



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Board Retreat

**Saturday, February 16, 2019
8:00 a.m.**

**Pecan Campus
Pecan Campus Student Union Bldg
2nd Floor
McAllen, Texas**

Online Board Packet

**South Texas College
Board of Trustees Retreat
Saturday, February 16, 2019 @ 8:00 a.m.
Pecan Campus Student Union (Building U)
McAllen, TX 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:”

- 1. Review and Discussion of Comprehensive Operational Plan for FY 2018 – 2019 to FY 2021- 2022..... 3**
- 2. Review and Discussion of the FY 2017 – 2018 Status Report for the Comprehensive Operational Plan..... 4**
- 3. Review and Discussion of Enrollment Assumptions and Projections for Next Five Years 5 - 15**
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- 9. Review and Discussion of Procedures for Employment of Administrative Personnel 59 - 70**
- 10. Review and Discussion of Policy #6105: *Naming of College Facilities* 71 - 72**
- 11. Review and Discussion of Board Assessment Instrument 73 - 76**
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Review and Discussion of Comprehensive Operational Plan for FY 2018 – 2019 to FY 2021- 2022

Updated annually, the South Texas College Comprehensive Operational Plan provides the detailed planning and framework for the College's next four years of growth, programs, and other goals. This document provides a consistent foundation for strategic planning, and a benchmark against which to compare the College's successes as well as opportunities for improvement or innovation.

By reviewing and revising the Comprehensive Operational Plan annually, administration is able to keep the College's focus on target with the changing needs of the community and the changing regulations and practices from local, state, regional, and federal partners and oversight agencies.

Developed with the broad participation of faculty, staff, and students throughout the South Texas College district, this plan provides an accurate, detailed, and thorough resource for the College's operations, and how those operations are designed to meet the overall mission and specific goals established by the Board of Trustees.

Dr. Shirley A. Reed, College President, oversees the development and publication of the Comprehensive Operational Plan, and will review the planning process.

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

Review and Discussion of the FY 2017 – 2018 Status Report for the Comprehensive Operational Plan

Each year, College administration undertakes a thorough review of the College's progress in the implementation of the established Comprehensive Operational Plan. This provides administration with a benchmark against which the College's performance in various areas can be measured.

An annual status report is published to document and share the results of this review. In support of the College's commitment to evidence-based decision making, these results are then evaluated by administration and used to reinforce successful programs and to make appropriate corrections where needed.

This mindful and careful planning and regular review of performance allows the College to remain one of the nation's leading innovators in the service of our students.

Dr. Shirley A. Reed, College President, will review the FY 2017 – 2018 Status Report and respond to questions.

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

Review and Discussion of Enrollment Assumptions and Projections for Next Five Years

In an effort to balance desired future results with future uncertainties, South Texas College utilizes Assumption Based Planning. The Traditional Enrollment Assumptions help the college to identify the most important assumptions that either may positively or negatively impact future traditional student enrollment growth. The Traditional Enrollment Assumptions were recently reviewed and updated based on the changing enrollment landscape and will be periodically reviewed given the uncertainties over the next five years.

Mr. Matthew S. Hebbard, Vice President of Student Affairs and Enrollment Management will present the Spring 2019 Enrollment Report, which was finalized on February 6, 2019 (Census Day).

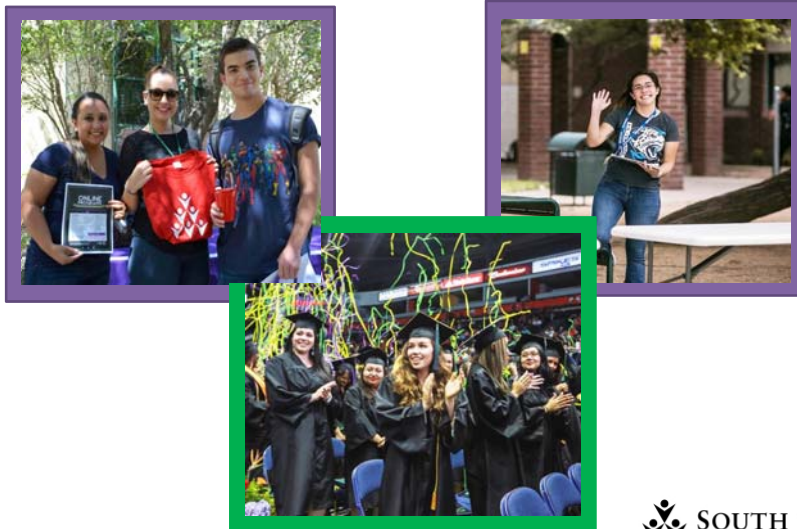
Mr. Hebbard has also provided an excerpt from the National Student Clearinghouse Research Center, compiling estimated national enrollment trends. Significantly, there was a nationwide average decrease of 3.2 percent in two-year public institutions of higher education from the previous fall, and postsecondary education overall was down approximately 1.7 percent from the previous fall.

Mr. Hebbard will then present the institutional Traditional Enrollment Assumptions and review the overall enrollment Projections for the Next Five Years.

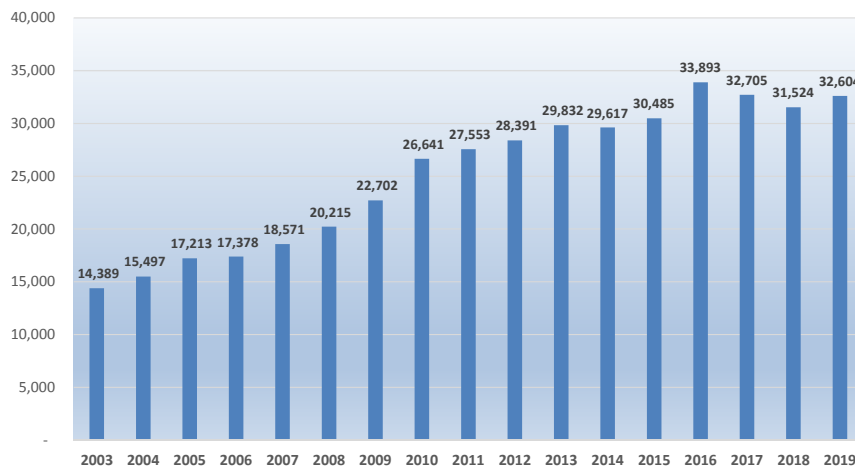
Finally, Mr. Hebbard will discuss how both the Traditional Enrollment Assumptions and Projections are used to inform the Strategic Enrollment Management plan development.

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

Spring 2019 Enrollment



Student Enrollment History



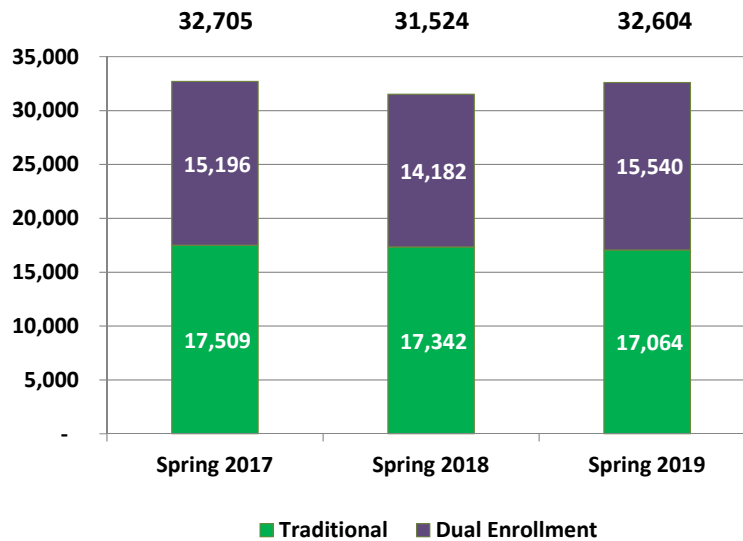
From Spring 2003 to Spring 2019

Campus Enrollment

Campus	Spring 2018	Spring 2019	+/-	%
Pecan	9,124	8,864	-260	-2.8%
Mid Valley	3,038	2,927	-111	-3.7%
Starr County	1,037	919	-118	-11.4%
NAH	1,601	1,600	-1	-0.1%
Technology	1,361	1,387	26	1.9%
Distance Learning	7,584	7,954	370	4.9%
Dual Enrollment at High School	13,809	15,003	1,194	8.6%
Total Headcount*	31,524	32,604	1,080	3.4%

* Some of campus enrollments will not match total headcount because some students attend multiple campus

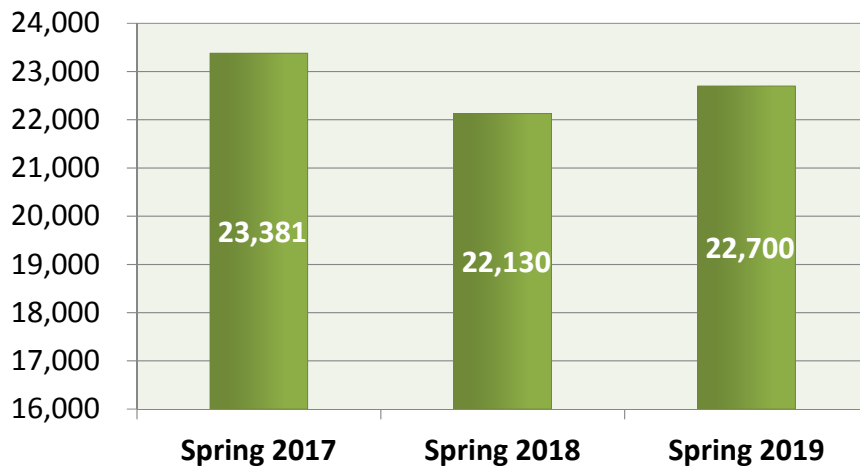
Total Enrollment



Unduplicated Enrollment by Residence

County	Spring 2017	Spring 2018	Spring 2019
Central Hidalgo	19,886	18,698	19,357
Eastern Hidalgo	5,724	5,814	5,962
Western Hidalgo	3,910	3,826	3,985
Starr County	2,370	2,331	2,359
Out of District & Country	815	855	941
Total	32,705	31,524	32,604

Full Time Equivalency (total semester credit hours/12)



Dual Enrollment – Hidalgo County

District	Spring 2017	Spring 2018	Spring 2019
DONNA ISD	428	377	396
EDCOUCH-ELSA HS	209	251	299
EDINBURG CISD	1,993	1,791	2,107
HIDALGO ISD	320	275	371
LA JOYA ISD	1,531	1,582	1,803
LA VILLA HS	54	46	52
MCALLEN ISD	1,631	1,217	1,186
MERCEDES ISD	392	424	455
MISSION ISD	1,079	1,058	1,031
MONTE ALTO ISD	39	66	65
PROGRESO HS	173	175	197
PSJA ISD	3,242	3,100	3,278
SHARYLAND ISD	725	665	744
SOUTH TEXAS ISD	658	478	542
VALLEY VIEW HS	466	372	465
WESLACO ISD	1,139	1,162	1,156
Subtotal	14,079	13,039	14,147

Dual Enrollment – Starr County

	Spring 2017	Spring 2018	Spring 2019
RIO GRANDE CITY ISD	605	661	758
ROMA HS	275	216	212
Subtotal	880	877	970

Other – Districtwide

	Spring 2017	Spring 2018	Spring 2019
PRIVATE SCHOOLS	64	64	81
CHARTER SCHOOLS	167	196	318
HOME HS & OTHERS	6	6	24
Subtotal	237	266	423

	Spring 2017	Spring 2018	Spring 2019
Total Dual Credit	15,196	14,182	15,540

CURRENT

Term Enrollment ESTIMATES

FALL 2018

NATIONAL STUDENT CLEARINGHOUSE®
RESEARCH CENTER™

Overview

In fall 2018, overall postsecondary enrollments decreased 1.7 percent from the previous fall. **Figure 1** shows the 12-month percentage change (fall-to-fall and spring-to-spring) for each term over the last three years. Enrollments increased 2.4 percent at four-year private nonprofit institutions, but this increase was largely due to the recent conversion of a large for-profit institution to nonprofit status. Enrollments decreased among four-year for-profit institutions (-15.1 percent) and two-year public institutions (-3.2 percent) and were virtually unchanged at four-year public institutions. Taken as a whole, public sector enrollment (2-year and 4-year combined) declined by 1.3 percent this fall.

