program's unique aspects using authentic narration. The videos will be approximately 1 minute long and the treatment will support standard graphics with a consistent intro and outro.		$35,000		Filming and editing to occur during April-May 2019
Creation of templates for programs and services, plus accompanying template guideline: brochures, fliers, posters, digital signage, correspondence package, and advertising. $500/template estimated 10 required.		$5,000		Completed by brand kick off (February 2019)
Writing Services: Two feature articles a month to help fulfill editorial calendar. Includes research, interviews and writing. Photos to accompany writing will be provided by South Texas College. $1,500/month for 10 months.		$15,000		October 2018-August 2019

3. PLANNED IMPLEMENTATION OF MEDIA BUY Implement the Marketing Plan; includes all media buying. This is your media hard costs only.		**$550,000**	Ongoing; September 1-August 31
4. ADMINISTRATIVE FEES & MEDIA BUYING		**$105,000**	
Administrative: Project Management Expenses Interact Communications' Administrative Fees are inclusive of all project management costs including weekly meetings; project management; timeline development and implementation; campaign tracking and reporting; of a dedicated client site; and other details necessary for a successful campaign. ($2,500/month for 12 months)	$30,000		Ongoing
Travel Expenses Travel will be billed at direct cost. This is an estimate based upon this Scope of Work. Unused travel expenses will be allocated to another portion of the contract.	$20,000		
Media Buying Commission Interact Communications charges a 10% media buying commission for a balanced Digital and Traditional Media Buy. We leverage our partnerships with the best buyers in the industry to offer our clients the best pricing, ROI analysis and reporting.	$55,000		Ongoing
	TOTAL	**$1,010,000**	

BACKGROUND MATERIAL

1. BRAND DEVELOPMENT AND RESEARCH

BRAND DEVELOPMENT

Over its 20-year history, Interact Communications has developed a brand process for community colleges that is multi-method and pulls from both qualitative and quantitative research. Our research always begins with focus groups drawn from critical college audiences. For South Texas College, this will include the members of the college (students, faculty, staff and leadership); community members, business leaders, high school students and parents, and college board and foundation members. Interact Communications will ensure that we collect data from each of your five campuses and all of your key constituency groups by conducting a total of 10 focus groups during this period of research. Our goal is to gather the largest set of beliefs and attitudes among these critical stakeholders. Information gathered in focus groups is used to generate a list of attributes associated with South Texas College.

In order to involve all campus constituents on a broader level, we employ an attribute survey and invite faculty, staff, leadership and students to weigh in on their beliefs about what the college does well, what they value about the college, and what they believe the community and others value. This qualitative survey is a non-primed, online-response, limited SWOT (Strength/Weakness) survey. It ensures that we have gathered information from the broader faculty, staff and students, so that every effort is made to solicit input from those professionals who will ultimately be “living” with the brand. Demographic information is gathered to identify the issues that are important to different groups (faculty, staff, students, etc.), as well as patterns amid the data based on age, gender and other factors. None of this information is shared with the client, but rather used as aggregate data to broaden the attributes that are tested for the brand. Internal audience beliefs act as a critical opinion “anchor” so our final brands resonate internally among the stakeholders who make the brand a reality.

Interact Communications then distills the information gathered from the focus groups and the online survey to identify attributes that internal and external audiences most closely associate with South Texas College. We create a quantitative instrument to test how steadfast those attribute beliefs actually are. As part of this survey, we are able to identify your competitive advantages, which will assist us in developing a campaign that will resonate with your community. A minimum phone sample is 500, which generates predictability, and allows us to identify attributes strong enough to support a brand. We gather demographic information in this phone survey to ensure that we have a balanced survey (gender, ethnicity, age) and are not over-sampling (or under-sampling) community populations.

Using the data from the quantitative survey, we create up to 10 potential brands/campaigns that we then test with focus groups from the colleges’ internal and external communities. Finally, using the data from the focus groups, the online attribute survey, the quantitative random sample phone survey and the focus group test results, we distill the information into a brand that has emotional resonance and is based on strongly held beliefs in your community. This portion of the process includes an in-person roll out, the presentation of all research in a written and verbal report, and initial collateral design.

Following the conclusion of the research phase of this project, Interact Communications will conduct a comprehensive rollout and presentation of the research and findings to your college leadership. The core approach for a campaign will be presented, as will the key findings from the research, which will be made available to all college faculty, administrators and staff.

This stage also includes the development of sample collaterals and templates. This entails the creation of a messaging and design standard (compiled in a brand or campaign book) for your newly created campaign. Included are: messaging approach, algorithm for ads, color usage, logo (if applicable), web design approach, do’s and don’ts, etc. This document describes and defines your new brand and includes multi-platform messaging and design samples (print, digital and broadcast).

COMMUNICATIONS AUDIT

Interact will conduct a communications audit for South Texas College. This is a summarized review and assessment of 40-60 pieces of college intake communications marketing materials, from emails and digital ads, to handouts to offices, to on-site posters. It is an assessment of the totality of your college's marketing communications, with recommendations on how to better align them to serve the college and students. The communications audit will provide strategic insight and direction to marketing communications at the organizational and program level.

MEDIA PREFERENCES SURVEY

During fall semester, Interact Communications will conduct the Media Preferences survey with South Texas College students to and learn about the interactions that persuaded them to attend a community college, the types of media they consume, the ways in which they prefer to be contacted by the college, and more. Student responses can be segmented demographically, including by age and ethnicity. This survey will provide your college with localized information about your students' media consumption habits, which will help guide your overall media spend and ensure that your resources are used in a way that resonate with the specific and unique audiences that South Texas College serves.

ADDITIONAL RESEARCH SERVICES: STUDENT SATISFACTION

Student Satisfaction is the bedrock of a successful college. Word of mouth between students and the community creates the reputation of a college more quickly, more powerfully than any advertising campaign. This online survey examines student experiences with the college, including the onboarding process, experience in the classroom, with facilities, and any other experience encountered. This allows a college to understand where it needs to make changes in order to improve the student journey and retain them to graduation.

MARKETING PLAN DEVELOPMENT

With the goal to increase affinity and brand loyalty, position the college as the "smart choice in higher education," increase awareness of educational opportunities to prospective students, and drive inquiries into the enrollment funnel, Interact Communications will create a long-term marketing plan that:

- Is organized by key audiences, including high school graduates, returning adults, and community stakeholders, and key dates that center around recruitment and enrollment cycles.
- Is informed by research conducted on your college campuses and in your community.
- Contains a mix of digital and traditional media spends that maximize your budget to ensure that you get the broadest reach possible. This could include:
    - Television
    - Radio
    - Print
    - Mobile/Social Media Campaigns
    - Nontraditional and/or traditional out-of-home
    - Strategic Community partnerships and sponsorships
    - Online Advertising/Website
- Provides a comprehensive media buying and placement strategy.

EDITORIAL CALENDAR

Interact will develop a written plan and editorial calendar that governs the writing and dissemination of feature stories, press releases, media announcements, newsletters, etc. This will create an organized and measurable plan for media outreach and provide writing and public relations services. This plan will also work to unite the college's marketing strategies with its public relations efforts.

2. PRODUCTION AND CREATIVE SERVICES

CREATIVE CONSULTATION

As South Texas College's Agency of Record, Interact Communications is committed to being a partner to the college in the creation and implementation of its branding, marketing and public relations efforts. As such, Interact Communications will provide:

- Consultative services and assistance in materials written and designed by the South Texas College Creative Team. Assistance for up to 100 pieces of collateral includes, but is not limited to:
    - Copy
    - Design
    - Translations*
    - Strategy and implementation
    - Brand executive
    - Scripts
    - Brand reputation
    - POVs
- National support team overseeing all digital marketing services.
- Access to Interact senior leadership by phone, email, and in-person meetings.
- Interact senior leadership representation at monthly meetings (via web-based platforms) and in-person at representation at the brand roll-out and upon request.

This creative consultation also includes three (3) two-day trips for our key creative team members to collaborate with and assist the South Texas College team with video production, writing, visioning and brand/messaging implementation. These trips must be scheduled at least one month in advance.

As part of our contract, Interact Communications will handle all radio production, including script writing, voice-over talent, music acquisition, post-production and editing. Interact Communications will also assist with developing the following recommended mix of collateral items, which can be adjusted within the below categories, based upon South Texas College's needs:

Item	Fall	Mini	Spring	Summer	TOTAL
Billboards	5	0	2	2	**9**
Mass Transit	5	3	2	3	**13**
Radio	5	2	5	5	**17**
Digital	15	10	12	12	**49**
Print	4	1	3	2	**10**
Totals	**34**	**16**	**27**	**21**	**98**

*Translation services are limited to 10 pieces of collateral translation a year. Additional fees may apply for translations needed for additional collateral or document with a page length greater than two pages.

Original video production is not included within this portion of the Scope of Work, as it will be handled by South Texas College's Creative Team, in consultation with Interact Communications.

PROGRAM VIDEOS

Interact Communications will work with South Texas College to identify 10 program areas for which we will create :60 second program videos. Following the brand roll out, Interact Communications will develop a custom, branded look for your custom program videos, including a unique intro and outro, plus animations. This will ensure that all videos will have a consistent overall look and feel. Generally, we send a film crew of four people: two videographers, a producer and a photographer/lighting assistant. During the visit, our crew will spend 90 minutes filming each of your specific programs and conducting interviews with faculty, students and administrators. We would also spend up to half an hour interviewing your college president and/or other administrators you feel would add to the storytelling quality of these videos. During the shoots, an Interact photographer will capture still photos that can be used in all your marketing and communications efforts. We will also spend time filming student life b-roll on your campuses. In order to make these visits as efficient as possible, a senior project manager will be assigned to assist with scheduling so that our crew can make the best use of the time allocated. As part of our contract, Interact Communications will handle any script writing, voice-over talent, music acquisition, post-production and editing.

CREATION OF TEMPLATES FOR PROGRAMS AND SERVICES

In order to adapt your new brand across all communication vehicles, Interact Communications will develop 10 templates that South Texas College graphics and writing staff can tailor for widespread adoption. Typically, these templates include: brochure, flyer, poster, digital signage, correspondence packages (business cards and/or letterhead) and advertising templates (newspaper, digital ads, outdoor ads, social media ads). The college and Interact Communications will agree upon the templates that will be produced before production begins.

3. PLANNED IMPLEMENTATION OF MEDIA BUY

Interact Communications uses a certified media buyer to place your traditional marketing campaign and will conduct a complete and thorough analysis of the best media vehicles in a marketplace to reach your target audience in the most cost-effective manner. Interact will advise the college on appropriate advertising and marketing opportunities that may help communicate the South Texas College brand message to your targeted audiences. We will also provide advice on other related communication, advertising and public relations matters as requested.

Interact Communications will provide ongoing return on investment (ROI) information that specifically demonstrates the effectiveness of every facet of the ad strategy, from traffic data and motorist demographics (billboards, signs and posters) to click-through rates, gross rating points and online engagement (websites, broadcast and social media). The ROI data will be provided regularly in an easy-to-understand, easy-to-access manner and include comparisons to industry standards/expectations in each media.

The media buyer will also negotiate rates and push for value-added promotions, as well as inclusion in special events and add-ons, such as email blasts, inclusion on stations websites, etc. Media vehicles can include:

- **Traditional Media & Digital Radio:** Examples of traditional media spends are radio or television advertising, direct mail and/or outdoor or print advertising. Interact Communications also has substantial experience with digital radio, including Pandora and iHeart radio, and is on the short list for beta testing smaller campaigns for Spotify.

- **Search Engine Marketing**: We focus your budget towards the winning keyword searches and search engines that are generating conversions. What happens post-click – after someone lands on your website – did they call, enroll or fill out a form? Our technology optimizes to intelligently re-allocate the budget towards keywords and search engines that drive conversions from the site. This technology has achieved one of the highest average Google AdWords Quality Scores in North America and meets Google's high standards for creating, managing and optimizing Google AdWords campaigns.

  We pass our expertise on to you by building successful campaigns from the start, improving their performance, and providing end-to-end service and support. Prior to campaign launch, we will build a full custom keyword list of different terms. Over time, the software we use will optimize the campaign around those keywords that drive conversions (calls, form submissions, enrollment), and automatically allocate more budget towards keywords that are performing, NOT just driving clicks. If you have a phone number or use a call center, we can also track call volume and even record calls for your review (Inland Empire's regional consortium will be using a call center to answer any calls generated by advertisements. The call center will route interested parties to the proper college).

- **Social Media:** Interact is on the cutting edge of innovative online marketing techniques that keep college messaging in the public eye. Interact Communications has extensive experience purchasing social media advertising on multiple platforms, including Facebook, Instagram, Twitter and Snapchat. We can target by demographics, location, behavior and personal email addresses that are linked to accounts.

- **YouTube Pre-Roll Ads:** We deliver micro-targeted video ad campaigns through programmatic buying. We leverage technology to precisely segment audiences and select channels for reaching them with video ads. We go way beyond traditional demographics to target criteria such as location, context, devices/mobile, recent online activity through browsing and search, time of day, frequency, retargeting and more. The software we use allows us to set up targeting based on online search behavior, demographics, age, gender, location, topics of interest and behavior.

- **Mobile Geo-Fencing:** We use the most precise location-based targeting available to identify users who come within just a few miles of any specified location. By tagging users immediately when they enter your geofence, we can target them for 30 days after with your advertising banner ads on their mobile devices. This is the most advanced location-based mobile advertising technology that targets people in specific geographic areas. It is meant to aggregate smartphone users whose GPS signals have entered a fence that we have drawn based on the specific addresses you have provided. We then deliver them ads, not only while they are in the fence, but also for up to 30 days after they have left the fence.

- **Email-Based Campaigns:** Interact Communications can work with your college to identify individuals who have already had an interaction and integrate these individuals into our campaigns. These population groups would include applicants who completed an application but never enrolled at one of your colleges and/or applicants who started your application process but never finished. By reaching out directly to these populations, you are contacting individuals who already have a vested interest in your colleges and who are more likely to engage via an email campaign. Email lists can be used in our Social Media and YouTube campaigns to boost your reach.

4. ADMINISTRATIVE FEES & MEDIA BUYING

ADMINISTRATIVE FEES AND MEDIA BUYING

The successful execution of research, planning and creative development necessary for a successful brand strategy and campaign is dependent upon strong organization, a dedicated team and experience working within the complex community college environment.

Our approach to your project is based on our 20-plus years of experience with community colleges and their needs. We understand that a major challenge in project management is coordination, especially with large teams of people from various backgrounds and locations. That is why your project will have a dedicated project manager (director of communications), a project manager, and a senior leader who will oversee the project and work in a hands-on capacity every day.

For 20 years, Interact's clients have been located across the entire United States, and our two locations offer a wider span of hours during which we communicate with our clients. We call ourselves *Interact Communications* because we understand the importance and value of both of those things. Furthermore, our team has substantial experience working within the complex community college environment. Work with us and be assured that:

- Our team members are educated, trained and experienced in all the aspects of marketing, branding, research and public relations.
- All of the services we offer are provided by our full-time professional staff, who have developed extensive tracking and reporting mechanisms so we don't drop anything and we keep you informed.
- We are flexible and adaptable. If there is a task that requires more resources than originally anticipated, we have the personnel to add to the task and stay within your budget.

As part of our monthly administrative fees, we include all weekly meetings, including preparation for these meetings (agendas, teleconferencing systems, etc.); the creation and implementation of a project timeline; monthly written reports; a personalized client site and online dashboard for digital campaign reporting; a 24-hour response to requests; 48-hour change order implementation whenever feasible; and regular availability for our clients. We also provide ongoing assistance during the research phase of this project. Our weekly meetings and timeline, developed in conjunction with your college, will assist us in keeping everything on track and will allow us to walk through any difficulties your college may be experiencing with the research stage of the project.

In addition, Interact stuff will work directly with your college's assigned project point-of-contact to assist him/her on how to set up focus groups and to assist with video production scheduling. To assist with recruiting individuals for focus groups, Interact provides food and can, when necessary, offer other incentives to encourage participation.

TRAVEL EXPENSES

Travel fees are included within the administrative fees, as long as they are consistent with the travel outlined within this proposal. Additional travel will be charged at actual cost.

MEDIA BUYING COMMISSION

Interact Communications charges a 10 percent media buying commission, a full five percent below the industry average. This commission accounts for the organization, placement, payment, measurement and accountability for all your media buying activities. We leverage our partnerships with the best buyers in the industry to offer our clients the best pricing. We provide regular ROI analysis and reporting as well as a digital dashboard in which you can see your digital advertising work in real time. We are responsive to changes and will monitor your campaigns daily.

