



**SOUTH TEXAS  
COLLEGE**

# **Board of Trustees**

## **Special Board Meeting**

**Tuesday, December 04, 2018  
6:30 p.m.**

**Pecan Campus  
Ann Richards Administration Building  
Board Room  
McAllen, Texas**

**Online Board Packet**

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES SPECIAL MEETING  
Tuesday, December 4, 2018 @ 6:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**AGENDA**

“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. At this meeting, the Board of Trustees may deliberate on and take any action deemed appropriate by the Board of Trustees on the following subjects:”

**I. Call Meeting to Order**

**II. Determination of Quorum**

**III. Consideration and Action on Committee Items**

**A. Finance, Audit, and Human Resources Committee**

1. Review and Action as Necessary on Award of Proposals, Rejection of a Proposal, Purchases, Renewals, and Interlocal Agreements ..... 4 - 23

A. Awards and Rejection

- 1) Active Learning Classrooms Audiovisual Upgrades (Award)
- 2) Catering Services (Award)
- 3) Promotional Items for Student Outreach (Award)
- 4) Promotional T-Shirts for Student Outreach (Award)
- 5) Reprographic Services (Award)
- 6) Business Skills Training Services (Reject)

B. Instructional Items

- 7) Automotive Equipment (Purchase)
- 8) Diagnostic Medical Ultrasound Systems (Purchase)
- 9) Instructional Microscopes (Purchase)
- 10) Nursing Lab Equipment and Supplies (Purchase)
- 11) Science Models, Equipment, and Supplies (Purchase)
- 12) 3-D Printers and Laser Cutter System (Purchase)
- 13) Training Phantoms (Purchase)
- 14) Ultrasound Training Models (Purchase)

C. Non – Instructional Items

- 15) Fire Suppression Systems and Alarm Monitoring (Renewal)
- 16) Graduation Caps and Gowns (Renewal)
- 17) Signs, Banners, and Related Products (Renewal)
- 18) Vehicle Fuel Program (Renewal)

D. Interlocal Agreements

- 19) Facility Usage Interlocal Agreements (Lease/Rental)

2. Review and Action as Necessary on Recording the Disposal of the Nursing and Allied Health Chillers Assets ..... 24 - 25
3. Review and Action as Necessary on Annual Investment Report for FY 2017 – 2018..... 26 - 29
4. Review and Action as Necessary on Options for Contracting for Electric Power Services..... 30 - 32
5. Review and Action as Necessary on Appraisal District Allocated Cost Payments for Hidalgo and Starr Counties..... 33 - 37

**B. Facilities Committee**

1. Discussion and Action as Necessary on Trademark Infringement Claim by Center for Public Safety Excellence..... 38

**IV. Consideration and Approval of Checks and Financial Reports**

The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER..... 39 - 41

**V. Announcements ..... 42**

**A. Next Meetings:**

- Thursday, December 13, 2018
  - 5:30 p.m. – Regular Board Meeting
  
- Tuesday, January 15, 2019
  - 3:30 p.m. – Education and Workforce Development Committee Meeting
  - 4:30 p.m. – Facilities Committee Meeting
  - 5:30 p.m. – Finance, Audit, and Human Resources Committee Meeting
  
- Tuesday, January 29, 2019
  - 5:30 p.m. – Regular Board Meeting

**B. Other Announcements:**

- South Texas College will be closed Monday, December 17, 2018 – Tuesday, January 1, 2019 in observance of Winter Break.

## **Review and Action as Necessary on Award of Proposals, Rejection of a Proposal, Purchases, Renewals, and Interlocal Agreements**

Approval of the following award of proposals, reject of proposal, purchases, renewals, and Interlocal agreements is requested as follows:

- A. Awards and Rejection**
- B. Instructional Items**
- C. Non – Instructional Items**
- D. Interlocal Agreement**

### **A. Awards and Rejection**

#### **1) Active Learning Classrooms Audiovisual Upgrade (Award)**

Award the proposal for the active learning classrooms audiovisual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$65,133.50.

Purpose – The Title V Hispanic Serving Institute (HSI) Grant and Education Technologies are requesting to purchase of audiovisual equipment to upgrade two (2) active learning classrooms. One of the classrooms is located at the Pecan campus and the other one at the Nursing and Allied Health campus.

Justification and Benefit – In Spring 2017, students who received instruction in an Active Learning Classroom (ALC) had an 11% increase in success above student receiving the same course in a traditional classroom. 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. At the Pecan campus, a traditional classroom will be upgraded to a Tier-2 ALC. The Tier-1 active learning classroom at the Nursing and Allied Health campus will be upgraded to a Tier-2 ALC. These classrooms can also be utilized as a training room allowing for better facility flexibility and efficiency of use. A Tier-2 classroom includes a wall mounted display and tower for each group as well as ClickShare interface to allow students and instructors to share information via displays.

Background – Proposal documents were advertised on October 10, 2018 and October 17, 2018 and issued to eight (8) vendors. Two (2) responses were received on October 25, 2018 and reviewed by Academic Affairs and the Purchasing Department.

Funds for this expenditure are budgeted in the Title V HSI grant budget for FY 2018 – 2019.

#### **2) Catering Services (Award)**

Award the proposal for catering services for the period beginning November 28, 2018 through November 27, 2019 with two one-year options to renew, at an estimated amount of \$85,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>Atencion Selecta, LLC./ dba Teresita's at Los Lagos</b> (Edinburg, TX)	<b>Bar-B-Cutie Smokehouse</b> (Pharr, TX)
<b>Chick-Fil-A 27<sup>th</sup> &amp; Nolana</b> (McAllen, TX)	<b>Coastal Deli, Inc./ dba Jason's Deli</b> (Corpus Christi, TX)
<b>Cowboy Chicken</b> (McAllen, TX)	<b>El Reno Investments, LLC./ dba Subway and / dba Pizza Patron</b> (Mission, TX)
<b>Hospitable Chicken, LLC./ dba Chick-Fil-A Weslaco</b> (Weslaco, TX)	<b>Muy Pizzas Tejas, LLC./ dba Pizza Hut</b> (San Antonio, TX)
<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)	<b>Riverwinds, Inc./ dba Subway</b> (Rio Grande City, TX)
<b>Subs World, Inc./ dba Subway</b> (McAllen, TX)	

Purpose – Various college departments and programs are requesting to purchase food and drinks for meetings and events attended by employees and the community.

Justification and Benefit – The catering services are necessary throughout the district for student activities events, professional development events, South Texas College sponsored events, and division meetings.

Background – Proposal documents were advertised on October 1, 2018 and October 8, 2018 and issued to thirty-nine (39) vendors. Eleven (11) responses were received on October 16, 2018 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the various auxiliary budgets for FY 2018 - 2019.

**3) Promotional Items for Student Outreach (Award)**

Award the proposal for promotional items for student outreach for the period beginning November 27, 2018 through August 31, 2019 with two one-year options to renew, at an estimated cost of \$75,000.00 with the following top rated vendors:

- ⇒ **Authentic Promotion.com** (Carmichael, CA)
- ⇒ **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
- ⇒ **Promo Universal, LLC.** (Corpus Christi, TX)

Purpose – Public Relations and Marketing and College Connections (formerly Student Outreach) are requesting the purchase of promotional items for community awareness and various student events.