Current Term Enrollment Estimates, published every December and May by the National Student Clearinghouse Research Center, include national enrollment estimates by institutional sector, state, enrollment intensity, age group, and gender. Enrollment estimates are adjusted for Clearinghouse data coverage rates by institutional sector, state, and year. As of fall 2018, postsecondary institutions actively submitting enrollment data to the Clearinghouse account for 97 percent of enrollments at U.S. Title IV, degree-granting institutions. Most institutions submit enrollment data to the Clearinghouse several times per term, resulting in highly current data. Moreover, since the Clearinghouse collects data at the student level, it is possible to report an unduplicated headcount, which avoids double-counting students who are simultaneously enrolled at multiple institutions.

Figure 1: Percent Change from Previous Year, Enrollment by Sector (Title IV, Degree-Granting Institutions)

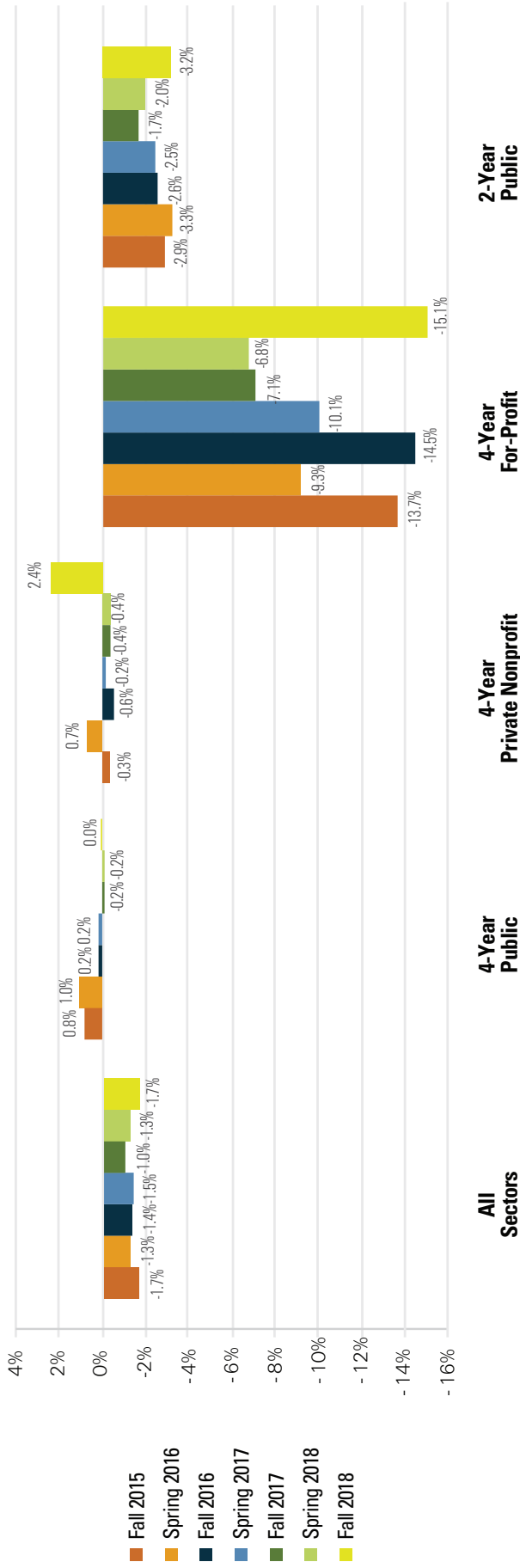


Table 1: Estimated National Enrollment by Sector (Title IV, Degree-Granting Institutions)

Sector	FALL 2018		FALL 2017		FALL 2016	
	Enrollment	% Change from Prior Year	Enrollment	% Change from Prior Year	Enrollment	% Change from Prior Year
Total Enrollment, All Sectors	18,482,391	-1.7%	18,811,280	-1.0%	19,010,459	-1.4%
Four-Year Public	8,087,410	0.0%	8,087,105	-0.2%	8,100,118	0.2%
Four-Year Private Nonprofit	3,864,957	2.4%	3,775,147	-0.4%	3,788,980	-0.6%
Four-Year For-Profit	765,596	-15.1%	901,331	-7.1%	970,267	-14.5%
Two-Year Public	5,445,562	-3.2%	5,624,282	-1.7%	5,721,676	-2.6%
Unduplicated Student Headcount (All Sectors)	18,196,846	-1.4%	18,463,677	-1.1%	18,663,617	-1.4%

UNDERSTANDING THE NUMBERS

Table 1 provides counts of fall term enrollments submitted to the Clearinghouse by December 1 of each year. Enrollments represent one student in one institution and thus would count twice a student enrolled simultaneously at two institutions. The unduplicated headcount provides the number of unique students with no double-counting. This figure can be used to determine the percentage of concurrent enrollments in any given year. In each term, fewer than 2.0 percent of total enrollments can be accounted for by students enrolling in more than one institution.

Institutional classifications for the current term are based on the most recently available IPEDS institutional characteristics at the time of publication. Less-than-two-year institutions have been aggregated with two-year institutions. Two-year for-profits and two-year private nonprofits are not shown in the table due to small counts, but enrollments from those sectors are included in the overall totals. Additional notes on data and coverage are included at the end of this document.

Table 2: Estimated National Enrollment of First-Time College Students by Sector (Title IV, Degree-Granting Institutions)

Sector	Age Group	FALL 2018		FALL 2017		FALL 2016	
		Enrollment	% Change from Prior Year	Enrollment	% Change from Prior Year	Enrollment	% Change from Prior Year
All Sectors	All (18 and Over)	2,538,767	-4.3%	2,652,584	-2.3%	2,715,815	-1.5%
	18 to 24	2,325,090	-3.2%	2,401,666	-1.0%	2,426,292	-0.7%
	Over 24	213,677	-14.8%	250,918	-13.3%	289,523	-7.6%
Four-Year Public	All (18 and Over)	1,031,459	0.6%	1,025,757	-1.1%	1,036,823	-0.4%
	18 to 24	990,950	-0.4%	994,556	-0.6%	1,000,544	-0.1%
	Over 24	40,509	29.8%	31,201	-14.0%	36,279	-9.3%
Four-Year Private Nonprofit	All (18 and Over)	451,910	1.3%	446,290	-2.6%	458,072	-1.2%
	18 to 24	425,940	-0.2%	426,853	-1.7%	434,100	-0.4%
	Over 24	25,970	33.6%	19,437	-18.9%	23,972	-13.9%
Four-Year For-Profit	All (18 and Over)	33,773	-37.2%	53,787	-9.3%	59,311	-23.3%
	18 to 24	17,466	-36.2%	27,360	-5.4%	28,921	-23.6%
	Over 24	16,307	-38.3%	26,427	-13.0%	30,390	-22.9%
Two-Year Public	All (18 and Over)	977,911	-8.7%	1,071,401	-2.3%	1,096,600	-1.4%
	18 to 24	848,884	-7.3%	916,164	-0.5%	921,111	-0.7%
	Over 24	129,027	-16.9%	155,237	-11.5%	175,489	-4.6%

UNDERSTANDING THE NUMBERS

Table 2 provides counts of fall term enrollments for undergraduate students entering college for the first time. Counts of first-time undergraduates for a fall term are limited to students who had no college enrollment (in any postsecondary institution) at age 18 or above prior to the beginning of the fall term and had not completed a college degree prior to the beginning of the fall term. Former dual enrollment students, first-time college students who had enrolled in college courses while still in high school, are included in the counts of first-time students for a fall term.

Table 4: Estimated National Enrollment by Sector and Program Level (Title IV, Degree-Granting Institutions)

Sector	Program Level	FALL 2018		FALL 2017		FALL 2016	
		Enrollment	% Change from Prior Year	Enrollment	% Change from Prior Year	Enrollment	% Change from Prior Year
All Sectors (incl. Two-Year)	Undergraduate (All)	15,730,458	-2.1%	16,073,901	-1.4%	16,297,766	-1.9%
	Associate-Seeking	5,212,591	-2.0%	5,319,452	-2.3%	5,445,196	-2.4%
	Bachelor's-Seeking	8,626,366	-2.1%	8,814,333	1.5%	8,680,309	-0.6%
	Other Undergraduate	1,891,501	-2.5%	1,940,116	-10.7%	2,172,261	-5.4%
	Graduate/Professional	2,751,933	0.5%	2,737,379	0.9%	2,712,693	1.5%
Four-Year Public	Undergraduate (All)	6,757,862	-0.3%	6,777,472	-0.2%	6,789,507	-0.3%
	Associate-Seeking	633,749	-1.6%	644,293	-1.1%	651,381	5.4%
	Bachelor's-Seeking	5,728,062	0.1%	5,724,702	0.8%	5,679,612	0.2%
	Other Undergraduate	396,050	-3.0%	408,477	-10.9%	458,514	-12.5%
	Graduate/Professional	1,329,548	1.5%	1,309,633	-0.1%	1,310,611	2.7%
Four-Year Private Nonprofit	Undergraduate (All)	2,680,946	1.0%	2,653,327	-0.9%	2,676,080	-1.1%
	Associate-Seeking	109,344	-5.3%	115,470	-7.9%	125,359	-4.3%
	Bachelor's-Seeking	2,452,567	1.9%	2,407,948	0.1%	2,405,767	-0.9%
	Other Undergraduate	119,036	-8.4%	129,909	-10.4%	144,954	-1.8%
	Graduate/Professional	1,184,010	5.5%	1,121,820	0.8%	1,112,900	0.7%

Table 4: Estimated National Enrollment by Sector and Program Level (Title IV, Degree-Granting Institutions)