Review and Recommend Action to Renew the Financial Advisor Services Agreement

Approval to renew the financial advisor services agreement with Hilltop Securities, Inc. for the period beginning September 1, 2018 through August 31, 2019, will be requested at the July 24, 2018 Board meeting.

Purpose – The financial advisor renders services to the College by providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness, and other financial matters.

Justification – Continuation of financial advisory services on various financial matters from Hilltop Securities, Inc. to the College are proposed. The financial advisor is registered with the Securities Exchange Commission and Municipal Securities Rulemaking Board, as required by the Dodd-Frank Act.

Background – The College signed an agreement with First Southwest Company on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009 so that it may coincide with the College's fiscal year end. On February 26, 2013 the Board of Trustees approved the First Amendment to Financial Advisory Agreement which indicated that, effective April 1, 2013, the anniversary date for renewals would be September 1 of each year. On January 22, 2016, Hilltop Securities, Inc. assumed all rights and obligations per the merger with First Southwest Company, LLC. On June 27, 2017, a renewal of the agreement with Hilltop Securities, Inc. for the period beginning September 1, 2017 and ending August 31, 2018 was approved by the Board of Trustees.

Under the financial advisor services agreement, either party must notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date if the agreement will not be renewed. Otherwise, the agreement will be automatically renewed on the fifth anniversary of the date thereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

Funding Source – The fee schedule remains the same and fees are payable only upon issuance of bonds as approved by the Board of Trustees. Otherwise, there is no annual charge to the College for financial advisory services.

Reviewers – Agreement was reviewed by the Vice President for Finance and Administrative Services, the Comptroller, and the Purchasing Department.

Enclosed Documents – A copy of the renewal letter and the amended and modified agreement follow 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, will be present at the July 10, 2018 Finance, Audit, and Human Resources Committee Meeting to address any questions by the Trustees.

It is requested that the Finance, Audit, and Human Resources committee recommend for Board approval at the July 24, 2018 Board meeting, to renew the financial advisor services agreement with Hilltop Securities, Inc. for the period beginning September 1, 2018 through August 31, 2019, as presented.

SOUTH TEXAS COLLEGE

P.O. Box 9701
McAllen, TX 78501

Finance and Administrative Services
3201 W. Pecan McAllen, TX 78501

(956) 872-3558
FAX (956) 872-8304

July 25, 2018

Hilltop Securities, Inc.
Attn: Ms. Anne Burger Entrekin
70 NE Loop 410 Suite 710
San Antonio, TX 78216

Dear Ms. Burger Entrekin:

On June 27, 2017, South Texas College renewed the contract with Hilltop Securities, Inc. for Financial Advisor Services.

We are currently in the last few months of the current agreement and would like to renew for an additional one-year period. The renewal period will be from September 1, 2018 through August 31, 2019.

The agreement will be presented to our Board of Trustees at the July 24, 2018 Board Meeting for approval to renew for an additional one-year period.

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) 872-8304 or email to Nancy Ozuna at nancyc@southtexascollege.edu.

Sincerely,

Maria G. Elizondo, MBA, CFE, CGMA, CPA
Vice President for Finance and Administrative Service
marye@southtexascollege.edu

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

Authorized Signature: _____

Name Printed: _____

Date: _____

FINANCIAL ADVISORY AGREEMENT

This Financial Advisory Agreement (the "Agreement") is made and entered into by and between South Texas Community College District ("Issuer") and First Southwest Company ("FSC") effective as of the date executed by the Issuer as set forth on the signature page hereof.

WITNESSETH:

WHEREAS, the Issuer will have under consideration from time to time the authorization and issuance of indebtedness in amounts and forms which cannot presently be determined and, in connection with the authorization, sale, issuance and delivery of such indebtedness, Issuer desires to retain an independent financial advisor; and

WHEREAS, the Issuer desires to obtain the professional services of FSC to advise the Issuer regarding the issuance and sale of certain evidences of indebtedness or debt obligations that may be authorized and issued or otherwise created or assumed by the Issuer (hereinafter referred to collectively as the "Debt Instruments") from time to time during the period in which this Agreement shall be effective; and

WHEREAS, FSC, as a registered municipal advisor with the Municipal Securities Rulemaking Board and the United States Securities and Exchange Commission, is willing to provide its professional services and its facilities as financial advisor in connection with all programs of financing as may be considered and authorized by Issuer during the period in which this Agreement shall be effective.

NOW, THEREFORE, the Issuer and FSC, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

SECTION I
DESCRIPTION OF SERVICES

Upon the request of an authorized representative of the Issuer, FSC agrees to perform the financial advisory services stated in the following provisions of this Section I; and for having rendered such services, the Issuer agrees to pay to FSC the compensation as provided in Section V hereof.

A. Financial Planning. At the direction of Issuer, FSC shall:

1. Survey and Analysis. Conduct a survey of the financial resources of the Issuer to determine the extent of its capacity to authorize, issue and service any Debt Instruments contemplated. This survey will include an analysis of any existing debt structure as compared with the existing and projected sources of revenues which may be pledged to secure payment of debt service and, where appropriate, will include a study of the trend of the assessed valuation, taxing power and present and future taxing requirements of the Issuer. In the event revenues of existing or projected facilities operated by the Issuer are to be pledged to repayment of the Debt Instruments then under consideration, the survey will take into account any outstanding indebtedness payable from the revenues thereof, additional revenues to be available from any proposed rate increases and additional revenues, as projected by consulting engineers employed by the Issuer, resulting from improvements to be financed by the Debt Instruments under consideration.

2. Future Financings. Consider and analyze future financing needs as projected by the Issuer's staff and consulting engineers or other experts, if any, employed by the Issuer.

3. Recommendations for Debt Instruments. On the basis of the information developed by the survey described above, and other information and experience available, submit to the Issuer recommendations regarding the Debt Instruments under consideration, including such elements as the date of issue, interest payment dates, schedule of principal maturities, options of prior payment, security provisions, and such other provisions as may be appropriate in order to make the issue attractive to investors while achieving the objectives of the Issuer. All recommendations will be consistent with the goal of designing the Debt Instruments to be sold on terms which are advantageous to the Issuer, including the lowest interest cost consistent with all other considerations.

4. Market Information. Advise the Issuer of our interpretation of current bond market conditions, other related forthcoming bond issues and general information, with economic data, which might normally be expected to influence interest rates or bidding conditions so that the date of sale of the Debt Instruments may be set at a favorable time.

5. Elections. In the event it is necessary to hold an election to authorize the Debt Instruments then under consideration, FSC will assist in coordinating the assembly of such data as may be required for the preparation of necessary petitions, orders, resolutions, ordinances, notices and certificates in connection with the election, including assistance in the

transmission of such data to a firm of municipal bond attorneys ("Bond Counsel") retained by the Issuer.

B. Debt Management and Financial Implementation. At the direction of Issuer, FSC shall:

1. Method of Sale. Evaluate the particular financing being contemplated, giving consideration to the complexity, market acceptance, rating, size and structure in order to make a recommendation as to an appropriate method of sale, and:

a. If the Debt Instruments are to be sold by an advertised competitive sale, FSC will:

(1) Supervise the sale of the Debt Instruments, reserving the right, alone or in conjunction with others, to submit a bid for any Debt Instruments issued under this Agreement which the Issuer advertises for competitive bids; however, in keeping with the provisions of Rule G-23 of the Municipal Securities Rulemaking Board, FSC will request and obtain written consent to bid prior to submitting a bid, in any instance wherein FSC elects to bid, for any installment of such Debt Instruments;

(2) Disseminate information to prospective bidders, organize such informational meetings as may be necessary, and facilitate prospective bidders' efforts in making timely submission of proper bids;

(3) Assist the staff of the Issuer in coordinating the receipt of bids, the safekeeping of good faith checks and the tabulation and comparison of submitted bids; and

(4) Advise the Issuer regarding the best bid and provide advice regarding acceptance or rejection of the bids.

b. If the Debt Instruments are to be sold by negotiated sale, FSC will:

(1) Recommend for Issuer's final approval and acceptance one or more investment banking firms as managers of an underwriting syndicate for the purpose of negotiating the purchase of the Debt Instruments.

(2) Cooperate with and assist any selected managing underwriter and their counsel in connection with their efforts to prepare any Official Statement or Offering Memorandum. FSC will cooperate with and assist the underwriters in the

preparation of a bond purchase contract, an underwriters agreement and other related documents. The costs incurred in such efforts, including the printing of the documents, will be paid in accordance with the terms of the Issuer's agreement with the underwriters, but shall not be or become an obligation of FSC, except to the extent specifically provided otherwise in this Agreement or assumed in writing by FSC.

(3) Assist the staff of the Issuer in the safekeeping of any good faith checks, to the extent there are any such, and provide a cost comparison, for both expenses and interest which are suggested by the underwriters, to the then current market.

(4) Advise the Issuer as to the fairness of the price offered by the underwriters.

2. Offering Documents. Coordinate the preparation of the notice of sale and bidding instructions, official statement, official bid form and such other documents as may be required and submit all such documents to the Issuer for examination, approval and certification. After such examination, approval and certification, FSC shall provide the Issuer with a supply of all such documents sufficient to its needs and distribute by mail or, where appropriate, by electronic delivery, sets of the same to prospective purchasers of the Debt Instruments. Also, FSC shall provide copies of the final Official Statement to the purchaser of the Debt Instruments in accordance with the Notice of Sale and Bidding Instructions.

3. Credit Ratings. Make recommendations to the Issuer as to the advisability of obtaining a credit rating, or ratings, for the Debt Instruments and, when directed by the Issuer, coordinate the preparation of such information as may be appropriate for submission to the rating agency, or agencies. In those cases where the advisability of personal presentation of information to the rating agency, or agencies, may be indicated, FSC will arrange for such personal presentations, utilizing such composition of representatives from the Issuer as may be finally approved or directed by the Issuer.

4. Trustee, Paying Agent, Registrar. Upon request, counsel with the Issuer in the selection of a Trustee and/or Paying Agent/Registrar for the Debt Instruments, and assist in the negotiation of agreements pertinent to these services and the fees incident thereto.

5. Financial Publications. When appropriate, advise financial publications of the forthcoming sale of the Debt Instruments and provide them with all pertinent information.

6. Consultants. After consulting with and receiving directions from the Issuer, arrange for such reports and opinions of recognized independent consultants as may be appropriate for the successful marketing of the Debt Instruments.

7. Auditors. In the event formal verification by an independent auditor of any calculations incident to the Debt Instruments is required, make arrangements for such services.

8. Issuer Meetings. Attend meetings of the governing body of the Issuer, its staff, representatives or committees as requested at all times when FSC may be of assistance or service and the subject of financing is to be discussed.

9. Printing. To the extent authorized by the Issuer, coordinate all work incident to printing of the offering documents and the Debt Instruments.

10. Bond Counsel. Maintain liaison with Bond Counsel in the preparation of all legal documents pertaining to the authorization, sale and issuance of the Debt Instruments.

11. Changes in Laws. Provide to the Issuer copies of proposed or enacted changes in federal and state laws, rules and regulations having, or expected to have, a significant effect on the municipal bond market of which FSC becomes aware in the ordinary course of its business, it being understood that FSC does not and may not act as an attorney for, or provide legal advice or services to, the Issuer.

12. Delivery of Debt Instruments. As soon as a bid for the Debt Instruments is accepted by the Issuer, coordinate the efforts of all concerned to the end that the Debt Instruments may be delivered and paid for as expeditiously as possible and assist the Issuer in the preparation or verification of final closing figures incident to the delivery of the Debt Instruments.

13. Debt Service Schedule; Authorizing Resolution. After the closing of the sale and delivery of the Debt Instruments, deliver to the Issuer a schedule of annual debt service requirements for the Debt Instruments and, in coordination with Bond Counsel, assure that the paying agent/registrar and/or trustee has been provided with a copy of the authorizing ordinance, order or resolution.

SECTION II
OTHER AVAILABLE SERVICES

In addition to the services set forth and described in Section I herein above, FSC agrees to make available to Issuer the following services, when so requested by the Issuer and subject to the agreement by Issuer and FSC regarding the compensation, if any, to be paid for such services, it being understood and agreed that the services set forth in this Section II shall require further agreement as to the compensation to be received by FSC for such services:

1. Investment of Funds. From time to time, as an incident to the other services provided hereunder as financial advisor, FSC may purchase such investments as may be directed and authorized by Issuer to be purchased, it being understood that FSC will be compensated in the normal and customary manner for each such transaction. In any instance wherein FSC may become entitled to receive fees or other compensation in any form from a third party with respect to these investment activities on behalf of Issuer, we will disclose to Issuer the nature and, to the extent such is known, the amount of any such compensation so that Issuer may consider the information in making its investment decision. It is understood and agreed that FSC is a duly licensed broker/dealer and is affiliated with First Southwest Asset Management, Inc. ("FSAMI"), a duly registered investment advisor. Issuer may, from time to time, utilize the broker/dealer services of FSC and/or the investment advisory services of FSAMI with respect to matters which do not involve or affect the financial advisory services referenced in this Agreement. The terms and conditions of the engagement of FSC and/or FSAMI to provide such services shall be determined by mutual agreement at the time such services are requested.

2. Exercising Calls and Refunding. Provide advice and assistance with regard to exercising any call and/or refunding of any outstanding Debt Instruments.

3. Capital Improvements Programs. Provide advice and assistance in the development of any capital improvements programs of the Issuer.

4. Long-Range Planning. Provide advice and assistance in the development of other long-range financing plans of the Issuer.

5. Post-Sale Services. Subsequent to the sale and delivery of Debt Instruments, review the transaction and transaction documentation with legal counsel for the Issuer, Bond Counsel, auditors and other experts and consultants retained by the Issuer and assist in developing appropriate responses to legal processes, audit procedures, inquiries, internal reviews and similar matters.

SECTION III
TERM OF AGREEMENT

This Agreement shall become effective as of the date executed by the Issuer as set forth on the signature page hereof and, unless terminated by either party pursuant to Section IV of this Agreement, shall remain in effect thereafter for a period of five (5) years from such date. Unless FSC or Issuer shall notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date that this Agreement will not be renewed, this Agreement will be automatically renewed on the fifth anniversary of the date hereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

SECTION IV
TERMINATION

This Agreement may be terminated with or without cause by the Issuer or FSC upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due FSC for services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

SECTION V
COMPENSATION AND EXPENSE REIMBURSEMENT

The fees due to FSC for the services set forth and described in Section I of this Agreement with respect to each issuance of Debt Instruments during the term of this Agreement shall be calculated in accordance with the schedule set forth on Appendix A attached hereto. Unless specifically provided otherwise on Appendix A or in a separate written agreement between Issuer and FSC, such fees, together with any other fees as may have been mutually agreed upon and all expenses for which FSC is entitled to reimbursement, shall become due and payable concurrently with the delivery of the Debt Instruments to the purchaser.

SECTION VI
MISCELLANEOUS

1. Choice of Law. This Agreement shall be construed and given effect in accordance with the laws of the State of Texas.

2. Binding Effect; Assignment. This Agreement shall be binding upon and inure to the benefit of the Issuer and FSC, their respective successors and assigns; provided however, neither party hereto may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.

3. Entire Agreement. This instrument contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this Agreement shall be of no force or effect except for a subsequent modification in writing signed by all parties hereto.

FIRST SOUTHWEST COMPANY

By: _____
Hill A. Feinberg, Chairman and
Chief Executive Officer

By: _____
Anne Burger Entrekin
Managing Director

SOUTH TEXAS COMMUNITY COLLEGE DISTRICT

By: _____
Title: Board Chair
Date: _____

ATTEST:

_____
Secretary

APPENDIX A

The fees due FSC will not exceed those contained in our customary fee schedule as listed below.

Base	Fee -	Any	Issue				$ 4,500				
Plus	$7.50	per	$1,000	up to	$ 500,000	or	$ 8,250	for	$ 500,000	Bonds
Plus	6.50	per	$1,000	next	500,000	or	11,500	for	1,000,000	Bonds
Plus	4.50	per	$1,000	next	1,500,000	or	18,250	for	2,500,000	Bonds
Plus	2.50	per	$1,000	next	2,500,000	or	24,500	for	5,000,000	Bonds
Plus	2.00	per	$1,000	next	5,000,000	or	34,500	for	10,000,000	Bonds
Plus	1.25	per	$1,000	over	10,000,000					

The above charges shall be multiplied by 1.25 times for the completion of an application to a federal or state government agency or for the issuance of revenue bonds, reflecting the additional services required.

Fees for Advance Refunding Bond Issues shall be the amount shown plus a 10% additional charge, reflecting the additional services required.

The charges for ancillary services, including computer structuring and official statement printing, shall be levied only for those services which are reasonably necessary in completing the transaction and which are reasonable in amount, unless such charges were incurred at the specific direction of the Issuer.