Justification and Benefit – The requesting departments have provided the South Texas College events below:

- The Public Relations and Marketing Office provides promotional items for the College's community outreach efforts in the amount of \$40,000.00. Items are ordered as needed throughout the fiscal year for the following reasons:
  - ⇒ Increase awareness of South Texas College at different community events
  - ⇒ Re-branding of new South Texas College Logo
  - ⇒ Promote career/health fairs, festivals, financial aid fairs and campus community events
  - ⇒ Promote numerous community events that benefit the College and college partners
  - ⇒ Promote special recruitment events such as Ladies Night at the Technology Campus, Lunch and Learn program, and registration round-ups
  - ⇒ Promote Valley Scholars and new student orientation/graduation
  - ⇒ Create awareness through Jerry the Jaguar appearances at parades and other community events, school events, college activities, etc.
  - ⇒ Promote student recruitment for the certificate, associate degree and bachelor of applied technology programs
  - ⇒ Recognition for speakers and special visitors to the College
  - ⇒ Promote "Junior Jaguar" program to elementary age children to instill a College-going culture
  - ⇒ Promote Groundbreaking events throughout the College
  - ⇒ Promote Science, Technology, Engineering, and Mathematics (STEM) programs to community
  
- The College Connections (formerly Student Outreach) purchases promotional items in the amount of \$35,000.00 for the following reasons:
  - ⇒ New Student Recruitment – College Connections recruits students from the two county district that is comprised of over 77 high school sites with over 55,000 students in grades 9-12. Recruitment initiatives connect students to the college and prepare them for enrollment and transition. In 2018, the College Connections' staff conducted approximately 400 high school visits and college bound events and welcomed over 4,100 prospective students to one of our 5 campuses. Promotional items are distributed at recruitment events, including college fairs, community events, presentations, financial aid drives, application drives, etc. Promotional items remain competitive with other college and university recruitment efforts and promotion.
  - ⇒ Campus Tours – College Connections connects students and their families to South Texas College campus tours. The Campus Tour has been redesigned as the South Texas College Experience to share the South Texas College story with prospective students and their families. Campus Tours introduce students to South Texas College and let them see and connect with the campus. Campus Tours include K-12 grades and community organizations. Over 7,100 students toured a South Texas College Campus in 2018.
  - ⇒ Family Awareness – College Connections creates awareness for parents and families at parent nights and parent meetings at schools.

- ⇒ Community Awareness – College Connections hosts “Coffee Talks” with parents and the community at local community centers to begin the college conversation. The information sessions increase communication in the community and increase access for parents and community members that may not be able to attend a session at the local high school or college campus. Support is provided to parents and students to complete the Apply Texas application and the Free Application for Federal Student Aid (FAFSA).
- ⇒ Division Initiatives – College Connections supports the Division of Student Affairs Enrollment Management (SAEM) initiatives to promote application drives, registration events, and FAFSA completion at campus events for prospective, current, new, returning and transfer students. Promotional items are provided as part of enrollment strategies and planning.
- ⇒ Student Ambassador Program – College Connections has launched the Student Ambassador Program to serve as a peer-to-peer mentor program and supplement recruitment efforts in the community. Student Ambassadors meet with current college students to promote registration, financial aid, and overall student success. In addition, Ambassadors support recruiter efforts in partner schools and community events.
- ⇒ Recognition – College Connections hosts annual Counselors’ Update to provide information on policy changes or college updates to our school partners. Community partners, high school counselors and administrators are invited and connected to the college.
- ⇒ Graduation – College Connections provides promotional items to give away at graduation ceremonies.
- ⇒ Elementary Schools – College Connections visits elementary schools in the two county district to promote higher education. Promotional items are given to students, parents and families. The College Connections attends school district and community Back to School rallies to meet with students and build excitement for the start of a new school year. The College Connections believes “College begins in Kindergarten” and encourages the college knowledge conversation.
- ⇒ College Connections creates a college-going culture through college bound activities for elementary school students participating in the College Bound Adopted Elementary Initiative. The College Connections hosts the Junior Jaguar Leadership Conference for 5th grade students from the adopted elementary schools are commissioned as ambassadors for South Texas College and higher education after attending a day workshop on leadership, financial literacy and college knowledge. Students share what they learned with their peers, family and school. Students are provided with a “recruitment tool kit” to help them share the importance of higher education. Promotional items connect students to the institution and increase awareness of higher education and completion. The college has adopted the following nine (9) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; North Grammar Elementary, Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary,

Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD. A 10th school is planned for 2018 - 2019.

Background – Proposal documents were advertised on October 1, 2018 and October 8, 2018 and issued to twenty-eight (28) vendors. Twelve (12) responses were received on October 16, 2018 and reviewed by Public Relations and Marketing, College Connections, and the Purchasing Department.

Funds for this expenditure are budgeted in the College Connections and Public Relations and Marketing budgets for FY 2018 - 2019.

#### **4) Promotional T-Shirts for Student Outreach (Award)**

Award the proposal for promotional t-shirts for student outreach for the period beginning November 27, 2018 through August 31, 2019 with two one-year options to renew at an estimated cost of \$84,000.00 with the following vendors:

- **Authentic Promotions.com** (Carmichael, CA)
- **Ad-Wear & Specialty of Texas, Inc.** (Houston, TX) (New)
- **Imprezos Pro Uniform, LLC.** (Pharr, TX)
- **Images In Ink, Inc.** (McAllen, TX)

Purpose – Public Relations and Marketing, Student Activities, and College Connections (formerly Student Outreach) are requesting the purchase of t-shirts for various community events and to promote South Texas College.

Justification and Benefit – The requesting departments have provided the South Texas College events below:

- Public Relations and Marketing - \$16,000.00
  - ⇒ T-shirts used to create awareness of South Texas College at all college campuses including events attended by mascot Jerry the Jaguar.
  - ⇒ T-shirts used as door prizes and incentives for registration, college and career fairs for student recruitment including Women in Technology and Registration Round-Up.
  - ⇒ T-shirts used during special campus events including financial aid and employment fairs.
  - ⇒ T-shirts distributed at sponsorship activations including the RGV Vipers and RGV FC Toros.
  - ⇒ T-shirts used to promote community outreach and special programs including Turkey Trot, Veteran's Day and Science Olympiad.
  - ⇒ T-shirts used for youth camp activities on campus during summer sessions including TexPrep, TSI, robotics and cybersecurity.
  - ⇒ Youth T-shirts used to promote a college going culture among elementary school students.



- ⇒ T-shirts used for general marketing purposes including social media and student photo shoots.
- Student Activities and Wellness - \$38,000.00
  - ⇒ Student Intramural Sport Teams (Basketball, Soccer, Flag Football, Dodge Ball, Volleyball, etc.)
  - ⇒ Student Leadership Academy and Student Government Association
  - ⇒ Community College day students visit at the Capital
  - ⇒ Student Activities and Wellness events for marketing and recruitment (Earth Day, etc.)
  - ⇒ First Year Connection Orientations (Spring, Summer, and Fall semesters)
  - ⇒ STC Students care community/neighborhood volunteering day
  - ⇒ Early College High Schools Sports Tournament
  - ⇒ Various on campus High School visits
  - ⇒ Various visits to High Schools
  - ⇒ Various support to student Academic programs and related student travel
- College Connections (formerly Student Outreach) - \$30,000.00
  - ⇒ Recruitment – College Connections distributes shirts at recruitment events and high schools. Students participating in college bound programs and campus visits wear the College shirts. With over 77 high school sites in Hidalgo and Starr Counties, and over 55,000 :students in grades 9-12, the college competes with other institutions of higher education to engage and recruit students, and their families, to South Texas College. In 2018, the College Connections' staff conducted over 400 school visits, hosted college bound events and welcomed over 4,100 prospective students to one of our 5 campuses. Shirts are an essential part of the college recruitment process.
  - ⇒ Excitement and Branding - South Texas College t-shirts are provided as promotional giveaways at recruitment events, community events, college fairs, and local schools. The South Texas College t-shirt builds excitement about the college and are worn by students at school.
  - ⇒ Enrollment and Registration - College Connections leads the Fast Track initiative to transition prospective students to South Texas College. Entering freshmen receive a specially designed shirt that is only given to new students who register for classes. Students are brought to a South Texas College campus to complete the enrollment process, Admissions, Advising, Financial Aid, and Registration. Shirts identify students as new Jaguars and builds college pride and spirit.
  - ⇒ Community Outreach – College Connections has increased community event presence. In addition to Palm Fest, McAllen Christmas Parade, and various other city events in the college district, the department hosts “Coffee Talks” at local community centers to promote continuing education programs and raise awareness with parents and the community.
  - ⇒ Adopted Elementary Initiative & Junior Jaguar Leadership Conference - Shirts are provided to the elementary schools as part of the College Bound Adopted

Elementary Program to build a college-going culture. Students are provided a future student t-shirt that is worn on South Texas College Friday's. College Connections hosts the Junior Jaguar Leadership Conference for 5th grade students from the adopted elementary schools, and commissions them as ambassadors for South Texas College and higher education after attending a day workshop on leadership, financial literacy and college knowledge. Students share what they learned with their peers, family and school. Students are provided with a "recruitment tool kit" to help them share the importance of higher education. Shirts are given to identify them as Ambassadors and Peer Mentors. The college has adopted the following nine (9) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; North Grammar Elementary, Rio Grande City ISD; E.B. Reyna Elementary, La Joya ISD; Lincoln Elementary, Edinburg CISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD. A 10th school is planned for 2018-2019. A 3 rotating year cycle has been implemented to control costs and inventory - 3 schools will receive shirts each year and be rotated.