Sector	Program Level	FALL 2018		FALL 2017		FALL 2016	
		Enrollment	% Change from Prior Year	Enrollment	% Change from Prior Year	Enrollment	% Change from Prior Year
Four-Year For-Profit	Undergraduate (All)	567,162	-12.2%	645,821	-8.6%	706,769	-17.0%
	Associate-Seeking	104,751	-5.0%	110,257	-20.6%	138,794	-39.0%
	Bachelor's-Seeking	410,267	-16.1%	489,071	-5.9%	519,519	-10.6%
	Other Undergraduate	52,144	12.2%	46,492	-4.1%	48,456	13.6%
Two-Year Public	Graduate/Professional	198,434	-22.3%	255,511	-3.0%	263,498	-7.1%
	Undergraduate (All)	5,445,562	-3.2%	5,624,282	-1.7%	5,721,676	-2.6%
	Associate-Seeking	4,261,054	-1.8%	4,341,201	0.7%	4,311,800	-2.0%
	Other Undergraduate	1,184,509	-7.7%	1,283,081	-9.0%	1,409,876	-4.4%

UNDERSTANDING THE NUMBERS

Table 4 provides enrollment counts by program level. Beginning in the 2014-15 academic year, institutions began submitting additional data elements to the Clearinghouse to satisfy new reporting requirements for the National Student Loan Data System (NSLDS). This makes it possible to measure undergraduate and graduate enrollments separately for the current term, starting with fall 2015. The other undergraduate category includes: undergraduate certificate/diploma, teacher preparation and special non-credential programs that have been classified by institutions as undergraduate programs, as well as enrollments that are not part of any structured program. The graduate/professional category includes: post-baccalaureate certificate, master's degree, doctoral degree, first-professional degree, graduate/professional certificate, and special non-credential programs that have been specifically classified by institutions as graduate-level programs.

Review and Discussion of FY 2019 – 2025 Strategic Plan

South Texas College initiated the process of updating its 2019-2025 Strategic Plan during the 2018 Spring semester.

During the initial planning phase, a cross-functional committee began with a review of the current College Comprehensive Mission Statement and then developed a draft version of a new institutional Vision Statement, Mission Statement, and Core Values. The draft version was then shared with various internal and external stakeholders for input. The committee took this input and developed a final version for Board review and approval.

In December 2019, the South Texas College Board of Trustees formally approved a new Vision, Mission and Cores Values. The Strategic Planning process will continue through Spring 2019 with internal and external stakeholders input. Formal adoption and Board approval of the 2019-2025 Strategic Plan is anticipated in early Fall 2019.

At the Board Retreat, the Board of Trustees will be updated on the status of the current strategic planning process. The trustees will be asked to participate in a modified Strengths, Weaknesses, Opportunities, and Threats External Elements (SWOT) Analysis. Board members will be asked to identify key external elements that affect the College, in the form of Opportunities and Threats:

External Elements

- **Opportunities:** elements in the environment that the business or project could exploit to its advantage.
- **Threats:** elements in the environment that could cause trouble for the business or project.

Trustees will be asked to focus on the external elements of the SWOT analysis, to help administration identify and cultivate opportunities and mitigate threats in the College's growth and service to the community. This input will be used along with other feedback gathered from internal and external stakeholders to develop the STC 2019-2025 Strategic Plan.

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

Strategic Planning Session

FEBRUARY 16, 2019

Progress to date

Initial Strategic Planning Process Began Spring 2018

- Initial Phase coordinated by cross-functional committee
- Focused on Development of Institutional Vision/Mission/core Values

Second phase began Summer 2018

- This phase coordinated by a subset of the initial cross-functional committee along with new members
- Review of materials such as Environmental Scan, program demand gap analysis, IPEDS research, reviewed aspen award winning colleges, key performance indicators, etc.
- Conducted SWOT analyses district wide with faculty, staff and students
- Received college wide input on identified SWOT priorities at Fall PD day

Next steps

Third phase (in process)

- Develop initial draft of institutional goals with definitions
- Develop initial draft of strategic activities to support draft institutional goals
- Gather additional information from internal and external stakeholders
- Gather feedback on institutional goals from internal and external stakeholders

Final phase

- Create final draft of institutional goals with supporting strategic activities
- Share internally at academic council, planning & development committee, president's administrative staff and others for final feedback
- Present to the board of trustees for final feedback and approval

Session activity!

Instructions

Use the provided markers and sticky pads to write down your comments to the question below:

Based on what you know about the constituents in your district (educators, businesses, employees, families and other groups), what do YOU think are the opportunities for STC to better serve students, employers, and the community as a whole?

Instructions

Use the provided markers and sticky pads to write down your comments to the question below:

Based on what you know about the constituents in your district (educators, businesses, employees, families and other groups), what do YOU think are the threats that STC needs to address in order to better serve students, employers, and the community as a whole?

Time to Review!

Time for input!

Draft Strategic goals

Encourage Community Engagement

South Texas College is a catalyst for engaging the public and strengthening communities through diverse efforts that increase college readiness and job development.

Promote Academic Integrity and Excellence

South Texas College is dedicated to creating a dynamic and innovative educational environment based on excellence and continuous improvement.

Create Educational Opportunities for Students

South Texas College is committed to providing affordable and accessible educational opportunities that enable a seamless transfer to advanced degrees or align with emerging workforce needs.

Draft Strategic goals

Foster Student Success

South Texas College is devoted to providing students with an accessible pathway and an effective support structure that promotes success, persistence, educational attainment, academic achievement, and holistic development.

Cultivate Institutional Collaboration

South Texas College is an advocate for creating a culture of collaboration through transparency, consistency and effective communication practices that enhance institutional operations.

Questions?

Review and Discussion of Financial Forecasting for the Next Five Years

The budget development process for FY 2019-2020 has begun. The first step in the budget development process is to project the three major sources of revenue consisting of state appropriations, tuition and fees, and property taxes. In order to project these revenues, historical trends, current year actuals, and future anticipated factors are considered. Based on these analyses, College staff has also developed preliminary five-year financial projections. This information will be presented to the Board of Trustees by Mary Elizondo, Vice President for Finance and Administrative Services.

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

Review and Discussion of Electronic Board Packet Proposal and Timeline

Computer laptops have been purchased and are available to be utilized by the Board of Trustees to view the committee and board meetings agenda items. The use of computer laptops to view the agenda items is anticipated to reduce the time and cost involved in printing, collating, binding, and physical delivery of the board packets.

Mary Elizondo, Vice President for Finance and Administrative Services will present the proposed plan for consideration by the Board of Trustees.

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

Electronic Board Packets & Laptops Procedures

MARY G. ELIZONDO, MBA, CPA, CFE, CGMA

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

FEBRUARY 16, 2019



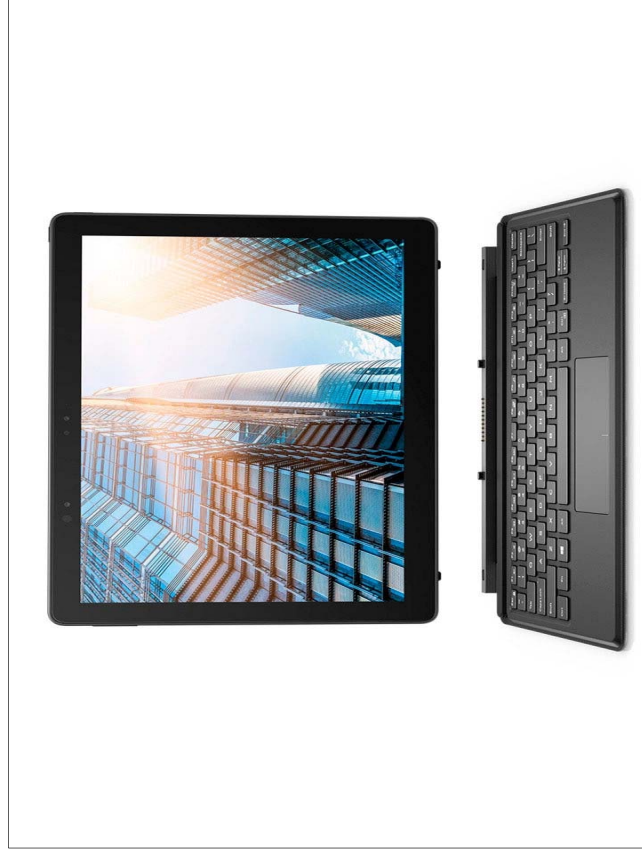
SOUTH TEXAS
COLLEGE

Introduction

- South Texas College laptops are available for Board of Trustee members.
- Laptops are available to be issued to the Board of Trustee members at the next Board meeting scheduled for February 26, 2019 or before.

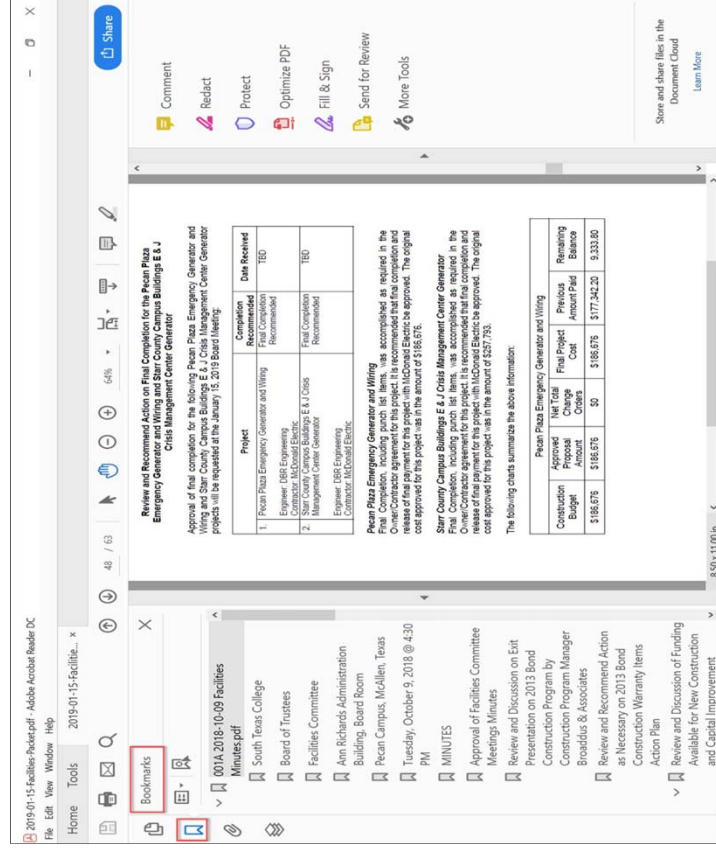
Benefits:

- Reduce time and cost allocated to printing, collating, binding, and physical delivery of board packets.



Board Meetings

- Board members will be able to utilize the laptops to view the committee and board meeting agenda items.
- If a Board member forgets their laptop for a Board Meeting, a replacement laptop will be available at the meeting.