The payment of charges for financial advisory services described in Section I of the foregoing Agreement shall be contingent upon the delivery of bonds and shall be due at the time that bonds are delivered. The payment of charges for services described in Section II of the foregoing Agreement shall be due and payable in accordance with the mutual agreement therefor between FSC and Issuer.

The Issuer shall be responsible for the following expenses, if and when applicable, whether they are charged to the Issuer directly as expenses or charged to the Issuer by FSC as reimbursable expenses:

Bond counsel
Bond printing
Bond ratings
Computer structuring
Credit enhancement
CPA fees for refunding
Official statement preparation and printing
Paying agent/registrar/trustee
Travel expenses
Underwriter and underwriters counsel
Miscellaneous, including copy, delivery, and phone charges

The payment of reimbursable expenses that FSC has assumed on behalf of the Issuer shall NOT be contingent upon the delivery of bonds and shall be due at the time that services are rendered and payable upon receipt of an invoice therefor submitted by FSC.

FIRST AMENDMENT TO
FINANCIAL ADVISORY AGREEMENT

WITNESSETH:

WHEREAS, South Texas College (the "Issuer"), and First Southwest Company ("FSC"), previously entered into a certain Financial Advisory Agreement, effective on or about March 25, 2004 (the "Agreement"); and

WHEREAS, the Issuer and FSC desire to amend the Agreement modify the term such that the anniversary date for renewal is September 1 of each year.

NOW THEREFORE, the Issuer and FSC, in consideration of the mutual covenants and agreements contained in the Agreement and those set forth herein, do hereby agree to amend the Agreement as follows:

AMENDMENTS

Section III of the Agreement shall be amended only to add the following sentence at the end of Section III:

> "FSC and Issuer hereby agree that anniversary date, as used herein, shall mean September 1."

MODIFICATIONS

The Agreement, except as amended by this First Amendment to the Financial Advisory Agreement, remains in effect in all other respects.

IN WITNESS WHEREOF, the parties have made and executed this First Amendment to be effective as of April 1, 2013.

FIRST SOUTHWEST COMPANY

By: Anne Burger Entrekin
Anne Burger Entrekin
Managing Director

SOUTH TEXAS COLLEGE

By: Shirley A Reed

Name: Dr. Shirley A. Reed

Title: President

L-11653.1

HilltopSecurities
A Hilltop Holdings Company

Brian Wittneben
Secretary, General Counsel
Legal Department

June 29, 2016

Ms. Alma Church
Accounting Group Manager
South Texas College
Business Office
3201 West Pecan Blvd.
McAllen, Texas 78501

Re: First Southwest Company Merger with and into Hilltop Securities Inc.

Dear Ms. Church:

Effective January 22, 2016, First Southwest Company, LLC ("FirstSouthwest"), merged with and into its common control affiliate, Hilltop Securities Inc. ("HilltopSecurities"). As the surviving entity, HilltopSecurities assumed all rights and obligations of FirstSouthwest pursuant to the Agreement and Plan of Merger dated January 22, 2016, a copy of which is enclosed with this letter. Effective as of the date of the merger, HilltopSecurities began providing its municipal advisory services under the brand name, FirstSouthwest, a Division of Hilltop Securities. However, the legal contracting entity is now Hilltop Securities Inc.

HilltopSecurities hereby confirms its agreement to assume all rights and obligations of FirstSouthwest under the Financial Advisory Agreement by and between FirstSouthwest and South Texas Community College District with no change to the terms set forth therein. Also enclosed for your reference is a certified copy of the Merger Certificate as well as Form W-9, which shows the firm's new FEIN.

Sincerely yours,

Brian Wittneben
Secretary, General Counsel

Encls.

cc: Anne Burger Entrekin

Hilltop Securities Inc
1201 Elm St
Suite 3500
Dallas, Texas 75270-2180

direct 214 953 8761
mobile 972 741 2152
fax 214 953 4166
Brian.Wittneben@hilltopsecurities.com
HilltopSecurities.com

STC
South Texas College

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

Finance and Administrative Services
3201 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3558
Fax (956) 872-8304

July 7, 2016

Hilltop Securities Inc.
Attn: Ms. Anne Burger Entrekin
70 NE Loop 410 Suite 710
San Antonio, TX 78216

Dear Ms. Burger Entrekin:

On July 28, 2015, South Texas College renewed the contract with First Southwest Company for Financial Advisor Services. As per your communication, we acknowledge that First Southwest Company merged with and into its common control affiliate, Hilltop Securities Inc. This change will be presented to our Board of Trustees at the July 26, 2016 Board Meeting for approval.

We are currently in the last few months of the current contract and would like to renew for an additional one-year period. The renewal period will be from September 1, 2016 through August 31, 2017.

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) 872-8304 or email to Nancy Ozuna at nancyc@southtexascollege.edu.

Sincerely,

Maria G. Elizondo

Maria G. Elizondo, MBA, CFE, CGMA, CPA
Vice President for Finance and Administrative Services
marye@southtexascollege.edu

Renewal of contract accepted through August 31, 2017 with no change in terms and conditions as per the South Texas College previously submitted.

Authorized Signature: Anne Burger Entrekin

Name Printed: Anne Burger Entrekin

Date: July 7, 2016

Review and Discussion of Proposed Budget for FY 2018 – 2019

Enclosed is the Proposed Budget for FY 2018 - 2019 for your information and review. The Budget and the Resolution Adopting the Budget for FY 2018 – 2019 will be presented at the July 24, 2018 Board meeting for approval.

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

The revenues and expenditures for FY 2018 - 2019 are based on the following:

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 $645,241 is also projected for Continuing Professional and Workforce Education tuition. In total, tuition is projected to increase approximately $694,392 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 $1,197,238 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	646,131	31,688
Testing Commissions	5,700	10,300	4,600
Conferences-Continuing Education	64,742	64,742	-
Total Other Revenues	**$6,672,998**	**$7,870,236**	**$1,197,238**

- 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 $15,336,710 in FY 2019. The decrease resulted from the decrease of $10,629,942 in the Prior Year M&O Tax Bond Program carryover funded from FY 2015, FY 2016, and FY 2017 M&O tax revenue, the decrease of $6,000,000 for the Unexpended Construction Plant Fund transfer, the decrease of $1,000,000 for the Renewals and Replacements Plant Fund transfer, the increase of $1,793,628 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	$6,000,000	$ -	$(6,000,000)
Continuing Education	600,000	600,000	-
Capital Purchases	-	1,793,628	1,793,628
Contingency Fund	1,500,000	2,000,000	500,000
Instructional Book Royalties	11,278	10,882	(396)
Renewals & Replacements Plant Transfer	1,000,000	-	(1,000,000)
M&O Tax Bond Program 2013 - FFE	17,835,346	7,205,404	(10,629,942)
Total Carryover Allocations	**$26,946,624**	**$11,609,914**	**$(15,336,710)**

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

	Changes to FY 2019 Salary Budget	Amount
2.	Approved New Non-Faculty Staff Positions	666,831
3.	Approved Non-Faculty Salary Adjustments/Reclassifications	191,585
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**

- 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 $2,497,505.

  ⇒ The operating budget is proposed to increase by $587,887 based on the needs of the College's departments.
  ⇒ In addition, the operating budget is proposed to decrease by $3,085,392 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 $7,223,541.

  ⇒ The capital budget is proposed to decrease by $230,342 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 decrease by $6,378,615. The decrease is primarily due to the projected decrease of $6,000,000 for the Unexpended Construction Plant Fund transfer, the decrease of $1,000,000 for the Renewals and Replacements Plant Fund transfer, the increase of $620,985 for the Transfer to the Office of Industry Training and Economic Development, and the increase in the MTR Bond Series 2007 debt service of $400. This debt service is paid from maintenance and operations taxes.

Financial managers have submitted their anticipated expenditure budgets through the budget database for operating, travel, and capital. These expenditures are included in the Proposed Budget for FY 2018 - 2019.

The Summary of Projected Revenues and Expenditures and the Proposed Budget PowerPoint presentation follow in the packet for the Committee's review and information. Copies of the Proposed Draft Budget for FY 2018 - 2019 are included under separate cover. Additional changes may be required to the budget revenue and expenditure projections prior to final presentation to the Board.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the Preliminary Summary of Proposed Budget for FY 2018 – 2019.

The Proposed Budget for Fiscal Year 2018 - 2019 is presented for information and review by the Committee. No action is required from the Committee.

South Texas College

Unrestricted Fund

Summary of Projected Revenues and Expenditures

Fiscal Years 2018-2019

Summary of Revenues	FY 2018 Budget (Amended)	FY 2019 Budget (Proposed)	% of Total Revenues	Difference FY 2018 Amended to FY 2019 Proposed
State Contact Hour Appropriation	$ 40,226,013	$ 40,226,013	22.25%	$ -
Other State Appropriation-ORP	*536,458*	*556,134*	*0.31%*	*19,676*
Other State Appropriation-TRS	*2,206,242*	*2,287,161*	*1.26%*	*80,919*
Other State Appropriation-HEGI	*5,481,778*	*5,481,778*	*3.03%*	-
Other State Appropriations Subtotal	8,224,478	8,325,073	4.60%	100,595
Total State Appropriations	**48,450,491**	**48,551,086**	**26.85%**	**100,595**
Academic & Differential Tuition-Net TPEG	*30,960,624*	*31,009,775*	*17.15%*	*49,151*
Continuing Ed/ATCP/ITED-Net TPEG	*2,692,548*	*3,337,789*	*1.85%*	*645,241*
Total Tuition	**33,653,172**	**34,347,564**	**19.00%**	**694,392**
Total Fees	**27,669,015**	**27,915,959**	**15.44%**	**246,944**
Total Other Revenues	**6,672,998**	**7,870,236**	**4.35%**	**1,197,238**
Total M&O Property Taxes	**48,691,317**	**50,516,741**	**27.94%**	**1,825,424**
Total Carryover Allocations	**26,946,624**	**11,609,914**	**6.42%**	**(15,336,710)**
Total Revenues	**$ 192,083,617**	**$ 180,811,500**	**100.00%**	**$ (11,272,117)**

Summary of Expenditures	FY 2018 Budget (Amended)	FY 2019 Budget (Proposed)	% of Total Expenditures	Difference FY 2018 Amended to FY 2019 Proposed
Total Salaries	**$ 97,875,958**	**$ 101,465,780**	**56.12%**	**$ 3,589,822**
Total Benefits	**27,994,526**	**29,074,300**	**16.08%**	**1,079,774**
Retirement-ORP (Eligible)	*1,072,916*	*1,112,268*	*0.62%*	*39,352*
Retirement-ORP (Non Eligible)	*62,445*	*64,735*	*0.04%*	*2,290*
Retirement-TRS (Eligible)	*4,412,483*	*4,574,321*	*2.53%*	*161,838*
Retirement-TRS (Non Eligible)	*647,704*	*671,460*	*0.37%*	*23,756*
Insurance-HEGI (Eligible)	*10,813,571*	*11,210,183*	*6.20%*	*396,612*
Insurance-HEGI (Non Eligible)	*1,587,313*	*1,645,531*	*0.91%*	*58,218*
Insurance-Unemployment	*223,163*	*223,163*	*0.12%*	-
FICA	*7,281,971*	*7,549,054*	*4.18%*	*267,083*
Workmen's Compensation	*176,177*	*182,638*	*0.10%*	*6,461*
Car Allowance	*19,575*	*20,293*	*0.01%*	*718*
Cushion	*1,697,208*	*1,820,654*	*1.00%*	*123,446*
Total Operating	**45,016,274**	**42,518,769**	**23.52%**	**(2,497,505)**
Total Travel	**2,220,890**	**2,378,838**	**1.32%**	**157,948**
Total Capital Outlay	**9,017,169**	**1,793,628**	**0.99%**	**(7,223,541)**
Total Expenditures	**$ 182,124,817**	**$ 177,231,315**	**98.03%**	**$ (4,893,502)**
Transfers & Reserves				
Debt Service	394,800	395,200	0.22%	400
Transfer to Unexpended Plant Fund	6,000,000	-	0.00%	(6,000,000)
Transfer to Renewals & Replacements Plant Fund	1,000,000	-	0.00%	(1,000,000)
Transfer to Office of ITED	564,000	1,184,985	0.66%	620,985
Contingency Fund	2,000,000	2,000,000	1.09%	-
Total Transfers & Reserves	**9,958,800**	**3,580,185**	**1.97%**	**(6,378,615)**
Total Expenditures, Transfers and Reserves	**$ 192,083,617**	**$ 180,811,500**	**100.00%**	**$ (11,272,117)**
Revenues over Expenditures	**$ -**	**$ -**		**$ -**

South Texas College

Proposed Budget
FY 2018 – 2019

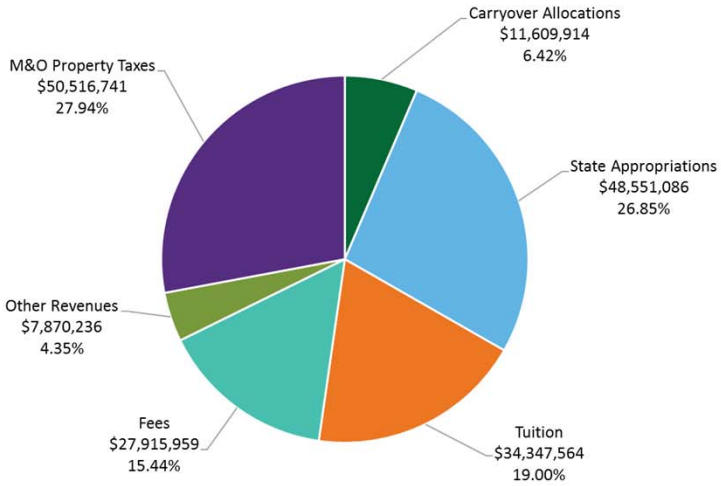
FY 2018 - 2019 Budget Highlights

1. 3% Salary increase for Faculty and Staff
2. M&O Carryover budget reflects expected expenditures in FY 2019
3. 0% enrollment growth assumed for tuition and fee projections
4. GASB 75 - consideration of proposed revision to the amount transferred to the Plant Fund
5. Cost defrayment project - student fees

FY 2018 - 2019

Proposed Unrestricted Fund Revenues

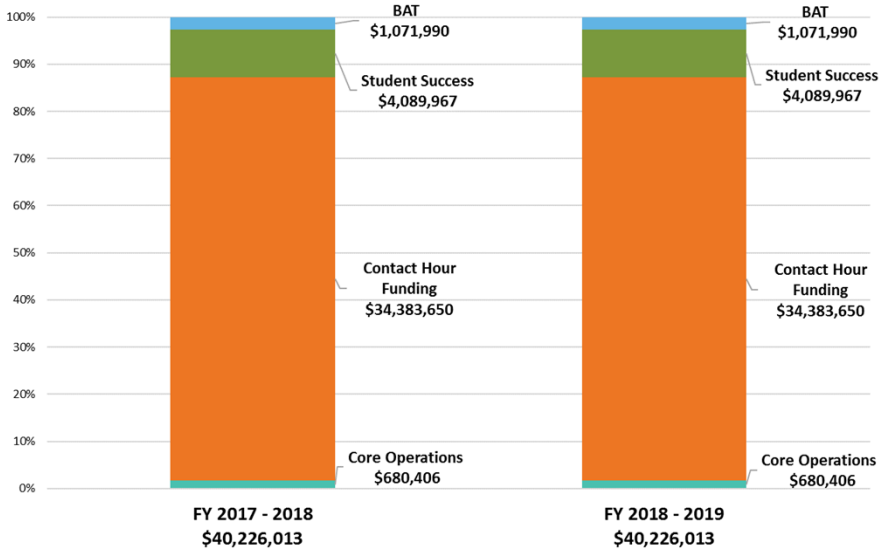
$180,811,500



Proposed Unrestricted Fund Revenues

Summary of Revenues	FY 2017 - 2018 Budget (Amended)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	$40,226,013	$40,226,013	$ -
Other State Appropriations:			
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**	**34,347,564**	**694,392**
Total Fees	**27,669,015**	**27,915,959**	**246,944**
Total Other Revenues	**6,672,998**	**7,870,236**	**1,197,238**
Total M&O Property Taxes	**48,691,317**	**50,516,741**	**1,825,424**
Total Carryover Allocations	**26,946,624**	**11,609,914**	**(15,336,710)**
Total Revenues	**$192,083,617**	**$180,811,500**	**$(11,272,117)**

FY 2018 - 2019
Proposed State Appropriation Revenue



State Appropriation Revenues will remain at the FY 2017 – 2018 level.