- ⇒ Student Ambassador Program – College Connections has launched the Student Ambassador Program to support student success and recruitment initiatives. Student Ambassadors serve as Peer-to-Peer Mentors and promote registration, financial aid, and overall student success to fellow students to impact persistence. Shirts are provided as giveaways and to identify them as Student Ambassadors. In addition, Ambassadors support recruitment initiatives in the community and partner schools to connect with students and represent South Texas College.

Background – Proposal documents were advertised on October 1, 2018 and October 8, 2018 and issued to thirty-one (31) vendors. Eleven (11) responses were received on October 16, 2018 and reviewed by Public Relations and Marketing, College Connections, and the Purchasing Department.

Funds for this expenditure are budgeted in the Student Activities, College Connections, and Public Relations and Marketing budgets for FY 2018 - 2019.

### **5) Reprographic Services (Award)**

Award the proposal for reprographic services to **RGV Reprographics, Inc.** (McAllen, TX), for the period beginning December 12, 2018 through December 11, 2019 with two one-year options to renew, at an estimated amount of \$15,000.00.

Purpose – Facilities Planning and Construction is requesting reprographic services for the various construction and renovation projects.

Justification and Benefit – The reprographic services will include the printing of construction or renovation project documents and specification manuals for the contractors that are interested in submitting a proposal. These documents and manuals are various sizes, which require these services. It is also required that all documents and

manuals be tracked when released. At the time of release, the contractors will be required to provide a deposit to obtain the documents.

Background – Proposal documents were advertised on October 1, 2018 and October 8, 2018 and issued to nine (9) vendors. Three (3) were received on October 17, 2018 and reviewed by Facilities Planning and Construction and the Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Planning and Construction and various Construction budgets for FY 2018 - 2019..

#### **6) Business Skills Training Services (Reject)**

Reject the three (3) proposals that were received for the business skills training services request for proposal (RFP) that was advertised. The bid amounts received were above customary levels and would likely not attract students in the classes for the Department of Continuing and Professional Education.

### **B. Instructional Items**

#### **7) Automotive Equipment (Purchase)**

Purchase automotive equipment from **Petroleum Solutions, Inc.** (Edinburg, TX), a Texas Association of School Boards – Buyboard, at a total amount of \$85,676.62.

Purpose – The Automotive Technology Program in the Division of Business and Technology is requesting the purchase of automotive equipment for student instruction.

Justification and Benefit – The automotive equipment will include a four (4) post vehicle lift, vehicle alignment system, and vehicle tire balancing system which will be used at the Technology and Starr County Campus. This equipment is currently used in the industry and will prepare the students when searching for job opportunities after graduation.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2018 – 2019.

#### **8) Diagnostic Medical Ultrasound Systems (Purchase)**

Purchase diagnostic medical ultrasound systems from **Philips Healthcare / A Division of Philips North America, LLC.** (Bothell, WA), a sole source vendor, at a total amount of \$63,270.00.

Purpose – The Diagnostic Imaging Program in the Division of Nursing and Allied Health is requesting the purchase of two (2) ultrasound systems for student instruction in the simulation center.

Justification and Benefit – The ultrasound systems will be used in the clinical training of the Diagnostic Imaging Program and as a means to provide imaging services to various healthcare programs within the simulation center. The students obtain their ultrasound training at clinical sites that use equipment from a variety of manufacturers and it is

imperative that we are able to simulate procedures at the Nursing and Allied Health campus using the same equipment they will be working with during their educational training as well as in the workforce upon graduation. This sonography unit will enhance the student's procedural skills in the clinical sites and adequately prepare them for the clinical competencies that must be completed within the educational experience.

Funds for this expenditure are budgeted in the Maintenance and Operations Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2018 – 2019.

### **9) Instructional Microscopes (Purchase)**

Purchase instructional microscopes from **Lieca Microsystems, Inc.** (Chicago, IL), a State of Texas Procurement Term Contract approved vendor, at a total amount of \$66,988.00. Purpose – The Biology Program in the Division of Math and Science is requesting to purchase sixty (60) microscopes for student instruction at the Pecan, Mid Valley, and Starr County campuses (20 per campus).

Justification and Benefit – The microscopes will be used by students taking Biology courses at the three campuses. These microscopes are especially essential for the general biology and microbiology courses. The microscopes allow the students to identify the essential role of cells in the overall function of the human body, and they will also help student identify different types of bacteria allowing students to have a well-rounded scientific background with real life applications. The proper use of a microscope is the most basic laboratory technique that any student graduate of the Biology program should have. This is exercise is actually a require technique of all students following our course learning outcomes. The availability of microscope will allow faculty to conduct labs smoothly and more efficiently which is an important factor for a supportive and well-rounded learning environment.

Funds for this expenditure are budgeted in the Maintenance and Operations Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2018 – 2019.

### **10)Nursing Lab Equipment and Supplies (Purchase)**

Purchase nursing lab equipment and supplies from **Pocket Nurse Enterprises, Inc./dba Pocket Nurse** (Monaca, PA), a Board approved vendor, at an estimated amount of \$110,000.00.

Purpose - The Nursing and Allied Health instructional programs are requesting the purchase of small equipment and supplies for various courses and labs at the McAllen and Mid-Valley campuses.

Justification and Benefit - The nursing and allied health small 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.

Funds for this expenditure are budgeted in the Maintenance and Operations Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2018 – 2019.

**11) Science Models, Equipment, and Supplies (Purchase)**

Purchase science models, equipment, and supplies for the period beginning November 28, 2018 through August 31, 2019, at an estimated amount of \$676,186.49 as follows:

#	Vendor	Contract	Quantity	Amount
<b>Pecan Campus</b>				
1	VWR International, Inc. (Radnor, PA)	Board Approved	653 models and supplies	\$132,635.70
2	VWR International, Inc. (Radnor, PA)	E&I Cooperative	18 models and equipment	\$49,121.44
3	Carolina Biological Supply, Co. (Burlington, NC)	Board Approved	156 models	\$77,332.00
4	Carolina Biological Supply, Co. (Burlington, NC)	TASB-Buyboard	35 models	\$60,335.00
<b>Mid Valley Campus</b>				
5	VWR International, Inc. (Radnor, PA)	Board Approved	628 models and supplies	\$123,733.35
6	VWR International, Inc. (Radnor, PA)	E&I Cooperative	17 models and equipment	\$79,827.76
7	Carolina Biological Supply, Co. (Burlington, NC)	Board Approved	155 models	\$79,620.00
8	Carolina Biological Supply, Co. (Burlington, NC)	TASB-Buyboard	43 models	\$73,581.24

Purpose – The Biology Program is requesting the purchase of science models, equipment and supplies for student instruction for the Pecan Campus – STEM and Mid Valley Campus Health Professions and Sciences buildings. These items will be for the instructional labs and prep-labs located in these new buildings.

Justification and Benefit – The science models, equipment, and supplies include various instructional slides, sheep brains, cow eyes, lung models, kidney models, human nervous system models, stomach models, animal cell models, and various other modes. These items are required for students to complete the required courses and labs in the various Biology program courses.

Funds for this expenditure are budgeted in the Maintenance and Operations Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2018 – 2019.

**12)3-D Printers and Laser Cutter System (Purchase)**

Purchase 3-D printers and a laser cutter system from **Technical Laboratory Systems** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$95,813.00.

Purpose – The Engineering Program is requesting the purchase of a 3-D printer for student instruction at the Mid Valley Campus. The Architectural and Engineering Design Technology (AEDT) Program is requesting the purchase of a 3-D printer with software and a laser cutter system for student instruction at the Technology Campus.

Justification and Benefit – The 3-D printers and software will be used for high quality 3-D printing of architectural and civil models. They will be used for classroom instruction in all AEDT and Engineering courses to provide students with hands-on training on model-making skills. Using the latest technology, will equip students with marketable skills that will increase their demand in the industry.