Electronic Board Packets

- Issue the laptops to Board of Trustees
- Submit electronic file to the Board of Trustees via email
- Board of Trustees saves file in designated folder
- Detailed Guidelines and Quick Checklist Guide will be issued to Board of Trustees
 - Use of Stylus Pen for Notetaking
 - Navigating Electronic Board Packets - Adobe Acrobat Pro
 - Malfunction or Broken Equipment
 - Maintenance of Computer Laptops and System Updates
- Update Board Policy #4714 to include Board of Trustees as Users

Thank you

ANY QUESTIONS?

Review and Discussion of Governance Policies

Dr. Alejo Salinas, Jr. has requested an agenda item for the review and discussion of the policies related to Board Governance at South Texas College.

The packet includes the following policies, related to Board Governance at South Texas College. These select policies are provided at Dr. Salinas' request, for review by the Board of Trustees:

- 1001 Authority & Functions of the Board, Committees and Individual Trustees
- 1011 Relationship Between Board and President
- 1020 Goals for Trustees
- 1510 Code of Ethics for Board Members
- 1511 Trustee Duty to Disclose Substantial Interests in A Business Entity or in Real Estate; Disclosure Requirements and Abstention
- 1520 Orientation and Training
- 1530 Compensation and Expenses

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

MANUAL OF POLICY

Title Authority & Functions of the Board, Committees and Individual Trustees **1001**

Legal Authority Approval by the Board of Trustees

Date Approved by Board Board Minute Order Dated July 27, 1995
As Amended by Board Minute Order Dated February 18, 1999
As Amended by Board Minute Order Dated July 15, 2004
As Amended by Board Minute Order Dated August 21, 2008
As Amended by Board Minute Order Dated January 15, 2009

Authority & Functions of the Board of Trustees

The Board, within the limits imposed by law, has complete and full control of the College. The Board has final authority to formulate and interpret the policies that govern the College.

The written policies adopted by the Board shall serve as authority for implementation of Board decisions and actions by the College administration.

The general responsibilities of the Board are to:

1. Determine the boundaries of the Single-Member Districts from which Trustees are to be elected.
2. Call and hold elections pursuant to statute.
3. Periodically review, revise and adopt the Comprehensive Mission Incorporating the Institutional Vision, Purpose, Core Values, Guiding Principles, and Strategic Directions.
4. Determine the quality of professional leadership needed to carry out the administration and operation of the College.
5. Select, appoint, and annually evaluate the performance of the President of the College.
6. Approve the policies necessary for supporting operations of the College.
7. Review and take appropriate action on matters relating to site and facilities development.
8. Approve the annual budget, review and approve expenditures as required under College policy and State law and authorize and review the annual audit of the College.
9. Approve degree and certificate programs of study.
10. Receive and review administrative reports concerning the appointment, promotion, retention, or dismissal of College employees.
11. Receive and review administrative reports concerning continuing education programs and workforce training.
12. Consider inquiries and requests from citizens, students, employees, faculty and organizations on matters of policy and administration affecting the College.
13. Provide a forum for students, employees, faculty, and citizen comments on matters of Board policy.

Authority of Board Committees

Committees may be created by the Board to advise the Board and facilitate the efficient operation of the Board. The Board is not bound by the action of a Board Committee or any of its individual members.

Authority of Individual Trustees A member of the Board (a 'Trustee') has no authority except when in an official meeting or except when acting with official authorization of the Board.

MANUAL OF POLICY

Title	Relationship Between Board and President	1011
Legal Authority	Approval by the Board of Trustees	
Date Approved by Board	Board Minute Order Dated July 27, 1995	

It is important that the Board maintain a harmonious and respectful relationship with the College President and staff. In view of the vital nature of this relationship, the following guidelines are adopted for this Board and the President. The Board and the President recognize:

1. Teamwork is a necessity. Individual prestige and possible gain must be subordinate to the general welfare of the College and its students. A clear delineation of function between the Board and the President must be maintained.
2. Tolerance for differences of opinion among Trustees and between the Board and the President, and willingness to resolve such differences objectively, must be clearly and continuously displayed.
3. The President shall keep the Board well-informed on programs, plans and progress through staff reports and other means of choice.

MANUAL OF POLICY

Title	Goals for Trustees	1020
Legal Authority	Approval by the Board of Trustees	
Date Approved by Board	Board Minute Order Dated July 27, 1995	

Members of the Board will strive to improve public education, and to that end shall strive to:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Work with other Trustees to establish effective Board policies, after full discussion.
3. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special-interest groups.
4. Encourage the free expression of opinion by all Trustees, and seek systematic communications between the Board and students, staff, and all elements of the community.
5. Communicate to other Trustees and the President public reaction to Board policies and College programs.
6. Become informed about current educational issues by individual study and through participation in programs providing information, such as those sponsored by the American Association of Community Colleges and the Association of Community College Trustees.
7. Support the employment of those persons best qualified to serve as College staff, and insist on a regular and impartial evaluation of all staff.
8. Avoid being placed in a position of conflict of interest, and refrain from using the position of Trustee for personal or partisan gain.
9. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
10. Remember always that the first and greatest concern must be the educational welfare of the students attending the College.

MANUAL OF POLICY

Title	Code of Ethics for Board Members	1510
Legal Authority	Approval by the Board of Trustees	
Date Approved by Board	Board Minute Order Dated August 10, 1995 As Amended by Board Minute Order Dated July 15, 2004	

Each member of the Board of Trustees will strive to improve community college and higher education, and to that end shall adhere to the following ethical standards:

1. Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges and higher education.
2. Work with other Board members to establish effective policies and practices prohibiting unlawful discrimination, including conduct that constitutes sexual harassment.
3. Make policy decisions only after full discussion at publicly held Board meetings.
4. Render all decisions based on the available facts and the Trustee's independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
5. Encourage the free expression of opinion by all Board members.
6. Support the employment of the best-qualified persons to serve as college staff, and insist on a regular and impartial evaluation of all staff.
7. Avoid being placed in a position of conflict of interest, and refrain from using this Board position for personal or partisan gain.
8. Avoid private action that may compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
9. Focus concern toward the needs of the community and the students attending the College.

MANUAL OF POLICY

Title	Trustee Duty to Disclose Substantial Interests in A Business Entity or in Real Estate; Disclosure Requirements and Abstention	1511
Legal Authority	Approval of the Board of Trustees	Page 1 of 4
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated July 15, 2004 As Amended by Board Minute Order Dated February 20, 2014	

Introduction

Chapter 171 of the Texas Local Government Code prohibits certain actions by, and imposes certain obligations on, College Trustees under circumstances in which a Trustee has a Substantial Interest in a matter pending before the Board of Trustees of the College. Violation of the conduct proscribed by state law may result in a criminal offense. The policies contained herein are based on the cited statutory sources and are intended as guidance on the conflict provisions of state law. A Trustee is advised that compliance with state law is an obligation and reliance on legal counsel is advised.

1.0 DEFINITIONS. The following definitions apply to this policy.

Benefit: “Benefit” means anything reasonably regarded as pecuniary gain or pecuniary advantage.

Entity: “Entity” means a person, sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.

Deliberation: “Deliberation” by the Board of Trustees refers to the exchange of information and opinions at formal or called meetings of the Board of Trustees.

Immediate Family: “Immediate Family” means persons connected a Trustee by ties of consanguinity (blood) to the third degree or affinity (marriage) to the second degree.

Consanguinity (Relationship by Blood)

<u>First Degree</u>	<u>Second Degree</u>	<u>Third Degree</u>
Father	Grandfather	Great-Grandfather
Mother	Grandmother	Great-Grandmother
Daughter	Granddaughter	Great-Granddaughter
Son	Grandson	Great-Grandson
	Sister	Aunt/Uncle
	Brother	Nephew/Niece

Affinity (Relationship by Marriage)

<u>First Degree</u>	<u>Second Degree</u>
Father	Spouse’s Grandfather
Mother	Spouse’s Grandmother

Daughter	Spouse's Granddaughter
Son	Spouse's Grandson
	Spouse's Sister
	Spouse's Brother

Substantial Interest: "Substantial interest" means:

- (a) with respect to a Business Entity, if the person owns at least:
 - (1) ten (10) percent of the voting stock or shares of the Business Entity; or
 - (2) owns ten (10) percent or more or owns \$15,000 or more, of the fair market value of the Business Entity; or
 - (3) funds received by the person from the Business Entity exceed ten (10) percent of the persons's gross income for the previous year; or

- (b) with respect to Real Property, if Trustee has an equitable or legal ownership in the Real Property with a fair market value of \$2,500.00 or more; or

- (c) Trustee is related to a person in the first degree by either affinity or consanguinity who has a Substantial Interest.

2.0 Compliance with the Policy.

2.1. Determining Existence of Substantial Interest: It is a Trustee's obligation to determine whether he or she has a Substantial Interest.

2.2. Duty to Disclose and To Abstain. A Trustee having a Substantial Interest involving a matter under consideration before the Board of Trustees shall do the following:

(a) Disclosure. Shall disclose, prior to the vote on the matter, by affidavit, the nature and extent of the interest thereof.

(b) Abstention: Shall abstain from voting on or in any other way deliberating on the matter *if* the action to be taken on the matter will have a special economic effect on that Business Entity or *if* it is reasonably foreseeable that action on the matter will have a special economic effect on the value of the Real Property, distinguishable from its effect on the public. All such abstentions shall be recorded in the minutes of the Board meeting. The Trustee's abstention shall be noted in the minutes of the meeting

2.3 Separate Vote Required. The Board of Trustees shall take a separate record vote on any matter specifically dedicated to a contract with a Business Entity in which a Trustee has given notice of a Substantial Interest.

2.4 Bank Relations: A Trustee who is a stockholder, officer, board member, or employee of a bank that has bid to become a depository for the College shall not vote on the award of the depository contract to said bank.

2.5 Disclosure Affidavit: The Disclosure shall be in the following form.

**COUNTY OF HIDALGO §
STATE OF TEXAS § A F F I D A V I T**

BEFORE ME, the undersigned Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed hereto, who being first duly sworn in the manner provided by law, on oath stated as follows:

"My name is _____, and I am over the age of 18 years and competent to make this affidavit."

"I am a duly elected member of the Board of Trustees of the South Texas College, County of Hidalgo, Texas."

"I have a substantial interest in the following business entity: _____ (hereinafter the "business entity")."

"The nature of my interest in the business entity is as follows: (I) (my father) (my mother) (my son) (my daughter) (my spouse) (my son-in-law) (my daughter-in-law) (my father-in-law) (my mother-in-law)

- _____ own 10 percent or more of the voting stock or shares of the business entity named herein.
- _____ own either 10 percent or more of the fair market value of the business entity.
- _____ own \$15,000.00 or more of the fair market value of the business entity.
- _____ have received, in the previous year, funds from the business entity in excess of 10 percent of gross income.

"I have a substantial interest in the following described real property, because (I) (my father) (my mother) (my son) (my daughter) (my spouse) (my son-in-law) (my daughter-in-law) (my father-in-law) (my mother-in-law) have a legal or equitable ownership interest in the property with a fair market value of \$2,500 or more:

Other: _____

Affiant

SWORN TO AND SUBSCRIBED before me, the undersigned authority, by the said _____, on the _____ day of _____, _____, to certify which witness my hand and seal of office.