Proposed Unrestricted Fund Revenues

Summary of Revenues	FY 2017 - 2018 Budget (Amended)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	$40,226,013	$40,226,013	$ -
Other State Appropriations:			
Optional Retirement Plan	*536,458*	*556,134*	*19,676*
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Total Carryover Allocations	**26,946,624**	**11,609,914**	**(15,336,710)**
Total Revenues	**$192,083,617**	**$180,811,500**	**$(11,272,117)**

Proposed State Insurance Contribution

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**.

	FY 2017 - 2018			FY 2018 - 2019		
Plan Name	**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

Summary of Revenues	FY 2017 - 2018 Budget (Amended)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	$40,226,013	$40,226,013	$ -
Other State Appropriations:			
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**	**34,347,564**	**694,392**
Total Fees	**27,669,015**	**27,915,959**	**246,944**
Total Other Revenues	**6,672,998**	**7,870,236**	**1,197,238**
Total M&O Property Taxes	**48,691,317**	**50,516,741**	**1,825,424**
Total Carryover Allocations	**26,946,624**	**11,609,914**	**(15,336,710)**
Total Revenues	**$192,083,617**	**$180,811,500**	**$(11,272,117)**

Proposed Unrestricted Fund Revenues

Summary of Revenues	FY 2017 - 2018 Budget (Amended)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	$40,226,013	$40,226,013	$ -
Other State Appropriations:			
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
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Total Revenues	**$192,083,617**	**$180,811,500**	**$(11,272,117)**

Proposed Other Revenues

Other Revenues	FY 2018 Budget (Amended)	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	646,131	31,688
Testing Commissions	5,700	10,300	4,600
Conferences – Continuing Education	64,742	64,742	-
Total Other Revenues	**$6,672,998**	**$7,870,236**	**$1,197,238**

Proposed Unrestricted Fund Revenues

Summary of Revenues	FY 2017 - 2018 Budget (Amended)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	$40,226,013	$40,226,013	$ -
Other State Appropriations:			
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**
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Total Carryover Allocations	**26,946,624**	**11,609,914**	**(15,336,710)**
Total Revenues	**$192,083,617**	**$180,811,500**	**$(11,272,117)**

Proposed M&O Property Taxes Revenue

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%
Hidalgo County	*30,883,372,180*	31,501,039,624	617,667,444	2.00%
Starr County	*1,849,628,638*	1,886,621,211	36,992,573	2.00%
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

Summary of Revenues	FY 2017 - 2018 Budget (Amended)	FY 2018 – 2019 Budget (Proposed)	Increase/ (Decrease)
State Contact Hour Appropriation	$40,226,013	$40,226,013	$ -
Other State Appropriations:			
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
Total State Appropriations	**48,450,491**	**48,551,086**	**100,595**
Total Tuition	**33,653,172**	**34,347,564**	**694,392**
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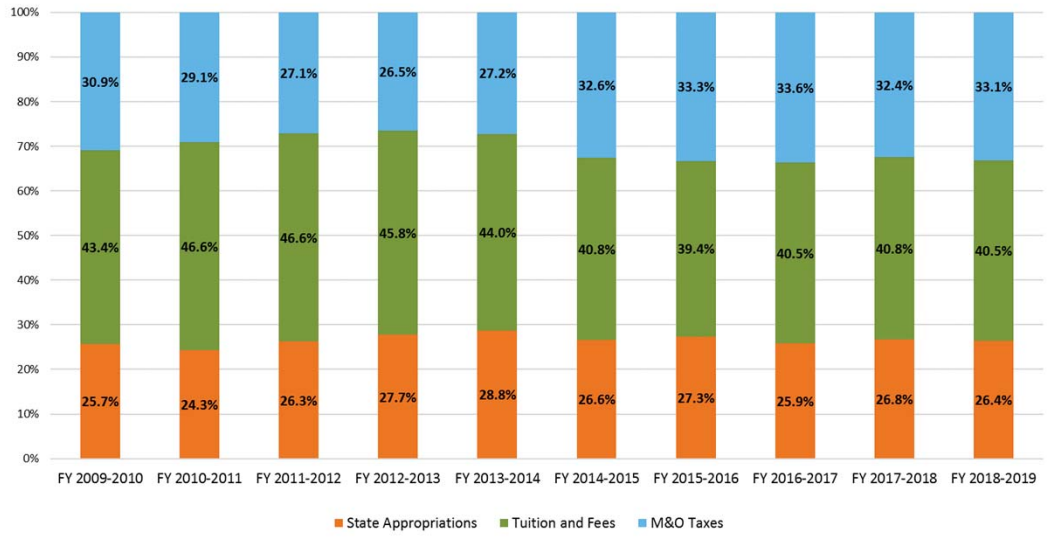
Total Other Revenues	**6,672,998**	**7,870,236**	**1,197,238**
Total M&O Property Taxes	**48,691,317**	**50,516,741**	**1,825,424**
Total Carryover Allocations	**26,946,624**	**11,609,914**	**(15,336,710)**
Total Revenues	**$192,083,617**	**$180,811,500**	**$(11,272,117)**

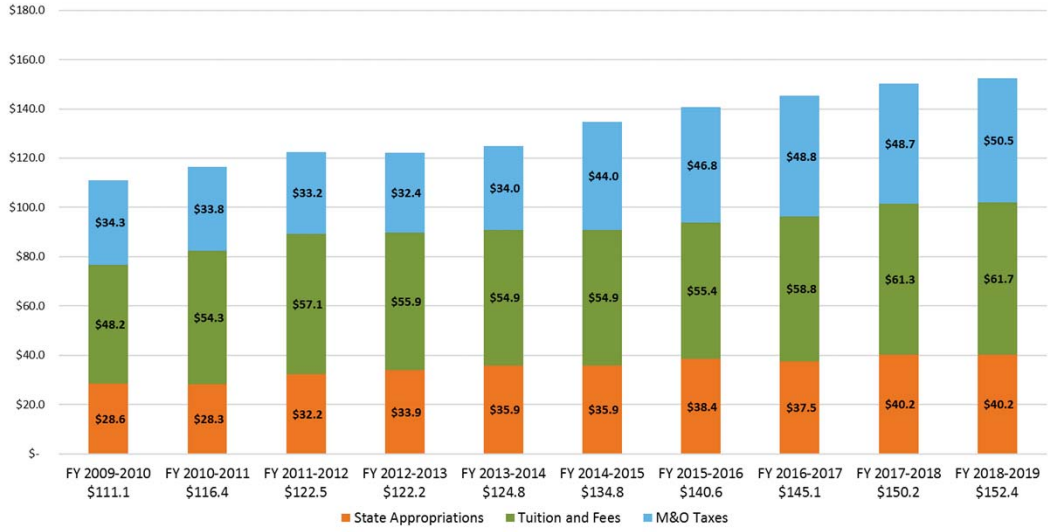
Proposed Carryover Allocations

Carryover Allocations- From Fund Balance	FY 2018 Budget (Amended)	FY 2019 Budget (Proposed)	Increase/ (Decrease)
Unexpended Construction Plant Transfer	$6,000,000	$ -	$(6,000,000)
Continuing Education	600,000	600,000	-
Capital Purchases	-	1,793,628	1,793,628
Contingency Fund	1,500,000	2,000,000	500,000
Instructional Book Royalties	11,278	10,882	(396)
Renewals & Replacements Plant Transfer	1,000,000	-	(1,000,000)
M&O Tax Bond Program 2013-FFE	17,835,346	7,205,404	(10,629,942)
Total Carryover Allocations	**$26,946,624**	**$11,609,914**	**$(15,336,710)**

10 Year Historical Primary Revenue Sources Trend
By Percentages

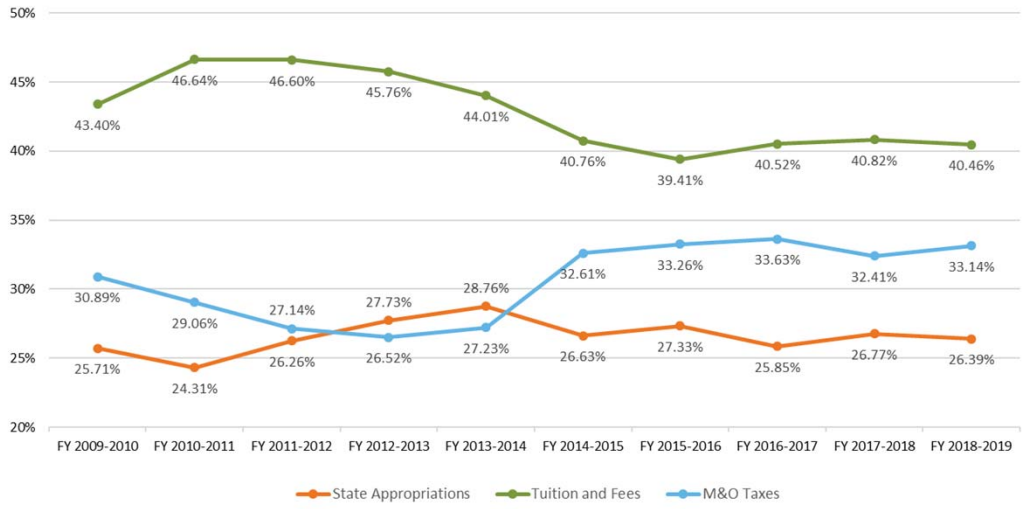


10 Year Historical Primary Revenue Sources Trend
By Amount ($ Millions)



10 Year Historical Primary Revenue Sources Trend

Revenue Comparison by Percentages



South Texas College July 10, 2018

Proposed Unrestricted Fund Expenditures

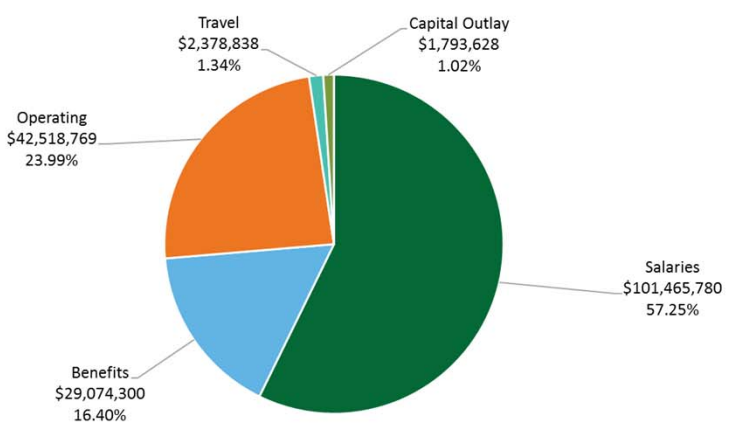
Summary of Expenditures	FY 2017 - 2018 Budget (Amended)	FY 2018 - 2019 Budget (Proposed)	Increase/ (Decrease)
Total Salaries	**$97,875,958**	**$101,465,780**	**$3,589,822**
Total Benefits	**27,994,526**	**29,074,300**	**1,079,774**
Total Operating	**45,016,274**	**42,518,769**	**(2,497,505)**
Total Travel	**2,220,890**	**2,378,838**	**157,948**
Total Capital Outlay	**9,017,169**	**1,793,628**	**(7,223,541)**
Total Expenditures	**$182,124,817**	**$177,231,315**	**$(4,893,502)**
Transfers and Reserves			
Debt Service (MTR Bond Series 2007)	394,800	395,200	400
Transfer to Plant Funds	7,000,000	-	(7,000,000)
Transfer to Office of ITED	564,000	1,184,985	620,985
Contingency Fund	2,000,000	2,000,000	-
Total Transfers and Reserves	**9,958,800**	**3,580,185**	**(6,378,615)**
Total Expenditures, Transfers & Reserves	**$192,083,617**	**$180,811,500**	**$(11,272,117)**

South Texas College July 10, 2018

FY 2018 - 2019

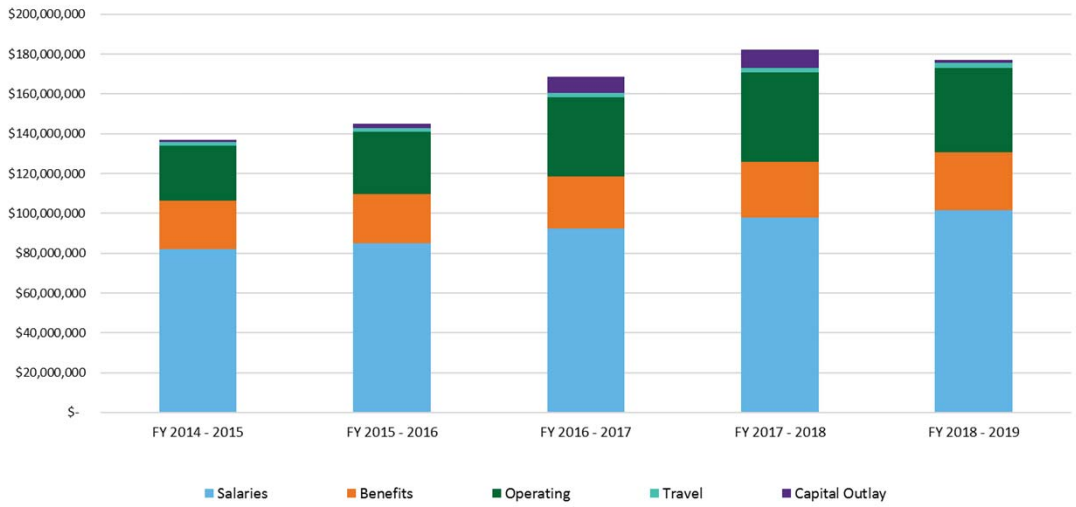
Proposed Unrestricted Fund Expenditures by Classification
Without Transfers and Reserves

$177,231,315



5 Year Historical Expenditures Trend by Classification

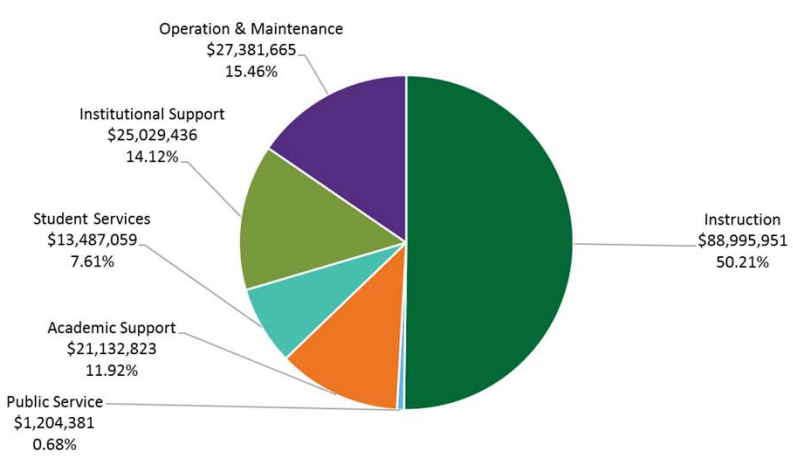
By Amount



FY 2018 - 2019

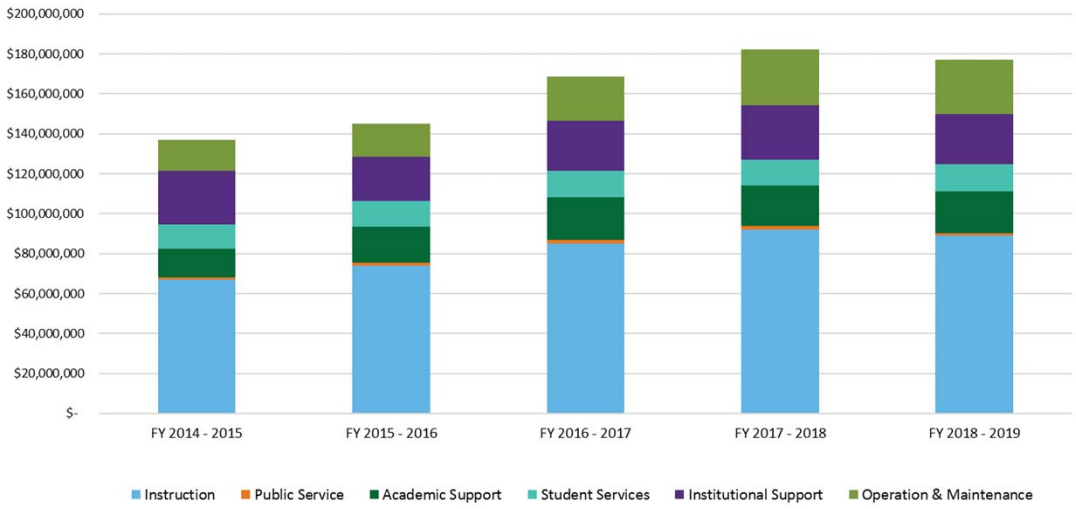
Proposed Unrestricted Fund Expenditures by Function
Without Transfers and Reserves