The laser cutter system will be used for high quality engraving and cutting to meet the needs of applications such as architectural modeling using a variety of materials. It will be used for students in the Intermediate and Advanced level courses to complete assignments that require construction of architectural and civil models and for students to acquire 3-D modeling skills that will increase their potential to obtain a job.

Funds for this expenditure are budgeted in the Maintenance and Operations Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget and the Carl Perkins grant budget for FY 2018 – 2019.

**13)Training Phantoms (Purchase)**

Purchase training phantoms from **Supertech, Inc.** (Elkhart, IN), a sole source vendor, at a total amount of \$57,532.00.

Purpose – The Division of Nursing and Allied Health Diagnostic Imaging Program is requesting the purchase of two (2) training phantoms for student instruction in the simulation center.

Justification and Benefit – These phantoms will be used in the clinical training of the Diagnostic Imaging Department and as a means to provide imaging services to various healthcare programs within the simulation center. This equipment is essential to develop the skills associated with procedural knowledge in radiographic positioning and knowledge of manual technical factors necessary in producing high quality radiographic exposures. The life-like mobility of the phantoms, exposure characteristics, number of internal organs,

and disassembling features will optimize student learning and the development of their procedural skills and knowledge. The phantom includes articulations that allow it be positioned/rotated in various positions similar to the human body, which is an important feature to provide during simulation. The phantom is composed of materials that expose similar to human tissue/bone and contains many organs that provide radiographs comparable to that of the human body.

Funds for this expenditure are budgeted in the Maintenance and Operations Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2018 – 2019.

**14)Ultrasound Training Models (Purchase)**

Purchase ultrasound training models from **CAE Healthcare, Inc.** (Sarasota, FL), a sole source vendor, at a total amount of \$53,661.92.

Purpose – The Division of Nursing and Allied Health Diagnostic Imaging Program is requesting the purchase of eight (8) training models for student instruction at the McAllen simulation center.

Justification and Benefit – These models will be used in the clinical training of the diagnostic medical sonography students. The student in this program are required to become competent in performing ultrasound procedures in order to complete the Advanced Technical Certificate requirements as well as sit in for the American Registry for Diagnostic Medical Sonography certification examination upon graduation. This equipment is needed to develop the procedural skills required within the scope of practice as a certified sonographer.

Funds for this expenditure are budgeted in the Maintenance and Operations Taxes (M&O) Furniture, Fixtures, and Equipment (FFE) budget for FY 2018 – 2019.

**C. Non-Instructional Items**

**15)Fire Suppression Systems and Alarm Monitoring (Renewal)**

Renew the fire suppression systems and alarm monitoring contracts for the period beginning November 29, 2018 through November 28, 2019, at an estimated amount of \$275,665.86. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$27,900.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00
3	Kitchen Hoods Repairs	<b>El Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
4	Fire Sprinklers Inspection	<b>1<sup>st</sup> FP Services, LLC.</b> (McAllen, TX)	\$19,000.00

#	Services	Vendor	Amount
5	Fire Sprinklers Repairs	<b>1<sup>st</sup> FP Services, LLC.</b> (McAllen, TX)	\$70,000.00
6	Fire Extinguishers/Inspection Rates	<b>El Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$10,000.00
7	Fire Sprinklers – Hydro Test Rates	<b>El Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$10,000.00
8	Fire Extinguishers – Recharge Rates	<b>El Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$10,000.00
9	Fire Alarm Equipment and Monitoring	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$55,915.86
10	Fire Alarm Monitoring	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$2,850.00

Purpose – Facilities Operations and Maintenance is requesting to renew the contracts for fire suppression systems services and alarm monitoring for buildings district wide.

Justification and Benefits – The fire suppression systems and inspections contracts will require periodic inspection of fire suppression systems at all South Texas College campuses. This will include inspection of the fire alarm system, fire sprinkler system inspection and repair, kitchen hood inspections, and inspection of portable fire extinguishers.

Background – The Board awarded the contracts for fire suppression systems and alarm monitoring at the November 28, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins November 29, 2018 through November 28, 2019.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/28/17	11/29/17 - 11/28/18	2 – one year options
1 <sup>st</sup> Renewal	11/27/18		11/29/18 - 11/28/19

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 Facilities Maintenance budget for FY 2018 - 2019.

**16) Graduation Caps and Gowns (Renewal)**

Renew the contract for graduation caps and gowns with **Jostens, Inc.** (Minneapolis, MN), for the period beginning February 1, 2019 through January 31, 2020, at an estimated amount of \$70,000.00.

Purpose - The Degree and Certification Completion Office is requesting graduation caps and gowns, which will be used to distribute regalia to South Texas College graduates.



Justification and Benefit – The graduation caps and gowns will be issued to all South Texas College graduates attending the May 2019 and December 2019 commencement ceremonies. This will include approximate 4,000 graduates in May and 2,500 in December.

Background - The Board awarded the contract for graduation caps and gowns at the December 13, 2016 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins February 1, 2019 and ends January 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/13/16	2/1/17 – 1/31/18	2 – one year options
1 <sup>st</sup> Renewal	11/28/17		2/1/18 – 1/31/19
2 <sup>nd</sup> Renewal	11/27/18		2/1/19 – 1/31/20

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

Funds for this expenditure are budgeted in the Graduation budget for FY 2018 – 2019.

**17) Signs, Banners, and Related Products (Renewal)**

Renew the contracts for signs, banners, and related products for the period beginning February 1, 2019 through January 31, 2020 at an estimated amount of \$50,000.00.

The vendors are as follows:

- a. **AGAS, Mfg.** (Philadelphia, PA)
- b. **FedEx Office** (McAllen, TX)
- c. **Huntington Sky Production dba/Fastsigns** (McAllen, TX)
- d. **The Sign Depot** (McAllen, TX)

Purpose – The Office of Public Relations, Planning and Construction, Student Services, Continuing Education, and various departments request the purchase of signs, banners, and related products for identification purposes and event awareness.

Justification and Benefit – The signs, flags, and related products will be used by various departments’ college wide to promote and market instructional programs, departments, events, South Texas College in the community, and the public schools.

The proposal award to each vendor is based upon the services they provide, their pricing, and their availability (delivery timeline). It will include hanging banners, event directional yard signs, table covers, metal signs, nameplates, and office entrance signs.

Background - The Board awarded the contract for signs, banners, and related products at the December 12, 2017 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins February 1, 2019 and ends January 31, 2020.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/12/17	2/1/18 – 1/31/19	2 – one year options
1 <sup>st</sup> Renewal	11/27/18		2/1/19 – 1/31/20

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 Public Relations and Marketing, Student Services, Continuing Education, Planning and Construction, and various department budgets for FY 2018 – 2019.

**18) Vehicle Fuel Program (Renewal)**

Renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2019 through December 31, 2019, at an estimated amount of \$90,000.00 which is based on prior year expenditures.

Purpose – The vehicle fuel program is used for College owned vehicles used by Mail Services, Central Receiving, Operations and Maintenance, Nursing and Allied Health Emergency Medical Technician Program, Policy Academy, Fire Science Program, Business Office, Educational Technologies, Student Activities, and the South Texas College Department of Public Safety for the day-to-day operations of the College.

Justification and Benefit – Use of the fuel cards is controlled by the Business Office and Purchasing Department in coordination with supervisors, financial managers, and program chairs using the cards. The Business Office has the ability to monitor online all fuel purchase transactions.

The advantages of using the vehicle fuel program are as follows:

- Each card is set up with transaction limits
- Each employee using the card has a personal identification number and transaction limits
- Odometer Readings are required at the pump
- Business Office staff monitors transactions online
- Rebates/Discounts are paid quarterly
- 40,000 approved locations, which include locations less than a mile from the College’s campuses
- The gas station with the best price is selected
- Net 30 days from monthly payment with no additional charge
- Various reports are available online for reference

The College is billed for the actual fuel charges on a monthly basis with no other type of fees assessed. As per the Agreement, a quarterly Rebate will be sent to the College.

Voyager’s rebate is calculated by using their sales volume average for Texas, which can range from 1.150% to 1.760% per gallon, as stated in the agreement.

The rebate amounts vary based on state average volume and usage. The College has received \$2,584.80 for Fiscal Year 2018, \$1,610.82 for Fiscal Year 2017, and \$1,435.84 for Fiscal Year 2016, which brings the overall amount paid per gallon to be reduced by \$.02 to \$.052.