[S E A L]

NOTARY PUBLIC, State of Texas
My commission expires: _____

3.0 Other Interest. If, in addition to or other than a substantial interest as defined herein, a Trustee has a personal, professional, or economic interest in a matter before the Board for action, the nature and extent of such interest shall be disclosed to the Board prior to any action taken by the Board on the matter.

MANUAL OF POLICY

Title	Orientation and Training	1520
Legal Authority	Approval by the Board of Trustees	
Date Approved by Board	Board Minute Order Dated July 27, 1995	

Annual Workshop

An annual workshop will be conducted to address the training needs of Trustees. Topics include, but are not limited to: community college history and philosophy; governance, ethics, legal issues; accreditation; finance; audits; legislative relations; planning (strategic, short-term, and long-range); evaluations (Board, President, institution and educational programs); Board policies and bylaws; Boardsmanship; state and national trends on educational, social, and technological issues; and Texas government operations (executive and legislative branches, the Texas Higher Education Coordinating Board, and other state agencies).

Orientation for New Trustees

The Board and the President shall provide an orientation for new Trustees within the calendar year of their initial election to assist them in understanding the Board's function, policies, and procedures. Assistance given in the orientation of new Trustees may include the following, as appropriate or available:

1. Selected materials on the responsibilities of being a contributing member of the Board.
2. Material pertinent to meetings and an explanation of its use.
3. Invitations to meet with the President and other administrative personnel designated by the President to discuss services the administration performs for the Board.
4. A review of the Board's policies and administrative regulations and other documents and information currently in use by other Trustees.
5. Information regarding appropriate meetings and workshops.
6. A formal orientation on legal and budgetary oversight responsibilities of the Board.
7. Other information and activities as the Board or the President deem useful in fulfilling the role of Trustee.

MANUAL OF POLICY

Title	Compensation and Expenses	1530
Legal Authority	Approval by the Board of Trustees	
Date Approved by Board	Board Minute Order Dated July 27, 1995	

Trustees shall not receive any remuneration of office. Trustees shall be entitled to reimbursement for their actual expenses incurred in performing their duties, to the extent authorized and permitted by the Board. The Board may not ordinarily pay the travel expenses of spouses and other persons when accompanying Trustees to Board-related activities. The Trustee may seek reimbursement from the College for payments made for such travel expenses. *Attorney General Opinion M.W.-93 (1979)*.

Review and Discussion of Policies Related to Procurement Contracts

Dr. Alejo Salinas, Jr. has requested an agenda item for the review and discussion of the policies related to procurement contracts at South Texas College.

The following policies relate to procurement of goods and services on behalf of South Texas College, and are provided for review by the Board of Trustees:

- 5200 Purchasing Authority
- 5210 Purchasing
- 5211 Vendor Information File
- 5212 Relationship Between Vendors and Employees
- 5213 Voluntary Participation in the State of Texas Purchasing Program
- 5214 Disclosure of Business Relationships with Vendors
- 5220 Contractors: Consultant Services, Professional Services and Honoraria
- 5223 Third Party Contracts and Scholarships
- 5225 Authorization for the President to Award Contracts After Informal Bidding for Expenditures of Up to \$10,000 and Purchasing Procedures for Personal Property and Public Works
- 5226 Contracts

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

MANUAL OF POLICY

Title	Purchasing Authority	5200
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated October 24, 2005 As Amended by Board Minute Order dated October 15, 2009	

Governing Law

South Texas College procures, supplies, materials, equipment and services in a manner consistent with applicable governing rules of the State of Texas as contained in the Texas Education Code, Government Code, Local Government Code, Texas Revised Civil Statutes and the Texas Attorney General's Opinions relating to Purchasing. In instances where purchases are funded by the United States Federal Government, or a subunit thereof, applicable procurement rules and procedures shall be applied.

Authorization to Conduct Purchasing

The Director of Purchasing is delegated the authority to act as an agent for the College in carrying out the purchasing activities of the College. The Director of Purchasing and other Purchasing Department employees are the only employees authorized to conduct purchasing duties under established guidelines.

Unauthorized Purchases

Purchases made in violation of College policies and procedures shall be considered unauthorized. Any employee of the College may be held personally responsible for payment of any unauthorized purchases made in the name of the College.

The College will not enter into any contract with an employee to purchase supplies, materials, equipment or vendor services from the employee, nor will the College enter into any vendor contract with a former employee within a one-year period from the date of employment termination. The College will not knowingly do business with a firm in which an employee of the College is acting as partner, sole proprietor, officer, agent, employee or director of any firm.

MANUAL OF POLICY

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

The general objectives of the Purchasing Policy are:

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

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

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

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

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

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

MANUAL OF POLICY

Title Purchasing 5210

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

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

Notice of Publication:

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

Authorization to Solicit and Award Bids:

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

Special Provisions

Professional Services

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

MANUAL OF POLICY

Title	Purchasing	5210
Legal Authority	Approval of the Board of Trustees	Page 3 of 3

circumstances, a minimum of two, but preferably three, firms shall be evaluated and a firm recommended to the President for final approval.

- (g) The engagement of the professional shall be presented to the Board of Trustees for ratification as soon as reasonably practicable after the engagement.
- (h) The President is granted contracting authority not to exceed \$100,000 in connection with the matter giving rise to the emergency or the immediate need.

Insurance

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

Emergency and Immediate Need Procedure

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

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

MANUAL OF POLICY

Title	Vendor Information File	5211
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998	

The Director of Purchasing shall maintain a vendor information file. Vendors wishing to be placed on the College's vendor information file must complete the vendor information form.

MANUAL OF POLICY

Title **Relationship Between Vendors
And Employees** **5212**

Legal Authority **Approval of the Board of Trustees**

Date Approved by Board **Board Minute Order dated November 9, 1995**

Employees of South Texas College shall not accept gifts, either in-kind or of money, or excessive entertainment, from a vendor.

Gifts include any items not obviously of an advertising nature. Items of an advertising nature are all those with the name of the firm affixed which do not have a unit value of more than \$10.

Excessive entertainment shall include, but not be restricted to, transportation beyond district boundaries, and overnight accommodations.

The College will not enter into any contract with an employee to sell to or purchase from the employee.

The College will, in no way, do business with any employee acting as an individual, partner, sole proprietor, fiber, agent, employee, or director of any firm.

MANUAL OF POLICY

Title	Voluntary Participation in the State of Texas Purchasing Program	5213
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated August 11, 1994	

South Texas College voluntarily participates in the state of Texas purchasing program. Such participation allows the College to purchase and/or acquire services via state contracts and the state's catalog purchasing program.

MANUAL OF POLICY

Title	Disclosure of Business Relationships with Vendors	5214
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated August 23, 2007	

This policy requires the written disclosure of certain information by College administrators regarding dealings with vendors.

For purposes of this policy “Administrator”, “Vendor” and “Family Member” are defined, as follows:

“Administrator” shall mean an employee holding an administrative or executive position according to the employee classification system set forth by the College.

“Vendor” shall mean a person who contracts or seeks to contract for the sale or purchase of property , goods, or services with South Texas College, including the person’s agent in the business under which the person contracts or seeks to contract with South Texas College.

“Family Member” shall mean a person’s parents, child, spouse, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

A South Texas College administrator shall file a written disclosure statement with respect to a vendor if:

- 1) The vendor has contracted with South Texas College or if South Texas College is considering doing business with the vendor, and
- 2) The vendor has an employment or other business relationship with the South Texas College administrator or with a family member of the administrator that results in the administrator or in a family member of the administrator receiving taxable income

The written disclosure statement required by this policy shall be filed with the Vice-President for Finance and Administrative Services of South Texas College not later than the 7th business day after the date that the administrator becomes aware of the facts listed above that require the filing of the disclosure statement.

The written disclosure statement required by this policy shall be made in a form prescribed by the College.

An administrator who fails to timely file or refuses to file the written disclosure statement required by this policy shall be subject to being reprimanded, suspended, or terminated for such failure or refusal.

MANUAL OF POLICY

Title	Contractors: Consultant Services, Professional Services and Honoraria	5220
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

Consultant services and professional services greater than \$5,000 require advance approval, in writing, by the College President. Honoraria in any amount require advance approval, in writing, by the College President.

Individuals, groups, or firms providing services to the College under a consultant service or professional services contract cannot begin work before a written agreement is fully executed.

Consultant Services are defined as services provided by persons or firms that perform a task(s) for which they have special expertise or background which results in a finished or written evaluation.

Professional Services are defined as services provided by individuals or firms with highly specialized technical skills which the College does not have available through internal personnel sources. Professional services are those generally provided by architects, attorneys, and auditors.

Honoraria are provided to individuals or groups who conduct work that directly supports the College's instructional programs. These funds would generally be available for guest lecturers, guest speakers, and/or artistic performances.

Grant contractors shall not be paid at a higher rate than College contractors with a similar assignment.

Employees of the College cannot be engaged as contractors.

MANUAL OF POLICY

Title	Third Party Contracts and Scholarships	5223
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

Third party contracts constitute written agreements between a third party (i.e. Texas Rehabilitation Commission, JTPA) and South Texas College wherein payment of tuition and fees for a student is to be paid to South Texas College by the third party. The third party's voucher, deferment form, or contract must be presented at the cashier's station on the registration date.

MANUAL OF POLICY

Title	Authorization for the President to Award Contracts After Informal Bidding for Expenditures of Up to \$10,000 and Purchasing Procedures for Personal Property and Public Works	5225
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated July 29, 1999	

Personal Property

All South Texas College expenditures for the purchase of any personal property, except produce or vehicle fuel, in excess of \$1,000.00 and not more than \$10,000.00 shall be made by the President after the receipt of informal bids. All College expenditures in excess of \$10,000.00 shall be made after the receipt of bids approved by the Board of Trustees with the recommendation of the President. The Board of Trustees will decide which bid to accept. All College expenditures in excess of \$10,000.00 shall be made in accordance with the provisions relating to formal bidding procedures of Section 44.031 of the Texas Education Code and Local Gov't. Code 271.082, 271.083 and/or 271.102, 271.103. The procedures required in this section relating to formal competitive bidding procedures on College expenditures shall not apply to exempt procurements required by public calamity, the need for preservation of public health and safety, or to repair or replace unforeseen damage to public property, machinery or equipment as provided or otherwise exempted under 44.031(h) of the Texas Education Code but not otherwise, unless such requirements are otherwise waived by the Board of Trustees. Contracts for purchases by the College of any real estate or rights or easements therein or outside professional service contracts which are otherwise regulated by state law are not covered by the provisions of this section relating to bidding but shall be submitted to the Board of Trustees for approval.

Public Works

All South Texas College expenditures for public works, which become fixtures to real property in excess of \$1,000.00 and not more than \$10,000.00 shall be made by the President after the receipt of informal bids. All South Texas College expenditures in excess of \$10,000.00 shall be made after the receipt of bids submitted to the Board of Trustees with the recommendation of the President. The Board of Trustees will decide which bid to accept. All College expenditures in excess of \$10,000.00 shall be made in accordance with the provisions relating to formal bidding procedures of Section 44.031 of the Texas Education Code.