$177,231,315



5 Year Historical Expenditures Trend by Function

By Amount



Proposed Salary Expenditures by Function

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

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

Summary of Expenditures	FY 2017 - 2018 Budget (Amended)	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**	**42,518,769**	**(2,497,505)**
Total Travel	**2,220,890**	**2,378,838**	**157,948**
Total Capital Outlay	**9,017,169**	**1,793,628**	**(7,223,541)**
Total Expenditures	**$182,124,817**	**$177,231,315**	**$(4,893,502)**
Transfers and Reserves			
Debt Service (MTR Bond Series 2007)	394,800	395,200	400
Transfer to Plant Funds	7,000,000	-	(7,000,000)
Transfer to Office of ITED	564,000	1,184,985	620,985
Contingency Fund	2,000,000	2,000,000	-
Total Transfers and Reserves	**9,958,800**	**3,580,185**	**(6,378,615)**
Total Expenditures, Transfers & Reserves	**$192,083,617**	**$180,811,500**	**$(11,272,117)**

Proposed Operating Expenditures

Operating Budget	FY 2018 Budget (Amended)	FY 2019 Budget (Proposed)	Increase/ (Decrease)
College Departments Requests	$35,878,080	$36,465,967	$587,887
M&O 2013 Tax Bond Program - FFE	9,138,194	6,052,802	(3,085,392)
Total Operating	**$45,016,274**	**$42,518,769**	**$(2,497,505)**

Proposed Travel Expenditures

Travel Budget	FY 2018 Budget (Amended)	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

Capital Budget	FY 2018 Budget (Amended)	FY 2019 Budget (Proposed)	Increase/ (Decrease)
College Departments Requests	$2,023,970	$1,793,628	$(230,342)
M&O 2013 Tax Bond Program - FFE	6,993,199	-	(6,993,199)
Total Capital	**$9,017,169**	**$1,793,628**	**$(7,223,541)**

Proposed Capital Expenditures

Capital Expenditures Budget Proposals	Amount
Instruction Blackboard services, water distillers, flake ice machines, autoclave machine, radiographic phantoms, ventilator, ultrasound unit	$464,300
Public Service Computer mobile lab, welding mobile lab	150,707
Academic Support Library books and videos, simulation hospital software, clear touch displays	423,907
Student Services Gator utility vehicle	34,298
Institutional Support Travel and expense system, replacement bus, salary planner software	198,640
Operations and Maintenance Delivery truck, package tracking software, parking and permit software	521,776
Total Proposed Capital Expenditures	**$1,793,628**

Proposed Auxiliary Fund

Total Revenues	Total Expenditures
$4,970,330	$4,970,330

Revenue Sources	Expenditure Types
Bookstore Commissions	Student/Employee Initiatives
Food Service Sales	Food Service Expenditures
Vending Machine Commissions and Catering Commissions	Student/Employee Initiatives
Conferences Revenue	Conference Expenditures
Child Care Center Revenue	Child Care Center Expenditures
Student Copier Revenue	Student Copier Expenditures

Proposed Restricted Fund

Total Revenues	Total Expenditures
$80,979,938	$80,979,938

Revenue Sources	Expenditure Types
State and Federal Financial Aid	Pell, SEOG, College Work-Study, TEOG Initial and Renewal
State and Federal Grants	TWC Skills Development Fund, Carl Perkins, Nursing Shortage Reduction, Veterans Chapter 31
Private and Local Grants and Scholarships	Student scholarships, VIDA, City of McAllen

Proposed Plant Fund

Unexpended-Construction Fund Non-Bond and Bond

Fund	Revenues, Transfer In and Fund Balance Allocation	Expenditures, Transfers and Reserves
Unexpended-Construction Fund-Non-Bond	$16,033,428	$16,033,428
Unexpended-Construction Fund-Bond	2,639,420	2,639,420
Total	**$18,672,848**	**$18,672,848**

Proposed Plant Fund

Renewals & Replacements and Retirement of Indebtedness

Fund	Revenues, Transfer In and Fund Balance Allocation	Expenditures, Transfers and Reserves
Unexpended-Renewals & Replacements	$7,121,600	$7,121,600
Unexpended-Retirement of Indebtedness	$14,640,890	$14,640,890

Thank You

Questions?

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, MBA, CPA, CFE, CGMA
Vice President for Finance & Administrative Services
July 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

To provide an assessment of the overall financial health of public community colleges.

To identify institutions in which the potential for financial stress exists.

Ratios Calculated

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

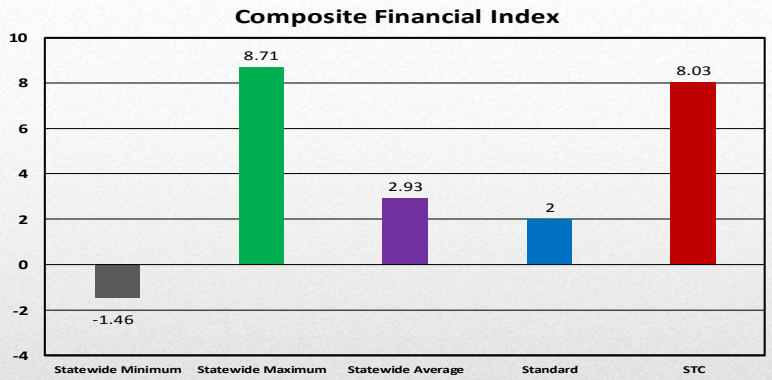
Composite Financial Index (CFI)

CFI blends four core financial ratios into one metric:

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

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



The Composite Financial Index is calculated as follows:

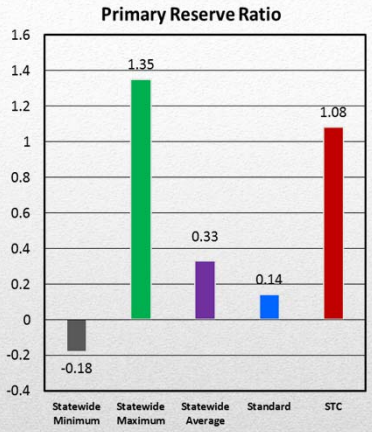
Core Ratio
Relevant Value * Weight Factor

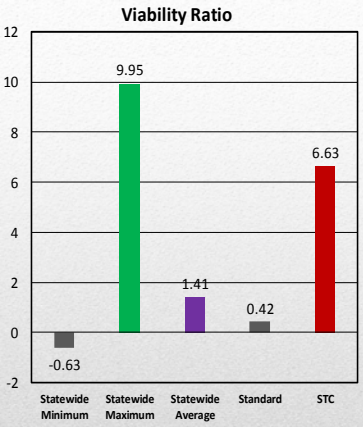
	Value*	Weight
Primary Reserve	0.133	35%
Operating Margin	0.007	10%
Return on Net Assets	0.020	20%
Viability	0.417	35%

The relevant values and weights are set by THECB.

STC Ranked 2nd out of 50 Community Colleges

- CFI Measures the overall health of an institution.
- STC's 2017 CFI Score indicates a strong financial position across each of the factors used to calculate the composite score.



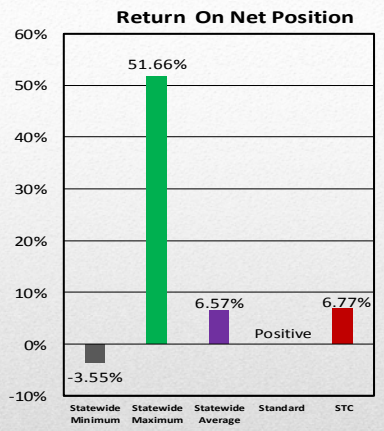


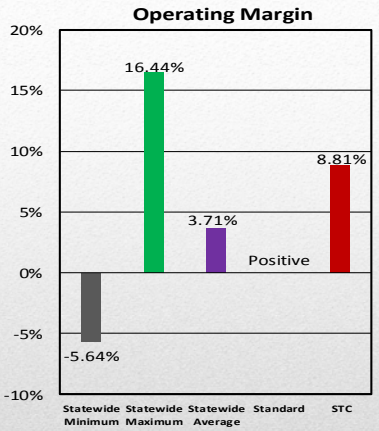
STC Ranked 3rd out of 50 Community Colleges

$$\frac{\text{Total Expendable Net Assets + Unrestricted Net Assets}}{\text{Operating Expenses + Non Operating Expenses}}$$

STC Ranked 2nd out of 50 Community Colleges

$$\frac{\text{Total Expendable Net Assets + Unrestricted Net Assets}}{\text{Total Non Current Liabilities}}$$



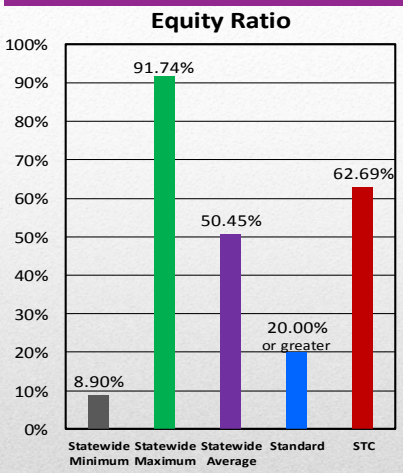


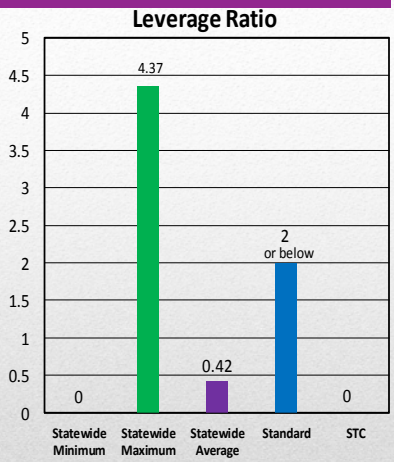
STC Ranked 21 out of 50 Community Colleges

STC Ranked 9th out of 50 Community Colleges

$$\text{Return on Net Assets} = \frac{\text{Change in Net Assets}}{\text{Total Net Assets (}\textit{Beginning of Year}\text{)}}$$

$$\text{Operating Margin} = \frac{\text{Total Income - Total Operating Expense}}{\text{Total Income}}$$





STC Ranked 15th out of 50 Community Colleges

STC Tied 1st with 12 other Colleges

$$\text{Equity Ratio} = \frac{\text{Net Position}}{\text{Total Assets}}$$

$$\text{Leverage Ratio} = \frac{\text{Long Term Debt}}{\text{Total Net Position}}$$

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
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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@thecb.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

Strategic Planning and Funding

Financial Condition Analysis of Texas Public Community College Districts

March 2018

03/18

Texas Higher Education Coordinating Board

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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:

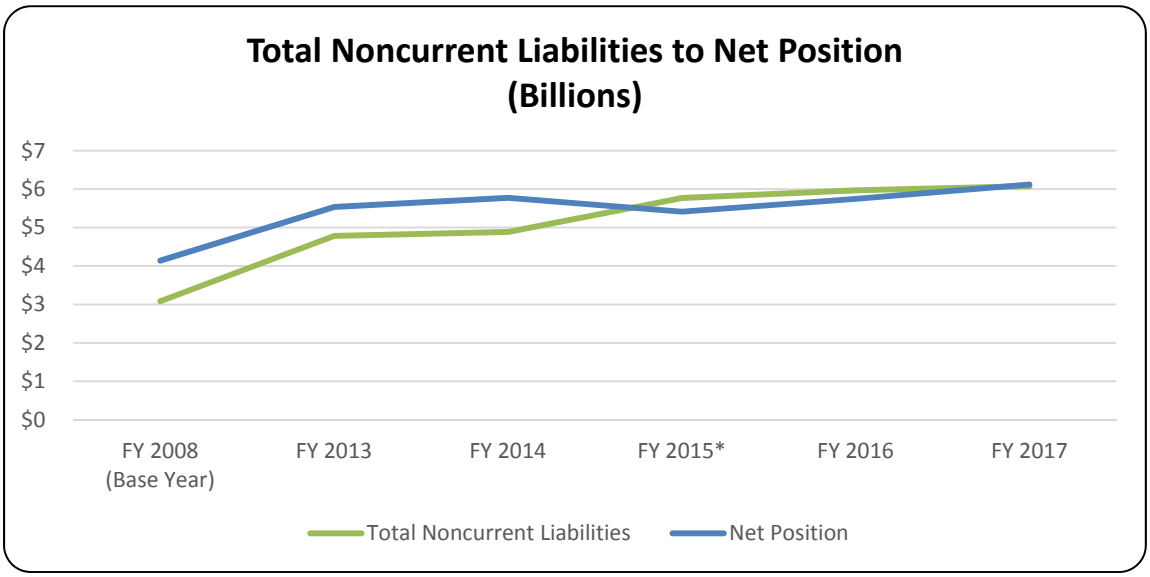
> "Each community college shall provide to the Texas Higher Education Coordinating Board financial data related to the operation of each community college using the specific content and format prescribed by the Coordinating Board. Each community college shall provide the report no later than January 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 Education[2]

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.

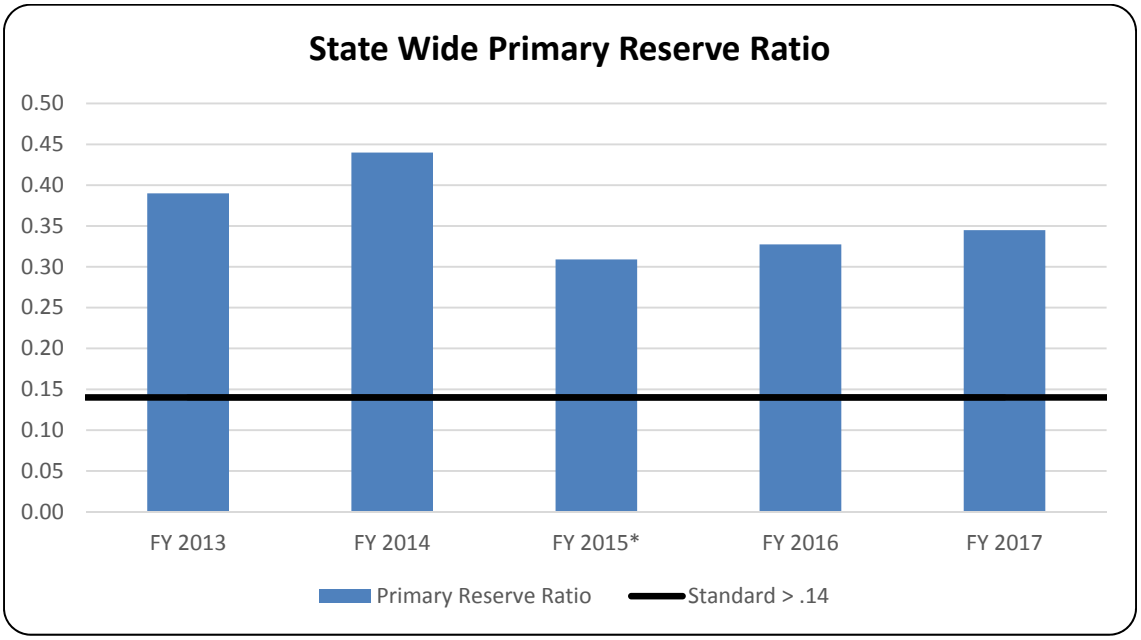
The CFI includes the following four core ratios: Primary Reserve, Viability, Return on Net Position, and Operating Margin.

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.