Funds for this expenditure are budgeted in the various programs and department budgets for FY 2018 – 2019.

**D. Interlocal Agreements**

**19) Facility Usage Interlocal Agreements (Lease/Rental)**

Lease/Rental facility usage interlocal agreements with the City of Edinburg - Auditorium and City of McAllen – Performing Arts Center and Convention Center, for the period beginning November 10, 2018 through August 31, 2019, at an estimated amount of \$16,803.00.

Purpose – The Center for Mexican American Studies is requesting lease/rental of facilities for various South Texas College folkloric performances.

Justification and Benefit – The five (5) facility usage interlocal agreements are for South Texas College Center for Mexican American Studies events held throughout the year for STC students, along with parks and recreation folkloric students from McAllen and Palmview and the Edcouch Elsa ISD folkloric students. The events are as follows:

Date	Locations	Events	Amount
11/10/2018	City of Edinburg	Folkloric STC and Community Event – STC, McAllen and Palmview	\$800.00
12/8/2018	City of Edinburg	STC Folkloric Event	\$800.00
1/26/2019	City of Edinburg	Folkloric STC and Community Event – Edcouch Elsa ISD	\$800.00
2/2/2019	City of McAllen	Annual STC Folkloric Event	\$6,000.00
3/30-31/2019	City of McAllen	Annual Folkloric Community Competition	\$8,403.00

Funds for this expenditure are budgeted in the Center of Mexican American Studies budget for FY 2018 – 2019.

On November 6, 2018, the Finance, Audit, and Human Resources Committee recommended Board approval of the award of proposals, rejection of a proposal, purchases, renewals, and Interlocal agreements as listed below:

**A. Awards and Rejection**

- 1) **Active Learning Classrooms Audiovisual Upgrades (Award):** award the proposal for the active learning classrooms audiovisual upgrades to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$65,133.50;
- 2) **Catering Services (Award):** award the proposal for catering services for the period beginning November 28, 2018 through November 27, 2019 with two one-year options to renew, at an estimated amount of \$85,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendors	Vendors
<b>Atencion Selecta, LLC./ dba Teresita's at Los Lagos</b> (Edinburg, TX)	<b>Bar-B-Cutie Smokehouse</b> (Pharr, TX)
<b>Chick-Fil-A 27<sup>th</sup> &amp; Nolana</b> (McAllen, TX)	<b>Coastal Deli, Inc./ dba Jason's Deli</b> (Corpus Christi, TX)
<b>Cowboy Chicken</b> (McAllen, TX)	<b>El Reno Investments, LLC./ dba Subway and / dba Pizza Patron</b> (Mission, TX)
<b>Hospitable Chicken, LLC./ dba Chick-Fil-A Weslaco</b> (Weslaco, TX)	<b>Muy Pizzas Tejas, LLC./ dba Pizza Hut</b> (San Antonio, TX)
<b>Pizza Properties, Inc./ dba Peter Piper Pizza</b> (El Paso, TX)	<b>Riverwinds, Inc./ dba Subway</b> (Rio Grande City, TX)
<b>Subs World, Inc./ dba Subway</b> (McAllen, TX)	

- 3) **Promotional Items for Student Outreach (Award):** award the proposal for promotional items for student outreach for the period beginning November 27, 2018 through August 31, 2019 with two one-year options to renew, at an estimated cost of \$75,000.00 with the following top rated vendors:
  - ⇒ **Authentic Promotion.com** (Carmichael, CA)
  - ⇒ **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
  - ⇒ **Promo Universal, LLC.** (Corpus Christi, TX)
- 4) **Promotional T-Shirts for Student Outreach (Award):** award the proposal for promotional t-shirts for student outreach for the period beginning November 27, 2018 through August 31, 2019 with two one-year options to renew at an estimated cost of \$84,000.00 with the following vendors:
  - ⇒ **Authentic Promotions.com** (Carmichael, CA)
  - ⇒ **Ad-Wear & Specialty of Texas, Inc.** (Houston, TX) (New)
  - ⇒ **Imprezos Pro Uniform, LLC.** (Pharr, TX)
  - ⇒ **Images In Ink, Inc.** (McAllen, TX)
- 5) **Reprographic Services (Award):** award the proposal for reprographic services to **RGV Reprographics, Inc.** (McAllen, TX), for the period beginning December 12, 2018 through December 11, 2019 with two one-year options to renew, at an estimated amount of \$15,000.00;

- 6) Business Skills Training Services (Reject):** reject the three (3) proposals that were received for business skills training services request for proposal (RFP) that was advertised. The bid amounts received were above customary levels and would likely not attract students in the classes for the Department of Continuing and Professional Education;

**B. Instructional Items**

- 7) Automotive Equipment (Purchase):** purchase automotive equipment from **Petroleum Solutions, Inc.** (Edinburg, TX), a Texas Association of School Boards – Buyboard, at a total amount of \$85,676.62;
- 8) Diagnostic Medical Ultrasound Systems (Purchase):** purchase diagnostic medical ultrasound systems from **Philips Healthcare / A Division of Philips North America, LLC.** (Bothell, WA), a sole source vendor, at a total amount of \$63,270.00;
- 9) Instructional Microscopes (Purchase):** purchase instructional microscopes from **Lieca Microsystems, Inc.** (Chicago, IL), a State of Texas Procurement Term Contract approved vendor, at a total amount of \$66,988.00;
- 10) Nursing Lab Equipment and Supplies (Purchase):** purchase nursing lab equipment and supplies from **Pocket Nurse Enterprise, Inc./dba Pocket Nurse** (Monaca, PA), a Board approved vendor, for the period beginning November 1, 2018 through August 31, 2019, at an estimated amount of \$110,000.00;
- 11) Science Models, Equipment, and Supplies (Purchase):** purchase science models, equipment, and supplies for the period beginning November 28, 2018 through August 31, 2019, at an estimated amount of \$676,186.49 as follows:

#	Vendor	Contract	Quantity	Amount
<b>Pecan Campus</b>				
1	VWR International, Inc. (Radnor, PA)	Board Approved	653 models and supplies	\$132,635.70
2	VWR International, Inc. (Radnor, PA)	E&I Cooperative	18 models and equipment	\$49,121.44
3	Carolina Biological Supply, Co. (Burlington, NC)	Board Approved	156 models	\$77,332.00
4	Carolina Biological Supply, Co. (Burlington, NC)	TASB-Buyboard	35 models	\$60,335.00
<b>Mid Valley Campus</b>				
5	VWR International, Inc. (Radnor, PA)	Board Approved	628 models and supplies	\$123,733.35
6	VWR International, Inc. (Radnor, PA)	E&I Cooperative	17 models and equipment	\$79,827.76

#	Vendor	Contract	Quantity	Amount
7	Carolina Biological Supply, Co. (Burlington, NC)	Board Approved	155 models	\$79,620.00
8	Carolina Biological Supply, Co. (Burlington, NC)	TASB-Buyboard	43 models	\$73,581.24

**12)3-D Printers and Laser Cutter System (Purchase):** purchase 3-D printers and a laser cutter system from **Technical Laboratory Systems** (Houston, TX), a Harris County Department of Education – Choice Partners Purchasing Cooperative approved vendor, at a total amount of \$95,813.00;

**13)Training Phantoms (Purchase):** purchase training phantoms from **Supertech, Inc.** (Elkhart, IN), a sole source vendor, at a total amount of \$57,532.00;

**14)Ultrasound Training Models (Purchase):** purchase ultrasound training models from **CAE Healthcare, Inc.** (Sarasota, FL), a sole source vendor, at a total amount of \$53,661.92;

**C. Non – Instructional Items**

**15)Fire Suppression Systems and Alarm Monitoring (Renewal):** renew the fire suppression systems and alarm monitoring contracts for the period beginning November 29, 2018 through November 28, 2019, at an estimated amount of \$275,665.86. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$27,900.00
2	Fire Alarm Repairs	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$60,000.00
3	Kitchen Hoods Repairs	<b>El Fire &amp; Safety, Inc.</b> (Mission, TX)	\$10,000.00
4	Fire Sprinklers Inspection	<b>1<sup>st</sup> FP Services, LLC.</b> (McAllen, TX)	\$19,000.00
5	Fire Sprinklers Repairs	<b>1<sup>st</sup> FP Services, LLC.</b> (McAllen, TX)	\$70,000.00
6	Fire Extinguishers/Inspection Rates	<b>El Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$10,000.00
7	Fire Sprinklers – Hydro Test Rates	<b>El Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$10,000.00
8	Fire Extinguishers – Recharge Rates	<b>El Fire &amp; Safety, Inc.</b> (Hidalgo, TX)	\$10,000.00
9	Fire Alarm Equipment and Monitoring	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$55,915.86
10	Fire Alarm Monitoring	<b>Strongline Security &amp; Fire</b> (San Juan, TX)	\$2,850.00