The procedures required in this section relating to formal competitive bidding procedures on College expenditures shall not apply to exempt procurement required by public calamity, the need for preservation of public health and safety, or to repair or replace unforeseen damage to public property, as provided or otherwise exempted under 44.031(h) of the Texas Education Code but not otherwise, unless such requirements are otherwise waived by the Board of Trustees.

MANUAL OF POLICY

Title	Contracts	5226
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995	

This policy shall apply to all contracts to which the College is a party, other than purchasing activities which are governed by a separate policy.

The authority to contract on behalf of the College is vested with the Board. The size and complexity of the College is such that individual review by the Board of every contract is neither feasible nor in the best interest of the College.

Therefore, delegation of contracting authority is appropriate within the following guidelines:

Contracts under \$25,000 for personal property and contracts under \$15,000 for construction, maintenance, repair, or renovation of any building: The President may contract for any lawful purpose of the College provided the obligation of the College thereby incurred does not exceed the above limits in cash or in-kind equivalent.

Change Order - Construction. The President may approve a capital improvement change order involving expenditures of \$5,000 or less, and the President and Board Chair may jointly approve a construction change order involving an expenditure exceeding \$5,000 when, in the opinion of the President, the deferral of the change order until the next regular board meeting would cause a significant delay in the progress of the construction project.

Unless Board action specifically provides otherwise, all contracts approved by the Board shall be executed on behalf of the College by either the President or a designee.

The Vice President of Finance and Administrative Services is designated as custodian of all contracts (except employment) of the District.

The Director of Human Resources is designated as the custodian of employment contracts.

Review and Discussion of Procedures for Employment of Administrative Personnel

Dr. Alejo Salinas, Jr. has requested an agenda item for the review and discussion of the employment of administrative personnel by South Texas College.

The Office of Human Resources maintains a Staff Hiring Manual. The last revision to this document was in October 2018.

The following pages contain an excerpt from the Staff Hiring Manual, including:

- Description of the specific procedures for the employment of executive and administrative personnel.
- Description of the responsibilities and types of employment;
- Process Overview flowchart;
- Search Checklist and Hiring Proposal Checklist for use during the search and filling of vacancies, including administrative positions; and

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

Executive and Administrative Hiring

It is the policy of South Texas College to establish executive and administrative hiring guidelines that will provide the College with executives and administrators who can lead, organize, facilitate, plan, and supervise; who understand the needs of staff and faculty; and who value institutional governance based upon a genuine sharing of responsibility with colleagues. Executives and administrators who are hired must be individuals who are sympathetic and sensitive to the ethnic and cultural diversity in the college, and are well prepared by training to respond effectively to the needs of the College.

The hiring guidelines for executive and administrative positions are to assist in ensuring that the college will select individuals who are competent and able to perform the responsibilities that they will be required to assume, including supervision, organizational planning, budget development, and administration.

The hiring guidelines are based on the recognition that responsibility for selecting well qualified individuals requires adequate representation of faculty, administration and/or staff members throughout the hiring process.

Executive and administrative positions may consist of the following interviews:

- Search committee
- Executive panel
- College President
- Board of Trustees (designated positions only)

On-Campus Forums/Interviews

On-campus forums are meetings with various individuals and groups in which they can discuss their views on significant issues related to the position and respond to questions from the audience. The purpose of the on-campus forum is two-fold: to give the campus community a chance to meet and evaluate the candidate, and to give the candidate a chance to decide whether this would be a good place for him or her to work.

On-campus forums are required for all executive positions and most administrative positions. Some administrative positions whose duties do not require college-wide representation or collaboration may be processed without a forum interview with the approval of Office of Human Resources and respective Vice President and/or College President.

In addition to recommending which persons should be brought to campus for interviews, the hiring manager or the assigned search committee is responsible for coordinating department and campus forum interviews during their visits. The hiring manager or assigned designee is responsible for distribution and collection of evaluations from everyone who meets with the candidates or attends a forum. The following guidelines will assist you in coordinating the on-campus interviews:

- One individual or search committee member is appointed to host a given candidate. This includes arranging for the candidate's transportation to and from the airport if applicable, making sure that the schedule moves smoothly and the candidate gets from one place to another on time, and being responsible for moderating the on-campus forum.
- All finalists should follow the same schedule, so that all will be reviewed under the same conditions. This means that any internal candidates should follow the same schedule as the external candidates, except of course for trips to and from the airport.
- All meals, including breakfasts, should be part of the on-campus forum process.

Each candidate invited to interview on campus will participate in the following agenda:

- Meeting with the hiring department;
- Open interviews with all administrators;

- On-campus forum/interviews are open to faculty, staff, and students and are held at the Pecan, Mid-Valley, and Starr County campuses.

Arranging and Publicizing the Visits

Arrangements: The hiring manager should be responsible for arranging visitation dates, temporary parking permits, and food vouchers for each finalist.

Informing the Visitors: The finalists should be informed at the time the visit is arranged that their names and the dates of their visits will be publicized, which means that their candidacy will now become public knowledge. They should also be informed about the general nature of the schedule and specifically about the open forum, as well as about any other meetings for which they may need to prepare in advance. Detailed information pertaining to the college and the community, as well as the department that the position will administer, should be sent to the candidates well in advance of their visits.

Publicity: The College's Public Relations and Marketing department should be provided with information about the finalists including a brief summary of their vitae, as well as the times and locations of their on-campus forums, for release via faculty/staff news. A strong effort should be made to insure that all members of the college community who may be interested in meeting and hearing the candidate know about the visits and about the on-campus forums.

Preparing for the Visit

Evaluation Procedure: The hiring manager should prepare a simple form with which to obtain feedback from those who meet the candidates or who attend the on-campus forums. A sample of a template form is included in Appendix A. It's usually sufficient to learn whether the evaluator considers the candidate to be acceptable or unacceptable for the position and, if acceptable, whether the evaluator is strongly impressed or only mildly so. A place for comments on perceived strengths, as well as concerns or drawbacks, should also be provided. Although the forms can be submitted anonymously, it's helpful to know the general category into which the evaluator falls, such as faculty member, staff, student, etc.

South Texas College encourages all faculty and staff to participate in the on-campus forums to assist in the selection of a candidate.

Introduction

Purpose

The Staff Hiring Manual is intended to guide hiring managers and search committee members with the recruitment, selection, and appointment of all positions while complying with all statutory requirements relating to filling vacant positions. Clear and concise guidelines are provided to simplify the hiring process and enable the hiring managers and search committee members to hire the best qualified person available.

All hiring managers and search committee members shall follow the guidelines as stated in this manual and take steps to meet our commitment to equal opportunity. All employees accepting the role to participate in the hiring process shall recruit and recommend for hire all persons on the basis of valid job related criteria and without discrimination.

The Office of Human Resources is available to assist you and answer any questions regarding the contents of this manual.

The College reserves the right to revise, modify, delete, or add to any and all policies and procedures stated in this manual or in any other document. This manual supersedes all previously issued versions.

Responsibilities

Office of Human Resources

The Office of Human Resources is responsible for the oversight of the employment process and for ensuring compliance with all federal and state regulations and College policies and procedures. The Office of Human Resources provides support and guidance to hiring managers in the recruitment process with respect to development of selection criteria and attracting a diverse pool of applicants.

Hiring Manager

The hiring manager is the individual to whom the position reports, or his/her designee. They have the authority to select committees and to make hiring recommendations to aid in the decision regarding selection of the final candidate. They may make other decisions related to assigning roles and responsibilities to other employees during the recruitment process. Final recommendation remains with the highest authority of the department/division.

Search Committee Chair

The search committee chair is responsible for facilitating the search. The search committee chair facilitates administrative support and acts as liaison between the Office of Human Resources, the hiring manager, search committee members, and others involved in the recruitment process.

Search Committee Member

The search committee member is an appointed individual who participates in the search process by making recommendations regarding selection of the final candidate(s).

College President

The President of the College or the President's designee(s) is (are) authorized to employ, set the terms of employment, terminate, suspend, and otherwise make personnel decisions concerning personnel for Board approved Staffing Plan and temporary positions. No employee of the College other than the President has any authority to make oral or written representations or agreements with any employee for employment for any specified length of time or for employee benefits.

College Staffing Plan

The Staffing Plan is the official document listing position titles, employees, and salaries for each fiscal year. It is prepared annually by the staff of the Office of Human Resources during the budget process and is presented for approval to the Board of Trustees with the budget. The Staffing Plan is compatible with Board-approved Wage and Salary Administration policies.

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.

Full-time Temporary Positions

Full-time temporary (unbudgeted) positions are not included in the Board approved Staffing Plan and approvals are granted on a case by case basis. These positions are listed as temporary assignments with end dates not exceeding August 31 of the applicable fiscal year. Salary ranges for full-time temporary positions are determined by the Director of Human Resources to ensure alignment with existing positions. Full-time temporary positions are contingent on availability of funds, the need of the department, and final approval by the College President.

To continue a full-time temporary assignment of a current employee, the hiring manager must submit a completed Notice of Employment form to the Office of Human Resources prior to the assignment start date. If

the department does not have fund availability to continue the assignment or no longer requires the services, the hiring manager must inform the Office of Human Resources via email to HR_Staffing@southtexascollege.edu so that the employee is scheduled for an exit interview.

Grant Funded Positions

Grant funded employees, not employed under a letter of appointment, are employed on an as needed, non-contractual, at-will basis with no expectation of continued employment or property rights beyond the assignment, or timeline of the grant. Hiring of positions funded by a grant requires additional approvals.

Grant funded positions are considered temporary assignments with end dates not exceeding August 31 of the applicable fiscal year. Salary ranges for grant funded positions are determined by the Director of Human Resources to ensure alignment with existing positions. Continuation of a grant position is contingent on funding from the agency that awarded the grant.