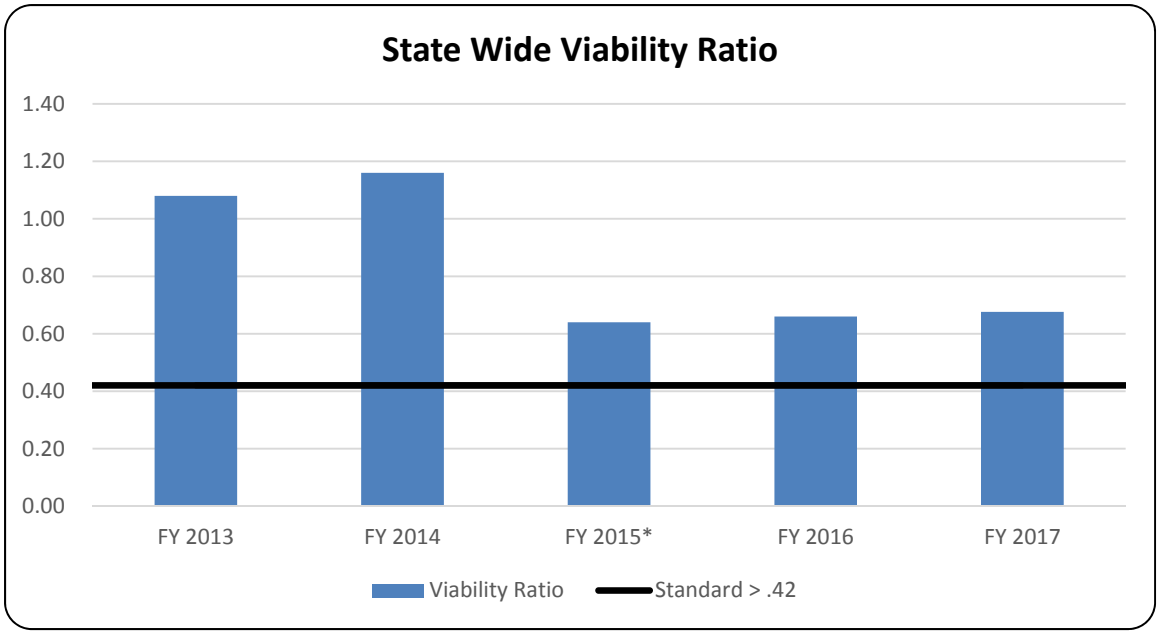
*Year of GASB 68 implementation.

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.



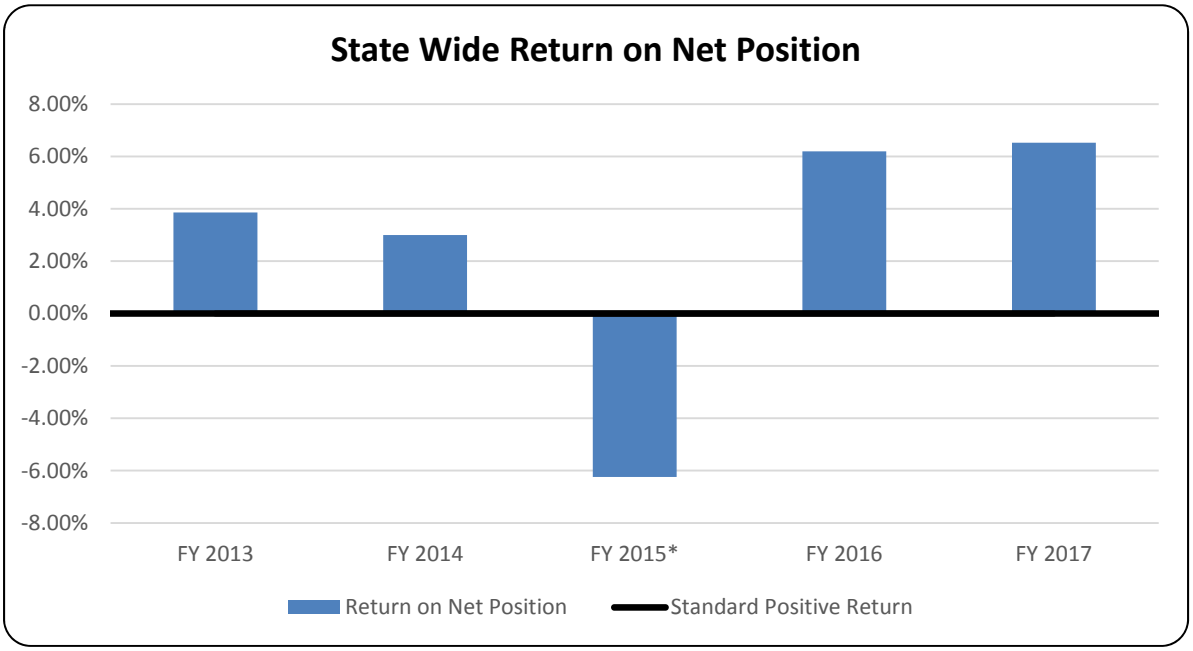
*Year of GASB 68 implementation.

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.

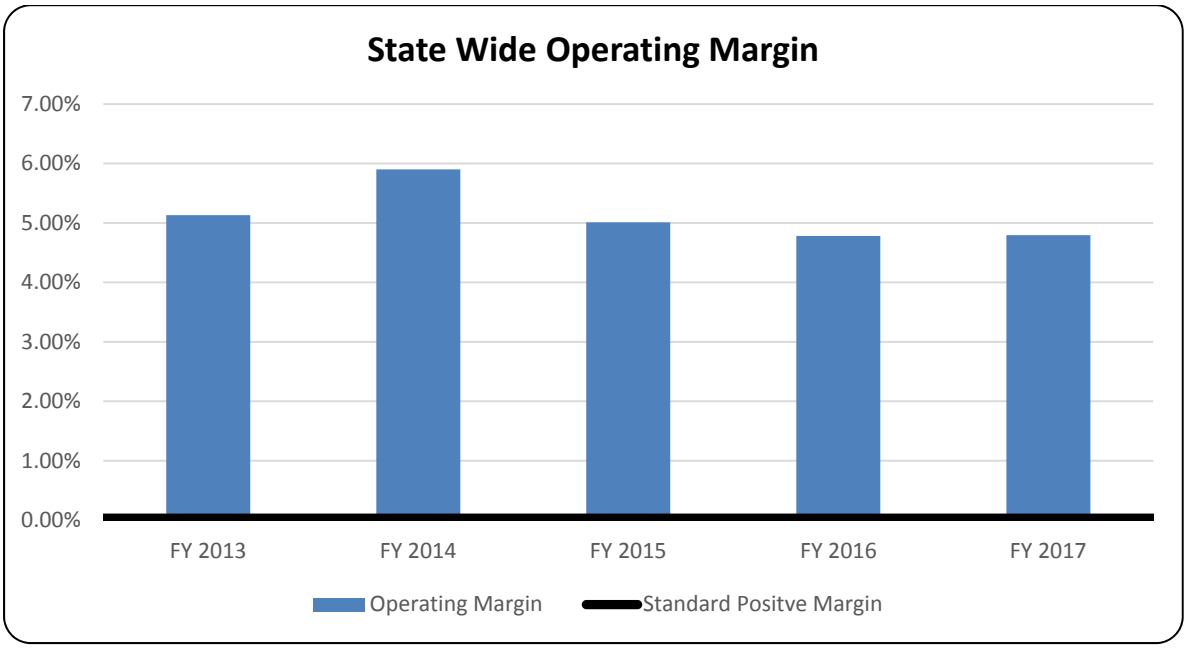
Financial Ratio	FY 2013	FY 2014	FY 2015*	FY 2016	FY 2017
Return on Net Position	3.86%	3.00%	-6.24%	6.19%	6.53%
Standard Positive Return	0.00%	0.00%	0.00%	0.00%	0.00%

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.

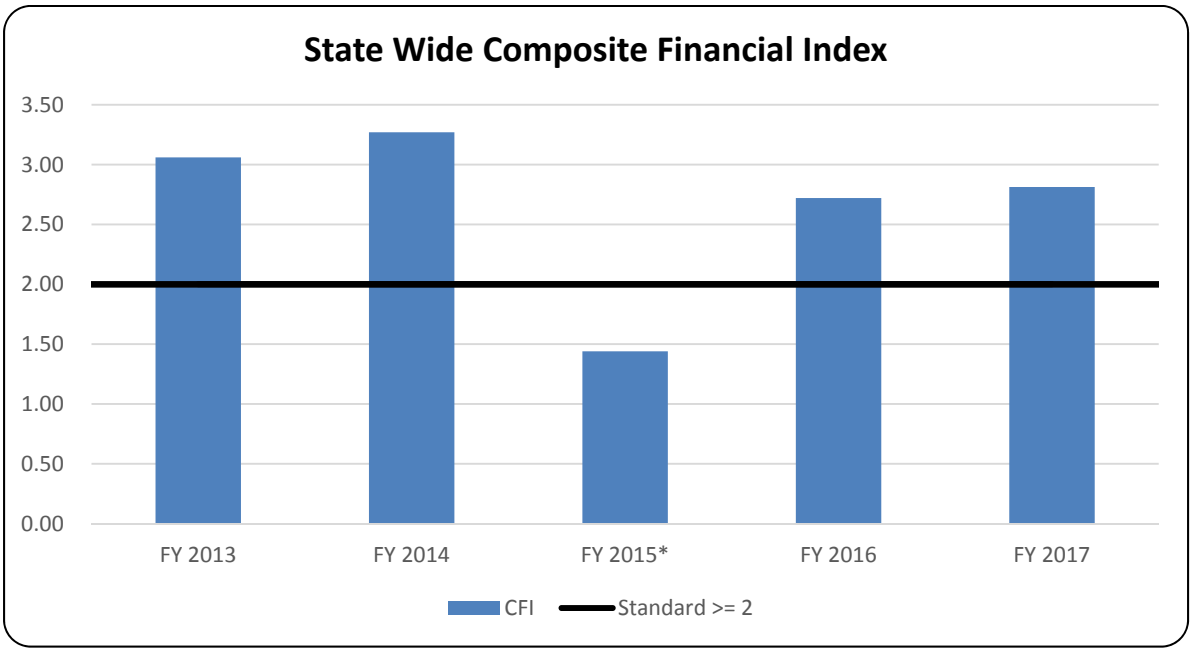
Calculation – The CFI is computed using a four-step methodology:

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. Totaling the resulting scores to obtain the Composite Financial Index

Core Ratio		*Value*		*Strength Factor*		*Weight*	*Score*
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
				Composite Financial Index		**=**	Total Score

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.



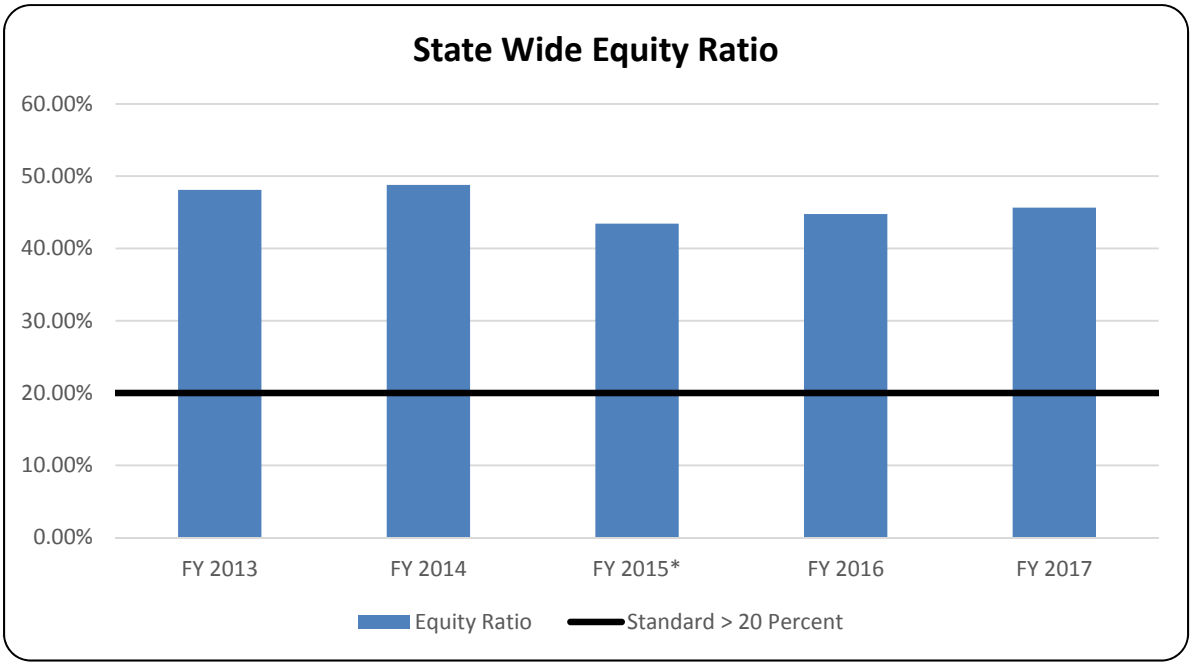
*Year of GASB 68 implementation.

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.



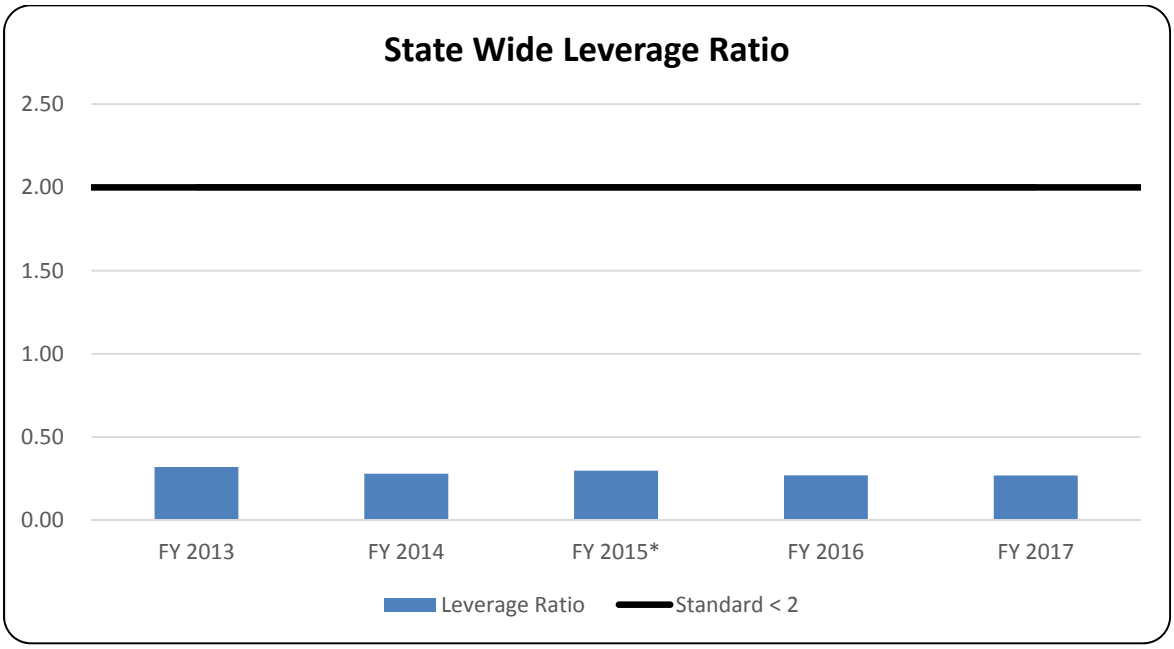
*Year of GASB 68 implementation.

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.

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 of Internal Auditor's Entity-Wide Risk Assessment

Mr. Khalil Abdullah, Internal Auditor, will be attending the Committee meeting to discuss the internal auditor's entity-wide risk assessment.

Purpose – IIA Standard 2010 – Planning – states "The Chief Audit Executive (CAE) must establish a risk based plan to determine the priorities of the internal audit activity, consistent with the organization's goals." Therefore, an Internal Auditor's Entity-wide Risk Assessment was prepared for the purposes of establishing the audit plan.

Justification – An entity-wide risk assessment was conducted by the Internal Auditor to evaluate each area based on current conditions, circumstances, and management concerns. Management feedback is essential to accurately assess the organization's risks. Input to the risk assessment was requested from the President, vice presidents, and other senior managers. Additionally, management was asked to provide feedback on any areas they felt could benefit from an audit. Based on management's input and the results of the risk assessment, a list of proposed audit projects for FY 2019 has been developed.

In addition, to the Internal Auditor's entity-wide risk assessment, College management is in the process of implementing an Enterprise Risk Management (ERM) plan. Each college department is developing a risk assessment with the goal of identifying, assessing, and controlling risks that may impact achieving the department's objectives. A comprehensive risk library will be developed using the information gathered from department's specific risk assessments.

ERM is the process of coordinated risk management that places an emphasis on cooperation among departments to manage the College's full range of risk as a whole. ERM provides a framework for risk management, which involves identifying particular events or circumstances relevant to the College's objectives (risks and opportunities), assessing them in terms of likelihood and magnitude of impact, determining a response strategy, and monitoring process.

Enclosed - The risk assessment heat map follows in the packet for the Committee's review and discussion.

Khalil Abdullah, Internal Auditor, will be present at the July 10, 2018 Finance, Audit, 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.

Office of Internal Audits

FY 2018 Entity-wide Risk Assessment Heat Map

Review and Recommend Action on Proposed Projects for Internal Auditor for FY 2018 - 2019

Approval of proposed projects for the Internal Auditor for FY 2018 - 2019 will be requested at the July 24, 2018 Board meeting.

Purpose – Staff is recommending projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2018 - 2019. The projects listed below are proposed as the assignments for the Internal Auditor.