- 16) Graduation Caps and Gowns (Renewal):** renew the contract for graduation caps and gowns with **Jostens, Inc. (Minneapolis, MN)**, for the period beginning February 1, 2019 through January 31, 2020, at an estimated amount of \$70,000.00;
- 17) Signs, Banners, and Related Products (Renewal):** renew the contracts for signs, banners, and related products for the period beginning February 1, 2019 through January 31, 2020, at an estimated amount of \$50,000.00. The vendors are as follows:
- a. **AGAS, Mfg.** (Philadelphia, PA)
  - b. **FedEx Office** (McAllen, TX)
  - c. **Huntington Sky Production dba/Fastsigns** (McAllen, TX)
  - d. **The Sign Depot** (McAllen, TX)
- 18) Vehicle Fuel Program (Renewal):** renew the vehicle fuel program with **U.S. Bank/Voyager Fleet Systems** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2019 through December 31, 2019, at an estimated amount of \$90,000.00 which is based on prior year expenditures;

#### **D. Interlocal Agreements**

- 19) Facility Usage Interlocal Agreements (Lease/Rental):** lease/rental facility usage interlocal agreements with the **City of Edinburg – Auditorium and City of McAllen – Performing Arts Center and Convention Center**, for the period beginning November 10, 2018 through August 31, 2019, at an estimated amount of \$16,803.00.

Recommend Action - The total for all award of proposals, rejection of a proposal, purchases, renewals, and Interlocal agreements is \$2,020,730.39.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees approves and authorizes the award of proposals, rejection of a proposal, purchases, renewals, and Interlocal agreements in the amount of \$2,020,730.39 as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

## **Review and Action as Necessary on Recording the Disposal of the Nursing and Allied Health Chillers Assets**

Approval on recording the disposal of the Nursing and Allied Health chillers assets is requested.

Purpose – During the 2013 Bond Construction Program, the construction documents specified the removal of the existing chillers at the Nursing and Allied Health Campus. To construct the new chiller plant, the contractor had to dismantle each chiller in order to remove them. The total value of the Nursing and Allied Health Building A is \$13,814,974.83, which includes the cost of the four (4) chillers.

Justification – The value of the existing asset needs to be adjusted by the estimated value of the four (4) assets that were removed from the building and will need to be written-off the general ledger. The value of the asset will need to be reduced by the estimated value of the four (4) chillers, which total \$108,000.00.

Background – On August 31, 2001, an asset was created for the Nursing and Allied Health Campus Building A at a total value of \$13,814,974.83, which included the four (4) chillers. Since the chillers were removed, it is now necessary to adjust the asset by the estimated value of the chillers. Based on the current estimated value of the same units for resale, the amount of the existing asset needs to be adjusted as follows:

Manufacturer/Model	Qty	Tonnage	Type	Value
York YCRZ77COO-46PA	1	80	Air-Cooled	\$34,000.00
York YCRZ77COO-46PA	1	80	Air-Cooled	\$34,000.00
McQuay WGZ080AA27-ER10	1	78	Air-Cooled	\$20,000.00
McQuay WGX080AA27-ER10	1	78	Air-Cooled	\$20,000.00
Total				\$108,000.00

The value for this asset is \$13,814,974.83 and the net book value is \$9,598,604.55, which would both be adjusted by \$108,000.00.

On November 6, 2018, the Finance, Audit, and Human Resources Committee recommended Board approval to record the disposal of the Nursing and Allied Health chillers as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize recording the disposal of the Nursing and Allied Health chillers as presented.



**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees approves and authorizes recording the disposal of the Nursing and Allied Health chillers as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

## **Review and Action as Necessary on Annual Investment Report for FY 2017 – 2018**

Approval of the Annual Investment Report for FY 2017 - 2018 is requested.

Purpose – The State Auditor’s Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College’s Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Justification – The Administration brings the Annual Investment Report to the Board of Trustees annually, as required.

Reviewers – The College’s Investments were reviewed and approved by Carr, Riggs & Ingram, LLC (external auditors).

Enclosed Documents – The Annual Investment Report prepared for the State Auditor’s Office follows in the packet for the Board’s information and review.

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

On November 6, 2018, the Finance, Audit, and Human Resources Committee recommended Board approval of the Annual Investment Report for FY 2017 – 2018, as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Annual Investment Report for FY 2017 – 2018, as presented.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees approves and authorizes the Annual Investment Report for FY 2017 – 2018, as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

**South Texas College**  
**Annual Investment Report (Including Deposits)**

August 31, 2018  
Market Value

**Investment or Deposit Type**

**Publicly Traded Equity and Similar Investments**

Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)

Equity/Stock Mutual Funds

Balanced Mutual Funds (where target allocation is > 50% equities)

"Commonfund" Equity Commingled Funds

Other Equity Commingled Funds (if primarily invested in publicly traded equities)

Preferred Stock

Other - list by type

Total Publicly Traded Equity and Similar Investments 0.00

**"Other" Investments - Other than Publicly Traded Equity and Debt Investments**

Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio )

Other Real Asset Investments (e.g. investments in infrastructure funds)

Private Equity

Hedge Funds

"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds,

Commodities, etc.)

Annuities

Commodities

Collectibles

Other - Miscellaneous Coins

5,589.70

Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments 5,589.70

**Publicly Traded Debt & Similar Investments >1 year maturity**

U.S. Government Securities ("Treasuries")

U.S. Government Agency Securities ("Agencies")

Mortgage Pass-Throughs - "Agency"

Mortgage Pass-Throughs - "Private Label"

Asset-Backed Securities (ABS) (other than mortgage-backed securities)

Sovereign Debt (non-U.S.)

Municipal Obligations

Collateralized Mortgage Obligations (CMOs) - list below by category

Interest Only Strips (IOs)

Principal Only Strips (POs)

Inverse Floaters

Stated Final Maturity longer than 10 years

Other CMOs - "Agency"

Other CMOs - "Private Label"

Corporate Obligations (U.S. or foreign companies) - list below by rating

Highly Rated (AAA/AA or equivalent)

Other Investment Grade (A/BBB or equivalent)

High Yield Bonds (<BBB or equivalent)

Not Rated (NR)

Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)

Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)

"Commonfund" Fixed Income/Bond Commingled Funds

Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)

GICs (Guaranteed Investment Contracts)

Other - list by type

Total Publicly Traded Debt & Similar Investments >1 year 0.00

**South Texas College**  
**Annual Investment Report (Including Deposits)**

**August 31, 2018**  
**Market Value**

**Investment or Deposit Type**

<b>Investment or Deposit Type</b>	<b>Market Value</b>
<b>Short-Term Investments &amp; Deposits</b>	
U.S. Government Securities ("Treasuries")	
U.S. Government Agency Securities ("Agencies")	
Bankers' Acceptances	
Commercial Paper - A1/P1 (or equivalent)	
Other Commercial Paper - lower rated	
Repurchase Agreements (Repos)	
Money Market Mutual Funds (registered with the SEC)	
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	
Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC but "2a7-like")	
TexPool (and TexPool Prime)	11,964,874.86
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	
Certificates of Deposit (CD) - Nonnegotiable	108,756,648.44
Certificates of Deposit (CD) - Negotiable	
Bank Deposits	125,775,741.42
Cash Held at State Treasury	
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	
<b>Other - Cash on Hand</b>	11,825.00
<b>Total Short-Term Investments &amp; Deposits</b>	<b>246,509,089.72</b>
<b>TOTAL INVESTMENTS and DEPOSITS</b>	<b>246,514,679.42</b>

Annual Investment Report - Prepared for State Auditor's Office

## **Review and Action as Necessary on Options for Contracting for Electric Power Services**

Review and discussion with the Finance, Audit, and Human Resources Committee on the procurement method for contracting electric power services is requested for feedback.