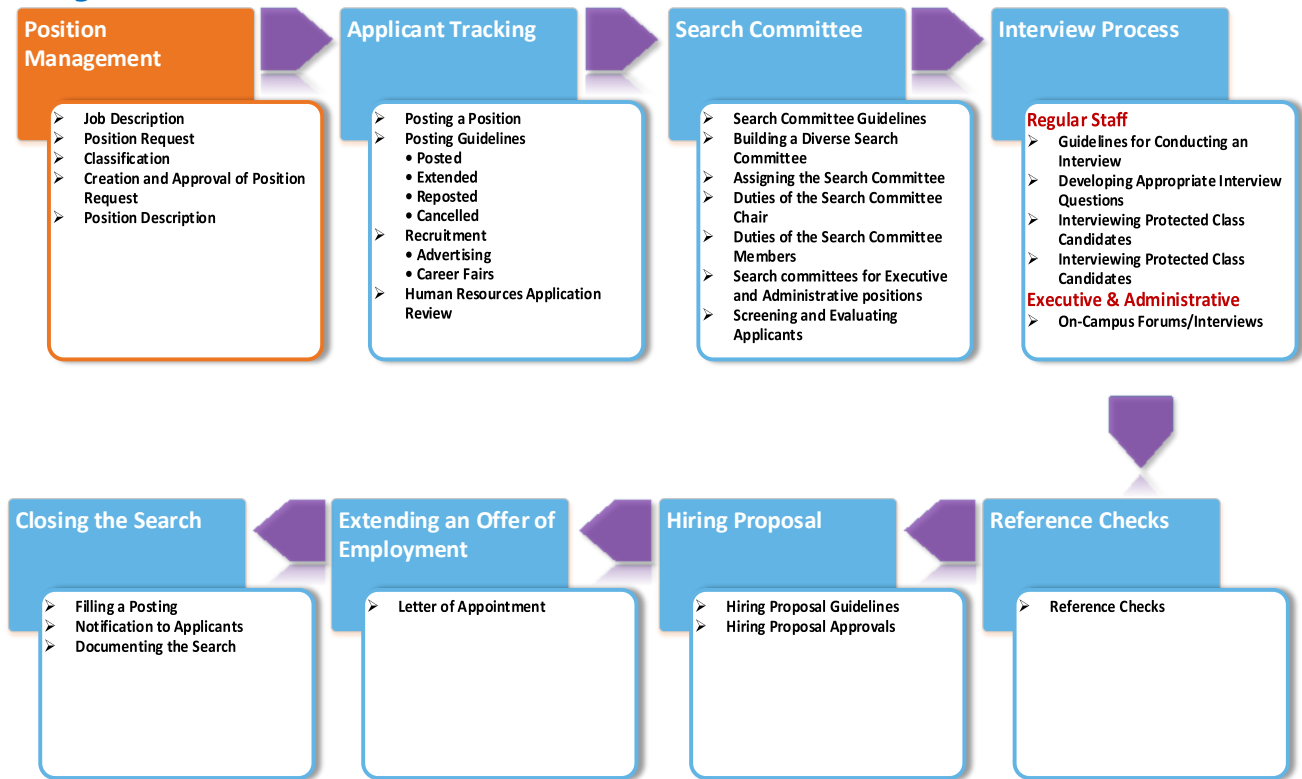
To continue a grant funded assignment of a current employee, the hiring manager must submit a completed Notice of Employment form to the Office of Human Resources prior to the assignment start date. If the extension of the grant is not awarded, the hiring manager must inform the Office of Human Resources via email to HR_Staffing@southtexascollege.edu so that the employee is scheduled for an exit interview.

Hiring Under the Age of 18

South Texas College does not hire employees under the age of 18 years of age as the College does not monitor or regulate child labor. The Fair Labor Standards Act (FLSA) along with state and local laws restricts the hours and conditions of employment for minors. Due to restrictions, employment of minors can be complex. The regulations vary depending upon the particular job involved. Also, the FLSA generally prohibits the employment of a minor in work declared hazardous or being around hazardous materials by the Secretary of Labor (for example, from science labs to Custodial department's hazardous cleaning chemicals).

Process Overview

Hiring Process



Search Checklist

Completed	Task	Responsible Party(ies)
<input type="checkbox"/>	<p>Initiate process by completing and submitting a Staff Position Request form, job description, and Staff Search Committee Request form.</p> <p>Prior to submitting a Staff Search Committee Request form, the hiring manager must verify that all search committee members will be eligible, committed, and available to serve on the search committee.</p>	Hiring Manager
<input type="checkbox"/>	Review and update job description for position request.	Human Resources Hiring Manager
<input type="checkbox"/>	Position request is created and routed approvals.	Human Resources
<input type="checkbox"/>	Position is posted on the South Texas College website for a minimum of fifteen (15) calendar days.	Human Resources
<input type="checkbox"/>	<p>Identify advertising sources that aid in assuring a strong and diverse applicant pool.</p> <p>Advertising sources are routed for approval before placement. (Advertising approval may take place multiple times during process.)</p>	Human Resources Hiring Manager
<input type="checkbox"/>	Place all advertisements.	Human Resources
<input type="checkbox"/>	Applicants apply online for positions.	Applicants
<input type="checkbox"/>	Applications are reviewed for completeness and to ensure minimum qualifications are met. Applications of qualified applicants are released to the hiring manager for review.	Human Resources
<input type="checkbox"/>	Staff Search Committee Request form is requested from hiring manager, if needed.	Human Resources
<input type="checkbox"/>	Search committee is assigned and hiring manager and search committee members are sent an email informing them that the posting is ready to be screened.	Human Resources

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | <p>Develop a set of position specific interview questions to be consistently used when interviewing all potential candidates.</p> <p>Human Resources may be contacted for review and recommendations of interview questions.</p> | <p>Hiring Manager
Search Committee Members
Human Resources</p> |
| <input type="checkbox"/> | <p>Review and evaluate applications based upon established job-related criteria.</p> | <p>Search Committee Members</p> |
| <input type="checkbox"/> | <p>The status of each applicant must be transitioned from "Under Review by Dept." to one of the following statuses:</p> <ul style="list-style-type: none"> • "Selected for Interview" • "Not Interviewed, Not Hired" | <p>Search Committee Chair</p> |
| <input type="checkbox"/> | <p>Invite candidates for interview, conduct interviews using position specific interview questions, and document candidate responses.</p> <p>All search committee members must sign a Search Committee Confidentiality Agreement.</p> | <p>Search Committee Members</p> |
| <input type="checkbox"/> | <p>Select the most qualified candidate based upon established job-related criteria for recommendation.</p> | <p>Search Committee Members</p> |
| <input type="checkbox"/> | <p>The status of each candidate must be transitioned to their final workflow state from "Selected for Interview" to one of the following statuses:</p> <ul style="list-style-type: none"> • "Recommended for Hire" (multiple candidates may be selected only if multiple positions are listed under one posting) • "Alternate Finalist" (an alternate may be selected in the event the recommended candidate is not approved or declines the offer) • "Second Alternate" (optional) • "Interviewed, Not Hired" (select this option for candidates that were interviewed but not hired) • "Not Interviewed, Not Hired" (select this option for candidates that declined the interview or failed to keep scheduled appointment) | <p>Search Committee Chair</p> |
| <input type="checkbox"/> | <p>Perform at least three professional reference checks and document responses.</p> | <p>Search Committee Members
Hiring Manager
Financial Manager</p> |
| <input type="checkbox"/> | <p>Prepare a letter of recommendation (memorandum) for the recommended candidate.</p> | <p>Search Committee Chair
Hiring Manager
Financial Manager</p> |
| <input type="checkbox"/> | <p>Prepare and digitize (scan) the following hiring proposal documents into separate files:</p> <ul style="list-style-type: none"> • Letter of Recommendation | <p>Search Committee Chair</p> |

- Three professional reference checks
- Search Committee Confidentiality Agreement
- Interview questions

Provide the digitized hiring proposal documents to Hiring Manager.

- | | | |
|--------------------------|--|-----------------|
| <input type="checkbox"/> | Initiate the hiring proposal and upload the hiring proposal documents. | Hiring Manager |
| | Route the hiring proposal for approval. The hiring proposal will be routed through the workflow. | |
| <input type="checkbox"/> | Extend and document formal offer of employment to recommended candidate. | Human Resources |
| <input type="checkbox"/> | Notify Hiring Manager, Dean/Director, and Vice President that offer of employment was accepted and provide first date of employment. | Human Resources |

Hiring Proposal Checklist

Completed	Task	Responsible Party(ies)
<input type="checkbox"/>	Initiate process by changing the role to "Supervisor".	Hiring Manager
<input type="checkbox"/>	On the default (Summary) tab of the posting, find the Banner Position Number field and take note of the number(s) listed as a hiring proposal must be created for each Banner position number.	Hiring Manager
<input type="checkbox"/>	Verify all applicants have been transitioned to their final workflow state. (Transitions must be completed by the search committee chair prior to the hiring proposal being initiated.)	Hiring Manager
<input type="checkbox"/>	From the list of applicants, select the recommended candidate by clicking on their last name. For postings with multiple Banner position numbers, this step must be completed for each Banner position number assigned to the posting.	Hiring Manager
<input type="checkbox"/>	Under the "Take Action on Job Application" button, select the "Start Staff Hiring Proposal" button to initiate the hiring proposal.	Hiring Manager
<input type="checkbox"/>	In the search bar, enter the Banner position number and click on the search button. Ensure the Position Description Title displayed matches the position title for which you are hiring for and click on the Select Position Description button. This will direct you to the hiring proposal. Only one hiring proposal may be created for each Banner position number. Failure to select the correct banner position number will result in rejection of the hiring proposal(s).	Hiring Manager
<input type="checkbox"/>	The following fields must be populated on the first page of the hiring proposal: <ul style="list-style-type: none"> • Candidate Information section: <ul style="list-style-type: none"> ♦ Responsible Committee Chair ♦ Responsible Supervisor • Hiring Information section: <ul style="list-style-type: none"> ♦ Reason for Recommendation (optional) ♦ Orientation Date (desired orientation date) ♦ Start Date (desired start date) ♦ STC Home Organization Code <p>After all fields have been populated, select the Next button. (Next will save any changes)</p>	Hiring Manager

- The following documents must be uploaded on the second (Hiring Proposal Documents) page of the hiring proposal:
 - Search Committee Confidentiality Agreement
 - Letter of recommendation
 - Interview questions for all interviewed from all search committee members
 - Three professional reference checks
 After all documents have been uploaded, select the Next button. (Next will save any changes)
 Hiring Manager

- Review the hiring proposal on the summary page. Approve the hiring proposal by hovering over the “Take Action on Hiring Proposal” button and select the Regular Hiring (move to Financial Manager) option for regular positions or the Grant Hiring (move to Grant Manager) option for grant positions.
 Hiring Manager
Financial Manager
Grant Manager

The financial manager or grant manager will then receive an email notifying them that a hiring proposal is pending their approval.

The hiring manager may also be the financial manager. If so, change the role from “Supervisor” to “Financial Manager” to approve.

- The hiring proposal will be routed for the remainder of approvals. Once the final approval from the College President has been obtained, an offer of employment will be extended to the candidate and the hiring manager will be notified of the candidate’s decision via email.
 Hiring Manager
Search Committee Chair
Human Resources

If the hiring proposal is declined at any point or if the candidate declines the offer of employment, the search committee chair has the option to move an alternate finalist to “Recommend for Hire” status and inform the hiring manager to begin the hiring proposal.

If an alternate finalist was not selected, the hiring manager may request the position be canceled and reposted via email to the Office of Human Resources at HR_Staffing@southtexascollege.edu.

Review and Discussion of Policy #6105: *Naming of College Facilities*

Dr. Alejo Salinas, Jr. has requested an agenda item for the Board to discuss the naming of a facility in honor of a former Board Member.

Policy #6105: *Naming of College Facilities* follows in the packet for the Board's review and to facilitate discussion.

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

MANUAL OF POLICY

Title	Naming of College Facilities	6105
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated February 15, 2001	

This policy covers the naming of buildings, wings of buildings and facilities such as areas or rooms within buildings, plazas/courtyards, recreational fields, and the like on STC campuses and centers.