- FY 2018 - 2019 (Scheduled)

1. Fraud Survey
2. Financial Aid – Third Party Programs (Carry forward)
3. Banner Computer System Security and Access (Carry forward)
4. Clery Act, Title IX, and Violence Against Women Act (VAWA) (Carry forward)
5. Accounts Payable Commercial Card Use (Carry forward – In process)
6. Fleet Fuel Card Use (Carry forward – In process)
7. Time Keeping System Compliance (Carry forward – In process)
8. Enrollment Audit (Traditional and Continuing Education) (Carry forward – In process)
9. Memorandum of Understanding (MOU's) for Early College High Schools and Dual Credit;
10. Blueprint Expectations for Early College High Schools;
11. Science Lab Safety and Storage Compliance
12. Human Resources Processes
13. Custodial Services Work Orders
14. Travel

Enclosed Documents - The list of Internal Audits conducted for FY 2003 - 2004 through FY 2018 - 2019 follows in the packet for the Committee's information and review.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, will be present at the July 10, 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 July 24, 2017 Board Meeting, the proposed projects for the Internal Auditor for FY 2018 - 2019 as presented.

SOUTH TEXAS COLLEGE

South Texas College
Internal Auditing Services for the Period of FY 2004 through FY 2019

	Audit Area	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
1	Fraud Survey		10/27/04	09/22/05	02/19/07	11/22/07	11/03/08	11/18/09	11/12/10	11/08/11	10/18/12	11/08/13	Complete	Complete	12/07/16	10/18/17	Proposed
2	Fraud Hotline Calls/Investigations											10/29/13					
3	Cash -Controls and safeguards -Bank Reconciliation -Check and deposit preparation					02/06/08											
4	Cash -Bank Reconciliation								06/15/11								
5	Surprise Cash Counts and Cash Handling Controls over Student Tuition and Fees Collection		06/30/05						10/20/10 06/16/11			Requested- Not Performed	Requested- Not Performed	Requested- Not Performed	11/04/16		
6	Food Services Department Cash Handling Procedures												Requested - Not Performed	Requested - Not Performed	11/04/16		
7	Student Receivables/ Third Party -Billing -Collections -Reconciliation							05/25/10									
8	Scholarship Funds -Valley Scholars -Pledges -Awards -Other Scholarships							05/25/10			08/22/13						
9	Grants- Title V				01/08/07												
10	Grants- Wired						05/19/09 06/19/09										
11	Grants - Federal Workstudy, Federal Pell Grant, Carl Perkins, and Workforce Investment Act	06/30/04		10/27/05			01/19/09										
12	Property Taxes -Rec. & Rollback Taxes								10/14/10			Requested- Not Performed	Requested- Not Performed				
13	Property Taxes - Internal Controls of Hidalgo and Starr County Tax Assessor-Collector's Offices													Requested - Not Performed	06/20/17		
14	Accounts Payable -Operations				07/24/07												
15	Accounts Payable -Purchasing & A/P -Commercial Card Use								06/30/11							Requested - In Progress	Proposed
16	Fuel Cards & Related Expenditures					08/15/08										Requested - In Progress	Proposed
17	Travel			06/27/06													Proposed
18	Mileage Reimbursement Procedures												Requested - Not Performed	Requested - Not Performed	02/17/17		
19	Purchasing		06/30/05					02/19/10									
20	Contracts -Solicitation/Renewal Process -Record keeping					06/25/08				06/28/12							
21	Construction Contracts	02/11/04							10/14/10								
22	2013 Bond Construction Program - Payment Applications															Closed	
23	2013 Bond Construction Program - Change Orders															Closed	
24	2013 Bond Construction Program - Broaddus & Associates Reconciliation of Budget and Actual Expenditures Reports at August 31, 2017															01/19/18	
25	2013 Bond Construction Program - Billings of Selected 2013 Bond Program Related Additional Services Consultants															Closed	
26	Financial Aid -Accounting -Awards -Reporting -Third Party Programs				03/01/07		01/19/09				05/07/13					Requested - Not Performed	Proposed

SOUTH TEXAS COLLEGE

South Texas College
Internal Auditing Services for the Period of FY 2004 through FY 2019

	Audit Area	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
27	Investments -Compliance -Collateral Documentation -Transfers for Debt Service -System for Monitoring Maturities			08/28/06				02/19/10									
28	Debt Service -Bond Payments -Continuing Disclosure Requirements -Arbitrage -Bond Restrictions			03/01/06					10/14/10								
29	Human Resources and Payroll -Compliance & Controls			01/31/06						10/21/11							
30	HR - Human Resources- Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)											Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	02/17/17		
31	HR - Human Resources Processes																Proposed
32	TimeClock Plus [Time Keeping System Compliance] -Departmental Timeforce Procedures											Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - In Progress	Proposed
33	TimeClock Plus [Time Keeping System Compliance] -Internal Control Procedures								5/5/2011 In Progress- Not completed								
34	Fixed Assets		09/28/04														
35	Fixed Assets -Capital Assets							02/19/10	07/01/11			Requested- Not Performed	Requested- Not Performed	Requested- Not Performed		11/08/17	
36	Continuing Professional and Workforce Education Department									01/05/12							
37	Facilities, Operation & Maintenance- Workorders and Purchase Orders										07/18/13						
38	Custodial Services- Work Orders, Purchase Orders and Inventory											Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed		Proposed
39	Enrollment Audit (Traditional and Continuing Education)															Requested - In Progress	Proposed
40	Student Activities & Wellness												Requested - Not Performed	Requested - Not Performed		12/01/17	
41	Memorandum of Understanding [MOU] -Early College High Schools -Dual Credit																Proposed
42	Blueprint Expectations for Early College High Schools																Proposed
43	Science Lab Safety and Storage Compliance																Proposed
44	Red Flag Rules									01/06/12							
45	IT Security and Procedures											09/05/13					
46	Banner Computer System Security and Access												Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Requested - Not Performed	Proposed
47	Instructional Technologies Inventory											Requested - Not Performed	11/06/14				
48	Copiers						10/17/08										
49	Cell Phones						10/01/08										
50	Clery Act, Title IX, and VAWA															Requested - Not Performed	Proposed
	Total Number of Audits Completed	**2**	**4**	**6**	**4**	**4**	**7**	**6**	**9**	**5**	**4**	**3**	**1**	**0**	**6**	**4**	

Other Activities

Annual Financial Report [CAFR]
Risk Assessment
Risk-Based Audit Plan
Internal Audit Annual Report

Review and Recommend Action on Internal Audit Charter

Approval of the Internal Audit Charter for the period of September 1, 2018 through August 31, 2019 will be requested at the July 24, 2018 Board meeting.

Purpose – An Internal Audit Charter is required by the Institute of Internal Auditors (IIA) *Standards*. Specifically IIA Attribute Standard 1000 states that "The purpose, authority, and responsibility of the internal audit activity must be formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards.* The chief audit executive must periodically review the Internal Audit Charter and present it to senior management and the board for approval."

Justification – Approval of the Internal Audit Charter aligns South Texas College's internal audit function with the IIA *Standards* as prescribed in Manual of Policy 5460.

Background – The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. The charter establishes the internal audit activity's position within the organization, including the nature of the internal auditor's functional reporting relationship with the board; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities. Final approval of the Internal Audit Charter resides with the board.

Enclosed Documents – The Internal Audit Charter follows in the packet for the Committee's review and discussion.

Dr. Shirley A. Reed, President, Mary Elizondo, Vice President for Finance and Administrative Services, and Khalil Abdullah, Internal Auditor, will be present at the July 10, 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 July 24, 2018 Board meeting, the Internal Audit Charter for the period of September 1, 2018 through August 31, 2019 as presented.

SOUTH TEXAS COLLEGE
INTERNAL AUDIT CHARTER
EFFECTIVE JULY 24, 2018

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of the College. It assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, governance, and internal controls.

AUTHORITY

The internal audit function, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of the College's property, records (manual or electronic), and personnel pertinent to carrying out authorized engagements. All employees are requested to assist the internal audit function in fulfilling its roles and responsibilities. The internal audit function will also have free and unrestricted access to executive management and the Board of Trustees' Finance, Audit, and Human Resources Committee.

INDEPENDENCE & OBJECTIVITY

The internal audit function will remain free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude. Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair the internal auditor's independence or objectivity. Internal auditors are not authorized to perform any operational duties, initiate or approve accounting transactions external to the internal audit function, or direct the activities of any employee not employed by the internal audit function, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the internal audit function. Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

SCOPE OF ACTIVIES

Assurance Services are objective examinations of evidence for the purpose of providing an independent assessment. The scope of work for assurance services is to determine whether the College's risk management, governance, and control processes as designed and represented by management, is adequate and functioning in a manner to help ensure:

- Risks are appropriately identified and managed;
- Significant financial, managerial, and operating information is accurate, reliable, and timely;

SCOPE OF ACTIVIES (Cont.)

- Employees' actions are in compliance with policies, standard, procedures, and applicable laws and regulations;
- Resources are acquired economically, used efficiently, and adequately protected;
- Established objectives and goals are met and whether operations or activities are being conducted as planned;
- Quality and continuous improvement are fostered in the institution's control process.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams. The objective of consulting services is to add value in the development or modification of organization processes, procedures, and controls to minimize risk and achieve department objectives.

ORGANIZATION

The Internal Auditor will report functionally to the President and the Board of Trustees' Finance, Audit, and Human Resources Committee and administratively (i.e. day to day operations) to the Vice President of Finance and Administrative Services. Examples of functional reporting involves:

- Approving the internal audit charter;
- Approving the risk based annual audit plan;
- Approving the internal audit budget and resource plan;
- Receiving communications from the Internal Auditor on the internal audit activity's performance relative to its plan and other matters; and
- Making appropriate inquiries of management and the Internal Auditor to determine whether there are inappropriate scope or resource limitations.

STANDARDS OF AUDIT PRACTICE

The Institute of Internal Auditors (IIA's) International Standards for the Professional Practice of Internal Auditing, the IIA's Code of Ethics, and Generally Accepted Government Auditing Standards (GAGAS) shall serve as guidelines for internal auditing activities. The International Standards for the Professional Practice of Internal Auditing are principles-focused, mandatory requirements consisting of Attribute and Performance Standards. Attribute Standards address the attributes of organizations and individuals performing internal auditing. The Performance Standards describe the nature of internal auditing and provide quality criteria against which the performance of these services can be measured.

RESPONSIBILITIES

The Internal Auditor has a responsibility to:

- Develop a flexible, annual work plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to

RESPONSIBILITIES (Cont.)

the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee for review and approval as well as periodic updates;

- Implement the annual work plan, as approved by the Finance, Audit, and Human Resources Committee;
- Issue periodic reports to the President and the Finance, Audit, and Human Resources Committee summarizing results of audit activities, annual work plans, sufficiency of office resources, and emerging trends and successful practices in internal auditing;
- Review systems to verify compliance with established policy, procedures, and applicable regulations;
- Review compliance with guidelines for ethical professional conduct.
- Maintain a follow-up process to monitor management actions on reported engagement observations and whether recommendations have been effectively implemented;
- Identify indicators of fraud and facilitate the investigation of suspected fraudulent activities within the organization;
- Act as liaison between the College and external auditors, including the review of their findings and the follow-up on necessary corrective action;
- Identify necessary training to improve the knowledge, skills, and competencies necessary for the internal auditors to have sufficient proficiency for auditing with the organization and maintaining professional certifications;
- Obtain competent advice and assistance necessary for the engagement when needed or decline the engagement;
- Ensure that an external review of the internal audit function in accordance with the Standards is conducted at least once every five years.
- Evaluate specific operations at the request of the Finance, Audit, and Human Resources Committee or the President, as appropriate.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

The internal audit function will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit function's conformance with the Definition of Internal Auditing and the IIA Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit function and identifies opportunities for improvement. The Internal Auditor will communicate to senior management and the Finance, Audit, and Human Resources Committee on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five (5) years.

The results of internal audit reviews as well as a report on Internal Audit's activities shall be presented to the President, and the Board of Trustees' Finance, Audit, and Human Resources Committee. A summary of the report shall be submitted to all other Board members. The report shall include:

1) Internal audit finding(s);
2) Internal audit recommendation(s);
3) Management response(s);
4) Date of implementation of audit recommendation(s).

The Internal Auditor verifies corrective action has been taken by management and reports on the corrective action to the Board of Trustees' Finance, Audit, and Human Resources Committee.

_____ _____

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

_____ _____

Maria G. Elizondo, MBA, CFE, CGMA, CPA Date
Vice President for Finance and Administrative Services

_____ _____

Dr. Shirley A. Reed, M.B.A., Ed.D Date
President

_____ _____

Roy de León Date
Chairman, Finance, Audit, and Human Resources Committee

_____ _____

Paul R. Rodriguez Date
Chairman, Board of Trustees

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 July 5, 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 thirteen (213) 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 sixty (260) positions filled as of July 05, 2018.

	FY2016 - 2017	FY2017 - 2018	Total
Positions Carried over	232	-	232
New positions	-	73	73
Total Vacancies as of 9/1/2017	-	-	*305*
Filled	213	47	260
Total Vacancies as of 6/28/2018 excluding resignations	**19**	**26**	**45**
% of Vacancies Filled	**-**	**-**	**86%**

2) Vacancies at Beginning of Fiscal Year 2017 - 2018
(EXHIBIT B - VACANT POSITIONS - NEW)
(EXHIBIT C - VACANT POSITIONS - CONTINUING)
(EXHIBIT D - VACANT POSITIONS – WITHIN LAST THREE MONTHS)

Below is a detail of the Fiscal Year 2017 – 2018 Non-Faculty Vacancies by Division as of July 05, 2018.

	Academic Affairs	Finance & Admin. Services	Information Services, Planning, Perform. & Strategic Initiatives	President's Office	Student Affairs & Enrollment Management	Total
Continued	20	39	38	15	14	**126**
Cont-Bond	7	16	7	0	1	**31**

	Academic Affairs	Finance & Admin. Services	Information Services, Planning, Perform. & Strategic Initiatives	President's Office	Student Affairs & Enrollment Management	Total
New	5	1	1	1	2	**10**
New- Bond	6	11	0	0	0	**17**
Total	**38**	**67**	**46**	**16**	**17**	**184**

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

- Sixty-four (64) vacancies due to resignations, terminations, or retirements have been submitted for Full Time, Regular positions as of July 05, 2018.