In the past, the College has procured the electric power services via a State Contract with the State of Texas, General Land Office, or by advertising a Request for Proposal (RFP).

The College's current contract for electric power services with Cavallo Energy Texas through the General Land Office was entered into on June 1, 2014 and will expire on May 31, 2019.

Purpose – The Vice President for Finance and Administrative Services, Director for Operations and Maintenance, and Director of Purchasing are requesting the review of the procurement options for electric power services.

Justification – A procurement method for electric services must be selected to secure a contract for the electric power services prior to the end of the existing contract.

Background - The following reflects South Texas College's electric service contracts since FY 2002:

<b>Procurement Method</b>	<b>Service Provider</b>	<b>Period</b>	<b>Electricity Rate per kWh</b>
General Land Office	Reliant Energy	4/1/02 – 3/31/04	\$0.03944
General Land Office	Reliant Energy	4/1/04 – 5/31/06	\$0.05397
Request for Proposal	Hino Electric	6/1/06 – 5/31/07	\$0.08099
Request for Proposal	Hino Electric	6/1/07 – 5/31/08	\$0.08650
Request for Proposal	Gexa Energy	6/1/08 – 5/31/11	\$0.08989
Request for Proposal / General Land Office	Cavallo Energy Texas	6/1/11 – 5/31/14	\$0.05676
General Land Office	Cavallo Energy Texas	6/1/14 – 5/31/19	\$0.05482

### **Request for Proposals**

The College contracted an energy consultant, RJ Covington, in FY 2006, FY 2007, FY 2008, and FY 2011. The consultant services included the preparation of the request for proposal (RFP) for energy providers, the analyzing and evaluating of the proposal rates, associated fees, taxes, and the review of the final service agreement. The consultant also provided a detailed report of the proposals received and established a short list of the energy providers for the Finance, Audit, and Human Resources Committee. After the

short list was determined, the energy providers submitted their final and executable kWh rate to the Board of Trustees at the Board meeting.

The consultant was paid a one-time fee, which was independent of the electric power contract. The payment did not exceed \$10,000.00, which is below the purchasing threshold requiring bid solicitation.

### **State Contract**

In FY 2002, FY 2004, and FY 2014, the Board of Trustees elected to contract through an interagency contract with the Texas General Land Office. The current contract was entered into in FY 2014 with Cavallo Energy Texas.

When contracting with the state approved vendor, through the General Land Office, the gross receipts tax (GRT) is not charged, which amount to an approximate savings of \$82,000 annually.

South Texas College's current electricity rate per kWh is \$0.05482 and the contract agreement term is from June 01, 2014 through May 31, 2019. At the time of approval, the College was able to include all future bond construction projects with the fixed kWh rate of \$0.05482.

The differences between using the Texas General Land Office and South Texas College advertising a Request for Proposals (RFP) are as follows:

<b>Request for Proposals</b>	<b>State Contract</b>
Consultant Required	Consultant Not Required
Gross Receipt Tax Not Exempted	Gross Receipt Tax Exempted
Advertisement of RFP	No Advertisement of RFP
Consultant Fee	No Consultant Fee

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director for Operations and Maintenance, and Becky Cavazos, Director of Purchasing, will be present at the November 6, 2018 Finance, Audit, and Human Resources Committee meeting to address any questions by the Committee.

At the November 6, 2018 Finance, Audit, and Human Resources Committee meeting, Mr. Roy de León noted that there was evidence that energy rates would be increasing in the near future, and advised administration to bring this item to the full Board for consideration.

Mr. de León further advised the engagement of a consultant to help analyze the College's needs and procurement options, and to recommend Board action as necessary to take action while rates remained advantageous.

Administration has invited Mr. Bill Starnes, Senior Management Consultant with ReSolved Energy Consulting (formerly RJ Covington), to respond to questions from the Board of Trustees on December 4, 2018. While Mr. Starnes has been invited to respond to questions, he is on a limited engagement for this purpose only, and has not been engaged to assist with the procurement process.

The Board is asked to take any action as necessary for the procurement of a contract for electrical power services.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary for the procurement of a contract for electrical power services.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees approves and authorizes action as necessary for the procurement of a contract for electrical power services.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**



## **Review and Action as Necessary on Appraisal District Allocated Cost Payments for Hidalgo and Starr Counties**

Approval to process payments to the Hidalgo County Appraisal District and Starr County Appraisal District for allocated cost, as described below, is requested.

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

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

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

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

Each taxing unit pays its allocation in four equal payments.

The Tax Year 2018 estimated allocations, per the District’s budgets, are \$621,038.00 for Hidalgo County Appraisal District and \$128,917.35 for Starr County Appraisal District, for a total of \$749,955.35. The first quarterly invoice is due by December 31, 2018 for Starr County and by February 2, 2019 for Hidalgo County.

The Tax Year 2017 and Tax Year 2018 allocations are as follows:

	<u>Hidalgo County</u>	<u>Starr County</u>	<u>Total</u>
2017	\$629,964.00	\$127,631.47	\$757,595.47
2018	621,038.00	128,917.35	749,955.35
Increase/(Decrease)	<u>\$(8,926.00)</u>	<u>\$1,285.88</u>	<u>\$(7,640.12)</u>

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

The budget for Hidalgo County increased by \$191,543 from \$8,512,333 to \$8,703,876 and the budget for Starr County decreased by \$22,323 from \$1,741,221 to \$1,718,898.

Funding Source – Funds for these expenditures are budgeted in the Hidalgo Appraisal/Collection Fee budget and the Starr Appraisal/Collection Fee budget for FY 2018-2019.

Enclosed Documents – The allocation payments for Tax Year 2018 follows in the packet for the Board's information and review.

On December 4, 2018, the Finance, Audit, and Human Resources Committee will be asked to recommend Board action on this item.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented.

**The Following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees approves and authorizes the payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

**2019 PROJECTED  
ENTITY ASSESSMENT**

ENTITY:	2018 Tax Levied	2018 Percent	2018 Official Assessment	2019 Projected Assessment
<u>Cities:</u>				
Alamo	\$3,622,302	0.41%	\$ 33,735.00	\$ 35,574.00
Alton	\$1,885,942	0.21%	\$ 17,884.00	\$ 18,522.00
Donna	\$4,960,553	0.56%	\$ 49,396.00	\$ 48,716.00
Edcouch	\$572,171	0.06%	\$ 4,846.00	\$ 5,619.00
Edinburg	\$29,606,027	3.34%	\$ 270,328.00	\$ 290,756.00
Elsa	\$1,560,207	0.18%	\$ 14,919.00	\$ 15,322.00
Granjeno	\$19,960	0.002%	\$ 194.00	\$ 196.00
Hidalgo	\$2,162,192	0.24%	\$ 20,877.00	\$ 21,235.00
La Joya	\$862,428	0.10%	\$ 7,736.00	\$ 8,470.00
La Villa	\$487,614	0.06%	\$ 2,071.00	\$ 4,789.00
McAllen	\$45,726,885	5.16%	\$ 436,508.00	\$ 449,077.00
Mercedes	\$4,457,348	0.50%	\$ 43,358.00	\$ 43,775.00
Mission	\$20,411,954	2.30%	\$ 200,951.00	\$ 200,462.00
Palmview	\$2,302,781	0.26%	\$ 21,910.00	\$ 22,615.00
Penitas	\$1,315,925	0.15%	\$ 11,926.00	\$ 12,924.00
Progreso	\$737,636	0.08%	\$ 6,721.00	\$ 7,244.00
Pharr	\$19,278,101	2.18%	\$ 187,356.00	\$ 189,328.00
San Juan	\$7,286,364	0.82%	\$ 71,545.00	\$ 71,558.00
Sullivan City	\$503,925	0.06%	\$ 4,558.00	\$ 4,949.00
Weslaco	\$11,882,540	1.34%	\$ 118,821.00	\$ 116,696.00
Entity Totals	159,642,856	18.01%	\$ 1,525,640.00	\$ 1,567,827.00
<u>Schools:</u>				
Donna	\$17,946,699.96	2.02%	\$ 177,172.00	\$ 176,252.00
Edcouch-Elsa	\$4,473,699.70	0.50%	\$ 39,667.00	\$ 43,935.00
Edinburg	\$80,697,815.57	9.11%	\$ 746,356.00	\$ 792,521.00
Hidalgo	\$7,646,793.24	0.86%	\$ 74,304.00	\$ 75,098.00
La Joya	\$32,996,007.34	3.72%	\$ 300,336.00	\$ 324,049.00
La Villa	\$1,507,530.01	0.17%	\$ 8,692.00	\$ 14,805.00
Lyford	\$127,049.91	0.01%	\$ 1,275.00	\$ 1,248.00
McAllen	\$83,161,525.49	9.38%	\$ 804,550.00	\$ 816,717.00
Mercedes	\$7,476,699.84	0.84%	\$ 72,187.00	\$ 73,428.00
Mission	\$27,205,631.85	3.07%	\$ 264,922.00	\$ 267,183.00
Monte Alto	\$1,602,154.95	0.18%	\$ 12,785.00	\$ 15,735.00
PSJA	\$61,817,365.66	6.98%	\$ 605,343.00	\$ 607,100.00
Progreso	\$2,392,793.73	0.27%	\$ 24,280.00	\$ 23,500.00
Sharyland	\$43,634,592.77	4.92%	\$ 429,074.00	\$ 428,529.00
So Tx College	\$63,236,679.08	7.14%	\$ 629,964.00	\$ 621,038.00
South Texas ISD	\$18,054,951.87	2.04%	\$ 173,749.00	\$ 177,315.00
Valley View	\$7,775,817.80	0.88%	\$ 75,349.00	\$ 76,365.00
Weslaco	\$26,276,635.20	2.96%	\$ 263,009.00	\$ 258,059.00
Entity Total	488,030,444	54.07%	\$ 4,703,014.00	\$ 4,792,877.00
GRAND TOTALS	886,264,786	100%	\$ 8,512,333.00	\$ 8,703,876.00
BUDGET TOTAL			\$ 8,512,333.00	\$ 8,703,876.00