Nominations may be received by the College President or any member of the Board. The authority to name buildings, rooms, special areas, and/or other College facilities is reserved solely for the Board and shall conform to one of the following criteria:

1. The name may indicate the function of the building/facility.
2. The name may honor an employee or former employee of the College who has served the College and has made exceptional contributions to the College. The individual must have won the respect of fellow staff members for outstanding performance beyond ordinary duties.
3. The name may honor a substantial benefactor of the College as recommended by administration.
4. The name may honor any member or members of the community whom the Board recognizes as having provided exceptional, financial or non-financial support for the advancement of the College.
5. The name may honor any member or former member of the Board who has served a minimum of 12 years (two full terms)

It should be recognized that buildings and other facilities may undergo significant renovation or even demolition over the course of time. It is STC policy that even though the physical space may no longer exist, recognition for the individual recognized in that space will continue in perpetuity.

The President's Office will maintain a log of all named spaces and plaques to ensure that plaques that must be removed because of renovation will be displayed in another appropriate place of honor as recommended by the Administration and approved by the Board.

Review and Discussion of Board Assessment Instrument

Dr. Alejo Salinas, Jr. has requested an agenda item for the review and discussion of the instrument used by the Board in their assessment of the Board of Trustees.

This instrument was last reviewed by the Board on February 27, 2018, and it was approved for the assessment of the Board of Trustees at that time. The assessment was completed and accepted by the Board by May 8, 2018.

The assessment instrument used at that time is provided in this packet for review by the Board of Trustees.

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE BOARD
FY 2017-2018**

Please rate the functioning of the Board according to the following criteria and characteristics.

4 = Excellent 3 = Good 2 = Satisfactory 1 = Needs Improvement 0 = Not observed

#	BOARD ASSESSMENT CRITERIA	SCORE
1	The quality of participation and discussion at Board meetings	4 3 2 1 0
2	The manner in which the agenda is planned in advance to assure interest and participation.	4 3 2 1 0
3	The material and information that is sent in advance of the Board meeting to prepare trustees	4 3 2 1 0
4	The attendance at Board meetings	4 3 2 1 0
5	In terms of the institution's needs, the number of times the Board meets	4 3 2 1 0
6	The Board's working relationship with the chief executive officer	4 3 2 1 0
7	The Board's working relationship with the administrative staff	4 3 2 1 0
8	The Board's knowledge and understanding of the activity of major committees	4 3 2 1 0
9	Financial records of the institution are audited annually, and a certified report is presented in a timely fashion following the close of the fiscal year.	4 3 2 1 0
10	The Board's understanding of its role in the development of broad institutional policies	4 3 2 1 0
11	Reports of major committees are presented in writing, and there is ample opportunity for understanding and discussion.	4 3 2 1 0
12	The level of understanding and commitment of trustees of their responsibility to assure an adequately funded institution	4 3 2 1 0

#	BOARD ASSESSMENT CRITERIA	SCORE
13	The degree of attention and concern given to the proper investment of reserves and endowment funds	4 3 2 1 0
14	The practice and procedure of indoctrinating and orienting new Board members	4 3 2 1 0
15	The camaraderie and esprit of the Board	4 3 2 1 0
16	The practice of trustees to act as a team	4 3 2 1 0
17	The degree to which the institution's short-term objectives and long-range goals are in place and understood by trustees	4 3 2 1 0
18	The Board's understanding of the role and responsibilities of trustees	4 3 2 1 0
19	The Board's understanding, concern, and assessment of the institution's success in its service area	4 3 2 1 0
20	The Board's understanding, concern, and assessment of the institution's success against its competition	4 3 2 1 0
21	The Board's use of staff people to make reports and presentations at meetings	4 3 2 1 0
22	The Board's written policy and enforcement of possible conflict of interest with trustees and their business relationships	4 3 2 1 0
23	The level at which trustees take their responsibility and commitment of Board membership	4 3 2 1 0
24	The appropriateness and effectiveness of standing committees that meet and report on a regular basis	4 3 2 1 0
25	The regularity in which governing policies, By-laws and so forth, are reviewed for appropriateness and relevancy	4 3 2 1 0
26	The depth and pertinence of data and information provided trustees to properly understand and interpret the work of the institution	4 3 2 1 0
27	The Board's attentiveness and evaluation of the public relations of the institution	4 3 2 1 0

#	BOARD ASSESSMENT CRITERIA	SCORE
28	The Board's concern about the allocation of funds to assure the optimum operation of the institution	4 3 2 1 0
29	Before making decisions regarding policy and other important matters, the degree of opportunity the board has to review and discuss all appropriate data and information – whether positive or negative	4 3 2 1 0
30	The participation at Board meetings is open, candid, and reflects all possible opinions.	4 3 2 1 0
31	At most meetings, trustees have an opportunity to hear information that is of an educational or interpretive nature about the institution and its work.	4 3 2 1 0
32	The Board ensures that Board action results from discussion of the whole Board and that no individual member or committee takes unauthorized action on behalf of the Board.	4 3 2 1 0
33	The Board retains a clear distinction between its role in establishing broad institutional policies and the administration's responsibility to administer and implement policy.	4 3 2 1 0
34	All things considered, the overall effectiveness and dedication of the Board.	4 3 2 1 0

COMMENTS: _____

Review and Discussion of President's Assessment Instrument

Dr. Alejo Salinas, Jr. has requested an agenda item for the review and discussion of the instrument used by the Board in their assessment of the President.

This instrument was last reviewed by the Board on February 27, 2018, and it was approved for the assessment of the President at that time. The assessment was completed and accepted by the Board by May 8, 2018.

The assessment instrument used at that time is provided in this packet for review by the Board of Trustees.

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

**SOUTH TEXAS COLLEGE
ASSESSMENT OF THE PRESIDENT
FY 2017-2018**

Please rate the functioning of the President according to the following criteria and characteristics.

4 = Excellent 3 = Good 2 = Satisfactory 1 = Needs Improvement 0 = Not observed

A.	BOARD RELATIONS	SCORE
1	Keeps the Board adequately informed of College operations and activities on an ongoing basis.	4 3 2 1 0
2	Keeps the Board adequately informed of major circumstances.	4 3 2 1 0
3	Provides adequate concern for needs of individual Board members.	4 3 2 1 0
4	Communicates effectively using both written and oral communication.	4 3 2 1 0
5	Appropriately carries out the directions of the Board.	4 3 2 1 0
6	Works productively and harmoniously with Trustees.	4 3 2 1 0
7	Provides the Board with needed information soon enough to be read and assimilated.	4 3 2 1 0
8	Provides sufficient information for the Board to make decisions.	4 3 2 1 0

B.	COMMUNITY, STATE, & NATIONAL RELATIONS	SCORE
1	Provides effective institutional representation in community relations.	4 3 2 1 0
2	Effectively interacts with community organizations in a leadership capacity as appropriate.	4 3 2 1 0
3	Participates in appropriate community organizations and committee/task force activities.	4 3 2 1 0
4	Maintains appropriate state and national professional affiliations.	4 3 2 1 0
5	Provides institutional respectability/image.	4 3 2 1 0

C.	FISCAL AND FACILITIES MANAGEMENT	SCORE
1	Develops sound financial plans and operates the College in a financially prudent manner.	4 3 2 1 0
2	Is responsible for audit compliance and correcting any concerns.	4 3 2 1 0
3	Maintains effective and legally sound purchasing procedures.	4 3 2 1 0
4	Demonstrates knowledge of College budget.	4 3 2 1 0
5	Is well informed regarding facility, equipment and supply needs and keeps Trustees apprised of needs and response to needs.	4 3 2 1 0
6	Directs short-term and long-range planning of campus maintenance and operations.	4 3 2 1 0

D.	INSTRUCTIONAL AND STUDENT SERVICE PROGRAMS	SCORE
1	Identifies and understands, and implements the academic mission and goals of the College.	4 3 2 1 0
2	Effectively establishes, organizes, and operates instructional and student service programs.	4 3 2 1 0
3	Is responsive and innovative with respect to changes in the community and in the delivery of educational services.	4 3 2 1 0
4	Maintains appropriate academic standards.	4 3 2 1 0
5	Understands and appropriately responds to the needs of students.	4 3 2 1 0
6	Maintains a high degree of value for the student as a customer	4 3 2 1 0

E.	PERSONNEL/HUMAN RESOURCES OPERATION	SCORE
1	Maintains effective working relationship with College employees.	4 3 2 1 0
2	Employs individuals whose abilities are well suited to their position.	4 3 2 1 0
3	Effectively delegates responsibility to appropriate staff.	4 3 2 1 0

4	Directs the development and implementation of personnel procedures and practices that comply with Board policy.	4 3 2 1 0
5	Willing to make difficult personnel decisions.	4 3 2 1 0
6	Demonstrates and promotes sensitivity to and support of EEO/Affirmative Action policies and procedures.	4 3 2 1 0
7	Maintains accessibility.	4 3 2 1 0

F.	LEADERSHIP	SCORE
1	Demonstrates ability to communicate and implement decisions.	4 3 2 1 0
2	Demonstrates ability to handle crises.	4 3 2 1 0
3	Demonstrates ability to initiate new ideas.	4 3 2 1 0
4	Demonstrates a leadership style that inspires others.	4 3 2 1 0
5	Demonstrates effective short and long-range planning.	4 3 2 1 0
6	Engenders confidence as an educational leader.	4 3 2 1 0
7	Exhibits a high level of knowledge and understanding of a comprehensive community college.	4 3 2 1 0
8	Fosters an appropriate level of credibility in the community.	4 3 2 1 0
9	Identifies and analyzes problems and issues confronting the College.	4 3 2 1 0
10	Identifies potential areas of conflict.	4 3 2 1 0
11	Incorporates the ideas of others in the decision-making process.	4 3 2 1 0
12	Provides effectively maintained College facilities and seeks needed funding for future construction/renovation.	4 3 2 1 0
13	Possess an appropriate degree of personal integrity.	4 3 2 1 0

COMMENTS: _____

Review and Discussion of Administrative Succession Planning

Dr. Alejo Salinas, Jr. has requested an agenda item for the discussion of administrative succession planning at South Texas College.

In the event that Dr. Shirley A. Reed, President, anticipates an absence from the campus, it is her practice to coordinate with the Vice Presidents to delegate signing authority and decision-making authority on routine matters that generally require presidential approval.

Dr. Salinas has requested an opportunity to discuss this process with the Board of Trustees.

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

Review and Discussion of Board Communication and Planning Strategies

Administration recognizes the significant amount of effort and attention requested from the Board of Trustees, and seeks feedback on communication and planning strategies to help keep the Board informed of news, events, meetings, and other items of interest to the Trustees and vital to the College's operations.

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.

Review and Discussion of Strategies to Reduce Information and Repetitiveness for Board and Board Committee Meetings

Dr. Alejo Salinas, Jr. has requested an agenda item for the discussion of strategies to reduce the amount and repetitiveness of information presented for Board and Board Committee meetings.

This agenda item is presented for the Board's discussion and feedback to staff, and no action is requested.