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

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

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of July 05, 2018

Hired

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 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
Lab Asst - HVACR	701300	CONT	Classified	Lab Assistant - HVACR	09-01-05	Filled	07-02-18
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
Biology	706204	NEW-BOND FY18	Classified	Faculty Secretary	NEW FY18	Filled	07-09-18
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

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of July 05, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
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
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	07-02-18
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 Non-Exempt	Fixed Assets and Receiving Technician	01-15-18	Filled	03-05-18
Custodial	720503	NEW-BOND FY18	Prof/Tech Support Exempt	Custodial Manager	NEW FY18	Filled	11-15-17
Custodial	707503	NEW-BOND FY18	Prof/Tech Support Exempt	Custodial Manager	NEW FY18	Filled	11-15-17

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of July 05, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Custodial	793502	CONT BOND FY17	Prof/Tech Support Non-Exempt	Custodial Supervisor	New for FY17	Filled	10-16-17
Custodial	706503	NEW-BOND FY18	Prof/Tech Support Non-Exempt	Custodial Supervisor	NEW FY18	Filled	12-04-17
Custodial	773502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	768502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	776502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	09-01-17
Custodial	774502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	09-11-17
Custodial	766502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	754502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	756502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	763502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-02-17
Custodial	760502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-09-17
Custodial	767502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-09-17
Custodial	759502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	10-16-17
Custodial	709502	CONT	Classified	Custodian	07-18-17	Filled	01-08-18
Custodial	705502	CONT	Classified	Custodian	07-18-17	Filled	11-01-17
Custodial	770502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	11-06-17
Custodial	700503	NEW-BOND FY18	Classified	Custodian	NEW FY18	Filled	11-06-17
Custodial	761502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	786502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	782502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	781502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	787502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	783502	CONT BOND FY17	Classified	Custodian	New for FY17	Filled	12-04-17
Custodial	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	07-02-18
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

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of July 05, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Custodial	765502	CONT BOND FY17	Classified	Lead Custodian	New for FY17	Filled	11-01-17
Custodial	779502	CONT BOND FY17	Classified	Lead Custodian	New for FY17	Filled	11-06-17
Custodial	753502	CONT	Classified	Lead Custodian	06-30-17	Filled	12-05-17
Custodial	701502	CONT	Classified	Lead Custodian	07-18-17	Filled	01-03-18
Custodial	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

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of July 05, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
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
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	07-02-18
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

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of July 05, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
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
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. &Pl.	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 Acquisition	722101	CONT	Administrative	Librarian III - Collection Management and Acquisitions	01-17-17	Filled	12-11-17
Library Acquisition	700009	CONT	Classified	Library Technical Services Technician	07-06-17	Filled	10-09-17

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of July 05, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
Library Acquisition	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
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
Dua2Degree	700134	CONT	Prof/Tech Support Non-Exempt	Dual2Degree Specialist	11-30-17	Filled	03-19-18
External Affairs	702144	NEW FY18	Classified	Administrative Assistant	NEW FY18	Filled	12-04-17

Positions Filled - EXHIBIT A

South Texas College

Positions Filled in FY 2017 - 2018

As of July 05, 2018

Hired

Division	Position	Type	Category	Title	Date Position Vacated	Position Status	Hire Date
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

South Texas College

NEW Vacant Full-Time Regular Positions Approved for FY 2017 - 2018 **New Positions**

As of July 05, 2018

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 5)	Position Status	Proposed Hire Date
Academic Advancement							
High School Programs & Services	706285	NEW FY18	Classified	Administrative Assistant	4	Screening in Progress	07-15-18
Division of Math, Science and Bachelor Programs							
BAT/BAS	702293	NEW FY18	Prof/Tech Support Exempt	Academic Coach	4	Screening in Progress	07-15-18
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	07-15-18
Nursing & Allied Health	716557	NEW-BOND FY18	Classified	Faculty Secretary	4	Screening in Progress	07-15-18
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	07-15-18
Finance and Administrative Services							
Business Office	760184	NEW FY18	Prof/Tech Support Exempt	Budget Manager	4	Screening in Progress	07-15-18
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	07-15-18
Custodial	700503	NEW-BOND FY18	Classified	Custodian	5	Recommendation in Progress	07-15-18
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	08-15-18
Facility Operations and Maintenance	728501	NEW-BOND FY18	Prof/Tech Support Exempt	Events Manager	5	Recommendation in Progress	07-15-18
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	3	Advertised	08-15-18
Office of Human Resources	733240	NEW-BOND FY18	Prof/Tech Support Exempt	Training and Development Manager	2	Requisition in Progress	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	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 - New - Exhibit B

South Texas College

NEW Vacant Full-Time Regular Positions Approved for FY 2017 - 2018 **New Positions**

As of July 05, 2018

Division	Position	Type	Category	Title	Hiring Process Status (Steps 1 - 5)	Position Status	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	Pending Requisition	08-15-18
Student Affairs and Enrollment Management							
Student Affairs & Enrollment Management	725612	NEW FY18	Prof/Tech Support Exempt	Project Manager - SAEM	4	Screening in Progress	07-15-18
Student Rights and Responsibilities	708191	NEW FY18	Classified	Administrative Assistant	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

South Texas College

Vacant - Continuing Full-Time Regular Positions

As of July 05 2018

Vacant Positions - Continuing

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
Academic Advancement	708286	CONT	Administrative	Dean of School District Programs and Partnerships	New FY17	2	Requisition in Progress	08-15-18
Professional & Organizational Dev	702352	CONT	Administrative	Assoc 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	07-15-18
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	07-15-18
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
Division of Business, Public Safety and Technology								
Health Information	700555	CONT	Classified	Faculty Secretary	11-17-17	1	Pending Requisition	08-15-18
Welding	707415	CONT	Classified	Lab Assistant - Welding	New for FY16	4	Screening in Progress	07-15-18
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	07-15-18
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
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	07-15-18
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	07-15-18
Division of Nursing and Allied Health	707557	CONT BOND FY17	Classified	Lab Asst - NAH	New BOND FY17	4	Screening in Progress	07-15-18
Division of Nursing and Allied Health	709557	CONT BOND FY17	Classified	Lab Asst - NAH	New BOND FY17	4	Screening in Progress	07-15-18
Division of Nursing and Allied Health	700164	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	01-31-16	4	Screening in Progress	07-15-18
Division of Nursing and Allied Health	700012	CONT	Classified	Faculty Secretary	02-01-18	4	Screening in Progress	07-15-18
Pharmacy Technology	715272	CONT	Classified	Faculty Secretary	10-02-17	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	07-15-18
Business Office	751184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	01-23-18	4	Screening in Progress	07-15-18
Business Office	733184	CONT	Prof/Tech Support Exempt	Accounting Group Manager	10-27-17	4	Screening in Progress	07-15-18
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	07-15-18

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

South Texas College

Vacant - Continuing Full-Time Regular Positions

As of July 05 2018

Vacant Positions - Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Cashiers Office	715184	CONT	Classified	Cashier	10-02-17	5	Recommendation in Progress	07-15-18
Cashiers Office	700050	CONT	Classified	Cashier	01-08-18	4	Screening in Progress	07-15-18
Cashiers Office	711184	CONT	Classified	Cashier	04-02-18	4	Screening in Progress	07-15-18
Central Receiving	707584	CONT	Classified	Fixed Assets and Receiving Technician	12-04-17	4	Screening in Progress	07-15-18
Central Receiving	712584	CONT BOND FY17	Classified	Fixed Assets and Receiving Technician	03-01-18	4	Screening in Progress	07-15-18
Custodial	775502	CONT BOND FY17	Classified	Custodian	New BOND FY17	4	Screening in Progress	07-15-18
Custodial	784502	CONT BOND FY17	Classified	Custodian	New BOND FY17	5	Recommendation in Progress	07-15-18
Custodial	755502	CONT BOND FY17	Classified	Custodian	New BOND FY17	4	Screening in Progress	07-15-18
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	07-15-18
Custodial	707502	CONT	Classifed	Custodian	04-16-18	3a	Re-Advertised	08-01-18
Custodial	708502	CONT	Classifed	Custodian	04-27-18	3a	Re-Advertised	08-01-18
Custodial	792502	CONT BOND FY17	Classified	Floor Technician	New BOND FY17	5	Recommendation in Progress	07-15-18
Custodial	789502	CONT BOND FY17	Classified	Floor Technician	New BOND FY17	4	Screening in Progress	07-15-18
Fac Planning & Construction	700501	CONT	Prof/Tech Support Non-Exempt	Coordinator of Facilities, Planning, and Construction Accounts	01-08-18	5	Recommendation in Progress	07-15-18
Fac Planning & Construction	707501	CONT	Prof/Tech Support Exempt	Senior Facilities Plan & Const Project Manager	05-31-16	4	Screening in Progress	07-15-18
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	07-15-18
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 Svs	New BOND FY17	2	Requisition in Progress	08-15-18
Facility Maintenance	732499	CONT BOND FY17	Classified	Carpenter	New BOND FY17	4	Screening in Progress	07-15-18
Facility Maintenance	700515	CONT	Classified	Maintenance Technician	3/8/2018	4	Screening in Progress	07-15-18
Facility Maintenance	710501	CONT	Prof/Tech Support Exempt	Operations Energy Manager	03-31-16	4	Screening in Progress	07-15-18
Facility Maintenance	731499	CONT BOND FY17	Classified	Painter	New BOND FY17	4	Screening in Progress	07-15-18
Facility Maintenance	730499	CONT BOND FY17	Classified	Painter	New BOND FY17	5	Recommendation in Progress	07-15-18
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	07-15-18
Human Resources	703240	CONT	Administrative	Employee Relations Officer	09-11-17	4	Screening in Progress	07-15-18
Human Resources	724240	CONT	Prof/Tech Support Non-Exempt	Human Resources Specialist - Employee Relations	New for FY16	4	Screening in Progress	07-15-18
Human Resources	719240	CONT BOND FY17	Prof/Tech Support Non-Exempt	Human Resources Staffing Specialist	New BOND FY17	5	Recommendation in Progress	07-15-18
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	07-15-18
Purchasing	728580	CONT	Prof/Tech Support Exempt	Specifications Writer	New for FY16	4	Screening in Progress	07-15-18
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	07-15-18
Safety and Security	780514	CONT BOND FY17	Classified Non-Exempt	Security Guard	03-18-18	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

South Texas College

Vacant - Continuing Full-Time Regular Positions

Vacant Positions - Continuing

As of July 05 2018

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Safety and Security	748514	CONT	Classified Non-Exempt	Security Guard	03-24-18	4	Screening in Progress	07-15-18
Information Services, Planning and Strategic Initiatives								
Applications Development-Instruction	709393	CONT	Prof/Tech Support Exempt	Applications Analyst III	11-09-17	5	Recommendation in Progress	07-15-18
Applications Development-Instruction	710395	CONT	Prof/Tech Support Non-Exempt	Applications Specialist	03-09-18	4	Screening in Progress	07-15-18
Applications Development-Instruction	700062	CONT	Prof/Tech Support Exempt	Business Analyst	11-01-17	5	Recommendation in Progress	07-15-18
Applications Development-Instruction	705393	CONT	Prof/Tech Support Non-Exempt	Reporting Analyst I	FY18 Position Chng	4	Screening in Progress	07-15-18
Applications Development-Instruction	701392	CONT	Prof/Tech Support Exempt	Project Management Analyst	04-02-18	4	Screening in Progress	07-15-18
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
Educational Technologies	709102	CONT	Classified	Educational Technologies Assistant I	08-22-17	4	Screening in Progress	07-15-18
Educational Technologies	711271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	07-15-18
Educational Technologies	714271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	07-15-18
Educational Technologies	716271	CONT BOND FY17	Classified	Educational Technologies Assistant I	New BOND FY17	4	Screening in Progress	07-15-18
Educational Technologies	703100	CONT	Classified	Educational Technologies Assistant I	11-01-17	4	Screening in Progress	07-15-18
Educational Technologies	710102	CONT	Classified	Educational Technologies Assistant I	11-06-17	4	Screening in Progress	07-15-18
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	07-15-18
Infrastructure	713393	CONT	Prof/Tech Support Non-Exempt	Systems Analyst I	07-14-17	4	Screening in Progress	07-15-18
Infrastructure	701375	CONT	Prof/Tech Support Non-Exempt	Systems Analyst I	07-14-17	4	Screening in Progress	07-15-18
Institutional Effectiveness and Assessment	702171	CONT	Classified	Administrative Assistant	03-05-18	4	Screening in Progress	07-15-18
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	07-15-18
Library Public Services	741101	CONT	Prof/Tech Support Exempt	Librarian I - Public Services	10-01-17	4	Screening in Progress	07-15-18
Library Public Services	736101	CONT	Prof/Tech Support Exempt	Librarian III-Outreach and Instruction	03-02-18	4	Screening in Progress	07-15-18
Library Services	719101	CONT	Prof/Tech Support Non-Exempt	Senior Administrative Assistant	07-06-17	5	Recommendation in Progress	07-15-18
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	07-15-18
Technology Support	713392	CONT	Prof/Tech Support Non-Exempt	Computer Services Analyst I	06-06-16	4	Screening in Progress	07-15-18
Technology Support	719392	CONT BOND FY17	Prof/Tech Support 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	12-01-17	4	Screening in Progress	07-15-18
Technology Support	710392	CONT	Prof/Tech Support Exempt	Service Transition Manager	12-11-17	4	Screening in Progress	07-15-18
Telecom	702390	CONT BOND FY17	Prof/Tech Support Exempt	Systems Analyst III	New BOND FY17	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

South Texas College

Vacant - Continuing Full-Time Regular Positions

As of July 05 2018

Vacant Positions - Continuing

Division	Position	Type	Category	Title	Date Position Vacated	Hiring Process Status	Position Status	Proposed Hire Date
Office of the President								
CPWE - State	705587	CONT	Classified	Compliance Assistant	01-12-18	1	Pending Requisition	08-15-18
CPWE - State	714590	CONT	Classified	Customer Service Technician	06-30-12	4	Screening in Progress	07-15-18
CPWE - State	707587	CONT	Classified	Customer Service Technician	09-01-09	3	Advertised	08-01-18
CPWE - State	708587	CONT	Classified	Customer Service Technician	11-09-12	4	Screening in Progress	07-15-18
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	07-15-18
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	07-15-18
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	700165	CONT	Classified	Records Technician	02-28-18	4	Screening in Progress	07-15-18
Admissions and Records	708612	CONT	Prof/Tech Support Non-Exempt	Records and Registration Specialist	10-09-17	5	Recommendation in Progress	07-15-18
Admissions and Records	700167	CONT	Classified	Records Technician	01-03-18	4	Screening in Progress	07-15-18
Admissions and Records	715612	CONT	Prof/Tech Support Non-Exempt	Transcript/Graduation Analyst	12-15-17	5	Recommendation in Progress	07-15-18
Advising	706332	CONT	Prof/Tech Support Non-Exempt	Advisor	04-23-18	4	Screening in Progress	07-15-18
Career and Employer Services	711332	CONT	Prof/Tech Support Exempt	Coordinator of Employer Services	02-23-18	4	Screening in Progress	07-15-18
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	07-15-18
Counseling and Disability Services	704336	CONT BOND FY17	Prof/Tech Support Exempt	Counselor	FY19 Position Chng	5	Recommendation in Progress	07-15-18
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	07-15-18
Student Financial Services	700068	CONT	Prof/Tech Support Non-Exempt	Financial Specialist	03-31-18	4	Screening in Progress	07-15-18

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 within last 3 months - EXHIBIT D

South Texas College

VACANT WITHIN LAST 3 MONTHS

As of July 05, 2018

Vacant Positions within last 3 Months

Division	Position	Type	Category	Title	Date Position Vacated
Academic Affairs					
High School Programs and Services	703286	CONT	Administrative	Director of Early College High Schools	06-04-18
Starr County Campus	703267	CONT	Classified	Faculty Secretary	06-30-18
Starr County Campus	702267	CONT	Classified	Faculty Secretary	06-15-18
MV-Child Care and Development	703137	CONT	Prof/Tech Support Non-Exempt	Early Childhood Educator II	07-09-18
Biology	705204	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	05-15-18
Radiologic Technology	703557	CONT	Classified	Faculty Secretary	05-14-18
Biology	701406	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Biology	05-15-18
Physics	701202	CONT	Prof/Tech Support Non-Exempt	Lab Specialist II - Physics	04-12-18
Finance and Administrative Services					
Business Office	702184	CONT	Prof/Tech Support Non-Exempt	Accounting Specialist	06-11-18
Custodial	704502	CONT	Classifed	Custodian	06-01-18
Custodial	732502	CONT	Classifed	Custodian	06-01-18
Custodial	788502	CONT	Classified	Floor Technician	05-15-18
Custodial	779502	CONT	Classified	Lead Custodian	06-15-18
Department of Public Safety	708499	CONT	Classified	Administrative Assistant	06-11-18
Fac Planning & Construction	719501	CONT	Classified	Space Management Technician	05-08-18
Facility Maintenance	722499	CONT	Classified	Maintenance Technician	06-28-18
Human Resources	706240	CONT	Classified	Administrative Assistant	05-01-18
Human Resources	701240	CONT	Classified	Human Resources Assistant	06-22-18
Safety and Security	742514	CONT	Classified Non-Exempt	Security Guard	05-11-18
Safety and Security	706514	CONT	Prof/Tech Support Non-Exempt	Security Supervisor	05-09-18
Information Services, Planning and Strategic Initiatives					
Applications Development-Instruction	703395	CONT	Prof/Tech Support Exempt	Applications Analyst I	05-01-18
Client Services	701394	CONT	Prof/Tech Support Non-Exempt	Client Services Specialist	06-01-18
Educational Technologies	703271	CONT	Classified	Educational Technologies Assistant II	06-01-18
Educational Technologies	705271	CONT	Classified	Educational Technologies Assistant II	06-01-18
Educational Technologies	710271	CONT	Classified	Educational Technologies Assistant II	06-01-18
Institutional Research and Effectiveness	703320	CONT	Administrative	Dean of Institutional Research, Effectiveness and Strategic Planning	06-01-18
IT PM, Risk & Security	719395	CONT	Prof/Tech Support Exempt	Information Security Analyst	06-29-18

Vacant Positions within last 3 months - EXHIBIT D

South Texas College

VACANT WITHIN LAST 3 MONTHS

As of July 05, 2018

Vacant Positions within last 3 Months

Division	Position	Type	Category	Title	Date Position Vacated
Library Public Services	700060	CONT	Administrative	Associate Dean of Library Services	05-01-18
Library Public Services	728101	CONT	Prof/Tech Support Exempt	Librarian II - Campus Librarian	07-06-18
Student Affairs and Enrollment Management					
Admissions and Records	722612	CONT	Prof/Tech Support Non-Exempt	Admissions Specialist	06-11-18
Advising	700136	CONT	Prof/Tech Support Non-Exempt	Advisor	05-31-18
Dua2Degree	723610	CONT	Prof/Tech Support Exempt	Coordinator of Dual2Degree High Schools	05-31-18