**2019 PROJECTED  
ENTITY ASSESSMENT**

ENTITY:	2018 Tax Levied	2018 Percent	2018 Official Assessment	2019 Projected Assessment
Hidalgo County	\$203,193,192	22.93%	\$ 1,944,855.00	\$ 1,995,531.00
Drainage Dist.#1	\$33,062,978	3.73%	\$ 316,237.00	\$ 324,707.00
Entity Totals	236,256,170	27.57%	\$ 2,261,092.00	\$ 2,320,238.00

Fire Districts:

EMS District #1	\$163,203	0.02%	\$ 1,732.00	\$ 1,602.00
EMS District #2	\$325,581	0.04%	\$ 3,044.00	\$ 3,198.00
EMS District #3	\$499,291	0.06%	\$ 5,012.00	\$ 4,904.00
EMS District #4	\$220,776	0.02%	\$ 2,191.00	\$ 2,168.00
Entity Totals	1,208,851	0.14%	\$ 11,979.00	\$ 11,872.00

Irrigation Districts:

Donna #1	634,567	0.07%	\$ 6,223.00	\$ 6,232.00
Delta Lake	424,658	0.05%	\$ 3,740.00	\$ 4,171.00
Kennedy Co GCD	1,275	0.0001%	\$ 13.00	\$ 12.00
Brush Country GCD	447	0.00005%	\$ 4.00	\$ 4.00
Red Sands GCD	65,518	0.01%	\$ 628.00	\$ 643.00
Entity Totals	1,126,465	0.14%	\$ 10,608.00	\$ 11,062.00

**BOARD OF DIRECTORS**  
 Arturo S. Perez, *Chairman*  
 Judith A. Solis, *Secretary*  
 Eloy Garza, *Director*  
 Daria Dr. "B" Babineaux, *Director*  
 Raul Pena III, *Director*



Rosalva Guerra  
 Chief Appraiser

**ALLOCATIONS FOR 2019**  
**ALLOCATION %      ENTITY ALLOCATION FOR 2019**

<b>TAXING ENTITY</b>	<b>TAX LEVY</b>	<b>ALLOCATION %</b>	<b>ENTITY ALLOCATION FOR 2019</b>
<b>STARR COUNTY</b> (M&O, FM/FC & DRAINAGE)	\$16,155,611.33	0.2984	512919.16
<b>RIO GRANDE CITY ISD</b>	14,762,216.18	0.2726	468571.59
<b>ROMA ISD</b>	7,119,317.38	0.1315	226035.09
<b>SAN ISIDRO ISD</b>	2,470,133.63	0.0456	78381.75
<b>STARR COUNTY HOSPITAL</b>	5,847,628.83	0.108	185640.98
<b>SOUTH TEXAS COLLEGE</b>	4,058,100.49	0.075	128917.35
<b>CITY OF R.G.C.</b>	2,471,217.67	0.0456	78381.75
<b>CITY OF ROMA</b>	1,121,149.27	0.0207	35581.19
<b>CITY OF ESCOBARES</b>	140,828.37	0.0026	4469.13
	<u>54146203.15</u>	<u>1</u>	<u>1718897.99</u>

Respectfully,  
  
 Rosalva Guerra, Chief Appraiser  
 Starr County Appraisal District

Note Formula: Entity Levy/Total Tax Levy = Allocation %  
 Total Appraisal District Budget X Allocation % = Entity Allocation Amount for 2018

(1,718897.99 X % = Allocation)

## **Discussion and Action as Necessary on Trademark Infringement Claim by Center for Public Safety Excellence**

South Texas College received a letter from an attorney representing the Center for Public Safety Excellence (CPSE), a national non-profit accreditation and certification entity primarily serving firefighters.

CPSE complained that the College's use of the name South Texas College Regional Center for Public Safety Excellence was an infringement upon their trademark. South Texas College Legal Counsel has been in communication with counsel for CPSE.

On December 4, 2018, the Facilities Committee will be provide with an update and asked to recommend Board action as necessary.

Mr. Jesus Ramirez, Legal Counsel, will be available to update the Board on this matter in executive session.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary on the trademark infringement claim by the Center for Public Safety Excellence.

### **The Following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees approves and authorizes action as necessary on the trademark infringement claim by the Center for Public Safety Excellence.

### **Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

## **Consideration and Approval of Checks and Financial Reports**

Board action is requested to approve the checks for release and the financial reports for the month of October 2018. The approval is for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

These checks and financial reports were scheduled for presentation to the Board on November 27, 2018, but that meeting was cancelled due to scheduling conflicts.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a review of the Financial Report for the month of **October 2018**, and will respond to questions posed by the Board.

The checks and the financial reports submitted for approval are included in the Board packet under separate cover.

### **Recommendation:**

It is recommended that the Board of Trustees approve and authorize the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of October 2018.

### **The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of October 2018.

### **Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

### **Consideration and Approval of Checks and Financial Reports**

The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER:

- A. Release of Checks for \$25,000.00 to less than \$125,000.00 Released Prior to Board Approval for October 2018
- B. Release of Checks for \$125,000.00 and Above Board of Trustees Approval Required for October 2018
- C. Release of Checks for \$125,000.00 and Above Released Prior to Board Approval (Policy 5610) for October 2018
- D. Release of Construction Fund Checks for October 2018
- E. Quarterly Investment Report for October 2018
- F. Summary of Revenue for October 2018
- G. Summary of State Appropriations Income for October 2018
- H. Summary of Property Tax Income for October 2018
- I. Summary of Expenditures by Classification for October 2018
- J. Summary of Expenditures by Function for October 2018
- K. Summary of Auxiliary Fund Revenues and Expenditures for October 2018
- L. Summary of Grant Revenues and Expenditures, October 2018
- M. Summary of Bid Solicitations
- N. Check Register for October 2018



## **FINANCIAL REPORTS**

**The Financial Reports are provided under separate cover.**

## Announcements

### A. Next Meetings:

- Thursday, December 13, 2018
  - 5:30 p.m. – Regular Board Meeting
  
- Tuesday, January 15, 2019
  - 3:30 p.m. – Education and Workforce Development Committee Meeting
  - 4:30 p.m. – Facilities Committee Meeting
  - 5:30 p.m. – Finance, Audit, and Human Resources Committee Meeting
  
- Tuesday, January 29, 2019
  - 5:30 p.m. – Regular Board Meeting

### B. Other Announcements:

- South Texas College will be closed Monday, December 17, 2018 – Tuesday, January 1, 2019 in observance of Winter Break.